

CRAWFORD COUNTY PLANNING COMMISSION

February Regular Meeting Minutes Crawford County Public Safety Building, Meadville, Pennsylvania

Commissioner Dreese, Chair, called the Regular Meeting of the Crawford County Planning Commission (Planning Commission) to order at 3:30 p.m. on February 28, 2022.

1. Planning Commission Roll Call:

Present –

John Frye
Ron Mattocks, Secretary
Maria Dreese, Chair
Katie Wickert, Vice-Chair
Scott Sjolander
Jessica Hilburn
John Lawrence, Treasurer (not present during roll call)
Travis Palmer (not present during roll call)

Absent –

Austin Rock

Other Attendees –

Zach Norwood, CC Planning Director
Thomas Gilbertson, CC Assistant Planning Director for Community Planning
Peter Grella, CC Land Use Planner

2. Action on 2022 Reorganization Meeting Minutes:

Commissioner Dreese requested action on the 2022 Reorganization Meeting Minutes. Commissioner Frye moved to adopt the minutes; Commissioner Wickert seconded; during discussion Commissioner Hilburn noted that her name is spelled with only a single “l” motion carried unanimously.

3. Action on January 2022 Regular Meeting Minutes:

Commissioner Dreese requested action on the January 2022 Regular Meeting Minutes. Commissioner Wickert moved to adopt the minutes; Commissioner Hilburn seconded; motion carried unanimously.

4. Communications:

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

- PennDOT NW RPO (*Rural Planning Organization*) Project Updates;
- Planning Office communications to local municipalities instructing them that SALDO application review letters will no longer be sent directly to surveyors; and
- National Association of Counties Newsletter.

5. Reports:

A. Standing Committees –

Transportation Committee: In the absence of Commissioner Lawrence, Commissioner Frye and Mr. Norwood provided a report. Commissioner Frye has attempted to coordinate a meeting with electric vehicle charging providers with limited success. Mr. Norwood noted that CATA is working to secure accommodations and infrastructure for electric vehicles in Crawford County.

Agricultural and Environmental Concerns Committee: Commissioner Wickert reported on the committee's February 10th work session. The committee met with Mark Lewis and reduced the scope of the County Forest Strategic Plan. Another series of work sessions are planned in addition to the annual County Forest Day coming up on April 11, 2022. The committee's next work session will be on Tuesday, March 8th from 9:00 a.m. to 12:00 p.m. at the County Courthouse. The subsequent work session will be held on April 1, 2022 from 1:00 p.m. to 4:00 p.m.

Commissioner Lawrence entered the meeting at around 3:42 p.m.

Personnel: Commissioner Dreese noted that the committee has not met.

Planning Initiatives Committee: Commissioner Mattocks reported that the committee on February 16, 2022. The committee continued to advance its work on putting together a housing investment and revitalization program for Crawford County. The final draft of the proposal will be ready for the March 2022 Regular Meeting. The committee also worked on identifying other priorities for 2022. Mr. Norwood informed the Commission that Titusville has allocated funded under the 2021 CDBG (*Community Development Block Grant*) program to conduct a Church Run flooding study as well as select flood mitigation projects. Hydetown Borough has not expressed any interest in conducting similar efforts, however, that borough did express interest in other projects. Commissioner Mattock's further noted that the committee is discussing the development of a model ordinance resource for UCC compliant Airbnbs (*Short-Term Rentals*) as well as the possibility of a blighted property scoring system. Commissioner Wickert expressed the importance of building relationships to encourage communities to adopt short-term rental regulations. Commissioner Frye expressed that the resource would help those jurisdictions that are interested in regulating short-term rentals.

B. Planning Director's Report –

[Administrative Updates

None.

Community Planning Projects

CONNEAUT VALLEY BOROUGH'S MULTI-MUNICIPAL COMPREHENSIVE PLAN

Upcoming Focus Groups:

Conneaut Valley Businesses – Masonic Temple (Pine Lodge # 498) 101 E. Erie Street – Linesville on Monday, 2.28.2022 from 6:00 p.m. to 7:30 p.m. (Any CCPC members wish to attend?).

Upcoming Public Engagement:

- A schedule of community planning charrettes has been set by the Steering Committee for Springboro, Conneautville, and Linesville. Because these events represent a unique approach to community engagement that we'd like to perfect, we heavily encourage CCPC members to attend by RSVP. The schedule is as follows:
- Community Visioning Events
 - Springboro Borough - Monday, March 21st from 6:30 p.m. to 9:30 p.m. at the Conneautville VFD Social Hall - 1015 Strawberry Alley in Conneautville
 - Conneautville Borough - Tuesday, March 22nd from 6:30 p.m. to 9:30 p.m. at the Conneautville VFD Social Hall - 1015 Strawberry Alley in Conneautville
 - Linesville Borough - Tuesday, March 29th from 6:30 p.m. to 9:30 p.m. at the Lakeland Senior Center - 209 S Pymatuning Street in Linesville
- Project & Strategy Development Events
 - Springboro Borough - Monday, April 25th from 6:30 p.m. to 9:30 p.m. at the Conneautville VFD Social Hall - 1015 Strawberry Alley in Conneautville
 - Conneautville Borough - Tuesday, April 26th from 6:30 p.m. to 9:30 p.m. at the Conneautville VFD Social Hall - 1015 Strawberry Alley in Conneautville
 - Linesville Borough - Tuesday, April 19th from 6:30 p.m. to 9:30 p.m. at the Lakeland Senior Center - 209 S Pymatuning Street in Linesville
- Overall Plan Review & Input Event
 - Conneautville Borough - Monday, May 16th from 6:30 p.m. to 9:30 p.m. at the Conneautville VFD Social Hall - 1015 Strawberry Alley in Conneautville

