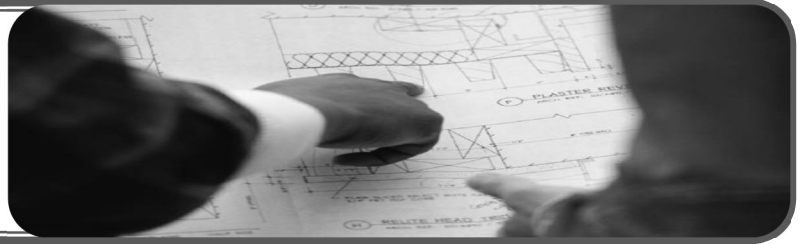


**CITY OF WARREN  
PLANNING COMMISSION  
REGULAR MEETING  
December 20, 2023**



The regular meeting of the Planning Commission was held on December 20, 2023, 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 Angela Abreu called the meeting to order. The members present were Michael Suppa, Michael Lyon and Randall Gustafson. Also present were Randy Rossey - Director of Codes & Planning, Scott Taylor - Zoning & Ordinance Enforcement Official, Mike Holtz - City Manager, and Jessica Trumbull – Codes and Recording Secretary. Excused members were Chair Angela Dart and Elizabeth Raible. Absent members included Secretary Ray Pring.

**APPROVAL OF AGENDA**

Upon a motion by Mr. Suppa and a second by Mr. Lyon, the agenda presented for the December 20, 2023, regular meeting was unanimously approved by those present.

**MOTION TO AMEND THE AGENDA AND STATEMENT OF PURPOSE FOR AMENDMENT**

Mr. Suppa made a motion to amend the agenda to include a question about the Comprehensive Plan with a second by Mr. Gustafson. All present were in favor.

**APPROVAL OF MINUTES**

Upon a motion by Mr. Lyon and a second by Mr. Suppa, the minutes from the November 15, 2023, regular meeting were unanimously approved by all those present.

**VISITORS**

Josh Cotton - Warren Times Observer  
Brandi Rosselli – Mackin Engineering on Zoom

**PUBLIC COMMENT**

There was no public comment.

**CORRESPONDENCE**

Mr. Rossey accepted and recognized the resignation from the Planning Commission for Chairperson Angela Dart and member Michael Lyon. Mr. Rossey thanked both Ms. Dart and Mr. Lyon for their service to the Planning Commission and to the City of Warren. Mr. Rossey also stated that the city is actively looking to replace both resigning members on the Commission. Applications can be found on the City website, Facebook and he has personally reached out to potential candidates.

**NEW BUSINESS**

**820 Carbon Place**

Mr. Rossey reports that this property has received 2<sup>nd</sup> Blight status by the BPRC and will need to be verified by the Planning Commission to move it to the RDA for further evaluation. This home has had blight status for several years but the current owner of the last 2 years has not improved the condition of the property, cleaned up the outside, or had all utilities turned back on. Mr. Rossey and Mr. Taylor stated that the last time they had entered the property was in the Spring of 2023 and the inside was completely gutted leaving nothing but a shell. A motion was made to approve the Blight status and move this property to the RDA by Mr. Suppa with a second by Mr. Lyon. All members present were in favor.

**Updated Zoning Ordinance Review-Brandi Rosselli Mackin Engineering**

Ms. Rosselli agreed to make the following changes to address the questions and concerns of the Planning Commission:

- Solar Energy System, Small: Add regulation that stipulates any ground mounted system cannot be located in the front yard. (Note: this will be added into Section 470-18: Supplementary use regulations as C.)

- 470-26: Automotive Repair Garage: D. will be updated to change "Derelict" to "Inoperable"
- 470-41: Membership Clubs: A. will be removed and D. will be updated to require opaque screening (rather than solid masonry screen)
- 470-74: Parking storage, or use of major recreational equipment: F. will be updated to change "Derelict" to "Inoperable"
- 470-91: Definitions:
  - Kennel - first sentence will be updated as follows (note: second sentence will remain the same): Any place in which five (5) or more dogs, cats or other domesticated animal over six (6) months are housed, bred, boarded or sold.
  - Membership Club - will be updated to indicate that a membership club may serve alcohol on site.

### **OLD BUSINESS**

**Comprehensive Task Force--** Mr. Rossey reported that they will meet on January 25<sup>th</sup> and their goal is to bring their action plan for the area that each respective subcommittee is working on and a timeline of what they would like to accomplish. And they will also decide whether to meet once or twice a month. Mr. Rossey stated that the Commission will be updated monthly.

### **ADJOURNMENT**

With there being no further business to come before the Commission, upon a motion from Mr. Suppa and a second from Mr. Gustafson, the meeting was adjourned. The next meeting is scheduled for January 17, 2023.

Minutes prepared by Jessica Trumbull.