

CRAWFORD COUNTY PLANNING COMMISSION

May 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 3:02 p.m. on Monday, May 19, 2025

Commissioner Hilburn requested a motion to add the Hope Initiative to the New Business section of the Agenda. Commissioner Martin moved to make the addition. Commissioner Klink seconded. Motion carried unanimously 7-0.

1. Roll Call:

Planning Commission Members Present –

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

Planning Office Staff Present-

Zachary Norwood, Director
Samantha Travis, Deputy Director
Rachel Gillette, Data Analyst
Isabella Sager, Communication Specialist

Other Attendees-

Joy Fronzoli, PA Department of Community & Economic Development (DCED)
John McGranor, PA Department of Community & Economic Development (DCED)
Aaron Rekich, Meadville Area Recreation Complex (MARC)
Jay Vernon, Meadville Area Recreation Foundation (MARF)

2. Action on the April 2025 Regular Meeting Minutes:

Commissioner Hilburn requested a motion to approve the April 2025 Regular Meeting minutes. Commissioner Hauser moved to adopt the minutes. Commissioner Thauer seconded. Discussion. Motion carried unanimously with corrections 7-0.

3. Communications:

4. Coalition Reports:

- a. Reports
- b. General Discussion

5. Planning Office Report

- Mr. Norwood introduced the Planning Office's new staff members, Rachel Gillette and Isabella Sager.
- Planning Office Report is provided verbally by Mr. Norwood, and the hard copy is 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. Action – East Fairfield Township – Zoning Ordinance Text Amendment
 - Mr. Norwood provided an overview of the proposed Zoning Text Amendment and the comments to be submitted to East Fairfield Township. Commissioner Hilburn requested a motion to refer comments to East Fairfield Township. Commissioner Martin motioned. Commissioner Hauser seconded. Discussion. Motion carried unanimously with corrections & additions 7-0.

8. Old Business:

- a. Discussion – County SALDO Discussion
 - Presentation- DCED Office of Community Planning

9. New Business:

- a. Action- Peer Consultant Recommendation
 - Commissioner Hilburn requested a motion to accept Troy Truax from Michael Baker International as the Peer Consultant. Commissioner Klink motioned. Commissioner Mattocks seconded. Discussion. Motion carried unanimously 7-0.
- b. Action- Hope Initiative
 - Mr. Norwood provided an overview of the change in scope requested by HOPE for the Columbia Lot Urban Farm Food Forest Mini-Grant application.
 - Commissioner Hilburn requested a motion to accept the change in scope to the HOPE Mini-Grant application. Commissioner Martin motioned. Commissioner Guzik-Jones seconded. Discussion. Motion carried unanimously 7-0.
- c. Discussion - Planning Commissioner Comments

10. Adjournment:

Commissioner Hilburn requested a motion for adjournment. Commissioner Martin motioned. Commissioner Guzik-Jones seconded. Motion carried unanimously 7-0. The Crawford County Planning Commission Regular Meeting adjourned at 5:06 p.m. on Monday, May 19, 2025.

Respectfully submitted,

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

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