

**Venango County Regional Planning Commission
Minutes
Meeting Sept. 21, 2010**

Those present at the public meeting of the Venango County Regional Planning Commission held at the Courthouse Annex, Room 100

Susan Hileman
Dave Owens
Marc Rickard
Debbra Kapp
Garnet Wood
Rodney Gladd
Sonja Hawkins
Harold Best

Guests:
Shiela Boughner

Excused:
Warren Thomas
Matt Carlson
Ken Garland
Bob Cross
Jim Berry
Fred Krizinsky

Staff Present:
Judy Downs
Karen Wenner
Alex Smith
Erik Johnson

Chairperson Debbra Kapp called the monthly board meeting to order at 6:35 PM.

A majority was not present at the time of roll call. A majority was established minutes into the meeting with the arrival of Susan Hileman. The attendance of 8 board members was accounted for by Erik Johnson.

A motion was made by Sonja Hawkins to approve the minutes from Aug 17, 2010 as presented, seconded by Dave Owens. This motion was ratified with the arrival of Susan Hileman to the meeting. A motion to ratify was made by Susan Hileman, seconded by Sonja Hawkins; so moved.

PUBLIC COMMENT ON AGENDA ITEMS

- None.

SPECIAL PURPOSE MATTERS

- Judy Downs discussed the 2011 VCRPC Budget proposal with the Planning Commission. She highlighted many of the main requests put forth during the budget hearing which took place on 9/21/10 and include:

keeping Alex Smith on as a full time employee, additional funds available for professional/engineer fees, \$5-10K for a Transportation Study, \$5K for a special collections event. Judy also stated that there is \$183,500 in Affordable Housing Trust Fund and that the County may want to use some of this money towards the HOMES grant match. Finally, she reported there are approximately \$786,280 in CDBG funding available to the County.

- Judy presented the Planning Commission newsletter that was compiled by Chad Cochran. She advised digital copies would be made available to the Commission and municipalities, and, that libraries and Legislative offices in the County would receive a hard copy version. Deb Kapp made the suggestion to the board that everyone take the time to write a personal bio to be included on the annual report after the first of the year.

SUBDIVISION REVIEW

- Marc Rickard reported that the G.O. Carlson and East Gate Plaza plans are still being pushed forward and currently being reviewed/commented on. He advised the Childhood Development Center is currently on hold, and, the developers are currently looking to relocate the project to a different location in Oil City.

OFFICER'S AND COMMITTEE REPORTS

EXECUTIVE COMMITTEE REPORT

- Deb Kapp reminded the Commission that the November meeting would be the annual retreat at Two Mile Run Park Nature Lodge. She advised there should be discussion focused on Planning Commission membership and the possibility of other agencies (besides municipalities) being able to join the VCRPC. Judy Downs mentioned possible discussion on the implementation of recently completed plans.

PLAN REVIEW COMMITTEE

- Marc Rickard reported that the Act 167 County Stormwater Plan was approved by DEP as submitted. This requires the municipalities to adopt a stormwater ordinance by February 28th, 2011. Marc mentioned the possibility of adopting the Stormwater Plan as part of the Subdivision and Land Development Ordinance and requested that the staff look into how this may be accomplished.

AFFORDABLE HOUSING TRUST FUND

- Karen Wenner advised no meeting took place this month. She stated that one application for the first time home buyer program should be in by the end of the week. She also mentioned that House Bill 712 which deals with Land Banking passed in the House of Representatives and is now awaiting Senate approval.

COG REPRESENTATIVES

- Rodney Gladd had nothing new to report.
- Garnet Wood reported the Oil Region COG met in Franklin on Sept. 16 and Mike Grill presented information on the new sprinkler ordinance for new residential development. The next meeting in Oct. will take place in Rouseville.

EXECUTIVE DIRECTOR REPORT

- Judy Downs reported the Planning Commission staff will attend the Township Supervisor meeting on Sept. 29 and that her, Karen and Chad would be attending the APA conference in Lancaster, Pa. in Oct.
- Alex Smith presented two GIS mapping projects he's been working on recently. These maps are geared towards securing a PCTI grant funding for potential pedestrian walkways in Sugarcreek and Cranberry Twp. in and around newer commercial development. He also reported that he is working on developing a comprehensive pricing scale for future mapping services provided by the Planning Commission.
- Erik Johnson advised the remainder of the DEP 904 Recycling Performance grants have been completed and mailed to Harrisburg for review. Also, he mentioned attending a Certified Renovator Trainer certification class at PAHRA in an effort to obtain further knowledge on Lead Based Paint issues regarding housing redevelopment and remediation. Finally, an electronics collection is slated for the County on November 13th at the Cranberry Mall.
- Karen Wenner notified the board of a grant Polk was awarded. This was a technologies grant that the Police Dept. submitted for and ended up being awarded \$9980 towards new equipment/gear.

PUBLIC COMMENT - GENERAL

- Deb Kapp reminded the Board about the upcoming Marcellus Shale event at Cross Creek. Susan Hileman provided information on NWIRC

training session for businesses in the region – this seminar is geared towards improving sales and performance. Garnet Wood announce the upcoming Applefest schedule for Franklin.

A motion to adjourn was made by Garnet Wood at 7:45 PM, seconded by Dave Owens; so moved.

Respectfully Submitted,

Erik Johnson, Planner I