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PLANNING AND ZONING COMMISSION

Minutes of the Planning and Zoning Meeting of July 30, 2025

- **Attendees:** Mayor Jeff Kinnell, P&Z Commission Members (Kathy Krupa, Alison Cherubini-Hillyer, Michelle Parson, and Seth Everitt), Matt Shock Zoning Officer, Tom Marshall Village Administrator, Village Solicitor Ken Molnar
- **Guests:** See attached Sign-In Sheet

Call to Order and Roll Call

- Meeting called to order at 7pm EST by Mayor Kinnell
- Roll call taken; All commission members were present

Guests

- Gary Smith (G2 Planning)
- Jim Ohlin (Romanelli & Hughes)

Continuance of Public Hearing – Rezoning Application for Arrowhead Golf Course

The hearing transcript is available upon request, and on the Village website.

Subject:

A variance request for a re-zoning application (from Planned Commercial and Office District (PC) to Planned Mixed-Use District (PMUD)) for lot 417-420-04-003-000 at 580 N Walnut St.

Court Reporter swore in those who would be presenting / testifying.

Mayor Kinnell laid out the process for the evening.

Comments from Developer (Romanelli & Hughes)

See attached Summary of Divergences & Agreements for Additional Information.

- Gary Smith (G2 Planning & Design) did the R&H presentation
- He went over updates and changes from feedback gained in previous meetings
 - Subarea 6 – Groezinger property – gave details of finalized arrangement
 - Gave details regarding the \$400k donation to the Village
 - Arrowhead sidewalk frontage (of the development, not all the way to Heathermere) – gave details as to how that section of sidewalk will be constructed
 - Miller Farm MOU – Gary stated they have finished the updates and that the Miller Farm study will be included
 - Went over updated side yard setback changes
 - Went over updated lot sizes
 - Went over parking changes
 - Confirmed presence of front porches on patio homes
 - Private streets in HOA land adjacent to development – Gary explained R&H's involvement in resolving that situation, including several meetings
 - Provided an update regarding the removal of the chain link fence & addition of trees for adequate buffer between Heathermere/Arrowhead Lakes & the new development
 - Confirmed that all retention ponds will have either a fountain or aerator installed
 - Provided an update on the changes regarding parking (no parking on fire hydrant side of the street)
 - Provided agreement to perform the offsite stormwater study – stated that this is a requirement for any development, so they would be doing this anyways
 - R&H is happy to work with the Village on tree selection
 - Mayor Kinnell provided context for this desire
 - Commissioner Parsons asked about the number of trees coming out and number of trees replacing all those trees
 - Commissioner Everitt voiced concerns regarding the replacement of the fence
 - Commissioner Parsons suggested that the HOA provide guidance to homeowners to ensure that fence replacements are consistent.
 - Gary Smith went into additional details regarding parking requirements & population estimates
 - Gary Smith provided additional information regarding sidewalk widths
 - Commissioners discussed preservation of mature trees in the northwest corner of the property. Developer Gary Smith approximated that about 40% of existing trees may be impacted by property lines and agreed to explore

creative engineering solutions to retain old-growth trees where feasible, to be addressed during final engineering.

- Commissioner Cherubini-Hillyer requested clarification on how Subarea 6 land allocations would remain fixed in the event of inheritance or transfer of ownership. Mr. Smith confirmed that restrictions would remain in place through recorded development text.
- Commissioner Parsons asked about the name of the development and street names
 - R&H is open to getting Village input on street names as well
 - Commissioner Krupa also weighed in on the development name topic
 - R&H also wants to make sure it meets their marketing needs
- Mayor Kinnell thanked Gary as well as R&H for making all of the various changes and being willing to work with the Village

Audience Participation

- Councilwoman Doucett provided additional context on the fencing issue running behind Heathermere & Zoar St
- Brad Franz – 745 Bodkin Ln – lives on one of the HOA (private) street
 - Spoke about gates or relinquishing control of the streets to the Village
 - Mayor Kinnell spoke about their meeting with the HOA
 - Zoning Officer Shock provided input as well
- Mr. Franz also asked about the traffic study and the impact of traffic on Sunbury Meadows Dr
 - Councilwoman Doucett came up and helped to provide more context to the situation
- Mr. Franz also asked about the total unit count
 - Gary Smith explained that the changes didn't require the unit count to drop by much...94 to 92 units. Current density is 2.88

