

AGENDA

CRAWFORD COUNTY PLANNING COMMISSION

Crawford County Public Safety Building (632 Pine Street – Meadville)
July 25, 2022

- 1. Roll Call**
- 2. Action on May 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. North Shenango Zoning Ordinance Amendment
 - b. Vernon Township Zoning Ordinance Amendment
 - c. Administrative Subdivision Reviews
- 7. Old Business:**
 - a. Discussion – 2020 Planning Agency Strategic Plan
 - b. Discussion – Commission Annual Self-Evaluation
- 8. New Business:**
 - a. Action – Planning Initiatives Committee Affordable Housing Proposal
 - b. Discussion – County Planning Priorities & Policies Update
 - c. Discussion – Comprehensive Plan Update
 - d. 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

May 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 May 23, 2022.

1. Roll Call:

Present –

John Lawrence
Ron Mattocks, Secretary
Maria Dreese, Chair
Travis Palmer
Jessica Hilburn

Absent –

John Frye
Katie Wickert, Vice-Chair
Austin Rock
Scott Sjolander

Other Attendees –

Peter Grella, CC Land Use Planner

2. Action on the April 2022 Meeting Minutes:

Commissioner Dreese requested a motion to approve the April 2022 Regular Meeting minutes. Commissioner Lawrence moved to adopt the minutes. Commissioner Hilburn seconded. Motion carried unanimously.

3. Communications:

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

- Request for a letter of support from Linesville Borough concerning a complete streets policy; and
- Crawford County Commissioner CCAP – Monthly Legislative Report.

4. Reports:

A. Standing Committees –

Transportation Committee: Commissioner Lawrence reported that the committee has not met. Commissioner Lawrence shared a few resources on electric vehicle charging stations.

Agricultural and Environmental Concerns Committee: Commissioner Hilburn reported that the committee has not met.

Personnel Committee: Commissioner Dreese reported that the committee has not met but has a meeting scheduled for Friday, June 3, 2022.

Planning Initiatives Committee: Commissioner Mattocks reported that the committee did meet to review its proposal on affordable housing. Mr. Gilbertson attended the meeting and provided feedback on the current draft of the proposal. The revised proposal will be more specific and include ideas for funding. The committee is going back to the drawing board to explore actionable ideas for housing programs. Its next meeting will be on June 8, 2022.

B. Planning Director's Report –

[ADMINISTRATIVE UPDATES

None.

COMMUNITY PLANNING PROJECTS

Conneaut Valley Boroughs Multi-Municipal Comprehensive Plan –

The Conneaut Valley Boroughs Multi-Municipal Comprehensive Plan completed its final public meeting on May 16, 2022. Each of the three communities, Linesville, Conneautville, and Springboro, had representation from elected officials and members of the general public. Additionally, two state agencies, DCED and DEP, joined for the open house meeting. The Planning staff will work with the steering committee over the month of June to finalize the document and provide the communities an outline of how to proceed with adoption.

Recognition of Service - The Community Planning Division would like to recognize Commissioner Ron Mattocks who represented the Planning Commission very well at the event.

Ernst Trail Feasibility Study –

The Northwest Commission, with assistance from Michael Baker International, is finalizing the study. A final virtual public meeting will be held in the evening the week of May 23rd (date TBD at the time of preparing this report).

Erie To Pittsburgh Trail Gap Study –

The Northwest Commission, with assistance from Michael Baker International, is finalizing a gap study for the Erie to Pittsburgh Trail segments that will require on the road travel. One segment of special interest for Crawford County is the gap between Titusville and Hydetown. A virtual public meeting will be held in the evening the week of May 23rd (date TBD at the time of preparing this report).

COMMUNITY DEVELOPMENT PROJECTS

Community Development Block Grant Program –

The Planning Office staff is working through the completion of 14 construction projects this season. Delays in these projects are likely to occur due to supply chain issues, which is causing concern regarding fundability of projects. At this point no projects are in jeopardy of losing their funding. In addition, Crawford County, and our OBO communities, held our 2022 CDBG application cycle 1st public hearings. Crawford County's public hearing was well attended and had interest from communities across the County (from West Shenango to Spartansburg). Project ideas will be accepted through July 22, 2022.

Recognition of Service – The Community Development Division would like to recognize Commissioners John Lawrence and Jessica Hillburn who volunteered to post LAP notices in communities with limited English proficiency as required by the federal government.

Community Development Block Grant – Competitive Application

Planning staff was made aware of two additional competitive CDBG projects that may seek an application for funding this year.

LEGISLATIVE UPDATES

None.]

5. Public Comment:

None.

6. Subdivisions, Land Developments & Zoning Reviews:

A. Zoning Ordinance Amendment, Sadsbury Township –

Mr. Grella provided an overview of the proposed zoning ordinance amendment in Sadsbury Township to address a number of items including solar energy systems, planned residential development, certain oil and gas development regulations, and short-term rentals among others. Commissioner Dreese requested questions and upon hearing none, called for a motion to convey the review letter on to Sadsbury Township. Commissioner Hilburn moved to forward the County Planning Agency's review on to the Sadsbury Township Board of Supervisors. Commissioner Mattocks seconded that motion. The motion carried unanimously.

B. SALDO Text Amendment, Summit Township –

Mr. Grella provided an overview of the proposed SALDO amendment to address solar system developments in Summit Township. Commissioner Dreese requested questions and upon hearing none, called for a motion to convey the review letter on to Summit Township. Commissioner Lawrence moved to forward the County Planning Agency's review on to the Summit Township Board of Supervisors. Commissioner Hilburn seconded that motion. The motion carried unanimously.

C. Zoning Ordinance Amendment, Summit Township –

Mr. Grella provided an overview of the proposed zoning text and map amendments to address solar system developments in Summit Township. Commissioner Dreese requested questions and upon hearing none, called for a motion to convey the review letter on to Summit Township. Commissioner Hilburn moved to forward the County Planning Agency's review on to the Summit Township Board of Supervisors. Commissioner Mattocks seconded that motion. The motion carried unanimously.

D. Viking Tool & Gage, Inc. Land Development, Sadsbury Township –

Mr. Grella provided an overview of proposed Viking Tool & Gage, Inc. Land Development in Sadsbury Township. Commissioner Dreese requested questions and upon hearing none, called for a motion to convey the review letter on to Sadsbury Township. Commissioner Lawrence moved to forward the County Planning Agency's review on to the Sadsbury Township Board of Supervisors. Commissioner Hilburn seconded that motion. Commissioner Dreese questioned whether the structure proposed on the plan has already been constructed. Mr. Grella could not confirm an answer to Commissioner Dreese's question but noted that the main building on site has seen numerous additions over the years. Mr. Grella noted that the previous land development submission for this site was not recorded. Commissioner Dreese proposed that a new comment be added to the review letter under the procedural comments stating that the previous land development plan for the site was never recorded and may implicate the procedure for this proposal. Commissioner Dreese called for a vote on the matter – the motion carried unanimously.

E. Yolanda G. Barco Oncology Institute Parking Area Expansion Land Development, Vernon Township –

Mr. Norwood provided an overview of proposed Yolanda G. Barco Oncology Institute Parking Area Expansion Land Development in Vernon Township. Mr. Norwood mentioned that this development review was treated differently from typical reviews due to internal logistical issues encountered prior to the review. Mr. Norwood discussed the content of some of the more substantive review comments. Commissioner Dreese requested questions and upon hearing none, called for a motion to convey the review letter on to Vernon Township. Commissioner Hilburn moved to forward the County Planning Agency's review on to the Vernon Township Board of Supervisors. Commissioner Lawrence seconded that motion. Commissioner Hilburn questioned if there is any way to ensure that the Township will conduct a review of this proposal against their own SALDO. Mr. Norwood noted that the Township likely will conduct its own review and that the only reason why the Planning Office's approach to this review was different was the result of unique administrative circumstances. Commissioners Dreese raised the concern about changing the development review format without first communicating to the local municipality. Commissioner Hilburn suggested (1) that Vernon Township be informed why this report was conducted according to a different format and (2) that a confirmation email be sent by Vernon to the Crawford County Planning Office to recognize that they reviewed the proposal against the provisions of their SALDO. Commissioner Dreese called for a vote on the matter – the motion carried unanimously.

F. Administrative Subdivision Reviews –

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

7. Old Business:

A. Discussion – Crawford County Development Review Criteria –

Mr. Norwood discussed several options for the Planning Agency to explore “development review criteria.” The commission agreed by consensus that the creation of an ad hoc committee will be necessary to pursue this item.

B. Discussion – 2020 Planning Agency Strategic Plan –

No discussion.

