

# MEETING MINUTES FOR CRAFTON PLANNING COMMISSION

Feb. 22, 2022

6:30 PM via Zoom

Crafton Commissioners: Kirsten Compitello (Chairwoman), Lydia Herring (Secretary), Richard Kraemer, Eric Valcheff

Call to order: 6:35 pm

Roll Call: Kirsten Compitello, Rich Kraemer, Eric Valcheff, Lydia Herring

Attendees: Council President John Oliverio, Jason Dailey - Consultant for the borough

Citizen Comments: None

## **Parks Master Site Plan update**

Draft status and potential projects: It was shared that the latest steering committee meeting was postponed. Once held, the meeting will review plans and upcoming priorities for possible grant funding.

The consultant (Environmental Planning & Design, LLC) reached out to Crafton Performing Arts with steering committee representation (Greg Wozniak led effort). The draft final plans were created from the feedback.

Next steps: DCNR grant (park improvements) are due in April 2022. Gateway Engineers to work on application in March 2022. A clarification was made that the Master Site Plan can be in draft form and still useful in the grant application (i.e., Master Site Plan does not have to be formally adopted by borough council prior to applying for grant). Components from the Linwood, and/or Noble park plans appear to be the most likely candidates for inclusion in the grant application. Crafton Park plan likely not to be pursued for grant funding because of the already-scheduled pool upgrade at that park this year.

Eric Valcheff announced that there is a GTRP (Greenways, Trails, and Recreation) DCED grant due in May 2022. If pursued and awarded, candidate projects ideated in the Master Site Plan process include a dog run, Trolley Trail improvement, Busway Trail from Crafton Blvd to Woodlawn, or Creek Trail phase (limiting to borough-owned piece).

Grant details shared:

- Grant requires (only) a 15% borough match on up to \$250K.
- The Pennsylvania Department of Community & Economic Development (DCED) is accepting applications for the Greenways, Trails and Recreation Program (GTRP): through May 31, 2022.
- GTRP provides funding for eligible improvement and rehabilitation of public parks, recreation areas, greenways, trails and rivers. Eligible applicants include municipalities, councils of governments, institutions of higher education, watershed organizations, certain non-profits and for-profit businesses.
- Grant awards cannot exceed \$250,000 for any project and a 15% match of the total project cost is required.

The Planning Commission discussed questions to follow up on:

- (1) Could GTRP grant be leveraged to further Eco-District planning?
- (2) Verify if creating new/improving existing bike routes qualify for grant funding.
- (3) Could dog run and key fob entry qualify? What about administrative costs associated with a dog run?

This grant opportunity has been shared with the Parks Master Site Plan consultant (EPD). It should be shared with the Crafton Parks and Rec committee, as well. Eric Valcheff volunteered to look into and summarize what types of projects qualify for the GTRP grant. Summary is to be provided to the Crafton Parks and Rec Committee along with the link to the grant application information. **Follow up** on this at the March 2022 Planning Commission meeting.

### **Zoning Project RFP update**

Council voted to rebid the RFP. It was sent out and will be open for bids through March 15th. It was sent to the 4 original firms (Codametrics, EPD, OHM, HRG), posted on the PA Planning Association website, and the Borough website.

Kirsten Compitello announced the planned Interview Process: Interview committee will be created (Crafton and Ingram representation), Interviews to be reviewed with a rubric, interviews to be conducted after March 15th (i.e., bid due date). Bids to be provided to both Planning Commissions after bid close. An idea was discussed to hold interviews after the March 22, 2022 Crafton and Ingram joint Planning Commission meeting to narrow top contenders with an initial rubric, discuss as needed, and allow Planning Commission members from both boroughs to review/provide feedback. It is anticipated that the consultant interviews will be scheduled for early April (likely top 2-3 ranked firms to be brought in for an interview).

Rubric content discussion: include boxes per each task outlined in RFP - rank how well consulting firm met each item, include section for notes, evaluation of experience, cost, # hours, availability & location of team/size of team, overall presentation, and timeline.

**Review of January minutes:** Eric motioned to approve, Kirsten seconded - approved

**Note:** Rich will be absent for March and April 2022 meetings

**Follow Up from January Meeting:** Eric asked about follow up regarding WSP's offer to hold a pro-bono session and whether it would affect the possibility of bidding. Council President suggested we email the borough Solicitor, Steve Korb, to confirm. Kirsten Compitello volunteered to take on this action item.

**Announcement of vacant Planning Commission position open:** 1 seat currently open, Rich's seat is up in April. 1 page application for vacancies now required. Announcements to go out via Savvy Citizen and Newsletter. Eric suggests making board positions commitment more transparent. The council president relayed that plans are already underway to improve the descriptions/expectations of each board/committee position so that potential volunteers understand time and duty commitments.

**Citizen Comments:** None

**Adjourn:** 8:03 pm