

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

January 16, 2018

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

## ROLL CALL

Chairman Mr. Dwayne Dearth called the meeting to order at approximately 7:00 p.m. local time, with Exofficio Members and the following Planning Commissioners present.

Mr. Dwayne Dearth	Mr. Dean Hawk	Mr. Brook Edwards
Mr. Bruce Beam	Mr. Ryan Bowman	Mr. John Carman
Mr. James Myers	Mr. Donald Spurling	Mr. Van Pratt
Mr. Robert Thobaben	Ms. Ruth Brindle	
Ms. Dauna Armstrong	Mr. Kerry Steed	
Mr. Jon Branstrator	Mr. Matt Purkey	

The Commission attained a quorum.

A motion to approve the agenda by Mr. Donald Spurling, seconded by Mr. Dean Hawk and a voice vote: all yea.

## MINUTES FROM THE PREVIOUS MEETING

Minutes of the December 19, 2017 RPC meeting were presented and approved by motion from Mr. Matt Purkey, seconded by Ms. Dauna Armstrong and a voice vote: all yea.

## FINANCIAL REPORT

A year-to-date financial statement, year-to-date budget from MUNIS, and two invoices for Wilmington Zoning Update and office supplies were presented by Executive Director Mr. Taylor Stuckert. The financial statement and bills were approved by motion from Mr. Robert Thobaben, seconded by Mr. John Carman and a roll call vote: 15 yea, 0 nay, 0 abstention.

## CHAIR'S REPORT

## OLD BUSINESS

## NEW BUSINESS

Application 2018-01: Access Management/Subdivision Variance—Smith

Variance Request pursuant to the Clinton County Access Management Regulations and Clinton County Subdivision Regulations (Application 2018-01) for the allowance of a minor subdivision with an access easement on an existing driveway on State Route 134 South in Union Township presented by the applicant Mr. John Smith.

Mr. Smith presented to the board his plan for the property which shows a new lot being split on which a house currently exists. The lot, which abuts Cowan Creek currently has two structures on the property and the applicant would like to separate the lots in order to sell. Executive Director Mr. Taylor Stuckert noted that the lot used to be split but was combined at some point, and that given that there is already structures on the lot, they will not be eligible for further development. Mr. Stuckert also noted that he spoke with ODOT and that they accepted the proposed split given the existing driveway provided sufficient service and that no new development was possible on the lot. Mr. Stuckert also

noted that the recorded mylar will have a note for no new driveways being permitted as well. Discussion from the board followed, there were questions about how the lots came to be, about the dimensions and service capacity of the existing driveway, and there is generally an aversion to shared drives by the board.

The variance was approved contingent upon ODOT final approval by motion from Mr. Brook Edwards, seconded by Mr. Van Pratt and a roll call vote: 15 yea, 0 nay, 0 abstention.

## **EXECUTIVE DIRECTOR'S REPORT**

With no further business to conduct, the Commission concluded by motion from Mr. Van Pratt at approx. 7:34 pm.

Respectfully submitted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Dwayne Dearth, Chairman

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Robert Thobaben, Secretary

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Taylor Stuckert, AICP Executive Director

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

February 20, 2018

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

## ROLL CALL

Chairman Mr. Dwayne Dearth called the meeting to order at approximately 7:00 p.m. local time, with Exofficio Members and the following Planning Commissioners present.

Mr. Dwayne Dearth	Mr. Brook Edwards
Mr. Bruce Beam	Mr. John Carman
Mr. James Myers	Mr. Matt Purkey
Mr. Dean Hawk	Mr. John Cohmer
Mr. Ryan Bowman	Ms. Michelle Morrison (arrived at 8pm)
Ms. Ruth Brindle	

The Commission attained a quorum.

A motion to approve the agenda by Mr. James Myers, seconded by Mr. Matt Purkey and a voice vote: all yea.

## MINUTES FROM THE PREVIOUS MEETING

Minutes of the January 16, 2018 RPC meeting were presented and approved by motion from Mr. Brook Edwards, seconded by Mr. Matt Purkey and a voice vote: all yea.

## FINANCIAL REPORT

A year-to-date financial statement, year-to-date budget from MUNIS, and three invoices for CCAO dues, Adobe software, and website/email costs were presented by Executive Director Mr. Taylor Stuckert. The financial statement and bills were approved by motion from Mr. Bruce Beam, seconded by Ms. Ruth Brindle and a roll call vote: 10 yea, 0 nay, 0 abstention.

## CHAIR'S REPORT

## OLD BUSINESS

## NEW BUSINESS

Application 2018-03: Site Plan Review—Alkermes

Site Plan Review pursuant to the Clinton County Zoning Resolution (Application #2018-03) for a proposed development on Olinger Circle in Union Township, presented by the applicant Alkermes, Inc. (Tim Elmore). The applicant provided an overview of the proposed addition of a three-wide office trailer to the previously-approved site plan to the commission. The trailer addition is 2,400 sq.ft. and will provide office space for the duration of the construction project estimated to be completed by January 2019. Discussion followed on the proposal and the timeframe for the trailers to remain following construction. Executive Director Mr. Taylor Stuckert recommended approval of the site plan, and per discussion with Alkermes, a requirement to have the trailers removed 8 months following the receipt of a Certificate of Occupancy on the new building. The site plan, following staff recommendation, was approved by motion from Mr. Matt Purkey, seconded by Mr. John Cohmer and a roll call vote: 10 yea, 0 nay, 0 abstention.

Resolution 2018-01—Financial Contribution towards Feasibility Study of Public Rec Center

Executive Director Mr. Taylor Stuckert presented a draft resolution that would commit up to \$10,000 towards the cost of a Feasibility Study of a potential public recreational facility for the county. Mr. Stuckert shared his involvement with a local group of individuals who interested in pursuing the feasibility of such a center and wish to hire a consultant, Pros Consulting to provide such a study. Mr. Stuckert gave background on the group effort up to this point and what is being proposed by the consultant for the study. Mr. Stuckert noted that the entire cost of the study will be around \$55,000, and contributions are being made by private contributors and potentially Health First Clinton County.

Discussion followed Mr. Stuckert's overview. Mr. Brook Edwards stated that while he supported the overall mission of completing a feasibility study, he has some concerns about the accountability of the group leading the task—who they are reporting to, how they are ensuring the effort is truly a public effort. Mr. Edwards followed up that he would like to support the initiative, but would like to see some structure develop going forward. Mr. Bruce Beam had concerns with public perception of the partnership and wanted to know where the fund were being committed. Mr. Stuckert responded the funds would go directly to the consultant and not to any of the partnering individuals or organizations. Mr. Ryan Bowman requested to know when the meetings are, and similarly to Mr. Edwards, would like to see more structure develop going forward. Mr. Stuckert responded that he will share these suggestions and encourage members to attend meetings of the group as the initiative develops, and will ensure that the initiative has RPC involvement at its core.

