

**Meadville Planning and Zoning Commission**  
**April 4, 2024**

**Attendees:** Jason Ramsey, Jack Harkless, Lee Scandinaro, Courtney Dodge, Sally Guzick, Julie Wilson, Alan Shaddinger, Peter Grella (City Planner)

1. **Call to Order.** Jason called us to order at 4:30pm.
2. **Public Comment.** None.
3. **Approve Minutes.** Courtney motioned to accept the minutes. Lee seconded. All voted to approve the minutes.
4. **Housing Action Plan.** Peter noted that our letters of support authorized at our last meeting were not distributed. Jason is going to sign the RDA letter regarding Water Street and letter to Council regarding the Housing Action Plan so they are on the record.
5. **Active Transportation Plan.** The Walkworks grant requires a diverse steering committee for the development of the Active Transportation Plan from June/July 2024-June 2025. Peter hopes this plan will be a piece of a larger transportation planning process. We need to appoint a representative to the steering committee.
6. **Redevelopment Area Plans.** The Planning Commission has an opportunity to shape the priorities for the redevelopment areas through the creation of area redevelopment plans. We can also propose public improvements that need to be made.

Jason asked Planning Commission members to spend time in both redevelopment areas taking notes and making recommendations. Jason also asked one member of the commission to consider taking the lead on working with Peter to collect and integrate our observations and recommendations.

Lee took a picture of a building going up for sheriff's sale and recommended we suggest that the RDA buy it. Peter explained that this is why we need an area redevelopment plan. Lee motions to make a recommendation to the RDA to purchase the property. Alan seconds. All approve. Jason will write the letter.

Lee also talked to Steve Sherry about the area redevelopment plan, and he is excited to get involved. Jason, Julie, and Lee will meet with Steve. Peter will reluctantly receive an invitation to attend.

**7. City Comprehensive Plan Update.** Jason presented the idea that, instead of waiting on and paying lots of money to create a new, glossy plan, we could draft a functional working comprehensive plan that encompasses all the planning initiatives we've already undertaken and are sitting on the shelf. This would be a living plan that is easy to update and expand. Courtney articulated her desire for a more streamlined document.

Roles to fill:

- Active Transportation Plan Steering Committee: Lee
- Redevelopment Area Plans Lead: Julie and Jack

- Comprehensive Plan Assignments:
  - Sally volunteered to produce the initial template with Peter.
  - Courtney and Sally volunteered to lead on the Management, Operations, Public Safety, and Public Safety.
  - Julie will take lead on the Planning, Economic, and Community Development. Jack and Sally will assist.
  - Jason will take the lead on Facilities, Infrastructure, and Transportation and Parks, Recreation, and Civic Activities. Lee will assist.
  - Jack will take the lead on the Health, Social Well-Being, and Human Services. Sally will assist.

**8. Blighted Property Review Commission Update.** There was no quorum this month, so the meeting was rescheduled.

**9. Other.** Scheduling of future meetings.

- Jason and Sally proposed rescheduling our July meeting from the 4th to the 11th. Jack really wanted to make a motion. Alan seconded.
- We will move our July meeting to 3:30pm.
- We might want to have a retreat in August to pull together the plan. We agreed to hold space from 1-5pm for a longer meeting.

**10. Adjournment.** Courtney moved to adjourn. Lee seconded. All happily approved.