C. Discussion – Act 152 Letter to Municipalities –

Mr. Norwood discussed that PA Act 152 allows counties to enact a fee on the recording of deeds and mortgages for the purpose of demolishing blighted buildings. Mr. Norwood continued to discuss some of the possible approaches to blight remediation in Crawford County that could be enabled by an Act 152 fund. The planning commission agreed by consensus to conduct outreach to gauge municipal interest in establishing an Act 152 blight remediation fund.

8. New Business:

A. Presentation – Community Design, Transportation, & Rural-to-Urban Transect –

Mr. Norwood provided a presentation on community design ideas and policies that could be applied in some form within Crawford County.

B. Discussion – Planning Commissioner Comments –

Commissioner Palmer – Has worked with Commissioner Lawrence to gather information on electric vehicle charging stations.

Commissioner Lawrence – Enjoyed the presentation.

Commissioner Hilburn – Rural placemaking seminars have been good. After talking with a library patron, she believes that the rural broadband survey should be placed in county WiFi hotspots so that they can easily be filled out.

Commissioner Dreese – PennDOT has recently released a presentation on GIS resources.

9. Adjournment:

Commissioner Dreese requested a motion for adjournment. Commissioner Lawrence moved to adjourn the meeting. Commissioner Hilburn seconded. The May 2022 Crawford County Planning Commission Regular Meeting adjourned at 5:24 p.m. on Monday, May 23, 2022.

Respectfully submitted,

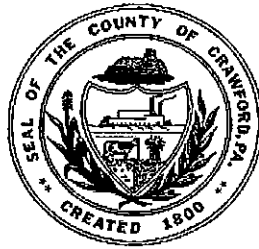
Maria Dreese, Chair

Crawford County Planning Commission

cc: Crawford County Board of Commissioners
Crawford County Planning Commission July 2022

PENDING REVIEW BY THE CRAWFORD COUNTY PLANNING COMMISSION ON JUNE 27, 2022.

Crawford



County

Eric Henry
Chairman
Francis F. Weiderspahn, Jr
Vice-Chairman
John Christopher Soff
Secretary/Treasurer

Commissioners Office

903 Diamond Park
Courthouse
Meadville, Pennsylvania 16335

Gina Chatfield
Chief Clerk
Keith A. Button
Solicitor

Mrs. Maria Dreese
Chairwoman
Crawford County Planning Commission
903 Diamond Park
Meadville, PA 16335

July 14, 2022

Re: Instructions for County Planning Priorities and Policies

Chairwoman Dreese and Planning Commission members,

In September 2020, we approved the request made by our planning agency, which includes the Planning Commission and Planning Office, to accept the 2020 Planning Agency Strategic Plan. In that document, preparation of the County's comprehensive plan and its implementation rose to an essential staff activity and mission focus. The Planning Agency is required by law to prepare the comprehensive plan and update it every ten years. Therefore, we, the board of Commissioners as authorized under Ordinance No. 3 of 2019 which establishes the Planning agency, are directing the Planning Commission, along with some of the Planning Office's resources, to focus primarily on the update of the county's comprehensive plan and to hold all other activities secondary to that effort.

We are looking to have the Planning Commission play a critical role in the review and update of the county's vision for the future. This includes becoming educated, not only on our existing document, but on the potential role and impact of our future comprehensive plan. Serving as an advisory board that helps to shape the process, provide valuable insight as a liaison to our local communities, and speak to the various subject matters that arise throughout the planning process. Furthermore, we hope this process empowers Commission members to volunteer at events, engage in outreach, and represent the County's planning agency as well as the planning process in various settings. We are looking for a well-prepared, publicly vetted planning process that results in an implementable vision.

Due to the extensive nature of this endeavor and our expectations of the workload requirements on both the Planning Commission and Planning Office staff, especially with restructuring and capacity limitations of the office, we have directed the Planning Director to amend the County's policy regarding review and report of municipal subdivision and land development plan submissions. We are instructing staff resources to focus on development of the comprehensive plan along with the administration of grant and program funding. Therefore, we are instructing staff, and subsequently the Commission, to pause on conducting subdivision and land development reviews. This policy change will take effect on August 1, 2022 and remain in place until further notice.

As discussed with the Planning Director, the Planning Office will continue to accept plan submissions from local governments as required by the PA MPC at a \$30 filing fee. Staff will provide a letter acknowledging receipt of the submissions, which will act as documentation for the local municipality to ensure compliance with the state law. All other practices and policies will remain in effect.

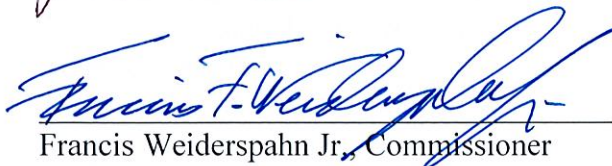
We understand this change will impact not only the operations of the Commission, but also our local municipalities. Through conversation with a number of communities, it has become apparent to the Board that services provided by the County Planning Agency are either wasted, taken advantage of, or ignored. While we are discouraged by the phrase "one bad apple ruins a bushel," the reality is it does. We believe that your service to the County and our staff's expertise and time is better served preparing us to be competitive through planning for our future.

Should members of the Planning Commission have questions or have concerns over these changes, please feel free to call, email, or visit us. We have already taken steps to inform local municipalities of these changes both in email and writing. We thank you for your continued service on the Commission and your perspectives on what we can do to improve Crawford County for today, tomorrow, and future generations.

Sincerely,



Eric Henry, Commissioner



Francis Weiderspahn Jr., Commissioner



John Christopher Soff, Commissioner

Crawford County

MPMS 109996 (SR 8 S01) – PA Route 8 and PA Route 77 Intersection. This project realigns the intersection of SR 8 and SR 77 in Bloomfield Township, Crawford County, to eliminate the skew.



- Programmed Project Cost (Preliminary Engineering, Final Design, Utility, Right-of-Way, and Construction): \$3,000,000.
- Preliminary Engineering work was started by the Department in June 2018. Fisher and Associates (Fisher) was chosen as the consultant to finish the design. The Engineering Agreement was executed on December 10, 2018.
- An Alternatives Report was submitted November 16, 2019 and the realignment of State Route 77 was right sized to eliminate as much of the skew as possible within current Right-of-Way.
- A Line & Grade Submission was received March 27, 2020 and comments were returned April 13, 2020.
- **Proposed let date: April 13, 2023.**

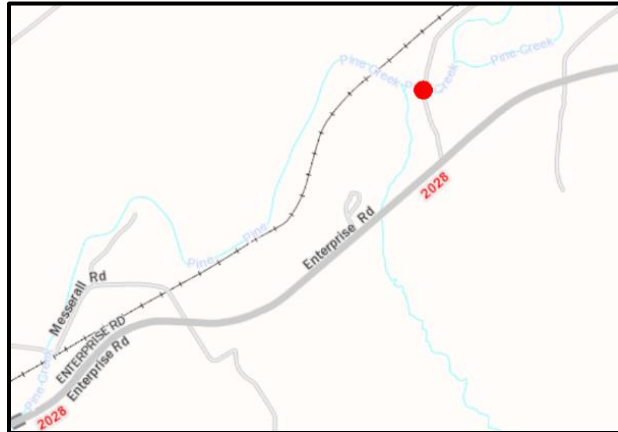
MPMS 95089 – Port Meadville Airport.

- \$500,000 to rehabilitate the fuel farm
- State Fiscal Year 2016, Federal Fiscal Year 2017 (75 percent federal/25 percent local)
- Funding is split between Phase 1 Design (closed August 16, 2019) and Phase 2 Construction

Port Meadville Airport – Removed from the four-year plan.

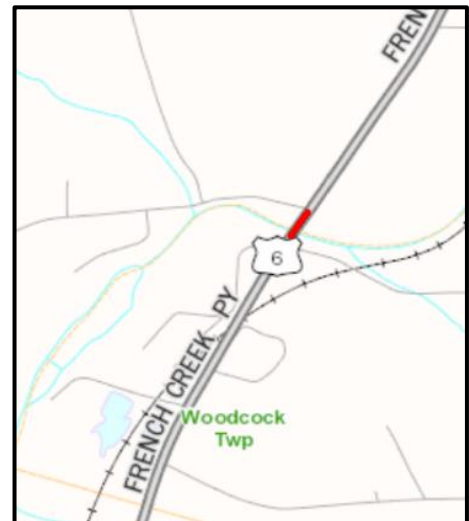
- \$277,776 to update airport Master Plan
- Deferred to 2024/2025 (95 percent federal/2.5 percent state/local)

MPMS 328 – Dotyville Road Bridge. This project includes the replacement of the Dotyville Road (Township Road 926) Bridge over Pine Creek approximately 1.4 miles east of Titusville in Oil Creek Township. This local bridge is 84 feet in length and is owned by Crawford County.