COUNTY COMPREHENSIVE PLAN

Envision Crawford:

- The Community Planning Division has prepared a strategy for producing a community vision as a part of updating the 2014 Crawford County Comprehensive Plan. The next step will involve the Planning Commission in work to produce a "stakeholder map."

COUNTY FOREST DAY

- Our annual County Forest Day will include educational events, data collection, and a clean-up effort. This event is scheduled for Monday, April 11, 2022 at the Crawford County Forest (9:00 a.m. to 4:00 p.m.). Any Planning Commission member is encouraged to attend.

Community Development Projects

NTIA – BROADBAND ANNOUNCEMENT

- On Friday February 24, 2022 the National Telecommunications and Information Agency (NTIA) announced their grant awards for a broadband expansion program. Crawford County's application was not selected for funding.

BEAVER, RICHMOND, AND STEUBEN TOWNSHIP ARCHITECTURAL BARRIER REMOVAL PROJECTS

- Planning staff held a preconstruction meeting for the contractors selected to undertake the above-named construction project on Thursday February 23, 2022. The projects will be in construction this spring and summer, likely delayed due to difficulty obtaining materials. Staff is currently working on finalizing a schedule with the contractors to prepare an extension request to DCED.

AMERICAN RESCUE PLAN ACT – COUNTY PRIORITIES

- Planning staff are working to develop two of the County's priority funding areas for ARPA resources. Under development is a series of request for proposals for last mile broadband deployment and wireless broadband deployment to underserved areas of Crawford County.

Additionally, staff are working to develop a revitalization program aimed at leveraging local funding to attract state, federal, and philanthropic resources for long-term improvements to our communities. This program will likely focus on four areas of interest: Planning, Redevelopment Initiatives, Neighborhood Stabilization, and Placemaking or quality of life projects. Details on the program should be announced this summer.

Legislative Updates

HOUSE BILL 221 - OPEN SPACE LAND MAINTENANCE

- Representative Rader from Monroe County has reintroduced legislation that will allow communities to better maintain municipal owned lands used for parks and recreation purposes for residents. Under this proposed legislation, municipalities will be able to use the 25% of funds currently earmarked for maintenance and development under the "open space tax," regardless of the method of acquisition or purchase of land serving an "open space benefit." This bill has passed the House and is currently in the Senate.]

5. Public Comment:

None.

6. Subdivisions, Land Developments & Zoning Reviews:

A. Zoning Amendment, Cambridge Township –

Mr. Grella provided an overview of the proposed Zoning Amendment in Cambridge Township. Commissioner Frye moved to accept the Planning Office's commentary and to deliver it to Cambridge Township. Commissioner Mattocks seconded. Motion carried unanimously.

B. Teresa L. Wygle Subdivision 2022-1, City of Meadville –

Mr. Grella provided an overview of the proposed Teresa L. Wygle Subdivision in the City of Meadville. Commissioner Frye moved to accept the Planning Office's commentary and to deliver it to the City of Meadville. Commissioner Sjolander seconded. Motion carried with Commissioner Wickert abstaining from the action.

C. Bethesda Lutheran Services Pods Land Development, Woodcock Township –

Mr. Grella provided an overview of the proposed Bethesda Lutheran Services Pods Land Development in Woodcock Township. Commissioner Wickert moved to accept the Planning Office's commentary and to deliver it to Woodcock Township. Commissioner Lawrence seconded. Motion carried unanimously.

D. Administrative Subdivision Reviews –

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

7. Old Business:

A. Crawford County Development Review Criteria –

The Planning Commission held a brief discussion on ideas for development review criteria. It was suggested that the subcommittees could look into various criteria in greater detail.

B. 2020 Planning Agency Strategic Plan –

The 2020 Planning Agency Strategic Plan was discussed.

8. New Business:

A. Planning Office Team Overview & Introductions –

Provided.

B. Crawford County Comprehensive Plan Update Presentation – Visioning Stage Overview –

Mr. Gilbertson provided an overview of the work that has been done to date on the community visioning and public engagement effort to support an update of the Crawford County Comprehensive Plan. Mr. Gilbertson's presentation also included a timeline for next steps.

C. Planning Commissioner Comments –

Planning Commission members in attendance provided brief comments.

9. Adjournment:

Commissioner Dreese requested a motion for adjournment. Commissioner Lawrence moved to adjourn the meeting. Commissioner Frye seconded. The February 2022 Crawford County Planning Commission Regular Meeting adjourned at 5:00 p.m. on Monday, February 28, 2022.

Respectfully submitted,

Maria Dreese, Chair
Crawford County Planning Commission

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