

CRAWFORD COUNTY PLANNING COMMISSION

February Regular Meeting Minutes Cochranton Public Library 107 W Pine Street, Cochranton, Pennsylvania 16314

Commissioner Hilburn, Chair, called the Regular Meeting of the Crawford County Planning Commission to order at 3:02 p.m. on Monday, February 26, 2024.

1. Roll Call:

Planning Commission Members Present –

Jessica Hilburn, Chair
Ron Mattocks, Vice-Chair
Stacey Ross, Secretary - Virtually
Austin Rock, Treasurer
Kristin Hauser
Stephanie Thauer

Planning Commission Members Absent –

Rebecca Dawson

Planning Office Staff Present-

Zachary Norwood, Director
Samantha Travis, Deputy Director - Virtually

Other Attendees –

Eric Henry, Crawford County Commissioner
Scott Schell, Crawford County Commissioner
Christopher Seeley, Crawford County Commissioner
Kathy Wyrosdick, Michael Baker International Project Manager - Virtually

2. Action on the January 2024 Reorganizational Meeting Minutes:

Commissioner Hilburn requested a motion to approve the January 2024 Reorganizational Meeting minutes. Commissioner Thauer moved to adopt the minutes. Commissioner Mattocks seconded. Motion carried unanimously.

3. Action on the January 2024 Regular Meeting Minutes:

Commissioner Hilburn requested a motion to approve the January 2024 Regular Meeting minutes. Commissioner Thauer moved to adopt the minutes. Commissioner Mattocks seconded. Motion carried unanimously.

4. Communications:

- Common Roots' – USDA Rural Business Development Grant/ Enterprise Grant for Construction Trades Education Program Letter of Support
- Mr. Norwood reminded the Planning Commission that communication went out to all municipalities as well as engineers, land surveyors, and developers inviting them to the Subdivision and Land Development Conversation happening on February 27, 2024.

5. Reports:

A. Standing Committees –

Transportation Committee:

- No report from the committee
- Mr. Mattocks attended the Walkability Community Engagement meeting. The meeting provided an educational session as well a group break-out session that allowed individuals to provide feedback and solutions. The meeting was an initial step in a grant program.

Agricultural and Environmental Concerns Committee:

- Commissioner Hilburn reported that the County Forest Day is scheduled for Tuesday, April 30th, 2024. Events for the day will include tree planting, installation of new signage, and general clean up. Area students will be helping with the tree planting.

Personnel Committee:

- No Report

Planning Initiatives Committee:

- No Report

B. Planning Director's Report –

[Administrative Updates

NO ADMINISTRATIVE UPDATES AT THIS TIME

Community Planning Updates

COUNTY COMPREHENSIVE PLAN UPDATE

A detailed update on the comprehensive plan will be given during the meeting.

INFORMATION AND OUTREACH OPPORTUNITIES

Crawford County Planning staff are coordinating the following information and outreach events supported by partner agencies.

- Subdivision and Land Development Process and Role Discussion – Michael Baker International and Denny Puko – February 27th – 2:00 to 3:30pm at Family & Community Christian Association - 378 Chestnut St, Meadville, PA 16335 (audience – developers, engineers, surveyors, and attorneys)
- Subdivision and Land Development Process and Role Discussion – Michael Baker International and Denny Puko – February 27th – 5:00 to 7:00pm at Family & Community Christian Association - 378 Chestnut St, Meadville, PA 16335 (audience - local officials, staff, and planning commissions)
- Pennsylvania Broadband Initiatives and What to Expect – Pennsylvania Broadband Development Authority- March 20th – 1:30 to 3:00pm at County Courthouse (audience - local officials, staff, and planning commissions)
- Solar Development, Solar Regulations, and What to Expect – Pennsylvania State Association of Township Supervisors – May 7th from 1:00 to 4:00pm at County Courthouse (audience - local officials, staff, and planning commissions)
- Crawford Inspired Stakeholder Informational Session – Michael Baker International and Denny Puko – April 4th – 5:00 to 8:00pm at the Lew Davies Community Building (Active Aging) in Meadville (audience – key stakeholders, local officials, staff, and planning commissions)

The following are planning related information and outreach events supported other agencies.

