

# CRAWFORD COUNTY PLANNING COMMISSION

## October 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 1<sup>st</sup> 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**