

AGENDA

CRAWFORD COUNTY PLANNING COMMISSION

Crawford County Public Safety Building (632 Pine Street – Meadville)
October 24, 2022

- 1. Roll Call**
- 2. Action on September 2022 Regular Meeting Minutes**
- 3. Action on September 2022 Work Session Minutes**
- 4. Communications**
- 5. 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**
- 6. Public Comment:**

() The floor is open to the public in attendance for matters on the Commission's Agenda.*
- 7. Subdivisions, Land Development & Zoning Reviews:**
 - a. Zoning Amendment – Cussewago Township (General Amendment)
 - b. Zoning Amendment – Conneautville Borough (General Amendment)
 - c. Administrative Subdivision Reviews
- 8. Old Business:**
 - a. Discussion – Commission Annual Self-Evaluation
- 9. New Business:**
 - a. Discussion/Action - Oil Region Alliance Letter of Support Request
 - b. Presentation/Discussion – Comprehensive Plan Report Card
 - c. Discussion – Planning Commissioner Comments
- 10. 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

September Regular Meeting Minutes

Crawford County Fair Grounds (Homeshow Building #1), Meadville, Pennsylvania

Commissioner Lawrence called the Regular Meeting of the Crawford County Planning Commission (Planning Commission) to order at 3:35 p.m. on September 26, 2022.

1. Roll Call:

Present –

John Frye
Jessica Hilburn
John Lawrence
Austin Rock
Scott Sjolander
Katie Wickert, Vice-Chair
(All members attended in-person)

Absent –

Maria Dreese, Chair
Ron Mattocks, Secretary
Travis Palmer

Other Attendees –

Randy Knuth
Lynne Knuth
Robert Knuth
Francis Weiderspahn, Crawford County Commissioner
Shane Shields

2. Action on the August 2022 Meeting Minutes:

Commissioner Lawrence requested a motion to approve the August 2022 Regular Meeting minutes. Commissioner Wickert moved to adopt the minutes. Commissioner Rock seconded. Motion carried unanimously.

3. Communications:

- No Items at This Time

4. Reports:

A. Standing Committees –

Transportation Committee: Report was emailed to Commissioners. Commissioner Lawrence stated that a list of potential electronic vehicle charging station sites through out the county was compiled. The obstacle is funding. Each site is estimated to cost \$5,000-\$10,000 depending on the condition of the site. Municipalities that the sites are located in do not object to the charging stations, but they will not fund the charging stations. The Committee has communicated with Congressman Kelly and state officials about the charging stations.

The Committee is planning on doing a small PennDot survey and send it out to all municipalities. After results are compiled, the goal is to schedule a meeting with District 1. Direction will be to complete and return the survey by October 31, 2022. Municipalities will be asked to list 3 transportation issues that require PennDot participation.

Agricultural and Environmental Concerns Committee: Commissioner Wickert reported that the Committee has not met, but they are hoping to meet before November.

Personnel Committee: Commissioner Lawrence reported that the committee had a brief meeting last week to discuss anticipated applications for Planning Commission vacancies.

Planning Initiatives Committee: The Committee has not met.

B. Planning Director's Report –

Administrative Updates

[PLANNING OFFICE RELOCATION]

Beginning September 26, 2022 through noon on October 10, 2022, the Crawford County Planning Office will be relocated to the 3rd Floor of the Donald E. Dillon Center located 18360 Technology Drive due to the closure of the County Courthouse. Due to relocation venue and sharing of office space with other departments, staff is encouraging clients to coordinate a visitation time by calling 814-333-7341 or emailing planning@co.crawford.pa.us to ensure staff can quickly provide services to visitors. Additionally, please be aware that not all information will be accessible to staff; therefore, we may need to address your request upon return to the courthouse.

Community Planning Updates

COUNTY COMPREHENSIVE PLAN UPDATE

Staff are working to prepare materials and collect data in an effort to start the comprehensive plan update in 2023. More discussion on this subject will occur during the Commission's work session.

Community Development Updates

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Crawford County held two public hearings on September 20, 2022 for the FY 2022 CDBG program application. The meetings were located at the Vernon Township municipal building and Towne Square in Titusville. The public comment period will close on Friday September 30, 2022. Citizens can submit comments to the County by phone at (814) 333-7341 or email at planning@co.crawford.pa.us by the deadline. The application is due October 28, 2022.

Additionally, four construction projects were completed since the last planning commission meeting (Roche Park paving project and the Beaver, Richmond, and Steuben Township ADA projects). We've also had pre-construction meetings or start dates for three additional construction projects (phase 1 – Huidekoper Park improvements in Meadville, Rocky Glenn Road bridge replacement, and Diamond Street Park improvements in Titusville).

CRAWFORD COUNTY ACT 13 PROGRAM

Crawford County received notification from PennDOT that an error occurred when calculating the 2022 At-Risk Bridge allocation. The County will receive \$137,460.47 this year, which was a small decrease from the previous figure.

Legislative Updates

NO UPDATE AT THIS TIME]

5. Public Comment:

Shane Shields representing Foundation Solar Partners, who is working with Hayfield Township on a solar project addressed the Commissioners. Discussion was prompted on:

- Wording discrepancies in the Hayfield Township ordinance draft
- Size and terms of the project in Hayfield Township
- How the project was established in Hayfield Township
- Decommissioning the site after use and restoring to a similar condition
- Bonding/ Financial Security for the land owner
- Environmental impacts (wetlands, streams, logging)
- Potential damage caused by wildlife
- Building solar sites in a flood plains and agricultural security areas (ASA)

6. Subdivisions, Land Developments & Zoning Reviews:

A. Zoning Amendment – Hayfield Township (Solar)

Mr. Norwood provided an explanation of the materials (letter addressed to Hayfield Township and series of maps) provided to the Planning Commission. Mr. Gilbertson provided an overview of the proposed Zoning Amendment in Hayfield Township. Mr. Gilbertson highlighted the concern that even though the proposed zoning amendment does take some precautions in terms of environmental protection of natural resources, there were still some environmentally sensitive areas identified that are important to protect and more could be done to protect those areas. Mr. Gilbertson goes on to explain the maps and letter which provide three options of additional precautions. Commissioner Frye moved to accept the Planning Office's commentary and to deliver it to Hayfield Township. Commissioner Sjolander seconded. Motion carried unanimously.

