



Zoning Commission Meeting Minutes

1454 Rome Corners Road, Galena, OH 43021

August 7, 2025, 7:00 p.m.

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

Determination of a Quorum/Roll Call: Members present were Jon Kerr, Damita Peery, Matt Allen, Tony Lonigro, Andy Kerr, and Jessica Duvall. 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 July 10th, 2025, by Jon with corrections to the wording of 'hedgerow' on page 2, seconded by Damita. Andy abstained. Motion approved 5-0.

Announcements: Our meeting this evening will conclude at 9:30 pm. Any unfinished business will be continued to August 7th, 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.

Phil Morehead, designer and architect of the project, introduced himself and his colleagues, Vince Destefano, Scott McClintock, and Jeff Guggenbiller, that are here today on behalf of the application. He made a request to submit new materials that have revisions to previous comments.

Phil refers to the new plans submitted at the meeting. Phil described a photo of the project site that includes 2 exterior units (that could be used as restaurants) and two interior units. The site is 1.3 acres and has 4 potential units. He addressed various comments that were made about the application and gave the following responses. The first comment was noted as a rounding error on the acreage and has been corrected. The second comment was about the NAICS codes that were provided in the text, and he has corrected the sorts of uses that could be at the site. For the third comment, he added a commentary of the site and description and summary of the site in full. The fourth comment, regarding water retention, was noted to be ongoing as they are getting a MOU

from the county to agree that they will comply with all necessary modifications. Fifth, the issue of access and circulation has been solved with islands to avoid possibilities of collisions. Sixth, the applicant noted that their parking designs seem to meet the requirements. Seventh, the headlight screening has been added with hedges that will adequately screen the headlights, also noting that they have the correct number of trees, slightly moved to accommodate the retail spaces. Phil made a comment about existing trees, he thought they should be able to preserve those but when final engineering is complete, they will know for sure. Eighth, they thought there would be 5 spaces for tenants, but they have made the building smaller and thought it would now fit four tenants. Ninth, he thought they met the architectural standards of the area, and they have screening for service and loading areas along with landscaping that will help with perceived deficiencies of the building. Tenth, they do not have contracts with a marijuana dispensary to become a tenant yet.

Damita asked if they had final plans for storm water management and Phil said no. Jeff spoke about the county requirements for water management, which will be located on the west side and the south side of the site. David provided context to this issue and previous work done with the space and an existing pond space. David thought the township would want correspondence with their communication with the state (ODOT) noted in the application documents. Jon asked for clarification on the design of this system and where the water will go. Jeff explained this with the site plan.

Matt asked if there were any environmental issues of concern as this site was previously a gas service station. Jeff thought everything had already been remediated. Scott McClintock noted that this was done in the past by the previous owner but cannot provide exact details.

Andy asked for clarification on the materials and the renderings. The applicant noted that the white material is a fiber cement panel, and the other materials are a limestone smooth stone, and a stone veneer. The applicant noted that there was an error in the text and that there is no concrete block. The applicant said that they do not have final plans with the electrical, gas and other utility panels which is why they back of the building does not have features that match the front though there is an option to continue the limestone to the back area as well. Andy asked the applicant to provide samples of what that limestone would look like. Damita asked that the applicant correct the application that has incorrect verbiage about the exterior siding. Andy also asked about the proposed fencing material and asked for a sample of this since this would take up a relatively large portion of the building. Tony noted that these types of descriptions should be described in detail in the application and the applicant acknowledged this.

Tony asked about the parking design and the total number that is allotted for the tenants. Phil mentioned that the tenant parking could be worked out in a contract with the building tenants. Tony also asked about the rationale about the islands for the traffic, the lack of one-way direction markers, and noted that he thought it was still a very tight space that could cause collisions. Phil thought that since it is head-in parking that is typically better for two-way circulation, and they favor this for various reasons. Tony gave an example of where there might be an issue with the circulation and drive-through lane which would be alleviated with directional signage. Andy asked about the tenants and if there could be a possibility of having no tenants that would need a drive through—Phil said that their plan would be to have restaurants that could use those spaces.

Damita asked what kind of restaurants would be in the area—Phil said he did not know who they've had conversations with.

Jessica noted that there is a place in the application that there is text indicating 5 tenants, Phil said this was an error.

Tony asked about the top of the building and if there was any screening in place to hide AC units. The

applicant spoke about tall parapets that would be used to hide those units or other types of screening products commercially available to hide those units. Tony asked for those materials to be provided in the application.

Tony asked about the preservation of the large trees and asked if they could include that in the detailed explanation and to include the changes regarding the hedges to hide the headlights along 36/37. The applicant agreed. Tony and David noted that the code requires 30% of open space and requires specific calculations. Phil said that those specific diagrams were provided in the text and reference images today, but he could follow up with David about these calculations. The board noted that while these were provided today, they will not have adequate time to review them and ask questions.

Jon asked about the listing of NAICS codes that were recently eliminated— Phil commented that the ones that were eliminated were 4413, 442, 445110. Tony thought that the included code (444) involving ‘building materials and gardening store’ would not be feasible. Phil thought that a small boutique of tropical house plants or something like that could practically fit in this space.

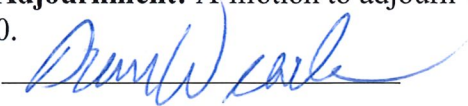
Tony thought the landscaping plan with the designation of shade trees and screening trees did not adequately show where the trees will go. Phil explained where those designations are made on the site plan and in the notes but thought that he could work on an idea to better demonstrate these things. Tony asked if they could better number the tabs and exhibits in the application, the applicant agreed.

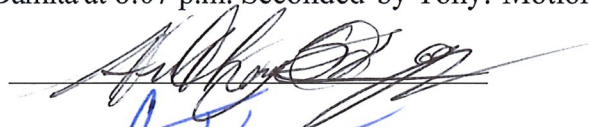
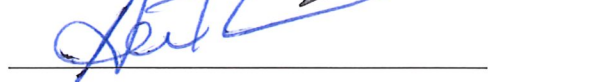
Jon asked about the concept of adding pedestrian pathways to other business or residential spaces in the surrounding areas. David noted that Longhorn Rd is a private road, and it is hard for the Township to work with that constraint. Overall, David liked the idea of adding sidewalks but acknowledged it might not be feasible in the area.

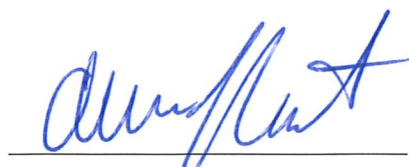
The applicant asked for a continuance to the next Zoning Commission meeting (9/4/2025). David said that the revised information would be needed back by noon on August 11th.

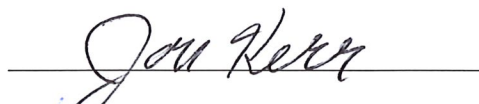

Tony made a motion to approve the request of application # 25-086 to continue to next meeting on 9/4/25, 7 pm at 1454 Rome Corners Road, Galena, and that all additional documents would be needed by noon on August 11th, Jon seconded. Motion approved 5-0.

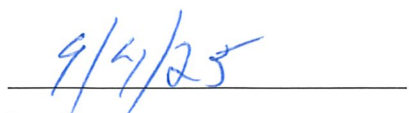
Adjournment: A motion to adjourn was made by Damita at 8:07 p.m. Seconded by Tony. Motion approved 5-0.


Zoning Inspector


Meeting Secretary


Date

Zoning Commission Members