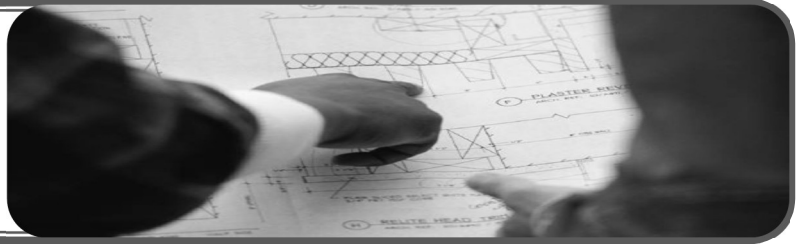


**CITY OF WARREN
PLANNING COMMISSION
REGULAR MEETING
August 21, 2024**



The regular meeting of the Planning Commission was held on August 21, 2024, at 7:30 AM in the First Floor Administrative Conference Room of the Municipal Building, 318 W. Third Avenue, Warren, PA.

ROLL CALL

Vice Chair Elizabeth Raible called the meeting to order at 7:33 am. Present were Secretary Ray Pring, members Michael Suppa, Randall Gustafson and Katie Spiegel. City Staff present were Michael Holtz-City and DPW Manager, Randy Rossey - Director of Codes & Planning, and Jessica Trumbull – Codes and Recording Secretary. Scott Taylor - Zoning & Ordinance Enforcement Official was excused.

APPROVAL OF AGENDA

Upon a motion by Mr. Suppa and a second by Mr. Gustafson, the agenda presented for the August 21st, 2024, regular meeting was unanimously approved by those present.

MOTION TO AMEND THE AGENDA AND STATEMENT OF PURPOSE FOR AMENDMENT

The agenda stands as presented.

APPROVAL OF MINUTES

Upon a motion by Mr. Pring and a second by Ms. Speigel, the minutes from the July 17th, 2024, regular meeting were unanimously approved by all those present.

VISITORS

Josh Cotton-Times Observer
Ron Peterson- Citizen
Wendy McCain- City Council

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE-

Angela Abreu Resignation

The letter of resignation by Chairwoman Angela Abreu was read. Thank you for your service, Angela, you will be missed, and we all wish you well in your new position and in your new hometown.

ELECTION OF CHAIR-

Upon a motion by Mr. Suppa with a second by Mr. Pring, and by a unanimous decision by all present, Elizabeth Raible was elected Chairperson of the Planning Commission. Mrs. Raible accepted the position.

NEW BUSINESS

Declaration of Blight 15 N Irvine Street- Mr. Rossey explained that this property has gone through the blighted process with the Blighted Property Review Committee due to the home being vacant, having no utilities and several property maintenance issues with no contact from the property owner. A motion to certify the Declaration of Blight and move it to the Redevelopment Authority was made by Mr. Pring with a second by Mr. Suppa. All members present were in favor.

Mobile Food Units- Mr. Rossey stated that the city is in the process of reviewing an ordinance for mobile food units/vendors. Mr. Holtz, City Manager, has put together a committee consisting of members of the Planning Commission, city employees and city council members. The committee reviewed other city ordinances outside of Warren. They are now in the process of creating a new ordinance.

OLD BUSINESS

Vacant positions – Mr. Rossey reported that there are currently 2 positions vacant for the Planning Commission. He also stated that he has reached out to the Leadership Warren group. The criteria when applying for a position are as follows:

- 1) Must be a resident of the City of Warren
- 2) Must fill out the application which can be found online at warrencitypa.gov or can be picked up in the Codes Department in the Administration Building.

ADJOURNMENT

With there being no further business to come before the Commission, upon a motion from Mr. Suppa and a second from Ms. Spiegel, the meeting was adjourned at 7:50 am. The next meeting is scheduled for September 18th, 2024.

Minutes prepared by Jessica Trumbull.