



# AGENDA

Planning Commission

Regular Meeting

01/27/2026, 6:30 PM, Council Chambers

Eric Valcheff, Chair

Rhiannon Haller, Vicechair

Matt Choate

Alice Pescuric

Allen Biehler

1. Call to Order
2. Roll Call
3. Approval of Minutes from the Meeting of 10/28/2025
4. Public Comment on Agenda Items (Only Crafton residents, property owners, or business owners may comment. Comments are limited to three minutes. Please refrain from personal attacks and obscene language.)
5. Discussion: Planning Commission Bylaws
6. Traffic Incidents Data
7. Discussion: 2025 Annual Report
8. New Business
9. General Public Comment (Only Crafton residents, property owners, or business owners may comment. Comments are limited to three minutes. Please refrain from personal attacks and obscene language.)
10. Adjourn



# MINUTES

## Planning Commission

### Regular Meeting

10/28/2025, 6:30 PM, Council Chambers

Eric Valcheff, Chair

Rhiannon Haller, Vicechair

Megan Winters

Allen Biehler

Alice Pescuric

### 1. Call to Order

President Valcheff called to order the regular meeting of the Crafton Planning Commission, Tuesday, October 28, 2025, at 6:31 PM in the Council Chambers.

### 2. Roll Call

President Valcheff recorded four (4) Members of the Commission present: Mr. Biehler, Ms. Pescuric, Ms. Haller, and himself. Also present was Director Tedesco. Absent was Ms. Winters.

### 3. Approval of Minutes from the Meeting of 09/23/2025

**Motion #1:** It was moved and seconded (Biehler/Haller) to approve the September 23, 2025, Planning Commission Minutes.

**Motion #1:** carries by a unanimous vote (4-0).

### 4. Public Comment on Agenda Items

Charlene Krenke, expressed concerns about bike racks potentially blocking sidewalks and obstructing pedestrian traffic, particularly for individuals using walkers. She noted that the sidewalk in front of the restaurant already requires pedestrians with mobility devices to walk in the street to navigate around obstructions. She emphasized that with improvements such as additional lighting, increased pedestrian traffic is anticipated, making these accessibility concerns more critical.

President Valcheff acknowledged the concern and assured that the Borough Engineer would review any installations to ensure compliance with required sidewalk widths and accessibility standards.

### 5. Trails Planning Update

Mr. Biehler reported that the trail planning process is nearing completion. A public meeting is scheduled for Wednesday, November 12, 2025, in the Community Room to present the consultant's findings and gather public input. The consultant has addressed the scope outlined by the committee and has developed recommendations for trail improvements throughout the borough.



President Valcheff emphasized the importance of the trails as a natural asset for the community, noting the potential for enhancing property values and economic development. He highlighted that much of the trail system follows the creek and Army Corps of Engineers levee, requiring proper planning and coordination. The plan being developed will position the borough to seek grant funding and potentially establish a volunteer organization (similar to Hollow Oak) to support trail maintenance and improvements.

Discussion included the potential for integrating trails with broader county trail systems and opportunities for regional trail grants. Ms. Pescuric noted the exciting potential of eight miles of trails within the borough and the importance of finding funding mechanisms that do not detract from business development priorities.

Director Tedesco mentioned that one option for next summer's intern would be to help establish a trails organization and explore connectivity opportunities with recently completed Allegheny County trail systems.

## **6. Business Development Committee Update**

Ms. Pescuric reported that the committee will meet on Thursday evening to evaluate progress and determine next steps. The committee has accomplished significant work over its six-month pilot period, particularly with the business development mixers. The second event at Realty Co. in the shopping center was successful in attracting realtors, providing valuable exposure for the borough.

Director Tedesco stated that the owner and realtor for the shopping center attended the event and indicated that positive developments are forthcoming for the plaza, though they remained confidential about specific details. He added that the committee will assess whether to extend its activities beyond October and will make recommendations to the full Planning Commission.

Director Tedesco noted that having the shopping center owner at the event was productive, as it provided an opportunity for community members to diplomatically express opinions about potential improvements to the shopping center. He praised the real estate broker for working to fill vacant spaces as being very honest and forthcoming about realistic market potential.

