

CRAWFORD COUNTY PLANNING COMMISSION

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

Commissioner Mattocks, Vice-Chair, called the Regular Meeting of the Crawford County Planning Commission to order at 3:04 p.m. on Monday, April 24, 2023.

1. Roll Call:

Planning Commission Members Present –

Jessica Hilburn, Secretary
Kristin Hauser
Ron Mattocks, Vice-Chair
Stacey Ross

Planning Commission Members Absent –

Austin Rock, Treasurer
Scott Sjolander, Chair
Stephanie Thauer

Planning Office Staff Present-

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

2. Action on the March 2023 Regular Meeting Minutes:

Commissioner Mattocks requested a motion to approve the March 2023 Regular Meeting minutes. Commissioner Hilburn moved to adopt the minutes. Commissioner Hauser seconded. Discussion. Motion carried unanimously with correction.

3. Action on the March 2023 Work Session Meeting Minutes:

Commissioner Mattocks requested a motion to approve the March 2023 Regular Meeting minutes. Commissioner Hilburn moved to adopt the minutes. Commissioner Ross seconded. Discussion. Motion carried unanimously with correction.

4. Communications:

Mr. Norwood provided an update on the communications received by the Planning Commission since the March 2023 regular meeting.

- An email was received from Saegertown Borough for a letter of support for a PENVEST loan. More discussion later under New Business.

5. Reports:

A. Standing Committees –

Transportation Committee:

- No Report

Agricultural and Environmental Concerns Committee:

- Committee met on April 3, 2023. Topics included County Forest Day, the Hunter Access Program Agreements, and Future Meetings & Events. The Committee Report was included in the Regular Meeting Packet.
- County Forest Day was held on Friday, April 21, 2023. More than 40 people attended, which included 2 area school groups. 50% of the Planning Commission was in attendance. Signs were made and placed to indicate places entering/exiting the County Forest. In addition, the Idea Sharing Installation sign was placed. There has been interest in a fall event that would include seed pod collecting for seeds to be planted in the spring. Mr. Norwood suggested that a future clean-up event focus on a different part of the East Branch Trail. It is being reported that other sections are in need of clean-up.
- The Act 13 Applications were graded.
- Discussion

Personnel Committee:

- No Report

Planning Initiatives Committee:

- No Report

B. Planning Director's Report –

Administrative Updates

NO UPDATES AT THIS TIME

Community Planning Updates

COUNTY COMPREHENSIVE PLAN UPDATE

Updates on the comprehensive plan project in the work session.

US FISH AND WILDLIFE SERVICE

The U.S. Fish and Wildlife Service is proposing a new National Wildlife Refuge to be located in portions of Chautauqua County in New York and in Pennsylvania, Erie, Venango, Crawford and Mercer Counties. The refuge would protect high quality habitat needed for threatened and endangered freshwater mussels and the remarkable aquatic biodiversity of French Creek and its tributaries. In April, the Service will be seeking public comment on the proposed refuge. One of those locations will be in Meadville at Allegheny College. For additional information on French Creek and this proposal and process, see the attachment. If you have any questions, please email us at FW5frenchcreekplan@fws.gov.

Community Development Updates

ACT 13 PROGRAM

Crawford County received a total of six environmental initiative applications and received four at-risk bridge applications. Members of the Planning Commission reviewed applications and provided evaluations. Staff are pulling together the evaluations and will submit a proposal to the Board for consideration before May 2023.

CDBG PROGRAM

Crawford County and the three other entitlement communities will be holding their first public meetings for the 2023 CDBG Program application process. Below are the dates, times, and locations of these meetings: Crawford County – May 3, 2023 @ 5:30 PM at the Crawford County Public Safety Building City of Meadville – May 3, 2023 @ 5:30 PM at the Meadville City Building City of Titusville – April 27, 2023 @ 5:30 PM at Towne Square in Titusville Vernon Township – May 4, 2023 @ 6:15 at the Vernon Township Municipal Building More information is available on the County's CDBG website: <https://cdbg-program-crawfordcountypa.hub.arcgis.com/>

Legislative Updates

(Shared via email on 4/28/23 after the Regular Meeting)

House Bill 782 –

This is an amendment to the MPC (Municipality Planning Code) which is the legislation that authorizes planning in PA. The bill ultimately identifies certain development as a “development of regional impact” and mandates developers to submit an impact analysis to the communities. The impact analysis would include, but is not limited to, housing, traffic, economic, environmental, mitigation plan (emergency services), and coordination of state agencies. The bill is derived from a joint state committee report from over a decade ago which was not fully vetted to the point of language for a piece of legislation. The PA APA is recommending the bill be further evaluated prior to action. We believe it may cause undesirable delays in the development review process and become laborious for local governments who lack capacity.

Additionally, there are two new pieces of legislation that are under development: one federal and one state. These deal with land banks and taxation collection for communities. As more information becomes available, it will be shared with the Planning Commission and Planning Office Staff.]

6. Public Comment

No Comments

7. Subdivisions, Land Developments & Zoning Reviews:

- Administrative Subdivision Reviews – Mr. Norwood gave an overview of the subdivisions and land developments. He also provided an explanation of the process for the new Commission members. Discussion of the Stephen James Subdivision. Parcel # should be 2901.

8. Old Business:

- No Old Business

9. New Business:

- a. Saegertown Water Project Letter of Support Request
 - Mr. Norwood provided an explanation of the project. Commissioner Hauser made a motion to send a letter of support to Saegertown Borough. Commissioner Hilburn seconded. Motion carried unanimously.
- b. Discussion – Planning Commissioner Comments
 - Commission comments on various topics
 - Discussion on Committee appointments
 - Mr. Norwood mentioned that the Board of Commissioners signed a contract with All Points Broadband for the fiber broadband expansion.

10. Adjournment:

Commissioner Mattocks requested a motion for adjournment. Commissioner Hilburn moved to adjourn the meeting. Commissioner Hauser seconded. Motion carried unanimously. The April 2023 Crawford County Planning Commission Regular Meeting adjourned at 4:02 p.m. on Monday, April 24, 2023.

Respectfully submitted,

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

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