

Venango County Regional Planning Commission

*Bringing our county's future
into the present.*

Phone: (814) 432-9689
Fax: (814) 432-9679
www.venangocountypa.gov/Planning

1168 Liberty Street
P.O. Box 831
Franklin, PA 16323

AGENDA

June 17th, 2025

4:30 PM

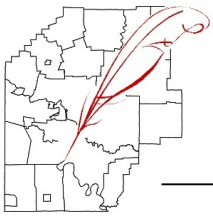
1174 Elk Street

Franklin PA 16323

Room 100 | Courthouse Annex Building

- I. Call to Order – Greg Miller**
- II. Roll Call – Alex Shreffler**
- III. Approval of Minutes**
 - a. 05/16/2025 Regular Meeting Minutes
- IV. Public Comment on Agenda Items**
- V. Subdivision and Land Development**
 - a. Kuhns Subdivision – Irwin Township
- VI. Executive Director and Staff Reports**
- VII. Special Purpose Matters**
- VIII. Officer and Committee Reports**
 - a. COG Representatives
- IX. Public Comment (General)**
- X. Adjournment**

Chair	Greg Miller
Vice-Chair I	Tracy Jamieson
Vice-Chair II	Jim Miller
Vice-Chair III	John McClelland
Executive Director	Vacant



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Board Meeting Minutes May 2025

I. **CALL TO ORDER** – Monthly board meeting called to order by Greg Miller, at 4:30 PM.

II. **ROLL CALL** – Those present at the public meeting of the Venango County Regional Planning Commission on 05/13/2025, held in-person at 1174 Elk Street (Courthouse Annex) in Room 100, Franklin PA :

Members Present:

- | | |
|--|--|
| ☒ Greg Miller (Chair) | ☒ John Neidich |
| ☒ Tracy Jamieson (Vice-Chair I) | ☒ Sue Smith |
| ☒ Jim Miller (Vice-Chair II) | ☒ Ben Porter |
| ☒ John McClelland (Vice-Chair III) | ☒ Glenn Speer |
| ☒ Larry Baughman | ☒ Megan Weber |
| ☐ Ken Bryan | ☒ Amy Whitehill |
| ☒ Anita Fuchs | ☒ Keith Klingler |

Staff Present:

- | |
|--|
| ☒ Hilary Buchanan |
| ☒ Erik Johnson |
| ☒ Joshua Sterling |
| ☒ Alexandria Shreffler |
| ☒ Jenna Dillion |
| ☐ Jason Dillion |

Guests Present (List):

- David Halverson, UPS Representative (Virtual)
- David Neill, EADS Group
- BFS Representative (Virtual)

Quorum Present: ☒ Yes ☐ No

The attendance of 14 board members (of the 15 current appointees) was accounted for by Joshua Sterling.

III. **APPROVAL OF MINUTES**

- a. **02/18/2025 Regular Meeting Minutes** – a correction was noted in the COG Report for the time of the Spring Dinner, which began with registration at 5:30 PM and dinner was served at 6:00 PM.

✓ Motion to approve the minutes made by Larry Baughman, seconded by Keith Klingler. All approved.

IV. **PUBLIC COMMENTS ON AGENDA ITEMS**

- None.

V. **SUBDIVISIONS AND LAND DEVELOPMENTS** - Jenna Dillion gave the report as Land Use Planner.

- a. **Bruceton Farm Service, Cranberry Township** – proposal to construct a 5900 square-foot convenience store with a fast food restaurant attached, 12 gas pumps and 6 diesel pumps, canopies, and associated parking and stormwater management facilities. The proposed building site is a 2.83 acre parcel (08-14-43) that is currently a Kwik Fill Gas Station and convenience store at the intersection of State Routes 257 and 322 in Cranberry Township, Venango County. Exterior lighting is proposed with the development, not to spill over to any adjacent properties. Water, sewer, and electric utilities are available to the proposed addition. The proposed gas station would utilize the existing underground tanks, which have been inspected and approved by DEP for reuse. The Developer has requested a waiver from SALDO 403.D.26 which requires the submission of a geotechnical report on the condition of the property related to potential contamination on the basis that the existing tanks will be reused and the site has already passed DEP inspection. Staff recommended granting the waiver and conditional approval.

✓ Motion to grant conditional approval with the requested waiver made by Keith Klingler, seconded by Frank Pankratz. All approved.

