

**Subject:** BZA-0002-2025 - Appellant Filing Requirements Confirmation  
**Sent:** 9/12/2025, 3:16:05 PM  
**From:** Jeremy VanMeter<jeremy.vanmeter@gahanna.gov>  
**To:** John  
**Cc:** Corey Schoo; Priya Tamarasan  
**Attachments:** [BZA-0002-2025 John Esterby, Appellant, Filed 9.12.2025.pdf](#)  
[Exhibit A - Esterby Timeline for Appeal ROA V-19-25.pdf](#)  
[Exhibit B Quotes ROA V-19-25.pdf](#)  
[APPELLANT FILING FEE RECEIPT via Clerk 9.12.2025.pdf](#)

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Hello Mr. Esterby,

I have reviewed the complete filing as attached.

Pursuant to Gahanna Codified Ordinances Section [147.03](#), this is notice that the appeal filed on **Friday, September 12, 2025** has **MET** the *Appellant's Requirements* as outlined below:

(a) *Appellant's requirements*. Appeals shall be in writing and shall be filed, either in person, by mail, or electronically via email, with the Clerk of Council within the time prescribed by law. The following items shall be filed with each appeal:

- **MET – filed in-person, with exhibits received electronically.**

(1) A concise statement of the reason or legal basis for the appeal, along with a citation of the applicable Code section(s) signed by the appellant or agent, with the appellant or agent's printed name, address and telephone number.

- **MET – telephone number provided on filing fee receipt.**

(2) A listing of proposed exhibits, not already contained in the record, which shall be signed by the appellant or agent, along with each of the exhibits.

- **MET – Exhibits A and B attached; Appellant notes Exhibits C and D are already part of the City record.**

(3) An affidavit of the applicant listing the names and addresses of all property owners contiguous to, and directly across the street from the property, as appearing on the Franklin County Auditor's current tax list; for appeals to an adjudication order for the interior of a residence, or for appeals of the rental registration code, this affidavit is not required.

- **MET**

(4) The filing fee required by City Code.

- **MET - \$200 received; receipt batch reference #3160.**

I have submitted notice to the appellee's representatives, Chair Pollyea of the Planning Commission and the commission's counsel, Assistant City Attorney Roth. All files on the appeal can be found here: [City of Gahanna - File #: BZA-0002-2025](#). I will be reaching out to members of the Board of Zoning & Building Appeals to set a hearing date and communicate back with you on possible hearing dates. We will then provide official notice via mail and email. Meetings are typically held in the evening.

Thank you,

**JEREMY A. VANMETER**  
Clerk of Council  
Council Office  
he/him/his



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