Chairman Mr. Dwayne Dearth stated that he supported the initiative and understand that the contribution from the RPC is to help get the initiative started and keep it moving forward. A motion was made to adopt the resolution and commit the funds from Mr. John Cohmer, seconded by Mr. Matt Purkey and a roll call vote: 10 yea, 0 nay, 0 abstention.

**EXECUTIVE DIRECTOR'S REPORT**

With no further business to conduct, the Commission concluded by motion from Mr. Dwayne Dearth at approx. 7:49 pm.

Respectfully submitted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Dwayne Dearth, Chairman

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Robert Thobaben, Secretary

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Taylor Stuckert, AICP Executive Director

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

March 20, 2018

CCRPC Office, Wilmington Municipal Building, 69 N. South Street, Wilmington, OH

**ROLL CALL**

Chairman Mr. Dwayne Dearth called the meeting to order at approximately 6:30 p.m. local time, with the following Planning Commission Executive Committee members present.

Mr. Dwayne Dearth  
Ms. Michelle Morrison  
Mr. Robert Thobaben  
Mr. James Myers  
Mr. John Cohmer

The Commission attained a quorum.

A motion to approve the agenda by Chair Mr. Dwayne Dearth, seconded by Treasurer James Myers and a voice vote: 5 yea, 0 nay, 0 abstention.

**MINUTES FROM THE PREVIOUS MEETING**

Minutes of the past meeting will be approved at the next monthly RPC meeting.

**NEW BUSINESS**

Request to pay invoices for the following: ESRI GIS Software, UC Co-Op, APA National Planning Conference reimbursement, and Travel Reimbursement for mileage. A discussion followed on the nature of the invoices. Payment of the invoices was approved by motion from Vice Chair Ms. Michelle Morrison, seconded by Associate Vice Chair Mr. John Cohmer and a roll call vote: 5 yea, 0 nay, 0 abstention.

Executive Director Mr. Taylor Stuckert presented project travel costs for the national conference in New Orleans. Discussion followed with a review of how to process travel expenditures. A motion to approve the creation of a purchase order for travel to the national APA conference in New Orleans was made Secretary Mr. Robert Thobaben, seconded by Treasurer Mr. James Myers and a roll call vote: 5 year, 0 nay, 0 abstention.

With no further business to conduct, the Executive Committee of the Commission concluded by motion from Chairman Mr. Dwayne Dearth at approx. 6:42 pm.

Respectfully submitted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Dwayne Dearth, Chairman

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Robert Thobaben, Secretary

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Taylor Stuckert, AICP Executive Director

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

April 17, 2018

CCRPC Office, Wilmington Municipal Building, 69 N. South Street, Wilmington, OH

**ROLL CALL**

Chairman Mr. Dwayne Dearth called the meeting to order at approximately 6:30 p.m. local time, with the following Planning Commission Executive Committee members present.

Mr. Dwayne Dearth  
Ms. Michelle Morrison  
Mr. James Myers  
Mr. John Cohmer  
Excused: Robert Thobaben

The Commission attained a quorum.

A motion to approve the agenda by Mr. James Myers, seconded by Mr. John Cohmer and a voice vote: 4 yea, 0 nay, 0 abstention.

**MINUTES FROM THE PREVIOUS MEETING**

Minutes of the past meeting will be approved at the next monthly RPC meeting.

**NEW BUSINESS**

The Executive Committee met regarding the hiring of an Associate Director. The committee reviewed two resumes for the position. Executive Director Mr. Taylor Stuckert explained that one applicant met the minimum qualifications for the job posting and recommended that individual for hire.

Mr. John Cohmer made a motion to hire Stephen Crouch as the Associate Director, salary, exempt employee, at a pay rate of \$45,000 per year starting May 7, 2018, seconded by James Myers and a roll call vote: 4 yea, 0 nay, 0 abstention.

With no further business to conduct, the Executive Committee of the Commission concluded by motion from Chairman Mr. John Cohmer at approx. 6:48 pm.

Respectfully submitted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Dwayne Dearth, Chairman

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Robert Thobaben, Secretary

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Taylor Stuckert, AICP Executive Director

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

April 17, 2018

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

## ROLL CALL

Chairman Mr. Dwayne Dearth called the meeting to order at approximately 7:00 p.m. local time, with Exofficio Members and the following Planning Commissioners present.

Mr. Dwayne Dearth  
Mr. Rick Walker  
Mr. James Myers  
Mr. Dean Hawk  
Mr. Ryan Bowman  
Ms. Ruth Brindle

Ms. Dauna Armstrong  
Mr. John Carman  
Mr. Matt Purkey  
Mr. John Cohmer  
Ms. Michelle Morrison  
Mr. Kerry Steed

Mr. Robert Thobaben  
Mr. Donald Spurling

The Commission attained a quorum.

A motion to approve the agenda by Mr. John Carman, seconded by Mr. Rick Walker and a voice vote: all yea.

## MINUTES FROM THE PREVIOUS MEETING

Minutes of the February 20, 2018 RPC meeting and March 20, 2018 Executive Committee Meeting were presented and approved by motion from Mr. James Myers, seconded by Mr. John Cohmer and a voice vote: all yea.

## FINANCIAL REPORT

A year-to-date financial statement, year-to-date budget from MUNIS, and three invoices for Chamber Annual Meeting Registration, Flight to National Conference, and parking reimbursement costs were presented by Executive Director Mr. Taylor Stuckert. The financial statement and bills were approved by motion from Mr. John Carman, seconded by Ms. Donald Spurling and a roll call vote: 14 yea, 0 nay, 0 abstention.

## CHAIR'S REPORT

## OLD BUSINESS

Public Recreation/Wellness Center Focus Group/Update

Leon Younger of Pros Consulting, the lead consultant on the feasibility study introduced himself, provided a background of his company, and the scope of the feasibility project. Discussion began with planning commissioners providing feedback on some of the various needs and demand for such a center. Some members provided examples of other facilities that best represent what they feel is a need. Mr. Donald Spurling noted a need to engage employers to see how they would like to support their employees in using such a facility. Similar sentiments were shared by other commissioners throughout the meeting. Mr. Robert Thobaben noted that the lack of such a facility negatively affects the attractiveness of the community, and a focus needs to be on seniors and millennials. Ms. Michelle Morrison added that a focus needs to be on the youth—especially when confronting health challenges—having an area to run around and play (indoor play area).

