

# CRAWFORD COUNTY PLANNING COMMISSION

**June Regular Meeting Minutes  
Benson Memorial Library  
213 North Franklin Street, Titusville, PA 16354**

Commissioner Hilburn, Chair, called the Regular Meeting of the Crawford County Planning Commission to order at 3:10 p.m. on Monday, June 23, 2025

**1. Roll Call:**

**Planning Commission Members Present –**

Jessica Hilburn, Chair  
Ron Mattocks, Vice-Chair  
Stephanie Thauer, Secretary  
Sally Guzik-Jones - Virtual

**Planning Office Staff Present-**

Zachary Norwood, Director

**Other Attendees-**

Christopher Seeley, Crawford County Commissioner

**2. Action on the May 2025 Regular Meeting Minutes:**

Commissioner Hilburn requested a motion to approve the May 2025 Regular Meeting minutes. Commissioner Thauer moved to adopt the minutes. Commissioner Mattocks seconded. Discussion. Motion carried unanimously with corrections 4-0.

**3. Communications:**

- Economic Progress Alliance of Crawford County – Letter of Consistency & Support for PA SITES Application

**4. Coalition Reports:**

- a. Reports
- b. Planning Commission SOP – Purchasing Instructions
  - i. Commissioner Hilburn requested a motion to adopt the proposed SOP. Commissioner Guzik-Jones motioned. Commissioner Thauer seconded. Discussion. Motion carried unanimously with corrections and additions 4-0.
- c. Planning Commission Training
- d. General Discussion

**5. Planning Office Report**

- Planning Office Report is provided verbally by Mr. Norwood, and the hard copy is included in the Planning Commission Meeting Packet
- a. Programmatic Updates - Community Planning
  - b. Community Development
  - c. Legislative Updates
  - d. Notifications and Consistency Review report

Discussion on Planning Office Reports.

**6. Public Comment**

- No public comment

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

- a. Act 247 Reviews
  - i. Administrative Filing Report
  - ii. Reviews of Municipal Plans and Ordinances
- b. County-Governed Plans
  - i. County SALDO Applications

**8. Old Business:**

- a. None

**9. New Business:**

- a. Discussion/Action- Peer Northwest WIOA Plan Comment Letter
  - Commissioner Hilburn requested a motion to forward comments to NWPA JobConnect about the Northwest WIOA Plan. Commissioner Mattocks motioned. Commissioner Thauer seconded. Discussion. Motion carried unanimously 4-0.
- b. Discussion/Action- County SALDO Implementation
  - i. Planning/Engineering Professional Services RFP
    - Commissioner Hilburn requested a motion to move forward with the RFP for Planning & Engineering Professional Services. Commissioner Thauer motioned. Commissioner Mattocks seconded. Discussion. Motion carried unanimously with corrections and additions 4-0.
  - ii. Solicitor Professional Services RFP
    - Commissioner Hilburn requested a motion to move forward with the RFP for Solicitor Professional Services. Commissioner Mattocks motioned. Commissioner Guzik-Jones seconded. Discussion. Motion carried unanimously with corrections and additions 4-0.
  - iii. SALDO Website Framework
- c. Discussion/Action- Planning Commission Communication SOP
  - Commissioner Hilburn requested a motion to adopt the proposed SOP. Commissioner Guzik-Jones motioned. Commissioner Thauer seconded. Discussion. Motion carried unanimously with corrections and additions 4-0.
- d. Discussion- Fall Planning Agency Retreat
- e. Discussion- Annual Report and 2026 Budget Proposal
- f. Discussion - Planning Commissioner Comments

**10. Adjournment:**

Commissioner Hilburn requested a motion for adjournment. Commissioner Thauer motioned. Commissioner Mattocks seconded. Motion carried unanimously 4-0. The Crawford County Planning Commission Regular Meeting adjourned at 4:54 p.m. on Monday, June 23, 2025.

Respectfully submitted,

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

cc: Crawford County Board of Commissioners  
**Crawford County Planning Commission July 2025**