



## Meeting Guidelines and Procedures

**Welcome to the Clinton County Regional Planning Commission. To ensure that the business before the Commission can be conducted efficiently, we ask that all attendees observe the following guidelines.**

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### Meeting Procedures

A regular meeting of the Regional Planning Commission follows an established procedure:

1. Roll call of Members
2. Approval of Agenda
3. Approval of Minutes from previous meeting(s).
4. Old Business carried over from previous meeting(s).
5. New Business – applications for review
  - a. Chair introduces the case
  - b. Staff presents their professional report
  - c. Applicant presents their case to the Commission
  - d. Commission discusses the case and may ask questions of Staff or Applicant
  - e. Public Comment (at the discretion of the Chair)
  - f. Commission votes on the case
6. Financial Report
7. Staff Update
8. General Public Comment

Adjournment

### Public Comments

- Comments from the public may be permitted at designated times at the discretion of the Chair. Comments should be kept relevant to the matter currently under discussion.
- Public comment should be limited to three (3) minutes. You will be asked to state your name and address for the record.
- All comments and questions should be addressed to the Commission and not directed toward proponents or opponents in the audience. Public comment provides the opportunity to offer insight that may not be adequately represented by the Applicant, by Staff, or by members of the Commission.  
**Public comment is not the time for debate.**
- If possible, written materials (letters, petitions) should be submitted to the Regional Planning Commission (1850 Davids Drive, Suite 116, Wilmington, OH 45177) before the meeting. A copy of all written materials should be provided to the Chair to be placed in the official record.
- The Chair reserves the right to recess or adjourn the meeting to maintain decorum.

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### What business may be brought before the Regional Planning Commission?

Types of cases presented for New Business may include:

- Zoning Map and Text Amendments - the Regional Planning Commission makes a recommendation to the County Rural Zoning Commission. The RPC does not approve or deny any zoning request.
- Approval of Subdivision Plats - the Regional Planning Commission deliberates whether the Plat meets all of the requirements of the Clinton County Subdivision Regulations.
- Approval of Site Plans - the Regional Planning Commission deliberates whether the Site Plan meets all of the requirements in Article 5 of the Clinton County Zoning Resolution.
- Variances to the Subdivision Regulations – the Regional Planning Commission deliberates whether a variance to the strict application of the Clinton County Subdivision Regulations is warranted based on unique circumstances or conditions of a property.