

# **AGENDA**

## **CRAWFORD COUNTY PLANNING COMMISSION**

**Crawford County Public Safety Building (632 Pine Street – Meadville)**  
**March 28, 2022**

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- 1. Roll Call**
- 2. Action on February 2022 Meeting Minutes**
- 3. Communications**
- 4. Reports:**
  - A. Standing Committees**
    - A. Transportation Committee
    - B. Agricultural and Environmental Concerns Committee
    - C. Personnel Committee
    - D. Planning Initiative Committee
  - B. Planning Director's Report**
- 5. Public Comment:**

*(\*) The floor is open to the public in attendance for matters on the Commission's Agenda.*
- 6. Subdivisions, Land Development & Zoning Reviews:**
  - a. Administrative Subdivision Reviews
- 7. Old Business:**
  - a. Discussion – Crawford County Development Review Criteria
  - b. Discussion – Update on Planning 101 Training for 2022
  - c. Discussion – 2020 Planning Agency Strategic Plan
- 8. New Business:**
  - a. Discussion – Planning Commission Communication Policy
  - b. Discussion – Planning Commissioner Comments
- 9. Adjournment:**

*\*Those wishing to address issues not on the agenda should contact the Planning Director prior to the beginning of the regularly scheduled CCPC meeting.*

# **CRAWFORD COUNTY PLANNING COMMISSION**

## **February Regular Meeting Minutes Crawford County Public Safety Building, Meadville, Pennsylvania**

Commissioner Dreese, Chair, called the Regular Meeting of the Crawford County Planning Commission (Planning Commission) to order at 3:30 p.m. on February 28, 2022.

### **1. Planning Commission Roll Call:**

#### **Present –**

John Frye  
Ron Mattocks, Secretary  
Maria Dreese, Chair  
Katie Wickert, Vice-Chair  
Scott Sjolander  
Jessica Hilburn  
John Lawrence, Treasurer (not present during roll call)  
Travis Palmer (not present during roll call)

#### **Absent –**

Austin Rock

#### **Other Attendees –**

Zach Norwood, CC Planning Director  
Thomas Gilbertson, CC Assistant Planning Director for Community Planning  
Peter Grella, CC Land Use Planner

### **2. Action on 2022 Reorganization Meeting Minutes:**

Commissioner Dreese requested action on the 2022 Reorganization Meeting Minutes. Commissioner Frye moved to adopt the minutes; Commissioner Wickert seconded; during discussion Commissioner Hilburn noted that her name is spelled with only a single “l” motion carried unanimously.

### **3. Action on January 2022 Regular Meeting Minutes:**

Commissioner Dreese requested action on the January 2022 Regular Meeting Minutes. Commissioner Wickert moved to adopt the minutes; Commissioner Hilburn seconded; motion carried unanimously.

### **4. Communications:**

Mr. Norwood provided an update on the communications received by the Planning Commission since their January 2022 regular meeting. Communications included:

- PennDOT NW RPO (*Rural Planning Organization*) Project Updates;
- Planning Office communications to local municipalities instructing them that SALDO application review letters will no longer be sent directly to surveyors; and
- National Association of Counties Newsletter.

## 5. Reports:

### A. Standing Committees –

Transportation Committee: In the absence of Commissioner Lawrence, Commissioner Frye and Mr. Norwood provided a report. Commissioner Frye has attempted to coordinate a meeting with electric vehicle charging providers with limited success. Mr. Norwood noted that CATA is working to secure accommodations and infrastructure for electric vehicles in Crawford County.

Agricultural and Environmental Concerns Committee: Commissioner Wickert reported on the committee's February 10<sup>th</sup> work session. The committee met with Mark Lewis and reduced the scope of the County Forest Strategic Plan. Another series of work sessions are planned in addition to the annual County Forest Day coming up on April 11, 2022. The committee's next work session will be on Tuesday, March 8<sup>th</sup> from 9:00 a.m. to 12:00 p.m. at the County Courthouse. The subsequent work session will be held on April 1, 2022 from 1:00 p.m. to 4:00 p.m.

Commissioner Lawrence entered the meeting at around 3:42 p.m.

Personnel: Commissioner Dreese noted that the committee has not met.

