

AGENDA

CRAWFORD COUNTY PLANNING COMMISSION

Crawford County Public Safety Building (632 Pine Street – Meadville)
November 21, 2022

- 1. Roll Call**
- 2. Action on October 2022 Regular Meeting Minutes**
- 3. Action on October 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. Administrative Subdivision Reviews
- 8. Old Business:**
 - a. Discussion/ Action - 2024 Comprehensive Plan Steering Committee
 - b. Discussion/ Action – Conneaut Valley Multi-municipal Comprehensive Plan
- 9. New Business:**
 - a. Discussion/Action – Recommendation of 2022 CCPC Appointments
 - b. Discussion – 2023 Planning Commission Officers
 - 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

August 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 3:02 p.m. on October 24, 2022.

1. Roll Call:

Present –

Maria Dreese, Chair
Jessica Hilburn
John Lawrence
Ron Mattocks, Secretary
Travis Palmer
Austin Rock
Scott Sjolander
Katie Wickert, Vice-Chair
(All members attended in-person)

Absent –

John Frye

Other Attendees –

N/A

2. Action on the September 2022 Meeting Minutes:

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

- Discussion

- o At the bottom of page 3 of the September Regular Meeting Minutes Commissioner Hilburn's name is spelled wrong.

3. Action on the September 2022 Work Session Minutes:

Commissioner Wickert requested a motion to approve the September 2022 Regular Meeting minutes. Commissioner Hilburn moved to adopt the minutes. Commissioner Palmer seconded. Motion carried unanimously.

4. Communications:

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

- Three newsletters that were passed around.
- French Creek Valley Conservancy requested a letter of support for a DCNR Grant. In packet.
- Letter regarding additional staffing in the Planning Office. In Packet.
- Letter from Springboro regarding the MPC required Comp Plan review process. The staff will not make comments as staff helped with the plan. Comments will be left up to the Planning Commission.

- A request from Foundation for Sustainable Forest in Spartansburg for a letter of support. They are also applying for a DCNR grant.

5. Reports:

A. Standing Committees –

Transportation Committee:

Have not met, but will meet soon.

Agricultural and Environmental Concerns Committee:

Have not met, but will meet soon

Personnel Committee:

Had a brief meeting before September meeting. The notice has gone out for Planning Commission members. There is about another week to accept applications for open positions.

Planning Initiatives Committee:

Have not met. Contingent on Work Session.

B. Planning Director's Report –

[ADMINISTRATIVE UPDATES

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)
- 1 St Street Sewer Extension Project in North Shenango (State authorized project)
- Meadville Market House Historic Preservation Study (RFP released and closed)

LEGISLATIVE UPDATES

NO ITEMS AT THIS TIME]

5. Public Comment:

None.

6. Subdivisions, Land Developments & Zoning Reviews:

Administrative Subdivision Reviews –

- a. Zoning Amendment – Cussewago Township (General Amendment)
 - Mr. Gilbertson explained that there were two overall concerns. One was in terms of signage which could lead to complications and conflict of 1st Amendment Freedoms. Second concern that it could be burdensome to enforce and regulate short term rental properties. Commissioner Wicket requested a motion to refer comments to Cussewago Township. Commissioner Lawrence moved. Commissioner Mattocks seconded. Motion carried unanimously.
- b. Zoning Amendment – Conneautville Borough Township (General Amendment)
 - Mr. Gilbertson explained that the main broad concern was their definition of manufactured home and mobile home. There were some elements that were not consistent with the MPC. Mr. Norwood explained that the definitions in the MPC supersede local definitions. Commissioner Wicket requested a motion to refer comments to Conneautville Township. Commissioner Rock moved. Commissioner Sjolander seconded. Motion carried unanimously.
 - A discussion was had about the status of Conneaut Valley Borough's multi-municipal Comprehensive Plan. The review period is still pending.
- c. Administrative Subdivision Reviews
 - Mr. Norwood provided an overview of the submitted Subdivision Reviews.

7. Old Business:

- a. Discussion – Commission Annual Self-Evaluation
 - Mr. Norwood provided an overview of the of the annual self-evaluation. He pointed out concerns that were identified. Overall, the tone of the assessment was positive.
 - Effective communication between Commission members was an item of concern.
 - Work Sessions have already been established.
 - The evaluation results are available on Monday.com for review.

