

CRAWFORD COUNTY PLANNING COMMISSION

August Regular Meeting Minutes Titusville City Hall Council Chambers 213 N. Franklin Street, PA 16354

Commissioner Hilburn, Chair, called the Regular Meeting of the Crawford County Planning Commission to order at 3:05 p.m. on Monday, August 24, 2026

1. Roll Call:

Planning Commission Members Present –

Jessica Hilburn, Chair
Ron Mattocks, Vice Chair
Stephanie Thauer, virtual
Sally Guzik-Jones, virtual
Mike Klink, joined the meeting at 3:08
Kristin Hauser

Planning Commission Members Absent –

Jayne Martin

Planning Office Staff Present-

Samantha Travis, Planning Director
Jerry Millard, Jr., Deputy Director

Other Attendees-

Chris Seeley, Crawford County Commissioner
April Averil, Oil Creek Secretary/ Treasurer
Leah Carter, OCPC

2. Action on the July 2026 Regular Meeting Minutes:

Commissioner Hilburn requested a motion to approve the July 2026 Regular Meeting minutes. Commissioner Hauser motioned. Commissioner Mattocks seconded. Discussion/Corrections. Motion carried unanimously with corrections, 5-0.

3. Public Comment:

- Ms. Carter shared ORA's conference flyer

4. Subdivisions, Land Developments & Zoning Reviews:

- a. Act 247 Reviews
 - i. County SALDO Applications (Acted on by Crawford County)
 1. CCPO Determination
 - a. Final Plan Lot #1 & Remaining Lands for Martin E. & Mary Ann W. Slabaugh Conditional Approval Determination, Summerhill Township
 - i. The Final Plan Lot #1 & Remaining Lands for Martin E. & Mary Ann W. Slabaugh 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 Final Plan Lot #1 & Remaining Lands for Martin E. & Mary Ann W. Slabaugh. Commissioner Thauer motioned. Commissioner Guzik-Jones seconded. Discussion. Motion carried unanimously 6-0. Approved conditions below:

1. A non-building waiver must be submitted for Lot #1. A notation of the non-building waiver must be added to the plat.
- b. Final Plan of Replot of Lands for Townville Baptist Church & Abundant Life Christian Fellowship Conditional Approval Determination, Townville Borough
 - i. The Final Plan of Replot of Lands for Townville Baptist Church & Abundant Life Christian Fellowship 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 of Replot of Lands for Townville Baptist Church & Abundant Life Christian Fellowship. Commissioner Hauser motioned. Commissioner Klink seconded. Discussion. Motion carried unanimously with edits, 6-0. Approved conditions below:
 1. Provide the locations of the existing PA wells 253,788 and 323,991 on the plat.
 2. Add all existing man-made features, including all water wells, septic systems, parking lots, and driveways, on Parcel A and the residual lands of the Abundant Life Christian Fellowship Ministry.
- c. Final Plan Lot #1 and Remaining Lands for Don Bortnick Conditional Approval Determination, Conneaut Township
 - i. The Final Plan Lot #1 and Remaining Lands for Don Bortnick 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 Lot #1 and Remaining Lands for Don Bortnick. Commissioner Klink motioned. Commissioner Mattocks seconded. Motion carried unanimously 6-0. Approved conditions below:
 1. Complete and provide proof of completion of the DEP Non-Building Waiver to CCP for the remaining lands of Bortnick Dairy, LLC
- d. Vitro Flat Glass Major Land Development, Conditional Approval Determination, Greenwood Township
 - i. The Vitro Flat Glass Major Land Development 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 Vitro Flat Glass Major Land Development. Commissioner Guzik-Jones motioned. Commissioner Hauser seconded. Discussion. Motion carried 5-0-1, with Commissioner Klink abstaining, with corrections and additions. Conditions listed below:
 1. Documentation that municipal stormwater management, NPDES, and erosion and sedimentation requirements have or will be met. The applicant shall provide documentation of an approved NPDES permit.
 2. The applicant shall ensure the final plan set submitted for final signatures and recordation is the most recently reviewed set dated August 13, 2026.
 3. Approval is subject to Developer paying all of the Commission's fees incurred in reviewing this application as required under the SALDO.
 4. Information note only: In accordance with Section 802.1, Land developments shall provide adjacent landowners adequate privacy, light, air, and protection from noise through building and site design, street layout, buffering through screening or plantings, building orientation and location, and impact mitigation efforts. It is important to continue to perform site improvements, as all commercial and industrial land developments shall meet applicable health, safety, and environmental standards of local, state, and federal

governments. Land developments shall be designed to create no health, safety, or welfare hazards to persons or property affected by the land development due to noise, vibration, odor, toxic or noxious matter, heat, dust and fly ash, smoke, fire, explosion, chemicals, radio waves, or electronic disturbances.

- e. Lands of Walters Subdivision Conditional Approval Time Extension, Oil Creek Township
 - i. The Lands of Walters Time Extension request was presented and commented upon by Planning Deputy Director Jerry Millard.
 - ii. Commissioner Hilburn requested a motion to approve the time extension request letter for the Lands of Walters Subdivision conditional approval. Commissioner Thauer motioned. Commissioner Klink seconded. No discussion. Motion carried unanimously, 6-0.

2. CCPO Staff Level Review Report

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

5. New Business:

- a. Action – Blight Revitalization Application – Common Roots, 568 Green Street, Meadville
 - 1. Ms. Travis provided an overview of the application from Common Roots. Commissioner Hilburn requested a motion to approve the Blight Revitalization Program application for Common Roots. Commissioner Mattocks motioned. Commissioner Klink seconded. Discussion. It was recommended that the applicant look at low-score areas in the future. Motion carried, 5-0-1, with Commissioner Guzik-Jones abstaining.
- b. Action – Blight Revitalization Application – Cambridge Springs Borough, Iron Horse Saloon
 - 1. Ms. Travis provided an overview of the application from Cambridge Springs Borough. Commissioner Hilburn requested a motion to approve the Blight Revitalization Program application for Common Roots. Commissioner Thauer motioned. Commissioner Mattocks seconded. Discussion. Motion carried unanimously, 6-0.
- c. Discussion and Action– Conservation District Board Nominations
 - 1. The Planning Commission discussed individuals to recommend as Conservation District Board Members. Four (4) individuals were chosen to be recommended: Kevin Geyer, Colin Hurley, Adrienne Krone, and Jessica Roberts.
 - 2. Commissioner Hilburn requested a motion to approve the recommended names for the Conservation District Board member position. Commissioner Thauer motioned. Commissioner Klink seconded. Discussion. Ms. Travis will send information about the decision and the Nominee Questionnaire to the recommended individuals. Motion carried unanimously, 6-0.

6. Communications

- a. Letter to DCED rescinding MAP grant award
- b. Local Government Fact Sheet
- c. CTAP Flyer
- d. Basic Local Governance 101 Flyer
- e. Little Farmers 4-H (Annabelle Wise) Letter
- f. 2025 Venango County Annual Report

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 4:44 p.m. on Monday, August 24, 2026.

Respectfully submitted,

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

cc: Crawford County Board of Commissioners
Crawford County Planning Commission, September 2026

Next Scheduled Meeting: Monday, September 28, 2026 – Meadville Public Library