

# **CRAWFORD COUNTY PLANNING COMMISSION**

## **September 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 3:01 p.m. on Monday, September 22, 2025

### **1. Roll Call:**

#### **Planning Commission Members Present –**

Jessica Hilburn, Chair  
Ron Mattocks, Vice-Chair, Virtual  
Stephanie Thauer, Secretary, Virtual  
Kristen Hauser  
Mike Klink, Virtual  
Jayne Martin

#### **Planning Office Staff Present-**

Zachary Norwood, Director  
Samantha Travis, Deputy Director

### **2. Action on the August 2025 Regular Meeting Minutes:**

Commissioner Hilburn requested a motion to approve the August 2025 Regular Meeting minutes. Commissioner Hauser moved to adopt the minutes. Commissioner Thauer seconded. Discussion/Corrections. Motion carried unanimously 6-0.

### **3. Communications:**

- Correspondence At a Glance
- PennDOT District 1-0 Project Newsletter

### **4. Coalition Reports:**

- a. Reports
- b. General Discussion

### **5. 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.

### **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. Unfinished Business:**

- a. Action- 2025 Strategic Plan Summary
  - Commissioner Hilburn requested a motion to accept the presented 2025 Crawford County Planning Agency Strategic Plan. Commissioner Martin motioned. Commissioner Hauser seconded. Discussion/Corrections. Motion carried unanimously 6-0.
- b. Action- Planning for Data Centers Resource
  - Commissioner Hilburn requested a motion to approve the Planning for Data Centers resource for publication. Commissioner Martin motioned. Commissioner Mattocks made a motion to withdraw. Discussion. Commissioner Hilburn requested a new motion to table the Planning for Data Centers resource for publication until next month for further revisions. Commissioner Martin motioned. Commissioner Mattocks seconded. Motion carried unanimously 6-0.

**9. New Business:**

- a. Discussion- SALDO Applications, Materials, and Website
- b. Discussion – National Community Planning Month
  - i. Activity- Library System Planning Book Program
  - ii. Proclamation
  - iii. Event- Crawford Inspired Breakfast
- c. Discussion- 2025 Planning Commissioner Terms
- d. Discussion- Conservation District Board of Directors – Nominations
- e. Discussion - Planning Commissioner Comments

**10. Adjournment:**

Commissioner Hilburn requested a motion for adjournment. Commissioner Martin motioned. Commissioner Hauser seconded. Motion carried unanimously 6-0. The Crawford County Planning Commission Regular Meeting adjourned at 4:54 p.m. on Monday, September 22, 2025.

Respectfully submitted,

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

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