Mr. Norwood explained to the public in attendance the Zoning Amendment Review process.

B. Zoning Amendment – Woodcock Township (Solar)

Mr. Norwood provided an explanation of the materials (letter addressed to Woodcock Township and series of maps) provided to the Planning Commission. Mr. Gilbertson provided an overview of the proposed Zoning Amendment in Woodcock Township. Concerns were similar to Hayfield. Mr. Gilbertson highlighted the concern that even though the proposed zoning amendment does take some precautions in terms of environmental protection of natural resources, there were still some environmentally sensitive areas identified that are important to protect, such as Woodcock Lake and French Creek, and more could be done to protect those areas. Mr. Gilbertson goes on to explain the maps and letter which provide three options of additional precautions. Mr. Gilbertson defined de facto and per se exclusions in relation to the solar ordinance. A conversation was prompted about bonding for decommissioning requirements. Mr. Norwood explained that the state is considering regulating decommissioning requirements and that amendments will have to be updated to reflect those requirements. Commissioner Wickert moved to accept the Planning Office's commentary and to deliver it to Woodcock Township. Commissioner Hillburn seconded. Motion carried unanimously.

C. Zoning Amendment – Woodcock Township (Housing)

Mr. Norwood provided an explanation of the materials (letter addressed to Woodcock Township) provided to the Planning Commission. Mr. Gilbertson provided an overview of the proposed Zoning Amendment in Woodcock Township. Mr. Gilbertson highlighted concerns in terms of considering enforcement, making the amendment more user friendly, and standards of size for attached and non-attached housing units. A discussion was prompted about basement dwellings and reasonable sized dwellings. Commissioner Rock moved to accept the Planning Office's commentary and to deliver it to Woodcock Township. Commissioner Sjolander seconded. Motion carried unanimously.

D. Administrative Subdivision Reviews –

Mr. Norwood provided an overview of administrative reviews completed by the Crawford County Planning Office since the Planning Commission's August 2022 regular meeting. The report includes reviews conducted during September of 2022. Mr. Gilbertson added that he also completed five this morning.

7. Old Business:

A. Discussion – Commission Annual Self-Evaluation –

Mr. Norwood discussed that he still waiting for a couple evaluations and that he'll send out an reminder email.

8. New Business:

A. Presentation/Discussion – County Comprehensive Plan Report Card

Mr. Norwood provided an annual report with graphs to the Commissioners. Due to the lack of technology at the Fairgrounds, the presentation will be on the agenda for next month. Mr. Norwood did give a brief explanation of the annual report and the areas of focus.

A discussion was prompted about the 2023 budget.

Commissioner Sjolander moved to accept the Annual Report and to deliver it to the Crawford County Commissioners. Commissioner Frye seconded. Motion carried unanimously.

B. Discussion – Planning Commissioner Comments –

Commissioner Lawrence – Mentioned that Mr. Norwood was in the Newspaper for maintenance to a section of the trail system. He stated that updates to the Richmond Township building turned out very nice. He also mentioned that there is an architectural dig happening in Richmond Township.

Commissioner Hilburn – Mentioned that work was just completed on the East Branch Trail into Hydetown. New signage was recently put up. A multi-municipal trail study with Titusville and Hydetown is also being undertaken.

9. Adjournment:

Commissioner Lawrence requested a motion for adjournment. Commissioner Frye moved to adjourn the meeting. Commissioner Hilburn seconded. The September 2022 Crawford County Planning Commission Regular Meeting adjourned at 4:20p.m. on Monday, September 26, 2022.

Respectfully submitted,

John Lawrence
Crawford County Planning Commission

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

CRAWFORD COUNTY PLANNING COMMISSION

September Work Session Minutes

Crawford County Fair Grounds (Homeshow Building #1), Meadville, Pennsylvania

Commissioner Lawrence called the Work Session Meeting of the Crawford County Planning Commission (Planning Commission) to order at 4:33 p.m. on Monday, September 26, 2022.

1. Roll Call:

Present –

John Frye
Jessica Hilburn
John Lawrence
Austin Rock
Scott Sjolander
Katie Wickert, Vice-Chair
(All members attended in-person)

Absent –

Maria Dreese, Chair
Ron Mattocks, Secretary
Travis Palmer

2. Project Updates

a. Process Timeline

- Mr. Gilbertson provided and explained a timeline for the Comprehensive Plan. He also explained that now, (September) through the rest of the year, it is important to become educated on what the planning process is, and becoming familiar with the County's Comprehensive Plan to be comfortable informing someone else about what is going on and what is coming up.
- Solicitation for professional services is planned for October. Also planned for later October is a pre-bid Skype Conference for interested consultants. Follow-up question & answers will happen in November.
- A list of Steering Committee member will be presented to the Commissioners in October.
- A discussion about the list of names was had. It was asked if names could be added to the list. Mr. Norwood stated that if any names were to be submitted, it should happen by Wednesday, September 28, 2022 at the latest. It was asked if any of the individuals on the list had been contacted yet. Mr. Norwood explained that the Commission members were to rank the list first then the Planning Office staff would compile those results and then reach out to the individuals based on that ranking to fill 14 spots.
- Another discussion was prompted about the role of the Commission as it relates to the Steering Committee. Mr. Gilbertson referred back to a Venn diagram that was provided to the Commission.

b. Consultant RFP drafted

- Mr. Gilbertson explained the draft and what type of consultant or consultant team is being sought.
- Mr. Norwood explained that the draft will be email out prior to the next meeting so that changes can be made to the RFP to remain on schedule.

