

**Minutes for the Regular Meeting of the
EXECUTIVE COMMITTEE OF THE
CLINTON COUNTY REGIONAL PLANNING COMMISSION**

July 16th, 2026 5:30 pm 1850 Davids Dr., Wilmington, OH 45177

CALL TO ORDER AND ROLL CALL

Ruth Brindle called the meeting to order at approximately 5:30 p.m., with the following Regional Planning Commission Executive Committee members present.

Jon Branstrator
Ruth Brindle
Benjamin Collings
Rick Walker
Brenda Woods, ex officio

The Executive Committee attained a quorum.

Other Attendees: DeAndra Navratil, James Waterfield

APPROVAL OF AGENDA AND MINUTES

Benjamin Collings made a request to add Discussion on Conditional Uses as the last New Business item to ask questions about them.

Rick Walker made a motion to approve the amended agenda, seconded by Jon Branstrator and approved with a voice vote of 4-0 in favor.

FINANCIAL REPORT

Bills to Pay

DeAndra Navratil presented bills and Mileage Reimbursement requests to be approved for payment by the RPC:

- Invoice #1: OKI Planning Conference, \$650. Early bird registration for the Executive Director and Deputy Director to attend the conference in Dayton, Ohio.
- Mileage Reimbursement: DeAndra Navratil for attending Township Trustee Meetings, \$152.40
- Mileage Reimbursement: DeAndra Navratil for driving to inspect Land Bank properties, \$45.89
- Mileage Reimbursement: Zeb Acuff for attending general meetings and ODOT workshop in Dayton, \$94.25

Ms. Navratil also presented the purchasing card statement.

The Executive Committee discussed how other departments handle mileage reimbursements and whether a monthly stipend should be set. Benjamin Collings will draft a mileage reimbursement policy for the Executive Committee to review at the August meeting.

Motion by Benjamin Collings to approve the bills as presented, seconded by Jon Branstrator. Motion approved 4-0 on a roll call vote.

OLD BUSINESS

Thoroughfare Plan Invoicing

DeAndra Navratil is ready to begin sending out invoices to partnering entities to reimburse their financial portion to CCRPC. Ruth Brindle explained that there is an MOU among all parties that outlines the exact amounts. Brenda Woods offered to send a copy of the MOU that the Board of Commissioners has in their files, if needed.

NEW BUSINESS

2026-05 Access Management Variance – James Waterfield, 587 Hoskins Road, Union Township

DeAndra Navratil read the staff report to the Executive Committee members and the applicant. She shared that after the staff report was sent to the Executive Committee, the County Engineer's office provided a letter explaining what variance was required and the information they were aware for the application.

Ruth Brindle asked the applicant to introduce themselves and their request. James Waterfield explained that the construction of the culvert under the current driveway will be crushed by the equipment required to make improvements to the pasture, which is being coordinated with the USDA. An additional driveway cannot be constructed at the front of the house because that is where the leach field is located. The equipment is too large to fit between the house and the garage, or between the garage and the side yard. They are requesting installation of a culvert and gravel over the top so equipment can drive from the road into the grass yard. They anticipate using the driveway one to two times a year.

Benjamin Collings made a motion to approve the variance due to hardship of the leach bed, and the driveway shall not extend past the property line. The motion was seconded by Jon Branstrator, and approved by all on a roll call vote.

RPC Bylaws Update-Preamble, Authority, and Membership

DeAndra Navratil discussed the most recent updates to the CCRPC Bylaws Preamble, Authority, and Membership sections. The board discussed the proposed amendments and added additional changes and edits.

The Executive Committee discussed the request for the Full Commission to begin meeting twice a month. After deliberation, it was decided not to pursue this idea for the following reasons: it would double the number of meetings and likely reduce commission members' attendance. Coordinating county meetings and regulations, and ORC requirements were not designed to schedule two meetings a month. Special sessions can be called as an emergency if required.

Meeting Guidelines and Procedures

Zeb Acuff prepared a new outline for Meeting Guidelines and Procedures. This document formalizes expectations for public comments and voting procedures, and clarifies which types of applications and cases are reviewed by the CCRPC. The Executive Committee had no requested changes and wanted the document brought to the Full Commission for review.

Application Form Revisions

CCRPC applications have been updated, reformatted, and slightly modified to make them easier for applicants to use.

State Audit Update

DeAndra Navratil informed the Executive Committee that she is working with the State Auditor to complete the 2025 CCRPC Audit. Staff updates were made in the Hinkle system to correct Executive Director information, and all of the Full Commission members have been uploaded.

2026 OKI Regional Planning Conference – Early Registration ends 7/31

DeAndra Navratil and Zeb Acuff will be attending the OKI Regional Planning Conference in Dayton.

Discussion on Conditional Uses

Benjamin Collings asked DeAndra Navratil to explain what conditional uses are and how they are used. Ms. Navratil provided a brief overview of what she anticipated speaking about in the upcoming Full Commission meeting training. Mr. Collings requested the presentation include examples of how conditional uses are used in other places.

Executive Session

Executive Session – R.C. 121.22 (G)(1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

Benjamin Collings made a motion to enter Executive Session R.C.121.22(G)(1) at 7:27 pm, seconded by Jon Branstrator.

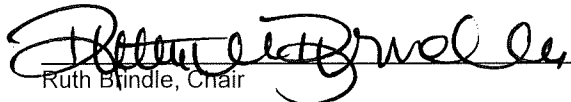
Benjamin Collings made a motion to exit Executive Session R.C.121.22(G)(1) at 7:31 pm, seconded by Rick Walker.

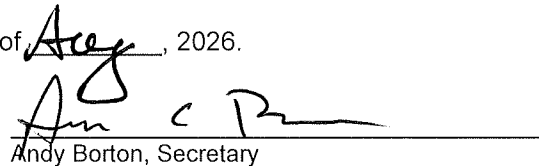
Benjamin Collings made a motion to terminate part-time employment with Anya Tipton and have her laptop returned, effective immediately. The motion was seconded by Rick Walker and approved with a roll call vote: 4 yea, 0 nay, 0 abstention.

ADJOURNMENT

A motion to adjourn was made by Benjamin Collings, seconded by Rick Walker. The Executive Committee adjourned at 7:33 pm.

Respectfully submitted and approved this 18 day of Aug, 2026.


Ruth Brindle, Chair


Andy Borton, Secretary


DeAndra Navratil, Executive Director