8. New Business:

- a. Discussion/Action – Oil Region Alliance Letter of Support Request
 - Mr. Norwood explained that ORA asked for a letter of support for a DCNR grant for two projects; a Wayfinding Signage project and a stormwater rain garden. The Wayfinding Signage would benefit Crawford County. Mr. Norwood provided a drafted letter. Commissioner Wicket requested a motion to approve the letter of support. Commissioner Hilburn motioned. Commissioner Mattocks seconded. Motion carried unanimously.
 - Discussion: The date of the Regular Commission meeting is wrong is needs changed.
- b. Presentation/Discussion – Comprehensive Plan Report Card
 - Mr. Norwood explained the report, detailing the items in the Comprehensive Plan that were completed and those that are completed. Some items are unattainable. Mr. Norwood provided an example. The report is available on Monday.com for further analysis.
 - It was suggested to explore the report individually then discuss the findings in a future work session.
- c. Discussion – Planning Commissioner Comments
 - Commissioner Lawrence commented that the last work session with Mr. Gilbertson went well and will take the Planning Commission to another level. Commissioner Lawrence and Mr. Gilbertson also talked about the archeological dig.
 - Commissioner Hilburn mentioned the Meadville Halloween Parade was October 29, 2022. She also commented that the Crawford County Federated Library System is the beneficiary from the event.
 - Commissioner Sjolander stated that there is an upcoming Tree Tenders Workshop at the Penn State Extension Crawford Office with fieldtrip to Huidekoper Park. There is also a webinar titled “Is a Tiny Forest Right for Your Community.”
 - Commissioner Rock reiterated about the Meadville Halloween Parade. Stated that it is the largest nighttime parade in Pennsylvania. It’s a great family event. IT was mentioned that food banks often see donations of unwanted or overflow candy. IT was encouraged to think about alternative items to hand out.
 - Commissioner Mattocks mentioned that the Historical Society met with PHNC about different funding programs that are available to use in heritage conservation projects.
 - Commissioner Dreese discussed the Stream Crossing Replacement technical manual that Penn State Center for Dirt & Gravel created over the last 18 months and adopted in July. It is receiving a lot of attention and the program is growing.
 - Commissioner Palmer mentioned that he sent some grant opportunities for non-profits and churches to Commissioner Lawrence.
 - Commissioner Wickert added that Trick or Treat is October 27, 2022. Watch out for children. Many of the municipalities are also offering Trick or Treating the same night.

This will be the last weekend for Misery at MCT. Commissioner Wickert is directing the play.

9. Adjournment:

Commissioner Wicket requested a motion for adjournment. Commissioner Lawrence moved to adjourn the meeting. Commissioner Dreese seconded. The October 2022 Crawford County Planning Commission Regular Meeting adjourned at 4:06 p.m. on Monday, October 24, 2022.

Respectfully submitted,

Katie Wickert, Vice-Chair
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 Public Safety Building – 632 Pine Street Meadville, Pennsylvania
October 24, 2022

Commissioner Lawrence called the Work Session Meeting of the Crawford County Planning Commission (Planning Commission) to order at 4:10 p.m. on Monday, October 24, 2022.

1. Roll Call:

Present –

Maria Dreese, Chair

Jessica Hilburn

John Lawrence

Ron Mattocks, Secretary

Travis Palmer

Austin Rock

Scott Sjolander

Katie Wickert, Vice-Chair

(All members attended in-person)

Absent –

John Frye

2. Project Updates

a. Status of the Request for Proposals (Planning Consultant)

- Mr. Gilbertson provided a status update on the RFP. The RFP was released at the beginning of October in a variety of different mediums. Activities are in alignment with the timeline. Questions/Answers from consultants will be posted on the hub site.

[Crawford County Comprehensive Plan \(arcgis.com\)](http://arcgis.com) One formal question has been received.

- A discussion was prompted about the website. Mr. Norwood explained that is currently directed towards the RFP process and interested consultants, but can be utilized later for the Comprehensive Plan process. Discussion continued about marketing strategies.

b. Status of data development for comprehensive planning (existing plans review tool)

- Mr. Gilbertson explained that he continues to digitize all past proposals from past planning efforts and Comprehensive Plans. This effort will result in a tool that any municipality can use to access the data.

3. Program

a. Brief presentation on the core tenants of comprehensive planning

- Mr. Gilbertson made a presentation that detailed core components of comprehensive planning and the state requirements of a comprehensive plan. He provided handouts to the Commission.
- Mr. Gilbertson shared information that he received at the Planning Conference provided by Lancaster County about their comprehensive plan.
- A discussion was had about how optional components are chosen to be included in the plan. Mr. Gilbertson explained that it is data driven by needs and from expressed desire from public engagement.

