Minutes for the

**Clinton County Regional Planning Commission**

**Or the Executive Committee**

December 19, 2023

Community Room, Wilmington Municipal Building, 69 N. South Street, Wilmington, OH

# ROLL CALL

Chair Dwayne Dearth called the meeting to order at approximately 7:00 p.m. local time with the following Planning Commissioners present.

|  |  |  |  |
| --- | --- | --- | --- |
| Jon Branstrator  | James Myers | Rick Walker  | Robert Thobaben |
| Ruth Brindle  | Sally Orihood | Dwayne Dearth |  |
| John Carman | Matt Purkey | Jim Fife |  |
| John Cohmer | Kerry Steed | Dan Thompson |  |
| Benjamin Collings  | Patrice Thompson | Michelle Morrison |  |

The Commission attained a quorum.

A motion was made to approve the agenda by Rick Walker, seconded by John Cohmer, and a voice vote: all yeas.

**Minutes from the Previous Meeting**

Minutes of the following meetings were presented and approved with a note that Dwayne Dearth was not in attendance and would require Ruth Brindle’s signature instead by motion from Patrice Thompson, seconded by Sally Orihood and a voice vote of all yea’s:

* October 17, 2023 Regular Meeting (Full Commission)
* October 23, 2023 Special Meeting (Executive Committee)
* November 13, 2023 Special Meeting (Executive Committee)
* December 4, 2023 Special Meeting (Executive Committee)
* December 5, 2023 Special Meeting (Executive Committee)
* December 6, 2023 Special Meeting (Executive Committee)

**OLD BUSINESS**

No Old Business

**NEW BUSINESS**

Informal Discussion for Moon Farm Subdivision

Tom Purtell a representative from McCarty Associates, LLC. presented an informal discussion for the proposal of a major subdivision named the Moon Farm subdivision. The staff report was read with the following comments provided:

*The following comments were received by the Clinton County Engineer’s Office:*

* *The developer will be required to dedicate a 35-foot wide half-width/ 70-foot wide whole width right-of-way along the frontage of the proposed subdivision on W. Mt. Pleasant Rd.*
* *In accordance with Section 700.03 of the Clinton County Subdivision Regulations, the Developer will be required to improve the cross-section of W. Mt. Pleasant Rd. The half of the roadway closest to the development must be improved to conform to one of the typical sections specified in the Construction Methods and Technical Specifications of the Clinton County Engineer. In areas where the proposed Subdivision fronts on both sides of the road, full-width improvements are necessary. Existing road ditches, berms, and utilities will need to be reshaped and relocated outside of the new right-of-way.*
* *The existing 20 MPH curve on the east end of the proposed subdivision (near lots 11 and 23) will be required to be upgraded to a 35 MPH design as per ODOT L&D Manual, Volume 1.*
* *Section 600.06(B)7 of the Clinton County Subdivision Regulations allows for the Planning Commission to deny future access from US 68 and require that access to proposed lot no.13 be from the proposed subdivision road. The Engineer’s Office offers no specific opinion on this issue.*
* *The proposed subdivision road should intersect with W. Mt. Pleasant Rd. at a 90-degree angle, with a preferable 150-foot tangent section before introducing horizontal curvature.*
* *The design of the proposed roads must comply with the standards outlined in the Clinton County Subdivision Regulations, the Construction Methods and Technical Specifications of the Clinton County Engineer, and the ODOT L&D Manual, Volume 1.*
* *In accordance with Section 6.02(A) of the Access Management Regulations for the Clinton County, Ohio safety requirements for all new driveways must be met. Lots 1, 11-12, and 14-23 should demonstrate compliance, and a preliminary field review suggests that some lots may require revision.*
* *As presented, the proposed development will result in land-locked remainder parcels for both the existing parcels on the south side of W. Mt. Pleasant Rd. These parcels will need to have frontage onto a public roadway in order to comply with the Clinton County Zoning Resolution and the Access Management Regulations for Clinton County, Ohio.*
* *The final construction drawings must demonstrate compliance with the Clinton County Water Management and Sediment Control Regulations.*