Planning Initiatives Committee: Commissioner Mattocks reported that the committee on February 16, 2022. The committee continued to advance its work on putting together a housing investment and revitalization program for Crawford County. The final draft of the proposal will be ready for the March 2022 Regular Meeting. The committee also worked on identifying other priorities for 2022. Mr. Norwood informed the Commission that Titusville has allocated funded under the 2021 CDBG (*Community Development Block Grant*) program to conduct a Church Run flooding study as well as select flood mitigation projects. Hydetown Borough has not expressed any interest in conducting similar efforts, however, that borough did express interest in other projects. Commissioner Mattock's further noted that the committee is discussing the development of a model ordinance resource for UCC compliant Airbnbs (*Short-Term Rentals*) as well as the possibility of a blighted property scoring system. Commissioner Wickert expressed the importance of building relationships to encourage communities to adopt short-term rental regulations. Commissioner Frye expressed that the resource would help those jurisdictions that are interested in regulating short-term rentals.

### B. Planning Director's Report –

#### [Administrative Updates

None.

## Community Planning Projects

### CONNEAUT VALLEY BOROUGH'S MULTI-MUNICIPAL COMPREHENSIVE PLAN

#### Upcoming Focus Groups:

Conneaut Valley Businesses – Masonic Temple (Pine Lodge # 498) 101 E. Erie Street – Linesville on Monday, 2.28.2022 from 6:00 p.m. to 7:30 p.m. (Any CCPC members wish to attend?).

#### Upcoming Public Engagement:

- A schedule of community planning charrettes has been set by the Steering Committee for Springboro, Conneautville, and Linesville. Because these events represent a unique approach to community engagement that we'd like to perfect, we heavily encourage CCPC members to attend by RSVP. The schedule is as follows:
- Community Visioning Events
  - Springboro Borough - Monday, March 21st from 6:30 p.m. to 9:30 p.m. at the Conneautville VFD Social Hall - 1015 Strawberry Alley in Conneautville
  - Conneautville Borough - Tuesday, March 22nd from 6:30 p.m. to 9:30 p.m. at the Conneautville VFD Social Hall - 1015 Strawberry Alley in Conneautville
  - Linesville Borough - Tuesday, March 29th from 6:30 p.m. to 9:30 p.m. at the Lakeland Senior Center - 209 S Pymatuning Street in Linesville
- Project & Strategy Development Events
  - Springboro Borough - Monday, April 25th from 6:30 p.m. to 9:30 p.m. at the Conneautville VFD Social Hall - 1015 Strawberry Alley in Conneautville
  - Conneautville Borough - Tuesday, April 26th from 6:30 p.m. to 9:30 p.m. at the Conneautville VFD Social Hall - 1015 Strawberry Alley in Conneautville
  - Linesville Borough - Tuesday, April 19th from 6:30 p.m. to 9:30 p.m. at the Lakeland Senior Center - 209 S Pymatuning Street in Linesville
- Overall Plan Review & Input Event
  - Conneautville Borough - Monday, May 16th from 6:30 p.m. to 9:30 p.m. at the Conneautville VFD Social Hall - 1015 Strawberry Alley in Conneautville

### COUNTY COMPREHENSIVE PLAN

#### Envision Crawford:

- The Community Planning Division has prepared a strategy for producing a community vision as a part of updating the 2014 Crawford County Comprehensive Plan. The next step will involve the Planning Commission in work to produce a “stakeholder map.”

### COUNTY FOREST DAY

- Our annual County Forest Day will include educational events, data collection, and a clean-up effort. This event is scheduled for Monday, April 11, 2022 at the Crawford County Forest (9:00 a.m. to 4:00 p.m.). Any Planning Commission member is encouraged to attend.

## Community Development Projects

### NTIA – BROADBAND ANNOUNCEMENT

- On Friday February 24, 2022 the National Telecommunications and Information Agency (NTIA) announced their grant awards for a broadband expansion program. Crawford County's application was not selected for funding.

#### BEAVER, RICHMOND, AND STEUBEN TOWNSHIP ARCHITECTURAL BARRIER REMOVAL PROJECTS

- Planning staff held a preconstruction meeting for the contractors selected to undertake the above-named construction project on Thursday February 23, 2022. The projects will be in construction this spring and summer, likely delayed due to difficulty obtaining materials. Staff is currently working on finalizing a schedule with the contractors to prepare an extension request to DCED.

