

# **CRAWFORD COUNTY PLANNING COMMISSION**

## **May 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 3:08 p.m. on Monday, May 22, 2023.

### **1. Roll Call:**

#### **Planning Commission Members Present –**

Jessica Hilburn, Secretary  
Ron Mattocks, Vice-Chair  
Austin Rock, Treasurer  
Stacey Ross  
Scott Sjolander, Chair  
Stephanie Thauer

#### **Planning Commission Members Absent –**

Kristin Hauser

#### **Planning Office Staff Present-**

Thomas Gilbertson, Assistant Director for Community Development  
Zachary Norwood, Director

### **2. Action on the April 2023 Regular Meeting Minutes:**

Commissioner Sjolander requested a motion to approve the April 2023 Regular Meeting minutes. Commissioner Hilburn moved to adopt the minutes. Commissioner Mattocks seconded. Motion carried unanimously.

### **3. Action on the April 2023 Work Session Meeting Minutes:**

Commissioner Sjolander requested a motion to approve the April 2023 Regular Meeting minutes. Commissioner Mattocks moved to adopt the minutes. Commissioner Hilburn seconded. Motion carried unanimously.

### **4. Communications:**

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

- Annual reports were received from both Venango and Warren counties. Mr. Norwood explained that state law requires preparing an annual report. Most counties prepare the report in February and send it to their elected officials and surrounding counties. Crawford County Planning prepares the report in the fall to align with the budget schedule. Discussion.
- Three letters of Consistency Support.
  - Conneautville Dam Rehabilitation Project
  - Economic Progress Alliance of Crawford County
  - Conneaut Lake Borough Waste Water Improvement Project
- Commission Members were invited to attend CATAs annual retreat.
- PennDOT District 1 Newsletter

## 5. Reports:

### A. Standing Committees –

#### Transportation Committee:

- No Report

#### Agricultural and Environmental Concerns Committee:

- No Report

#### Personnel Committee:

- No Report

#### Planning Initiatives Committee:

- No Report

### B. Planning Director's Report –

- Mr. Norwood mentioned that the new Commission Members met for Orientation on May 5, 2023 at the Planning Office.
- Mr. Norwood explained that the Planning Office is preparing to release the first reoccurring e-Newsletter for the Planning Office. He encouraged the Commission to inform municipalities and agencies that they work with to join the e-Newsletter.

### [Administrative Updates

#### STAFFING CAPACITY

The Planning Office has received six application submissions for the Housing Coordinator and Community Development Specialist positions at this time. Interviews have been scheduled or occurred and a decision will be made in the near future regarding expanding staff capacity.

### Community Planning Updates

#### COUNTY COMPREHENSIVE PLAN UPDATE

Detailed updates on the comprehensive plan project will be provided during the work session. However, the following activities are underway: • Engagement of senior/ junior students at high schools through an online survey • Citizen Inspiration Survey – random sampling survey of community desires and perceptions is being deployed • Phase 1 of Existing Conditions report has been submitted for review to Michael Baker International • Public Engagement Plan (PEP) has been drafted and implementation is underway • Social media campaigns are underway • Steering committee stakeholder meetings are scheduled and will be held later this week

### Community Development Updates

#### ACT 13 PROGRAM

Crawford County will award the Act 13 projects presented to the Board of Commissioners. A total of seven projects are being recommended for funding. Act 13 At-Risk Bridge grant awards • City of Meadville – Bridge No. 12 – Clinton Court over Mill Run -\$48,175.00 • Wayne Township – Rynd Road Culvert Replacement - \$15,061.50 Act 13 Environmental Initiative grant awards • Bloomfield Township Sewage Authority—Canadohta Lake Sewage/Oil Creek Pollution Prevention - \$46,250.00 • French Creek Recreational Trails—Ernst Trail Connector Paving - \$73,400.00 • West Mead Township—Oakgrove Park Playground Enhancements -\$3,637.73 • Northwest PA Mobility

