CRAWFORD COUNTY PLANNING COMMISSION

April 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 3:05 p.m. on Monday, May 18, 2026

1. **Roll Call:**
   Planning Commission Members Present –
   Jessica Hilburn, Chair
   Ron Mattocks, Vice Chair
   Mike Klink
   Kristin Hauser
   Jayne Martin

   Planning Commission Members Absent –
   Stephanie Thauer, Secretary
   Sally Guzik-Jones

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

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

2. **Action on the April 2026 Regular Meeting Minutes:**
   Commissioner Hilburn requested a motion to approve the April 2026 Regular Meeting minutes. Commissioner Hauser moved to adopt the minutes. Commissioner Klink seconded. Discussion/Corrections. Motion carried unanimously, 5-0.

3. **Public Comment:**
   - None

4. **New Business:**
   a. Action – Cambridge Springs Borough – SALDO Amendment
      i. Ms. Travis provided an overview of the proposed SALDO Amendment and the comments to be submitted to Cambridge Springs Borough. Commissioner Hilburn requested a motion to refer comments to the Cambridge Springs Borough. Commissioner Klink motioned. Commissioner Martin seconded. Motion carried unanimously, 5-0.
   b. Action – Crawford County – Subdivision & Land Development Amendment
      i. Commissioner Hilburn requested a motion to rescind the vote on the SALDO Amendment from the April 27, 2026, meeting. Commissioner Marin motioned. Commissioner Hauser seconded. Motion carried unanimously, 5-0.
      ii. Commissioner Hilburn provided an overview of the updated proposed Subdivision & Land Development Amendment and requested a motion to send the amendment to the Crawford County Commissioners for consideration. Commissioner Klink motioned. Commissioner Martin seconded. Discussion. Motion carried unanimously with minor alterations, 5-0.

5. **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. Kerry E. Loucks Subdivision #1 Conditional Approval Determination, Conneaut Township
                    - i. The Kerry E. Loucks Subdivision #1 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 Kerry E. Loucks Subdivision #1. Commissioner Hauser motioned. Commissioner Klink seconded. Motion carried 5-0.
                - b. Subdivision of Lands of John Kobys, Jr. Conditional Approval Determination, Spring Township
                    - i. The Subdivision of Lands of John Kobys, Jr. 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 Subdivision of Lands of John Kobys, Jr. Commissioner Martin motioned. Commissioner Klink seconded. Motion carried 5-0
                - c. Donald Burchfield Subdivision #1 Condition Approval Determination, East Fallowfield Township
                    - i. The Donald Burchfield Subdivision #1 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 Donald Burchfield Subdivision #1. Commissioner Martin motioned. Commissioner Klink seconded. Motion carried 5-0
        - ii. Administrative Filing Report (Not acted on by Crawford County)
        - iii. Notifications and Consistency Review Report

6. **Communications**
    - **a.** DEP Fact Sheet – Oversight of Data Center Development
    - **b.** Planning 101 Webinar Series

7. **Crawford Inspired Coalitions:**
    - **a.** Reports
    - **b.** General Discussion

8. **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.

9. Planning Commissioner Comments

10. Adjournment:
Commissioner Hilburn adjourned the Crawford County Planning Commission meeting at 4:32 p.m. on Monday, May 18, 2026.

Respectfully submitted,

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

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

Next Scheduled Meeting: Monday, June 22, 2026 – Titusville Benson Memorial Library