

CRAWFORD COUNTY PLANNING COMMISSION

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

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

1. Planning Commission Roll Call:

Present –

John Frye
Katie Wickert, Vice-Chair
Scott Sjolander
Jessica Hilburn
John Lawrence, Treasurer
Travis Palmer
Austin Rock

Absent –

Ron Mattocks, Secretary
Maria Dreese, Chair

Other Attendees –

Thomas Gilbertson, CC Assistant Planning Director for Community Planning
Peter Grella, CC Land Use Planner
Francis Weiderspahn, Crawford County Board of Commissioners

2. Action on the February 2022 Meeting Minutes:

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

3. Communications:

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

- PennDOT NW RPO (*Rural Planning Organization*) Project Updates.

4. Reports:

A. Standing Committees –

Transportation Committee: Commissioner Lawrence mentioned that they did not formally meet but have been working to contact local organizations to assess our county's readiness to accommodate electric vehicles. Commissioner Lawrence will share his list of contacts with the commission.

Agricultural and Environmental Concerns Committee: Commissioner Wickert reported that the committee met on March 8th to discuss future committee opportunities and to plan for the County Forest Day. Mr. Gilbertson added that the Planning Office has begun working with the Conservation District to confirm Agriculture Security Area records through an effort involving their intern.

Personnel: Commissioner Lawrence commented that the committee has not met.

Planning Initiatives Committee: Commissioner Wickert noted that the committee is working on a proposal to present to the Planning Commission.

B. Planning Director's Report –

[Administrative Updates]

None.

Community Planning Projects

CONNEAUT VALLEY BOROUGH'S MULTI-MUNICIPAL COMPREHENSIVE PLAN –
The Conneaut Valley Boroughs Multi-Municipal Comprehensive Plan is moving into the project development stages of the planning process. One community visioning charette remains for Linesville Borough. This event will be held on Tuesday, March 29th from 6:30 p.m. to 9:30 p.m. at the Lakeland Senior Center - 237 S. Pymatuning Street. Commissioner Dreese has offered to represent the County Planning Commission at this event.

During April, a series of project development meetings will be held in Springboro, Conneautville, and Linesville. The Community Planning Division is requesting the support of a Planning Commission member (Commissioner Wickert abstaining) at each of these meetings.

The April schedule of project development meetings is as follows:

- Springboro Borough - Monday, April 25th from 6:30 p.m. to 9:30 p.m. at the Springboro VFD Social Hall - 176 N. Main Street;
- Conneautville Borough - Tuesday, April 26th from 6:30 p.m. to 9:30 p.m. at the Conneautville VFD Social Hall - 1015 Strawberry Alley; and
- Linesville Borough - Tuesday, April 19th from 6:30 p.m. to 9:30 p.m. at the Lakeland Senior Center - 237 S. Pymatuning Street.

The Planning Office will request for each meeting to be shortened by an hour to concluded at 8:30 p.m. instead.

Recognition for Service – The Community Planning Division would like to recognize Commissioners Austin Rock and John Lawrence who represented the Planning Commission very well at the community visioning events in Springboro and Conneautville respectively.

COUNTY FOREST DAY EVENT –

Monday, April 11, 2022 is County Forest Day! The Agriculture and Environmental Concerns Committee is working to develop educational and field work programs. The Planning Office is supporting this effort by providing coordination and field work assistance.

PLANNING TRAINING SERIES –

The Community Planning Division will be working with the Planning Commission to outline a schedule of educational events to support the work of our Planning Agency. Events will largely consist of viewing online educational or training videos.

EXPLORATION OF COUNTY-WIDE DEVELOPMENT REGULATION –

The Community Planning Division may soon begin the exploration of a Crawford County Subdivision and Land Development Ordinance. Such exploration would commence upon instruction by the County Board of Commissioners.

Community Development Projects

Pending update.

Legislative Updates

No updates.]

5. Public Comment:

None.

