



109 Harrison Street, PO Box 386 Galena, Ohio 43021
740-965-2484 740-965-5424 (fax)
www.galenaohio.gov

Minutes of the Village of Galena Planning & Zoning Commission

August 20, 2025

1. Call to Order

The meeting was called to order at 7:01 p.m. by Mayor Kinnell.

2. Roll Call

Present: Mayor Jeff Kinnell, Kathy Krupa, Seth Everitt, Alison Cherubini-Hillyer

Absent: Michelle Parsons

Also Present

Matthew Shock, Zoning Officer

Travis Burch, 311 North Walnut Street

A list of those in attendance is attached at the end of the minutes.

3. Public Comment

No public comment.

4. Public Hearing – Variance Request

Applicant: Travis Burch, 311 North Walnut Street

Request: Variance from Article 30 of the Zoning Ordinance to allow a 6-foot wooden privacy fence along the property line adjoining the cemetery.

- Applicant offered to remove the existing deteriorated cemetery chain-link fence to comply with code preventing back-to-back fences.
- Similar variance was previously granted to the neighboring property (297 N. Walnut).
- Applicant emphasized privacy concerns for both his family and cemetery visitors.
- Fence will be natural wood, stained with polyurethane.



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Commission Discussion:

- Commissioners expressed understanding of applicant's privacy concerns.
- Clarified fence will enclose backyard, connecting with existing sections.
- Commissioners thanked applicant for removing old fence.

Alison Cherubini-Hillyer made a Motion to close the Public Hearing. Mayor Jeff Kinnell seconded the motion. Motion passed unanimously in a roll call vote.

Kathy Krupa made a Motion to approve the variance. Alison Cherubini-Hillyer seconded the motion. Motion passed unanimously in a vote.

5. July 2025 Planning & Zoning Meeting Minutes

- Draft minutes were tabled for revision.
- Commissioners emphasized that minutes must document **key decisions and action items**, not just transcript attachments.

Alison Cherubini-Hillyer made a Motion to table minutes. Kathy Krupa seconded the motion. Motion passed in a roll call vote.

Mayor Kinnell (no), Alison Cherubini-Hillyer (yes), Kathy Krupa (yes), Seth Everitt (yes)

Next Steps: Matt and Alison will review transcript to highlight additions needed for accuracy before resubmitting.

6. Demolition Permit Language Update

- Reviewed revised draft ordinance.
- Clarified demolition applies **Village-wide** (not limited to certain districts).



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- Added exception for structures **significantly damaged by fire/storm/force majeure**. Commissioners requested clearer measurable standards (e.g., engineer or insurance determination).
- Clarified requirement needed for site restoration within set number of days after demolition.
- Discussion on ensuring timelines for site grading and erosion control.

Next Step:

- Draft will be reviewed by Village Solicitor (Ken Molnar) before public hearing is scheduled.
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7. Zoning Code Diagnostic Review

- Consultant group reviewed zoning code and offered suggestions to improve code.
- Matt created Excel tracker to organize suggested changes.

Next Step:

- Commission requested consultant feedback on **top priority risks**.
 - Matt to prepare redlined code sections for next meeting.
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8. Zoning Report

- **Miller Farm Development:**
 - Section 1: Pump station nearly complete; Columbia Gas installing service lines.
 - Section 2: Curb/gutter installed, paving soon; ~30 lots already sold.
 - Section 3: Sewer line and infrastructure underway.
- **Other Updates:**
 - Arrowhead development plan approved; Council hearing set for Sept. 10.
 - 185 N. Walnut property maintenance resolved; owner considering new driveway.
 - Right-of-way applications from Bright Speed and Alta Fiber under review.
 - Welcome packet being prepared for new residents.
 - Speed tables: concrete work scheduled Sept. 2; installation to follow.



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- Miller Park pavilion project awaiting permit approval.

9. Next Meeting

Date: September 17, 2025 at 7:00 p.m.

10. Adjournment

Alison Cherubini-Hillyer made a motion to adjourn the meeting. Seth Everitt seconded the motion. Motion passed unanimously in a voice vote.

Meeting adjourned at 7:47 p.m.

Action Items

1. **Matt & Allison** – Review transcript and revise July minutes with decisions & action items.
2. **Matt** – Send demolition language draft to solicitor (Ken Molnar) for legal review.
3. **Matt** – Request consultant prioritization of zoning code risks.
4. **Matt** – Prepare redlined zoning code sections for review at next meeting.