#### AMERICAN RESCUE PLAN ACT – COUNTY PRIORITIES

- Planning staff are working to develop two of the County's priority funding areas for ARPA resources. Under development is a series of request for proposals for last mile broadband deployment and wireless broadband deployment to underserved areas of Crawford County.

Additionally, staff are working to develop a revitalization program aimed at leveraging local funding to attract state, federal, and philanthropic resources for long-term improvements to our communities. This program will likely focus on four areas of interest: Planning, Redevelopment Initiatives, Neighborhood Stabilization, and Placemaking or quality of life projects. Details on the program should be announced this summer.

#### Legislative Updates

##### HOUSE BILL 221 - OPEN SPACE LAND MAINTENANCE

- Representative Rader from Monroe County has reintroduced legislation that will allow communities to better maintain municipal owned lands used for parks and recreation purposes for residents. Under this proposed legislation, municipalities will be able to use the 25% of funds currently earmarked for maintenance and development under the "open space tax," regardless of the method of acquisition or purchase of land serving an "open space benefit." This bill has passed the House and is currently in the Senate.]

#### **5. Public Comment:**

None.

#### **6. Subdivisions, Land Developments & Zoning Reviews:**

##### A. Zoning Amendment, Cambridge Township –

Mr. Grella provided an overview of the proposed Zoning Amendment in Cambridge Township. Commissioner Frye moved to accept the Planning Office's commentary and to deliver it to Cambridge Township. Commissioner Mattocks seconded. Motion carried unanimously.

##### B. Teresa L. Wygle Subdivision 2022-1, City of Meadville –

Mr. Grella provided an overview of the proposed Teresa L. Wygle Subdivision in the City of Meadville. Commissioner Frye moved to accept the Planning Office's commentary and to deliver it to the City of Meadville. Commissioner Sjolander seconded. Motion carried with Commissioner Wickert abstaining from the action.

C. Bethesda Lutheran Services Pods Land Development, Woodcock Township –

Mr. Grella provided an overview of the proposed Bethesda Lutheran Services Pods Land Development in Woodcock Township. Commissioner Wickert moved to accept the Planning Office's commentary and to deliver it to Woodcock Township. Commissioner Lawrence seconded. Motion carried unanimously.

D. Administrative Subdivision Reviews –

Mr. Grella provided an overview of administrative reviews completed by the Crawford County Planning Office since the Planning Commission's January 2022 regular meeting.

**7. Old Business:**

A. Crawford County Development Review Criteria –

The Planning Commission held a brief discussion on ideas for development review criteria. It was suggested that the subcommittees could look into various criteria in greater detail.

B. 2020 Planning Agency Strategic Plan –

The 2020 Planning Agency Strategic Plan was discussed.

**8. New Business:**

A. Planning Office Team Overview & Introductions –

Provided.

B. Crawford County Comprehensive Plan Update Presentation – Visioning Stage Overview –

Mr. Gilbertson provided an overview of the work that has been done to date on the community visioning and public engagement effort to support an update of the Crawford County Comprehensive Plan. Mr. Gilbertson's presentation also included a timeline for next steps.

C. Planning Commissioner Comments –

Planning Commission members in attendance provided brief comments.

**9. Adjournment:**

Commissioner Dreese requested a motion for adjournment. Commissioner Lawrence moved to adjourn the meeting. Commissioner Frye seconded. The February 2022 Crawford County Planning Commission Regular Meeting adjourned at 5:00 p.m. on Monday, February 28, 2022.

Respectfully submitted,

Maria Dreese, Chair  
**Crawford County Planning Commission**

cc: Crawford County Board of Commissioners  
**Crawford County Planning Commission April 2022**



# CRAWFORD COUNTY PLANNING OFFICE

Zachary Norwood, Planning Director  
Courthouse – Meadville, PA 16335  
Phone: 814-333-7341

## County Forest Work Session Agenda

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**Committee:** Agriculture and Environmental Concerns (Crawford County Planning Commission)

**Date:** Tuesday, March 8, 2022

**Time:** 9:00 a.m. to 12:00 p.m.

**Location:** Crawford County Courthouse – Conference Room 1

### **Committee Members:**

Katie Wickert, Chairman  
Scott Sjolander  
Jessica Hilburn  
Austin Rock

### **Support Staff:**

Thomas Gilbertson, Assistant Planning Director for Community Planning

### **Discussion Items:**

1. Future Committee Opportunities / Priorities [9:00 a.m. to 9:30 a.m.]

- a. Public involvement coordination for Ernst Trail study;

Mrs. Wickert provided an overview of the Ernst Trail feasibility study and discussed some options for how the committee could get involved to support the project. Currently, route options for connecting the existing trail into downtown Meadville are being explored.

