

# Village of Middlefield Planning & Zoning

## Minutes

May 7, 2024

---

The Village of Middlefield's Planning & Zoning meeting was called to order at 6:00 p.m. with the following members present: Mr. Scott Klein, Mayor Garlich, Mr. Dietrich, Mr. Linberg, and Ms. Carissa Shaffer.

**Also present:** Leslie McCoy-Village Administrator, Mr. Luke McConville- Village Solicitor, Mr. John Boksansky-Zoning Inspector, Mr. Tom Cappello- Village Engineer, Mr. Alex Duncan, Ms. Ann Wichert- Maple Leaf, Ms. Heather Baker, Mr. James Baker, Ms. Sabine Weizer, and Ms. Sharon McBride.

**Agenda:** No Additions/Deletions.

**Minutes:** The minutes of the April 9, 2024 meeting were presented for approval. **Mr. Linberg made a motion to approve the minutes of April 9, 2024 as presented, motion seconded by Ms. Shaffer. All in favor: Yeas (5).**

**PUBLIC HEARING:** None

### **NEW BUSINESS:**

1. **PP# 19-796184 Easement request for parking (Maple Highlands Trail) concerning residence to the west 15163 Burton Windsor Road Sharon McBride (S. Clemson Burger), Owner:** Mr. Boksansky stated Ms. McBride owns the house to the west of the Maple Highlands Trail and contacted him to obtain an easement for parking. An easement from Geauga Park District will also be required as the apron that leads to the parking area is owned by the Geauga Park District. Ms. McBride stated she is looking to sell the property and does have someone interested but they were concerned about the easement. Mr. John Oros- Director of the Park District is open to the easement being established as long as there is nothing being built on the easement. Mr. McConville stated they need two easements; one from the Geauga Park District and one from the Village of Middlefield since they have to drive over the Geauga Park District property to get to the Village of Middlefield property. Mr. Klein stated he feels the easement can be granted as long as if the Village needs to use it they can. Ms. McCoy recommended adding a clause that states if the Village needs the property for utilities they can use it. Mr. McConville will work with Ms. McBride's attorney to write up the document.
2. **15505 S. Springdale Middlefield Rental Open Storage of Materials & Equipment (Tom Dolan):** Mr. Boksansky stated this was a suggestion from Mr. Dietrich. Mr. Boksansky met with Mr. Dolan and received an application from Mr. Dolan on the open storage for his materials and equipment that he rents out. **Mr. Klein made a motion to approve the outdoor storage for a 2 year period, motion seconded by Mr. Dietrich. All in favor: Yeas (5).**

### **OLD BUSINESS:**

1. **Residential Rain Garden Continue draft ordinance FINAL:** Mr. Boksansky stated a permit would be required for a residential rain garden. There would be no fees. Mr. Klein stated the final ordinance is ready to be taken to Council. **Mr. Klein made a motion to take the Residential Rain Garden ordinance to Council, motion seconded by Mr. Linberg. All in favor: Yeas (5).**
2. **Noise Ordinance Update:** Mayor Garlich stated there is nothing on the spreadsheet that is over 50 for the noise level. Only residents on Kenwood are complaining about

Village of Middlefield Planning & Zoning  
Minutes  
May 7, 2024

---

the noise levels. Mr. Linberg stated the noise level meter he has is showing a higher noise level than that. Mayor Garlich stated this will be continued and monitored. Ms. Baker compared the sound to a hair dryer or vacuum constantly running. Ms. Weizer stated it is worse at night but she is more shielded than other residents because she is further down on Kenwood. Mr. Klein stated this will stay on the agenda for next month and be discussed again at the next meeting.

3. **16216 Kinsman Property conditions (located in Middlefield Township) next steps, condemnation through the county, plus additional steps. Update, letter was sent:** Mr. Klein stated he did speak to Paul Porter- Middlefield Township Trustee and the property owner did receive the letter via certified mail. Mr. Klein stated she has 30 days to respond. Ms. McCoy has not heard anything from the township yet. Mr. McConville stated the letter looked good.
4. **Review Lot Coverage 60/40 and parking space requirement adjustments to the Zoning Ordinance:** Mr. Boksansky stated this is just changing the lot coverage for commercial and industrial. This would be a 60% lot coverage and 40% for parking. Mr. Boksansky stated pervious surfaces would not be included in the lot coverage calculations. Mr. Boksansky stated the ordinance reads that there would be 1 parking space for each 250 square foot of retail space where 1 per 200 square foot was required in the current ordinance.

**PUBLIC DISCUSSION:**

**ZONING INSPECTORS REPORT** – Mr. Boksansky stated the report is included in the packet. Mr. Boksansky was able to issue 11 out of 12 permits for the month of April.

**PENDING**

- 1) 15971 Pierce St. Extension of a nonconforming structure/ use. Applicant is considering option(s) for next step(s) regarding his improvement proposal.
- 2) Smallwood Sub Division Preliminary Plan approved 11/7/2023 off S. State Ave prepared by C.W. Courtney Company Owner is River Oaks Investment Company. Final plan anticipated for review in 2024.
- 3) Adult Use Recreational Marijuana; Moratorium First Reading 3/14/2024 in Council
- 4) 15885 W High St Property Nuisance 1313.00 letter started,

**Mr. Klein made a motion to adjourn the Planning & Zoning Commission at 6:54 pm, motion seconded by Mr. Dietrich. All in favor: Yeas (5).**

**Next meeting is on Tuesday, June 11, 2024 at 6 PM.**

There being no further business before the Planning & Zoning Commission the meeting adjourned at 6:54 pm.

---

Leslie McCoy – Village Administrator

---

Scott Klein-Chairman