



# Venango County Regional Planning Commission

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## Board Meeting Minutes for the July 2022 Meeting

Monthly board meeting called to order by Frank Pankratz, at 6:30 PM.

Those present at the public meeting of the Venango County Regional Planning Commission on July 19<sup>th</sup>, 2022, at 6:30 pm, held in in person at 1174 Elk Street (Courthouse Annex, Room 100) in Franklin, PA :

### Members Present:

- Frank Pankratz (Chair)
- Greg Miller (Vice-Chair)
- Sue Smith (Secretary/Treasurer)
- Anita Fuchs
- Tracy Jamieson
- Keith Klingler
- Fred Krizinsky - EXCUSED
- Megan Weber
- Nancy Marano - EXCUSED
- Nick Melnick - EXCUSED
- Bill Moon - EXCUSED
- John Neidich
- Ben Porter
- Julie Powell
- Glenn Speer

# VCRPC BOARD APPROVED

August 17, 2022

### Staff Present:

- Hilary Buchanan (Executive Director)
- Ashley Smith (Deputy Director)
- Erik Johnson (Senior Planner)
- Joshua Sterling (Comm. Dev. Planner)
- Alexandria Shreffler (Geo. Analyst)
- Jenna Dillion (Land Use Planner)

### Guests Present (List):

Joseph Roddy, Stiffler McGraw

Quorum Present:  Yes  No

The attendance of 9 board members (of the 15 current appointees) was accounted for by Alexandria Shreffler.

### APPROVAL OF MINUTES

- John Neidich made a motion to approve the minutes of the April 2022, board meeting. Tracy Jamieson seconded. All approved.

### PUBLIC COMMENTS ON AGENDA ITEMS

- None.

### SUBDIVISIONS AND LAND DEVELOPMENTS

- Jenna Dillion gave the report as Land Use Planner. She provided a summary of the Poppy's Place land development and introduced Joseph Roddy, who described the project.
- Jenna Dillion presented the waiver request concerning Section 701.B.17.a., which cites a specific requirement pertaining to the design of stormwater facilities to convey floodwaters. John Neidich provided a motion to approve, Sue Smith seconded, all approved.
- Glenn Speer provided a motion for conditional approval. Megan Weber provided a second, all approved.

## EXECUTIVE DIRECTOR AND STAFF REPORTS

### - Executive Director

- Hilary Buchanan – shared that Infrastructure Bank applications have trickled in and encouraged municipalities to continue to apply. There was an emphasis that these funds can be used as a match for other grants. The program is open for applications until August 9<sup>th</sup>, but a pre-application meeting is required. Greg Miller asked what kinds of projects have been submitted for application. Hilary shared that Cornplanter Township is planning to submit an application for sewer pumps. They are also considering a bridge replacement in Clinton Township. Lake Dredging project is in the next stage of approval for Appropriations funding. Housing coalition meetings have been ongoing, virtually on a monthly basis to keep the conversation moving forward. Human Services is doing a landlord engagement meeting in September, which will provide information to landlords. The Planning Department will be providing information about the HOME rental property rehabilitation program to the attendees, and then will distribute a survey to gauge interest in the program. Glen Speer asked about the closure of Pritchard Road, which spurred discussion of whether the subject had been thoroughly vetted. Hilary suggested she would be investigating it, though she did state that Act 13 had no stipulations about road closures.

### - Deputy Director

- Ashley Smith – sent letters to municipalities to solicit applications for Liquid Fuels by September 30<sup>th</sup>, 2022. She reviewed bridge inspection reports and billed municipalities for their portion of the inspection cost. She has been assisting Jenna with Subdivisions, Stormwater, and Land Developments. She has also continued to train with Hilary on billing and other administrative tasks.