- b. Introduction and exploration of public engagement methods
 - The Commission broke into groups and utilized a planning tool to discuss public engagement methods. Mr. Gilbertson explained that categories and expectations for the discussions. The groups shared their discussions about what engagement methods they thought would be effective, or not, in Crawford County.

4. Planning Process Reviews:

- a. Discussion to finalize Steering Committee recommendation
 - Mr. Gilbertson provided a summary of the ranking of suggested Steering Committee members. There were only three Commission members who provided their suggested ranking. There was a discussion of the top 14 ranked members and suggestions on fair representation.
 - Consensus was reached for the top 14 along several alternates.

5. Action Items

- a. None

6. Public Comment:

- a. The floor is open to the public in attendance for matters concerning the update of the county comprehensive plan.
 - No public comment

7. Preparation for Next Work Session:

- a. Comprehensive planning educational video and DCED packet
 - Mr. Gilbertson provided information on comprehensive planning for continued education and comfort with the planning process.

8. Adjournment:

Commissioner Dreese requested a motion for adjournment. Commissioner ??? moved to adjourn the meeting. Commissioner ??? seconded. The Monday, September 26, 2022 Crawford County Planning Commission Work Session adjourned at 7:12p.m.

Respectfully submitted,

Maria Dreese,
Crawford County Planning Commission

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

Administrative Updates

HIRING ASSISTANT DIRECTOR FOR COMMUNITY DEVELOPMENT

The Board of Commissioners has authorized the Planning Director to advertise and hire an Assistant Director for Community Development. Advertisements will go out after Thanksgiving and will start to review applications in the new year.

Community Planning Updates

COUNTY COMPREHENSIVE PLAN UPDATE

Staff held the pre-proposal meeting for the comprehensive plan project. We had roughly 15 individuals in the virtual meeting. There were thoughtful inquiries from consultants and we had a total of four sets of questions that followed from the meeting. It has come to the attention that multiple consultants or consulting teams are making serious proposals for the project.

COUNTY LERTA ORDINANCE

Staff are planning to work over the winter with the Board of Commissioners to update the County's Local Economic Revitalization Tax Abatement policy. The existing resolution was passed in 2010. The Board expressed a desire to adjust the policy and requested the Planning Office staff to review and present an alternative approach. Staff will be working to align the amended policy in a manner that will align with the future comprehensive plan.

PA ROUTE 8 AND PA ROUTE 77 INTERSECTION

PennDOT recently announced that this project has been delayed for bidding in 2024. This is due to environmental clearances and delays in approval through the permitting process.

PA ROUTE 6 BETTERMENT & SPRING STREET BRIDGE

PennDOT aims for PA Route 6 betterment to begin construction during 2023 and be completed in 2024. PennDOT has moved the Spring Street Bridge project for bidding in 2030. This is due to the condition of the structure and the amount of large-scale construction projects in the region.

Community Development Updates

ACT 13 PROGRAM

Staff will announce the 2023 Act 13 funds within the next week. A new round of Environmental Initiatives funds and At-Risk Bridge funds will be open in 2023. Additionally, notifications are going out to prior awardees regarding annual reporting and contract deadlines.

CDBG COMPETITIVE AWARD

Crawford County was awarded a \$1.24 million competitive CDBG-CV grant for enhancement of the Huidekoper Park in the City of Meadville. Staff are coordinating with City of Meadville to move the project forward as quickly as possible.

GRANT MONITORING & REPORTING

Staff are working diligently to respond to and submit monitoring and reporting for various grant programs. As the year comes to an end, staff will be working to close out upwards of 13 projects and one contract.