The Planning Commission discussed the need for business development to become a core function of the full commission rather than remaining solely with a subcommittee, with Ms. Pescuric emphasizing that the task force was designed to jumpstart the process and that strategic planning should involve all commission members.

## **7. Discussion: 2026 Objectives**

President Valcheff led a discussion on potential priorities for the 2026 planning agenda, noting that this is budget season and any resource requests should be identified soon. The following areas were discussed:



**Dog Park:** Director Tedesco reported that the draft budget includes \$25,000 allocated for dog park development. The full buildout from the Parks Master Plan would cost approximately \$65,000, but with in-house talent from Public Works and potential volunteer support from a "Friends of the Dog Park" group, the project could be completed in phases. The \$25,000 would serve as seed funding, potentially leveraging matching contributions through crowdfunding or similar initiatives. President Valcheff noted that the dog park was identified as a high priority in community feedback during the parks planning process. The Planning Commission discussed the importance of formally recommending that Council maintain the dog park allocation in the 2026 budget, contingent on not impacting mission-critical services.

**Trails:** The commission agreed to revisit trail funding priorities after the November 12 public meeting, when the consultant's recommendations and public feedback will be available. Mr. Biehler suggested that the commission should wait to hear public comments before making specific budget recommendations. The consultant's report will identify priority initiatives with associated costs and maintenance considerations.

**Pedestrian Safety:** President Valcheff raised concerns about recurring accidents at specific intersections, based on anecdotal evidence from tow truck operators and police officers. He proposed investigating whether there is data available on accident frequency and locations, potentially through state databases that collect standardized police accident reports. The goal would be to identify high-risk intersections and determine whether planning interventions could improve safety. Discussion included the possibility of using an intern to compile and analyze this data, working with police department records and state databases. Ms. Haller emphasized the connection to downtown improvements and the importance of coordinating with the police department on enforcement and behavioral interventions. There was broad support for making pedestrian safety a priority, with several commission members and public commenters emphasizing its urgency.

**Community Gateways:** Director Tedesco presented the concept of creating prominent gateway signage to clearly identify entrances to Crafton, similar to Forest Hills' gateway features. The estimated cost for a comprehensive plan would be approximately \$50,000, with additional capital costs for installation. This would be grant-eligible with required matching funds. Discussion emphasized that Crafton's lack of a clearly defined downtown makes gateways particularly important for community identity. Ms. Pescuric noted the potential for coordination with Ingram on shared gateway locations and suggested this could be integrated with historical preservation initiatives.

**Other Opportunities:** Mr. Biehler emphasized that the borough's most critical need is stabilizing its financial condition and growing the tax base, with business development being central to this objective. Discussion highlighted that the borough's total revenues are increasing at less than one percent per year while inflation exceeds three percent, creating an unsustainable trajectory that will eventually require either tax increases or service cuts. The commission stressed that economic development must remain a top priority.



Additional discussion items included the need for better communication between the Planning Commission and Borough Council, establishing formal mechanisms for regular updates on Council priorities and actions. The commission discussed whether to invite Council representatives to meetings or establish regular liaison meetings with the Council President.

Ms. Pescuric raised organizational matters from the state education session, including the need to review Planning Commission bylaws, clarify roles and responsibilities, and ensure proper annual reporting to the state. She emphasized that the Planning Commission should operate independently from Council while maintaining effective communication channels. These organizational items will be added to the January agenda.

## **8. New Business**

**November Meeting Schedule:** The commission discussed rescheduling the November meeting from Thanksgiving week (November 25) to December 2. The December regular meeting will likely be cancelled due to its timing, with Council's budget approval expected on December 11.

**Historical Preservation Initiative:** Ms. Pescuric reported on collaboration between Chuck Giglotti and the Crafton Heritage advisory board to develop historical interpretive signage using photographs from the borough's collection. Susan O'Connell will serve as the lead from Heritage. The initiative could include medallions with historical information along trails and throughout the community, potentially using digital technology for expanded content. This project may be eligible for grants tied to America's 250th anniversary and could support multiple 2026 objectives including trails, community gateways, and general historic preservation.

