

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 3:30 p.m. on August 22, 2022.

1. Roll Call:

Present –

Maria Dreese, Chair

John Frye

Jessica Hilburn

John Lawrence

Ron Mattocks, Secretary

Austin Rock

Scott Sjolander

Katie Wickert, Vice-Chair

(All members attended in-person)

Absent –

Travis Palmer

Other Attendees –

N/A

2. Action on the July 2022 Meeting Minutes:

Commissioner Dreese requested a motion to approve the July 2022 Regular Meeting minutes. Commissioner Frye moved to adopt the minutes. Commissioner Lawrence seconded. Motion carried unanimously.

- Discussion

- A question was asked about who drafts the minutes. Mr. Norwood explained that he currently does, but moving forward Ann Knott will. It was suggested that it be indicated which committee members are attending the meeting in person and which are attending virtually. Mr. Norwood stated that request could be accommodated.

3. Communications:

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

- Information packet received from Eastern Gas Transmission and Storage
- Memo drafted by Mr. Norwood to the Crawford County Board of Commissioners concerning expiring terms for Commissioner Frye and Commissioner Lawrence. Memo included draft advertisement for the Tribune seeking new members.

4. Reports:

A. Standing Committees –

Transportation Committee: Commissioner Lawrence reported that the committee has not formally met but has been in communication about creating a survey for the municipalities to complete regarding issues with PennDOT in terms of transportation projects.

Agricultural and Environmental Concerns Committee: Commissioner Wickert reported that Mr. Gilbertson provided an update about the County Forest Project. The Committee to scheduled a follow-up to discuss how to include the County Forest Project in the Comprehensive Plan.

Personnel Committee: Commissioner Dreese reported that the committee has not met, but stated that the Committee will need to meet to discuss the upcoming vacancies on the Commission.

Planning Initiatives Committee: Commissioner Hilburn reported that the Committee has not met, but anticipate communications about the Comprehensive Plan.

B. Planning Director's Report –

[ADMINISTRATIVE UPDATES]

PENNSYLVANIA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION – NORTHWEST SECTION

The Northwest Section of the Pennsylvania Chapter of the American Planning Association (PA APA) is seeking interested individuals to serve on the section board as volunteers. Crawford County registers the Planning Commission as members of the PA APA annually, which entitles Commissioners to participate in events, trainings, or benefit from networking, online resources, and professional development. Commission members interest in learning more about the Chapter or the NW Section should visit <https://planningpa.org/>. Upcoming workshops and webinars are available on the chapter calendar, <https://planningpa.org/events/2022-07/>. Additional materials or resources such as an [orientation guide](#), [monthly newsletters](#), and [trainings](#) for commissioners.

PENNSYLVANIA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION – ANNUAL CONFERENCE

The PA APA's annual conference will be held on October 2 - 4, 2022 at the Marriott Lancaster at Penn Square in Lancaster, Pennsylvania. Commission members interested in registering for the conference should visit, <https://web.cvent.com/event/8d7d67d2-dda9-49ab-9381-b36f9577c97b/summary>. To learn more about the conference sessions and cost of attendance, visit https://planningpa.org/wp-content/uploads/2022-APA-PA-Conference-Announcement_V5.pdf. The early bird rate is due September 6, 2022 while the last day to register is September 27, 2022. No onsite registration is available.

COMMUNITY PLANNING PROJECTS

CONNEAUT VALLEY BOROUGH'S MULTI-MUNICIPAL COMPREHENSIVE PLAN

The final draft of the Conneaut Valley Borough's Multi-Municipal Comprehensive Plan was submitted to the project steering committee on August 18, 2022. The committee is responding to errors by August 24, 2022. Afterwards two copies will be printed and sent to each of the Boroughs. The project steering

committee will then work to present the document at their local planning commission meetings for consideration and adoption.

COUNTY COMPREHENSIVE PLAN UPDATE

The Planning Office received notification on July 26, 2022 from DCED that the project scope change request to our State Facility Transition Closure Grant (SFTCG) program was approved. The County can now allocate \$113,012.58 toward completion of a County comprehensive plan and model subdivision and land development ordinance. Planning staff has a draft timeline for the project which meets the grant period requirements. Staff members will be working to prepare presentations and facilitate discussions with the Commission on the comprehensive plan update.

COMMUNITY PLANNING PROJECTS

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Crawford County received three project idea submissions to consider for the FY2022 CDBG application. Staff are working to evaluate these submissions and prepare a recommendation for the Board of Commissioners. The second public hearing for the FY2022 CDBG application will be held in late September. Staff are hoping to hold two hearings: one in the Titusville area and one in central Crawford County. Crawford County Planning Office Monday August 22, 2022 Planning Director Report

APPALACHIAN REGIONAL COMMISSION GRANT – CONNEAUT LAKE

Crawford County entered into a Cooperation Agreement with Conneaut Lake to apply for and administer a \$400,000 Appalachian Regional Commission (ARC) grant for Phase III of the Borough's Revitalization project. Receipt of the application by the PA Department of Community and Economic Development (DCED) was received on formal application to ARC was submitted August 15, 2022.