- b. East Crawford County flood mitigation work;

Opportunities to resolve flooding through green infrastructure practices were discussed. The Planning Office agreed to create a webmap application showing the location of the Titusville and Oil Creek area flooding comments.

- c. Route 6 Scenic Byway (Western Crawford County) proposal;





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PA Route 6 throughout most of its portions in Crawford County is not a Scenic Byway. The committee discussed the possibility of working with some of the townships to encourage them to support the Scenic Byways program. Would like to bring onto the March Regular Meeting CCPC agenda.

d. CCPA (Planning Agency) development review criteria; and

Mr. Gilbertson provided an overview of development criteria and how they relate to the comprehensive plan and current development proposals.

e. Other ideas?

None.

## 2. New Member Update [brief]

The committee discussed the County Forest project including how it came about and new developments. Mr. Sjolander provided an overview of select statistics for population and consumer trends within proximity to the County Forest.

## 3. County Forest Day Checklist [9:30 a.m. to 10:30 a.m.]

- a. Coordination with local high schools for clean-up & education (CCPC);  
Jessica has already coordinated with Titusville High School and the ecology club is on board. The committee would like to setup a public facing GIS application for the students to collect environmental data.
- b. Coordinate DCNR or Conservation District educational demonstration;  
The Planning Office will coordinate with the Conservation District and DCNR.
- c. Letter to local municipalities;  
Jessica will draft a letter to Titusville, Hydetown, Oil Creek, Steuben to invite participation from their elected officials and volunteers [The Planning Direct has also requested that Troy Township be included on this mailing list].
- d. Coordinate with wildlife experts;  
Scott Sjolander will reach out to Tim Croskey of PA Game Commission to invite them to be apart of the County Forest Day.
- e. Reach out to Allegheny College (who it the contact?); and  
Mr. Rock will invite the Birding Club and Environmental Science Department at Allegheny College.



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- f. Update on coordination with County Maintenance Department & GIS Office.  
The Planning Office has coordinated with the County Maintenance Department and the GIS Office to reserve support and equipment.

Commissioner Weiderspahn has reached out to the Sportsman’s Club to let them know about the event and to encourage them to be involved. Commissioner Weiderspahn will also reach out to (Kim Harris & Ron Steffey) with the Oil Region Alliance. Thomas to invite Peter Zimmer, Bob Hopkins, Mike Krepps.

4. Intermission [10:30 a.m. to 10:40 a.m.]

Taken.

5. Roll call of committee research [10:40 a.m. to 11:40 a.m.]

Conducted in Monday.com.

6. Checklist for next timber sale [11:40 a.m. to 12:00 p.m.]

- a. standard contract updates (CCPO);  
Mr. Gilbertson reported that updates to the insurance requirements, bid bonding, failure to perform after payment provisions of the timber sale contract are necessary for future sales. The revised contract will be incorporated as a reusable appendix within the County Forest Strategic Plan to support future timbering work.
- b. timber sale prospectus;  
Mr. Lewis will soon begin work on developing a new sales area prospectus for the upcoming timber sale. The committee will be given a tour of the site on April 11<sup>th</sup> and to collect comments that will help inform the next sale.
- c. estimate for removal of competing vegetation;  
Within the next sales area there are 21 acres that need to be treated for invasive species at around \$400 per acreage – herbicides and removal of beech (mid-May to mid-September). Additionally, a contract could also be created to manage invasive species in the wetlands (the wetlands are more of a priority than the beech – would cost between \$400 and \$1,000 total).
- d. location of timber landing site (could this play off the “strategic plan?”);  
To be determined this Spring – just one landing should be sufficient – logistics are difficult.



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- e. how can County Forest Day comments help tee up the next timber sale in addition to other aims?

Committee members can contribute best by highlighting areas with erosion, wetlands, historical or cultural items that are present, and unique plant species that are present (rare or endangered).

April 1<sup>st</sup> Work-Session should focus solely on County Forest Day to maximize the effort.