- b. **United Parcel Service, Cranberry Township** – proposal to construct a 14-Car Mobile Distribution Center (MDC) at their current business located at 259 Quaker Drive in Seneca, PA. The proposed building site is a 1.72 acre parcel (08-08-42P) in Cranberry Township, Venango County. No additional exterior lighting is proposed with the development. Water, sewer, and electric utilities are available to the proposed addition. The site is not located in the regulatory floodplain. The project would include a dry swale in the rear portion of the lot to manage stormwater runoff. No additional parking spaces for the business are proposed with the development. Staff recommended final approval.

✓ Motion to grant final approval made by Sue Smith, seconded by Tracy Jamieson. All approved.

VI. **EXECUTIVE DIRECTOR AND STAFF REPORTS**

- **Executive Director, Hilary Buchanan** – notified the Board of her departure from the Planning Commission, which will occur at the end of this week.
- **Deputy Director & Recycling Coordinator, Erik Johnson** – thanked Hilary for her dedication to the Planning Commission for the last seven years. Reported that the lights at the Recycling Center have been fixed, and the skid steer is still having mechanical issues. The upcoming tire collection has amassed about 50 registrants and about 800 tires are expected to be delivered at the Center on Saturday, May 17th 2025. The next Household Hazardous Waste (HHW) collection is scheduled for May 31st, 2025. He also shared that a total of \$60,000 in state funding has been collected from DEP in the form of reimbursements and grants for recycling.
- **Planning & Recycling Assistant, Jason Dillion** – was excused from the meeting.
- **Community Development Planner, Joshua Sterling** – provided an overview of CDBG projects for funding years 2021-2023. He mentioned that the environmental reviews for funding year 2024 are ongoing. There are five (5) home rehabilitation projects in the inspection phase, one (1) project in the construction phase, and two (2) that were recently cancelled due to no-response from the property owner.
- **Geospatial Analyst, Alex Shreffler** – provided an update on the general status of the FEMA audit, which spurred some discussion on the process used to develop FEMA flood maps and how they may be appealed or changed. She mentioned that she attended the PA GIS Conference, which included a workshop on Land Surveying Fundamentals for GIS Professionals. She reported on Act 167 notifications for a gas pipeline project in Sugarcreek Borough and a multi-municipality transmission line replacement project.
- **Land Use Planner, Jenna Dillion** – expressed appreciation to Hilary for her leadership and guidance, and also requested patience from the Board while her role remains unfilled. Regarding ordinances regulating solar development, she called for collaboration with municipalities who may be interested in adopting ordinances in order to fully communicate the responsibilities involved. She reported preliminary review for six (6) subdivision plats, four (4) currently in review, and fifteen (15) recently approved and recorded. There is one (1) land development in review with the County's contracted engineer, two (2) having been considered at this meeting, and three (3) which has received final approval.

VII. SPECIAL PURPOSE MATTERS

- a. **Revision of Approved Minutes** – Staff reported that after consulting with the County solicitor, it was determined that meeting minutes cannot be revised after they are approved. No action was taken.

VIII. OFFICERS AND COMMITTEE REPORTS

- a. **COG Representatives** – Report was given by Greg Miller. The April meeting of the COG was held in Pinegrove Township on 04/17/2025 at 7:00 PM and involved finalizing the seal-coat bid. The May meeting will be held at the Clintonville Presbyterian Church on 5/15/2025 at 7:00 PM

IX. PUBLIC COMMENT – GENERAL

- Hilary Buchanan, Executive Director – reported that she had just received the resignation of Board Member Sue Smith, which would be effective as of 05/14/2025.

X. ADJOURNMENT

- ✓ Motion to adjourn by Keith Klingler , seconded by Sue Smith at 5:24 PM.

Respectfully submitted,

Alexandria Shreffler, VCRPC

AGENDA ITEM:

V.a – Kuhns Subdivision Waiver

VENANGO COUNTY REGIONAL PLANNING COMMISSION

AGENDA ITEM BRIEFING SUMMARY

June 17, 2025

I. Issue

The applicant is proposing a subdivision of land in Irwin Township that does not meet the minimum size requirements of the Venango County SALDO. The purpose of the proposed subdivision is to install an electrical service connection to the existing business on the residual lot. The property will be sold to an associate of the business with different religious affiliations. This request is being made as a religious accommodation.

II. Actions To Be Considered By Commission

Approve/Deny Waiver Request

III. Current Policy or Practice

To evaluate on a case by case basis

IV. Waivers Requested

Section 506.A.3 “For all other uses (commercial, industrial, institutional, etc.) the minimum lot area and width [sic] shall be one (1) acre.”

