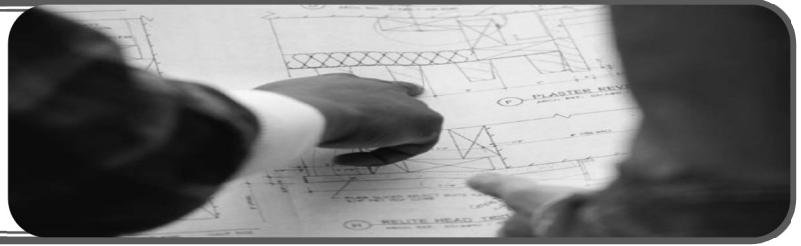


**CITY OF WARREN
PLANNING COMMISSION
REGULAR MEETING
February 21, 2024**



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

Introduction of new member Katie Spiegel—Chair Angela Abreu welcomed Ms. Spiegel into the Planning Commission. Katie spoke of how she was born and raised in Warren and that although she has moved away a couple of times, this is her third time back in Warren City. She stated that she works at ERA Real Estate and Loranger International.

ROLL CALL

Chair Angela Abreu called the meeting to order. The members present were Vice Chair Elizabeth Raible, Secretary Ray Pring, members Michael Suppa, and Katie Spiegel. Member Randall Gustafson was absent. 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.

APPROVAL OF AGENDA

Upon a motion by Mr. Suppa and a second by Mrs. Raible, the agenda presented for the February 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 Mrs. Raible and a second by Mr. Suppa, the minutes from the January 17th, 2023, regular meeting were unanimously approved by all those present.

VISITORS

Josh Cotton - Warren Times Observer

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE

Sunshine Law Update: Mr. Rossey explained there were updates to the Sunshine Law which included the following amendments to the agenda:

- 1) Emergency within 24 hours of the meeting
- 2) Urgent matters within 24 hours of the meeting
- 3) Resident or taxpayer concerns not on the current agenda can be addressed by a vote or tabled until the next meeting.

NEW BUSINESS

Public Outreach Meeting-Mr. Rossey reports that on Monday February 26th, 2024, the city will be holding the public outreach meeting at the Allegheny Community Center and the purpose of the meeting is to discuss Riverfront Development and Boat Launch. Mr. Rossey asks that the members of the Planning Commission attend the meeting. He also stated that it will be their chance to review the plans, to ask questions and voice their opinions.

OLD BUSINESS

Zoning Ordinance Update—Mr. Rossey reports that Council approved the public hearing for the Zoning Ordinance. The meeting will be held on March 18th at 7 pm prior to the Council Meeting. The Council would also like to set up a work session prior to their April 15th meeting to review public comments and to meet with Brandi Rosselli from Mackin Engineering. The Planning Commission is also invited to attend the work session as it will be the last time any questions and comments will be addressed before it goes to Council in April to be voted on. Mr. Rossey also stated that as of today, there has only been 1 public comment.

Comprehensive Plan task Force Update—Mr. Rossey reports that the task force had their first meeting in June of 2023 after the organizational meeting they moved forward with establishing what their goals were going to be. After they reviewed the Comprehensive Plan, they decided to break into groups with each separate group focusing on their part of the plan. In January of this year each group was to decide on a project that they would work on this year. They are as follows:

1) Preserving Assets Group-they will be working on a way to bring in wayfinding and city gateway signs. Mr. Douglas Hearn presented this project to the City Council at the Monday February 19th meeting. Mr. Hearn and the City staff met with Dan Stone of the Jamestown NY Parks and Recreation Department on February 9th, 2024, to discuss and look over the signs that the City of Jamestown has recently added to their town to get some ideas to begin working on this project including, illuminated gateway signs as well as informational signs.

2) Mulberry Park Group-this project is to find out how the public feels about re-doing this park or if this property is better suited for something else. They are currently in the process of constructing a survey targeted to the residents on the north side of the city. This group will also work heavily with the Parks, Recreation, and Landscape Department. The major drawback to developing this park is the drainage which will cost an extensive amount of money. Mr. Holtz stated that there are some funds allocated for this project, but they will need to apply for grants to see this project through and they will need a definite plan to apply for those grants.

3) Downtown Group- this group will work with the Chamber of Commerce to help organize the downtown businesses to inform them of special events and to supply them with information about different ways to participate in these events. They are currently working on different platforms to network with the businesses. The list also includes promoting the downtown area. The Chamber has worked with City Staff to create guidelines for events. Mr. Rossey reports that the guidelines would be for anyone who would like to hold an event and it will include a sample budget list, a contact list, a list of parks, and who you will need to contact to hold your event. Their next step is to start a guideline for new businesses.

ADJOURNMENT

With there being no further business to come before the Commission, upon a motion from Mr. Suppa and a second from Mrs. Raible, the meeting was adjourned. The next meeting is scheduled for March 20th, 2024.

Minutes prepared by Jessica Trumbull.