### **General Public Comment**

**Carla Poluha**, questioned why the Planning Commission members were not informed about the Tri-COG Land Bank discussions occurring at Borough Council. She expressed concern about the lack of communication between the governing bodies and asked how this information gap could occur when commissioners attend multiple meetings throughout the month.

Ms. Pescuric and President Valcheff explained that the Planning Commission operates differently from a traditional office environment, with no regular inter-meeting communication structure. They acknowledged that the commission learned of the land bank discussion by seeing it on the Council agenda. Director Tedesco clarified that the land bank is not a legal requirement for Planning Commission review. Commission members acknowledged this as an example of where improved communication protocols are needed, noting that while the commission is not legally required to weigh in on land bank decisions, better information sharing would be beneficial. This reinforced the earlier discussion about establishing regular communication mechanisms with Council. Mr. Biehler asked what role the commenter thought the Planning Commission should play regarding the land bank.



**Terry Midgley**, raised three points: First, she echoed concerns about the disconnect between the Planning Commission's extensive zoning work and the land bank discussions occurring without commission input. Second, she questioned the \$25,000 dog park allocation in the budget, asking why grant funding wasn't pursued instead, particularly given that the trails consultant work was fully grant-funded. She suggested that capital improvement funds might be better directed toward critical infrastructure needs such as the roof repair needed for the community center stage. Third, she emphasized pedestrian safety concerns on Afton Street, where increased traffic from construction detours has created dangerous conditions for children traveling between the park and pool, recommending crosswalks, stop signs, or other safety measures.

President Valcheff explained that capital costs and consulting costs are different budget categories, noting that even with grants, there is typically a matching portion required. He acknowledged that the \$25,000 is better than nothing but emphasized this has been a priority for residents for more than ten years. He clarified that the commission's role in budget season is to identify priorities that may require resources, noting that while the trails study was fully grant-funded, implementation costs will require local investment. Regarding the stage roof versus dog park priorities, he noted these are valid concerns for Council to weigh. He agreed that the pedestrian safety concerns on Afton Street, particularly given the park and pool proximity, should be addressed and could be part of the broader pedestrian safety analysis being proposed.

**Cody Sheets (via Zoom)** questioned transparency regarding comments made during the Business Development Committee update about realtors remaining "tight-lipped" about potential developments. He expressed concern about residents' ability to trust that planning decisions are in the community's best interest when discussions occur without public disclosure. He asked for details about which realtors attended, what discussions occurred, what is being built, and what public-private partnerships are being considered, stating that residents cannot justify trusting scenarios where such statements are made without full disclosure.

Ms. Haller clarified there was a misunderstanding about what was said. She explained that the comment about being "tight-lipped" referred to the shopping center owner and their realtor being appropriately confidential about potential tenants, not the Planning Commission withholding information. Director Tedesco clarified that the shopping center's realtor, Tommy, has potential tenants for the shopping center that he cannot disclose, which is standard business practice. He explained this is within the private sector's purview and the realtor was appropriately maintaining confidentiality about prospective business tenants, which is perfectly normal. The commission emphasized that they were not withholding public information but rather respecting that personal business negotiations remain confidential until deals are finalized.

**Chris McCormick**, offered detailed insights regarding pedestrian safety data collection, noting that in some districts, accident reports are filed directly with the state rather than requiring police response for minor accidents (those under \$1,000 in damages or without injuries). He recommended ensuring that any data analysis includes state-level databases to capture the most



comprehensive information, as the state may have more complete records than local police departments alone. He questioned whether unreported minor accidents might be missing from local data.

Mr. Biehler clarified his understanding that Pennsylvania's accident database is entirely based on police reports from all districts (local police and state police), not from other sources. He recalled from his time as Secretary of Transportation for Pennsylvania that there were concerns about report accuracy but that police reports were the source. He acknowledged this was from 2011 and things may have changed in 14 years. Ms. Pescuric thanked him for raising these important questions about data sources, noting it helps inform them on how the commission should approach the analysis.

**Nicole Curriwan (via Zoom)**, thanked Ms. Pescuric for raising process-related questions about commission structure, membership, and communication protocols. She appreciated the focus on establishing systems that acknowledge potential conflicts of interest and ensure efficient workflow while maintaining transparency, noting this serves to address where humans naturally have competing interests.

