

**Village of Middlefield Planning & Zoning  
Meeting Minutes  
January 22, 2015**

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The Village of Middlefield's Planning & Zoning meeting was called to order at 7:00 p.m. with the following members present: Mayor Garlich, Mr. Scott Klein, Mr. Dan Gyure, Mr. Jim Linberg and Ms. Edna Davis.

Also present: Mr. Dan Weir-Administrator, Latisha Stupka-Tax Administrator, Leslie McCoy-Zoning Inspector, Anderson Ohman-Briar Cliff, Lee Chester Turner and Tom Clark.

Agenda: No additions or deletions.

Minutes from **November 25, 2014** were presented for approval. ***Mr. Klein made a motion to approve the minutes as presented, seconded by Mr. Gyure. Roll call: Yeas (5).***

**PUBLIC HEARING:**

- 1. Briar Cliff – Variance Request Rear Yard Setback:** Mr. Klein opened the public hearing. Mr. Ohman introduced Mr. Turner the Architect on this project. Briar Cliff has proposed a mirror image construction on Button Street. 40 bed assisted living and dementia care facility. Also proposed an improvement to the east wing, on Pierce Street, to revamp the current 90 bed facility with a rehab facility. There is a need for more private rooms. Will be renovating the current kitchen facility and revamping the dining area. The first floor will be geared toward rehab which is short term care and the second floor will be more towards veterans and the specific care that they require. Discussion of what the interior will look like compared to the current facility. Looking at a late summer start to construction. This project has the potential to create 22 additional jobs. Mr. Tom Clark, property owner to the east on Pierce is in attendance looking for clarification of what is proposed for construction. Mr. Clark stated that occasionally the creek will overflow and is this something that this committee can do something about. The committee will look further at this issue in the spring. Mr. Klein closed the public hearing at 7:20 pm. Ms. Davis made a motion to approve the variance request to reduce the rear year setback to 9 feet, seconded by Mr. Gyure. Roll call: Yeas (5).

**OLD BUSINESS:**

**NEW BUSINESS:**

1. **Briar Cliff – Site Plan and Consolidation:** Discussion regarding the parking. Will be losing a couple spots with this construction and are looking at other options to install additional parking spaces. Mr. Lee stated that the site plan does not show the parking and Briar Hill is proposing moving the parking to another lot and that is not allowed. With the proposed addition Briar Hill will need 67 spaces; will need an additional 20 spaces. ***Mr. Klein made a motion to approve the lot consolidation as presented, seconded by Mayor Garlich. Roll call: Yeas (5).***

***Mr. Klein made a motion to approve the site plan as proposed upon the condition that all required parking for visitors be included on the site and that all additional parking for employees be provided for and approved by Planning commission before the final occupancy permit can be issued, seconded by Mayor Garlich. Roll call: Yeas (5)***

Ms. McCoy stated that Mr. Ohman would like an adjustment in the impact fee that is required to be paid based on actual usage from the water and sewer billing for last year. Discussion regarding the calculation that were submitted by Ms. McCoy. The village's policy is the do a look back after 2 years. If there is a difference then the business either owes the village or the village owes the business based on actual usage. ***Ms. Davis made a motion to grant a variance for the reduction of the impact fee to be paid by Briar Cliff to \$30,000.00, seconded by Mr. Gyure. Roll Call: Yeas (5)***

**ZONING INSPECTORS REPORT:** The committee went over the repost submitted by Ms. McCoy.

There being no further business before the Planning & Zoning Commission Mr. Klein made a motion to adjourn the meeting at 7:52 pm, seconded by Mr. Linberg. All in favor: Yeas (4)

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Latisha Stupka-Tax Administrator

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Scott Klein-Chairman