V. Conditions/Restrictions

None.

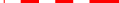
VI. Staff Recommendation

Staff recommends granting the waiver as requested.

TITLE: MARVIN A & SUSAN E KUHNS
MUNICIPALITY: IRWIN TOWNSHIP
OWNER: MARVIN A & SUSAN E KUHNS

ACREAGE OF TRACT: 0.11 ACRES
MIN. AREA: _____
MIN. FEET— FRONT: 50'
 SIDE : 10'
 REAR : 25'

SCALE: 1" = 40'



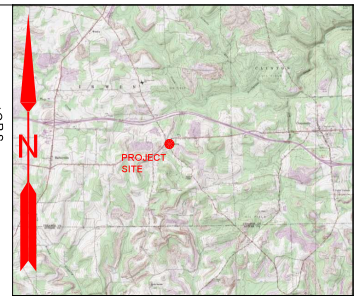
A horizontal graphic scale bar with a black border. It is divided into four equal segments, each representing 40 feet. The segments are colored in a repeating pattern: the first and third segments are light blue, and the second and fourth segments are dark blue. Above the bar, the numbers 0, 40, 80, and 120 are printed in black. Above the number 0, the text "SCALE: 1" = 40'" is printed in black.

VENANGO COUNTY PLANNING COMM.

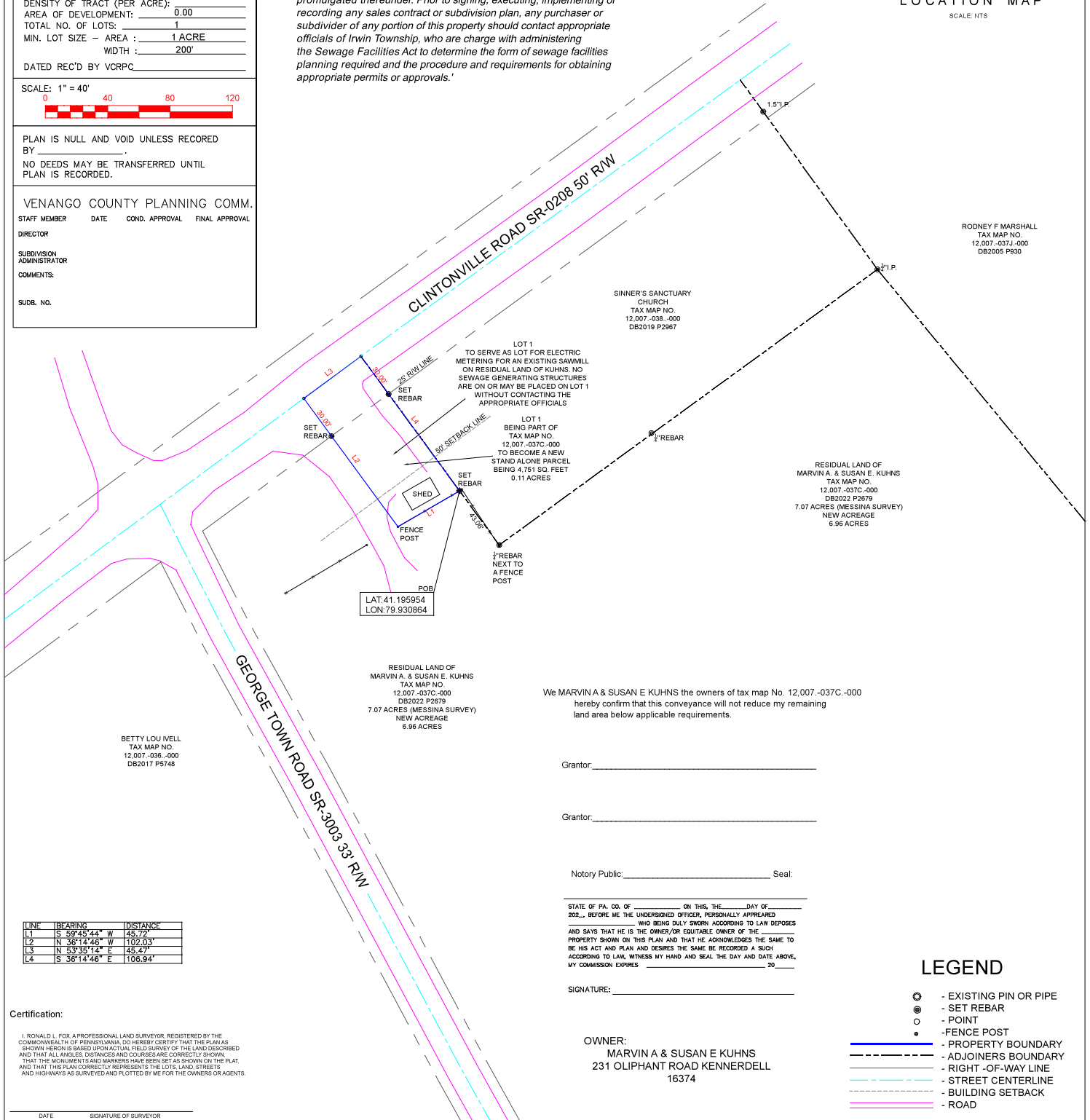
COMMENTS:

30000 110

As of the date of this deed/plot plan recording, the property/subdivision described herein is and shall be dedicated for the express purpose of agriculture and silviculture. No portion of the Residue or Lot 1 of this property/subdivision is approved by Irwin Township or the Department of Environmental Protection (DEP) for the installation of any sewage disposal facility. No permit will be issued for the installation, construction, connection to or use of any sewage collection, conveyance, treatment or disposal system (except for the repairs to existing systems) unless the municipality and DEP have both approved sewage facilities planning for the property/subdivision described herein in accordance with the Pennsylvania Sewage Facilities Act (35 P.S. Sections 750.1 et seq.) and regulations promulgated thereunder. Prior to signing, executing, implementing or recording any sales contract or subdivision plan, any purchaser or subdivider of any portion of this property should contact appropriate officials of Irwin Township, who are charge with administering the Sewage Facilities Act to determine the form of sewage facilities planning required and the procedure and requirements for obtaining appropriate permits or approvals.'



SCALE: NTS



LINE	BEARING	DISTANCE
L1	S 59°45'44" W	45.72'
L2	N 36°14'46" W	102.03'
L3	N 53°35'14" E	45.47'
L4	S 36°14'46" E	106.94'

I, RONALD L. FOX, A PROFESSIONAL LAND SURVEYOR, REGISTERED BY THE COMMONWEALTH OF PENNSYLVANIA, DO HEREBY CERTIFY THAT THE PLAN AS SHOWN HEREON IS BASED UPON ACTUAL FIELD SURVEY OF THE LAND DESCRIBED AND THAT ALL ANGLES, DISTANCES AND COURSES ARE CORRECTLY SHOWN, THAT THE MONUMENTS AND MARKERS HAVE BEEN SET AS SHOWN ON THE PLAT, AND THAT THIS PLAN CORRECTLY REPRESENTS THE LOTS, LAND, STREETS AND HIGHWAYS AS SURVEYED AND PLOTTED BY ME FOR THE OWNERS OR AGENTS.

OWNER:
MARVIN A & SUSAN E KUHN
231 OLIPHANT ROAD KENNERDELL
16374

OWNER:
MARVIN A & SUSAN E KUHNS
231 OLIPHANT ROAD KENNERDELL
16374

- - EXISTING PIN OR PIPE
- - SET REBAR
- - POINT
- - FENCE POST
- - PROPERTY BOUNDARY
- - ADJOINERS BOUNDARY
- - RIGHT -OF-WAY LINE
- - STREET CENTERLINE
- - BUILDING SETBACK
- - ROAD

BY: <u>AB</u>		DATE: <u>4-25-2005</u>
CNC: _____		
SCALE: <u>HORIZ.</u>		
T: <u>AB</u>		
VERT: _____		
FILE: <u>KU485</u>		
JOB NO.: <u>009725-KU485</u>		
SHEET: <u>1</u> OF <u>1</u>		

MINOR SUBDIVISION SURVEY
FOR
MARVIN A & SUSAN E KUHN
IRWIN TOWNSHIP, VENANGO COUNTY
PENNSYLVANIA

FOX & FOX, INC.

Land Surveying and Consulting
58 Timber Bridge Road, Suite 20
Clarion, Pa. 16214
Phone: 814-745-2861 Fax: 814-745-2248
email: rfox.foxandfoxinc@gmail.com

DESCRIPTION

[illegible]

CDBG Project Overview – May 2025

(Does not include specific Home Rehab project updates – News in red)

FFY2021

Emlenton Borough Hughes Park ABR - \$59,885 Activity balance. Handicap compliance portion of project, at Emlenton Hughes Park. This project was delayed over winter, but activity has resumed.