- It was asked if there was a reason for a maximum of only twice monthly calls. Mr. Gilbertson explained that it was to set an expectation that the consultant's time would be respected and that weekly or frequent calls would not be required. Mr. Norwood continued with explaining how to be financially strategic with the consultant's time.
 - Mr. Norwood and Mr. Gilbertson expanded on the concept of pre-bid conference which will include a virtual presentation.
 - Any questions/concerns can be submitted via email by the end of the week to either Mr. Norwood or Mr. Gilbertson.
- c. Planning to focus on data development
- Mr. Gilbertson has been working on going through local comprehensive plans and extracting proposals and strategies in each of the communities and putting them into the GIS system.
 - Mr. Gilbertson is also working on other data sets with PennDot including accident data and average daily travel, each for the last 20 years.

3. Comprehensive Planning Training:

a. In Session Resources:

- Mr. Gilbertson stated that one of the important core elements for the typical person is a vision statement. He went one to say that you cannot form exact vision, you cannot form a perfect consensus, but you can work to engage people and approximate consensus to see what people want in their community. There are different components in the comprehensive plan with the vision at the top. The vision is formed through public engagement. Designing an engagement effort in one of the main activities in the planning process to gain an understanding what people want out of the county and their community. A vision usually aims for 25-30 years.
- Under the vision are goals that are more specific than the vision. They tend to be community development objective made relatively specific. They are made in the format of a SMART goal/objective. S-Specific M-Measurable A-Achievable R-Reasonable Timely
- Under goals there are two elements:
 1. Policies – ex. Land use, transportation, access points for developments
 2. Projects – ex. bridges, facilities that need built, transportation
- Counties in Pennsylvania are not direct jurisdiction. The idea is to create an Implementable plan. The Steering Committee is to engage and get buy in to the plan. If the Steering Committee is not comprised of individuals who buy-in to the plan and who can engage the community the plan will not be implementable.
- There are three different frameworks written into the Request for Proposal (RFP); data framework, capacity framework, and a land use planning framework. These will be used to create resources for local communities. Mr. Gilbertson explained and gave examples for each of the frameworks.
- Mr. Norwood added that often times the Action Matrix (“Where to start”) is often missed.
- The vision is primarily being developed from a survey, the public engagement, and through stakeholder engagement. Mr. Norwood explained the vision process more in-depth, stating that the process is very visual. He explained that the Planning Office may make images for the process. He mentioned Chester County even draws images instead of using pictures and then they describe the image - Urban Design Principals.
- Mr. Norwood explained that there will be a random survey mailing. There also might also be an online survey. Mr. Gilbertson elaborated on the two survey options. The suggestion was made that there be an option for those who receive the mailing to complete the survey online.

- Mr. Gilbertson stated that it can be difficult to get people to focus on the future proactively and that they want to offer feedback on issues they are currently encountering or have encountered. He continued that feedback can help identify what are called Key Issues.
- b. Take Home Resource
 - Mr. Gilbertson presented resource materials for developing a comprehensive plan to the Commissioners to take home for continued education.

4. Review of Steering Committee Candidates:

- a. Discussion
 - Any suggestions for the Steering Committee need to be email to Mr. Norwood no later than Wednesday, September 28, 2022. Mr. Norwood stated that the final list would be email out to the Commissioners on Wednesday.
 - A member from the Chamber of Commerce was suggested.
 - Mr. Gilbertson explained that the Planning Commission is to rank the list of potential Steering Committee members. Mr. Norwood continued that the Commissioners should rank the list the best they can even if the Commissioners don't know the individuals on the list.
 - Once the list is ranked, the Planning Office staff will reach out to the top to establish fourteen interested individuals. The Planning Commission will vote on the final fourteen at the November meeting. The Board of Commissioners will take action on the list, appointing the individuals to the Steering Committee at the December meeting.

5. Review of Draft RFP for Planning Consultant:

- a. Discussion – Draft to emailed out to the Commissioners on Friday, September 30, 2022.

6. Public Comment:

7. Adjournment:

Commissioner Lawrence requested a motion for adjournment. Commissioner Frye moved to adjourn the meeting. Commissioner Rock seconded. The Monday, September 26, 2022 Crawford County Planning Commission Work Session adjourned at 5:45p.m.

Respectfully submitted,

John Lawrence
Crawford County Planning Commission

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

Administrative Updates

FY 2023 BUDGET

The Planning Office has submitted its fiscal year 2023 budget to the Board of Commissioners for approval. This year's proposed budget includes the filling the vacant assistant director of community development position, hosting a Planning 101 training and community grant writing workshop, as well as holding a community planning and development forum (i.e. annual dinner). A request has been made to attend multiple conferences or workshops and cover the cost of additional technology for staff.

Community Planning Updates

COUNTY COMPREHENSIVE PLAN UPDATE

Staff publicly released the comprehensive plan website for the 2024 update. To visit the site, click on <https://2024-county-comprehensive-plan-crawfordcountypa.hub.arcgis.com/>. Additionally, staff released the Request for Proposals, which is available online, and have schedule the pre-bid conference call scheduled for October 25, 2022 from 10am to noon. Commission members are encouraged to join should they be available. Members can join virtually or by phone:

[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by phone

+1 (844) 613-0178 ,626805# (US)

Conference ID: 626805

Community Development Updates

SR 6 (FRENCH CREEK BYPASS) TRAIL PROJECT

Crawford County is in discussions with PennDOT District 1 and the French Creek Recreational Trails (FCRT) to establish a walking and biking trail along State Route 6 (French Creek Bypass) as part of the road diet project scheduled for FY 2023/2024.

ARC POWER GRANT

Within the past month the Brady Tunnel section of the ARC Power Grant has begun construction. Crawford County has limited participation with this project and is merely assisting with financial drawdowns as well as programmatic compliance.

CONNEAUT LAKE ARC GRANT APPLICATION

Crawford County withdrew the ARC grant application for Phase III Conneaut Lake Revitalization. The project required review and revision to comply with the federal program as well as securing additional funding for project components.

