

Minutes for the CLINTON COUNTY REGIONAL PLANNING COMMISSION OR THE EXECUTIVE COMMITTEE

February 18th, 2025

Training Room, Clinton County Administration Building, 1850 Davids Dr., Wilmington, OH 45177

ROLL CALL

Chairperson Ruth Brindle called the meeting to order at approximately 7:07 p.m. local time with the following Planning Commissioners present.

Jon Branstrator	Pat Thompson		
Ruth Brindle	Mike McCarty		
Andy Borton	Damian Snyder		
Benjamin Collings	Rick Walker		
Dan Thompson			

The Commission attained a quorum. Anya Tipton, Cody Beucler, Tom Purtell, Grant Webb, and Mary Moyer were also present..

A motion was made to approve the agenda by Mike McCarty, seconded by Damian Snyder, and a voice vote: all yeas.

MINUTES FROM THE PREVIOUS MEETING

Minutes of the December 17th, 2024, Regular Meeting (Full Commission) and February 13th, 2025 Special Meeting (Executive Committee) were presented and approved with modifications by motion from Jon Branstrator seconded by Rick Walker and voice vote: all yeas.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Applicant #2025-01 – Major Subdivision – Moon Farm

Anya Tipton presented the staff report which discussed the applicable regulations associated with the application. Ralph Larry Roberts II Family Trust Dated 6/11/2002 is requesting Construction Plan approval as outlined by Section 300.13(C) of the Clinton County Subdivision Regulations for their proposed residential subdivision located on US 68 and W. Mt. Pleasant Rd. in Liberty Township. The submitted proposal indicated 22 lots with an accumulated acreage of 58.332 acres across four parcels. The Clinton County Engineer's Office found the project feasible but requested revisions related to roadway design, right-of-way dedication, utility relocations, and construction details. Key recommendations included clarifying pavement widths, ensuring a minimum 4-foot widening, addressing overlay thickness variations, and improving safety through curve and taper adjustments. Utility poles must be relocated per regulations, water main crossings should be bored, and drainage features require further coordination with the Soil & Water Conservation District. Additional updates include rock channel protection, culvert extensions, and documentation of invert elevations. The Ohio Department of Transportation approved one curb cut for Lot 7 along US-68, requiring placement on the north side to meet

safety standards and align with an existing curb cut. Staff of the CCRPC recommended approval of the Construction Plans contingent upon satisfying all comments from the Clinton County Engineer's Office.

A representative from McCarty Associates presented construction plans for the Moon Farm subdivision. McCarty Associates have submitted revised plans addressing concerns from the Engineer's Office regarding culvert replacement & extension. Additionally, the new submission contains plans for a new 1,000-foot roadway. Drainage easements need to be put into place, and a pond will be encapsulated. Ditches should be incorporated into the ditch maintenance program. Right-of-way (ROW) adjustments are being discussed with the County Engineers and CCRPC staff. The final plat will reflect updated ROW and gas line adjustments.

The CCRPC discussed the application. A high-pressure gas line is behind Lot 7, requiring coordination with gas companies about driveway and utility placements. Lot 7 is currently a minor subdivision, while Lot 12 needs a variance for a ditch to meet setback requirements. Mt. Pleasant and Causeway Roads are township roads, meaning both the township trustees and the County Engineer's Office will oversee them. A drive is adjacent to a blacktop drive, with safety concerns related to waterways.

There were concerns about the effect on infrastructure upkeep and how this will affect property values in the adjacent neighborhoods. The new road will initially be narrow, but will need widening in the future. This is not the responsibility of the developer, but it will need to be addressed eventually.

A motion to approve the proposed Construction Plans contingent upon satisfying the requirements of the Clinton County Engineer's Office and the Ohio Department of Transportation was made by Rick Walker and seconded by Mike McCarty: 8 yea, 0 nay, 1 abstention.

FINANCIAL REPORT AND BILLS

Anya Tipton presented the Year-to-Date financial report and budget, which were passed around to the Commissioners. Staff of the CCRPC had no bills to present. Ruth Brindle pointed out that the budget line for salary is subject to change due to an ongoing staffing transition. A motion to approve the financial report and budget was made by Pat Thompson, seconded by Rick Walker, and approved by a roll call vote: 9 yea, 0 nay, 0 abstention.

RPC STAFF UPDATE

Anya Tipton and the Executive Committee addressed the board regarding the recent resignation of former Executive Director Drew DeMarsh. The board updated the Commission on discussions held at the Executive Committee meeting on February 13th, 2025. The board discussed hiring staff from OHM Advisors on an hourly basis to help staff the organization and process applications in a timely manner. OHM Advisors could also serve as consultants in the search for a new Executive Director and help review current procedures to streamline development processes in the County. Though DeMarsh has stepped down from his full-time role, he will continue to work for the CCRPC on a part-time, hourly basis for consulting purposes as needed.

OTHER BUSINESS

With no further business to conduct, the Commission adjourned by motion from Pat Thompson at approx. 7:45 PM seconded by Andy Borton and voice vote: all yeas.

EXECUTIVE COMMITTEE SESSION

Chairperson Ruth Brindle updated the RPC Executive Committee on negotiations with planning consulting firms to aid RPC staff amid ongoing staffing changes.

Anya Tipton updated the Executive Committee on administrative duties. Because former Executive Director Drew DeMarsh will be serving the RPC on a nonstandard hourly basis, he is eligible to assume the job class previously granted to Mackenzie Edison. Ms. Edison is technically an hourly employee, but has been inactive since her resignation in July of 2024. To hire Mr. DeMarsh for this role, it would need to become available through the termination of Ms. Edison, per conversations with the Clinton County Auditors Office.

Rick Walker made a motion to terminate Mackenzie Edison's employment at the Clinton County Regional Planning Commission, seconded by Benjamin Collings and approved with a roll call vote: 5 yea, 0 nay, 0 abstention.

With no further business to conduct, the Executive Committee adjourned at approx. 8:06 PM by motion from Rick Walker, seconded by Benjamin Collings.

Respectfully submitted and approved this _____ day of _____ 2025.

Ruth Brindle, Chair

Any Tipton, Planner

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