

**Subject:** BZA-0001-2025 Appellant Filing Requirements Confirmation  
**Sent:** 2/7/2025, 2:19:43 PM  
**From:** Jeremy VanMeter<jeremy.vanmeter@gahanna.gov>  
**To:** brent.allen@one.church  
**Cc:** greg.ford@one.church; Priya Tamarasan  
**Attachments:** [BZA-0001-2025 One Church, Brent Allen, Appellant Filed 2.7.2025 - One Church.pdf](#)  
[BZBA Rules of Procedure Amended 1.26.2023 ATTESTED.pdf](#)

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Hello Mr. Allen,

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, February 7, 2025** has **met** the *Appellant's Requirements* as outlined below:

*Appellant's Requirements.* Appeals shall be in writing, in the form prescribed by law, and shall be filed with the Clerk of Council within 30 days from the date of the action being appealed. The following items shall be filed with each appeal:

- **MET** – Note: *Planning Commission denial occurred January 8, 2025. Appeal filing occurred February 7, 2025, with fee received February 7, 2025.*
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**
  2. A listing of proposed exhibits, not already contained in the record, which shall be signed by the appellant or agent, along with ten copies of each of the exhibits;
    - **MET**
  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**

I have submitted notice to the Appellee counsel for Planning Commission. All files on the appeal can be found here: [City of Gahanna - File #: BZA-0001-2025](#). I will be reaching out to members of the Board of Zoning & Building Appeals to set a hearing date. We will provide notice via mail and email. Meetings are typically held in the evening. Attached are the board's rules of procedure for your review.

Thank you,

**JEREMY A. VANMETER**

Clerk of Council  
Council Office  
he/him/his



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