

**Village of Middlefield Planning & Zoning  
Meeting Minutes  
September 18, 2014**

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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 and Mr. Jim Linberg. Ms. Edna Davis-excused

Also present: Ms. Leslie Gambosi-Zoning Inspector, Mr. Dan Weir-Administrator, Mr. Tom Lee-Village Solicitor, Latisha Stupka-Tax Administrator, Mr. and Mrs. Pintchuk and Ann Wishart-Maple Leaf.

Agenda: New Business addition Planning and Zoning Protocol

Minutes from **August 28, 2014** were presented for approval. **Mayor Garlich made a motion to approve the minutes as presented, seconded by Mr. Gyure. Roll call: Yeas (3). Mr. Linberg abstained.**

**PUBLIC HEARING: Norton Pintchuk- 15185 Lake Avenue:** Ms. Gambosi stated that Mr. & Mrs. Pintchuk are requesting an addition to their barn for a car port to park their RV. The height being requesting is 17'9" and the maximum allowed by the village is 15'. Mr. Pintchuk would like to have this to park the RV in and get it out of the driveway. Mr. Klein stated that he drove by and couldn't see the barn from the road. Discussion regarding the location of this property. **Mr. Klein made a motion to approve the requested variance for the 17'9" height, seconded by Mr. Linberg. Roll call: Yeas (4)**

**OLD BUSINESS:**

**NEW BUSINESS:**

1. **Planning and Zoning Protocol:** Mayor Garlich stated that the commission has aggressively tried to accommodate all businesses that come before the commission. The commission has been very supportive and focusing on fast tracking the process for the business, but the commission may need to slow down and look at things more closely. Feels the commission needs to look at the aesthetics of the building and landscaping that are being proposed. The commission still needs to be positive and proactive but still need to slow down and look at the aesthetics. The commission needs to look more closely at what the building will look like once completed and will it fit in with the aesthetics of the village. Linberg suggested having building requirements. Mr. Weir stated that the commission can require the business to submit a conceptual plan with architectural drawings and also a landscape plan for review. Mayor Garlich stated that the commission really needs to protect the residents and the look of the village.

**ZONING INSPECTORS REPORT:** Ms. Gambosi stated that she issued a shed permit. Discussion regarding the external maintenance violation and the progress that each is making. Issued an Occupancy permit for Jennifer’s Hair Obsession. Discussion regarding the Neat Streets Rebate Program and when a resident can apply for the rebate again. The USDA approved a grant to the village for \$99,000 for the revolving loan fund. Will need to lend the money within the next year to year and a half. This loan has to be used for remodel or equipment; it is tied to job creation. Can’t be used for operational costs. Discussion regarding the various vacant commercial properties that are available in the village.

There being no further business before the Planning & Zoning Commission Mr. Klein made a motion to adjourn the meeting at 7:38 pm, seconded by Mr. Linberg.

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Latisha Stupka-Tax Administrator

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Scott Klein-Chairman