CDBG APPLICATION + PROJECTS

Since the October meeting, the following activities have taken place on CDBG funded projects:

- Diamond Street Park in Titusville (construction began)
- Ed Myer Complex Improvements in Titusville (scoping and engineering began)
- Rocky Glenn Road in West Fallowfield (construction began)
- 1st Street Sewer Extension Project in North Shenango (State authorized project)
- Meadville Market House Historic Preservation Study (RFP released and closed)

Legislative Updates

NO UPDATE AT THIS TIME



CRAWFORD COUNTY PLANNING OFFICE

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

October 24, 2022

Board of Township Supervisors
Cussewago Township
23748 N. Mosiertown Road
Saegertown, PA 16433

RE: Crawford County Planning Review of the Proposed Amendment from Cussewago Township to Amend Certain Provisions of the Cussewago Township Zoning Ordinance

Dear Supervisors,

The Crawford County Planning Commission has received the proposed zoning ordinance amendment to amend certain provisions of the Cussewago Township Zoning Ordinance at its regularly scheduled meeting on October 24, 2022, and offers the following recommendations. These recommendations are provided pursuant to Section 609(e) of the Pennsylvania Municipalities Planning Code (MPC) (53 P.S. 10609(e)). These recommendations are nonbinding and are intended to uncover potential errors, inconsistency with adopted comprehensive plans, matters of concern, and to provide suggestions for improvement.

Overall Concerns:

The proposed provisions under section 310.3, as presently written, might be open to challenge as a content-based approach to the regulation of signage whereby a sign is regulated based upon the nature of its content. An alternative approach to this provision might be to write, "all temporary use signs not permanently affixed to a structure, building, or the ground shall not exceed 32 square feet in content area." The County Planning Agency recommends that this provision, though reasonable in its overall intention, should be revised to avoid any appearance of imposing regulations on a sign based off its content or purpose.

Proposed provisions 318.1 and 318.3 may overly restrict short-term rental uses. Limiting short-term rentals to an accessory use to a single-family home appears to prohibit a short-term rental house from standing separately as its own principle use on a lot. Additionally, requiring the owner or manager of the short-term rental to occupy the dwelling for at least 150 days of out of a calendar year may be overly restrictive and difficult to enforce. The County Planning Agency recommends that Township exercise further caution before considering these provisions as currently proposed.

Other Comments:

PENDING REVIEW BY THE CRAWFORD COUNTY PLANNING COMMISSION ON 10.24.2022



The proposed provision under 302.1 (c) might have a typo. It appears that the text may intend to read “Table 302 below” rather than “Table 301 below” as it currently states. However, it may rather be the case that the numbering scheme for the proposed table is incorrect (intended as 301 rather than 302).

The proposed provision under 303.6 concerning condition b that presently reads “if the restored building or use covers no greater area and contains no greater cubic content” may benefit from re-wording such that the phrase “cubic content” is replaced with the term “bulk.” Although the intent of the propose provision can be understood as presently written, the term “bulk” is consistent with language used in the Pennsylvania Municipalities Planning Code whereas the term “cubic content” is not used.

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

Thank you,



Thomas Gilbertson
Assistant Planning Director for Community Planning

CUSSEWAGO TOWNSHIP
CRAWFORD COUNTY, PENNSYLVANIA

ORDINANCE NO. 2022 - _____

**AN ORDINANCE TO AMEND CERTAIN PROVISIONS OF THE
CUSSEWAGO TOWNSHIP ZONING ORDINANCE**

Whereas, the Board of Supervisors of Cussewago Township has determined that certain provisions of the Township's Zoning Ordinance should be amended to clarify and modify various restrictions included in the current ordinance; to add or modify certain regulations for certain uses such as short term rentals, accessory uses and structures, non-conforming uses; and to add provisions for allowing uses not otherwise permitted, in the Agricultural Zoning District.

Now, Therefore, be it Ordained and Enacted by the Board of Supervisors of Cussewago Township, Crawford County, Pennsylvania, and it is hereby enacted and ordained by and with the authority thereof as follows:

Section 1. Amendment of Section 302.1 of the Cussewago Township Zoning Ordinance. Section 302.1 of Section 302, entitled “Lot and Yard Requirements”, of Article 3 entitled “General Regulations” of the Cussewago Township Zoning Ordinance, Ordinance No. 2014-1, adopted May 6, 2014, is hereby amended to read as follows:

302.1 All structures, whether attached to the principal structure or not, and whether open or enclosed, including porches, carports, balconies, or platforms above normal grade level, shall not project into any minimum front, side or rear yard. However, the following specified structural projections and obstructions shall be allowed:

- (a) A fence no higher than eight feet is permitted in a side and rear yard. A fence is permitted in the front yard provided it is no higher than four feet and does not interfere with the line of sight for vehicular traffic on adjoining roads. A retaining wall may be constructed in any yard as necessary to stabilize a natural earthen embankment and for that purpose only.
- (b) Flag Poles – not less than 3 feet from any lot line
- (c) Small garden sheds, storage sheds and similar structures may be permitted in yard areas in accord with Table 301 below. Accessory structures greater than 1,000 square feet gross floor area must meet setbacks for principal structures.

Table 302

Setback Requirements for Accessory Buildings	Accessory Structure of 0-144 Square Feet Gross Floor Area	Accessory Structure of 145-1,000 Square Feet Gross Floor Area
Side Yard Requirements	5 Feet	15 Feet
Rear Yard Requirement	3 Feet	10 Feet

- (d) No accessory structure of 1,000 square feet in gross floor area or less, shall exceed a height of 12 feet at its highest point.

Section 2. Amendment of Section 303 of the Cussewago Township Zoning Ordinance. Section 303 entitled “Non-Conforming Uses”, of Article 3 entitled “General Regulations”, of the Cussewago Township Zoning Ordinance, Ordinance No. 2014-1, adopted May 6, 2014, is hereby amended as follows. Subsections 303.5 and 303.6 are amended to read as set forth below; Section 303.7 remains unchanged; and Section 303.8 and 303.9 are added as set forth below.

303.5 A non-conforming use of a building or land may be changed to a use of an equal or more restricted classification but not to a use of less restricted classification upon approval by the zoning hearing board by special exception.

303.6 Any nonconforming building or use which has been damaged or destroyed by fire, casualty, deterioration resulting from age and wear, or similar cause may be reconstructed and used as before, if (a) applicable permits have been issued and reconstruction begins within 12 months of the date the damage or destruction occurred; (b) if the restored building or use covers no greater area and contains no greater cubic content; and (c) if the restored building or use poses no health or safety threat or hazard.