Ms. Pescuric thanked Ms. Curriwan for her comments and also acknowledged Ms. Haller for initiating some of these process discussions. President Valcheff noted that the state workshop was catalyzing for raising these organizational questions.

**Steve Crescenzo (via Zoom)**, asked whether there are plans to have a Council member serve on the Planning Commission to facilitate communication, noting that this arrangement existed previously with Vince Mandela until his resignation. He also suggested that the Planning Commission could provide valuable input on developing the priority property list for the land bank initiative if that route is pursued.

Ms. Pescuric explained that having a Council member on the Planning Commission is not considered best practice since the commission reports to Council and should operate independently. She noted this topic was discussed during the meeting, referring to guidance from state planning education sessions. However, Ms. Haller suggested that having a non-voting Council member could be an option. President Valcheff noted regarding the land bank that while the commission has not been included yet, there is likely significant work ahead in developing how Crafton would conceptually utilize a land bank, and he hopes the commission's emphasis on process, communication, and collaboration will create opportunities for the commission to be useful in developing those ideas going forward.

**Ben Valmont**, suggested placing gateway signage along Steuben Street to direct traffic to the circle and business districts, noting that approximately 13,000 vehicles travel Steuben Street daily but there is no clear indication of the shopping areas.

President Valcheff strongly agreed with this suggestion, referencing a developer who commented during previous school board discussions about how odd it was that 13,000 people per day drive



down Steuben Street yet there is nothing evident indicating the shopping center's presence. He contrasted this with commercial areas like Monroeville and Robinson that have prominent signage directing people to shopping districts. He noted this aligns with the community gateways discussion earlier in the meeting.

## **10. Adjournment**

**Motion #2:** It was moved and seconded (Pescuric/Biehler) to adjourn the meeting at approximately 8:38 PM.

**Motion #2:** carries by a unanimous vote (4-0).

Respectfully submitted,  
Carissima Kerns, Borough Secretary

## Chapter 38

### PLANNING COMMISSION

<b>§ 38-1.</b>	<b>Creation; composition; terms; vacancy; qualifications; compensation.</b>	<b>§ 38-4.</b>	<b>Powers to employ and contract.</b>
		<b>§ 38-5.</b>	<b>Jurisdiction and powers.</b>
<b>§ 38-2.</b>	<b>Conduct of business; reports.</b>	<b>§ 38-6.</b>	<b>Assignment of additional duties and responsibilities.</b>
<b>§ 38-3.</b>	<b>Removal.</b>		

**[HISTORY: Adopted by the Borough Council of the Borough of Crafton 4-14-2004 by Ord. No. 1560. This ordinance replaced former Ch. 38, Planning Commission, which was repealed by Ord. No. 1551 effective 10-23-2004. Amendments noted where applicable.]**

#### GENERAL REFERENCES

Subdivision and land development — See Ch. 197.

Zoning — See Ch. 225.

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#### **§ 38-1. Creation; composition; terms; vacancy; qualifications; compensation.**

There is hereby created a Borough Planning Commission consisting of five persons to be appointed by Council. Each member of the Planning Commission shall be appointed for a term of four years or until his successor is appointed and qualified, which term shall begin on April 14 of the year appointed, except that the terms of the members first appointed pursuant to this chapter shall be so fixed that the terms of two members shall be for one year, the term of one member shall be for two years, the term of one member shall be for three years, and the term of one member shall be for four years. An appointment to fill a vacancy shall be only for the unexpired term. All members shall reside within the Borough, and no more than two members may be officers or employees of the Borough. All members shall serve without compensation but maybe reimbursed for necessary and reasonable expenses.

#### **§ 38-2. Conduct of business; reports.**

The Planning Commission shall elect a Chairperson and Vice Chairperson and such other officers as it determines necessary. Officers shall serve annual terms and may succeed themselves. The Planning Commission may make and alter bylaws, rules and regulations for its own organization and procedure, consistent with the ordinances of the Borough and the laws of the commonwealth. The Planning Commission shall keep a full record of its business and shall annually make a written report of its activities and transactions to Borough Council by March 1 of each year. The Planning Commission shall also make such interim reports as requested by Borough Council.