*The following comments were received by the Clinton County Health District:*

* *Applicant will need to apply with the Health District for Lot Split and Soil Evaluation reviews to see if sewage treatment systems are able to go on each lot. Initially looking at the plan, a few of the lots may be questionable if a sewage treatment system will fit due to lot dimensions and/or water features.*

*The following comments were received by Liberty Township Trustees:*

* *On the initial drawing, all the pipelines and right aways are not properly marked*
* *We are concerned about the added traffic on West Mt. Pleasant Rd. and the intersection of US 68 and Mt Pleasant Rd.*

*The following comments were received by Enterprise Products:*

* *There are three companies that run 6 pipelines through the area. They will not let any homes, buildings, or drives to be built within the pipeline ROW. They are each sending the proposal to their Encroachment Groups for more detailed feedback.*

Discussion followed regarding the applicability of some of these comments, mainly the need to upgrade to a 35 mph curve in an area where the density would be increasing. Andrew said he would work with the Engineer’s Office to further determine what is necessary. There was no formal action taken.

Budget and Revenue Workbook Proposal

Andrew presented the proposed budget and revenue workbook to the board. Andrew mentioned there were several outstanding invoices that needed to be issued in order to close the books for 2023. Andrew also discussed scaling back larger projects in order to focus on the administrative functions of the department given the increased application numbers. Andrew discussed maintaining Taylor Stuckert as an hourly employee and the hiring of interns in the future.

A motion to approve the Budget and Revenue Workbook was made by Matt Purkey, seconded by John Carman, and a roll call vote: 16 yea, 0 nay, 0 abstention.

Executive Committee Elections

Andrew discussed the process of elections. A nomination for Ruth Brindle to become the chairperson was made by Matt Purkey, seconded by John Carman. A roll call vote was taken to elect Ruth Brindle: 16 yea, 0 nay, 0 abstention. A nomination for John Cohmer to become the Vice Chairperson was made by John Carman, seconded by Jon Branstrator. A roll call vote was taken to elect John Cohmer: 16 yea, 0 nay, 0 abstention. A nomination for Rick Walker to become the Associate Vice Chairperson was made by John Cohmer, seconded by Michelle Morrison. A roll call vote was taken to elect Rick Walker: 16 yea, 0 nay, 0 abstention. A nomination for Robert Thobaben to become the Secretary was made by Michelle Morrison, seconded by Rick Walker. A roll call vote was taken to elect Robert Thobaben: 16 yea, 0 nay, 0 abstention. A nomination for Jon Branstrator to become the Treasurer was made by John Cohmer, seconded by Robert Thobaben. A roll wall vote was taken to elect Jon Branstrator: 16 yea, 0 nay, 0 abstention.

**FINANCIAL REPORT AND BILLS**

Andrew DeMarsh presented the financial report and a bill to pay an invoice from McBride Dale Clarion for Subdivision Regulations.

A motion to approve the financial report and bills to pay was made by Patrice Thompson, seconded by John Cohmer and a roll call vote: 16 yea, 0 nay, 0 abstention.

**RPC STAFF UPDATE**

Andrew updated the board with the current staffing changes. Connor Rigney is no longer working with the Clinton County Regional Planning Commission, and Andrew has stepped into the Interim Executive Director role. Mackenzie Edison has been promoted as a Senior Administrator. Andrew provided updates to the ongoing projects of the Clinton County Zoning Update and the City of Wilmington Subdivision Regulations.

With no further business to conduct, the Commission adjourned by a motion from John Cohmer, seconded by Robert Thobaben at 7:53 pm.

Respectfully submitted and approved this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_ 2024.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Ruth Brindle, Chair |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Robert Thobaben, Secretary |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Andrew DeMarsh, Interim Executive Director |  |