- Sponsor: Crawford County
- Programmed Project Cost (Preliminary Engineering, Final Design, Utility, Right-of-Way, and Construction): \$1,625,000. Design consultant is Dewberry Engineers Inc.
- Project funded using 80 percent federal/15 percent state/5 percent local
- Proposed let date: Spring 2026

MPMS 57945 (SR 6 B12) – US 6 French Creek Bridge #3. This project includes the preservation/restoration/replacement of the US 6 French Creek Bridge #3 over French Creek in Hayfield and Woodcock townships. This bridge is 300 feet long and is a 2-span truss.



- Programmed Project Cost (Preliminary Engineering, Final Design, Utility, Right-of-Way, and Construction): \$6,900,000.
- Michael Baker International, Inc. was chosen as the design consultant and the Engineering Agreement was executed on July 24, 2020.
- Initial surveys and geotechnical borings have been completed. Preliminary roadway design, preliminary bridge design and environmental assessment have started.
- The Type, Size and Location submission for the proposed bridge design was approved March 7, 2022. The structure will be replaced.
- The Line, Grade & Typical Section submission for the proposed roadway design was approved March 22, 2022.
- A utility meeting was held April 27, 2022.
- **Proposed let date: August 10, 2023.**

MPMS 573 (SR 6 B13) – US 6 French Creek Bridge #1. This project includes the preservation/rehabilitation/replacement of the US 6 French Creek Bridge #1 over French Creek in Hayfield and Woodcock townships. This bridge is 300 feet long and is a 2-span truss.

- Programmed Project Cost (Preliminary Engineering, Final Design, Utility, Right-of-Way, and Construction): \$6,650,000.
- Dewberry Engineers Inc. was chosen as the design consultant and the Engineering Agreement was executed on August 28, 2018.
- The Line, Grade and Typical Section approval was issued on February 12, 2020. The Biological Assessment was submitted on July 6, 2020 and is currently under review.
- Geotechnical borings were completed on September 18, 2020.
- Type, Size, and Location design for the bridge structure was approved on October 7, 2020. Revised TS&L was received July 28, 2021 and is under review.
- The Design Field View submission has been received and is approved pending Environmental clearance.
- The preliminary Right-of-Way Plan was submitted March 4, 2021 and is being reviewed.
- Pier design has changed from rehabilitation to replacement. Biological Assessment, Hydrologic and Hydraulic studies and Design Field View submissions are being revised accordingly.
- A revised Biological Assessment was received June 11, 2021 and is under review. Initial review comments have been addressed and returned April 4, 2022.
- The Final Design Work Order was executed on September 23, 2021.
- Proposed let date: Spring 2025



MPMS 96868 – Titusville Airport. Removed from the four-year plan.

- \$200,000 to rehabilitate (overlay) Runway 18-36 and connector taxiway, Phase I Design
- 95 percent federal/2.5 percent state/local

Titusville Airport – Removed from the four-year plan.

- \$1,583,332 to rehabilitate (overlay) Runway 18-36 and connector taxiway, Phase II Construction
- 90 percent federal/5 percent state/local

Forest County

MPMS 74693 (SR 36 B00) – PA 36 over Tionesta Creek. This project includes the rehabilitation/restoration/replacement of the PA 36 Bridge over Tionesta Creek in Tionesta Borough and Tionesta Township.

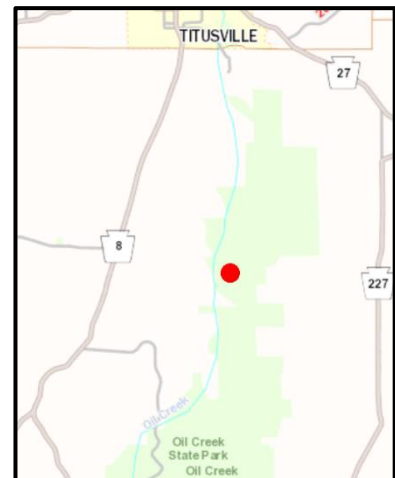
- Programmed Project Cost (Preliminary Engineering, Final Design, Utility, Right-of-Way, and Construction): \$4,800,000.
- The Preliminary Design Agreement with GAI Consultants, Inc. was executed on May 15, 2020.
- Initial surveys have been completed. Preliminary roadway design, preliminary bridge design and environmental assessment have started.
- Design focus has shifted to rehabilitation and the scope of work is being refined.
- Proposed let date: Spring 2024



Venango County

MPMS 2263 – Miller Farm Bridge This project includes the restoration/rehabilitation of the Miller Farm Road (Township Road 635) Bridge over Oil Creek in Oil Creek Township. This local bridge is 154 feet in length and owned by Venango County.

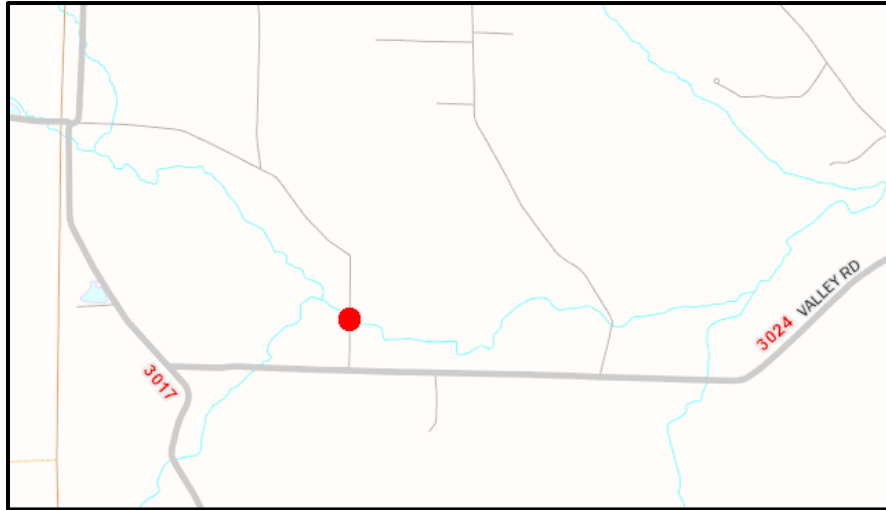
- Sponsor: County of Venango
- Programmed Project Cost (Preliminary Engineering, Final Design, Utility, Right-of-Way, and Construction): \$2,000,000.
- The design consultant is Michael Baker International, Inc.
- Project funded using 80 percent federal/15 percent state/5 percent local
- Environmental Clearance executed on July 31, 2019.
- **Proposed let date: November 3, 2022.**



MPMS 101468 – Venango Regional Airport.

- \$316,666 to rehabilitate Taxiway D lighting
- State Fiscal Year 2023, Federal Fiscal Year 2024 (90 percent federal/5 percent state/local)

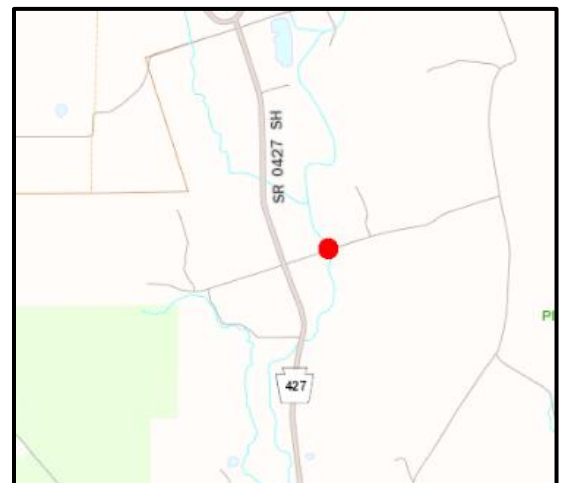
MPMS 2161 – Dean Road Bridge. This project includes the replacement of the Dean Road/Bombish Road (Township Road 439) Bridge over Little Sandy Creek in French Creek Township. This local bridge is 56 feet in length.



- Sponsor: French Creek Township
- Programmed Project Cost (Preliminary Engineering, Final Design, Utility, Right-of-Way, and Construction): \$1,355,000.
- The design consultant is Mackin Engineering Company.
- Project funded using 80 percent federal/15 percent state/5 percent local
- Proposed let date: Spring 2024

MPMS 78464 – Williams Road Bridge. This project is for the rehabilitation of the Williams Road (Township Road 627) Bridge over Sugar Creek Middle Branch in Plum Township. This local bridge is 75 feet in length.

- Sponsor: Plum Township
- Programmed Project Cost (Preliminary Engineering, Final Design, Utility, Right-of-Way, and Construction): \$1,560,000
- Project funded using 80 percent federal/15 percent state/5 percent local
- Environmental approval received on July 25, 2019. Design Field View approved July 25, 2019.
- Proposed let date: Spring 2025



MPMS 78465 – Fisherman’s Cove Bridge. This project includes the superstructure replacement of the Fisherman’s Cove Road (Township Road 370) Bridge over Victory Run approximately 1 mile east of Old Route 8 in Victory Township. This local bridge is 85 feet in length.

