



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

PLANNING AND ZONING COMMISSION

Minutes of the Planning and Zoning Meeting of January 17th, 2024

- Attendees: Village of Galena Mayor Jeff Kinnell, P&Z Commission Members Alison Cherubini-Hillyer, Pete Casuccio, Mike Fry and Tim Erb. Also present, Levi Koehler Village Zoning Inspector. Residents of Galena present for the meeting were Tom Hopper, Zach Hopper, Dave O'Neil, Mary Howard, and Heidi Kinnell.
- Meeting called to order at 7:00pm
- Mayor Jeff Kinnell commenced with the swearing in of Alison Cherubini-Hillyer to the Planning and Zoning Commission.

ROLL CALL

- Present were P&Z Commission Members Alison Cherubini-Hillyer, Mike Fry, Mayor Jeff Kinell, Tim Erb and Pete Casuccio.

Presentation of the Minutes from November 15th meeting

- Motion to approve - Alison Cherubini-Hillyer
- 2nd - Mike Fry

Roll Call Vote Unanimous

Presentation of the Revised Minutes from September 20th meeting

- Motion to amend – Mike Fry
- 2nd – Alison Cherubini-Hillyer

Roll Call Vote Unanimous

SUBJECT DISCUSSIONS:

- Estates at Blackhawk Cluster Mailbox concern** – Mayor Jeff introduced for discussion and requested Levi to give a review of the issue. Levi stated that the BlackHawk Subdivision Phase D were initially approved with standard mailboxes but during that phase the USPO, Sunbury Post Master required an amended plan to have cluster mailboxes. The current installation has no sidewalks leading up to the boxes, and the residents are lodging their complaints with the Village offices. Tim Erb asked for clarification whether the resident complaints are due to the boxes being located too close to the street or due to the lack of sidewalk. Alison Cherubini-Hillyer asked if the current boxes could be turned around as a solution.

Pete Casuccio referenced the United States Post Office website for a code 917 that outlines the Postal Offices requirements and mentioned a 30 day time period to apply for local home delivery in lieu of cluster mailboxes if your residence is within a certain distance from other homes that receive house delivery.

Tim Erb asked what the 30 day period ties to, at what point does that period begin? Mayor Kinnell asked Levi if there was any point of detail from the resident complaints, what were the residents asking the Village to do? Ongoing debate between the commission members, during which Mayor Kinnell referenced the drawings provided for the meeting. Tim Erb agreed that the current set up is not safe for the affected homeowners. Everyone questioned whether the HOA had approached the post office to request the appropriate and previously approved setbacks, as well as whether the Builder would help them achieve the necessary changes.

SUBJECT DISCUSSIONS:

- **Estates at Blackhawk Cluster Mailbox concern Continued** – Former Mayor and resident Tom Hopper approached to share insight that all developments that were under construction in May/June of 2018 were very abruptly approached by the Sunbury Post Master and told that they would have to change all future sections to the Cluster Mailbox set up. So that in some cases the changes had to be made quickly.
Pete Casuccio stated that there were very “lively” discussions on line about the boxes being forced upon residents. He questioned whether the Galena Zoning code should have anything in it about mailboxes. Alison Cherubini-Hillyer stated that it does exist in the subdivision verbiage.
Mayor Kinnell asked for the group to break the concern down into actions that can be taken by the HOA as suggested by the Village.
 1. Reference the rendering that was not followed
 2. Is the subdivision still managed by the Builder – then that would be the direction to take complaints to.
 3. Utilize the 30 day change referenced in the USPO requirements.
- **Vision statement for Planning & Zoning Commission** – Mayor Kinnell asked to move along the conversation to the next subject discussion of creating a common vision statement for the P&Z Commission. This is a section that could be added to the Zoning Code as an introduction that outlines what is important to the Village for future development and developers to take into consideration. Mike Fry read the current document as written by Mayor Kinnell. Mayor Kinnell asked that all P&Z Commission members take the next 2 weeks to review and come up with any additions to the current written statement. Alison Cherubini-Hillyer shared that most of the vision existed in some form within the current Master Plan. Mayor Kinnell wants this to be considered as an introduction. Mike Fry agreed it can be an introduction to developers. Alison asked if the Village Council should have input. Levi Koehler shared that any amendment to current documents would be helpful to have some input from council ahead of changes. Tim Erb agreed with the idea of a collective focus. Mayor Jeff likened the vision to a public sector company mission statement. **The Mayor requested everyone’s input back to him by February 3rd.**
- **Planning & Zoning Wish List of Village amenities** – progressing the conversation to the “wish list”, Mayor Kinnell stated that this is an extension of the Vision statement. He asked that the P&Z Commission members provide 3-5 amenities to the Village that they would like in the next 2 weeks. The list will be surveyed and ranked. Pete Casuccio asked if the Commission would be better serving the community if the wish list were released for the communities input. Mike Fry liked the idea of the community input as well. Mayor Kinnell stated that the creation and refinement of the list can be done first before sharing to the overall community.
Alison stated she could send the current “wish list” from the Master Plan out to the commission for their review.
- **Modification of 25/20% verbiage for PMUD and PRD** – Mayor Jeff Kinnell asked to table this until a later meeting
Motion to Table – Jeff Kinell
2nd – Mike Fry

GUEST PARTICIPATION

- None

ZONING INSPECTORS REPORT: Full copy available upon request to Village

- Levi shared that the Village has been receiving calls about the mud being left by trucks on Home Street.

ZONING CLERKS REPORT: Nothing to add

OLD BUSINESS:

- Alison Cherubini-Hillyer wanted it noted that she felt that there was the unresolved issue of the Village Historic District and setting its boundaries and guidelines. Also of concern was how to enforce and who would enforce. Pete Casuccio asked if the Village could mimic how other cities manage their Historic Districts.
Levi stated in many cases there is an additional board that manages this. Mayor Kinnell proposed a separate meeting to include himself, Alison, Levi and Mike Fry to research what steps needed to be taken. Mayor continued to state that he had met with Tom Hopper and Dave O’Neil discussing this very topic, and asked Levi if he could reach out to Sunbury to see what they have done with regard to a Historic District. Pete Casuccio asked if there are any current Galena properties that should be part of a national registry of historic homes – to which the answer was no.
- Additionally Alison asked whether there would continue to be the Development Review Committee meetings, if so, who should attend. Mayor stated he felt that the Planning and Zoning Commission was the vehicle for developers to meet with the Village.

NEW BUSINESS:

- Tim Erb spoke briefly about the upcoming Fire Levy. The Levy would be .78 Mils that equates to \$27/year for every 100K in tax valuation.

Next meeting is at 7:00 pm Wednesday February 21st, 2024

ADJOURNMENT

Motion to Adjourn at 7:53pm.

- Motion Mayor Kinnell
- 2nd Mike Fry

Roll Call Vote - Unanimous