#### **§ 38-3. Removal.**

Any member of the Planning Commission, once qualified and appointed, may be removed from office for malfeasance, misfeasance or nonfeasance in office or for other just cause by a majority vote of Borough Council taken after the member has received 15 days' advance notice of the intent to take such a vote. A hearing shall be held in connection with the vote if the member shall request it in writing.

**§ 38-4. Powers to employ and contract.**

The Planning Commission may employ persons whose salaries and wages and other necessary expenses of the Planning Commission are approved by Borough Council. The Planning Commission may contract for professional services, the costs and expenses of which, when approved by Borough Council, shall be provided for through proper appropriation by Borough Council.

**§ 38-5. Jurisdiction and powers.**

The Planning Commission shall have the powers and duties as provided by the Pennsylvania Municipalities Planning Code, 53 P.S. § 10101 et seq., as amended this Code and other ordinances adopted by the Borough.

**§ 38-6. Assignment of additional duties and responsibilities.**

The Planning Commission shall have such other duties and responsibilities as may be assigned to it from time to time by appropriate action of the General Assembly of the Commonwealth of Pennsylvania or the Borough Council.

## Article II – Planning Agencies

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**Section 201. Creation of Planning Agencies.** The governing body of any municipality shall have the power to create or abolish, by ordinance, a planning commission or planning department, or both. An ordinance which creates both a planning commission and a planning department shall specify which of the powers and duties conferred on planning agencies by this act; each shall exercise and may confer upon each additional powers, duties and advisory functions not inconsistent with this act. In lieu of a planning commission or planning department, the governing body may elect to assign the powers and duties conferred by this act upon a planning committee comprised of members appointed from the governing body. The engineer for the municipality, or an engineer appointed by the governing body, shall serve the planning agency as engineering advisor. The solicitor for the municipality, or an attorney appointed by the governing body, shall serve the planning agency as legal advisor.

**Section 202. Planning Commission.** If the governing body of any municipality shall elect to create a planning commission, such commission shall have not less than three nor more than nine members. Except for elected or appointed officers or employees of the municipality, members of the commission may receive compensation in an amount fixed by the governing body. Compensation shall not exceed the rate of compensation authorized to be paid to members of the governing body. Without exception, members of the planning commission may be reimbursed for necessary and reasonable expenses. However, elected or appointed officers or employees of the municipality shall not, by reason of membership thereon, forfeit the right to exercise the powers, perform the duties or receive the compensations of the municipal offices held by them during such membership.

### **Section 203. Appointment, Term and Vacancy.**

(a) All members of the commission shall be appointed by the appointing authority of the municipality. All such appointments shall be approved by the governing body, except where the governing body is the appointing authority.

(b) The term of each of the members of the commission shall be for four years, or until his successor is appointed and qualified, except that the terms of the members first appointed pursuant to this act shall be so fixed that on commissions of eight members or less no more than two shall be reappointed or replaced during any future calendar year, and on commissions of nine members no more than three shall be so reappointed or replaced.

(c) The chairman of the planning commission shall promptly notify the appointing authority of the municipality concerning vacancies in the commission, and such vacancy shall be filled for the unexpired term. If a vacancy shall occur otherwise than by expiration of term, it shall be filled by appointment for the unexpired term according to the terms of this article.

(d) Should the governing body of any municipality determine to increase the number of members of an already existing planning commission, the additional members shall be appointed as provided in this article. If the governing body of any municipality shall determine to reduce the number of members on any existing planning commission, such reduction shall be effectuated by allowing the terms to expire and by making no new appointments to fill the vacancy. Any reduction or increase shall be by ordinance.

(e) The governing body may appoint by resolution at least one but no more than three residents of the municipality to serve as alternate members of the planning commission. The term of office of an alternate member shall be four years. When seated pursuant to the provisions of section 207, an alternate shall be entitled to participate in all proceedings and discussions of the commission to the same and full extent as provided by law for commission members, including, specifically, the right to cast a vote as a voting member during the proceedings, and shall have all the powers and duties set forth in this act and as otherwise provided by law. Alternates shall not serve as a member of the zoning hearing board or as a zoning officer. Any alternate may participate in any proceeding or discussion of the commission but shall not be entitled to vote as a member of the commission nor be reimbursed pursuant to section 202 unless designated as a voting alternate member pursuant to section 207.