303.7 In the event that any non-conforming use, conducted in a structure or on the land, ceases or is abandoned, for whatever reason, for the period of one year, such non-conforming use shall not be resumed.

303.8 A building which is located within a front setback area may be enlarged by up to 50 percent of its square footage existing as of the date of enactment of this provision. However, no enlargement may encroach closer to a public right-of-way than the existing structure or interfere with lines of sight for motor vehicle traffic, and all side and rear setbacks shall be observed. Said square footage may be composed of a single floor or multiple floors.

303.9_ Requirements for side yards and rear yards for lots of record which lack required lot width and/or required lot area may be reduced. The side yards taken together may not be less than 20 percent of the lot width measured in feet, and in any event shall be no less than 10 feet each. The rear yard may be not less than 20 percent of the lot depth measured in feet, and in any event shall be no less than 10 feet.

Section 3. Amendment of Section 310.3 of the Cussewago Township Zoning Ordinance. Section 310.3 of Section 310, entitled “Signs”, of Article 3 entitled “General Regulations”, of the Cussewago Township Zoning Ordinance, Ordinance No. 2014-1, adopted May 6, 2014, is hereby amended to read as follows:

310.3 A temporary real estate or construction sign up to 32 square feet in size is permitted on the property being sold, leased or developed. Such sign shall be removed promptly when the activity has ceased.

Section 4. Amendment of Article 3 of the Cussewago Township Zoning Ordinance. Article 3 of the Cussewago Township Zoning Ordinance, Ordinance No. 2014-1, adopted May 6, 2014, entitled “General Regulations”, is hereby amended by adding a new Section 318 to read as follows:

318 SHORT TERM RENTAL The Cussewago Township Zoning Hearing Board may authorize, Short Term Rental uses as a Special Exception in all Zoning Districts, subject to applicable requirements for Special Exceptions and the following requirements:

318.1 The use shall be accessory to a single-family dwelling identified as the principal use of the lot.

318.2 Occupancy of buildings other than the dwelling is prohibited.

318.3 The dwelling must be the permanent address of the owner or manager and the owner or manager must occupy the dwelling for at least **150** days of a calendar year.

318.4 All activity at the short-term rental shall be subject to enforcement of the township’s noise, nuisance, and property maintenance related ordinances including but not limited to Performance Standards and Property Maintenance.

318.5 Any noise or activity caused by the house guests that disturbs the neighboring dwellings shall not be permitted, and if the house guest(s) is convicted for any disturbance(s) of the peace, the house owner or lessee shall not be permitted to continue to offer short term rentals.

318.6 Rented/guest occupancy of the dwelling shall not exceed two persons per bedroom and gatherings on the premises shall not exceed 30 individuals at one time.

318.7 The short-term rental shall provide one off-street parking space per bedroom available for rental.

Section 5. Amendment of Section 702 of the Cussewago Township Zoning Ordinance. Section 702 entitled “Meaning of Words” of Article 7 entitled “Definitions”, of the Cussewago Township Zoning Ordinance, Ordinance No. 2014-1, adopted May 6, 2014, is hereby amended by adding the following definition:

“Short-term rental” shall mean an accessory use of a dwelling that is the principal residence of the owner or manager which is offered for rent for periods of less than 30 consecutive days while the owner is not present. Such uses for the purposes of this ordinance shall include “Bed and Breakfast” and “Air B-N-B” and similar transient housing options, as defined, but shall not include a Boarding or Lodging House, a Halfway House or Rehabilitation Center or Home, a Hotel or Motel, or Rooming House, all as defined in this Ordinance.

Section 6. Amendment of Article 2 of the Cussewago Township Zoning Ordinance. Article 2 of the Cussewago Township Zoning Ordinance, Ordinance No. 2014-1, adopted May 6, 2014, entitled “District Regulations” is hereby amended by amending the list of uses permitted in the Agriculture (A-1) Zoning District to read as follows. Note no changes are made to the subsections entitled “Location Requirements” and “Bulk Requirements”.

(A-1) AGRICULTURAL

Permitted Uses:

- Agriculture & Agricultural Services
- Open Land Recreation
- Parks
- Schools
- Churches and Places of Worship
- Single-Family Dwelling
- Cemeteries
- Greenhouses, Landscaping & Nurseries
- Home Occupations
- Oil & Gas Production
- Professional Offices
- Veterinary Services
- Essential Services
- Family & Group Daycare Services
- Bed and Breakfast
- Accessory Uses

Conditional Uses:

- Planned Residential Development
- Two Family Dwelling

Non-Profit Clubs and Lodges
Public Buildings
Public Utility Structures
Child Care Centers
Supply and Construction Yards
Repair & Service Businesses

Special Exception Uses:

Medical or Dental Clinic
Private Airport
Mobile Home Parks
Rest & Nursing Homes
Halfway House/Rehabilitation Center/Homes
Section 305 Accessory Uses
Wind Energy Systems subject to Section 309 and 308 requirements
Communications Towers subject to Sections 306, 307, & 308 requirements.
Principal Solar Energy Systems subject to Section 318 requirements.

Section 7. Amendment of Article 2 of the Cussewago Township Zoning Ordinance.

Article 2 of the Cussewago Township Zoning Ordinance, Ordinance No. 2014-1, adopted May 6, 2014, entitled “District Regulations” is hereby amended by adding a new Section 202 to read as follows:

202 OTHER USES. In the Agricultural District, any use not specifically listed as a permitted use in any other zoning district and not specifically excluded from these districts may be permitted by conditional use if the proposed use meets the following requirements:

202.1 The proposed use, if granted a conditional use, would:

- (a) Be consistent with the comprehensive plan of the Township;
- (b) Be consistent with the adjoining and surrounding zoning and uses;
- (c) Be consistent with the scale and density of neighboring uses and structures;
- (d) Comply with all applicable yard, setback, and signage regulations for the districts;
- (e) Comply with parking and loading/unloading standards for related uses specified in this code.

