

CRAWFORD COUNTY PLANNING COMMISSION

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

Commissioner Hilburn, Chair, called the Regular Meeting of the Crawford County Planning Commission to order at 3:13 p.m. on Monday, January 22, 2024.

1. Roll Call:

Planning Commission Members Present –

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

Planning Commission Members Absent –

Rebecca Dawson
Kristin Hauser

Planning Office Staff Present-

Zachary Norwood, Director

Other Attendees –

Scott Schell, Crawford County Commissioner
Christopher Seeley, Crawford County Commissioner

2. Action on the December 2023 Regular Meeting Minutes:

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

3. Communications:

- City of Meadville Zoning Hearing Board Notice of Variance

4. Reports:

A. Standing Committees –

Transportation Committee:

- No report from the committee
- Mr. Norwood stated that the Long-Range Transportation Plan was been publicly announced and published. It is in the review stage. In addition, the four year TIP (Transportation Improvement Plan) is in the adoption/ approval process.
- Mr. Norwood announced that he is now the official Chair of the TAC (Transportation Advisory Committee)
- Discussion

Agricultural and Environmental Concerns Committee:

- The committee is meeting on January 29, 2024 to discuss progress on signage and the County Forest Day.

Personnel Committee:

- No Report

Planning Initiatives Committee:

- No Report

B. Planning Director's Report –

[Administrative Updates

NO ADMINISTRATIVE UPDATE AT THIS TIME

Community Planning Update

COUNTY COMPREHENSIVE PLAN UPDATE

A detailed update on the comprehensive plan will be given during the meeting.

MUNICIPAL PLANNING UPDATES

The Borough of Linesville has begun an update on their zoning ordinance coming out of the Conneaut Valley Borough's Multi-Municipal Plan. The City of Meadville is planning on updating their comprehensive plan this year as well as develop a municipal subdivision and land development ordinance. The City of Meadville is anticipated to take action on their zoning ordinance in early February.

Community Development Updates

WHOLE HOME REPAIR PROGRAM

The Planning Office publicly opened the Whole Home Repair Program on Monday January 15, 2024 to accept preliminary screenings. Within four days the program had to be closed due to overwhelming interest and approximately three times the amount of applications compared to the amount of funding available. Staff have begun to review applications and will begin coordinating with eligible homeowners in batches of five to ten at a time. Staff will hold an informational meeting on February 14th for general contractors and inspectors interested in applying to conduct work through the program.

ACT 13 PROGRAMS

The Planning Office publicly opened the County's Act 13 grant programs (Environmental Initiatives and At-Risk Bridge). Applications will be accepted through March 31, 2024 using our online portals. For the 2024 cycle, a total of \$107,028.93 is available through the Environmental Initiative program across all three regions while a total of \$376,155.59 is available through the At-Risk Bridge program. Staff will hold an informational meeting on February 14th for individuals and entities interested in learning more about the program.

BLIGHT REVITALIZATION PROGRAM

The Planning Office publicly announced the County's Blight Revitalization Program on Monday January 16, 2024. The \$120,000 program has a rolling application period with two review cycles each year. Staff will hold an informational meeting on February 14th for individuals and entities interested in learning more about the program.

Legislative Updates

NO UPDATE AT THIS TIME]

Discussion on the Director's Report.

5. Public Comment

- Commissioner Seeley introduced Commissioner Schell to the Planning Commission. Commissioner Schell also addressed the group.

6. Subdivisions, Land Developments & Zoning Reviews:

- a. Zoning Map Amendment Review – Vernon Township
 - Mr. Norwood provided an overview of the requested Zoning Map Amendment Review. He also provided an explanation of proposed comments to Vernon Township.
 - Commissioner Hilburn requested a motion to refer comments to Vernon Township. Commissioner Mattocks motioned. Commissioner Ross seconded. Discussion. Motion carried unanimously with corrections and changes.
- b. Administrative Subdivision Reviews
 - Discussion
- c. Administrative Notifications & Consistency Reviews
 - Discussion

7. Old Business:

- a. Crawford Inspired – Comprehensive Plan Update & Feedback
 - Mr. Norwood provided an update on the progress of the Comprehensive Plan.
 - Mr. Norwood stated that the last stakeholder meeting will be held in February. More details will be released shortly. It will be held in the evening to accommodate those who are working during the day.
 - Discussion

8. New Business:

- a. Presentation/Discussion – County Role in Development Review Process
 - Presentation by Denny Puko from Michael Baker International.
 - Discussion
- b. Discussion – Planning Commissioner Comments

9. Adjournment:

Commissioner Hilburn requested a motion for adjournment. Commissioner Ross moved to adjourn the meeting. Commissioner Mattocks seconded. Motion carried unanimously. The January 2024 Crawford County Planning Commission Regular Meeting adjourned at 5:29 p.m. on Monday, January, 22, 2024.

Respectfully submitted,

Stacey Ross, Secretary
Ann Knott, Recording Secretary
Crawford County Planning Commission

cc: Crawford County Board of Commissioners
Crawford County Planning Commission February 2024