CRAWFORD COUNTY ACT 13 PROGRAM

Crawford County received notification from PennDOT of the County's 2022 At-Risk Bridge allocation. The County will receive \$138,575.24 this year, an increase of \$55,736.06 (59%) from the previous year. Staff will work over the following months to update the program website, policy, and advertise an application cycle for 2023.

LEGISLATIVE UPDATES

NO ITEMS AT THIS TIME]

5. Public Comment:

None.

6. Subdivisions, Land Developments & Zoning Reviews:

A. Administrative Subdivision Reviews –

Mr. Norwood provided an overview of administrative reviews completed by the Crawford County Planning Office since the Planning Commission's July 2022 regular meeting. The report includes reviews conducted during August of 2022. Mr. Norwood discussed issues and questions some of the municipalities have had with reviews both the past and present process.

7. Old Business:

A. Discussion – Commission Annual Self-Evaluation –

Commissioner Dreese discussed the Planning Commission's self-evaluation report and requested for commission members to complete their survey if they haven't already.

B. Discussion – Correspondence with Board of Commissioners on County Planning Priorities & Policies

Commissioner Dreese and Mr. Norwood discussed the Work Session that was held. Clarification was made that the type of meeting was an informational meeting and not an executive session. Commissioner Dreese continued with a suggestion that after a conversation between Commissioner Hilburn and Board of Commissioner Henry, the Planning Commission not draft a letter to the Board of Commissioners, instead, a meeting be scheduled. Scope/intent of the meeting with the Board of Commissioners was discussed:

- How local municipalities will be able to handle the subdivision and land development process without the County's guidance
- Is there a process and timeframe for both the Planning Commission and the Board of Commissioners to revisit the municipal review process
- Clarification from the Board of Commissioners of the Planning Commission's focus and purpose

Discussion developed about the Planning Commission's meeting time and place and the affect that may have on the Board of Commissioners attending the meetings.

8. New Business:

A. Presentation/Discussion – County Comprehensive Plan

Mr. Gilbertson gave a presentation about the upcoming County Comprehensive Plan process. The presentation consisted of 12 slides and handouts which included information on:

- Process and outcomes for the Comprehensive Plan
- Roles and expectations for the Planning Commission, Board of Commissioners, Steering Committee, and the Planning Office.
- Planning Consultant
- Drafting the Plan
- Timeline
- Formal Adoption

Mr. Norwood followed-up with some clarification of the timeline and the grant funding the process.

Mr. Gilbertson and Mr. Norwood addressed questions/concerns in regards to the Comprehensive Plan, County SALDO, and possible transition of the Board of Commissioners during the Comprehensive Plan process.

Commissioner Dreese prompted a conversation about scheduling Work Sessions.

- It was suggested Work Sessions to be held directly following regular Meetings. Date/time of Work Sessions to be revisited after the first of the year.

Commissioner Frye motioned to move the regular Planning Commission meeting to 3:00pm with a Work Session to follow 15 minutes after. Commissioner Rock seconded. Motion carried unanimously.

Action Item:

Personnel Committee to develop a Request for Proposal (RFP) for a Planning Consultant. Mr. Norwood clarified that there is currently a draft that the Committee can use to create a final version.

B. Discussion – Planning Commissioner Comments –

Commissioner Frye – Asked if any of the municipalities had reached out regarding the letter addressing the review process changes. Mr. Norwood and Mr. Gilberston both replied.

Commissioner Hilburn – mentioned that she would be attending the Solar Ordinance Workshop in Venango County. Mr. Norwood also recognized that Commissioner Hilburn had received an award for Volunteer of the Year from the Titusville Area Trail Association.

Commissioner Matocks – Announced that the Visitor’s Bureau now has a mobile app.

Commissioner Sjolander – Offered his appreciation for the comprehensive planning process presentation

Commissioner Wickert – Announced that she will begin training to be a Community Planner Trainer.

Commissioner Rock – Acutec will be hosting Manufacturing Day on October 6, 2022

Commissioner Dreese expressed her appreciation for the Commission’s work and strongly encouraged attendance and participation looking forward to the Comprehensive Plan.

Mr. Norwood encouraged the Commissioners to be aware of events that are held in their home areas in regards to the Comprehensive Plan and creating a master list. He also mentioned that annual budget conversations and activities will be taking place.

There was a discussion about ordering both a rectangular table cloth with the Planning Commission’s logo and a pop-up tent for outreach activities. Mr. Norwood asked that members email him with ideas.

9. Adjournment:

Commissioner Dreese requested a motion for adjournment. Commissioner Wickert moved to adjourn the meeting. Commissioner Hilburn seconded. The August 2022 Crawford County Planning Commission Regular Meeting adjourned at 5:52 p.m. on Monday, August 22, 2022.

Respectfully submitted,

Maria Dreese, Chair
Crawford County Planning Commission

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