

CRAWFORD COUNTY PLANNING COMMISSION

July 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 3:00 p.m. on Monday, July 24, 2023.

1. Roll Call:

Planning Commission Members Present –

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

Planning Commission Members Absent –

Scott Sjolander, Chair

Planning Office Staff Present-

Zachary Norwood, Director
Samantha Travis, Deputy Director
Thomas Gilbertson, Assistant Director of Community Planning
Casey Dickson, Community Development Specialist
Debra Frawley, ARPA Program Manager
Ann Knott, Office Manager
Caleb Thayer, Housing Coordinator
Samantha Peterman, Kent State Summer Intern

2. Action on the June 2023 Regular Meeting Minutes:

Commissioner Mattocks requested a motion to approve the June 2023 Regular Meeting minutes. Commissioner Hilburn moved to adopt the minutes. Commissioner Thauer seconded. Commissioner Hilburn asked about the status of the prevailing wage letter. Mr. Norwood explained that it was drafted and the County Commissioners are reviewing it for approval. Motion carried unanimously.

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

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

4. Communications:

- No communications

5. Reports:

A. Standing Committees –

Transportation Committee:

- Mr. Norwood reported that the Board of Commissioner approved Commissioner Hauser to sit on the Northwest Transportation Advisory Committee (TAC). He also stated that the Committee does need to arrange a meeting to discuss standing items. Dates were discussed.

Agricultural and Environmental Concerns Committee:

- The Committee will be meeting August 14, 2023 from 1:00-3:00pm.

Personnel Committee:

- No Report

Planning Initiatives Committee:

- No Report

B. Planning Director's Report –

[Administrative Updates

E-NEWSLETTER

Initiated in June of 2023, the Planning Agencies monthly E-Newsletter has proven to be successful. A total of 70 subscribers are receiving information on planning and development. Each month we receive more subscribers with a rate of 14% growth in the last month alone. The Commission will be asked to provide content for the newsletter starting in August. Commissioners are encouraged to recommend joining the mailing list to community leaders they are in communication with.

Community Planning Updates

COUNTY COMPREHENSIVE PLAN UPDATE

A project status report on the comprehensive plan are given during the monthly work session.

ERNST TRAIL CONNECTION

Efforts are underway through Economic Progress Alliance of Crawford County (EPACC) to connect the existing segments of Ernst Trail to the City of Meadville's Bicentennial Park. Michael Baker International is working to develop a conceptual strategy and build relationships to make the extension of the trail a reality. Zach Norwood sits on the committee overseeing the project as a representative of the County.

OIL CREEK, HYDETOWN, AND TITUSVILLE MULTI-MUNICIPAL PLAN

Community leaders have expressed interest in updating the multi-municipal plan between these communities along with communities in Warren and Venango County. Staff are working to coordinate a meeting with DCED staff to discuss the possibility of exploring a Municipal Assistance Program (MAP) grant or a Strategic management Planning Program (STMP) grant.

ALLEGHENY COLLEGE PARTNERSHIP OPPORTUNITIES

Allegheny College has expressed interest in partnering with Crawford County Planning to implement the safety feasibility study for North Main Street along the college in the City of Meadville as well as explore the possibility of an internship/ professional exposure program to the planning field through

their newly created public humanities program. The College is exploring the creation of a community planning and development track within this discipline.

Community Development Updates

VENANGO BLIGHT DEMOLITION

As part of the County's CDBG program, two blighted structures were removed in Venango Borough within the last two months. These properties are intended to be utilized as greenspace within the Borough.

FOUNDERS PARK PROJECT

The City of Titusville within the next few weeks anticipates completing their investment into Founders Park in downtown Titusville. The improvements include new outdoor benches and dining tables, lighting, art murals, trash cans, a bicycle repair station, and vegetation (trees and bushes). The enhancements to the site, which was formerly a blighted structure that caught on fire, have created a community-oriented resource that will be utilized for years to come.

FEDERAL RECOMPETE GRANT

Crawford County is exploring applying for funding through the federal Economic Development Administration (EDA). The program targets areas of the US which are distressed and have gaps in workforce, which has been a major theme in the comprehensive plan discussions. Staff are working to build a coalition for the application and determine what solutions we would fund through the program. Applications are due October 5, 2023.

Legislative Updates

NO UPDATE AT THIS TIME]

Discussion on the Planning Directors Report.

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 – Questions about Welcome Solar II, solar use, permitting, land use/assessment. It was requested that a list of municipalities with solar ordinances be added to the Monday.com board.
 - Discussion - on trainings for local municipalities
 - Discussion – it was requested that parcel numbers be included in the SALDO Reviews. Mr. Gilbertson suggested that he can create a map resource through GIS to identify/track the parcels.

8. Old Business:

- No Items

9. New Business:

- a. Discussion – Introduction of Planning Staff

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

10. Adjournment:

Commissioner Mattocks requested a motion for adjournment. Commissioner Hilburn moved to adjourn the meeting. Commissioner Rock seconded. Motion carried unanimously. The July 2023 Crawford County Planning Commission Regular Meeting adjourned at 4:44 p.m. on Monday, July 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 August 2023