FFY2022

Clintonville Community Food Pantry – \$12,840.96 Activity balance. Food pantry will submit regular invoices for food purchases, as needed, for reimbursement by this funding source. **There was confusion amid some personnel shifts, so the funding program was explained to the new point-of-contact. Invoices should become more regular, going forward.**

Countywide Home Rehab – \$1,376.21. Activity balance. **Working through new PHARE grant allocation project selections before moving onto CDBG home rehab balances.**

Meadow Church Road Bridge Replacement (OBO Cranberry) – \$75,000 Activity balance. Township has opted to fund this project out of its general fund. **Township has requested that this money be modified into a new project to provide handicap accessibility at Moody Park.**

Cranberry Home Rehab – \$12,729 Activity balance. **Working through new PHARE grant allocation project selections before moving onto CDBG home rehab balances.**

Sugarcreek Home Rehab – \$21,284.57 Activity balance. **Working through new PHARE grant allocation project selections before moving onto CDBG home rehab balances.**

FFY2023

Lance Bowes Environmental Trail – \$48,504 Activity balance.

Countywide Demo/Clearance – \$40,000 Activity balance.

Countywide Home Rehab – \$101,076 Activity balance. (Includes \$31,800 from canceled Courthouse Restroom ABR). **Same note as above.**

Cranberry Home Rehab – \$98,919 Activity balance. **Same note as above.**

Sugarcreek Home Rehab – \$64,608 Activity balance. **Same note as above.**

Sugarcreek Demo/Clearance – \$20,000 Activity balance.

FFY2024

Currently in the Environmental Review process.

Countywide Home Rehab - \$188,770

Cranberry Home Rehab - \$77,360

Cranberry Demo/Clearance - \$20,000

Sugarcreek Home Rehab - \$53,435

Sugarcreek Demo/Clearance - \$30,000

Common Acronyms

CDBG – Community Development Block Grant

HOME – Home Investment Partnerships Program Grant

PHARE – Pennsylvania Housing And Rehabilitation Enhancement

WHR or WHRP – Whole-Home Repair Program

DCED – Pa Department of Community and Economic Development

HUD – U.S. Department of Housing and Urban Development

DEP – Department of Environmental Protection

PHMC – Pennsylvania Historic and Museum Commission

PHFA – Pennsylvania Housing Finance Agency

ABR – Architectural Barrier Removal (ADA compliance)

FFY – Federal Fiscal Year

LAR – Lead, Asbestos, Radon

SOW – Scope Of Work

LBP – Lead-Based Paint

ER – Environmental Review

Venango County Housing Rehabilitation Program

UPDATE FOR LAND BANK – 6/12/25

Intake Phase

Intake includes correspondence with applicant homeowners to verify all required information, such as ownership, real property tax status, and household income; reviewing all submitted documentation; and submitting through HUD Exchange.

- No projects currently in the Intake Phase

Inspection Phase

Inspection of a project property begins with initial general home inspection. That inspection report and relevant internal Cost Estimate gets referred to environmental hazards inspector for on-site assessment of lead, asbestos, radon (LAR) (for federal funded projects). The LAR report is woven by home inspector into a Final Scope of Work (SOW). Final SOW goes through Environmental Review process (for federal funded projects), prior to Contractor Procurement/construction phase. LBP stands for lead-based paint (LBP).

- Murray St., Oil City (HOME 2024)
 - All inspections completed. SOW currently being drafted.
- Bissell Ave. (B), Oil City (HOME 2024)
 - All inspections completed. SOW currently being drafted.
- Myrtle St., Franklin (HOME 2024)
 - SOW completed. In Environmental Review process.
- Buffalo St., Franklin (HOME 2024)
 - All inspections completed. SOW currently being drafted.

Construction Phase

Construction encompasses the term of the work contract, and all ensuing work issues, invoices, and change orders that come to Program administration during that period.

- Riverside Dr., Cranberry Twp. (PHARE)
 - Contractor expects to complete as soon as schedule/weather permits.
- Bissell Ave. (A), Oil City (PHARE/WHRP)
 - Bids opened, 5/2/25. Scope Of Work reduced to meet budget constraints. Low bidder agreed to reduced budget. Project currently under contract and construction. This project rewires the whole home's electric, replaces four natural gas furnaces, replaces flooring in certain rooms, and repairs some basement foundation masonry.