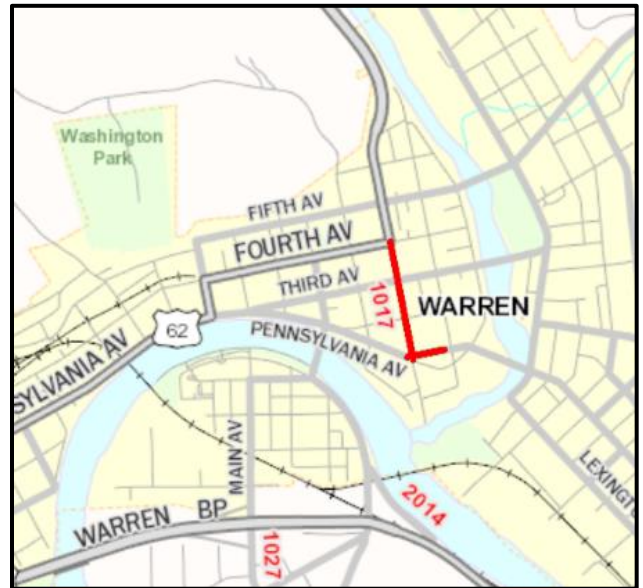
- Sponsor: Victory Township
- Programmed Project Cost (Preliminary Engineering, Final Design, Utility, Right-of-Way, and Construction): \$2,600,000.
- The design consultant is Mackin Engineering Company.
- Project funded using 80 percent federal/15 percent state/5 percent local
- Environmental Clearance executed on November 30, 2018.
- Design Field View approved on December 5, 2018.
- Right-of-Way Clearance executed on January 23, 2019.
- Utility Clearance executed on March 26, 2019.
- **Proposed let date: August 25, 2022.**



Warren County

MPMS 100323 (SR 1017 A00) – Pennsylvania Avenue/Market Street Intersection. This project includes 0.31 miles of resurfacing on State Route 1017 (Market Street) from Pennsylvania Avenue to 4th Avenue along with a roundabout at the intersection of Pennsylvania Avenue and Market Street in the City of Warren.

- Programmed Project Cost (Preliminary Engineering, Final Design, Utility, Right-of-Way, and Construction): \$5,400,000.
- The Preliminary Design Agreement with MS Consultants Inc. was executed on September 16, 2017. The Scoping Field View was held on May 3, 2017.
- A Stakeholder Meeting was held with local trucking firms on September 27, 2018.
- Two intersection improvement concepts, a roundabout and a traffic signal were considered. A Public Meeting was held on August 22, 2018. City Council approved the roundabout design on November 18, 2018. A second Public Meeting was held with the City on February 11, 2019. A letter from the City of Warren approving the continuation of the roundabout design was received on March 17, 2020.
- Warren City Council voted to approve the new maintenance agreement on April 18, 2022. It was received by PennDOT on May 4, 2022.
- Recent bids were rejected in the best interest of the Commonwealth.
- The project will be rebid with an updated construction schedule that includes major work to be done in 2023.
- **New proposed let date: July 28, 2022.**



MPMS 79261 – Miles Run Road Bridge. This project is the replacement of the Miles Run Road (Township Road 388) Bridge over Miles Run in Pittsfield Township. This local bridge is 43 feet in length.

- Sponsor: Pittsfield Township
- Programmed Project Cost (Preliminary Engineering, Final Design, Utility, Right-of-Way, and Construction): \$1,200,000.
- The design consultant is Johnson, Mirmiran & Thompson, Inc.
- Project funded using 80 percent federal/15 percent state/5 percent local
- Proposed let date: Spring 2027



MPMS 2560 – Stewart Road Bridge. This project is the replacement of the Stewart Road (Township Road 639) Bridge over Winton Run in Columbus Township. This local bridge is 29 feet in length.

- Sponsor: Columbus Township
- Programmed Project Cost (Preliminary Engineering, Final Design, Utility, Right-of-Way, and Construction): \$1,000,000.
- Project funded using 80 percent federal/15 percent state/5 percent local
- Proposed let date: Spring 2024



PennDOT Contacts

Thomas J. McClelland, P.E., Assistant District Executive - Design (814) 678-7081 or thmcclella@pa.gov
Paul A. Miller, P.E., District Plans Engineer (814) 678-7107 or paulmille@pa.gov
Ronald J. Johnson, P.E., District Services Engineer (814) 678-7145 or ronaljohns@pa.gov
Courtney J. Lyle, District Planning & Programming Manager (814) 678-7046 or clyle@pa.gov



CRAWFORD COUNTY PLANNING OFFICE

Zachary Norwood, Planning Director
Courthouse – Meadville, PA 16335
Phone: 814-333-7341
Planning@co.crawford.pa.us

Meeting Summary

Subject: Personnel Committee Meeting

Date: June 10, 2022

Time: 1:30 PM

Attendees:

John Lawrence
Maria Dreese
Katie Wickert

Travis Palmer
Zachary Norwood

Absent:

None

Summary Overview:

The committee met to discuss the amendments to the Commission's bylaws. The committee discussed standing committees, attendance requirements, Robert's Rules of Order, code of ethics and conflict of interest policy, and Planning Commission meeting agenda outlines. Commissioner Wickert highlighted changes to sunshine act. Mr. Norwood raised the subject of the Planning Commission's annual self-evaluation. Through communication following the meeting, Commissioner Dreese scheduled the committee's next meeting for June 24th at 9am.

Next Steps:

The Planning Director will provide the 2021 self-evaluation to the committee. The committee will review the self-evaluation for the next meeting to identify changes prior to distribution at the July Planning Commission meeting. The Chair of the committee will coordinate the next meeting and schedule with the Planning Office.



CRAWFORD COUNTY PLANNING OFFICE

Zachary Norwood, Planning Director
Courthouse – Meadville, PA 16335
Phone: 814-333-7341
Planning@co.crawford.pa.us

Meeting Summary

Subject: Personnel Committee Meeting

Date: June 24, 2022

Time: 9:00 AM

Attendees:

John Lawrence
Maria Dreese

Zachary Norwood

Absent:

Katie Wickert
Travis Palmer

Summary Overview:

The committee met to discuss the annual self-evaluation for the Planning Commission. Commissioner Lawrence recommended to keep the questions identical to last years evaluation with the exception of adding a few questions to obtain opinions regarding meetings and schedules. Commissioner Dreese agreed and added the desire to ask about views about roles and responsibilities of standing committees. The Committee discussed various questions resulting in updated questions for staff to add to the evaluation.

The committee will reconvene in July to further discuss:

- Amendments to the Commission’s bylaws.
- Consideration of an ethics/ conflict of interest policy.
- Continued refinement of the committee and commission operational structure.

Next Steps:

The Planning Director is updating the evaluation to reflect the additional questions for distribution at the June meeting. The Chair of the committee will coordinate the next meeting and schedule with the Planning Office.



CRAWFORD COUNTY PLANNING OFFICE

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

Committee Meeting Notes

Committee: Planning Initiatives Committee

Date: June 8, 2022

Time: 3:00 p.m.

Location: Mixed in-person and remote: Crawford County Planning Office / Skype

Attendees: Ron Mattocks, Scott Sjolander (remote), Jessica Hilburn

Other Attendees: Peter Grella

Agenda Items:

Review of 5-11-2022 Meeting

Meeting Discussion Items

1. Affordable Housing Program

- Review the revised draft

Ron Mattocks began by stating that the draft revisions were made to include more actionable and specific recommendations for how to actually approach the program's purpose tactically. The committee began to review the draft paragraph-by-paragraph. Jessica Hilburn recommended and Scott Sjolander agreed that more direct citation to the interventions listed in the Crawford County Housing Plan is necessary. Jessica Hilburn also recommended that the recommendations be put into an order of importance. The changes agreed upon are:

- Tie the following Housing Plan interventions to proposed recommendations through parenthetical in-text citation: Intervention #1 Strategy #1; Intervention #1 Strategy #3; Intervention #4 Strategy #1; Intervention #4 Strategy #2; Intervention #5 Strategy #2; Intervention #6 Strategy #3.
- Drop Intervention #4 Strategy #3
- Replace the words "visual appeal" with "aesthetic appeal"
- Place a reference in the short-term rental recommendation about education about the hotel tax.
- Re-order the Blight Prevention recommendations as: 1. Create Model Ordinances. 2. Encourage Short-Term Rentals. 3. Publish Toolkits & Educational Materials. 4. Contact Existing Property Owners. 5. Provide Placemaking Assistance.



CRAWFORD COUNTY PLANNING OFFICE

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

- Re-order the Blight Remediation recommendations as: 1. Stop a tax sale transaction. 2. Develop a Blighted Property Rating System. 3. Establish and allocate Act 152 Blight Demolition Fee. 4. Establish a County Land Bank.
- Include in “Stop a tax sale transaction” to apply to also those who have outstanding code enforcement violations.
- Remove the final Summary paragraph from the end of the document.
- Remove the citation to the UCC code.
- Add a section recommendation allocation of the current Affordable Housing fee funds towards one of the initiatives, pending more research into its potential.

