

CRAWFORD COUNTY PLANNING COMMISSION

February Regular Meeting Minutes Benson Memorial Public Library 213 North Franklin Street, Titusville, PA 16354

Commissioner Hilburn, Chair, called the Regular Meeting of the Crawford County Planning Commission to order at 3:00 p.m. on Monday, February 24, 2025

1. Roll Call:

Planning Commission Members Present –

Jessica Hilburn, Chair
Ron Mattocks, Vice-Chair
Stephanie Thauer, Secretary
Kristin Hauser
Mike Klink - Virtual
Jayne Martin - Virtual

Planning Commission Members Absent –

Sally Guzik-Jones

Planning Office Staff Present-

Zachary Norwood, Director

Other Attendees-

Eric Henry, Crawford County Commissioner
Chris Seeley, Crawford County Commissioner

2. Action on the January 2025 Reorganizational Meeting Minutes:

Commissioner Hilburn requested a motion to approve the January 2025 Reorganizational Meeting minutes. Commissioner Thauer moved to adopt the minutes. Commissioner Mattocks seconded. Discussion. Motion carried unanimously with correction 6-0.

3. Action on the January 2025 Regular Meeting Minutes:

Commissioner Hilburn requested a motion to approve the January 2025 Regular Meeting minutes. Commissioner Hauser moved to adopt the minutes. Commissioner Thauer seconded. Discussion. Motion carried unanimously with corrections 6-0.

4. Communications:

- No Report

5. Coalition Reports:

- a. Parks, Recreation, & Natural Resources
- b. Countywide Systems & Services
- c. Resident Attraction & Workforce Development

6. Planning Office Report

- Planning Office Report provided verbally by Mr. Norwood and the hard copy included in the Planning Commission Meeting Packet

- a. Administrative Filings & Updates
- b. Programmatic Updates - Community Planning
- c. Community Development
- d. Legislative Updates

e. **Notifications and Consistency Review report**

Discussion on Planning Office Reports.

7. **Public Comment**

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8. **Subdivisions, Land Developments & Zoning Reviews:**

a. South Shenango Township – Zoning Text Amendment

- Mr. Norwood provided an overview of the proposed Zoning Text Amendment and the comments to be submitted to South Shenango Township. Commissioner Hilburn requested a motion to refer comments to South Shenango Township. Commissioner Hauser motioned. Commissioner Mattocks seconded. Discussion. Motion carried unanimously with corrections 6-0.

b. City of Meadville – Zoning Text Amendment

- Mr. Norwood provided an overview of the proposed Zoning Text Amendment and the comments to be submitted to the City of Meadville. Commissioner Hilburn requested a motion to refer comments to the City of Meadville. Commissioner Martin motioned. Commissioner Thauer seconded. Discussion. Motion carried unanimously with corrections 6-0.

9. **Old Business:**

a. Discussion – County SALDO Discussion

- Multiple SALDO topics discussed, including solar developments and setbacks, the SALDO process, municipal comments, Municipal Planning Code (MPC), and possible revisions to the SALDO
- Commissioner Henry & Commissioner Seeley provided comment
- Commissioner Hilburn requested a motion to approve revisions to the county Subdivision and Land Development Ordinance in the Energy Facility Land Developments section and refer revisions to the Crawford County Commissioners. Commissioner Mattocks moved. Commissioner Thauer seconded. Discussion. Motion carried unanimously 6-0.

10. **New Business:**

a. Discussion – Penn State Extension Land Sue Webinar

b. Discussion – PA Office of Community Planning Trainings

c. Discussion - Planning Commissioner Comments

11. **Adjournment:**

Commissioner Hilburn requested a motion for adjournment. Commissioner Hauser motioned. Commissioner Mattocks seconded. Motion carried unanimously 6-0. The Crawford County Planning Commission Regular Meeting adjourned at 5:16 p.m. on Monday, February 24, 2025.

Respectfully submitted,

Stephanie Thauer, Secretary
Ann Knott, Recording Secretary
Crawford County Planning Commission

cc: Crawford County Board of Commissioners
Crawford County Planning Commission March 2025