## **Notes:**

## Community Planning Division

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### CONNEAUT VALLEY BOROUGH'S MULTI-MUNICIPAL COMPREHENSIVE PLAN

The Conneaut Valley Boroughs Multi-Municipal Comprehensive Plan is moving into the project development stages of the planning process. One community visioning charette remains for Linesville Borough. This event will be held on Tuesday, March 29th from 6:30 p.m. to 9:30 p.m. at the Lakeland Senior Center - 237 S. Pymatuning Street. Commissioner Dreese has offered to represent the County Planning Commission at this event.

During April, a series of project development meetings will be held in Springboro, Conneautville, and Linesville. The Community Planning Division is requesting the support of a Planning Commission member (Commissioner Wickert abstaining) at each of these meetings. The April schedule of project development meetings is as follows:

- Springboro Borough - Monday, April 25th from 6:30 p.m. to 9:30 p.m. at the Springboro VFD Social Hall - 176 N. Main Street;
- Conneautville Borough - Tuesday, April 26th from 6:30 p.m. to 9:30 p.m. at the Conneautville VFD Social Hall - 1015 Strawberry Alley; and
- Linesville Borough - Tuesday, April 19th from 6:30 p.m. to 9:30 p.m. at the Lakeland Senior Center - 237 S. Pymatuning Street.

The Planning Office will request for each meeting to be shorten by an hour to concluded at 8:30 p.m. instead.

Recognition for Service – The Community Planning Division would like to recognize Commissioners Austin Rock and John Lawrence who represented the Planning Commission very well at the community visioning events in Springboro and Conneautville respectively.

### COUNTY FOREST DAY EVENT –

Monday, April 11, 2022 is County Forest Day! The Agriculture and Environmental Concerns Committee is working to develop educational and field work programs. The Planning Office is supporting this effort by providing coordination and

### PLANNING TRAINING SERIES –

The Community Planning Division will be working with the Planning Commission to outline a schedule of educational events to support the work of our Planning Agency. Events will largely consist of viewing online educational or training videos.

### EXPLORATION OF COUNTY-WIDE DEVELOPMENT REGULATION –

The Community Planning Division may soon begin the exploration of a Crawford County Subdivision and Land Development Ordinance. Such exploration would commence upon instruction by the County Board of Commissioners.

## Community Development Division

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### PENDING UPDATE

## Legislative Updates

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### NO UPDATES

## March 2022 STAFF SUBDIVISION REVIEWS

<u>Name</u>	<u>Municipality</u>	<u>Lots</u>	<u>Reviewer</u>	<u>Comments:</u>
Final Plan Lot 1 & 2 Marsh-Grunau Subdivision	East Mead Twp	0	Peter Grella	Proposes to split a Lot 1 including a barn from a residential property remainder (Lot 2) to be combined with the neighboring larger property. Tax parcels 3104-001-2 and 3104-001 on Hatch Hill Road. 1.795 acres (Lot 2); 0.621 (Lot 1); combined lot unstated. Residential (Lot 2), Agricultural (Lot 1). "Agriculture." East Mead Township Comprehensive Plan, 2014. Pg. 41
Mark Byler Subdivision #2	Bloomfield Twp	1	Peter Grella	Proposes to divide a Parcel 1 and Parcel 2 to leave a large remainder, all parcels vacant. Includes a consolidation of a small parcel with Parcel 2. Tax parcel 1310-030 to be combined with 1311-003; 1311-003 to be split, at the northeast corner of Riceville Corners: Parcels 1 and 2 on SR 8 and remainder on SR 77. 11.298 acres (Parcel 1); 11.319 acres (Parcel 2); 42.477 acres (remainder). "Agriculture." Bloomfield Township Comprehensive Plan, 2007. Pg. 32
Yaeger Plan of Lots – Hickory Allotment Add. No. 5	North Shenango Twp	2	Peter Grella	Proposes to consolidate Hickory Allotment Addition No. 5 Lots 134, 136, and 136, into Parcel No. 2, and Lots 137 and 138 into Parcel No. 1. Tax parcels #4602-006-136-(R), #4602-006-134, and #4602-006-135 on Booth Drive. 0.43 acres (Parcel No. 1); 0.57 acres (Parcel No. 2); Residential; "Concentrated Residential." North Shenango Township Comprehensive Plan, 2007. Pg. 36-37