

CRAWFORD COUNTY PLANNING COMMISSION

June 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 3:11 p.m. on Monday, June 26, 2023.

1. Roll Call:

Planning Commission Members Present –

Kristin Hauser
Jessica Hilburn, Secretary
Ron Mattocks, Vice-Chair
Austin Rock, Treasurer
Stephanie Thauer

Planning Commission Members Absent –

Stacey Ross
Scott Sjolander, Chair

Planning Office Staff Present-

Zachary Norwood, Director

2. Action on the May 2023 Regular Meeting Minutes:

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

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

Commissioner Mattocks requested a motion to approve the May 2023 Regular Meeting minutes. Commissioner Thauer moved to adopt the minutes. Commissioner Rock seconded. Motion carried unanimously.

4. Communications:

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

- Section 106 Notification
 - Discussion
- Letter of Support request from Common Roots
 - Discussion

5. Reports:

A. Standing Committees –

Transportation Committee:

- No Report

Agricultural and Environmental Concerns Committee:

- No official meeting. Commissioner Hilburn stated that she checked the trail installation and all surveys had been taken. She spoke with Mr. Gilbertson to coordinate replenishing the supply of surveys. She also stated that there is signage on the trail that is being repaired. Discussion about survey results.

Personnel Committee:

- No Report

Planning Initiatives Committee:

- No Report

B. Planning Director's Report –

Administrative Updates

STAFFING CAPACITY

On Monday June 19, 2023 the Planning Office welcomed two new staff members, Caleb Thayer and Casey Dickson, as our Housing Coordinator and Community Development Specialist, respectively. Both of them are in the Community Development division of our operations.

Caleb comes to Crawford County Planning with a background in the construction field, case work, and education. His ability to leverage these experiences to work with home owners, landlords, tenants, contractors, and our workforce partners will be essential in deploying a successful program.

Casey joins our team as an internal transfer from the Assessment Office. His experience as a life-long resident of and visible passion for Crawford County combined with his technical knowledge and skillset make him a great addition. He will be working closely with Samantha Travis on implementing our CDBG and Act 13 programs as well as help pull together other grant applications.

Feel free to welcome them by sending them an email – Casey (cadickson@co.crawford.pa.us) and Caleb (cthayer@co.crawford.pa.us).

Community Planning Updates

COUNTY COMPREHENSIVE PLAN UPDATE

A project status report on the comprehensive plan will be given during the work session.

Community Development Updates

CDBG PROGRAM

Crawford County has received limited idea submissions from citizens, community groups, or municipalities about projects for our upcoming 2023 application. If you know of a project or entity with a project, please encourage them to submit an idea.

Legislative Updates

REQUESTING LEGISLATION ON THE COMMONWEALTH WHOLE-HOME REPAIR PROGRAM

Staff are working on a letter to each of our State Representatives and State Senator, requesting they introduce legislation to remove the requirement of Pennsylvania Prevailing Wage requirements from the Commonwealth's recently established Whole-Home Repair Program. A copy of the letter upon completion will be shared with the Commission.

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.
 - Discussion

8. Old Business:

- Discussion – Act 152 Blight Demolition Fee Program
 - Mr. Norwood provided a general overview of the program. The program is in an exploration/ beginning stage.
 - Discussion

9. New Business:

- a. Discussion – Planning Commissioner Comments
 - Commissioner Mattocks asked Mr. Norwood for an update on the broadband project.
 - Discussion
 - Commission Member comments on various topics

10. Adjournment:

Commissioner Mattocks requested a motion for adjournment. Commissioner Hilburn moved to adjourn the meeting. Commissioner Hauser seconded. Motion carried unanimously. The June 2023 Crawford County Planning Commission Regular Meeting adjourned at 4:36 p.m. on Monday, June 26, 2023.

Respectfully submitted,

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

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