Completed/Canceled/Denied

None to report.

Common Acronyms

CDBG – Community Development Block Grant

HOME – Home Investment Partnerships Program Grant

PHARE – Pennsylvania Housing And Rehabilitation Enhancement

WHR or **WHRP** – Whole-Home Repair Program

DCED – Pa Department of Community and Economic Development

HUD – U.S. Department of Housing and Urban Development

DEP – Department of Environmental Protection

PHMC – Pennsylvania Historic and Museum Commission

PHFA – Pennsylvania Housing Finance Agency

ADA – Americans with Disabilities Act

ABR – Architectural Barrier Removal (ADA compliance)

FFY – Federal Fiscal Year

LAR – Lead, Asbestos, Radon

SOW – Scope Of Work

LBP – Lead-Based Paint

Venango County Planning Commission

To: Venango County Regional Planning Commission Board
From: Jason Dillion, Recycling Center Assistant, & Planning Assistant
Date: 6/17/2025
Re: Monthly Staff Report for June 17th, 2025

Recycling Center Update: June 17th, 2025

Duties Performed:

1. Fence Gate – Monitored and maintained the gate.
2. Ground maintenance – Picked up litter from around the bins and rest of the facility grounds as needed for maintenance.
3. Baler operation – Building, weighing, and stacking of cardboard bales. We are producing a bale about every 3rd scheduled day that I am at the center.
4. Recycling Bins – Assist county residents with unloading their vehicles when needed. Monitored the bins for unwanted / nonrecyclable items. The number of unwanted items is for the most part staying down, while public appreciation for the center still seems to be extremely positive.
5. Household Hazardous Waste Event (HHW) – The May collection went well, as there were over 150 people registered for the event. The next collection event is on August 2nd.
6. Cardboard pickup- We shipped out another full load of baled cardboard, about 40,000 lbs.

Planning Assistant / Housing Inspection Update: 6/17/2025

Housing Inspections:

1. Home Rehab Program Housing Inspections – There are currently 5 projects in various stages of progress.

Memo

TO: Venango County Regional Planning Commission Board
 FROM: Jenna Dillion
 DATE: 6/17/2025
 SUBJECT: Monthly Staff Report – June

Administration

- Invoice tracking for Home Rehab program

Subdivisions

Preliminary Review

Wiegel (Irwin)

In Process

McCandless

(Sugarcreek)

Martin (Barkeyville)

Stallard (Irwin)

Recorded

Kellar (Irwin)

Venango VNA (Sugarcreek)

For Consideration

Kuhns (Irwin)

Land Developments

In Review

*Starbucks (Cranberry) –
On Hold*

For Consideration

Conditional Approval

*Bruceton Farm Service
(Cranberry)*

Final Approval

UPS-MDC (Cranberry)

List of Acronyms

- VCRPC – Venango County Regional Planning Commission
- LSSE – Lennon, Smith, and Souleret Engineering
- LD – Land Development
- P&P – Part and Parcel Subdivision
- SALDO – Subdivision and Land Development Ordinance