Legislative Updates

NO UPDATE AT THIS TIME

NOVEMBER 2022 ADMINISTRATIVE REVIEWS

<u>Name</u>	<u>Municipality</u>	<u>New Lots</u>	<u>Comments:</u>
Kevin Shorts Subdivision # 2	Hayfield Township	1	The creation of a single 2.4 acre lot leaving a 13 acre residual parcel off North Mead Road (Twp. 538) in Hayfield Township.
Lot Consolidation Replot James P. & Susan L. Weido Lots 377 to 380 of Lakeview Estates	South Shenango Township	-3	The consolidation of four existing lots to create a single lot of about two-thirds of an acre of Lakeview Road in South Shenango Township.
Plat of Survey City of Hope Subdivision	Sadsbury Township	1	The creation of a land locked, 1.625 acre parcel to become a integral part of the neighboring property of Bowes Lucas, LLC located off PA Route 18.
Orville F. III & Lori M. Huber to French Creek Valley Conservancy Subdivision	Hayfield Township	1	The creation of a large lot comprising 101.761 gross acres located off State Highway 98 Hayfield Township to be conveyed to the French Creek Valley Conservancy.
2022 Final Plan - Lot 8A for Kevin Vanzandt & Christianna Frison	Sadsbury Township	-1	The consolidation of a land locked, 6.55 acre, parcel with an adjacent property located off Conneaut Lake Road in Sadsbury Township.
John & Carol Yoder Subdivision	West Fallowfield Township	0	The intermediate creation of a land locked Lot A comprising 45.41 acres for the purpose of being consolidated with an adjacent residential property accessing Rocky Glen Road in West Fallowfield Township.
Dillaman 2 Subdivision	Hayfield Township	1	The creation of a single lot comprising 25.689 gross acres at the northeast corner of Gaut Road and Williams Road in Hayfield Township.
Simonetta Subdivision	Greenwood Township	1	The creation of a single lot comprising 4.126 acres located immediately off Mattocks Road (T-315) in Greenwood Township. The residual property, at 16.509 gross acres, will comprise a flag lot behind the newly created lot.
Subdivision Plan for Leech - Zelasco	West Mead Township	1	The creation of two lots near Tamarak Lake at the southwest intersection of Devore Road (T.R. 463) and Springs Road Extension (T.R. 609). Lot 1 will be consolidated with the adjacent property to make a 9.296 acre combined lot. Lot 2 will stand alone as a residual, 3.354 acre, lot. All located in West Mead Township.
Subdivision of Lands of James & Virginia Brown	Vernon Township	1	The creation of a large, 5.277 acre, lot located off Cutter Road (T.R. 490) in Vernon Township.
New Pymatuning Wildlife Learning Center	Pine Township	N/A	The construction of a new wildlife learning center facility. Square footage unknown.
New Taco Bell	City of Titusville	N/A	The construction of a Taco Bell drive through and dine-in restaurant on the site of a former Perkins Restaurant in the City of Titusville.
HRM CSOK, LLC / Hawkins Companies, LLC. Land Development	Vernon Township	N/A	The construction of a small retail building and parking lot off U.S. Highway 322 and U.S. Highway 6 known as Conneaut Lake Road in Vernon Township.
Meadville McAlister's Deli Land Development	Vernon Township	N/A	The construction of a 3,600 drive through deli shop off U.S. Highway 6 & 322 in Vernon Township.
Vernon Place Subdivision Plan No. 2	Vernon Township	7	The creation of seven (7) lots located off of U.S. Highway 6 & 322 at the site of the existing "Vernon One" medical building for the purpose of creating future development sites.



CRAWFORD COUNTY PLANNING COMMISSION

Maria Anderson Dreesse, Chair

903 Diamond Park

Meadville, PA 16335

Phone: 814-333-7341

Email: Planning@co.crawford.pa.us

[Steering Committee invitee]

November 21, 2022

[Organization]

[Address]

[City, PA, Zip]

Re: Letter of Invitation for Appointment to the 2024 Crawford County Comprehensive Plan Steering Committee

Dear [invitee],

On behalf of the Crawford County Planning Commission and the Board of Commissioners of Crawford County, I invite you to participate on the Steering Committee serving to update Crawford County's 2014 comprehensive plan. Superficially, you are being invited to serve as both an advocate and a liaison on behalf of [identify stakeholder interest]. Ideally, we are seeking your participation on this committee as an individual representing your organization or status as a stakeholder. However, if you are unable to serve yourself, the County wishes to entertain your recommendation for an appointed representative from your organization to serve on the Steering Committee.

Crawford County is preparing to engage in its most ambitious and influential effort to set policy and investment priorities in at least ten years. This effort will not only involve planning for the successful development of our communities but also provides the chance to reconsider the role of the County in investing in our communities. Your involvement on the plan's Steering Committee will be crucially important for ensuring that the ideas and interest of [identified stakeholder interest] are given the opportunity to be taken into consideration.

Included with this invitation is a two-sided document outlining the roles and expectations for Steering Committee members and providing an itinerary of its meeting schedule. We ask that you take a few moments to review this information to determine if you or your organization may be interested in providing service on this committee.

After consideration of our invitation, we would respectfully ask that you notify the County through the Planning Office of your willingness or inability to serve on the Committee. To ensure we can maintain our schedule we request notification by December 14, 2022. Should you have any questions, please reach out to us with any additional questions.

