

CRAWFORD COUNTY PLANNING COMMISSION

November 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, November 24, 2025

1. Roll Call:

Planning Commission Members Present –

Jessica Hilburn, Chair
Ron Mattocks, Vice-Chair, Virtual
Stephanie Thauer, Secretary
Mike Klink
Kristin Hauser
Jayne Martin
Sall Guzik-Jones, Virtual

Planning Commission Members Present –

Planning Office Staff Present-

Samantha Travis, Interim Director

Other Attendees-

Christopher Seeley, Crawford County Commissioner
Jennifer Hirneisen, MacDonald, Illig, Jones & Britton LLP
Mark Shaw, MacDonald, Illig, Jones & Britton LLP

2. Action on the October 2025 Regular Meeting Minutes:

Commissioner Hilburn requested a motion to approve the October 2025 Regular Meeting minutes. Commissioner Hauser moved to adopt the minutes. Commissioner Thauer seconded. Discussion/Corrections. Motion carried unanimously, 7-0.

3. Communications:

- Make My Move ARC application
- Letter of Support – Diamond Street Revitalization Phase 2
- Letter of Support – C-PACE
- Letter from Counsel – MIJB to Shaffer Law Firm Attorneys Swick and Button

4. Coalition Reports:

- a. Reports
- b. General Discussion

5. Planning Office Report

- Planning Office Report is provided verbally by Ms. Travis, and a hard copy is included in the Planning Commission Meeting Packet
- a. **Community Planning**
 - b. **Community Development**

Discussion on Planning Office Reports.

6. Public Comment

- Comments from Mark Shaw and Jennifer Hirneisen from MacDonald, Illig, Jones & Britton regarding the Subdivision and Land Development Ordinance.

7. Subdivisions, Land Developments & Zoning Reviews:

a. Act 247 Reviews

- i. Administrative Filing Report
- ii. Reviews of Municipal Plans and Ordinances
 1. Action – Venango Borough Zoning Amendment

Ms. Travis provided an overview of the proposed Zoning Amendment and the comments to be submitted to Venango Borough. Commissioner Hilburn requested a motion to refer comments to Venango Borough. Commissioner Martin motioned. Commissioner Klink seconded. Discussion. Motion was carried unanimously with corrections & additions 7-0.

2. Action – Cambridge Springs Borough Zoning Amendment

Ms. Travis provided an overview of the proposed Zoning Amendment and the comments to be submitted to Cambridge Springs Borough. Commissioner Hilburn requested a motion to refer comments to Cambridge Springs Borough. Commissioner Hauser motioned. Commissioner Mattocks seconded. Discussion. Motion was carried unanimously with corrections & additions 7-0.

3. Action – Beaver Township Zoning Ordinance

Ms. Travis provided an overview of the proposed Zoning Ordinance and the comments to be submitted to Beaver Township. Commissioner Hilburn requested a motion to refer comments to Beaver Township. Commissioner Klink motioned. Commissioner Martin seconded. Discussion. Motion carried unanimously with corrections & additions 7-0.

b. County-Governed Plans

- i. County SALDO Applications

c. Notifications and Consistency Review Report

8. Unfinished Business:

No unfinished business from the October 2025 meeting

➤ Commissioner Guzik-Jones left the meeting.

9. New Business:

a. Action- Recommendation of Peer Study

- i. Commissioner Hilburn requested a motion to recommend to the Board of Commissioners to approve the resolution implementing the actions of the Peer Study. Commissioner Hauser motioned. Commissioner Martin seconded. Discussion. Commissioner Hilburn requested a new motion to table the recommendation to further discuss and revise the language in the resolution before sending it to the Board of Commissioners. Commissioner Thauer motioned. Commissioner Klink seconded. Commissioner Mattocks abstained due to a conflict of interest. Motion carried unanimously, 5-0.

- a. Action – Recommendation of Planning Commission Members to Board of Commissioners
 - i. Commissioner Hilburn requested a motion to refer the nominations of Jessica Hilburn and Kristen Hauser to remain on the Planning Commission to the Board of Commissioners. Commissioner Thauer motioned. Commissioner Klink seconded. Jessica Hilburn and Kristen Hauser abstained due to a conflict of interest. Motion carried unanimously, 4-0.
- b. 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 5:56 p.m. on Monday, November 24, 2025.

Respectfully submitted,

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

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