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PLANNING AND ZONING COMMISSION

Minutes of the Planning and Zoning Meeting of December 15th, 2021

- Attendees: Village of Galena P&Z Commission Members Mayor Jill Love, Kathy Krupa, Alison Cherubini-Hillyer, Timothy Erb, Nick Pezzuti and Zoning Inspector Levi Koehler. Village of Galena Residents present, via Zoom Zach Hopper.
- Meeting called to order at 7:02pm

ROLL CALL

- Present were P&Z Commission Members Alison, Jill, Tim, Kathy, Nick

Presentation of the Minutes from October 20th, 2021 meeting

- Motion to approve the minutes by Alison Cherubini-Hillyer
- Second by Nick Pezzuti
- Roll call vote - unanimous yes

GUEST PARTICIPATION - None

SUBJECT DISCUSSIONS:

- Ongoing Planning & Zoning Commissions review of the **Village of Galena Master Plan**.

Mayor Love began tonight's discussion of the Master Plan asking if there were areas of the plan that people were finding to be "dead-end" that we would need help from outside resources to update and complete. Discussion turned to whether the predicted benchmarks in the previous plan for 2020 were met?

Kathy Krupa mentioned with the development of Miller Farms Galena would probably exceed the population plan.

Alison Cherubini-Hillyer asked if we need to pull out some of the data information that does not need to carry forward. The agreement among the Commission was to keep some information that contains references to historical information but other items may not carry forward onto the new Master Plan Document.

Mayor re-directed conversation back to live document for review. Timothy Erb shared that Chapter 6 contains a lot of mapping relative to areas owned by the City of Columbus, Delaware County and State resources. He has had difficulty finding anyone within his resources that could help with updating the maps in his section. Levi Koehler, zoning inspector, shared that Tim could reach out to Scott Stevens with the Delaware County Soil and Water Department or Tom Curran with Preservation Parks Department. Mayor Love cited David Steitz as a resource at Delaware Regional Planning Department.

Nick Pezzuti stated that he had pulled all maps out of his sections and planned to get a hold of Delaware Regional Planning for his. He continued to question what maps needed to carry forward. Tim asked whether we pay attention to the need to reference relevant infrastructure changes.

Levi Koehler shared that KEM is currently GIS mapping the Village of Galena's storm sewers and sanitary man holes. Once completed Delaware County can put on their map and provide back to the Village.

Nick stated that the maps by nature are fluid and change with each additional subdivision and/or development. Mayor Love suggested due to the fluid nature of the maps and mapping we can plan to take a snapshot of today or current to 2021. Everyone agreed that ongoing updates should be a responsibility of the Planning and Zoning Commission.

Levi stated that every 5 years would be a good benchmark for planned updates as part of the Master Plan update each 5 years.

Nick created a Teams Document to share with everyone all Maps from the Master Plan, it contains his notes on updating that needed to be done.

Alison stated that she would start a new document to capture any changes by each person for their chapters. Kathy shared that she has notes that she can get to Alison for her section on Chapter 5. Alison then requested that everyone be sure to sight their sources that are utilized for any research and data that will be referenced within their sections.

Mayor Love asked that under the Planning Section of the Master Plan, upon completion of this review, that dates be documented for when this process will need to be updated again by the Village. Also sections such as Capital Improvements Plan that has not been updated since 1999, needs to have a "to be done" date range set up with a plan for the Village to complete the process.

Alison created a chart of "wish list" items from 1999 and list of those items that have been completed by the Village since then. Capital Improvements is one of the items included on the "to do" list that she created.

Mayor Love inquired about the Survey Monkey results and how these can tie into the Master Plan. Alison stated that the 5 main topics from the survey each have section within the Master Plan. She will update the Master Plan with the survey results.

Mayor asked everyone to continue to work on their sections. The request is that all sections be back to Alison within the 1st Quarter of 2022. Alison stated the sooner that everyone can get their notes to her she can update the new shared document for next meeting.

Levi Koehler stated that once the Master Plan review is completed the Planning and Zoning Commission should allow One (1) month for review by Mark Rufener.

ZONING INSPECTORS REPORT:

Major Subdivisions;

- **Retreat at Dustin:** Storm Water inspections have been conducted by the Zoning Inspector and Mark Rufener of KEM. Phase 2 construction is underway.
- **Arrowhead Lake Estates:** Storm Water inspections have been conducted by the Zoning Inspector and Mark Rufener of KEM. Phase 2 construction is underway. Cleaning of the waterway has been ongoing.
- **Blackhawk Phase-D:** Storm Water inspections have been conducted by the Zoning Inspector and Mark Rufener of KEM. Homes are under construction.
- **Miller Farm:** Engineering has been approved by the Planning and Zoning Commission. All mylars for phase 1 have been signed. The Development Agreement is under review by Village staff. Addresses have been assigned for phase 1. Meeting with Homewood has occurred for the plan to go under the river. March 2022 projected start.

Development Plans;

- **1811 South Galena Rd.:** Engineering is ongoing.
- **51 Middle St.:** Construction has begun and footers poured.
- **Vans Valley/Joe Walker:** Engineering Plans ongoing.
- **19 W. Columbus St.:** Addition to rear of building.

Violations Progress Report;

Exterior Property Maintenance: A list of major property maintenance issues is being compiled. Pictures will be taken to document these issues. Violations will be held over into 2022 due to courts being closed.

- **207 Harrison Street:** Foliage blocking sidewalk.
- **173 N. Walnut Street:** Debris encroaching sidewalk, Foliage blocking sidewalk.
- **21 Middle Street:** 2 junk vehicles with squatters that cannot be dealt with by the Owner until courts re-open.

Permits Issued:

- 10 New Builds.

Minor Subdivision Approvals:

- None

Development Inquiries

- Several Inquiries made about Arrowhead Golf Course.

Other:

- The overflow waterway that runs parallel to Arrowhead drive is being cleaned out and brought to the required elevation.

ZONING CLERKS REPORT

- Nothing to Add

OLD BUSINESS

NEW BUSINESS

- Mayor Love shared that the development team has held 2 meetings to review future plans, with the team assembled there has been early successes with managing development plans brought to the Village.
 - One strategy to request pre-paid tap fees from builder with large development. Purchased up front is a significant savings for the builder with an influx of fees to the Village.
 - Clear vision on needs for the sanitation plant based on future growth.
- Levi stated the inquiries on Arrowhead Golf Course (approx. 75-80 acres) have been mixed use developments.
 - Acreage that is Commercial would be front side along Route 3 with condos/residential rentals behind.
 - Rental Rates will be higher dollar, Luxury Condo potential.
 - Residential Rental Unit is considered commercial.
 - The Developer would need to accommodate a mixed use plan so that the commercial built up front would be shovel ready. The infrastructure for the front section would be part of the overall plan.

ADJOURNMENT

Motion to Adjourn at 7:45p.m.

- Motion to Adjourn by Timothy Erb
- Second by Nick Pezzuti

Roll Call Vote – Unanimous Yes.