Discussion was further had about the Historic Conservation section, including preference for the word “Conservation” over “Preservation,” and “Historic Architectural Review Committee” over “Historic Architectural Review Board.” Ron Mattocks reported that he met with Bill Callahan from PHMC, who was excited about the possibility of Crawford County being the first county entity to pursue Certified Local Government designation. It was also reported that only about 50 municipalities in PA have acquired CLG designation, and of those only 11 have used it to pursue state funding, so there is excess potential in the program the county could take advantage of. Ron Mattocks also reported that the Crawford County Historical Society was excited about the idea of participating in a historic conservation strategy and would potentially offer their services to set up the strategy and hand it to the planning office.

It was also suggested that the Office/Commission should talk with Erie about its experience with its land bank prior to pursuing one.

Ron Mattocks said that he could revise the draft with these changes in time to submit to the June Planning Commission meeting.

2. Committee Priorities for 2022

- Historic Preservation (FYI: Certified Local Government - <https://www.phmc.pa.gov/Preservation/Community-Preservation/Pages/Certified-Local-Government.aspx>)
- Short-term rental model ordinance

Discussion of previously identified priorities was tabled in favor of first deciding on a recommendation towards how to spend the current Affordable Housing fee funds.

3. Next meeting date: TBD

Administrative Updates

STAFF VACANCIES AND CAPACITY FILLING

Starting August 1, 2022, Ann Knott will be joining our team in the role of Office Manager. Ann's position will work to increase assistance with administrative functions of the office (i.e., work on our business, not in our business). The position was posted and competitively searched per union requirements. A total of four applications were received.

Peter Grella has accepted a position with the City of Meadville. His last day with the planning office was on July 20, 2022. Peter will be the City's new planning and zoning administrator. Staff congratulated Peter by taking him out for ice cream and joining Peter after office hours to celebrate. We wish him success in his new professional endeavor.

I am working with the Board of Commissioners and staff to determine how best to advance the office with decreased human capacity. Conversations include filling existing vacancies, examining organizational hierarchy, and addressing the underlying issues resulting in high levels of staff turnover.

PENNSYLVANIA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION – NORTHWEST SECTION

The Northwest Section of the Pennsylvania Chapter of the American Planning Association (PA APA) is seeking interested individuals to serve on the section board as volunteers. Crawford County registers the Planning Commission as members of the PA APA annually, which entitles Commissioners to participate in events, trainings, or benefit from networking, online resources, and professional development.

Commission members interest in learning more about the Chapter or the [NW Section](#) should visit <https://planningpa.org/>. Upcoming workshops and webinars are available on the chapter calendar, <https://planningpa.org/events/2022-07/>. Additional materials or resources such as an [orientation guide](#), [monthly newsletters](#), and [trainings](#) for commissioners.

Community Planning Updates

CONNEAUT VALLEY BOROUGHS MULTI-MUNICIPAL COMPREHENSIVE PLAN

A draft of the Conneaut Valley Boroughs Multi-Municipal Comprehensive Plan was submitted to the project steering committee. The committee is meeting the evening of July 25, 2022 in Conneautville to discuss the final plan and prepare for the adoption process. Staff is working with the committee to determine how best to present the final plan to the communities in August.

ERNST TRAIL FEASIBILITY STUDY

The Northwest Transportation Advisory Committee during their quarterly meeting on June 28, 2022 approved the Ernst Trail Feasibility study. A digital copy of the study will be available on the Planning website and the Northwest Commission's website.

ERIE TO PITTSBURGH TRAIL GAP STUDY

The Northwest Transportation Advisory Committee during their quarterly meeting on June 28, 2022 approved the Erie to Pittsburgh Trail Gap study. A digital copy of the study will be available on the Planning website and the Northwest Commission's website.

2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM

The Northwest Rural Planning Organization (NW RPO) approved the 2023- 2026 TIP Update at their June 28, 2022 meeting. This plan sets the investment projects for the next four years throughout the region. Commission members interested in reviewing the plan can obtain a copy by contacting the planning director or through the Monday.com July 2022 regular meeting board.

NW RPO - COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY FOR NORTHWEST PENNSYLVANIA

The Northwest Commission received approval from the U.S. Economic Development Administration (EDA) for the regions 2021 comprehensive economic development strategy (CEDS). CEDS is not only a cornerstone of the U.S. EDA's programs, but successfully serves as a means to engage community leaders, leverage the involvement of the private sector, and establish a strategic blueprint for regional collaboration. The plan identifies four goal areas for the northwest: 1) entrepreneurship development, 2) business expansion, retention, and recruitment, 3) workforce development and education, and 4) infrastructure, place, and tourism development. Crawford County can leverage this plan to build partnerships across the region and seek funding for improving our communities. Commission members interested in reviewing the plan can obtain a copy by contacting the planning director or through the Monday.com July 2022 regular meeting board.

COUNTY COMPREHENSIVE PLAN UPDATE

The County Planning Office is working with the Board of Commissioners and Pennsylvania Department of Community and Economic Development (PA DCED) to revise a grant contract to authorize the use of funds for planning services associated with preparing (1) technical comprehensive plan study data and reports and (2) a model subdivision and land development ordinance specific to Crawford County based on new ideas and procedures for streamlining and simplifying the development review process.

Community Development Updates

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Crawford County received an executed contract for our FY 2021 CDBG contract along with an amendment to our CDBG-CV (Coronavirus relief) contract in June. The County plans to make a competitive CDBG-CV application on August 1, 2022 to DCED for the Huidekoper Park improvements project. Anticipated total of this project is \$1.5 million. Community development staff met with North and South Shenango Joint Authority to discuss two potential CDBG projects. Deadline for project submissions is Monday July 25, 2022. Staff anticipate a handful of project submissions will be received.

APPALACHIAN REGIONAL COMMISSION GRANT – ERIE TO PITTSBURGH TRAIL

Crawford County has contracted with Herbert, Rowland and Grubic, Inc. (HRG) for the engineering and construction services for the East Branch Trail and Knox & Kane Trail projects funded by ARC. It is anticipated the project kickoff meeting will be in August with a nine (9) months timeframe for the project.

CRAWFORD COUNTY ACT 13 PROGRAM

Crawford County received funding from the Commonwealth as a result of the Public Utility Commission's (PUC) Act 13 program. The County's 2022 Environmental Initiatives allocation is \$83,942.36, an increase of 69.2% from 2021. Additionally, the County received \$4,061.54 in Impact Fee allocations in 2022. We are still awaiting final

determination regarding the At-Risk Bridge allocation. Staff will work over the fall to prepare a public notification regarding the County's program seeking applications 2023.

Legislative Updates

PA APA LEGISLATIVE COMMITTEE

On Thursday June 16, 2022, Zach Norwood was approved to serve on the [Pennsylvania Chapter of the American Planning Association's Legislative Committee](#). This is a standing committee of the Chapter and works to advocate for planning issues with local, state, and federal elected officials and monitors, recommends, or takes positions on State and Federal legislation or regulatory actions. As a result of Zach's involvement with this committee, information about legislation or regulatory actions will be available to Crawford County Planning more regularly.

- [House Bill 2104 – Preemptive Regulations for Decommissioning of Solar Energy Facilities](#)
 - Would create requirements at the State level regarding decommissioning and regulation of solar energy.
- [Senate Bill 284 – Preemptive Standards for Decommissioning of Solar Energy Facilities \(similar to HB 2104\)](#)
- [House Bill 2366 - Transportation Funding Bill](#)
 - Would allow local governments the ability to tax for surface transportation funding. Appears to allow for a tax on “Uber” style transportation and local services.
- [Act 15 of 2022 – Local Open Space Tax](#)
 - Allows municipalities to create a tax to preserve, acquire or hold land for open space uses.
- [House Bill 2428 – Amendment of Meeting Standards to enable Hybrid Meetings](#)

Additionally, there are multiple bills in draft to address issues voiced about delays in receiving and complexity of permit for municipalities to access streams for cleaning and stormwater management practices. Crawford County Planning Commission can determine if communication on any of the above bills should be sent to Senator Brooks or the County's representatives.