Commissioner Participation

- Commissioner Everitt wanted to discuss the \$400k donation
 - Commissioner Krupa explained that Council will review "which" parks and sidewalks will receive funding with the donation and stated that "it will go through the way it's made [intended]".
 - Mayor Kinnell provided additional context & thanked Commissioner Everitt for his work regarding the sidewalk & how it resulted in R&H additional commitment to run sidewalk on Walnut St. along their property line.
 - Commissioner Parsons committed to working to make sure the sidewalk project gets funded, and called for residents to hold the Village accountable on this topic

- Commissioner Cherubini-Hillier asked the Village Solicitor whether Planning & Zoning would have input if Council later changed the allocation of donated funds, and whether such a change would constitute a modification to the approved development plan.
- Village Solicitor Molnar confirmed that any substantive change affecting the development plan's commitments would require additional review by the Commission.
- Councilman Zach Hopper asked for additional information on how the donation works from an administrative standpoint
- Commissioner Cherubini-Hillyer asked for clarification on how the Subarea 6 land allocation can remain locked in if the land is passed on to an estate or if it is sold
 - Gary Smith provided additional information on that as well
- Commissioner Krupa brought up the large trees in the northwest [read: northeast] corner of the property
 - Gary Smith provided talked about how they can pursue creative ways to preserve those old growth trees – it would be addressed in the final engineering plans

Entering Exhibits into the Record

- Commissioner Krupa moved to accept Exhibits A-G into the public record, seconded by Mayor Kinnell.
- Motion passed unanimously.
- Exhibits were identified as follows:
 - Exhibit A: Original Submittal
 - Exhibit B: Version of Submittal dated May 21, 2025
 - Exhibit C: Binder of changes from May 21 and June 18 meetings
 - Exhibit D: Final Submittal for July 30, 2015 meeting
 - Exhibit E: Email chain regarding donation, engineering, and grant funding for sidewalks
 - Exhibit F: Email chain with final markups used in presentation
 - Exhibit G: Final version of Development Plan submitted July 29, 2025
 - **NOTE: Exhibit G is the Development Plan that was voted upon in the section referred to as "The Vote" below.**
- Gary Smith made a closing statement before closing the hearing
- Mayor Kinnell motioned to close the hearing, Commissioner Krupa seconded the motion
 - Motion passed by unanimous vote

The Vote:

- Mayor Kinnell thanked the commissioners for their efforts & their work

- Commissioner Krupa moved that the Planning and Zoning Commission vote to recommend that Council approve the application as submitted by Romanelli & Hughes on May 2, 2025, and revised on July 29, 2025, and to amend the zoning of approximately 84 acres of land, parcel 4174-200-400-3000, from its current zoning of Planned Commercial and Office to Planned Mixed-Use Development, and to recommend that Council subsequently approve the development plans and the text, including all requested divergences, as submitted to the record of this Planning and Zoning Commission meeting dated July 30, 2025.
 - Commissioner Everitt – Yes; Commissioner Krupa – Yes; Commissioner Parsons – Yes; Mayor Kinnell – Yes; Commissioner Cherubini-Hillyer – No. Motion passed 4-1

The public hearing concluded at 8:25 PM Eastern Time.

Break – to reconvene at 8:35.

- Noted: Commissioner Everitt had to leave the meeting at this point.
- Motion to approve minutes – Mayor moved to approve, commissioner Parsons second – motion passed by a unanimous vote

NOTE: The Planning & Zoning Commission reformed the portion of the meeting that occurred after the break because the Zoning Officer forgot to resume the streaming of the meeting.

Zoning report – Zoning Officer Matt Shock

- A copy of the Zoning Officer's report is available upon request

New Business

- Mayor Kinnell proposed that work on the Zoning Code Diagnostic take place in the August meeting

Motion to adjourn – Commissioner Parsons made the motion, Mayor Kinnell second – motion passed by unanimous vote – meeting adjourned @ 8:45

Supporting materials referenced during this meeting include the Summary of Divergences and Summary of Agreements & Commitments as submitted by Romanelli & Hughes and incorporated by reference into the official record.