

CRAWFORD COUNTY PLANNING COMMISSION

March Regular Meeting Minutes Meadville Public Library 848 North Main Street, Meadville, PA 16335

Commissioner Hilburn, Chair, called the Regular Meeting of the Crawford County Planning Commission to order at 3:01 p.m. on Monday, March 24, 2025

1. Roll Call:

Planning Commission Members Present –

Jessica Hilburn, Chair
Ron Mattocks, Vice-Chair
Stephanie Thauer, Secretary
Kristin Hauser
Sally Guzik-Jones
Mike Klink - Virtual
Jayne Martin – 3:19 pm

Planning Commission Members Absent –

Planning Office Staff Present-

Zachary Norwood, Director
Samantha Travis, Deputy Director

Other Attendees-

Eric Henry, Crawford County Commissioner
Chris Seeley, Crawford County Commissioner
Sylvia Guzik – Welcome to your first public engagement activity!

2. Action on the February 2025 Regular Meeting Minutes:

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

3. Communications:

- a. Crawford County Whole Home Repair Program – Funding Update
- b. Cambridge Springs Recreation Park – Phase 2 Letter of Support
- c. Letter of Intent to Local Elected Officials

4. Coalition Reports:

- Coalition Reports provided by Coalition Chairs. Discussion.
 - a. Parks, Recreation, & Natural Resources
 - b. Countywide Systems & Services

➤ Commissioner Martin joined the meeting

- c. Resident Attraction & Workforce Development

5. 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.

6. Public Comment

- No public comment

7. Subdivisions, Land Developments & Zoning Reviews:

- a. 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 Hauser seconded. Discussion. Motion carried unanimously with corrections 7-0.

8. Old Business:

- a. Discussion – County SALDO Discussion

9. New Business:

- a. Discussion/Action – Crawford Inspired Mini-Grant Program
 - Commissioner Hilburn requested a motion to send the recommended mini-grant applications to the Crawford County Board of Commissioners for funding approval. Commissioner Martin motioned. Commissioner Guzik-Jones seconded. Discussion. Motion carried unanimously with corrections 7-0.
1. West Mead Township – Street Lighting Project: \$13,000
2. West Mead District #1 Volunteer Fire Company - Rural Water Supply Equipment & Training: \$13,500.00
3. Linesville Community Public Library - Warming/Cooling Shelter Generator Acquisition: \$5,900.00
4. Titusville Historical Society – T.C. Joy & Company Radiator Exhibit: \$3,005.00
5. Conneaut Lake Joint Municipal Authority – Generator Replacement at N-4 Pump Station: \$15,000.00
6. HOPE – Columbia Lot Urban Farm and Food Forest: \$15,000.00
7. Vernon Central Hose Company – LED Lighting Update Program: \$6,045.00
8. Crawford County Fair Grounds Building Association II – Pleasure Horse and Pony Storage Shed: \$1,215.00
9. Food for Thought – Weekend Food Bags and Food Pantry Needs: \$2,335.00
- b. Training – Monday.com System -
- c. Discussion - Planning Commissioner Comments

10. Adjournment:

Commissioner Hilburn requested a motion for adjournment. Commissioner Thauer motioned. Commissioner Hauser seconded. Motion carried unanimously 7-0. The Crawford County Planning Commission Regular Meeting adjourned at 5:40 p.m. on Monday, March 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 April 2025