Alliance—Titusville Bike Share program -\$12,500.00 • Western Pennsylvania Conservancy—Tryon-Weber Woods Natural Area Access Improvements and Stream Restoration, Phase Two - \$17,235.00

#### **CDBG PROGRAM**

Crawford County held both the City of Titusville and County CDBG public hearings for the 2023 application. Staff have spoken with numerous communities about the funding stream and expects to receive at least one or two project ideas. Project ideas are due to Crawford County by June 30, 2023. More information is available on the County's CDBG website: <https://cdbg-program-crawfordcountypa.hub.arcgis.com/>

#### **Legislative Updates**

##### **ACT 149 OF 2022**

Act 149 removes the ten-year time limit on a county's ability to collect a blight demolition fee as previously authorized under Act 152 of 2016. The ability to collect funds would have been eliminated in 2026; however, Act 149 removed the deadline allow counties to have a dedicated way of funding a demolition program should they choose to do so.

##### **PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION – PCSM MANUAL**

The DEP has proposed a new Post-Construction Stormwater Manual which industry leaders and planners across the commonwealth are concerns will be excessive and increase the cost of development as well as delay projects. We see local communities struggle to comply with administering the existing regulations, so newer stricter requirements will only further exasperate the problem.

##### **HOUSE BILL 123 – SIGNAGE REQUIREMENTS FOR SUBDIVISION AND LAND DEVELOPMENT**

A proposed Act would amend the PA MPC to require signs to be posted on land undergoing subdivision and land development. The bill would provide specific size requirements for posted signage on property being developed, thereby providing residents with a better understanding of development occurring within the community. PA APA legislative committee is discussing recommended revisions to the bill in an effort to make the law more impactful and less redundant.

##### **HOUSE BILL 782 – TIME TO FIGHT BACK FOR COMMUNITIES**

The proposed bill would amend the PA MPC to address developments of regional significance by changing the law to: • require mega-development developers to provide a detailed analysis of the impacts of development, including the real cost on traffic, future infrastructure costs, emergency management services, sewer, storm water, damage to agricultural lands, parks and open space, impact on neighborhoods, natural resources and wildlife and harm to neighboring properties • allow the host municipality to use this analysis to consider conditions which address the impacts and costs of the development; and • give neighboring municipalities the opportunity to have their concerns addressed.] Discussion.

#### **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.

## 8. Old Business:

- No Old Business

## 9. New Business:

- a. Commissioner Sjolander asked for a motion to make an amendment to the agenda to add discussion about the current standing committees, including size of committee and members on each committee. Commissioner Hilburn motioned. Commissioner Mattocks seconded. Motioned carried unanimously.
- b. Presentation – ALICE Figures/ Student Survey Feedback
  - Commissioner Ross gave a presentation on ALICE figures. She explained what ALICE was, presented statistics for Crawford County, resources and tools, and explained the importance of the information. Discussion.
  - Mr. Norwood provided an overview of the Student Survey results. Discussion.
  - Mr. Norwood shared results from a survey completed at a Borough's Association meeting. He stated that he will also be attending a Township Association meeting where the officials will be encouraged to complete the survey.
- c. Act 152 Blight Demolition Fee Program
  - Commissioner Hilburn and Mr. Norwood provided information about how the program could be administered. Discussion.
- d. Standing Committee Discussion
  - Mr. Norwood reviewed the current committee appointments. An overview of each of the committees was provided. Mr. Sjolander asked the new Commissioners where their strengths and interests lie. Discussion.
  - Discussion on the by-laws.
- e. Discussion – Planning Commissioner Comments
  - Commission Member comments on various topics

## 10. Adjournment:

Commissioner Sjolander requested a motion for adjournment. Commissioner Hilburn moved to adjourn the meeting. Commissioner Ross seconded. Motion carried unanimously. The May 2023 Crawford County Planning Commission Regular Meeting adjourned at 5:13 p.m. on Monday, May 22, 2023.

Respectfully submitted,

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

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