

CRAWFORD COUNTY PLANNING COMMISSION

March Regular Meeting Minutes

Conneaut Lake Borough Municipal Building (395 High St, Conneaut Lake, PA)

Commissioner Hilburn, Chair, called the Regular Meeting of the Crawford County Planning Commission to order at 3:00 p.m. on Monday, March 25, 2024.

1. Roll Call:

Planning Commission Members Present –

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

Planning Commission Members Absent –

Austin Rock, Treasurer
Rebecca Dawson

Planning Office Staff Present-

Zachary Norwood, Director

Other Attendees-

Eric Henry, Crawford County Commissioner
Christopher Seeley, Crawford County Commissioner
Denny Puko, Michael Baker International

2. Action on the February 2024 Regular Meeting Minutes:

Commissioner Hilburn requested a motion to approve the February 2024 Regular Meeting minutes. Commissioner Hauser moved to adopt the minutes. Commissioner Mattocks seconded. Motion carried unanimously.

3. Communications:

- Titusville Redevelopment Authority - Cunova Service USA Building Expansion - Letter of Support
- Crawford County Drug and Alcohol Commission – Building Up: A Construction Training Program for People in Recovery Grant Application – Letter of Support
- City of Meadville Active Transportation Plan – WalkWorks Application – Letter of Support
 - Discussion

➤ Stacey Ross joined the meeting via teleconference

4. Reports:

A. Standing Committees –

Transportation Committee:

- No report from the committee

Agricultural and Environmental Concerns Committee:

- The committee met on March 19th, 2024. The committee is finalizing designs for the County Forest signs. Invitation for County Forest Day will be going out. Reminder: County Forest Day will be held April 30th, 2024 9:00am-3:00pm.

Personnel Committee:

- No Report

Planning Initiatives Committee:

- No meeting.
- Meadville’s community development representative reached out looking for suggestions for the lot where the old Meadville movie theater was located.
- The Planning Office’s community service volunteer reached out to the committee for materials for a project she is working on for the 2024 comprehensive plan.
- The committee attended the broadband meeting with APB, the County Commissioners, and Planning Office staff.

B. Planning Director’s Report –

[Administrative Updates

NO ADMINISTRATIVE UPDATE AT THIS TIME

Community Planning Updates

COUNTY COMPREHENSIVE PLAN UPDATE

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

INFORMATION AND OUTREACH OPPORTUNITIES

Crawford County Planning staff are coordinating the following information and outreach events supported by partner agencies.

- Solar Development, Solar Regulations, and What to Expect – Pennsylvania State Association of Township Supervisors – May 7th from 1:00 to 4:00pm at County Courthouse (audience - local officials, staff, and planning commissions)
- Crawford Inspired Stakeholder Informational Session – Michael Baker International and Denny Puko – April 4th – 5:00 to 8:00pm at the Lew Davies Community Building (Active Aging) in Meadville (audience – key stakeholders, local officials, staff, and planning commissions)

MUNICIPAL PLANNING UPDATES

The Borough of Venango is spearheading outreach requesting the Planning Office give a presentation on multi-municipal planning efforts. They have five municipalities that are going to be meeting in May.

Community Development Updates

WHOLE HOME REPAIR PROGRAM

The Planning Office received four proposals from contractors and two proposals from inspectors to aid in the administration of the Whole Home Repair Program. A team of reviewers has conducted an analysis of the proposals to submit a formal recommendation to the Board of Commissioners. Additionally, the first five households have returned their materials and will be ready for coordination with inspectors upon completion of contracts with the County.

ACT 13 PROGRAMS

The Planning Office will close the Act 13 application portal on March 31st. A total of four applications have been submitted as of Thursday March 21st. Commissioners are encouraged to remind local communities, non-profits and eligible entities of the grant program.

Legislative Updates

HOUSE BILL 2045 + HOUSE BILL 1976

Legislators in the Pennsylvania House of Representatives have introduced two bills aimed at addressing barriers to housing attainability in the Commonwealth. The Pennsylvania Chapter of the American Planning Association (APA PA) has joined a coalition of agencies focused at improving the housing options for Pennsylvanians. The website for the coalition, Pennsylvania Housing Choices Coalition, can be found here, <https://www.pahousingchoices.com/>. Additional legislation is anticipated to be released in the coming weeks and months. The Chapter will be in touch regarding advocacy, adjustments to

legislation that is being recommended, and how counties and local governments can leverage the momentum happening at the Commonwealth.]

Discussion on the Director's Report.

5. Public Comment

- Commissioner Henry mentioned that he has a comment relating to item 8a. He would wait until that item.