### **Section 204. Members of Existing Commissions.** (204 repealed Dec. 21, 1988, P.L.1329, No.170)

**Section 205. Membership.** All of the members of the planning commission shall be residents of the municipality. On all planning commissions appointed pursuant to this act, a certain number of the members, designated as citizen members shall not be officers or employees of the municipality. On a commission of three members at least two shall be citizen members. On a commission of four or five members at least three shall be citizen members. On a commission of either six or seven members at least five shall be citizen members, and on commissions of either eight or nine members at least six shall be citizen members.

**Section 206. Removal.** Any member of a planning commission once qualified and appointed may be removed from office for malfeasance, misfeasance or nonfeasance in office or for other just cause by a majority vote of the governing body taken after the member has received 15 days' advance notice of the intent to take such a vote. A hearing shall be held in connection with the vote if the member shall request it in writing. Any appointment to fill a vacancy created by removal shall be only for the unexpired term.

### **Section 207. Conduct of Business.**

(a) The commission shall elect its own chairman and vice-chairman and create and fill such other offices as it may determine. Officers shall serve annual terms and may succeed themselves. The commission may make and alter by laws and rules and regulations to govern its procedures consistent with the ordinances of the municipality and the laws of the Commonwealth. The commission shall keep a full record of its business and shall annually make a written report by March 1 of each year of its activities to the governing body. Interim reports may be made as often as may be necessary, or as requested by the governing body.

(b) The chairman of the planning commission may designate alternate members of the commission to substitute for any absent member or member who has recused himself or has been disqualified by the governing body, and, if, by reason of absence, recusal or disqualification of a member, a quorum is not reached, the chairman of the commission shall designate as many alternate members of the commission to sit on the commission as may be needed to reach a quorum. Any alternate member of the commission shall continue to serve on the commission in all proceedings involving the matter or case for which the alternate was initially appointed until the commission has made a final decision on the matter or case. Designation of an alternate pursuant to this section shall be made on a case-by-case basis in rotation according to declining seniority among all alternates.

**Section 208. Planning Department Director.** For the administration of each planning department, the appointing authority may appoint a director of planning who shall be, in the opinion of the appointing authority, qualified for the duties of his position. Each such appointment shall be with the approval of the governing body, except where the governing body is the appointing authority. The director of planning shall be in charge of the administration of the department, and shall exercise the powers and be subject to the duties that are granted or imposed on a planning agency by this act, except that where a municipality creates both a planning commission and a planning department, the director of planning shall exercise only those powers and be subject to only those duties which are specifically conferred upon him by ordinance enacted pursuant to this article.

### **Section 209.1. Powers and Duties of Planning Agency.**

(a) The planning agency shall at the request of the governing body have the power and shall be required to:

- (1) Prepare the comprehensive plan for the development of the municipality as set forth in this act, and present it for the consideration of the governing body.
- (2) Maintain and keep on file records of its action. All records and files of the planning agency shall be in the possession of the governing body.

(b) The planning agency at the request of the governing body may:

- (1) Make recommendations to the governing body concerning the adoption or amendment of an official map.
- (2) Prepare and present to the governing body of the municipality a zoning ordinance, and make recommendations to the governing body on proposed amendments to it as set forth in this act.

- (3) Prepare, recommend and administer subdivision and land development and planned residential development regulations, as set forth in this act.
- (4) Prepare and present to the governing body of the municipality a building code and a housing code and make recommendations concerning proposed amendments thereto.
- (5) Do such other acts or make such studies as may be necessary to fulfill the duties and obligations imposed by this act.
- (6) Prepare and present to the governing body of the municipality an environmental study.
- (7) Submit to the governing body of a municipality a recommended capital improvements program.
- (7.1) Prepare and present to the governing body of the municipality a water survey, which shall be consistent with the State Water Plan and any applicable water resources plan adopted by a river basin commission. The water survey shall be conducted in consultation with any public water supplier in the area to be surveyed.
- (8) Promote public interest in, and understanding of, the comprehensive plan and planning.
- (9) Make recommendations to governmental, civic and private agencies and individuals as to the effectiveness of the proposals of such agencies and individuals.
- (10) Hold public hearings and meetings. (10.1) Present testimony before any board.
- (11) Require from other departments and agencies of the municipality such available information as relates to the work of the planning agency.
- (12) In the performance of its functions, enter upon any land to make examinations and surveys with the consent of the owner.
- (13) Prepare and present to the governing body of the municipality a study regarding the feasibility and practicability of using renewable energy sources in specific areas within the municipality.
- (14) Review the zoning ordinance, subdivision and land development ordinance, official map, provisions for planned residential development, and such other ordinances and regulations governing the development of land no less frequently than it reviews the comprehensive plan.

