

**Minutes: Russell Township Board of Zoning Appeals
Russell Fire-Rescue Station
December 18, 2017**

Present: Sarah Moore, Vice Chair
William Downing
Dushan Boucek

Absent: Steve Gokorsch
Nick Grassi

Also in attendance: Shane Wrench, Zoning Inspector; Jennell Dahlhausen, Zoning Secretary.

The meeting was called to order at 7:00 p.m.

The Board of Zoning Appeals was scheduled to hold a public hearing for Laurel Schools change to the conditional use, but they withdrew their request. *Mr. Downing moved to accept the withdrawal letter for the conditional use change at Laurel School, seconded by Mr. Boucek. Motion passed unanimously.*

The board received a withdraw request from Mr. Hack for variance #503 for frontage. The request was continued due to the neighbors well placed on his property. Mr. Hack ended up purchasing the other property. *Mr. Boucek moved to accept the withdrawal letter for variance request #503, seconded by Mr. Downing. Motion passed unanimously.*

MINUTES OF NOVEMBER 16, 2017: Mr. Downing made a few minor changes to the minutes. *Mr. Boucek moved to accept the minutes of the November 16, 2017 meeting as amended, seconded by Mr. Downing. Motion passed unanimously.*

FINDINGS OF FACTS: Mr. Downing would like the findings of facts section A to reflect the minutes. *Mr. Boucek moved to approve the Findings of Facts as amended for variance request #504, seconded by Mr. Downing. Motion passed unanimously.*

OTHER BUSINESS: The 2018 Meeting Schedule was discussed. The Zoning Secretary suggested cancelling the February meeting since a quorum won't be available. *Mr. Boucek moved to approve the 2018 Meeting Schedule as amended, seconded by Mr. Downing. Motion passed unanimously.*

The Zoning Secretary stated the Trustees Assistant has assigned everyone email accounts. The emails are saved on the township server so there aren't issues with public record requests. The Board would like the emails forwarded to their personal email address so they don't have to check an additional email account.

Being that there was no further business to come before the Board, Mr. Boucek moved to adjourn, seconded by Mr. Downing. The meeting adjourned at 7:25 p.m.