COMMONWEALTH'S 2022/2023 BUDGET

In the 2022/2023 budget (SB1100, HB 1421), the Commonwealth approved a Growing Greener 3 Initiative, now known as Outdoor Rec Program and Clean Streams Fund. The program allocates the following:

- \$100 million for DCNR projects (State parks & forest infrastructure and recreation projects),
- \$220 million to a newly created Clean Streams Fund which includes:
 - Agricultural Conservation Assistance (\$154 million)
 - PennVEST (\$22 million)
 - Nutrient Management Fund (\$22 million)
 - DEP stormwater management grants (\$8.8 million) – could be leveraged to update the Act 247 plan
 - DCNR – Keystone Tree Fund (\$8.8 million)
 - Abandon Mine Drainage abatement (\$4.4 million)
- \$320 million for Commonwealth Finance Authority (CFA) for water/sewer projects including:
 - \$105.5 million for PA Small Water and Sewer grant programs

Additionally, the budget provided funding to DEP's Alternative Fuels Incentive Grant (AFIG) in the amount of \$3 million. Application deadlines for this program are August 26th and December 16th of this year.



CRAWFORD COUNTY PLANNING OFFICE

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July 25, 2022

Board of Township Supervisors
North Shenango Township
11586 Linn Road
Espyville, PA 16424

RE: Crawford County Planning Review of the North Shenango Township Proposed Zoning Ordinance To Set Forth Requirements for Solar Energy Systems

Dear Supervisors,

The Crawford County Planning Commission has addressed the proposed zoning ordinance amendment to provide for the regulation of solar energy systems at its regularly scheduled meeting on July 25, 2022, and offers the following comments. These recommendations are provided pursuant to Section 609(e) of the Pennsylvania Municipalities Planning Code (MPC) (53 P.S. 10609(e)). These comments are nonbinding and are intended to uncover potential errors, inconsistency with adopted comprehensive plans, matters of concern, and to provide suggestions for improvement.

1. Crawford County Planning recommends revising the language to clarify between accessory solar energy systems (ASES) and principle solar energy systems (PSES) for clear health, safety, and welfare purposes. It is Crawford County Planning's opinion that the cited power rating of 15kW as a threshold between ASES and PSES or the distinction of where the energy produced goes or how it is used does not accurately reflect the public impacts that a solar energy facility may produce for zoning purposes. For instance, 15kW is about the power rating of a small domestic standby generator or large portable shop generator, neither of which would reasonably require such scrutiny and are not currently controlled by the zoning ordinance. Do-it-yourself pre-fabricated solar kits of 15kW today can also be accommodated by just over 1,000 square feet of area, which is disproportionately small compared to the extent of the regulations the zoning ordinance proposes that may apply to it.

Rather, Crawford County Planning feels that PSES and ASES should be distinguished by ground area consumed or disturbed (public impact) and by whether the solar energy system is in continuous control and surveillance by an occupied adjacent use or left entirely unmanned (public safety). Crawford County Planning recommends the Township craft reasonable standards around these definition criteria comparable to other standards applied to conditional uses of similar possible impact already in the ordinance.

2. Crawford County Planning recommends that PSES be excluded from the Concentrated Residential zoning district. The large utility-scale solar energy systems that the proposed ordinance seems to anticipate does not appear consistent with the current uses of this zoning district or the expected

PENDING REVIEW BY THE CRAWFORD COUNTY PLANNING COMMISSION ON 7.25.2022



purpose for it stated in Article 4. The Agricultural district and the Rural Residential/Industrial district offer land enough to accommodate this use.

3. Crawford County Planning recommends that Accessory Solar Energy Systems and Principle Solar Energy Systems be listed among the other uses for the zoning districts. Rather than as a separate Article 21, it may structurally be easier on the reading public to incorporate solar energy systems under the lists of conditional and permitted uses in Article 6, 7, and 9. Without doing so, solar energy systems may appear to be absent as a permitted or conditional use in these districts unless one reads through the entire ordinance, and may produce some problematic contradictions in interpreting the ordinance. It may also be best to organize the other performance standards by incorporating them as part of Article 12 and Article 17.
4. Crawford County Planning recommends removing Section 2105 and relocating it as an amendment to the North Shenango Township Subdivision and Land Development Ordinance. County Planning believes the specific requirements for financial security for decommissioning belongs in the SALDO, which may be incorporated as part of the financial guarantees that may follow approval of a preliminary land development plan. A plan for decommissioning and remediating the landscape at the end of a project's life could be considered among the project's improvements, and the County recommends that such a plan be required at the preliminary approval stage for an application under the SALDO. Please refer to MPC Section 509 for financial security requirements and procedures.
5. Crawford County Planning recommends removing Section 2104.M and N regarding compliance with any other laws or standards that are not germane to zoning or within the Township's jurisdiction. Compliance with any other laws on the books is a given and should not be restated here. This also creates a circular duplication of regulations, whereby, for instance, violating a federal regulation – which is not the Township's business to enforce – or a professional industry standard – which is not a law – is duplicated as a local zoning violation, which may also not be enforceable in practice.
6. Crawford County Planning recommends removing the sentence of Section 2104.G signage provisions that prohibits advertising. That provision is a content-based determination of otherwise permissible signage and may not be allowed according to recent US Supreme Court rulings protecting speech.
7. Crawford County Planning recommends removing Section 2104.I. It is not within the purpose of zoning to use regulatory provisions to demand the success of a solar energy system or to demand or monitor contracts (“reliance permissions”) between individuals.
8. Crawford County Planning recommends removing Section 2104.D. Rather than supplying a provision pointing out its allowability in these areas, the zoning ordinance should discourage solar energy systems in floodplains and Agricultural Security Areas, which are precisely places where large-scale development should be strictly limited or prohibited.
9. Crawford County Planning recommends revising 2104.L to remove the requirements for a noise study. Instead, County Planning recommends requiring only a performance standard that a PSES may not contribute +5 (or +10 or another standard measure) dBA to the current pre-development ambient noise at the property line as confirmed by the Township. That way, peace and quiet of neighboring properties can be protected relative to the expectations already there rather than a flat standard that might actually represent a relatively large jump in background noise. It would also

not rely on trusting the solar energy facility operator to provide its own independent compliance statements.

10. Crawford County Planning recommends removing Section 2104.E and F. The requirement of the facility operator to keep the township informed about its external applications for connectivity do not appear to be within the realm of zoning or serve its purposes.
11. Crawford County Planning recommends Section 2104.H be revised to require this information among the safety signage at the site, which would keep the public informed and any on-site emergency responders as well as the Township.

Please contact the Crawford County Planning Office if you have any questions.

Thank you,

Thomas Gilbertson
Assistant Planning Director for Community Planning



CRAWFORD COUNTY PLANNING OFFICE

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July 25, 2022

Board of Township Supervisors
Vernon Township
16678 McMath Avenue
Meadville, PA 16335

**RE: Crawford County Planning Commission Review of the Proposed Zoning Ordinance Map Amendment,
Changing Parcel #6507-022-24 from RS to CC**

Dear Supervisors,

The Crawford County Planning Commission has addressed the proposed zoning ordinance map amendment referenced above at its regularly scheduled meeting on July 25, 2022, and offers the following comments. These recommendations are provided pursuant to Section 609(e) of the Pennsylvania Municipalities Planning Code (MPC) (53 P.S. 10609(e)).

Crawford County Planning finds that the proposed map amendment is consistent with the current use and character of the defined area and cites no other recommendations. Otherwise, as a matter of procedure, Crawford County Planning would like to note that the MPC requires proposed amendments to zoning ordinances to be sent to the county planning agency for review at least 30 days prior to a public hearing, as does Vernon Township Zoning Ordinance Section 27-905. Crawford County Planning received the proposed amendment on July 11, while it was reported that the public hearing for this zoning map amendment is set for August 4.

Please contact the Crawford County Planning Office if you have any questions.

