

Venango County Regional Planning Commission
Minutes
2/19/2019

Those present at the public meeting of the Venango County Regional Planning Commission held at the FICDA building, at 6:30 p.m.

Present: Bill Moon

John McClelland
Rick Burchfield
Keith Klingler
Nick Melnick
Greg Miller
Nancy Marano
Mike Swatzler
Tracy Jamieson
Frank Pankratz
Rodney Gladd
Dave Owens

Guests: Vince Witherup

David Neill

Staff: Jason Ruggiero

Erik Johnson
Hilary Buchanan
Ashley Smith
Joshua Sterling
Joyce Jiang

Absent Excused: John Neidich

Monthly board meeting called to order by Chair Nancy Marano, at 6:30 p.m.

Majority of board members was present for the meeting. The attendance of 12 board members (of the 13 current appointees) was accounted for by Joshua Sterling.

APPROVAL OF MINUTES

- An error was discovered in the January meeting minutes, which listed vice-chair Dave Owens calling that meeting to order. That meeting was, in fact, called to order by Chair Nancy Marano. Bill Moon made a motion to accept the minutes, with the correction. The motion was seconded by Rick Burchfield, and it passed.

PUBLIC COMMENTS ON AGENDA ITEMS

- None

SPECIAL PURPOSE MATTERS

- A. None

SUBDIVISION AND LAND DEVELOPMENT – ASHLEY SMITH

- A. Chris' Tires proposes creation of 7,500 sq. ft. retail store, located in Cranberry Township, with half to be warehouse space and half to be used as a waiting room, office, mechanic room, and breakroom. The property is zoned C1 (commercial), with 20-foot setbacks in front

and rear, and 10-foot setbacks on the sides. The site is currently vacant. Proposed construction includes the building, access drives, parking lot, and stormwater facilities. Township previously approved public sanitary sewer and water hookups. The Township's engineering firm also has approved stormwater plans and calculations. Township zoning requires four parking spots per service bay for service stations. Chris' Tires development has three bays requiring 12 parking spots; and they are proposing a total of 15 spots, meeting those requirements.

Ashley Smith, land use planner, sought the board's approval of the development, conditional upon the receipt of six fully-executed plan sets, along with the requisite recording fees. Smith said those plan sets are in the Planning office, awaiting payment of fees.

Rick Burchfield made a motion to accept conditional approval, which was seconded by Frank Pankratz. The motion passed.

- B. Smith next sought the board's approval of a 45-day extension of Scott Snow's self-storage building development. At the Dec. 18, 2018, meeting of the Planning Commission board, conditional approval was granted for Snow to construct the building in Cranberry Township. Snow accepted those conditions on Jan. 10, 2019. The SALDO specifies that, once conditional approval is granted, the developer has 45 days to satisfy those conditions (calculated from the date the developer accepts the conditions). If those conditions cannot be satisfied within that time frame, a 45-day extension may be requested. That 45-day time frame was to expire on Feb. 24, 2019.

After discussion, the board decided to grant Snow two 45-day extensions to afford ample time to satisfy the conditions originally accepted.

Mike Swatzler made the motion for two extensions, which was seconded by Tracy Jamieson.

OFFICERS AND COMMITTEE REPORTS

- A. Executive Committee – No report
- B. COG Representatives – The most recent COG meeting was held in Clintonville Borough, and discussion reportedly centered on the financial situations involving local fire departments. The next COG meeting will be held in Cranberry Township.

EXECUTIVE DIRECTOR AND STAFF REPORTS

- A. Erik Johnson reported to the board that he has been following up on the 902 grant award, and the process of establishing a countywide recycling center. He has also begun the process of collecting data for the 2018 Annual Report to be submitted through the state's RE-Trac system to DEP. Johnson has also worked on the HHW/Electronics recycling event in January and advertised for the March event. He also began the process of completing the annual 903 DEP grant for Recycling Coordinator reimbursement. This grant provides 50 percent reimbursement for time associated with the County's recycling program. It is due April 30.
- B. Joyce Jiang told the board that she has been continuing her work on the Venango County geodatabase, which will provide access to the County's GIS data layers and interactive map. The database includes information on 11 various categories, such as demographic, human

service, infrastructure, natural resources, oil and gas, topography, and agriculture, among others. Jiang also recently completed an environmental review and documented the process for the County's FFY2017 CDBG contract. She also helped the Oil City Main Street Program create a map for an extension of the program, and assisted the Economic Development Authority with mapping out the Opportunity Zone.

- C. Joshua Sterling reported that he attended a bid opening for the demolition of a blighted residential structure, on behalf of Cranberry Township. Bert Klapec Inc was awarded the bid in the amount of \$11,800. He also completed semi-annual reports for the County's 2017 PHARE grant. Sterling also told the board that he will be submitting an application for a Keystone Historic Preservation Construction grant, from PHMC, for necessary repairs to the County Courthouse towers. The application is for \$100,000 in grant funding, which comes with a dollar-for-dollar match.

- D. Hilary Buchanan told the board that she has received fully-executed grant agreements from PEMA's LPDM grant. She's also been organizing invoices and administrative costs for reimbursement and match, as well as setting up a meeting to discuss the fiber line project. Buchanan also reported she attended a virtual scoping field view for the Franklin/Sugarcreek Complete Streets along Allegheny Boulevard. She also discussed the project scope with the city of Franklin. Anticipated project let time is March 2021. Buchanan explained to the board that she has reviewed and processed the Miller Farm Bridge Supplemental Engineering Agreement, which updates the project from a superstructure replacement to a bridge rehabilitation project, and moves some of the tasks from Phase II to Phase I to ensure continual progress while awaiting environmental clearance.

- E. Ashley Smith reported that construction of the new 4 Your Car Connection parking lot was completed Feb. 7. Smith is also waiting on fees from Whalen Contracting to begin reviewing engineering for JA Tool, in Sugarcreek. She also approved three small projects for stormwater management, and completed preliminary review and provided comments on five subdivisions, as well as issuing five minor subdivision approvals.

- F. Jason Ruggiero informed the board that, as the Planning Department continues working with the Economic Development Authority on the Cornplanter Square project, in Oil City, progress is being made on Phase I. Two low bidders are nearly under contract. Everything to be saved from the demolition of the building's interior was recently physically tagged. Ruggiero estimated Phase 1 to be about a 6-month process. At that time, the building will be environmentally abated and have a new roof. Ruggiero and the Authority will soon be finalizing the bid packet for a project to replace the building's doors and windows. Ruggiero said he recently wrote a \$2 million KCAP grant; and that the state had granted permission to utilize federal monies spent on Oil City Transit Hub as match.

PUBLIC COMMENT – GENERAL

- None.

ADJOURNMENT

- At 7:26 p.m., Mike Swatzler made a motion to adjourn, which was seconded by Keith Klingler.

Respectfully submitted,
Joshua Sterling