The conversation then shifted to issues to consider for the study. Mr. Kerry Steed mentioned that previous efforts of the Y and other discussions that have caused skepticism in the community about such a facility. Mr. Purkey suggested a need to be mindful of past efforts, and that in general people support the concept, but there is lack of direction in how to pay for it. Mr. Dwayne Dearth agreed that studying the previous efforts would be a good important step to take. Ms. Morrison mentioned accessibility as something that has been mentioned often by others. Also discussed was the potential for

support from a dedicated funding source. Mr. Matt Purkey felt that it is possible, but will depend on the extent and nature of the request. Mr. John Carman and Mr. Dean Hawk both felt that the villages are currently strained, which is something that will need to be considered. Additional input on the issue of funding focused on the value of what is being constructed as it pertains to residents and potential users, and how that value is conveyed. Mr. Steed emphasized the need for a unified vision from the community in order for it to be successful.

Other issues or concerns raised by the commissioners were transportation to the facility by Ms. Dauna Armstrong, which could affect accessibility and the value some see in the project. Mr. Ryan Bowman expressed that he has not heard positive feedback regarding the current proposed site location. Mr. Bowman stated that he felt the placement of the center will be extremely important, and that having a location with high visibility and near other amenities and traffic will be essential. Mr. Bowman also request to learn more about the trade-offs between the suggested walkability and proximity to residential and institutional uses versus the transportation time to other, more visible locations.

Mr. Younger thanked the group for the participation and input, and informed them of the next steps for the feasibility study.

## **NEW BUSINESS**

### Maintenance Updates to the Clinton County Subdivision Regulations 2018

Executive Director Mr. Taylor Stuckert presented a report on proposed amendments to the Clinton County Subdivision Regulations per Section 100.09 of said regulations. Mr. Stuckert discuss the amendments being proposed, which covered updates to dates and acting county commissioners as well as an addition to Section 200.02, "General Procedure" as it pertains to Article 200, "Minor Subdivisions." Mr. Stuckert noted the addition re-emphasizes the requirement for review of any lot split meeting the criteria for a minor subdivision whether it is remaining acreage from another split or not. This has been something that has created some confusion and the goal is to clarify. Mr. Kerry Steed noted his abstention from the discussion and vote due to the matter eventually going before the board of county commissioners. The report and staff recommendations were approved by motion from Mr. Matt Purkey, seconded by Mr. Rick Walker and a roll call vote: 13 yea, 0 nay, 1 abstention.

### Executive Committee Report on New Staff Hire

Executive Director Mr. Taylor Stuckert presented the report from the Executive Committee on their decision for new staff hire. Per the report, the Executive Committee considered two applications for the position and decided to hire Mr. Stephen Crouch as the new Associate Director starting May 7, 2018.

## **EXECUTIVE DIRECTOR'S REPORT**

With no further business to conduct, the Commission concluded by motion from Ms. Dauna Armstrong at approx. 8:33 pm.

Respectfully submitted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Dwayne Dearth, Chairman

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Robert Thobaben, Secretary

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Taylor Stuckert, AICP Executive Director



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

May 15, 2018

CCRPC Office, Wilmington Municipal Building, 69 N. South Street, Wilmington, OH

**ROLL CALL**

Chairman Mr. Dwayne Dearth called the meeting to order at approximately 6:09 p.m. local time, with the following Planning Commission Executive Committee members present.

Mr. Dwayne Dearth  
Ms. Michelle Morrison  
Mr. Robert Thobaben  
Mr. James Myers  
Excused: Mr. John Cohmer

The Commission attained a quorum.

A motion to approve the agenda by Chair Mr. Dwayne Dearth, seconded by Treasurer James Myers and a voice vote: 4 yea, 0 nay, 0 abstention.

**MINUTES FROM THE PREVIOUS MEETING**

Minutes of the past meeting will be approved at the next monthly RPC meeting.

**NEW BUSINESS**

Request to pay invoices for the following: State Auditor, APA NPC Hotel Reimbursement, Office Furniture, Office Electronics, Travel Reimbursements. A discussion followed on the nature of the invoices. Payment of the invoices was approved by motion from Treasurer Mr. James Myers, seconded by Secretary Mr. Robert Thobaben and a roll call vote: 4 yea, 0 nay, 0 abstention.

With no further business to conduct, the Executive Committee of the Commission concluded by motion from Chairman Mr. Dwayne Dearth at approx. 6:16 pm.

Respectfully submitted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Dwayne Dearth, Chairman

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Robert Thobaben, Secretary

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Taylor Stuckert, AICP Executive Director

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

June 19, 2018

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

## ROLL CALL

Chairman Mr. Dwayne Dearth called the meeting to order at approximately 7:26 p.m. local time, with Exofficio Members and the following Planning Commissioners present.

Ms. Dauna Armstrong	Mr. John Cohmer
Mr. Rick Walker	Mr. Donald Spurling
Mr. John Carman	Mr. Matt Purkey
Mr. Dean Hawk	Ms. Michelle Morrison

The Commission attained a quorum.

A motion to approve the agenda by Mr. Donald Spurling, seconded by Mr. John Cohmer and a voice vote: all yea.

## MINUTES FROM THE PREVIOUS MEETING

Minutes of the April 17, 2018 Executive Committee Meeting, April 17, 2018 RPC meeting and May 15, 2018 Executive Committee Meeting were presented and approved by motion from Mr. John Carman, with one correction to April 17th, seconded by Mr. John Cohmer and a voice vote: all yea.

## FINANCIAL REPORT

A year-to-date financial statement, year-to-date budget from MUNIS, and two invoices for Office Supplies and State Audit costs were presented by Executive Director Mr. Taylor Stuckert. The financial statement and bills were approved by motion from Mr. Donald Spurling, seconded by Mr. John Cohmer and a roll call vote: 8 yea, 0 nay, 0 abstention.

## CHAIR'S REPORT

## OLD BUSINESS

Review of State Audit Documents

Executive Director Mr. Taylor Stuckert presented an update on the state audit noting that there were two final documents needing executed and that the process was complete.

## NEW BUSINESS

Application 2018-11: Site Plan Review—Schlabach

Site Plan Review pursuant to the Clinton County Zoning Resolution (Application #2018-11) for a proposed development on Williams Road at SR 73 in Chester Township, presented by the applicant Joshua Schlabach. The applicant provided an overview of the development of the site which includes a 9,600 sq.ft warehouse, a 1280 sq.ft. office/showroom, landscaping, and signage. Mr. Stuckert noted that the applicant was presenting the site plan in accordance with the previously-approved PUD for the site and that he has received approvals from all approval agencies. Discussion followed on the proposal. Mr. Don Spurling asked about the driveway length and if the lighting would affect neighboring properties.