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### - Land Use Planner

- Jenna Dillion – reported that the VA clinic is well underway. She and Ashley completed the final inspection of the recent Log Cabin land development. She also held pre-development meetings with Life NWPA and Cypress Creek Solar. Attended and presented at the Rain Barrel Workshop that was hosted by the Conservation District. Recent solar ordinance session was hosted by the Penn State Extension, which she reported to have been very successful. She shared that Venango County will be hosting the same presenters to provide another workshop for local municipal leaders on August 24<sup>th</sup> and held at the Two Mile Park Office from 9 am to 12 pm. Ashley Smith highlighted the importance of educating municipal leaders on solar because of the reality in upcoming solar proposals. Glenn Speer asked if any projects in Cherrytree had moved forward, Ashley replied that the Township did reach out about potentially signing a stormwater agreement with the county. Anita Fuchs requested an update on whether the VA Clinic had implemented their suggestions. Jenna shared that CATA agreed to install a covered stop, and there were no changes to the proposed location and configuration of the bus stop.

### - Community Development Planner

- Joshua Sterling – closed out the ADA project at the Reno Social Hall, signifying its official completion. He shared an update on the demolition in Rouseville Borough, which is currently undergoing environmental review. The Hughes Park project is nearly complete, pending final invoicing. The ADA compliance project in the Clinton Township building is being finalized after some code discrepancies were discovered. He reported to have held FFY2022 CDBG Preliminary Synopsis hearings for each of the three programs: County-wide, Cranberry Township, and Sugarcreek Borough. The Final Synopsis Public Hearing is scheduled for August 26<sup>th</sup> in the Courthouse Annex. Application deadline is October 28<sup>th</sup>. The final 2018 HOME project has been completed, which will close out the \$300,000 grant. The 2022 HOME grant application deadline is upcoming with a request of \$300,000 for each Oil City and Franklin in a total amount of \$600,000. PHARE grant projects on College Street in Emlenton and Washington Street in Oil City have been completed. A new 2022 PHARE Grant has been awarded in the amount of \$400,000. After general curiosity about the home rehab program, Josh provided an overview of major home rehab concepts, including the differences between using PHARE grant funding or CDBG funding (slightly different

income requirements, limited scopes of work). The average cost of a home rehab project is approximately \$45,000. Greg Miller asked how many contractors have been acting on the program, which Josh responded that there are 3-4 regular participating contractors.

- **Geospatial Analyst**

- Alex Shreffler – shared a few major projects completed in the last few months. First, she published a standardizing zoning layer across the county. Since there is no county-wide zoning ordinance, it is a challenge to compare zoning across municipal boundaries. This project was inspired by a new zoning map request from Sandycreek Township, which was also completed recently. Working with Jenna, they created a map of stormwater projects in the county. She also came back from a Floodplain Management course hosted by FEMA in Monroeville, which has inspired some new projects and ideas for floodplain management, including tracking activities eligible for the Community Rating System (CRS), a tier of flood insurance discounts available to residents in participating communities.

- **Senior Planner & Recycling Coordinator**

- Erik Johnson – was absent from the meeting on other business and Hilary gave his report on his behalf. She shared that there is an HHW collection scheduled for July 30<sup>th</sup>, 2022 at the Recycling Center. The commission also received confirmation of a \$300,000 grant for this round of 902 funding.

**SPECIAL PURPOSE MATTERS**

- Hilary shared a Comp Plan update that the steering committee will need members. She has asked at least a few members of our board volunteer to participate. Prior to the meeting, Nancy Marano shared that she would be willing to volunteer. Sue Smith also volunteered to participate.
- The board was invited to comment on the proposed Social Media Policy. Greg Miller made a motion to approve the draft, Sue Smith provided a second, all approved.
- Jenna and Alex presented the stormwater map and analysis that they completed. Jenna proposed that, since there is no additional burden of review for project up to 2500 square feet, that the threshold for the fee be raised from 1000 to 2500 square feet. Tracy made a motion, Greg second, all approved.

**OFFICERS AND COMMITTEE REPORTS**

- Executive Committee – No report
- Council of Governments (COG) Meeting – Report was given by Greg Miller. The June COG meeting was cancelled, and the July COG meeting will be on the 21<sup>st</sup> at the Courthouse Annex at 7 pm. The Municipality Leaders annual meeting was scheduled for September 28<sup>th</sup>, 2022.

**PUBLIC COMMENT – GENERAL**

- Sue Smith complimented the new design of the planning commission website.

**ADJOURNMENT**

- At 8:09 PM, Tracy Jamieson made a motion to adjourn, which was seconded by Frank Pankratz.

Respectfully submitted,  
Alexandria Shreffler.