

# CRAWFORD COUNTY PLANNING COMMISSION

## January Regular Meeting Minutes Crawford County Public Safety Building, Meadville, Pennsylvania

Commissioner Sjolander, Chair, called the Regular Meeting of the Crawford County Planning Commission to order at 3:22 p.m. on January 23, 2022.

### 1. Roll Call:

#### Present –

Scott Sjolander, Chair  
Maria Dreese  
Jessica Hilburn, Secretary  
Ron Mattocks, Vice-Chair (via conference call)  
Austin Rock, Treasurer

#### Absent –

Travis Palmer

### 2. Action on the December 2022 Meeting Minutes:

Commissioner Sjolander requested a motion to approve the December 2022 Regular Meeting minutes. Commissioner Hilburn moved to adopt the minutes. Commissioner Dreese seconded. Discussion on corrections. Motion carried unanimously with corrections.

### 3. Action on the December 2022 Work Session Minutes:

Commissioner Sjolander requested a motion to approve the December 2022 Work Session Meeting minutes. Commissioner Rock moved to adopt the minutes. Commissioner Hilburn seconded. Discussion. Commissioner Hilburn asked if the three past commission members should be marked absent on the Work Session minutes since their terms ran over. Motion carried unanimously with corrections.

### 4. Communications:

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

- Mr. Norwood stated that an email was received from Linesville Borough requesting a review of their Multi-municipal Comprehensive Plan. Later on the agenda.
- There have been several requests for 67/68 permitting reviews.
- Mr. Norwood has received almost a dozen letters of support for the Whole-Home Repair Program. Later on the agenda.

### 5. Reports:

A. Standing Committees –

#### Transportation Committee:

No Report

#### Agricultural and Environmental Concerns Committee:

No Report

Personnel Committee:

- Commissioner Dreese suggested to the new committee chair that instead of just the Personnel Committee meeting, but the full Planning Commission, in an Ad Hoc capacity to look at the resumes for the open commissioner positions and discuss skills sets that might be missing from the current Planning Commission. There is a current rubric to grade the resumes.

Planning Initiatives Committee:

- Commissioner Mattocks reported that no meeting was held in December. He acknowledged that future work will be centered on the comp plan, but put forth a question regarding when it would be appropriate to have discussion about priorities for the committees. Mr. Norwood recommended that committees incorporate their priorities into the comp plan.

B. Planning Director's Report –

**Administrative Updates**

**HIRING DEPUTY DIRECTOR POSITION**

The Board of Commissioners and Planning Director agreed to revise the job description and advertise a Planning Office – Deputy Director position rather than seeking to fill the Assistant Director of Community Development. The position has been posted and applications are being submitted.

**Community Planning Updates**

**COUNTY COMPREHENSIVE PLAN UPDATE**

Staff is coordinating the contracting of Michael Baker International. We have at least one, possibly two, interns this spring for helping with the comprehensive plan. Zach Norwood is exploring a partnership with Allegheny College to develop a video series regarding the comprehensive plan.

**PA ROUTE 6 BETTERMENT**

Crawford County and the French Creek Recreation Trails have entered into a cooperation agreement for this project. The County is awaiting the final agreement with PennDOT.

**Community Development Updates**

**ACT 13 PROGRAM**

Press releases were distributed announcing the release of the 2023 Act 13 program and the February informational meeting. Staff is working to field inquiries and prepare for the meeting. Details about the program are available on our website, <https://act-13-program-crawfordcountypa.hub.arcgis.com/>.

**WHOLE-HOME REPAIR PROGRAM**

The Board of Commissioners authorized Crawford County Planning applying to the DCED Whole-Home Repair Program on January 11, 2023. Zach Norwood has received almost a dozen letters of support and is working to build partnerships among entities across Crawford County for the application.