202.2 The proposed use, if granted a conditional use, would not:

- (a) Substantially increase traffic congestion, create traffic safety hazards or endanger the safety of persons or property by improper location or design of facilities for ingress or egress;
- (b) Change the basic functional characteristics of the streets and lands on which it is located, as identified by the Township comprehensive plan;
- (c) Increase the danger of fire or otherwise involve activities or processes which would tend to endanger the public health or safety;
- (d) Overcrowd the land or create an undue concentration of population or structures;
- (e) Impair an adequate supply of light and air to adjacent property;
- (f) Create storm water hazards or drainage problems;
- (g) Create vibrations, glare, heat, electrical disturbance, smoke, odor or noise which would jeopardize the integrity of pre-existing uses in the immediate vicinity;
- (h) Unduly burden water, sewer, school, park or other facilities;
- (i) Be detrimental to or adversely affect the reasonable use of adjacent property;
- (j) Otherwise adversely affect the public health, safety, morals or general welfare;
- (k) Unreasonably interfere with pre-existing or planned residential, historic or economic development.

Section 8. Remainder of Zoning Ordinance Unchanged. All other provisions of the Cussewago Township Zoning Ordinance, as amended, shall remain in full force and effect except as modified by these amendments.

Section 9. Repealer. All ordinances and parts of ordinances inconsistent herewith are hereby repealed.

Section 10. Severability. Should any section, part or provision of this Ordinance be declared by appropriate authority to be unlawful or unconstitutional, all other terms, conditions, provisions and parts hereof, and of any Code of which this Ordinance may be or may be considered to be part, shall continue in full force and effect as if the provision declared to be unlawful or unconstitutional had been omitted as of the date of final enactment hereof.

Section 11. Effective Date. This Ordinance shall become effective five (5) days after enactment.

ORDAINED AND ENACTED into law by the Board of Supervisors of
Cussewago Township this _____ day of _____,
2022.

Cussewago Township Board of Supervisors

By: _____
Chairman

By: _____
Supervisor

By: _____
Supervisor

Attest:



CRAWFORD COUNTY PLANNING OFFICE

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

October 24, 2022

Council of the Borough of Conneautville
Conneautville Borough
P.O. Box 288
Conneautville, PA 16406

RE: Crawford County Planning Review of the Proposed Amendment from Conneautville Borough to Amend the Conneautville Borough Zoning Ordinance

Dear Council Members,

The Crawford County Planning Commission has received the proposed zoning ordinance amendment to amend the Conneautville Borough Zoning Ordinance at its regularly scheduled meeting on October 24, 2022, and offers the following recommendations. These recommendations are provided pursuant to Section 609(e) of the Pennsylvania Municipalities Planning Code (MPC) (53 P.S. 10609(e)). These recommendations are nonbinding and are intended to uncover potential errors, inconsistency with adopted comprehensive plans, matters of concern, and to provide suggestions for improvement.

Overall Concerns:

One of the stated purposes of this proposed amendment is to "...incorporate certain provisions consistent with the [Pennsylvania] Municipalities Planning Code." Our agency finds that some elements of the proposed definition for "Manufactured Home" impose a definition upon the idea of a "mobile home" that is inconsistent with the MPC. The MPC defines mobile home as "a transportable, single family dwelling intended for permanent occupancy, contained in one unit, or in two or more units designed to be joined into one integral unit capable of again being separated for repeated towing, which arrives at a site complete and ready for occupancy except for minor and incidental unpacking and assembly operations, and constructed so that it may be used without a permanent foundation." The last sentence of the proposed definition for Manufactured Home under Section 201 reads, "In this ordinance the term manufactured home has the same meaning as the term mobile home." If the Borough wishes to define a manufactured home as synonymous mobile home, then our agency recommends that the MPC's definition for mobile home be used instead of the current proposal. Conversely, if the Borough wishes to define manufactured homes separately from mobile homes, then our agency recommends using the MPC's definition for mobile home along with a separate definition for manufactured / modular construction home.

Much of our earlier concern stems from the components of the proposed definition that read, "Such structures may be used for occupancy as a dwelling, office or place of assembly where Manufactured Homes are expressly allowed under this ordinance. The term does not include park trailers, travel trailers, recreational and other similar vehicles. In this ordinance the term manufactured home has the same meaning as the term mobile home." Our agency feels that these elements not only convolute the

PENDING REVIEW BY THE CRAWFORD COUNTY PLANNING COMMISSION ON 10.24.2022



definition but may also give an applicant the undue assumption that their manufactured home can be used for a particular activity when, in fact, the zoning district in which their proposal is located may not allow for such a use of land. Our agency recommends that the removal of these elements from the proposed definition would result in a suitable definition for the ordinance.

Other Comments:

The Crawford County Planning Agency appreciates Conneautville Borough's effort to update its zoning ordinance, originally adopted in 1977 and since amended, to better align with the prescriptions of the Pennsylvania Municipalities Planning Code. Additionally, some of the proposed amendments will support efforts to encourage quality housing standards within the borough.

Additionally, we recognize that Conneautville Borough may soon consider its updated comprehensive plan in conjunction with Springboro and Linesville boroughs. The Crawford County Planning Agency looks forward to supporting all three boroughs with the implementation of that plan's proposals.

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

Thank you,



Thomas Gilbertson
Assistant Planning Director for Community Planning

CONNEAUTVILLE BOROUGH

Crawford County, Pennsylvania

Ordinance No. 2022 – ____

AN ORDINANCE OF THE BOROUGH OF CONNEAUTVILLE TO AMEND THE ZONING ORDINANCE ADOPTED JULY 1977, AS AMENDED

WHEREAS, the Borough Council of the Borough of Conneautville adopted a Zoning Ordinance in 1977, which has been amended, and Council for the Borough has determined that certain additional amendments should be made to clarify various provisions and to incorporate certain provisions consistent with the Municipalities Planning Code.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Borough Council of Conneautville Borough, Crawford County, Pennsylvania, and it is hereby enacted and ordained by and with the authority of same as follows:

Section 1. Amendment to Section 201 and Definitions of Manufactured Home. Section 201, entitled “Meaning of Words” of Article II entitled “Definitions” of the Conneautville Borough Zoning Ordinance, as adopted in July 1977, and as thereafter amended, is hereby amended as follows.