**Section 210. Administrative and Technical Assistance.** The appointing authority may employ administrative and technical services to aid in carrying out the provisions of this act either as consultants on particular matters or as regular employees of the municipality. A county planning agency, with the consent of its governing body may perform planning services for any municipality whose governing body requests such assistance and may enter into agreements or contracts for such work.

**Section 211. Assistance.** The planning agency may, with the consent of the governing body, accept and utilize any funds, personnel or other assistance made available by the county, the Commonwealth or the Federal government or any of their agencies, or from private sources. The governing body may enter into agreements or contracts regarding the acceptance or utilization of the funds or assistance in accordance with the governmental procedures of the municipality.

**Section 212. Intergovernmental Cooperation.** For the purposes of this act, the governing body may utilize the authority granted under 53 P.A.C.S. §§ 2303(a) (relating to intergovernmental cooperation authorized) and 2315 (Relating to effect of joint cooperation agreements).

## Bylaws

### Article I: Name of Commission

The name of this organization shall be Crafton Borough Planning Commission (the "Commission").

### Article II: Authorization, Jurisdiction and Powers

**Section 1.** The Commission was created by Ordinance Number 1560 adopted by Borough Council of the Borough of Crafton on April 14, 2004. This ordinance replaced former Borough of Crafton Code Chapter 38, Planning Commission, which was repealed by Ordinance Number 1551 effective 10-23-2004.

**Section 2.** The Commission shall have the powers and duties as provided by the Pennsylvania Municipalities Planning Code (MPC), 53 P.S. § 10101 et seq., as amended, and other ordinances adopted by the Borough.

**Section 3.** The Commission may make and alter bylaws, rules and regulations for its own organization and procedure, consistent with the ordinances of the Borough and the laws of the Commonwealth. The Commission shall keep a full record of its business and shall annually make a written report of its activities and transactions to Borough Council by March 1 of each year. The Commission shall also make such interim reports as requested by Borough Council.

### Article III. Members

**Section 1.** The Commission shall consist of five persons to be appointed by Council. Each member of the shall be appointed for a term of four years or until his/her successor is appointed and qualified. An appointment to fill a vacancy shall be only for the unexpired term.

**Section 2.** All members shall reside within the Borough, and no more than two members may be officers or employees of the Borough.

**Section 3.** All members shall serve without compensation, but may be reimbursed for necessary and reasonable expenses.

**Section 4.** Any member of the Commission, once qualified and appointed, may be removed from office for malfeasance, misfeasance or nonfeasance in office or for other just cause by a majority vote of Borough Council taken after the member has received 15 days advance notice of the intent to take such a vote. A hearing shall be held in connection with the vote if the member shall request it in writing.

## **Article IV: Election of Officers and their Duties**

**Section 1.** The Commission shall, by majority vote, elect a Chairperson and Vice Chairperson and such other officers as it determines necessary.

**Section 2.** Nominations of officers shall be made from the floor at the annual organization meeting in April and the election of officers specified in Section 1 shall follow immediately.

**Section 3.** The term of office of the Officers shall be one (1) year and they may succeed themselves.

**Section 4.** The Chairperson shall preside at all meetings of the Commission. The Chairperson may appoint special committees and appoint the members of such committees.

**Section 5.** The Chairperson shall act as spokesperson on behalf of the Commission for the purpose of public communications.

**Section 6.** The Chairperson shall promptly notify Borough Council of any vacancy on the Commission.

**Section 7.** The Vice Chairperson shall act for the Chairperson as needed.

**Section 8.** Vacancies in office shall be filled by the Commission by regular election procedures at its next regular meeting.