Mr. Schlabach responded that the driveway was built for two vehicles and to code and referred to the lighting plan which showed that proposed lighting would not affect neighboring properties. Mr. Rick Walker asked about the loading dock at the front of the building, to which Mr. Schlabach said they were planning on removing the dock. Mr. Stuckert suggested that this would be an improvement to the site as the dock would not have been approved as built if it had been part of the site plan review (the dock was constructed prior to the applicant's ownership). Executive Director Mr. Taylor Stuckert recommended approval of the site plan as presented. The site plan, following staff recommendation, was approved by motion from Mr. Don Spurling, seconded by Mr. Rick Walker and a roll call vote: 8 yea, 0 nay, 0 abstention.

Application 2018-13: PUD Amendment, Alkermes, Inc.

PUD Amendment to PUD-02 on Olinger Circle in Union Township, presented by Mr. Thomas Seener on behalf of the applicant Alkermes, Inc. Mr. Seener provided a powerpoint presentation of the proposed modifications to the existing PUD. Mr. Seener noted that they will be maintaining all the aspects of the approved PUD and would like to add several areas of new development attached to the existing main building. Discussion followed the presentation. Mr. Taylor Stuckert recommended approval of the proposed changes to the PUD. The PUD amendment and adoption of minor modifications was approved by motion from Mr. Rick Walker, seconded by Ms. Dauna Armstrong and a roll call vote: 8 yea, 0 nay, 0 abstention.

Application 2018-14: Replat of Bluffs at Sycamore Glen, Jody Ames

Replat of Bluffs at Sycamore Glen Major Subdivision pursuant to the Clinton County Subdivision Regulations (Application 2018-14) for the replat of 2 lots on Deer Run Court in Union Twp., presented by Mr. Butch Peelle on behalf of the applicant Mr. Jody Ames. A general discussion followed on the nature of the request and the changes made. The replat was approved by motion from Mr. John Cohmer, seconded by Mr. John Branstrator and a roll call vote: 8 yea, 0 nay, 0 abstention.

## **EXECUTIVE DIRECTOR'S REPORT**

With no further business to conduct, the Commission concluded by motion from Mr. Rick Walker at approx. 8:23 pm.

Respectfully submitted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Dwayne Dearth, Chairman

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Robert Thobaben, Secretary

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Taylor Stuckert, AICP Executive Director

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

July 17, 2018

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

## ROLL CALL

Chairman Mr. Dwayne Dearth called the meeting to order at approximately 7:00 p.m. local time, with Exofficio Members and the following Planning Commissioners present.

Ms. Dauna Armstrong  
Mr. Rick Walker  
Mr. John Carman  
Mr. Dean Hawk  
Mr. Ryan Bowman

Mr. John Cohmer  
Mr. Kerry Steed  
Mr. Matt Purkey  
Ms. Michelle Morrison  
Ms. Ruth Brindle

Mr. Dwayne Dearth  
Mr. Brook Edwards  
Mr. James Myers  
Mr. Robert Thobaben

The Commission attained a quorum.

A motion to approve the agenda by Mr. Matt Purkey, seconded by Mr. John Cohmer and a voice vote: all yea.

## MINUTES FROM THE PREVIOUS MEETING

Minutes of the June 19th, 2018 RPC meeting were presented and approved by motion from Mr. John Cohmer, seconded by Mr. Rick Walker and a voice vote: all yea.

## FINANCIAL REPORT

A year-to-date financial statement, year-to-date budget from MUNIS, and four invoices for office supplies, business cards, travel reimbursement, and conference fee reimbursement were presented by Executive Director Mr. Taylor Stuckert. The financial statement and bills were approved by motion from Mr. Rick Walker, seconded by Mr. John Cohmer and a roll call vote: 14 yea, 0 nay, 0 abstention.

## CHAIR'S REPORT

## OLD BUSINESS

## NEW BUSINESS

Application 2018-18: Request to Rezone

Requested Zoning Change from PUD-01 to A-3 at Parcel # 015011001000000 (Application #2018-18) in Adams Twp., presented by Executive Director Mr. Taylor Stuckert and applicant Mr. Tim Williams on behalf of the owner. Mr. Williams stated that the site is currently being purchased by he and his wife and will be restored to a farm. Mr. Williams felt that the A-3 zone aligned more with their vision for the property than the specifics of the PUD-01 that was originally presented. Mr. Williams noted there were currently more than one dwelling unit on the property, but that there would only be one very shortly. Executive Director Mr. Taylor Stuckert stated that the proposed zoning change is reverting back to its previous zone and that none of the PUD developments occurred, and that this request would not conflict with the plans for the area, specifically the 2008 Gateway Comprehensive Plan. Mr. Stuckert recommended approval of the request with the contingency that the property only have one dwelling unit by the final zoning approval from the board of county commissioners. A rezoning recommendation to Rural Zoning Commission to approve the request, with the contingency that the property conform to the zoning resolution by having one dwelling was approved by motion from Mr. Matt Purkey, seconded by Ms. Dauna Armstrong and a roll call vote: 14 yea, 0 nay, 0 abstention.

## EXECUTIVE DIRECTOR'S REPORT

With no further business to conduct, the Commission concluded by motion from Mr. Rick Walker at approx. 7:26 pm.

Respectfully submitted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Dwayne Dearth, Chairman

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Robert Thobaben, Secretary

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Taylor Stuckert, AICP Executive Director

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

August 21, 2018

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

## ROLL CALL

Chairman Mr. Dwayne Dearth called the meeting to order at approximately 7:00 p.m. local time, with Exofficio Members and the following Planning Commissioners present.

Ms. Dauna Armstrong	Mr. John Cohmer	Mr. Dwayne Dearth
Mr. Rick Walker	Mr. Kerry Steed	Mr. Brook Edwards
Mr. John Carman	Mr. Matt Purkey	Mr. James Myers
Mr. Dean Hawk	Ms. Michelle Morrison	
Mr. Jon Branstrator	Mr. Robert Thobaben	

The Commission attained a quorum.

A motion to approve the agenda by Mr. Robert Thobaben, seconded by Mr. John Cohmer and a voice vote: all yea.

## MINUTES FROM THE PREVIOUS MEETING

Minutes of the July 17th, 2018 RPC meeting were presented and approved by motion from Mr. John Cohmer, seconded by Mr. James Myers and a voice vote: all yea.

## FINANCIAL REPORT

A year-to-date financial statement, year-to-date budget from MUNIS, and four invoices for copies, travel reimbursement, and two land bank invoices were presented by Executive Director Mr. Taylor Stuckert. The financial statement and bills were approved by motion from Mr. James Myers, seconded by Mr. Rick Walker and a roll call vote: 13 yea, 0 nay, 0 abstention.