**Legislative Updates**

**NO UPDATES AT THIS TIME]**

### **Other Updates**

Jonathan Brodak, from Allegheny College, is completing an internship at the Planning Office this semester (Spring 2023). He will be working on the 2024 Crawford County Comprehensive Plan. Mr. Norwood stated that he has a meeting with another potential intern who will be working on digital marketing and social media components of the comp plan. He also stated that he's had communication with the college regarding connecting with a faculty member or a student who would be interested in assisting the Planning Office with video production for the comp plan in the fall.

Mr. Norwood relayed that he received a phone call from a housing developer that he connected with the City of Titusville for a 40-45 unit senior housing facility. Discussion.

### **5. Public Comment**

No Comments

### **6. Subdivisions, Land Developments & Zoning Reviews:**

- Mr. Gilbertson provided an overview of a Zoning Amendment for regulation of solar energy development that was received from Beaver Township. Mr. Gilbertson stated overall strengths and areas of concern in the proposal. Commissioner Sjolander requested a motion to refer comments to Beaver Township. Commissioner Rock moved. Commissioner Dreese seconded. Discussion. Commissioner Dreese amended the initial motion recommending to revise the language in the letter to explain the concerns with the current language in the draft proposal and lay out the options as presented in Exhibit B2 and Exhibit B3. As well, encourage Beaver Township to revisit the amendment and collaborate with Planning Office staff to address additional considerations. Commissioner Hilburn seconded the motion with the amended language. Commissioner Rock opposed. Motioned carried four commission members in favor.
- Mr. Gilbertson provided an overview of a Zoning Amendment for regulation of solar energy development that was received from East Fairfield Township. Mr. Gilbertson stated overall strengths and areas of concern in the proposal. Commissioner Sjolander requested a motion to refer comments to East Fairfield Township. Commissioner Rock moved. Commissioner Dreese seconded with discussion. Discussion. Commissioner Rock amended the initial motion recommending to revise the language in the letter to explain the concerns with the current language in the draft proposal and lay out the three options as presented, or another option as the Township sees fit. However, the Planning Commission, due to the de facto exclusion, cannot endorse the proposal as originally stated. Commissioner Hilburn seconded the motion with the amended language. Motion carried unanimously with the amended language.
- Administrative Subdivision Reviews – Mr. Norwood gave an overview of the subdivisions and land developments.

### **7. Old Business:**

- a. Discussion/Action – 2024 Comprehensive Plan Steering Committee
  - Mr. Norwood gave an update on the Steering Committee. He provided a list of individuals who have agreed to serve on the committee, those individuals who have declined, and those individuals who have not responded. Mr. Norwood recommended action on those who have agreed to serve. Commission Sjolander asked for a motion to approve the individuals who have agreed to serve on 2024 Comprehensive Plan Steering Committee. Commissioner Hilburn made the motion. Commissioner Dreese seconded. Discussion. Commissioner Hilburn made an amended motion to limit the

2024 Comprehensive Plan Steering Committee to twelve members. Commissioner Rock seconded. Discussion. Motion carried unanimously.

b. Discussion/Action – Conneaut Valley Multi-municipal Comprehensive Plan

- A letter was received from Linesville Borough stating the adoption of the Multi-municipal Comprehensive Plan and requesting review of the plan. Since Mr. Gilbertson facilitated in developing the plan, the plan was referred to the Planning Commission for comment. Commissioner Sjolander requested a motion for a letter of support to be sent. Commissioner Dreese moved. Commissioner Rock seconded. Motion carried unanimously.

**8. New Business:**

- a. Discussion – Planning Commissioner Comments
- Commission comments on various topics

**9. Adjournment:**

Commissioner Sjolander requested a motion for adjournment. Commissioner Hilburn moved to adjourn the meeting. Commissioner Dreese seconded. Motion carried unanimously. The January 2023 Crawford County Planning Commission Regular Meeting adjourned at 4:44 p.m. on Monday, January 23, 2022.

Respectfully submitted,

Jessica Hilburn, Secretary  
**Crawford County Planning Commission**

cc: Crawford County Board of Commissioners  
**Crawford County Planning Commission February 2023**