6. Subdivisions, Land Developments & Zoning Reviews:

- Mr. Norwood explained the change in formatting of report presented to the commission
- a. Zoning Ordinance Amendment Review – Saegertown Borough
 - Mr. Norwood provided an overview of the requested Zoning Amendment Review. He also provided an explanation of proposed comments to Saegertown Borough. Discussion
 - Commissioner Hilburn requested a motion to refer comments to Saegertown Borough. Commissioner Thauer motioned. Commissioner Hauser seconded. Motion carried unanimously.
- b. Zoning Ordinance Amendment Review – South Shenango Township
 - Mr. Norwood provided an overview of the requested Zoning Amendment Review. He also provided an explanation of proposed comments to South Shenango Township. Commissioner Hilburn asked who the Township's solicitor is (Bret Steadman). Discussion.
 - Commissioner Hilburn requested a motion to refer comments to South Shenango Township. Commissioner Thauer motioned. Commissioner Mattocks seconded. Motion carried unanimously.
- c. Administrative Subdivision Reviews
 - Discussion
- d. Administrative Notifications & Consistency Reviews
 - Discussion, including cell tower regulations.

7. Old Business:

- a. Discussion – Development Process Project (County SALDO Project)
 - Mr. Puko provided an overview of the current SALDO in Crawford County and the county municipalities and how they compare to the rest of the state. He then reviewed the options for the county/municipal SALDO. He presented strengths & weaknesses of county involvement. He went over the Stakeholder Work Sessions (Public Sector & Private Sector) and the exit survey results. Mr. Puko explained the process and timeline of adopting and enacting a SALDO. Discussion on SALDO options. Commissioner Hilburn requested, with commission consensus, that Michael Baker International draft a county wide SALDO for consideration.
- Commissioner Henry voiced his support for the Planning Office and the 2024 Comprehensive Plan prior to leaving (Item 8a).
- b. Discussion – Comprehensive Plan Stakeholder Meeting
 - Mr. Norwood explained that the facilitation prompts will be sent out via email for the breakout groups. He then gave an overview of the agenda and timeline as well as the goals of the event. The six bold moves were discussed. Discussion.

c. Discussion – Review Bylaws

- Commissioner Hilburn stated the draft of the bylaws was sent to commission members via email and mentioned a 30 day waiting period. Mr. Norwood clarified that the state does not dictate what the bylaws dictate, the commission has control of that. He also mentioned the APA has an Ethics Policy and suggested referencing the policy in the commission bylaws.

8. New Business:

a. Discussion/Action – Letter on Impact of Planning Office Staffing Capacity

- Commissioner Hilburn recommended sending a formal letting stating ideas, concerns, projects (including the comprehensive plan, SALDO, etc.) that are happening and addressing the value of the Planning Agency to the Crawford County Commissioners. Discussion.
- Commissioner Hilburn requested a motion to draft a letter to the Crawford County Commissioners regarding the Planning Office capacity. Commissioner Thauer motioned. Commissioner Mattocks seconded. Discussion. Motion carried unanimously.

b. Discussion – CCPC Member Handbook

- Mr. Norwood referenced Blair County’s member’s handbook. He provided a copy of it for reference. He gave an overview of its content and why it’s important and how it would work in conjunction with the bylaws. He stated he was working on a handbook draft for Crawford County and would continue if the commission desired. Discussion. The Commission requested Mr. Norwood continue to work on the draft.

c. Discussion/ Action – Letter to Legislators – Main Street Matters Program

- Mr. Norwood explained DCED requested letters of support for the Main Street Matters Program be sent to local legislators.
- Commissioner Hilburn requested a motion to send the presented letter of support of the Main Street Matters Program to Senator Michele Brooks. Commissioner Hauser motioned. Commissioner Mattocks seconded. Motion carried unanimously.
- Mr. Norwood stated he could send copies of the letter to each of the local representatives.

d. Discussion/ Action – Letter of Support – ARC POWER Grant for NW Commission Housing Report

- Mr. Norwood gave an overview and explanation of the request and the conversation he had with the NW Commission. Discussion.
- Commissioner Hilburn requested a motion to send the presented letter of support of the ARC Power Grant to the NW Commission. Commissioner Mattocks motioned. Commissioner Hauser seconded. Discussion. Motion carried unanimously with corrections.

e. Discussion – Planning Commissioner Comments

9. Adjournment:

Commissioner Hilburn requested a motion for adjournment. Commissioner Thauer moved to adjourn the meeting. Commissioner Hauser seconded. Motion carried unanimously. The March 2024 Crawford County Planning Commission Regular Meeting adjourned at 6:32 p.m. on Monday, March, 25, 2024.

Respectfully submitted,

Stacey Ross, Secretary

Ann Knott, Recording Secretary

Crawford County Planning Commission

cc: Crawford County Board of Commissioners

Crawford County Planning Commission March 2024