Subdivision & Land Development Project Log – 2024/2025

SUB NO.	REC'D	SUBDIVISION NAME	PARENT LOT #	TYPE	SURVEYOR	MUNICIPALITY	APPROVED
2025-01-16	12/18/2024	Northwest Commission	16-036-26	LD	Geotech	Oil City	1/10/2025
2025-02-23	12/4/2024	Saylor	23-08-09A	1	Fike Associates, Inc.	Richland	1/10/2025
2025-03-23	12/4/2024	Detweiler-Hall	23-01-99A	P&P	Fike Associates, Inc.	Richland	1/16/2025
2025-04-16	8/2/2024	Carole Wilson	16-52-76	P&P	Frank Pankratz	Oil City	1/16/2025
2025-05-27	1/8/2025	Whitlatch	27-01-02	2	Fox & Fox, Inc.	Scrubgrass	1/16/2025
2025-06-11	1/22/2025	Bedow	11-04-40A	1	Joe Fox	Frenchcreek	1/23/2025
2025-07-08	1/24/2025	Verland Group Home	08-03-04B	LD	Geotech	Cranberry	1/27/2025
2025-08-08	1/29/2025	Rapp	08-12-43	P&P	Frank Pankratz	Cranberry	1/29/2025
2025-09-07	12/4/2025	Miller	07-05-26	1	Joe Fox	Cornplanter	2/13/2025
2025-10-15	2/19/2025	Weller	15-07-48	1	Frank Pankratz	Oakland	2/20/2025
2025-11-23	2/13/2025	Detweiler-Harrison	23-01-99A	P&P	Fike Associates, Inc.	Richland	2/24/2025
2025-12-04	1/15/2025	Moore	04-06-35	P&P	Fike Associates, Inc.	Clinton	2/24/2025
2025-13-17	2/25/2025	Gates	17-03-31	1	Joe Fox	Oilcreek	2/25/2025
2025-14-08	2/25/2025	Commonwealth Charter Academy		LD	Geotech	Cranberry	2/26/2025
2025-15-17	10/24/2024	Ongley	17-05-16	1	Frank Pankratz	Oilcreek	2/26/2025
2025-16-27	1/21/2025	McGinnis/Hovis	27-04-52	P&P	Fike Associates, Inc.	Scrubgrass	3/3/2025
2025-17-04	2/13/2025	Narlee 2	04-03-09	2	Fox & Fox, Inc.	Clinton	3/3/2025
2025-18-02	2/20/2025	Judson	02-02-29	2	Frank Pankratz	Canal	3/11/2025
2025-19-15	3/3/2025	Mehlburger-Cowan	15-01-12	P&P	Frank Pankratz	Oakland	3/12/2025
2025-20-16	3/14/2025	DBS Development	16-33-50	1	Fox & Fox, Inc.	Oil City	3/18/2025
2025-21-08	3/31/2025	Crowther-Steiner	08-03-09R	P&P	Gary Stover	Cranberry	4/2/2025
2025-22-27	3/26/2025	Matassa	27-04-04	2	Fox & Fox, Inc.	Scrubgrass	4/15/2025
2025-23-15	4/14/2025	Cowan	15-01-12A	P&P	Frank Pankratz	Oakland	4/15/2025
2025-24-11	4/22/2025	Wood	11-02-62	1	Northern Surveyors	Frenchcreek	4/28/2025
2025-25-12	3/26/2025	Elmer Paul Martin	12-01-41	1	Northern Surveyors	Irwin	4/29/2025
2025-26-08	5/13/2025	UPS-MDC		LD	Prime Engineering	Cranberry	5/21/2025
2025-27-12	4/17/2025	Keller	12-08-51	P&P	Frank Pankratz	Irwin	6/2/2025
2025-28-28	6/3/2025	Venango VNA	28-14-06A	P&P	Joe Fox	Sugarcreek	6/5/2025

MEMORANDUM

TO: Venango County Regional Planning Commission Board
FROM: Alexandria Shreffler, Geospatial Analyst
Date: June 13, 2025
Subject: Monthly Staff Report – June

Mapping and Analysis Services

- Generated and printed a map depicting the watersheds of Venango County
- Provided statistics to The Derrick on the total acreage of Venango County
- Compiled information for the Crawford County Planning Director regarding helpful GIS for SALDO review
- Revised Parcel Drafter tool to include wetlands and floodplains layers