The definition of “Manufactured Home” as found in Section 201 of the Zoning Ordinance is hereby amended to read as follows:

Manufactured Home: A transportable structure(s) manufactured off site, constructed on a permanent chassis, built to the Manufactured Home Construction and Safety Standards (HUD Code), bearing a certification label on the exterior of each transportable section, which is transported to the site in one or more sections, which arrives at a site complete and ready for occupancy except for minor and incidental unpacking and assembly operations, and which is constructed so that it may be used with or without a permanent foundation. Such structures may be used for occupancy as a dwelling, office or place of assembly where Manufactured Homes are expressly allowed under this ordinance. The term does not include park trailers, travel trailers, recreational and other similar vehicles. In this ordinance the term manufactured home has the same meaning as the term mobile home.

Section 2. Amendment to Section 105 and Community Objectives. Section 105, entitled “Community Development Objectives” of Article I of the Conneautville Borough Zoning Ordinance, as adopted in July 1977, and as thereafter amended, is hereby amended as follows.

Section 105.15 is amended to read as follows:

To encourage the revitalization of the high density residential zoning district and the adjoining commercial districts, and reduce the influence of deteriorated housing stock by restricting residential housing to permanent housing of the same character and endurance as the historic housing in this district.

Section 3. Amendment to Section 802 and General Regulations. Section 802, entitled “General Regulations” of Article VIII of the Conneautville Borough Zoning Ordinance, as adopted in July 1977, and as thereafter amended, is hereby amended as follows.

There is hereby added a new section 802.12 which shall read as follows:

802.12 Recreational and Temporary Housing Units. Vehicles, trailers, and similar structures and devices including but not limited to park trailers, travel trailers, recreational vehicles, camper trailers, sheds shall not be permitted to be used for permanent living quarters or dwellings

Section 4. New Sections 308 through 314 Related to Administration and Enforcement of the Zoning Ordinance are Added. Sections 308 through 311 of the Conneautville Borough Zoning Ordinance, adopted in July 1977, and as thereafter amended, are hereby deleted, and new Sections 308 through 314 are hereby added to the Conneautville Borough Zoning Ordinance and shall read as follows.

308. VIOLATIONS: No land shall be used, developed or occupied, and no building or structure shall be constructed, erected, altered, used or occupied, except in conformity with the regulations established for the district in which such land, building or structure is located, in conformity with permits issued under this Ordinance and in conformity with the requirements of this Ordinance.

309. COMPLAINTS REGARDING VIOLATIONS: Whenever a violation of this Ordinance occurs, or is alleged to have occurred, any person may file a written complaint with the Zoning Officer stating fully the cause and basis for the complaint. The Zoning Officer shall investigate and take action as appropriate.

310. ENFORCEMENT NOTICE: When it appears that a violation has occurred, the Zoning Officer shall send an enforcement notice. The enforcement notice shall be sent to the owner of record of the parcel on which the violation has occurred, to any person who has filed a written request to receive enforcement notices regarding the parcel, and to any other person requested, in writing by the owner of record. The enforcement notice shall state the following:

- a. The name of the owner of record and any other person against whom the Borough needs to take action.
- b. The location of the property in violation.
- c. The specific violation with a description of the requirements which have not been met, citing in each instance the applicable provisions of this Ordinance.
- d. The date before which the steps for compliance must be commenced and the date before which the steps must be completed.
- e. That the recipient of the notice has the right to appeal to the Zoning Hearing Board within a prescribed period of time in accordance with procedures set forth in this Ordinance.

That failure to comply within the time specified, unless extended by appeal to the Zoning Hearing Board, constitutes a violation, with possible sanctions clearly described.

311. ENFORCEMENT: If the violation has not been corrected and if no appeal is taken from the enforcement notice within 30 days, then the Zoning Officer as authorized by Borough Council may seek any remedy provided by the Pennsylvania Municipalities Planning Code or amendment thereto, or otherwise permitted by law including a civil enforcement proceeding before the District Magistrate to obtain a civil penalty as provided in Section 407 below.

312. CIVIL PENALTY: Any person, partnership or corporation who or which has violated or permitted the violation of this Zoning Ordinance shall, upon being found liable therefore in a civil enforcement proceeding commenced by the Borough, pay a judgment of not more than \$500.00 plus all court costs, including reasonable attorneys' fees incurred by the Borough as a result thereof. No judgment shall commence or be imposed, levied or payable until the date of the determination of a violation by the District Magistrate. If the defendant neither pays nor timely appeals the judgment, the Borough may enforce the judgment pursuant to the applicable rules of civil procedure. Each day that a violation continues shall constitute a separate violation, unless the District Magistrate, determining that there has been a violation, further determines that there was a good faith basis for the person, partnership or corporation violating this Ordinance to have believed that there was no such violation, in which event there shall be deemed to have been only one such violation until the 5th day following the date of the determination of a violation, each day thereafter a violation continues shall constitute a separate violation. All judgments, costs, and reasonable attorneys' fees collected for the violation of the

zoning ordinance shall be paid over to the Borough. Nothing contained in this section shall be construed or interpreted to grant any person or entity other than the Borough and its Zoning Officer the right to commence any action for enforcement pursuant to this section.

313. ENFORCEMENT REMEDIES: In case any building, structure or land is, or is proposed to be, erected, constructed, reconstructed, altered, converted, maintained or used in violation of this Ordinance, the Borough in addition to other remedies, may institute in the name of the Borough any appropriate action or proceeding to prevent, restrain, correct or abate such building, structure or land, or to prevent, in or about such premises, any act, conduct, business or use constituting a violation.

314. FEES: The Borough shall establish by Resolution a schedule of fees for zoning permits, certificates, appeals, amendments and other matters pertaining to the administration of this Ordinance. Until all applicable fees, charges, and expenses have been paid no action shall be taken on any application or appeal.

Section 5. Severability. Should any section, part or provision of this Ordinance or Property Maintenance Code be declared by appropriate authority to be unlawful or unconstitutional, all other terms, conditions, provisions and parts hereof, and of any code of which this Ordinance may be considered to be a part, shall continue in full force and effect as if the provision declared to be unlawful or unconstitutional had been omitted as of the date of final enactment hereof.

