CRAWFORD COUNTY PLANNING COMMISSION

April Regular Meeting Minutes
Benson Memorial Library
213 North Franklin Street, Titusville, PA 16335

Commissioner Hilburn, Chair, called the Regular Meeting of the Crawford County Planning Commission to order at 3:04 p.m. on Monday, April 27, 2026

1. **Roll Call:**
   Planning Commission Members Present –
   Jessica Hilburn, Chair
   Stephanie Thauer, Secretary
   Mike Klink
   Kristin Hauser
   Sally Guzik-Jones
   Jayne Martin

   Planning Commission Members Absent –
   Ron Mattocks, Vice Chair

   Planning Office Staff Present-
   Samantha Travis, Director
   Jerry Millard, Jr., Deputy Director

   Other Attendees-
   Eric Henry, Crawford County Commissioner
   Christopher Seeley, Crawford County Commissioner
   Leah Carter

2. **Action on the March 2026 Regular Meeting Minutes:**
   Commissioner Hilburn requested a motion to approve the March 2026 Regular Meeting minutes. Commissioner Martin moved to adopt the minutes. Commissioner Klink seconded. Discussion/Corrections. Motion carried unanimously, 6-0.

3. **Public Comment:**
   - Commissioner Henry stated that he had communication from Mr. Waddell from Apple Shamrock Farms and that they were happy with the SALDO process.
   - Introduction to the new Deputy Planning Director, Jerry Millard Jr.

4. **Subdivisions, Land Developments & Zoning Reviews:**
   a. Act 247 Reviews
      i. County SALDO Applications (Acted on by Crawford County)
         1. CCPO Staff Level Reviews
         2. CCPO Determination
            a. Final Subdivision of Lands for David J. & Naomi Miller Conditional Approval Determination, Sparta Township
               i. The Final Subdivision of Lands for David J. & Naomi Miller was presented and commented upon by Planning Director Samantha Travis.

               ii. Commissioner Hilburn requested a motion to approve the conditional determination letter for approval of the Final Subdivision of Lands for David J. &

Naomi Miller. Commissioner Martin motioned. Commissioner Hauser seconded. Motion carried 5-0-1. Commissioner Klink abstained due to being Sparta's Sewage Enforcement Officer (SEO).

ii. Administrative Filing Report (Not acted on by Crawford County)
iii. Notifications and Consistency Review Report

5. Communications

- **a.** Letter of Support – Cambridge Springs Recreation Park – Phase 3
- **b.** Letter of Support – Tamarack Wildlife Center – DCNR C2P2
- **c.** Letter of Support – The ARC Community Greenspace- 2026 Townie Award Nomination, Category 2-C: Public Space Improvements
- **d.** Letter of Support – French Creek Valley Conservancy C2P2 Application – Education, Outreach and Stewardship in the French Creek Watershed
- **e.** Letter of Support – French Creek Recreational Trails, trail extension – DCNR C2P2 Grant Application
- **f.** Letter of Support – Oil Region National Heritage Area Partnership Grant – DCNR C2P2 Partnership Program

6. Crawford Inspired Coalitions:

- **a.** Reports
- **b.** General Discussion

7. Planning Office Report

The Planning Office Report is provided verbally by Ms. Travis; a copy is included in the Planning Commission Meeting Packet

- **a.** Community Planning
- **b.** Community Development

Discussion on Planning Office Reports.

8. New Business:

a. Action – City of Meadville – Zoning Text Amendment
   i. Ms. Travis provided an overview of the proposed Zoning Text Amendment and the comments to be submitted to the City of Meadville. Commissioner Hilburn requested a motion to refer comments to the City of Meadville. Commissioner Hauser motioned. Commissioner Guzik-Jones seconded. Motion carried unanimously, 6-0.
b. Action – Crawford County – Subdivision & Land Development Amendment
   i. Commissioner Hilburn provided an overview of the proposed Subdivision & Land Development Amendment and requested a motion to send the amendment to the Crawford County Commissioners for consideration. Commissioner Klink motioned. Commissioner Thauer seconded. Motion carried unanimously, 6-0.
c. Action – Approval of alternate signing authority for approval of final SALDO plans.
   i. Deputy Planning Director, Jerry Millard Jr.
   ii. Commissioner Hilburn requested a motion to give Mr. Millard signing authority for the approval of final SALDO plans. Commissioner Thauer motioned. Commissioner Martin seconded. Motion carried unanimously, 6-0.
d. Discussion - Planning Commissioner Comments

9. Adjournment:
Commissioner Hilburn adjourned the Crawford County Planning Commission meeting at 6:32 p.m. on Monday, April 27, 2026.

Respectfully submitted,

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

cc: Crawford County Board of Commissioners
Crawford County Planning Commission May 2026

Next Scheduled Meeting: Monday, May 18, 2026 – Meadville Public Library