Floodplain & Stormwater Administration

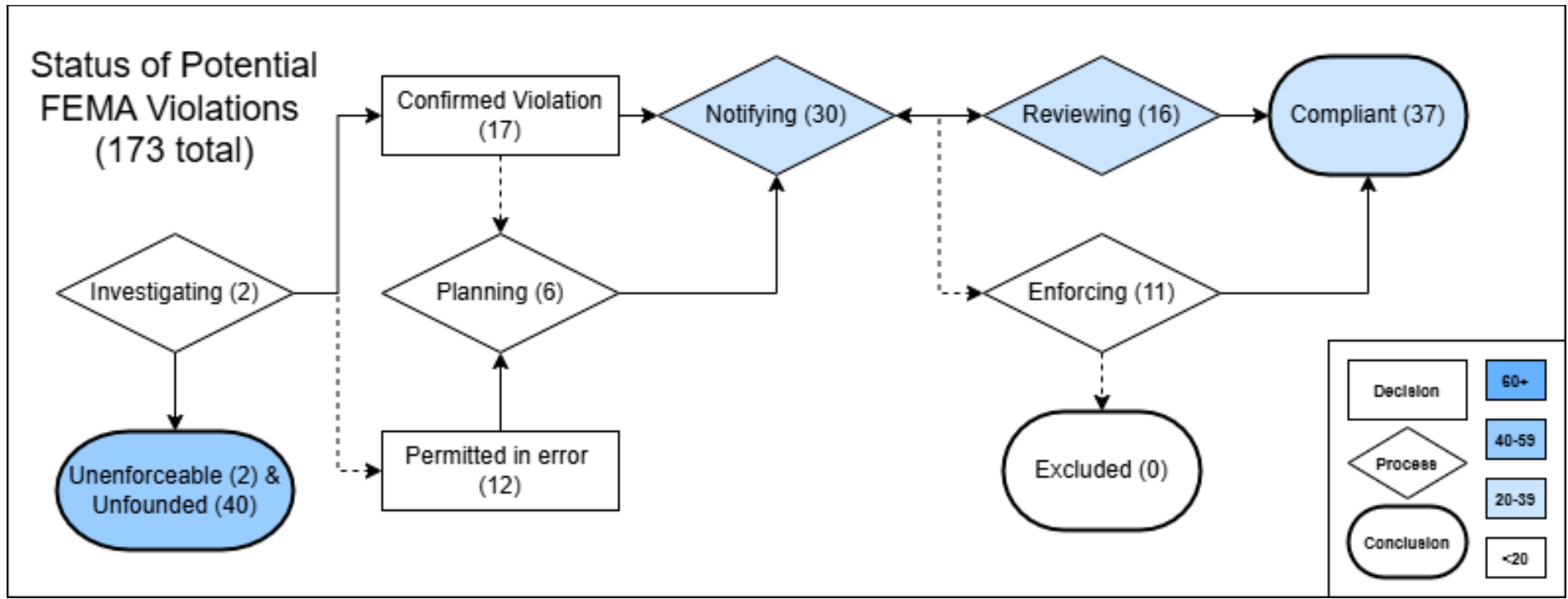
- Provided technical support to the following municipalities: Utica Borough, Sugarcreek Borough, Oil City, Rouseville Borough, Frenchcreek Township, Cranberry Township, Sandycreek Township, Richland Township, Cooperstown Borough, Cornplanter Township, Clinton Township
- Made a compliance determination for eleven (11) FEMA floodplain violations
- Approved eighteen (18) small projects for stormwater management
- Responded to request for information to be included in the Hazard Mitigation Plan
- Developed a mail-merge template for stormwater approval letters
- Prepared Intergovernmental Agreement (Professional Surveyor Services) for approval by the Commissioners

Environmental Review

- Preparing CDBG FFY 2023 Environmental Review Records: Sugarcreek (OBO) Demo and Cranberry (OBO) Home Rehab
- Preparing HOME Investment Partnerships Environmental Review Records for six (6) home rehab projects

Common Acronyms

ATV	All-Terrain Vehicle	GIS	Geographic Information Systems
BMP	Best Management Practice	HMP	Hazard Mitigation Plan
CAC/CAV	Community Assistance Contact/Visit	NFIP	National Flood Insurance Program
CAP	Community Action Plan	ORA	Oil Region Alliance
CDBG	Community Development Block Grant	PAFPM	Pennsylvania Floodplain Managers Association
COG	Council of Government	PEMA	Pennsylvania Emergency Management Agency
DGLVR	Dirt Gravel & Low-Volume Road	SWCM	Stormwater Control Measures
EDA	Economic Development Authority	SWM	Stormwater Management
FEMA	Federal Emergency Management Agency	SWMP	Stormwater Management Plan
FFY	Federal Fiscal Year	WIC	Women Infants & Children



Investigating = Research is being done to determine the details of the violation.

Unenforceable = The violation was determined to be outside of municipal jurisdiction (i.e. state-owned property).

Unfounded = Evidence had shown that the development was either not in the floodplain or may have occurred prior to the ordinance/maps (i.e. not a violation).

Confirmed Violation = No permits had been issued for the development and is considered a violation, but the property owner has not yet been notified.

Permitted in error = A permit was issued by the municipality without undergoing review for compliance with the floodplain ordinance.

Planning = For unique challenges, these violations are currently in discussion before the property owners are notified.

Notifying = The property owner is being notified of the violation and how they will be expected to address the violation (i.e. submitting a floodplain permit).

Reviewing = The property owner has submitted a floodplain permit or other documentation that is under review.

Enforcing = The property owner did not address the violation within the prescribed timeline and is now subject to fines and/or legal action.

Excluded = The enforcement process has concluded without resolution and the municipality has petitioned FEMA to exclude the (insurable) property from the NFIP.

Compliant = The property owner has taken action and the property is now compliant.