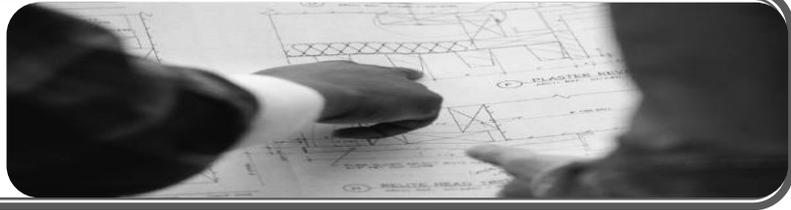


**WARREN CITY
PLANNING COMMISSION
REGULAR MEETING
APRIL 17, 2013**



The regular meeting of the Planning Commission was held on April 17, 2013, 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, Robert Dilks, Jr., Kenneth Holtz, Donald Nelson, Pat Scutella, and William Tarpenning. Gregory Fraser was absent. David Hildebrand, Planner/Development Administrator; Alan Gustafson, Building Code Inspector; and Teena Leary, Executive Secretary, were present.

CORRESPONDENCE

There was no correspondence to come before the Commission.

VISITORS

Brian Ferry, Times Observer reporter, was present.

APPROVAL OF MINUTES

Upon motion by Mr. Dilks and second by Mr. Holtz, the minutes of the February 20, 2013 regular meeting were unanimously approved.

BUSINESS:

Concurrence of Blight: 112 Jackson Avenue, WN-584-7667

Mr. Gustafson reported that the structure is in a general state of disrepair including the following conditions: deteriorated front porch, portions of the roof eaves are deteriorated/missing, wood surfaces are bare and in need of paint or covering, siding is deteriorated and in need of replacement, window and door frames are not properly trimmed and weather tight, window sashes and doors are deteriorated and rotting, several windows are broken or missing and the rear detached garage is partially collapsed. The interior was rendered uninhabitable due to fire, smoke, and water damage resulting from an upstairs fire on May 29, 2011.

Mr. Gustafson noted that the owner has communicated with the Codes Department and has expressed interest in finding a buyer for the property. Mr. Nelson noted that he is aware of a private organization that has expressed interest in aiding the property owner.

Mr. Dilks made the motion to concur with the Blighted Property Review Committee's First and Second Declarations of Blight and to forward this property to the Redevelopment Authority for its consideration. The motion was seconded by Mr. Scutella and carried unanimously among the members present.

Concurrence of Blight: 209 Jackson Avenue, WN-584-8514

Mr. Gustafson reported that the structure is in a general state of disrepair including the following conditions: rear porch is deteriorated and beginning to collapse, metal roofing material on the main portion of the house is becoming detached and blowing off, portions of the roof eaves are deteriorated/missing, wood surfaces are bare and in need of painting or covering, portions of the siding are deteriorated and in need of replacement or repair, window and door frames are not properly trimmed and weather tight, window sashes and doors are deteriorated and rotting. Mr. Gustafson noted that the property has been vacant since 2004 and he has spoken to the out-of-town owner several times. The grass has been cut during the summers but no other work has been done.

Mr. Dilks made the motion to concur with the Blighted Property Review Committee's First and Second Declarations of Blight and to forward this property to the Redevelopment Authority for its consideration. The motion was seconded by Mr. Holtz and carried unanimously among the members present.

Concurrence of Blight: 213-215 East Fifth Avenue, WN-584-7497

Mr. Gustafson reported that the exterior of the property has not been maintained and is in a general state of disrepair including the following conditions: wood surfaces are bare and in need of painting or covering, window and door frames are not properly trimmed and weather tight, window sashes and doors are deteriorated and rotting, portions of the siding consist of foam insulation panels that are deteriorated and falling away from the building. It was also noted that the rear yard contains garbage and miscellaneous debris.

Mr. Gustafson noted that a deteriorated porch was previously removed and the roof was replaced. Minimal siding work was completed. Neighbors have complained of Tyvek material coming loose from the unfinished portions and blowing about.

Mr. Dilks made the motion to concur with the Blighted Property Review Committee's First and Second Declarations of Blight and to forward this property to the Redevelopment Authority for its consideration. The motion was seconded by Mr. Conaway and carried unanimously among the members present.

ZONING ORDINANCE REVIEW – PARKING

Mr. Hildebrand noted updates that were made to the proposed ordinance following the Commission's last discussion including:

- Section 1.1: New language was inserted to provide greater clarity. Commission members concurred with the new language.
- Section 1.5: Language was updated to provide more specificity as to the direction and shielding requirements for outdoor lighting in parking areas. Commission members concurred with the new language.
- Section 1.7.A: Added to provide parking requirements appropriate to safeguard the integrity of the Historic District. City staff is to provide a written description of the boundaries of the Historic District.

Miscellaneous

Mr. Nelson inquired as to whether the City might be able to participate in the Elm Street Program. Mr. Hildebrand responded that an Elm Street Program application was in process in 2006; however other City projects had taken priority at that time. He further noted that the Department of Community and Economic Development (DCED) has since combined programs/funding and, therefore, funding for this type of program may be limited.

Mr. Hildebrand noted that City staff members plan to meet with the Warren County School District in regard to its plans for the South Street Early Learning Center which is slated to be closed following the 2012-13 school year. The City will provide information as to permissible uses within the Zoning District as well as Building Code requirements.

ADJOURNMENT

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