Thank you,

Thomas Gilbertson
Assistant Planning Director for Community Planning

PENDING REVIEW BY THE CRAWFORD COUNTY PLANNING COMMISSION ON 7.25.2022



JUNE-JULY 2022 STAFF SUBDIVISION REVIEWS

<u>Name</u>	<u>Municipality</u>	<u>New Lots</u>	<u>Reviewer</u>	<u>Comments:</u>
John Bainbridge – 15888 Conneaut Lake Road Subdivision Plan	Vernon Twp	2	Peter Grella	Proposes to split one lot each from two neighboring parcels to result in 4 lots from 2, with a rearrangement of property lines between them to allow one to be a rear flag lot. Tax parcel 6505-52 on the corner of Baco Road and US 322 and tax parcel 6505-54 neighboring on US 322. 1.139 acres (Lot No. 1); 0.680 acres (Lot No. 2); 1.020 acres (Lot No. 3A); 1.009 acres (Lot No. 3B). Residential. "Non-Residential Growth Area," Central Crawford Region Multi-Municipal Plan, 2007. Pg. 19.
Final Plan Lot 1 Larry J. Jewert Subdivision	South Shenango Twp	1	Peter Grella	Proposes to undo a previous consolidation to the former Lot 9+10 and Lot 11+12 of the Colonial Estates Plan No. 2. Tax parcel 4701-009-009(R) towards the NW corner of Potomac Lane and Seneca Road in the Colonial Estates Plan. 24,129 SF (Lot 1/Lot 11+12); 24,128 SF (Lot 2/Lot 10+11). Residential. "Concentrated Residential", South Shenango Comprehensive Plan, 1979. Pgs. 50-51.
Kevin Shorts Subdivision	Hayfield Twp	1	Peter Grella	Proposes to subdivide a regular rectangular lot with existing building leaving a rear remainder. Tax parcel 2803-032-1 on North Mead Road north of Rogan Dr. 4.918 net acres (Lot #1); 11+/- acres (remainder). Agricultural, Residential. "Agriculture, Low density/Rural uses," Hayfield Township Comprehensive Plan, 1999. Pg. 31.
Final Plan Lot 1 Kim and Thomas Harvey Subdivision	Greenwood Twp	1	Peter Grella	Proposes to subdivide a single lot with existing residence to separate it from neighboring residence. Tax parcel 2704-001-3 on Mill Rd. apx. 1/3 mile west of Main St. 0.90 acres (Lot 1); 11.9 +/- acres (residual). Residential. "Conservation," Greenwood Township Comprehensive Plan, 2009, Pg. 31.
Lot Consolidation Replot Steven & Jacqueline Zelechowski	South Shenango Twp	-1	Peter Grella	Proposes to combine two lots in single ownership, Lots # 105 and 106, in Pymatuning Acres allotment on Wilson Avenue. Tax parcels 4604-046-106 and 4604-046-105 in Pymatuning Acres allotment. 16,846 SF resulting lot. Residential. "Concentrated Residential," South Shenango Comprehensive Plan, 1979, Pgs. 50-51.
Consolidation Replot Peter G. & Lisa Ploskina Subdivision	South Shenango Twp	-6	Peter Grella	Proposes to combine 7 adjacent lots in 5 tax parcels in single ownership, Lots #44-38, in the Colonial Estates No. 3 allotment. Tax parcels 4701-009-B-42-43-44, 4701-009-B-41, 4701-009-B-40, 4701-009-B-39, 4701-009-B-38 Colonial Estates at the southeast corner of Potomac Lane and Winthrop Lane.

				2.08 acres resulting lot. Residential. "Conservation" and "Large Lot Residential/Agriculture," South Shenango Comprehensive Plan, 1979, Pgs. 50-51.
Lot Consolidation Replot James & Sandra Dinofrio	South Shenango Twp	-5	Peter Grella	Proposes to combine 6 lots in two tax parcels, Lots # 413, 414, 328-331, of the Lakeview Estates #3 plan into a single lot. Tax Parcels 4701-002-414-(R), 4701-002-328-329 spanning Penn Road and Lakeview Road east of Hilltop Drive in Lakeview Estates #3 allotment. 0.999 acres resulting lot. Residential. "Concentrated Residential," (South Shenango Comprehensive Plan, 1979, Pgs. 50-51.
Final Plan Lots # 1 and 2 Christopher Gerhardstein Subdivision	South Shenango Twp	1	Peter Grella	Proposes to split a previously combined parcel comprising lots 18-21 of the Colonial Estates Plan No. 3 into two lots, one for 20-21 and one for 18-19, with proposed residual improvements. Tax parcel 4704-034-A-18-LU in Colonial Estates Plan No. 3 on Pyma Drive adjacent to Pymatuning Park and lake. 16,037 SF (Lot 1), 14,938 SF (Lot 2). Residential. "Concentrated Residential," South Shenango Comprehensive Plan, 1979. Pgs. 50-51.
Plat of Survey William C. Heisey III & Markle D. Heisey Subdivision 2022-1	Summit Twp	1	Peter Grella	Proposes to convey an agricultural lot leaving behind a large remainder with current house. Tax parcel 5503-007-1 at the southeast corner of Robinson Rd. and Inlet Rd. 75 acres gross (Lot 1); 32.765 acres gross (remainder). Residential and Agricultural. Agricultural and Rural Residential, Summit Township Comprehensive Plan, 1970.
Property Subdivision Murray D. & Mary Anne Hall	Union Twp	0	Peter Grella	Proposes to reconfigure the location and expand the area of an existing lot. Tax parcel 6203-006-1 on Heckman Road south of Wilson Chute Road and just beyond the stream. 2.053 net acres (Lot 1); 18.165 acres (residual). Residential. "Agriculture," Union Township Comprehensive Plan, 2010. Pg. 48-49.
Property Subdivision Penny M. Heckman	Union Twp	0	Peter Grella	Proposes to exchange a 40' x 500' strip of land between two neighbors. Tax parcels 6203-007 and 6203-008-1 opposite the dead end of Heckman Road. 0.512 acres (Lot 1); 2.595 acres (residual). Residential. "Agricultural," Union Township Comprehensive Plan, 2010. Pg. 48-49.
Property Survey Lands of Edward C. & Beatrice V. Shorts	Hayfield Twp	0	Peter Grella	Proposes to subdivide a rear Parcel A to consolidate with a neighboring residential parcel. Tax parcels 2802-044-1 and 28022-044 on south side of Maple Drive 425' east of S. Moisertown Rd. 5.013 acres (Parcel A); 5.809 acres (Receiving parcel); 10.822 acres (resulting combined parcel). Residential. "Agriculture, Low Density/Rural Uses", Hayfield Township Comprehensive Plan, 1999, Pg. 31.

- AFFORDABLE HOUSING PROGRAM PROPOSAL: DRAFT COPY V6 -

Draft Date: June 20, 2022

Introduction

Affordability is often cited as a positive attribute of residing in Crawford County; however, the county faces several ongoing challenges affecting the ability to purchase and maintain affordable housing in the area. Among these challenges are the number of aged homes with increasingly costly upkeep, the number of vacant homes not for sale or rent, and minimal new housing development activity.

With these broader challenges in mind, the Crawford County Planning Commission has outlined a proposed housing blight mitigation and redevelopment program based on relevant recommendations made in the 2019 Crawford County Housing Study as well as recent best practices which have proven effective in other similar municipalities across the commonwealth.

It is the Commission's belief that every Crawford County resident should have safe, clean, affordable housing options. Based on research and expert feedback, the Planning Commission has determined that for this to occur, an effective affordable housing program should account for the following:

- Blight prevention needs to be addressed through property maintenance, code enforcement, education, and cooperative planning with municipalities
- Additional resources, alternative programs, and stricter policies are needed to contend with current blighted properties
- Properties with historic character enhance a location's aesthetic appeal and should be a focus in affordable housing options through mixed use and adaptive reuse development

The goal of this proposed program is to empower municipalities and incentivize property owners to improve accessibility to code-compliant housing that contributes to the betterment of the county's economy and aesthetic appeal.

Justification

Justification for the proposed program is based on the affordable housing success factors outlined on page 91 of the 2019 Crawford County Housing Study. Specifically, the factors for success are 1) a healthy housing market with adequate housing at each stage of the housing consumption lifecycle and 2) positive economic growth within the area to sustain such a housing market. For Crawford County, these factors are problematic.

According to HUD standards, households spending more than 30% of their total income on housing and utilities are considered cost burdened. Property owners in this situation often lack the means to maintain their properties, while affected renters are unable to save for a mortgage down payment. Applying HUD's standards to data gathered in the 2019 Housing Study suggests that a high proportion of residents may be considered cost burdened given the following:

- The county's median household size (2 people) earning the area's median household income (\$33,300) could not afford a median value home (\$119,900) without becoming cost burdened (page 31).
- 37% (16,536) of the county's 44,700 total housing stock was built before 1941, which translates into extensive upkeep of these properties (page 27).
- 81% of housing was built before 1990, creating possible accessibility issues for aging homeowners over the age of 64 (page 28).
- Renter occupied properties in the county increased from 25% in 2000 to 28% in 2017 (page 33).

Given these findings, the parameters of the proposed program rely on the below intervention strategies recommended in the 2019 Housing Study.

Intervention #1 – Adopt Uniform County-Wide Policies

- Strategy #1 – Create a County-Wide Resource Database (I1, S1)
- Strategy #3 – Create County-Wide Model Ordinances and Resource Guides (I1, S3)

Intervention #4 – Leverage Federal and State Resources

- Strategy #1 – Work with Municipalities to Build a Proactive Blight Prevention Program (I4, S1)
- Strategy #2 – Investigate a Home Rehabilitation Program and Façade Improvement Program (I4, S2)

Intervention #5 – Prioritize County Planning Staff and Resources

- Strategy #2 – Research a County-Wide Land Bank Program (I5, S2)

Intervention #6 – Address Real Property Tax Inequity

- Strategy #3 – Partner with Public, Private, and Non-Profit Entities to Address Tax Foreclosed and Redevelopment-Potential Properties (I6, S3)

Recommended Initiatives

To address the above stated issues, the Planning Commission recommends a strategy of concentrated focus on three broad initiatives – blight prevention, blight remediation, and historic conservation. Within each of these focus initiatives, the Planning Commission has outlined actionable tactics for the county to explore, ranked in order of importance and ease of implementation.

