

CRAWFORD COUNTY PLANNING COMMISSION

November 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 3:05 p.m. on November 28, 2022.

1. Roll Call:

Present –

Maria Dreese, Chair

John Frye

Jessica Hilburn

Ron Mattocks, Secretary

Austin Rock

Scott Sjolander

(All members attended in-person)

Absent –

John Lawrence

Travis Palmer

Katie Wickert, Vice-Chair

Other Attendees –

Commissioner Eric Henry - virtual

Commissioner Francis Weiderspahn – virtual

Thomas Gilbertson – in-person

2. Action on the October 2022 Meeting Minutes:

Commissioner Dreese requested a motion to approve the October 2022 Regular Meeting minutes.

Commissioner Hilburn moved to adopt the minutes. Commissioner Sjolander seconded.

Discussion about corrections:

- The header of the minutes state August. It should be October.
- Under Number 3 it is stated that the “Commissioner Wickert requested a motion to approve the September 2022 Regular Meeting minutes.” It should state September 2022 Work Session Minutes.

Motion carried unanimously with the corrections.

3. Action on the October 2022 Work Session Minutes:

Commissioner Dreese requested a motion to approve the October 2022 Work Session Meeting minutes. Commissioner Hilburn moved to adopt the minutes. Commissioner Sjolander seconded.

Discussion on corrections:

- On the first page, the minutes state September. It should state October.
- On the second page, the date is incorrect and should state October 24, 2022.

Motion carried unanimously with the corrections.

4. Communications:

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

- Community News
- GIS magazine. Mr. Norwood provided some information as to the content in the magazine and why it could be beneficial.

5. Reports:

A. Standing Committees –

Transportation Committee:

The committee is continuing to work on the PennDOT survey. Commissioner Lawrence is hoping to have it completed prior to his appointment on the board being completed. Mr. Norwood shared about an accident that had happened and expressed how important it is that they are reported to the state police and PennDOT so that the accident data will be included when considering safety changes that need made. Commissioner Dreese asked about accessing insurance data. Mr. Norwood said that could be looked into.

Agricultural and Environmental Concerns Committee:

No Report

Personnel Committee:

The deadline for applications to fill upcoming Commission openings was October 31, 2022. The Committee decided not to meet since there were only three applications. There was informal discussion about the applicants.

Planning Initiatives Committee:

No Report

B. Planning Director's Report –

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 ITEMS AT THIS TIME

5. Public Comment:

None.

6. Subdivisions, Land Developments & Zoning Reviews:

Administrative Subdivision Reviews – Mr. Norwood gave an overview of the subdivisions and land developments. There were no questions or comments about properties on the list.

7. Old Business:

- a. Discussion/Action – 2024 Comprehensive Plan Steering Committee
 - A draft of a letter and information sheet that will be sent to the Steering Committee members was provided to the Commission.
 - Stephanie Fiely was added as the Pitt Titusville representative.
 - “Superficially” to be removed from the letter. It was a typo.
 - It was requested that the Steering Committee list be sent to the Planning Commission members, as there were a lot of changes and reordering that came out of the work session.
 - Commissioner Sjolander motioned for the presented communications be approved to be sent to the selected Steering Committee members. Commissioner Rock Seconded.

- There was a discussion on the Steering Committee List.
- Then motion carried unanimously.
- b. Discussion/Action – Conneaut Valley Multi-Municipal Comprehensive Plan
 - A letter was submitted from Springboro stating that the Borough adopted the Multi-Municipal Comprehensive Plan. Since Mr. Gilbertson from the Planning Office helped in developing the plan, the Plan was referred to the Planning Commission for comment.
 - A discussion was had that a letter of support should be sent to the municipalities involved, encouraging the other two to adopt the plan.
 - Commissioner Hilburn motioned for a letter to be sent. Commissioner Frye Seconded.
 - There was a discussion about historic preservation in the plan.
 - Then motion carried unanimously.

8. New Business:

- a. Discussion/Action – Recommendation of 2022 CCPC Appointments
 - There are three open positions on the Planning Commission. Three letters of interest/resumes were received for the positions
 - Commissioner Dreese requested a motion to accept the three applicants and send them to the Board of Commissioners for approval for the 2023 appointments. Commissioner Frye Motioned. Commissioner Sjolander seconded.
 - Discussion on the letters of applicants was had. Concerns were addressed. Mr. Gilbertson suggested that the three applicants be interviewed by the Personnel Committee. Mr. Norwood provided some clarification on the process. Additional discussion was had on the application process.
 - Commissioner Frye rescinded his motion to accept the three applicants and send them to the Board of Commissioners for approval for the 2023 appointments.
 - Commissioner Dreese stated that the matter would be postponed until the December meeting. The Personnel Committee will meet to create/compile a series of questions for the applicants and schedule interviews with the applicants.
- b. Discussion – 2023 Planning Commission Officers
 - Mr. Norwood provided clarification of the process. Officers will need to be elected for 2023.
- c. Discussion – Planning Commissioner Comments
 - Commissioner Hilburn – Starting December 5th, Titusville Council meetings are the 1st and 3rd Mondays. Also mentioned that Perkins was torn down in preparation for the Taco Bell going in. The East Branch Trail has new signage. The Titusville Hearld has closed permanently and the News Journal is running every Friday out of the Corry Journal.
 - Commissioner Rock – Discussed Light up Meadville. It is December 2nd.
 - Commissioner Mattocks – The Historical Society received \$500,000 for the Holland Hall project.

9. Adjournment:

Commissioner Dreese requested a motion for adjournment. Commissioner Hilburn moved to adjourn the meeting. Commissioner Mattocks seconded. The November 2022 Crawford County Planning Commission Regular Meeting adjourned at 4:24 p.m. on Monday, November 28, 2022.

Respectfully submitted,

Maria Dreese, Chair

Crawford County Planning Commission

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