- The Meadville Community Revitalization Corporation (CRC) – Allegheny College – February 29th from 6:00 to 7:00 pm at the Lew Davies Community Building (Active Aging) in Meadville (audience – open to the public)

MUNICIPAL PLANNING UPDATES

The City of Meadville adopted a new zoning ordinance on February 6th, 2024. Additionally, the City of Meadville held an active transportation plan meeting to discuss the PA Downtown Center WalkWorks Program. The City is seeking up to \$30,000.00 to develop an active transportation plan.

Community Development Updates

W HOLE HOME REPAIR PROGRAM

The Planning Office held an information meeting for contractors and inspectors regarding program requirements, expectations, and how to submit a proposal for consideration. Deadline for proposal submissions is February 29th at 4pm. Staff is working to verify the first five households. County solicitor and staff are finalizing template contracts for the program.

ACT 13 PROGRAMS

The Planning Office held an informational meeting on February 14th for potential applicants. Approximately ten municipal officials, staff, and community groups attended the meeting. Staff have had multiple conversations with potential applications and have received one submission already.

BLIGHT REVITALIZATION PROGRAM

The Planning Office held an informational meeting on February 14th for potential applicants. Approximately ten municipal officials, staff, and community groups attended the meeting. Staff have had multiple conversations with potential applications. The Board of Commissioners have expressed interest in discussing an Act 152 fee after the first round of funding is awarded.

Legislative Updates

NO UPDATE AT THIS TIME]

Discussion on the Director's Report.

6. Public Comment

- Commissioner Henry offered his and the other commissioner's support for the Planning Commission and the 2024 Comprehensive Plan.
- Discussion about the County Forest project.

➤ Commissioner Hauser joined the meeting

7. Subdivisions, Land Developments & Zoning Reviews:

- a. Administrative Subdivision Reviews
 - Discussion
- b. Administrative Notifications & Consistency Reviews
 - Discussion

➤ Commissioner Ross left the meeting

8. Old Business:

- a. Discussion - Crawford Inspired Stakeholder Meeting
 - Mr. Norwood provided a review/update on the progress of the comprehensive plan. Introduced and explained the new character zone map. Discussion.
 - Community priorities: people, places, prosperity. Each priority is broken down for intentional investment. Out of the priorities, six outcomes were developed to measure progress and growth.
- Commissioner Rock joined the meeting
 - There were seven bold moves identified to help move the needle.
 - Mr. Norwood gave an overview of what is scheduled for the stakeholder meeting. He asked the commission members to be prepared to speak to the bold moves. More to be discussed at the next meeting.
- b. Discussion – County Role in Development Review Process + Upcoming Meeting
 - Mr. Norwood gave an overview of what is scheduled for the Subdivision and Land Development conversation meeting.

9. New Business:

- a. Discussion – Review of Bylaws
 - Examples of by-laws have been shared on Monday.com. The committee has been working on making edits to the original by-laws. The edits have been emailed to all commission members.
- b. Discussion – Planning Commission Workgroups
 - Commissioner Hilburn is recommending creating new workgroups that are aligned with the community priorities from the comprehensive plan. The workgroups will have outcomes from the comprehensive plan assigned as goals. The bold moves will be enacted. The committee chairs will facilitate communication between workgroups.
 - Review of the strategic plan
 - Discussion
- c. Discussion – Act 13 Program Review Committees
 - Commissioner Hilburn recommended Commissioners Hauser, Ross, and Thauer for the review committee. She asked for them to consider the appointment and let her know if they would be willing to serve on the committee. Mr. Norwood gave a timeline of the review process.
- d. Discussion – Planning Commissioner Comments

10. Adjournment:

Commissioner Hilburn requested a motion for adjournment. Commissioner Hauser moved to adjourn the meeting. Commissioner Mattocks seconded. Motion carried unanimously. The February 2024 Crawford County Planning Commission Regular Meeting adjourned at 4:56 p.m. on Monday, February, 26, 2024.

Respectfully submitted,

Stacey Ross, Secretary
Ann Knott, Recording Secretary
Crawford County Planning Commission

cc: Crawford County Board of Commissioners
Crawford County Planning Commission March 2024