

CRAWFORD COUNTY PLANNING COMMISSION

**July 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 3:00 p.m. on Monday, July 28, 2025

1. Roll Call:

Planning Commission Members Present –

Jessica Hilburn, Chair
Ron Mattocks, Vice-Chair
Stephanie Thauer, Secretary
Sally Guzik-Jones
Kristen Hauser
Mike Klink
Jayne Martin, joined at 3:42 pm

Planning Office Staff Present-

Zachary Norwood, Director

Other Attendees-

Theo

2. Action on the June 2025 Regular Meeting Minutes:

Commissioner Hilburn requested a motion to approve the June 2025 Regular Meeting minutes. Commissioner Hauser moved to adopt the minutes. Commissioner Guzik-Jones seconded. Discussion. Motion carried unanimously 6-0.

3. Communications:

- Monday.com Correspondence At a Glance
 - Mr. Norwood gave an overview of what Correspondence At a Glance is

4. Coalition Reports:

- a. Reports
- b. 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. **Administrative Filing Report**
 - b. **Community Planning Report**
 - c. **Community Development Report**
 - 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
 - 1. Action – Saegertown Borough: Zoning Ordinance Text Amendment Report
 - Commissioner Hilburn requested a motion to forward comments to Saegertown Borough. Commissioner Klink motioned. Commissioner Thauer seconded. Discussion. Motion carried unanimously with additions 6-0.

➤ Commissioner Martin joined the meeting

- b. County-Governed Plans
 - i. County SALDO Applications

8. Unfinished Business:

- a. Discussion – Fall Planning Retreat

9. New Business:

- a. Discussion/Action- Talent Attraction and Resident Recruitment in Northwest PA Project
 - Mr. Norwood provided an overview of the proposed Make My Move program.
 - Commissioner Hilburn requested a motion to make a recommendation to the Board of Commissioners to move forward with the Talent Attraction and Resident Recruitment in Northwest PA Project. Commissioner Mattocks motioned. Commissioner Guzik-Jones seconded. Discussion. Motion carried unanimously 7-0.
- b. Discussion- Crawford County Farm Bureau Meeting
- c. Discussion - Planning Commissioner Comments

10. Adjournment:

Commissioner Hilburn requested a motion for adjournment. Commissioner Thauer motioned. Commissioner Mattocks seconded. Motion carried unanimously 7-0. The Crawford County Planning Commission Regular Meeting adjourned at 4:45 p.m. on Monday, June 28, 2025.

Respectfully submitted,

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

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