Sincerely,

Zachary Norwood,
Planning Director

Cc: Crawford County Planning Commission; Crawford County Board of Commissioners

Crawford County Comprehensive Plan Steering Committee Meeting Itinerary

Note: The general role of Steering Committee members is to serve as both an advocate for your relative stakeholder constituency and a liaison between the planning process and that group(s). You are not expected to act as a neutral arbitrator during stakeholder involvement. However, stakeholder engagement methods must enable participation in a manner that upholds the principals of openness, fairness, transparency, and accountability.

First Meeting (February 2023) – A presentation will be made providing (1) an introduction to the county comprehensive plan, (2) a detailed description of the role that Steering Committee members will play in the planning process, and (3) a set of ground rules for the conduct and operation of the Steering Committee.

Second Meeting (March 2023) – Steering Committee members will be provided with ideas for engaging select stakeholder segments and given the opportunity to brainstorm their own. Each Steering Committee member will design the process for engaging a certain constituency of stakeholders. The Planning Agency will help Steering Committee members design their engagement efforts. This can be as involved or simple as deemed necessary to be effective.

Third Meeting (April 2023) – At this meeting, Steering Committee members will work to finalize individual (or paired) plans for the engagement of select stakeholder groups. Coordination efforts will be made to ensure the efficient use of our planning consultant's time and resources. Additionally, Steering Committee members will work to prevent the duplication of engagement and to benefit from the incorporation of engagement resources produced to date.

Fourth Meeting (May 2023) – This meeting may occur after some of the select stakeholder segments have already been engaged by certain members of the Steering Committee. As a result, Steering Committee members will have the chance to alter plans or methods for engagement based on what has worked and what can be improved. We intend for this meeting to be the final meeting necessary to prepare as a committee for the select stakeholder engagement efforts.

Primary Engagement Window (May & June 2023) – This is the primary window of engaging select stakeholder segments.

Hiatus (July & August 2023) – The Steering Committee will take a brief break. During this time, the Planning Agency will work to process and synthesize the feedback received.

Fifth Meeting (September 2023) – This meeting will take place after Steering Committee members have organized the engagement of select stakeholder segments for the overall purpose of reviewing the feedback received. Areas of alignment and conflict between the select stakeholder segments will be identified and discussed. A synthesis of input received to date from the Crawford County Planning Commission's public engagement efforts will also be reviewed.

Sixth & Seventh Meetings (October & November 2023) – Steering Committee members will take a synthesis of the feedback received during select stakeholder segment engagement and work with our planning consultant to formulate project and policy proposals for the county comprehensive plan. Initial project and policy proposals will occur during the sixth meeting with the seventh meeting used to finalize our ideas after a technical review is conducted by the planning consultant.

Eighth Meeting (December 2023) – A review of the projects and policies proposed in the county comprehensive plan will be conducted by the Steering Committee.

Steering Committee Member Roles & Expectations:

1. Steering Committee members are expected to be an advocate for the community or segment of stakeholders that they generally represent in their principal role in Crawford County. Examples will include businesses, townships, boroughs, cities, housing groups, recreation enthusiasts, conservationists, among others.
2. Steering Committee members are expected to act as a liaison between the Planning Agencies engagement efforts and the specific stakeholder communities or segments that they represent.
3. Involvement on the 2024 Crawford County Comprehensive Plan Steering Committee will involve up to eight meetings (not more) spanning most of the 2023 calendar year.
4. Each meeting will last around two hours and include a short program followed by committee participation.
5. At certain times during the committee's work, members will be expected to conduct what could easily amount to several hours of preparation work between meetings. This work may entail:
 - a. Inviting stakeholders to attend engagement events or focus groups.
 - b. Having general conversations with stakeholders to inform them about the Steering Committee's work.
 - c. Reviewing proposed projects and policies that will be considered for incorporation in the county comprehensive plan.

Ground Rules:

1. Attendance at all meetings.
2. Focused participation at meetings. Meetings will generally embody Socratic methods.
3. Respectful attitude and conduct towards other members and presenters.
4. Meetings will operate based on a soft application of Robert's Rules of Order namely:
 - a. Everyone has the right to speak once if they wish before anyone may speak a second time.
 - b. Everyone has the right to know what is going on at all times.
 - c. Only urgent matters may interrupt the speaker.
 - d. The group may discuss only one thing at a time.

A useful guide for Robert's Rules may be found here - <https://www.cta.org/wp-content/uploads/2022/04/P1-Roberts-Rules-of-Order-Simplified.pdf> Please note, Crawford County Planning does not affiliate with or endorse the organization that produced the aforementioned resource.

5. Meetings will be facilitated by the Crawford County Planning Agency with assistance from the planning consultant at times.