## CHAIR'S REPORT

## OLD BUSINESS

## NEW BUSINESS

Application 2018-20: Access Management—Blakenship

Variance Request pursuant to the Clinton County Access Management Regulations (Application 2018-20) for the allowance of driveway separation of 220' down from the required 300' on Townsend Road in Clark Township presented by the applicant Ms. Rhonda Blankenship, discussion followed. The applicant showed the proposed lot split of approximately 25 acres from the 82.58 acre farm. The applicant is wishing to sell the remaining acreage combined with a neighboring farm owned by the applicant's family. The applicant stated, and Executive Director Mr. Taylor Stuckert confirmed, that an existing easement is on the neighboring property to allow access, and is where the applicant plans to access the newly-created lot.

Mr. Robert Thobaben expressed concerns that this would create a situation of shared drives, which could be a source of issues in the future, Ms. Michelle Morrison shared that concern. Mr. Stuckert responded that the applicant is proposing the use of the easement, not sharing the entire drive. Mr. Stuckert shared a letter from the County Engineer's office, which requested the applicant utilize the easement for access and that it is in a safe location. Mr. Stuckert stated that there is not

concern of future growth in the Townsend Road area that would compound issues with the proposed variance, and that the applicant did have the easement in place prior to the access management regulations. Given these two items and the acreage of the split exceeding subdivision requirements, Mr. Stuckert recommended that the variance be approved with the condition that the survey note the requirement to exclusively utilize the easement for access to the new lot.

A motion to approve the variance contingent upon the survey noting that the easement on the neighboring property be the exclusive access to the proposed lot was made by Mr. Brook Edwards, seconded by Mr. Rick Walker and a roll call vote: 12 yea, 1 nay, 0 abstention.

#### Application 2018-22: Access Management/Subdivision Variance—Blanchester School District

Variance Request pursuant to the Clinton County Access Management Regulations and Clinton County Subdivision Regulations (Application 2018-22) for the allowance of a minor subdivision with an access management variance on Second Creek Road in Marion Township presented by Mr. Dean Lynch, Blanchester Superintendent, on behalf of the applicant, discussion followed. Mr. Lynch presented that the board acquired a 5-acre parcel fronting Second Creek Road on which they would like to construct a new driveway to the school and provide a second ingress/egress for the school. The district would like to subdivide the lot portion which currently has a house on it. The variance requested was for 330' feet driveway separation, down from the required 450' on Second Creek Road at this location. Mr. Lynch noted that it was still early in the process, so he could not provide greater detail on the usage of the drive and potential traffic count on the or any design features.

Mr. Kerry Steed express support for the idea of the second entrance/exit for the safety improvements overall, but had concerns about road safety given that the road is a straight drive through a farm field. Mr. Brook Edwards shared these concerns as well as having concerns of not knowing the details of the proposed drive and the potential traffic volume. Mr. Bob Thobaben expressed similar reservations with the additional concerns of security and safety. Mr. John Cohmer suggested the idea of a gate at the road until security and safety plans were more developed. Executive Director Mr. Taylor Stuckert noted that the applicant is currently requesting a variance for the lot split and that the commission could have the applicant return with greater details once construction details of the drive are proposed. Mr. Stuckert noted that the Clinton County Engineer's office requested that the commission assign a volume to the proposed drive if the variance were to be approved. Mr. Stuckert recommended that given the safety and traffic improvements that second ingress/egress would provide, that the variance be approved, but as a "Very Low Volume (VLV)" drive, which would require the district to come back when the plans had greater detail, and that a gate be installed once the drive is installed.

A motion to approve the variance and to assign the drive as "Very Low Volume" per the Clinton County Access Management Regulations, with the condition that a security gate be installed once the drive is constructed and until additional plans are approved, was made by Mr. James Myers, seconded by Mr. John Cohmer and a roll call vote: 13 yea, 0 nay, 0 abstention.

#### 2019 Clinton County Regional Planning Commission Revenue Projections

Executive Director Mr. Taylor Stuckert presented the 2019 CCRPC Revenue projections for the board to approve. Mr. Stuckert noted that revenues in 2018 are currently on pace to matching last year's projection, and that 2019 would be projected just slightly below.

A motion to approve the 2019 CCRPC Revenue Projections was made by Ms. Dauna Armstrong, seconded by Mr. Robert Thobaben and a roll call vote: 13 yea, 0 nay, 0 abstention.

#### Membership to Miami Valley Regional Planning Commission

Executive Director Mr. Taylor Stuckert presented a letter from the Miami Valley Regional Planning Commission (MVRPC) as a result of a meeting with its Executive Director Mr. Brian Martin. Mr. Stuckert felt that it would be productive for the CCRPC to represent the County on a regional board and discussed the positive meeting he had with Mr. Martin and MVRPC. Mr. Stuckert noted that the County is currently represented by the Dayton Development Coalition (DDC) on economic development matters related to Jobs Ohio. Membership costs would be \$2,267 per year. Discussion followed with questions about whether there is a similar opportunity to join OKI and the Cincinnati MPO. Mr. Stuckert stated that he had not explored that just yet and that this could be done before making any decisions on MVRPC

A motion to table the membership to MVRPC and a request to solicit membership information from OKI was made by Mr. John Cohmer, seconded by Mr. John Carman and a roll call vote: 13 yea, 0 nay, 0 abstention.

## EXECUTIVE DIRECTOR'S REPORT

With no further business to conduct, the Commission concluded by motion from Mr. Rick Walker at approx. 8:08pm.

Respectfully submitted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Dwayne Dearth, Chairman

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Robert Thobaben, Secretary

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Taylor Stuckert, AICP Executive Director



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

September 18, 2018

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

## ROLL CALL

Chairman Mr. Dwayne Dearth called the meeting to order at approximately 7:00 p.m. local time, with Exofficio Members and the following Planning Commissioners present.

Ms. Dauna Armstrong  
Mr. Rick Walker  
Mr. Ryan Bowman  
Mr. Dean Hawk  
Mr. Jon Branstrator

Mr. John Cohmer  
Ms. Michelle Morrison  
Mr. Robert Thobaben  
Mr. Dwayne Dearth  
Mr. James Myers

Mr. Donald Spurling

The Commission attained a quorum.

A motion to approve the agenda by Ms. Michelle Morrison, seconded by Ms. Dauna Armstrong and a voice vote: all yea.

## MINUTES FROM THE PREVIOUS MEETING

Minutes of the August 21st, 2018 RPC meeting were presented and approved by motion from Mr. Robert Thobaben, seconded by Mr. John Cohmer and a voice vote: all yea.

## FINANCIAL REPORT

A year-to-date financial statement, year-to-date budget from MUNIS, and one invoice for reimbursement of conference registration presented by Executive Director Mr. Taylor Stuckert. The financial statement and bills were approved by motion from Mr. James Myers, seconded by Mr. Donald Spurling and a roll call vote: 11 yea, 0 nay, 0 abstention.