6. Subdivisions, Land Developments & Zoning Reviews:

A. Administrative Subdivision Reviews –

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

7. Old Business:

A. Crawford County Development Review Criteria –

Mr. Gilbertson suggested that each of the four subcommittees should pick a development review criterion and investigate it in more detail. Commissioner Wickert expressed that many of our communities are not aware of the basic concepts involved in some of the suggested development

review criteria and that a larger communication and education piece is necessary in addition to focusing on criteria. Mr. Gilbertson suggested that the Planning Commission could go back to the development process survey to identify our weaknesses and to focus on those areas as a starting point. Commissioner Wickert, in response, highlighted that some communities receive development applications so seldomly that they were not able to identify what parts of the review process they struggle with because they completely lack experience. Mr. Gilbertson suggested that the Planning Commission could hold detailed discussions to more specifically identify the knowledge gap on the development review process. Commissioner Lawrence suggested that many of our communities could benefit from a general outline of the review process. Mr. Gilbertson mentioned that the Planning Office has produced resources in the past and is currently working to simplify and revise our local guidance resources.

B. Update on Planning 101 Training for 2022 –

Commissioner Wickert mentioned that previous discussions were held to organize a basic training session for local and county planning commission members.

C. 2020 Planning Agency Strategic Plan

Mr. Gilbertson mentioned that the subcommittees could play a role over the next year in the implementation of the 2020 Crawford County Planning Agency Strategic Plan. Commissioner Wickert mentioned that it would be nice to have a summary of the plan's items on Monday.com. Mr. Gilbertson suggested that he could create a "board" in Monday.com for the Planning Commission to review.

8. New Business:

A. Planning Commission Communication Policy –

Commissioner Wickert began by noting that the potential need for the Planning Commission to establish a communications policy has arisen from recent coordination efforts involving the work of the Planning Commission and its subcommittees. To start, Commissioner Wickert suggested that formal correspondence from subcommittees should be approved by the chair of said subcommittee while similar communications from the Planning Commission should be reviewed and approved at their regular meetings.

Mr. Gilbertson noted that Commissioner Wickert's idea distinguishes between communications for coordination purposes and those that recognize policy positions of the Planning Commission. Planning Commission members asked a series of questions and discussed the nature of a communications policy. Mr. Gilbertson provided the clarification that (1) a distinction could be drawn between coordinating and recommendatory communications, (2) written subcommittee communications can be sent out by the committee chair with the chairman of the Planning Commission copied, (3) overall Planning Commission communications sent by the chair should copy the Vice-Chair and Planning Director, and (4) that all outgoing communications be included in the monthly communications report to the Planning Commission. Commissioners Rock and Lawrence suggested that a communications policy, though necessary, could become cumbersome. Mr. Gilbertson suggested that a policy could be made less cumbersome by determining the threshold that triggers the formal communications policy.

Commissioner Wickert requested for Mr. Gilbertson to draft a proposed communications policy.

B. Planning Commissioner Comments –

Commissioner Frye – none.

Commissioner Palmer – none.

Commissioner Lawrence – noted that he is having some issues accessing information on Monday.com. The platform requested his County ID. Additionally, Commissioner Lawrence noted that the company that owns Seco-Warwick, Hydro-block, is happy to accept certain recyclable items (plastic items).

Commissioner Hilburn – noted that the Crawford County Visitors Bureau branding effort went well. Additionally, she expressed her appreciation to Zach and those who helped with the county library fiber project. Finally, Commissioner Hilburn mentioned the county vision project to the Hydetown and Titusville councils.

Commissioner Rock – complemented the Planning Office for their effort on the Springboro Borough community engagement event.

Commissioner Sjolander – none.

Commissioner Wickert – thanked those who came forward to volunteer for the Conneaut Valley Boroughs community engagement events and encouraged Planning Commission members to attend at least one event.

9. Adjournment:

Commissioner Wickert requested a motion for adjournment. Commissioner Lawrence moved to adjourn the meeting. Commissioner Hilburn seconded. The March 2022 Crawford County Planning Commission Regular Meeting adjourned at 4:40 p.m. on Monday, March 28, 2022.

Respectfully submitted,

Maria Dreese, Chair
Crawford County Planning Commission

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