Blight Prevention

Blight prevention can be addressed through property maintenance, code enforcement, education, and cooperative planning with municipalities. More specifically the Commission recommends:

1. **Create Model Ordinances** – Model ordinances for housing-related issues such as Short-Term Rentals, historic preservation, and rezoning will help municipalities put these policies in place and standardize compliance across the county, ultimately making it easier for property owners and developers to maintain and redevelop properties. (I1, S3)
2. **Encourage Short-Term Rentals** – Properly regulated short-term rentals create an opportunity for UCC inspections by municipalities, and not only do these properties generate revenue in the form of hotel bed taxes, but according to a recent study, property owners are also 57% more

likely to invest in upkeep and improvements to the property. Work with the county visitor's bureau to educate property owners on how to properly operate a short-term rental. (I1, S3)

3. **Publish Toolkits & Educational Materials** -- Toolkits as well as other educational materials and programing can be created or adapted from other existing sources and made available digitally to help municipalities, property owners, and developers better understand options, resources, and policies when it comes to improving, maintaining, and rehabbing existing properties. (I1, S3)
4. **Provide Placemaking Assistance** – Several municipalities, including Titusville and Cambridge Springs, are currently working to implement placemaking strategies that include addressing blight which creates an opportunity for the county to assist with relevant resources and could result in some early successes for all stakeholders. (I1, S3 and I4, S1)
5. **Contact Existing Property Owners** -- While difficult, contacting easier-to-reach owners could be a first step for influencing them to achieve code compliance. This can be accomplished by offering education-qualifying incentives or through the filing of a civil action if an owner is unresponsive to code enforcement citations, increasing the likelihood of successful outcomes. (I1, S1)

Blight Remediation

Additional resources, alternative programs, and stricter policies are needed to contend with current blighted properties.

1. **Stop Tax Sale Transactions for Unqualified Owners** - Prevent property owners who are delinquent on tax payments or who have been unresponsive to code enforcement from buying properties at judicial tax sale auctions using mechanisms such as Section 619 of the Real Estate Tax Sale Law. (I1, S3 and I4, S1)
2. **Access Act 137 Funds** – Funding obtained from the Affordable Housing Fund Act 137 is currently available for dedicated use by the county for programs related to improving affordable housing. These funds could be applied to offset costs associated with recommended initiatives such as developing and publishing educational materials referenced above, checking property owners before tax sales, or administering a land bank, as discussed below. (I4, S1)
3. **Leverage Act 152 Program** – Municipalities should be solicited for their participation in the Act 152 Program to obtain associated funding (up to \$60,000) set aside for the demolition of blighted properties. (I4, S1)
4. **Develop a Blighted Property Rating System** – A rating system for blighted properties should be defined and applied to a GIS inventory of blighted properties to help municipalities prioritize blight mitigation resources and help developers find properties that can be cost-effectively rehabbed. A foreclosed property registry could also be maintained for the same purposes. (I1, S1)
5. **Establish a County Landbank** – Land Banks are one of the major tools local communities in Pennsylvania have to transform blighted properties into community assets. Their “special powers” streamline the process for redeveloping vacant, abandoned and tax delinquent properties into new housing, green space, or other positive pillars of a neighborhood. (I5, S2)

Historic Conservation

Properties with historic character can enhance a location's aesthetic appeal and conservation of qualifying properties should be a focus for improving affordable housing options through mixed use and adaptive reuse development

1. **Outline a Historic Conservation Strategy** – The Planning Commission should partner with the Crawford County Historical Society to develop a historic conservation strategy that complements the county’s comprehensive plan and identifies resources that can aid in conserving properties with historic value. (I4, S1 and I6, S3)
2. **Qualify as a Certified Local Government Program** – Offered through the National Park Service (NPS), the Certified Local Government (CLG) program is administered by the Pennsylvania Historical and Museum Commission (PHMC), offering funding and technical assistance to qualifying municipalities. A first-of-its-kind county-wide program could be structured to allow each participating municipality to request funding for both residential and commercial properties deemed to have historical value by a local Historic Architectural Review Committee (HARC). (I4, S1 and S2; I6, S3)
3. **Hire Historic Conservation Planner** – A Historic Conservation Planner position can be created on a part or full-time basis and paid for through CLG funding to help administer the CLG program on a county-wide level, provide municipalities with technical assistance, and work with the local HARC to maintain a GIS database of properties with historic value. (I1, S1; I4, S1 and S2; I6, S3)

Summary

It is the Crawford County Planning Commission’s belief that Improving the quality of the county’s existing housing stock will ultimately improve access to affordable housing. Given the number of existing and potential programs addressing blight prevention, blight remediation, and historic conservation, there should be no reason for the county to delay in these efforts.

It is the Crawford County Planning Commission’s belief that improving the quality of the county’s existing housing stock through blight prevention, remediation, and historic property conservation will improve access to affordable housing. Creating county-wide policies, utilizing federal and state resources, and forming public-private partnerships in accomplishable initiatives using existing and potential programs leverages strategies and interventions identified in the 2019 Housing Plan for the betterment of the county’s present and future.

Citations

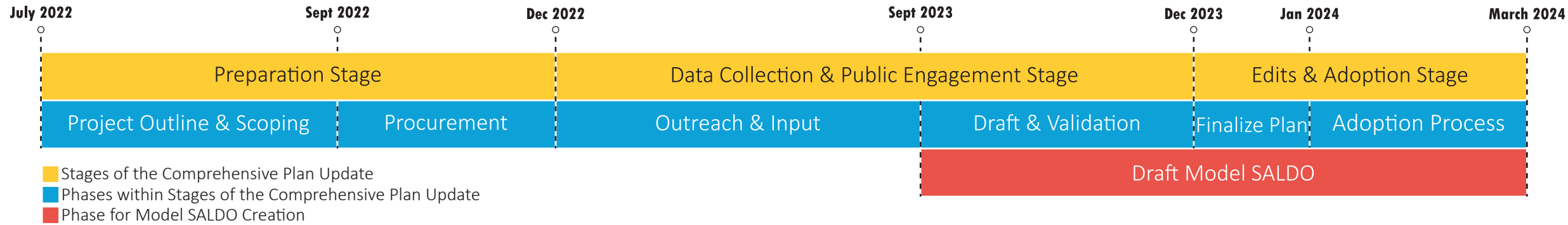
- 2020 Crawford County Planning Agency Strategic Plan
- [2019 Crawford County Housing Plan](#)
- [2014 Comprehensive Plan: Cultivating Crawford, Growing a Community](#)
- [2000 Comprehensive Plan](#)
- [US Department of Housing and Urban Development – Minimum Property Standards](#)
- [Revitalizing PA: Success Stories & New Priorities](#) – Housing Alliance of Pennsylvania, 2022
- [Act 152-2016 County Demolition Fund](#) – DCED Website
- [Act 137-1992 Optional Affordable Housing Funds Act, Title 53, Chapter 60](#)
- Oxford Economics Analysis: The Economic Impact of Airbnb on Communities, 2019
- [Certified Local Government Program](#) – PHMC Website

Cultivating Crawford - A Guide for Growth (County Comprehensive Plan Update)

Crawford County- 2024



Project Timeline



Project Mission

The comprehensive plan update project aims to:

- Develop a vision for communities across the county for the next decade.
- Identify key topics to study and address to achieve the desired vision.

Project Team- Roles & Responsibilities

Planning Commission

The role of the planning commission to develop the comprehensive plan process and champion the project through outreach and education. This includes the development of a public participation plan to collect, analyze, and distribute information. The commission will also volunteer in the outreach effort.

Steering Committee

The role of the steering committee is to guide the planning process once established by the planning commission. This includes providing guidance through individual and collective expertise and experience in vetting data and outreach results to shape the county's vision of the future.

Consultant Team

The role of the consulting team is to provide specialized analysis and unique outreach assistance in developing the comprehensive plan. Additionally, the consultant team will take lead in preparing the model Subdivision and Land Development Ordinance with direction from the other project teams.

Planning Staff

The role of planning staff is to guide the process and conduct non-specialized analysis along with engage in the outreach and education necessary to garner buy-in and ownership of the County's comprehensive plan. Furthermore, planning staff will ensure the finalized plan and model ordinance are implementable in Crawford County.

Project Scope- Public Participation Plan

To be determined through coordination with Planning Commission

Project Outcomes & Metrics

To be determined through coordination with Planning Commission

Project Budget

Comprehensive Plan

The comprehensive plan may have the following budget outline:

- Consultant Fees - \$100,000.00
- Marketing/ Materials - \$8,012.58
- Meeting Expenses- \$5,000.00
- Administrative Expenses- \$1,930.00
- Total Project Cost- \$113,012.58