

CRAWFORD COUNTY PLANNING COMMISSION

August 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 3:03 p.m. on Monday, August 25, 2025

1. Roll Call:

Planning Commission Members Present –

Jessica Hilburn, Chair
Ron Mattocks, Vice-Chair
Sally Guzik-Jones, Virtual
Kristen Hauser
Mike Klink, joined at 3:08
Jayne Martin, Virtual

Planning Office Staff Present-

Zachary Norwood, Director

2. Commissioner Hilburn requested a motion to add an agenda item, Transportation Priority Listing. Commissioner Hauser motioned. Commissioner Mattocks seconded. Motion carried unanimously 5-0.

3. Action on the July 2025 Regular Meeting Minutes:

Commissioner Hilburn requested a motion to approve the July 2025 Regular Meeting minutes. Commissioner Martin moved to adopt the minutes. Commissioner Guzik-Jones seconded. Discussion/Corrections. Motion carried unanimously 5-0.

4. Communications:

- No Report

➤ Commissioner Klink joined the meeting.

5. Coalition Reports:

- a. Reports
- b. General Discussion

6. Planning Office Report

- Planning Office Report is provided verbally by Mr. Norwood, and a 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.

7. Public Comment

- No public comment

8. 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

9. Unfinished Business:

NA

10. New Business:

- a. Discussion- 2025 Strategic Plan Summary
- b. Discussion- Annual Report
- c. Transportation Priority Listing
 - Commissioner Hilburn requested a motion to forward the County's priority for intersection safety to the Northwest Commission. Commissioner Klink motioned. Commissioner Mattocks seconded. Discussion/Corrections. Motion carried unanimously 6-0.
- d. Discussion - Planning Commissioner Comments

11. Adjournment:

Commissioner Hilburn requested a motion for adjournment. Commissioner Hauser motioned. Commissioner Mattocks seconded. Motion carried unanimously 6-0. The Crawford County Planning Commission Regular Meeting adjourned at 4:40 p.m. on Monday, August 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 September 2025