

CRAWFORD COUNTY PLANNING COMMISSION

July 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 3:02 p.m. on Monday, July 27, 2026

1. Roll Call:

Planning Commission Members Present –

Jessica Hilburn, Chair

Stephanie Thauer, Secretary, virtual- joined meeting at 3:08 pm

Sally Guzik-Jones, virtual- left the meeting at 4:38 pm

Mike Klink

Kristin Hauser

Jayne Martin

Planning Commission Members Absent –

Ron Mattocks, Vice Chair

Planning Office Staff Present-

Samantha Travis, Planning Director

Jerry Millard, Jr., Deputy Director

Other Attendees-

Chis Seeley, Crawford County Commissioner

2. Action on the June 2026 Regular Meeting Minutes:

Commissioner Hilburn requested a motion to approve the June 2026 Regular Meeting minutes.

Commissioner Guzik-Jones motioned. Commissioner Klink seconded. Discussion/Corrections.

Motion carried unanimously with corrections, 5-0.

3. Public Comment:

- None

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. Replot of Land for Luke & Christina Vogan Conditional Approval Determination, Greenwood Township

i. The Replot of Land for Luke & Christina Vogan Conditional Approval was presented and commented upon by Planning Deputy Director Jerry Millard.

ii. Commissioner Hilburn requested a motion to approve the conditional determination letter for approval of the Replot of Land for Luke & Christina Vogan. Commissioner Martin motioned. Commissioner Mattocks seconded. Discussion. Motion carried 4-0-1, with Commissioner Klink abstaining.

Approved conditions below:

1. A non-building waiver must be submitted for the residue lands.
2. As-built locations indicated on the plat map for structures on parcels.

- b. Subdivision of Land at The Gilbert Farm Conditional Approval Determination, Randolph Township
 - i. The Subdivision of Land at The Gilbert Farm was presented and commented upon by Planning Deputy Director Jerry Millard.
 - ii. Commissioner Hilburn requested a motion to approve the conditional determination letter for approval of the Subdivision of Land at The Gilbert Farm. Commissioner Klink motioned. Commissioner Hauser seconded. Discussion. Motion carried unanimously 6-0. Approved conditions below:
 - 1. A non-building waiver must be submitted for Lots 1 & 2 and the residue lands. Notation of non-building waiver must be added to the plat.
 - 2. Addition of a fifty-foot access road to landlocked parcels.
 - 3. Highway occupancy permits must be obtained from PennDOT.
 - 4. As-built locations are required for all structures, as well as water and sewer locations on all parcels.
- c. Lands of Raber, Triple D. Lumber and Byler Lumber Conditional Approval Determination, Spring Township
 - i. The Lands of Raber, Triple D. Lumber and Byler Lumber was presented and commented upon by Planning Deputy Director Jerry Millard.
 - ii. Commissioner Hilburn requested a motion to approve the conditional determination letter for approval of the Lands of Raber, Triple D. Lumber and Byler Lumber. Commissioner Klink motioned. Commissioner Hauser seconded. Discussion. Motion carried unanimously 6-0. Approved conditions below:
 - 1. Easement information for proposed Lot #1 must be provided.
 - 2. As-built location must be provided for the Rudy Endress 1 OG Well & Rudy Endress 1B OG Well.
 - 3. Parcel numbers for all parcels must be correct & verified.
- d. Lands of Lehman & Lent Condition Approval Determination, Spring Township
 - i. The Lands of Lehman & Lent was presented and commented upon by Planning Deputy Director Jerry Millard.
 - ii. Commissioner Hilburn requested a motion to approve the conditional determination letter for approval of the Lands of Lehman & Lent. Commissioner Hauser motioned. Commissioner Klink seconded. Discussion. Motion carried unanimously 6-0. Approved conditions below:
 - 1. Easement information for the John Lehman 2 OG Well must be provided.
 - 2. As-built location must be provided for the John Lehman 2 OG Well.
 - 3. A non-building waiver must be submitted for the remainder of Lot 1. Notation of the non-building waiver must be added to the plat.
 - 4. "Final Plan" must be added to the plat's title block.
 - 5. As-built locations must be provided for all driveways, wells, and septic systems on all parcels.
- e. Final Plan for Scott James & Kathleen Wheelock Subdivision Condition Approval Determination, Richmond Township
 - i. The Final Plan for Scott James & Kathleen Wheelock Subdivision was presented and commented upon by Planning Deputy Director Jerry Millard.
 - ii. Commissioner Hilburn requested a motion to approve the conditional determination letter for approval of the Final Plan for Scott James & Kathleen Wheelock Subdivision. Commissioner Guzik-Jones motioned. Commissioner Hauser seconded. Discussion. Motion carried 5-0-1, with Commissioner Klink abstaining. Approved conditions below:

1. The plat needs to be renamed to match the application, and the words “Final Plan” added to the title block of the plat.
2. A non-building waiver must be submitted for the remaining lands of Wheelock. Notation of the non-building waiver must be added to the plat. Completion of sewage planning for Lot 1 was requested by Richmond Township in the Municipal Review.
- f. Final Minor Subdivision Plan for RBTW Properties IRA, LLC, Conneaut Township
 - i. The Final Minor Subdivision Plan for RBTW Properties IRA, LLC was presented and commented upon by Planning Deputy Director Jerry Millard.
 - ii. Commissioner Hilburn requested a motion to approve the conditional determination letter for approval of the Final Minor Subdivision Plan for RBTW Properties IRA, LLC. Commissioner Klink motioned. Commissioner Hauser seconded. Discussion. Motion carried unanimously 6-0 with correction and addition of conditions listed below.
 1. Easement information for the TROUP 1 OG & TROUP 2 Wells must be provided.
 2. As-built location must be provided for the TROUP 1 OG & TROUP 2 Wells.
 3. Location of the existing PA wells 93 and 163 to the plat
 4. A non-building waiver must be submitted for the remainder of Lot 1A, 2A, & 3A. Notation of the non-building waiver must be added to the plat.
- g. David J. & Naomi Miller Subdivision Approval Determination Time Extension Request, Sparta Township
 - i. The David J. & Naomi Miller Subdivision was presented and commented upon by Planning Deputy Director Jerry Millard.
 - ii. Commissioner Hilburn requested a motion to approve the conditional determination time extension request letter for approval of the David J. & Naomi Miller Subdivision. Commissioner Guzik-Jones motioned. Commissioner Hauser seconded. Discussion. Motion carried 5-0-1, with Commissioner Klink abstaining. Approved conditions below:
 1. The vicinity map needs to be added to the survey.
 2. The sewage planning module or non-building waiver must be submitted.
- ii. Administrative Filing Report (Not acted on by Crawford County)
- iii. Notifications and Consistency Review Report

5. New Business:

- a. Action – Cussewago Township – Comprehensive Plan Review
 1. Ms. Travis provided an overview of the proposed Comprehensive Plan Review Amendment and the comments to be submitted to Cussewago Township. Commissioner Hilburn requested a motion to refer comments to Cussewago Township. Commissioner Klink motioned. Commissioner Guzik-Jones seconded. Discussion. Motion carried unanimously with changes, 6-0.
- b. Action – South Shenango Township – Zoning Amendment: Data Centers
 2. Mr. Millard provided an overview of the proposed zoning amendment and the comments to be submitted to South Shenango Township. Commissioner Hilburn requested a motion to refer comments to South Shenango Township. Commissioner Guzik-Jones motioned. Commissioner Klink seconded. Discussion. Motion carried unanimously with changes, 6-0.
- c. Discussion – Sadsbury Township -SALDO Amendment

- d. Discussion – Sadsbury Township – Zoning Amendment
- e. Discussion – Crawford County Planning Commission Handbook (draft)

6. Communications

- a. 2025 PA National Heritage Program Annual Report
- b. Letter of Support - Greater Titusville Dev. Foundation
- c. Erie County - Draft Proposed Data Center SALDO Amendment
- d. PennDOT grant for NEVI funding
- e. RERC Community Workshop Invitation
- f. House Bill 858
- g. Senate Bill 349

7. Crawford Inspired Coalitions:

- a. Reports
- b. General Discussion

8. Planning Office Report

9. Planning Commissioner Comments

10. Adjournment:

Commissioner Hilburn adjourned the Crawford County Planning Commission meeting at 4:56 p.m. on Monday, July 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 August 2026

Next Scheduled Meeting: Monday, August 24, 2026 – Titusville City Hall