## CHAIR'S REPORT

## OLD BUSINESS

## NEW BUSINESS

Application 2018-25: Site Plan Review—Alkermes

Site Plan Review pursuant to the Clinton County Zoning Resolution (Application #2018-25) for a proposed development on Olinger Circle in Union Township, presented by the applicant Alkermes, Inc. (Mr. Tom Seener). The applicant provided a power point presentation giving an overview of the proposed addition of two new buildings as well as new driveways, and a retention pond expansion per the previously-approved PUD-02. The building additions total 8,640 sq.ft., within the minor modification range from the PUD-02, and will provide two new bulk lines for the facility. The applicant stated that the expansion of the will include all the increased storm water from proposed future development on the site. In addition, there will be a new barrier/retaining wall 85 feet from Lytle Creek. Discussion followed on the proposal. Mr. Rick Walker asked if the new road would be one or two-way, to which the applicant stated it would all be two-way large enough for trucks. Mr. Robert Thobaben expressed concerns about site security from the 4-C trail side of the facility. Mr. Seener stated that there is always manned-security, key card access, and security cameras, and that there is sufficient security for the site. Mr. Donald Spurling asked about the dimensions of the pond and expressed concerns about Canadian geese utilizing the pond near the air park. Mr. Seener stated the pond is approximately .65 acres and will have a gravel base with a concrete

trip to assist with maintenance. Mr. Seener said they are aware of the concern regarding geese, and will monitor the situation.

Executive Director Mr. Taylor Stuckert recommended approval of the site plan with the proposed minor modification from the PUD-02 from 8,000 sq.ft. to 8,640 sq.ft. for the proposed buildings. The site plan, following staff recommendation, was approved by motion from Mr. Rick Walker, seconded by Mr. James Myers and a roll call vote: 11 yea, 0 nay, 0 abstention.

**EXECUTIVE DIRECTOR'S REPORT**

With no further business to conduct, the Commission concluded by motion from Mr. Rick Walker at approx. 8:08pm.

Respectfully submitted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Dwayne Dearth, Chairman

\_\_\_\_\_  
Robert Thobaben, Secretary

\_\_\_\_\_  
Taylor Stuckert, AICP Executive Director

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

October 15, 2018

CCRPC Office, Wilmington Municipal Building, 69 N. South Street, Wilmington, OH

**ROLL CALL**

Chairman Mr. Dwayne Dearth called the meeting to order at approximately 5:30 p.m. local time, with the following Planning Commission Executive Committee members present.

Chairman Mr. Dwayne Dearth  
Secretary Mr. Bob Thobaben  
Associate Vice-President Mr. John Cohmer  
Excused: Treasurer Mr. James Myers, Vice President Ms. Michelle Morrison

The Commission attained a quorum.

A motion to approve the agenda by Secretary Mr. Robert Thobaben, seconded by Chairman Mr. Dwayne Dearth and a voice vote all yea.

**MINUTES FROM THE PREVIOUS MEETING**

Minutes of the past meeting will be approved at the next monthly RPC meeting.

**NEW BUSINESS**

Executive Director Mr. Taylor Stuckert presented the 2019 Budget draft to the board for discussion. Discussion focused on changes from 2018 to 2019, namely the cost of staff salaries for a full year, up from 8 months from the previous (new staff started in May 2018), in addition to standard 3% adjustments for salaries. Auditing costs were reduced, while travel and contract services budget lines were increased. Mr. Stuckert noted that the increases are able to be covered by projected revenues and an increased carryover. The 2019 Budget recommendation was approved by motion from Associate Vice-President John Cohmer, seconded by Secretary Mr. Robert Thobaben and a roll call vote: 3 yea, 0 nay, 0 abstention.

With no further business to conduct, the Executive Committee of the Commission adjourned by motion from Chairman Mr. Dwayne Dearth at approx. 6:10pm.

Respectfully submitted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Dwayne Dearth, Chairman

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Robert Thobaben, Secretary

\_\_\_\_\_  
Taylor Stuckert, AICP Executive Director

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

October 16, 2018

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

## ROLL CALL

Chairman Ms. Michelle Morrison called the meeting to order at approximately 7:00 p.m. local time, with Exofficio Members and the following Planning Commissioners present.

Mr. Bruce Beam  
Mr. Brook Edwards  
Mr. Ryan Bowman  
Mr. Dean Hawk  
Mr. Jon Branstrator

Mr. John Cohmer  
Ms. Michelle Morrison  
Mr. Robert Thobaben  
Mr. John Carman  
Mr. Kerry Steed

Mr. Donald Spurling  
Ms. Ruth Brindle

The Commission attained a quorum.

A motion to approve the agenda by Mr. Donald Spurling, seconded by Mr. John Cohmer and a voice vote: all yea.

## MINUTES FROM THE PREVIOUS MEETING

Minutes of the September 18th, 2018 RPC meeting and October 15<sup>th</sup>, 2018 RPC Executive Committee Meeting were presented and approved by motion from Mr. John Cohmer, seconded by Mr. Robert Thobaben and a voice vote: all yea.

## FINANCIAL REPORT

A year-to-date financial statement, year-to-date budget from MUNIS, and two invoices for state auditor expenses and travel reimbursement presented by Executive Director Mr. Taylor Stuckert. The financial statement and bills were approved by motion from Mr. Don Spurling, seconded by Mr. John Cohmer and a roll call vote: 12 yea, 0 nay, 0 abstention.

## CHAIR'S REPORT

## OLD BUSINESS

## NEW BUSINESS

Application 2018-27: Access Management—Steinmetz

Variance Request pursuant to the Clinton County Access Management Regulations (Application 2018-27) for the allowance of driveway separation of 102' down from the required 150' on Beechgrove Road in Union Township presented by the applicant Mr. Eugene Steinmetz, discussion followed. The applicant showed the proposed lot split of approximately 8.3 acres from the 46 total acres. The applicant showed that the lot, which appears to be split already, is actually one parcel that was never deeded separately. The applicant is wishing to sell the remaining western acreage to a potential buyer for a single-family residence. Executive Director Mr. Taylor Stuckert stated that the applicant already has the lot width reduction variance approval from the Board of Zoning Appeals and that the CCRPC opposed the lot width reduction. Mr. Stuckert felt that the uniqueness of the non-adjoining parcel, coupled with a variance approval on lot width reduction created a situation that was unique and should probably be cleaned up.

Mr. Kerry Steed asked the applicant if they would be building off of the gravel driveway that is present or on Beechgrove Road. The applicant stated that he would be going with whatever the Clinton County Engineer's Office recommended. Mr.

Robert Thobaben asked about the long-range plans with the property to which the applicant replied that he has a prospective buyer who would like to build a house. Mr. Thobaben noted that he would prefer to not see any additional lot splits from the property. Mr. Stuckert responded that no new lot splits would be allowed without public infrastructure improvements and a major subdivision review process. Mr. Donald Spurling asked if the existing private lane was able to handle passing traffic, to which Mr. Steed replied that he has seen cars pass each other on the lane, but farm equipment would likely be an issue.

