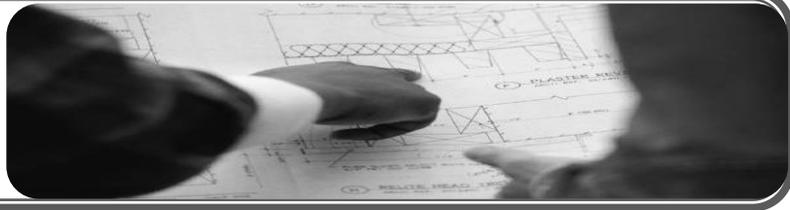


**WARREN CITY
PLANNING COMMISSION
REGULAR MEETING
JANUARY 15, 2014**



The regular meeting of the Planning Commission was held on January 15, 2014, in the Conference Room of the Municipal Building at 7:30 AM.

ROLL CALL

Chairman Don Nelson called the meeting to order. Members present were: Charles Conaway, Donald Nelson, Pat Scutella, and William Tarpenning. Robert Dilks, Jr. arrived during the meeting. There are currently two vacant seats due to Ken Holtz not seeking re-appointment and Gregory Fraser being elected to City Council. David Hildebrand, Planner/Development Administrator; Michael Holtz, DPW Director; and Teena Leary, Executive Secretary, were present. Greg Wilson, City intern, was also present. Nancy Freenock, City Manager, arrived during the meeting.

CORRESPONDENCE

There was no correspondence to come before the Commission.

VISITORS

Brian Ferry, Times Observer reporter, arrived during the meeting.

APPROVAL OF MINUTES

Upon motion by Mr. Tarpenning and second by Mr. Conaway, the minutes of the December 18, 2013 regular meeting were unanimously approved by the members present.

BUSINESS:

ELECTION OF OFFICERS

Mr. Tarpenning made the motion to retain the slate of officers as follows:

Chairman	Donald Nelson
Vice-Chairman	Robert Dilks, Jr.
Secretary	Charles Conaway

The nomination was seconded by Mr. Scutella and carried unanimously among the seated members present.

Mr. Nelson expressed his appreciation for the many years that Ken Holtz served on the Commission.

ELM STREET PARKING LOT BOUNDARY LINE ADJUSTMENT

(Mr. Dilks arrived during this discussion)

Mr. Holtz stated that the property known as the Elm Street Parking Lot has been owned, operated, and maintained by the City of Warren for many years. During this time, the City has been the beneficiary of property dedication(s) that resulted in the current lot configuration. The cost of maintaining this lot to standards that allow comfortable and safe use by pedestrian and vehicular traffic has become excessive. In addition, the City is aware of local interest in acquisition of this property.

Accordingly, the City directed the City Engineer to complete a survey of the Elm Street Lot. The Engineer's Surveyor thoroughly researched the courthouse records in an effort to determine boundary line locations and it was found that there are discrepancies between these records and what is "on the ground." Therefore, in order to resolve this issue, the Surveyor prepared a Survey Map which establishes

the location of that portion of the boundary line in question. All owners with property abutting the Elm Street Parking Lot have had an opportunity to see the proposed location marked in the field. It was noted that the boundary line as it presently appears on the Survey Map will be amended by approximately two and one-half feet. It is anticipated that all affected parties will verbally agree upon the line location before being asked to execute the plan. Upon full execution of the plan, it will be recorded at the County Office of the Recorder of Deeds and will permanently establish the location of the boundary as shown on the Survey Map. The plan was reviewed and accepted by the Warren County Planning Commission at their meeting on January.

Mr. Tarpenning made the motion to approve the boundary line adjustment with the amended Survey Map (amended by two and one-half feet). The motion was seconded by Mr. Conaway and carried unanimously among the seated members.

RESIDENTIAL USE IN C-1 DISTRICT

(See also 9/18/13, 11/20/13, and 12/18/13 minutes) (Mrs. Freenock arrived during this discussion.) The Commission continued its discussion regarding residential use of structures within the C-1 Commercial Zoning District, most specifically, the return of structures originally designed/constructed for single-family residential use being permitted to return to such use. Mr. Scutella made the motion to recommend that City Council adopt a Zoning Ordinance amendment which would add "Single-family detached dwelling (existing construction)" and "Single-family detached dwelling (new construction)" as Special Exceptions within the C-1 Commercial Zoning District. The motion was seconded by Mr. Tarpenning and carried unanimously among the seated members.

PENNSYLVANIA AVENUE EAST GATEWAY RENAISSANCE AND COMMERCIAL FAÇADE PROGRAM

(See also 11/20/13 and 12/18/13 minutes) Commission members agreed to hold a work session regarding this topic on February 3 at 7:00 PM. Mr. Scutella will arrange for the meeting to be held at the Eagles Club which is located within the subject area and at the eastern entrance to the City.

CRARY ART GALLERY SIGN

(See also 9/18/13 minutes) It was noted that the Zoning Hearing Board denied a Special Exception for the subject sign. Mr. Nelson suggested that the Commission address a sign ordinance amendment which might provide relief to the Crary Art Gallery in regard to the size of the sign installed on the Gallery located on Market Street and within an R-3 District. Mr. Scutella noted, and Mr. Dilks concurred, that, had due diligence been done prior to installation of the sign, the Gallery would not be in its present position. Mrs. Freenock asked that the Commission exercise caution in not giving the impression that the City will overlook instances where the appropriate process is not followed or to set a precedent of remedying problems caused by others. Mr. Tarpenning expressed concern as to what other requests such action might spur and also stated that he does not wish to give the impression that the Commission erred. Mr. Conaway noted that the purpose of the sign ordinance is to regulate the impact on the neighborhood. Mr. Nelson stated that the subject sign was designed by a local graphic artist and opined that the sign is well-balanced.

Mr. Nelson indicated that he will speak with Mr. Hildebrand to develop a plan to present to the Commission.

MISCELLANEOUS

Mr. Scutella announced that he will be absent from the February and March meetings.

ADJOURNMENT

There being no further business to come before the Commission, the meeting was adjourned.