



Venango County Regional Planning Commission

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

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Board Meeting Minutes May 2026

- I. **CALL TO ORDER** – Monthly board meeting called to order by Jim Miller, at 4:30 PM.
- II. **ROLL CALL** – Those present at the public meeting of the Venango County Regional Planning Commission on 05/26/2026, held in-person at 1174 Elk Street (Courthouse Annex) in Room 100, Franklin PA :

Members Present:

- | | |
|---|---|
| ☒ Jim Miller (Chair) | ☒ Nick Melnick |
| ☒ Tracy Jamieson (Vice-Chair I) | ☒ Kathy Cochran |
| ☒ John McClelland (Vice-Chair II) | ☒ Ben Porter |
| ☐ Frank Pankratz (Vice-Chair III) | ☒ Glenn Speer |
| ☐ Larry Baughman | ☐ Megan Weber |
| ☐ Ken Bryan | ☒ Amy Whitehill |
| ☒ Anita Fuchs | ☐ Keith Klingler |
| ☒ John Neidich | |

Staff Present:

- ☒ Joshua Sterling
- ☒ Jenna Dillion
- ☒ Alexandria Shreffler

Guests Present (List):

- Helen Fielding, Derrick.com

A quorum of 10 board members (a majority of the 15 current appointees) was present.

III. APPROVAL OF MINUTES

a. 04/21/2026 Regular Meeting Minutes

- ✓ Motion to approve the minutes with proposed revisions made by Ben Porter, second by John Neidich. All approved.

IV. PUBLIC COMMENTS ON AGENDA ITEMS – None

V. SUBDIVISIONS AND LAND DEVELOPMENTS

- a. **Auto Zone, Cranberry Township** – proposal to construct a new retail automotive parts store on an existing commercial property located at 6945 US Rouse 322 in Cranberry Township, Venango County, on parcel 08-14-41L. Lighting plans showed that exterior lighting at the site would be directed downward and programmed to automatically turn on at dusk and reduce after the close of business to the minimum level necessary for safety and security, with no floodlights proposed. The proposal included twenty-six (26) parking spaces with two (2) ADA Accessible spaces. The site is not in a designated floodplain. Although a wetland has been identified and delineated on site, the Developer is seeking permitting approval with the Department of Environmental Protection (DEP) to move forward with the proposed construction. A traffic study was reported to currently be under review by the Pennsylvania Department of Transportation (PennDOT) for the consideration of a highway occupancy permit. Staff recommended conditional approval.
- ✓ Motion to grant conditional approval made by John McClelland, second by Tracy Jamieson. All approved.

VI. SPECIAL PURPOSE MATTERS

- a. **Annual Report Draft** – A draft outline of proposed content in the 2025 Annual Report was presented to the Board and they were invited to provide feedback over the following two weeks. No action.
- b. **Fee Schedule Update** – The final resolution adopting an updated schedule of fees for Subdivision and Land Development Review had been approved by the Commissioner Board and a copy was presented to the Board along with a revised sheet. No action.

VII. EXECUTIVE DIRECTOR AND STAFF REPORTS

- **Executive Director, Joshua Sterling** – announced that the Community Development Block Grant (CDBG) funding for 2025 had been awarded, which would be allocating funds toward Home Rehabilitation and Blight Demolition activities. He had also submitted a Department of Conservation and Natural Resources (DCNR) grant application requesting \$390,475 under the Community Conservation Partnership Program (C2P2) for the construction of a new handicapped accessible kayak launch, repaving of the boat launch parking lot, and rebuilding the fishing pier at Two Mile Run County Park.

- **Geospatial Analyst, Alex Shreffler** – reported that she had completed an analysis of approximate costs incurred by the Planning Commission for providing services under consideration of the fee schedule update. She shared that this analysis had spurred additional work in updating the time allocation spreadsheet used by Staff by establishing a comprehensive task list to assist in future evaluation of more accurate costs and fee comparisons. She had also been working on the design and layout of the 2025 Annual Report.
- **Deputy Director, Jenna Dillion** – shared ongoing efforts to evaluate the feasibility of completing a Phase-I study for potentially updating the County’s Act 167 Stormwater Management Plan, which would include establishing a steering committee in which each municipality would be expected to participate. There was one (1) land development in-review, one (1) under consideration by the Board, and a final inspection had recently been completed for the UPS land development which had recently completed construction. She had also been completing research on data centers and potential consideration for regulation.

VIII. OFFICERS AND COMMITTEE REPORTS

- a. **COG Representatives** – Report was given by Ben Porter. The Council of Governments (COG) meeting is held on the third-Thursday of the month at 7:00 PM. The next meeting will be June 18, 2026 and the meeting location is scheduled to take place at the Frenchcreek Township building.

IX. PUBLIC COMMENT (GENERAL) – None

- Kathy Cochran, Sandycreek Township Supervisor – requested an update on the formal complaint that was addressed to the Board at the April 2026 meeting. Staff explained that the complaint was mostly outside of County Jurisdiction and follow-up was being pursued by Cornplanter Township. The concern regarding the potential violation as a land development had been resolved as it was determined that the use of the site had not met the definition of Land Development as defined by the Venango County Subdivision and Land Development Ordinance (SALDO) and would not have required review or approval from the Planning Commission.
- Anita Fuchs, Irwin Township Auditor – inquired about the draft changes proposed for the Sewage Facilities Planning Program in review by the DEP Sewage Advisory Committee which had been brought up at the April 2026 meeting. Staff would follow-up via email with more information about the changes.

X. ADJOURNMENT

- ✓ Motion to adjourn by Ben Porter , seconded by Tracy Jamieson at 5:03 PM.

Respectfully submitted,

Alexandria Shreffler, Geospatial Analyst