



## Zoning Commission Meeting Minutes

1454 Rome Corners Road, Galena, OH 43021

September 4, 2025, 7:00 p.m.

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**Call to order:** Andy called the meeting to order at 7:00 p.m.

**Determination of a Quorum/Roll Call:** Members present were Jon Kerr, Matt Allen, Tony Lonigro, and Andy Kerr. Also present were Zoning Inspector David Weade, and Meeting Secretary Alison Newton.

**Motion to approve the minutes:** A motion was made to approve the meeting minutes from August 2<sup>nd</sup>, 2025, by Jon, seconded by Tony. Motion approved 4-0.

**Announcements:** Our meeting this evening will conclude at 9:30 pm. Any unfinished business will be continued to October 2<sup>nd</sup>, 2025, at 7 pm at 1454 Rome Corners Road, Galena Ohio 43021.

**Statement of policy:** As is the adopted policy of the Berkshire Township Zoning Commission, all applicants will be granted an opportunity to make their formal presentation. Following the applicant's presentation preliminary questions or points of clarification from the commission will be allowed. The audience will then be granted an opportunity to comment. Each individual will be granted three minutes. We ask that you be brief and to the point. The Chairperson may limit repetitive comments and close public comments after a reasonable time. The commission will ask questions and take action if needed.

**New business:** Application # 25-086 Kass Corporation. Berkshire Retail Plaza located on State Route 37. Filed under Article 16 of the Berkshire Township Zoning Resolution. This is a continuation from the August meeting.

Phil Morehead reintroduced himself and his colleagues, Vince Destefano, Scott McClintock, and Jeff Guggenbiller. Phil gave a background of the site and referenced a summary that he provided today with statistics and figures that are new in their application from the last meeting. They have provided updates which now specify that there will be one drive-thru restaurant tenant rather than two that was previously proposed. This change has allowed for more open space, allowed for the preservation of trees, and reduced the need for several parking spaces. He noted some specific comments from the last meeting including the landscape plan, open space, and tenant signage and addressed their new changes to be responsive to those comments. He

thought their new application materials were responsive to the comments received at the last meeting.

Tony asked about the restaurant being on the west side of the building, which shows two drive-thru lanes and what the purpose of the second one is. The applicant said it would be a drive-thru but not for a restaurant.

Tony asked about a menu board for the tenant that would be a restaurant and what the placement and orientation would be. Phil said that the menu board would be on the building side and not on the divider.

Matt asked about the open space percentage and the applicant confirmed that this is 33.2% of open space, more than the 30% that is required. Matt also asked for an example about the type of general merchandise tenant that would have a drive-thru, the applicant said a dispensary or specialty store could utilize this space.

Andy asked about the samples that were brought and wanted to see where the samples were going. The applicant used the physical materials and the presentation to show where the materials would be placed on the exterior which included stone, James Hardie board, a CMU product, and a metal product for the roof.

Jon asked about the site dimension plan (Exhibit E3), specifically, the vertical barriers on the west and east end that are barriers for the drive-thru. The applicant noted that this is an 18 inch curb, with 6in above the ground, and 6in thick. The space between the curbs will be a grass island totaling 3ft wide. Jon also asked about the drive-thru strip and whether it was going to be river rock or grass. The applicant thought that river rock would be easier from a maintenance perspective and would be considered pervious space but not part of the open space calculation. Jon asked for the specific calculations for this space and the applicant showed him the breakdown on this. The applicant explained how they came to these calculations via their software and Jon asked for these calculations to be provided.

#### Public Participation

Chris Stevens noted a concern about the small footprint to do two drive-thru lanes, but without knowing the specific uses he didn't know how it would impact traffic. He also noted part of the issue on that street is that there is no room for trucks and trailers to park as well as to few parking spaces considering the size of the space. He noted the retail space down the street of smaller size has more parking that what is proposed here. He also mentioned concern of the traffic light pattern which was not proposed to change via the ODOT report and there is already a lot traffic in this area with no plans for relief.

Phil reiterated that there is only one restaurant in this space and the non-restaurant drive-thru would have less traffic. Phil noted some tenant options for this space being nail salons, sub shop, burger place, shoe store, medical office, insurance company, and others.

Mary Howard noted concerns about the dual drive-thru and how this could cause traffic issues in a tight area. She also was confused about how they would divide the building with the tenants. The board clarified that there would be up to 4 tenants.

Jon referenced Exhibit D3 and the landscaping plan specifically why they are removing a tree, the applicant noted that the roots would likely be damaged during the construction process.

Jon asked about the summary provided today (Exhibit 9-4-1) and if this was to be added to the application. The applicant said this was just supposed to be a summary for the conversation today.

Tony made a motion to approve the request of application # 25-086, Jon seconded. Motion approved 4-0.

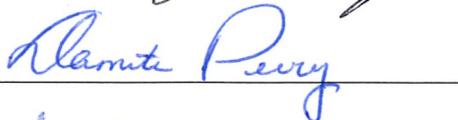
The applicant will provide calculations for the open space within the next two weeks. The lot was also asked to be mowed before winter.

**Adjournment:** A motion to adjourn was made by Andy at 7:48 p.m. Seconded by Matt. Motion approved 4-0.

  
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Zoning Inspector

  
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Meeting Secretary

  
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Zoning Commission Members

  
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Date