

CRAWFORD COUNTY PLANNING COMMISSION

February 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 3:04 p.m. on February 27, 2023.

1. Roll Call:

Planning Commission Members Present –

Jessica Hilburn, Secretary
Ron Mattocks, Vice-Chair
Travis Palmer (via Skype call)
Austin Rock, Treasurer
Scott Sjolander, Chair

Planning Commission Members Present Absent –

Maria Dreese

Planning Office Staff Present-

Jonathan Brodak, Allegheny Student Intern
Thomas Gilbertson, Assistant Director for Community Development
Zachary Norwood, Director
Samantha Travis, Deputy Director

2. Action on the January 2023 Reorganization Meeting Minutes:

Commissioner Sjolander requested a motion to approve the January 2023 Regular Meeting minutes. Commissioner Hilburn moved to adopt the minutes. Commissioner Mattocks seconded.

Discussion. Commissioner Hilburn recommended to add Ann Knott as Recording Secretary to the end of the minutes. Motion carried unanimously with corrections.

3. Action on the January 2023 Regular Meeting Minutes:

Commissioner Sjolander requested a motion to approve the January 2023 Regular Meeting minutes. Commissioner Rock moved to adopt the minutes. Commissioner Hilburn seconded.

Discussion. Commissioner Hilburn recommended to add Ann Knott as Recording Secretary to the end of the minutes. Motion carried unanimously with corrections.

4. Communications:

Mr. Norwood provided an update on the communications received by the Planning Commission since the January 2023 regular meeting. Communications included:

- Conneautville Borough 45-Day Review Period for the Conneaut Valley Boroughs Multi-Municipal Comprehensive Plan
- PennDOT Design Services Project Newsletter
- PennDOT In-House Projects Newsletter
- 2023 Riley Stoy Practitioner Award Nomination Letter for Samantha Travis. Nomination made by Zachary Norwood.

5. Reports:

A. Standing Committees –

Transportation Committee:

- No Report

Agricultural and Environmental Concerns Committee:

- The Committee met on February 7, 2023. It was decided that County Forest Day is going to be on April 21, 2023. The focus this year is going to be trails.

Personnel Committee:

- No Report

Planning Initiatives Committee:

- No Report

B. Planning Director's Report –

[Administrative Updates

STAFFING ADJUSTMENTS

The Salary Board approved the promotion of Samantha Travis to Deputy Director of the Planning Office on February 22nd. The management team is discussing organization of the office's organizational structure regarding staffing to replace Sam's vacant position along with prepare for the next 4 years of needs.

A student from Kent State is coordinating a summer internship with the Planning Office. The individual, Samantha Peterman, will be joining us from approximately May through a portion of August. She is interested in community planning and will be working on the comprehensive plan project.

Community Planning Updates

COUNTY COMPREHENSIVE PLAN UPDATE

Staff met with the Michael Baker International (MBI) team to discuss the day-long kickoff meeting. Additionally, the steering committee has established their first meeting for March 1st. This meeting will set the stage for their work over the next year and help us coordinate among key stakeholder groups. The MBI team will be in attendance for the meeting. A larger update on the status of the project will be given by Thomas Gilbertson in the work session.

Community Development Updates

ACT 13 PROGRAM

Crawford County Planning staff held a hybrid meeting for the Act 13 program. The meeting had approximately 12 attendees. Representation ranged from across the county and had a variety of project interests. The deadline for submission is March 31 by 4:30.

Legislative Updates

NO UPDATE AT THIS TIME]

5. Public Comment

No Comments

6. Subdivisions, Land Developments & Zoning Reviews:

- Mr. Gilbertson provided an overview of a proposed subdivision land development ordinance amendment that was received from South Shenango Township to repeal Ordinance 93-1 of 1993. Commissioner Sjolander requested a motion to refer comments to South Shenango Township. Commissioner Hilburn moved. Commissioner Mattocks seconded. Motioned carried unanimously.
- Administrative Subdivision Reviews – Mr. Norwood gave an overview of the subdivisions and land developments.

7. Old Business:

- a. Discussion/Action – Recommendation of CCPC Appointments
 - Appointment of Commissioners Rock, Hilburn, and Mattocks to an Ad Hoc Committee for the purpose of interviewing and selecting an individual to fill an open vacancy on the Planning Commission. The proposed timeline was that a candidate should be selected by the next Planning Commission meeting in March 2023.

8. New Business:

- a. Discussion/Action – Conneaut Valley Comprehensive Plan – Conneautville Borough
 - Mr. Gilbertson explained that Conneautville is proceeding with their 45-Day review period. Mr. Gilbertson recommended a letter be sent similar to those sent to Linesville and Springboro. Commissioner Sjolander requested a motion to send a letter of support to Conneautville Borough. Commissioner Hilburn moved. Commissioner Mattock seconded. Motioned carried unanimously.
- b. Discussion/Action – Erie County Long Range Transportation Plan
 - Commissioner Sjolander requested a motion to send a letter with comments regarding the Long Range Transportation Plan to Erie County. Commissioner Hilburn moved to send a letter with discussion. Commissioner Rock seconded. Discussion. Motioned carried unanimously.
- c. Discussion – Planning Commissioner Comments
 - Commission comments on various topics

9. Adjournment:

Commissioner Sjolander requested a motion for adjournment. Commissioner Rock moved to adjourn the meeting. Commissioner Hilburn seconded. Motion carried unanimously. The January 2023 Crawford County Planning Commission Regular Meeting adjourned at 3:37 p.m. on Monday, February 27, 2023.

Respectfully submitted,

Jessica Hilburn, Secretary
Ann Knott, Recording Secretary
Crawford County Planning Commission

cc: Crawford County Board of Commissioners
Crawford County Planning Commission March 2023