

Village of Middlefield Planning & Zoning Minutes

June 10, 2025

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

Also present: Leslie McCoy-Village Administrator, Mr. Luke McConville- Village Solicitor, Mr. John Boksansky-Zoning Inspector, Mr. Tom Cappello- Village Engineer, Ms. Ann Wishart- Maple Leaf, Mr. Alex Duncan, and Ms. Sabine Weizer.

Agenda: No Additions/Deletions.

Minutes: The minutes of the May 6, 2025 meeting were presented for approval. **Ms. Shaffer made a motion to approve the minutes of May 6, 2025 as presented, motion seconded by Mr. Linberg. Roll Call. All in favor: Yeas (5).**

PUBLIC HEARING: None

NEW BUSINESS:

1. **15269 Timber Ridge 30' wide drive proposed for new home to be built to have a three car garage proposed:** Mr. Boksansky stated the owner is seeking approval to build a 30' wide driveway adjacent to the planned new home attached 3 car garage. Mr. Klein stated he has no issue with this since there is an ordinance that will go into effect approving such projects. **Mr. Klein made a motion to approve the 30' wide drive, motion seconded by Mr. Linberg. Roll call. All in favor: Yeas (3).**

OLD BUSINESS:

1. **HC Companies/Scannell Warehouse Project Easements for Electrical Distribution PP# 19-072815 Industry Drive Madison Rd. RJJ Properties & 19-080940 located at 15150 Madison Bonner Madison Rd, and SP Middlefield STS 16395 East High Street (PPN 19-081107) and the Illuminating Company, three Easements between Owners and the Cleveland Illuminating Company.** Mr. Boksansky stated these easements allow for permanent power to be connected to the new building. Mr. Boksansky stated the ground will become an underground extension once it reaches the building. Mr. Klein stated both parties are in agreement and no one is opposed to the plans. **Mr. Klein made a motion to approve the easements for the electrical distribution, motion seconded by Mr. Linberg. Roll Call. All in favor: Yeas (5).**
2. **Heritage Point Lake Avenue PPN 18-054810 a 64.71 acre parcel undergoing annexation procedure to the Village of Middlefield, and proposed changing the zoning to R-PUD. Need an official motion from Planning & Zoning Commission to waive the right to hold a public hearing, approving the zoning change to a R-PUD zoning district, and making recommendation to Council for the zoning change. The Planning and Zoning Commission approved the overall concept as well as Phase 1 of the development, and to have the zoning changed upon annexation success on April 8, 2025.** Mr. Boksansky stated this is just to make the zoning change official. Mr. Klein stated there is no one present that is opposed to this plan. Mr. Boksansky stated Tom Cappello has completed the improvement plans for Phase 1. **Mr. Klein made a motion to waive the public hearing and recommend to Council on changing the zoning to R-PUD, motion seconded by Mr. Linberg. Roll Call. All in favor: Yeas (5).**

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PUBLIC DISCUSSION:

ZONING INSPECTORS REPORT – Mr. Boksansky stated the report is included in the packet. Mr. Boksansky was able to issue all permits applied for in the month of May.

PENDING

- 1) 16011 Pierce Cardinal Schools zoning change to GC- General Commercial approved by Ordinance 24-164 on January 9, 2025. Split of parcel pending auction proceedings.
- 2) Smallwood Subdivision (23 homes)
- 3) Heritage Point (207 homes) Lake Avenue
- 4) Proposed Lot Split regarding PPN 19-043400 (in que) application is pending.
- 5) Proposed Ordinance change regarding section 1140.11 concerning a penalty for after the fact zoning permits. Reviewed Draft Ordinance 4/8/2025. Recommendation to double the zoning fee for these types of permits. Approved with the adjustments, and placed on first reading on 4/10/2025, second 5/6/2025. Third and Final reading set for 6/12/2025 Council Meeting.
- 6) Proposed Ordinance change regarding section 1157.02 Off Street Parking Space Requirement, concerning driveway widths. Reviewed draft ordinance on 4/8/2025. Approved and recommended for Council approval. First reading was 4/10/2025, second reading 5/6/2025, third and final reading set for 6/12/2025.
- 7) SP (Scannell Properties) Middlefield BTS, LLC Sanitary Sewer Easement documentation completed for recording May 15, 2025. Electrical easements set for approval on 6/10/2025.

Mr. Klein made a motion to adjourn the Planning & Zoning Commission at 6:28pm, motion seconded by Mr. Dietrich. Roll Call. All in favor: Yeas (5).

Next regular meeting is on Tuesday, July 8, 2025 at 6 PM.

There being no further business before the Planning & Zoning Commission the meeting adjourned at 6:28 pm.

These Planning and Zoning Meeting Minutes are to be supplemented by any audio recording of the Meeting, to the extent any such audio recording exists and is kept by the Village.

Leslie McCoy – Village Administrator

Scott Klein-Chairman