Section 6. Repealer. All ordinances and codes and parts of ordinances and codes inconsistent herewith are hereby repealed.

Section 7. Effective Date. The provisions of this Ordinance shall become effective on the date and in the manner provided under the Pennsylvania Borough Code.

ORDAINED AND ENACTED this ____ day of _____, 2022 by the
Borough Council of the Borough of Conneautville.

CONNEAUTVILLE BOROUGH

By: _____
Council President/Vice President

ATTEST:

Secretary

[SEAL]

APPROVED this ____ day of _____, 2022.

By: _____
Mayor

OCTOBER 2022 ADMINISTRATIVE REVIEWS

<u>Name</u>	<u>Municipality</u>	<u>New Lots</u>	<u>Intake</u>	<u>Comments:</u>
Subdivision / Replot of Lands for Trumbull County Hardwoods, LLC	Greenwood Township	5	Ann Knott	The creation of four lots straddling Atlantic Road due west of the intersection with Pine Road in Greenwood Township. The four new lots include: A - 52.99 acres; B - 14.02 acres; C - .5 acres; and D - .5 acres and will be used for residential activities. A residual lot of 114.66 acres will remain.
Subdivision Survey Lands of Jeffrey S. & Katara L. Peters	Cussewago Township	1	Ann Knott	The creation of an 11.00-acre parcel ("A") on North Mosiertown Road just south of the W Road intersection for residential purposes. A 93-acre residual parcel will be created with no structures and frontage along Grange Center Road.
Lot Consolidation Replot Drew & Kathleen Spencer Lots 63-66 of Westford Estates	South Shenango Township	-3	Ann Knott	The consolidation of four lots into a single lot off Overlook Drive feeding off Collins Road in the Westford Estates subdivision of South Shenango Township. The newly consolidated lot will contain two existing residential homes as well as two garage structures.
Subdivision of Lands and Consolidation of Lots for Scott Kennedy & Tim Brooks	City of Titusville	-1	Ann Knott	The subdivision of a lot to create an intermediate lot that will be immediately consolidated with Tax ID 5600-000-A-1-23B to form a .135 "Parcel A." The new property will exist at 118 E. Cherry Street and currently hosts a medical services office.
Hall-Breckenridge Subdivision	Vernon Township	0	Zach Norwood	A land swap subdivision with consolidation located off the eastern side of the intersection of Williams Road and North Watson Run Road in Vernon Township. Each property owner has created an intermediate (likely substandard) lot for the purpose of immediate consolidation with their existing property.
Subdivision of Lands for Carl E. & Mary Kathleen Dewoody	Cussewago Township	1	Zach Norwood	The creation of a large, 23.52-acre lot of wooded land immediately west of Mosiertown Road in Cussewago Township.
Final Plat for Andrew S. Kosturick Subdivision 2022-1	Sadsbury Township	6	Ann Knott	The subdivision of a large, 106.462-acre, property into a total of seven lots located immediate off State Highway 285 due west of Greiser Road (T-400).

From: [Jennifer Burden](#)
To: [Zachary Norwood](#)
Subject: Support Letter Request for ORA's DCNR Grant Application
Date: Monday, October 17, 2022 1:07:35 PM
Attachments: [Support Letter Request.docx](#)
[Letter of Support Template for ORNHA DCNR Grant Application Fall 2022.docx](#)

!!!This email was sent from outside of the Crawford County E-mail System!!!

Hello Zach,

I am writing to ask you on behalf of the Crawford County Planning Commission for a letter of support for ORA's application to PA DCNR's C2P2 Partnership grant funding. This is a special funding round offered this fall by PA DCNR. For this round, we are pursuing funding for two projects - a Wayfinding Signage Plan and the implementation of rain and native pollinator gardens on properties leased or owned by the ORA. **The Wayfinding Signage project may be of particular interest to the Commission since the Oil Region would benefit from updated/new signage in the region to direct visitors to our unique points of interest.**

The official request letter and a support letter template are attached for further information. **I would like to have your letter of support emailed to me by Monday, October 24** for sufficient time to complete the grant application.

If you have any questions, please let me know.

Sincerely,
Jenn

Jenn Burden
Heritage Program Manager
Oil Region Alliance of Business, Industry & Tourism
217 Elm Street
Oil City, PA 16301-1412
(814) 677-3152, ext. 116
(814) 677-5206 Fax





CRAWFORD COUNTY PLANNING COMMISSION

Maria Anderson Dreese, Chair

903 Diamond Park

Meadville, PA 16335

Phone: 814-333-7341

Email: Planning@co.crawford.pa.us

Jenn Burden, Heritage Program Manager
Oil Region Alliance of Business, Industry and Tourism
217 Elm Street
Oil City, PA 16301

October 20, 2022

Re: Letter of Support for "Oil Region National Heritage Area Partnership Grant" Application to DCNR

Dear Ms. Burden,

On behalf of Crawford County Planning I am pleased to provide this letter of support for your application to the Department of Conservation and Natural Resources (DCNR) fall round of their Community Conservation Partnerships Program (C2P2) for the Oil Region National Heritage Area Partnership Grant.

Your efforts to develop a wayfinding signage plan and installation of rain and native pollinator gardens help to further the regional goals set forth by the Northwest Greenways Plan, which ultimately aligns with Crawford County's 2014 comprehensive plan – Cultivating Crawford, Growing a Community. Establishment of a wayfinding signage system would create a consistent branding for the Oil Region, which directly implements our efforts to establish branding for attracting tourism to Crawford County.

At our regular meeting on October 25, 2022, the Crawford County Planning Commission voted to forward this letter and strongly encourage the grant reviewers at DCNR to consider fully funding your application. Please include this letter of support in your application to the commonwealth. We believe if funded these projects would positively impact outdoor recreation, education, tourism, and cooperation among public and private partners in the Oil Region for years to come.

Sincerely,

Maria Dreese
Chair

Cc: Crawford County Board of Commissioners