

**Meadville Planning and Zoning Commission**  
**February 1, 2024**

Attendees: Jason Ramsey, Lee Scandinaro, Courtney Dodge, Jack Harkless, Sally Guzick (calling in), Julie Wilson, Peter Grella (City Planner), Alan Shaddinger, Autumn Vogel (Council)

1. **Call to Order.** Jason called the meeting to order at 4:30pm.
2. **Public Comment.** None.
3. **Approve Minutes from January meeting.** Lee moved to approve the minutes. Courtney seconded. Motion carried unanimously.
4. **Zoning Ordinance Status.** Peter reported that the new Zoning Ordinance will be up for a third and final reading at the next meeting of City Council. It will go into effect 21 days after adoption.

Peter clarified that a Subdivision and Land Development Ordinance (SALDO) will be able to create and enforce design standards that the Zoning Ordinance cannot. The Commission will be discussing a SALDO in the coming months.

Peter indicated how complicated all of this can be. It makes him want to shed a tear from time to time.

5. **Planning commission 2023 annual report: due March 1** Jason prepared a draft annual report for the Commission. Lee motioned, and Alan seconded the motion, to approve the draft and submit it as is to City Council.

6. **PMPEI Class Schedule and Attendance.** Sally, Lee, and Julie are planning to attend "Building a Strong Planning Commission" on March 19, 2024. Peter will register them. Autumn shared upcoming classes.

7. **WalkWorks Active Transportation Plan Event.** The Commission was reminded about the WalkWorks listening session hosted by the Environmental Advisory Council on February 12 from 12 5:30-7pm at the Meadville Public Library.

8. **Parking Town Hall.** Jason provided space for debriefing the town hall and to see if the Commission has a response or a role to play in the conversation. Peter clarified that we have a role to play in terms of weighing in on the construction of new parking spaces. The City is required to ask for our recommendation at least thirty days before construction starts. The second way we could have a role is if Council tasks the Commission with planning and/or making recommendations around parking. Alternatively, we could decide to develop and present

recommendations to Council on our own. A parking plan could also be part of the City's comprehensive plan.

**9. Housing Action Plan Update from City.** Peter shared a paper draft of the Housing Action Plan. The plan is to present Council with a clean and revised copy soon in hopes of adoption within the coming months. Peter indicated that this plan will be integrated into the comprehensive plan. The Commission's role is to incorporate the Housing Plan into the comprehensive plan and provide direction to the Redevelopment Authority.

**10. Community Development Objectives for Comp Plan.** Peter explained that he is approaching the comprehensive plan as a "rack" on which future initiatives can hang. Peter would like the Commission to develop the required community development objectives; this is our first step in creating a comprehensive plan. At the March meeting, we will review and discuss the draft community development objectives related to housing. Our goal is to have a draft of all community development objectives by April's meeting. To facilitate this work, Sally will share the Allentown and York comprehensive plans. Jason will set up a shared folder to share existing plans and additional resources.

**11. Other.**

**12. Adjournment.** Courtney motioned. Alan seconded. Everyone agreed to adjourn at 5:49pm.

Submitted by: Julie Wilson