

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