A motion to approve the variance given the uniqueness of the non-adjoining parcel and approved lot-width variance was made by Mr. John Carman, seconded by Mr. Kerry Steed and a roll call vote: 12 yea, 0 nay, 0 abstention.

#### 2019 Budget

Executive Director Mr. Taylor Stuckert presented the Executive Committee's proposed budget for 2019, discussion followed. Changes for next year will include the increase in staff costs due to having two employees for 12 months rather than the 8 months previously, reductions in auditing costs from state audit, reduced medical premiums due to only have one employee taking health benefits. The final budget was approved by motion from Ms. Ruth Brindle, seconded by Mr. Brook Edwards and a roll call vote: 12 yea, 0 nay, 0 abstention.

### **EXECUTIVE DIRECTOR'S REPORT**

With no further business to conduct, the Commission concluded by motion from Mr. John Carman at approx. 8:03pm.

Respectfully submitted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Dwayne Dearth, Chairman

\_\_\_\_\_  
Robert Thobaben, Secretary

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Taylor Stuckert, AICP Executive Director

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

November 20, 2018

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

## ROLL CALL

Chairman Mr. Dwayne Dearth called the meeting to order at approximately 7:00 p.m. local time, with Exofficio Members and the following Planning Commissioners present.

Mr. Donald Spurling  
Mr. Brook Edwards  
Mr. Ryan Bowman  
Mr. James Myers  
Mr. Jon Branstrator

Mr. John Cohmer  
Ms. Michelle Morrison  
Mr. Robert Thobaben  
Mr. John Carman  
Mr. Kerry Steed

Mr. Dwayne Dearth

The Commission attained a quorum.

A motion to approve the agenda with one addition of discussion of Village Project Assistance by Mr. John Cohmer, seconded by Mr. John Carman and a voice vote: all yea.

## MINUTES FROM THE PREVIOUS MEETING

Minutes of the October 16th, 2018 RPC meeting were presented and approved with one change by motion from Ms. Michelle Morrison, seconded by Mr. Brook Edwards and a voice vote: all yea.

## FINANCIAL REPORT

A year-to-date financial statement, year-to-date budget from MUNIS, and two invoices for 2019 APA dues and CCAO Winter Meeting registration were presented by Executive Director Mr. Taylor Stuckert. The financial statement and bills were approved by motion from Mr. John Cohmer, seconded by Mr. Ryan Bowman and a roll call vote: 11 yea, 0 nay, 0 abstention.

## CHAIR'S REPORT

## OLD BUSINESS

## NEW BUSINESS

Application 2018-29: Site Plan Review—GPD/AT&T

Site Plan Review pursuant to the Clinton County Zoning Resolution (Application #2018-29) for a proposed development on Prairie Road in Union Township, presented by the Brad Laucher of GPD Group on behalf of the applicant, AT&T Mobility. The applicant provided an overview of the submitted plans for a monopole tower in a farm field off Prairie Road just east of the Wilmington Water Treatment Facility. The applicant stated that the tower is 150 feet tall with an 8-foot-tall fence surrounding the development area, and is extending an existing gravel drive to the tower site, discussion followed.

Mr. Jim Myers asked about total attachment capacity for the tower, to which the applicant stated that it can hold up to three carriers. Mr. Robert Thobaben asked about concerns related to nesting ospreys, to which the applicant stated that they do not see this very often, but that they are required to contact the appropriate wildlife agencies when nesting occurs.

Executive Director Mr. Taylor Stuckert presented letters on behalf of county agencies. According to the letters, the site is under the threshold (10,000 square feet of new impervious area) to require storm water review from the County

Engineer's Office, and the Clinton Soil and Water Conservation District (CSWCD) submitted a letter requesting the proposed culvert be lowered 6 inches and that existing tiles that will be affected by construction equipment be replaced following construction. Mr. Stuckert recommended that any approvals require a review and approval from CSWCD on these two items. Mr. Kerry Steed mentioned concerns regarding ditch maintenance beyond the initial installation that should need approval as well.

Mr. Stuckert then presented a letter submitted by Mazanec, Raskin & Ryder Co., LPA on behalf of a client SBA Communications Corporation ("SBA") in response to a request for conditional use permit to the Clinton County Board of Zoning Appeals (Docket #2018-03). Mr. Stuckert presented the letter and noted that the conditional use permit had already been approved, and that this board was reviewing the Site Plan for the development—not the zoned use of the property. In response to the letter, Mr. Stuckert expressed that he did not agree that this proposal adversely affects the "rural character" of the surrounding area as the letter states. Mr. Stuckert noted that given that the tower is nearly half of a mile from the road, in the back corner of a lot and adjacent to intensive industrial and commercial uses, that any direct affect on "rural character" in this particular area is minimal. Mr. Brook Edwards asked the applicant about the concerns related to passive intermodulation ("PIM") and if the applicant has development similar proposal approximate to other cell towers. The applicant responded that they have developed as close as 100 feet to other cell towers. Mr. Kerry Steed noted that in addition to SBA's tower, there are additional cell towers on top of the adjacent grain silos.

A motion was made to approve the site plan as presented contingent upon the approval of Clinton Soil and Water Conservation District's approval of the requested items related to the culvert, tiles, and ditch maintenance by Mr. Brook Edwards, seconded by Mr. Ryan Bowman, and a roll call vote: 11 yea, 0 nay, 0 abstention.

#### Application 2018-32: Site Plan Review—CPG International DBA Azek Company, LLC

Site Plan Review pursuant to the Clinton County Zoning Resolution (Application #2018-32) for a proposed development on Airborne Road in Union Township, presented by Ken McMillin on behalf of the applicant. The applicant provided an overview of the submitted plans for four material storage silos at 62 feet in height and 13 feet in diameter. The applicant stated that silos will hold 82,000 pounds of pellet material, will have 2 red obstruction lights per FAA standards, and has received approval from the FAA, discussion followed.

Executive Director Mr. Taylor presented a letter on behalf of the Clinton County Port Authority in support of the proposed development as well as a letter from the Clinton County Engineer's office noting that the impervious coverage of the development did not warrant a storm water review. Mr. Don Spurling asked if there was a top to the silos and about how the silos were loaded. Mr. McMillin responded that the top of the silos will be covered and that they were loaded from the bottom and in a way that would prevent any loss of the material. Ms. Michelle Morrison asked about the flow rate of the material should there be a spill of the silos. Mr. McMillin responded that he did not know the specific flow rate, but that the material would not enter the roadway if there was a spill. Mr. Spurling asked about how often the silos will be filled, to which Mr. McMillin responded about one silo a day would be filled.