## **Article V: Meetings of the Commission**

**Section 1.** All meetings of the Commission shall be conducted in accordance with the provisions of the Pennsylvania Open Meetings Law, P.L. 388, No. 84 of 1986, as amended (Sunshine Law).

**Section 2.** The Commission shall hold monthly meetings and shall publish its schedule of meetings for the year in accordance with the Sunshine Law.

**Section 3.** In the event of a conflict with holidays or other events, the Commission may change the date of a future meeting, provided that public notice of such change is given in accordance with the Sunshine Law.

**Section 4.** The Chairperson may authorize a meeting held solely via telephone, video or teleconference, or similar method ("virtual meeting") provided that public notice is given in accordance with the Sunshine Law. For virtual meetings, and for in-person meeting in which the Chairperson has authorized virtual participation by one or more Members

# Draft Bylaws for Consideration by the Planning Commission

adb 1-13-2026

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("hybrid meetings"), access instructions for virtual participation shall be posted with the meeting agenda.

**Section 4.** Regular meetings may be canceled by the Chairperson when there are no applications, pending or other business to transact provided that 24-hour notice is given to each member as a courtesy to the public. A notice of such cancellations shall be posted at the place of the meeting.

**Section 5.** A quorum consisting of three (3) Commission members is necessary to conduct business.

**Section 6.** The number of votes necessary to take official action shall be a majority of the entire membership or a majority of a quorum.

**Section 7.** Voting shall be by roll call. A record of the roll call vote shall be kept as a part of the official minutes.

**Section 8.** Special meetings of the Commission may be called by the Chairperson. It shall be the duty of the Chairperson to call special meetings when requested to do so by a majority of the members of the Commission. Members of the Commission shall be notified not less than 24 hours in advance of such special meetings and notice provided to the public as required by the Sunshine Law.

## Article VI: Order of Business

**Section 1.** The order of business at regular meetings shall be:

- (a) Call to Order
- (b) Roll call
- (c) Approval of meeting minutes
- (d) Public comments and questions
- (e) Staff report
- (f) Report of officers and committees
- (g) Old Business
- (h) New Business
- (i) Adjournment

**Section 2.** The meeting agenda and draft of the previous meeting's minutes shall be delivered personally, electronically or by mail to the Commission members not less than three (3) working days before all regular meetings of the Commission.

**Section 3.** The agenda may be amended by approval of the Commission members at the meeting.

## Article VII: Employees

# Draft Bylaws for Consideration by the Planning Commission

adb 1-13-2026

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**Section 1.** Staff of the Commission shall be headed by the Community and Economic Development Director (or other person assigned by the Borough Manager) who, with the assistance of such other Borough staff as is made available, shall:

- (a) Keep the minutes and records of the Commission.
- (b) Prepare the agenda of regular and special meetings under the direction of the Chairperson.
- (c) Provide notice of all meetings to members.
- (d) Arrange proper and legal notice of meetings and hearings.
- (e) Attend to correspondence of the Commission.
- (f) Attend to such other duties as directed by the Commission.
- (g) Prepare a draft report of the Commission's activities once a year as required by Borough Council.

**Section 2.** The Commission, within the resources provided and approved by Borough Council, may employ such staff and/or experts as it sees fit to aid the Commission in its work.

## Article VIII: Public Meetings and Hearings

**Section 1.** In addition to those required by law, the Commission may at its discretion hold public meetings, as defined in Section 107 of the MPC, when it decides that such hearings will be in the public interest.

**Section 2.** Notice of such hearings shall be published in a newspaper of general circulation, or other suitable means, as defined in the Sunshine Law (Act 84 of 1986 as amended). Public notice shall be given of each special meeting or rescheduled regular meeting at least 24 hours in advance of the time of the meeting.

**Section 3.** A record shall be kept of those speaking before the Commission.

## Article IX Amendments

These bylaws may be amended by a majority vote of the entire Commission membership, provided that copies of the proposed amendment(s) are furnished to each member in writing not less than five (5) days in advance of the meeting.

Adopted this date:

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Attested:

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*Chairperson*

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*Vice Chairperson*