

Minutes: Russell Township Zoning Commission  
Russell Fire-Rescue Station  
April 27, 2016

Present: Richard Snyder, Chairman  
Bruce Murphy  
Donna Weiss Carson  
Ben Kotowski  
Tom Warren (arrived at 6:20 p.m.)  
Diana Steffen, Secretary

The Chairman called the meeting to order at 6:12 p.m. The Secretary stated that she had sent a Sunshine Notice to the Chagrin Valley Times, News Herald and Geauga Maple Leaf to announce the change in starting time of the meeting. It was also posted at the Administration Building.

**MINUTES OF MARCH 16, 2016** - *Mr. Murphy made the motion to accept the minutes as presented, Mr. Kotowski seconded and the motion passed unanimously by 4-0.*

**MINUTES OF THE SPECIAL MEETING OF APRIL 13, 2016** - *Mr. Murphy made the motion to accept the minutes as presented, Ms. Weiss Carson seconded and the motion passed unanimously by 4-0.*

**MINUTES OF APRIL 18, 2016** - *Mr. Murphy made the motion to accept the minutes as presented, Mr. Kotowski seconded and the motion passed unanimously by 4-0.*

Mr. Warren arrived at this time.

**APPLICATION FOR ZONING AMENDMENT** - Mr. Snyder explained that the Commission has received a request from Dale Markowitz, on behalf of 306 Music LLC, to rezone three vacant parcels at the southwest corner of S.R. 306 and Music Street. The current zoning district is C-S Commercial & Services, and the request is to rezone the parcels to LB Limited Business. At this time the only action required is for the Commission to set the public hearing date, and for the Secretary to then transmit the application to the Geauga County Planning Commission in time for consideration at its May meeting.

*Ms. Weiss Carson moved to adopt a motion that the Russell Township Zoning Commission conduct a public hearing on the proposed amendment, identified as number 2016-6, to the Russell Township Zoning Resolution as attached hereto, on the 25th day of May, 2016, at 7:30 p.m. at the Russell Fire-Rescue Station, 14810 Chillicothe Road. Mr. Kotowski seconded and upon roll call the vote was Mr. Murphy - yes, Ms. Weiss Carson - yes, Mr. Kotowski - yes, Mr. Warren - yes, Mr. Snyder - yes, and the motion passed unanimously.*

**PROPOSED JOB DESCRIPTION FOR ZONING SECRETARY POSITION** - Mr. Murphy handed out the previously discussed proposed job description, along with a formal proposal to be sent to the Board of Trustees, together with the minutes of the special meeting of both zoning boards with Trustee Jim Mueller. He recommended that the boards request time on the agenda of the next Trustees' meeting on May 4th to present the proposal and job description. Mr. Warren said the proposal and job description were excellent, and suggested sending the whole package to the Trustees and Fiscal Officer before the meeting so that the Trustees would be ready to consider it at that time.

Mr. Snyder said he has learned that an attorney hired by the Trustees is currently working on a job description for the zoning secretary position, of which the boards were unaware at the time of the special meeting with Mr. Mueller. The Assistant Prosecutor, who attended the special meeting, had only grammatical changes. At its meeting on Monday, April 25th, the B.Z.A. had no objection to the job description as written.

*Mr. Warren made the motion to adopt the cover proposal and the job description for the zoning secretary position, Mr. Kotowski seconded and upon roll call the vote was Mr. Murphy - yes, Ms. Weiss Carson -*

yes, Mr. Kotowski - yes, Mr. Warren - yes, Mr. Snyder - yes, and the motion passed unanimously.

The Commission asked Mrs. Steffen to transmit the proposal, job description and April 13 minutes, to the Assistant to the Board of Trustees, for distribution as required, and to request time on the May 4 Trustees meeting agenda. The Commission and B.Z.A. members will plan to attend, depending on schedules, and Mr. Warren said he will be prepared to make a statement at the meeting on behalf of the two boards. Mrs. Steffen will publish a Sunshine Notice for the two boards once she has confirmation that the topic will be on the agenda.

**LAND USE GUIDE PLAN UPDATE - ENVIRONMENTAL CHAPTER** - Mr. Warren submitted an updated draft chapter, and explained that he had incorporated Christina Zndarsic's changes, and added sections on dams and stream characteristics, and had inserted the maps. At the end of the chapter he included Ms. Zndarsic's paragraphs, and the map, on the Balanced Growth Program, but indicated that if the Commission preferred to include it in the chapter on Regional Relationships, it could easily be moved. He had not included the map of properties owned by the Russell Park Commission because there was not an appropriate place in the chapter to insert it, and he suggested tabling discussion of this for the time being. Mr. Snyder thanked Mr. Warren for all his work on the environmental chapter, which he said will serve the Township well over the next decades.

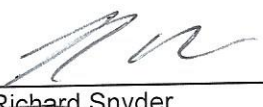
**OTHER BUSINESS** - Mr. Snyder said that with Mrs. Steffen retiring at the end of April, and no zoning secretary hired to replace her, he suggested the Commission hire a court reporter to take the notes of the May 25th meeting when there will be public hearings on six amendments. The Commission agreed, and Mrs. Steffen will ask Kim Giel, the court reporter who attended two recent B.Z.A. hearings, to keep the date while the Commission approaches the Trustees for funds to pay for this.

There being no other business, Mr. Murphy moved to adjourn, Mr. Warren seconded and the meeting adjourned at 6:46 p.m.

Respectfully submitted,

Diana Steffen  
Secretary

Date

  
Richard Snyder  
Chairman

5/25/16  
Date

Bruce Murphy  
Vice Chair / Acting Chair

zc minutes 04-27-16