A motion was made to approve the Site Plan as presented by Mr. John Cohmer, seconded by Mr. Robert Thobaben, and a roll call vote: 9 yea, 0 nay, 2 abstention.

#### 2019 Work Plan

Executive Director Mr. Taylor Stuckert presented the proposed work plan for the RPC for 2019, discussion followed. The work plan was approved by motion from Mr. Robert Thobaben, seconded by Mr. John Carman and a voice vote: all yea.

#### Village Project Assistance

Executive Director Mr. Taylor Stuckert opened the discussion of Village projects by the RPC following some conversation with RPC members about the ways in which the RPC receives and chooses projects. Mr. Stuckert specifically mentioned the visit to a council meeting Port William in which the RPC was asked to draft a zoning resolution for the Village. Ms. Michelle Morrison noted that she worries that the RPC's time is very valuable and that there might not always be genuine intent to utilize the fruits of the RPC's labor. Ms. Morrison felt that potentially village leaders could present their project idea to the full board to discuss. Mr. Stuckert agreed with much of what Ms. Morrison was saying but cautioned against trying to over-analyze the potential "success rate" of a project prior to doing it, and that that approach would hamper many projects that the RPC takes on. Mr. Stuckert noted that currently the RPC takes on project requests from villages and sometimes will reach out to villages to propose projects as well. But, in general, the decision is made by the Executive Director based on the capacity to carry out the project.

Mr. Brook Edwards felt that the larger question relates back to the allocation of resources. Mr. Edwards felt that the RPC needs to come to a resolution on the mechanism to make these decisions so as to avoid wasting time that could otherwise be focused on serving the broader community. Mr. Edwards thought that instead of the full RPC, maybe some projects could be vetted by the executive committee.

The discussion continued on to the need to work with all villages to identify ways to more efficiently deliver services that will assist in implementation, such as zoning administration. Mr. Kerry Steed stated that this is of interested to the commissioners and would be a good topic for 2019. Mr. Stuckert suggested that the matter be discussed again in December and that he will go ahead and present to the village council in Port William about the approach to a zoning update, but will reiterates the RPC's role in the matter.

## **EXECUTIVE DIRECTOR'S REPORT**

With no further business to conduct, the Commission concluded by motion from Mr. Robert Thobaben at approx. 8:35pm.

Respectfully submitted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Dwayne Dearth, Chairman

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Robert Thobaben, Secretary

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Taylor Stuckert, AICP Executive Director



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

December 18, 2018

Cherrybend Pheasant Farm, 2326 Cherrybend Road, Wilmington, OH

## ROLL CALL

Chairman Mr. Dwayne Dearth called the meeting to order at approximately 6:05 p.m. local time, with Exofficio Members and the following Planning Commissioners present.

Mr. Bruce Beam	Mr. John Cohmer
Mr. Dwayne Dearth	Ms. Michelle Morrison
Mr. John Carman	Mr. Robert Thobaben
Mr. James Myers	Ms. Dauna Armstrong
Mr. Jon Branstrator	Mr. Matthew Purkey

The Commission attained a quorum.

A motion was made to approve the agenda by Mr. John Cohmer, seconded by Mr. James Myers and a voice vote: all yea.

## MINUTES FROM THE PREVIOUS MEETING

Minutes of the November 20th, 2018 RPC meeting were presented and approved by motion from Mr. Robert Thobaben, seconded by Ms. Michelle Morrison and a voice vote: all yea.

## FINANCIAL REPORT

A year-to-date financial statement, year-to-date budget from MUNIS, and five invoices for conference registration, website costs, contract services, and mileage reimbursement were presented by Executive Director Mr. Taylor Stuckert. The financial statement and bills were approved by motion from Mr. James Myers, seconded by Mr. John Cohmer and a roll call vote: 10 yea, 0 nay, 0 abstention.

## CHAIR'S REPORT

### OLD BUSINESS

Village Project Assistance

Executive Director Mr. Taylor Stuckert opened the discussion of Village projects by the RPC following the discussion from the previous meeting. Mr. Stuckert asked Associate Director Mr. Stephen Crouch to report on his meeting with Port William Village Council regarding the proposed zoning code project. Mr. Crouch said that he presented the perspective of the RPC to the Village Council of needing to utilize an appropriately planned zoning code through community meetings, planning, and to consider the implementation of such a code. Mr. Crouch noted that the Village Council was very receptive to his presentation and felt that they were aligned with the RPC board. Mr. Stuckert felt that if the RPC wanted to develop a policy to share with members prior to projects being executed, then he would need more time to develop such a policy.

A motion was made to table the discussion until the January meeting by Mr. Matt Purkey, seconded by Mr. John Carman, and a voice vote: all yea.

### NEW BUSINESS

RPC Executive Committee Nominations 2019

Chairman Mr. Dwayne Dearth and Associate Vice Chair Mr. John Cohmer presented their findings from the nominating committee for executive committee positions. There were seven volunteers for the five positions: Bob Thobaben (Secretary), Dwayne Dearth (Chairperson), John Cohmer (Associate Vice Chair), Jon Branstrator (Treasurer), James Myers (Treasurer), Michelle Morrison (Vice Chair), and John Carman (Associate Vice Chair).

Discussion followed. Two of the nominees suggested they would be willing to serve only if need be, but are happy to offer the position to the other nominee. The following nominations and elections were made: Chairperson: Mr. Dwayne Dearth, Vice-Chair: Ms. Michelle Morrison, Associate Vice-Chair: Mr. John Cohmer, Treasurer: Mr. Jim Myers, Secretary: Mr. Bob Thobaben. The nominees were approved by motion from Mr. James Myers, seconded by Mr. Bruce Beam and a roll call vote: 10 yea, 0 nay, 0 abstention.

#### Age-Friendly Clinton County Resolution

Executive Director Mr. Taylor Stuckert presented on the Age-Friendly Clinton County Findings Report and requested the approval of a resolution on the report prior to a similar request being made to the Clinton County Board of Commissioners. Mr. Robert Thobaben stated that he attended Mr. Stephen Crouch's presentation of the report and that he was very pleased with the work.

A motion was made to approve a Resolution 2018-02—Adoption of the 2018 Age-Friendly Clinton County Findings Report by Ms. Dauna Armstrong, seconded by Mr. Robert Thobaben, and a roll call vote: 10 yea, 0 nay, 0 abstention.

#### **EXECUTIVE DIRECTOR'S REPORT**

With no further business to conduct, the Commission concluded by motion from Mr. Robert Thobaben at approx. 6:29pm.

Respectfully submitted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

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Dwayne Dearth, Chairman

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Robert Thobaben, Secretary

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Taylor Stuckert, AICP Executive Director