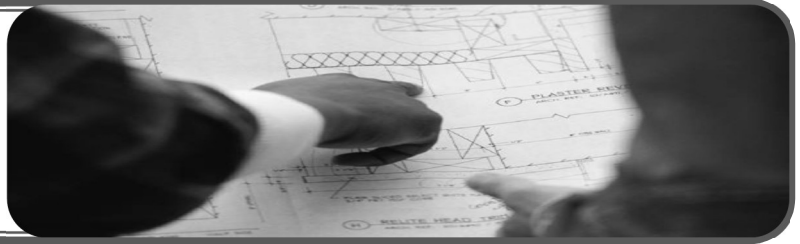


**CITY OF WARREN  
PLANNING COMMISSION  
REGULAR MEETING  
February 19, 2025**



The regular meeting of the Planning Commission was held on February 19<sup>th</sup>, 2025, at 7:30 AM in the First Floor Administrative Conference Room of the Municipal Building, 318 W. Third Avenue, Warren, PA.

**ROLL CALL**

Chair Elizabeth Raible called the meeting to order at 7:31 am. Members present included Randall Gustafson, Michael Suppa, Ron Peterson, and Ryan Irwin joined by phone. Secretary Ray Pring was excused, Member Katie Speigel was absent. City Staff present were Michael Holtz-City and DPW Manager, Randy Rossey - Director of Codes & Planning, Scott Taylor - Zoning & Ordinance Enforcement Official and Jessica Trumbull – Codes and Recording Secretary.

**APPROVAL OF AGENDA**

Upon a motion by Mr. Suppa and a second by Mr. Gustafson, the agenda presented for the February 19<sup>th</sup>, 2025, meeting was unanimously approved of by those present.

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

Agenda stands as presented.

**APPROVAL OF MINUTES**

Upon a motion to accept minutes as presented by Mr. Suppa and a second by Mr. Gustafson, the minutes from November 20<sup>th</sup>, 2024, meeting were unanimously approved by all those present.

**VISITORS**

No visitors attended.

**CORRESPONDENCE-**

None currently.

**ELECTION OF OFFICERS**

A motion was made to keep the current Chairperson and Secretary by Mr. Suppa with a second by Mr. Gustafson. All present were in favor.

A motion was made to elect Ron Peterson as the new Vice Chair by Mrs. Raible with a second by Mr. Suppa. All members present were in favor.

The 2025 Officers are as follows:

Chair- Elizabeth Raible

Vice Chair- Ron Peterson

Secretary- Raymond Pring

**OLD BUSINESS**

**Comprehensive Task Force Update-** Mr. Rossey reported on each of the separate groups as follows:

**\*Preserving Assets Group-** Mulberry Park- A Community grant was approved for the water drainage issues. A grant is in the process of being applied for through the DCNR to help with the water drainage and playground equipment.

**\*Downtown Group-** This group met on February 12<sup>th</sup>, 2025, and discussed special events that they would like to see the downtown area businesses participate in. The first event will be the “Shop Hop” in which the participating businesses would have a bunny rabbit with a QR code where they could display or hide somewhere in their shop. The consumer would then have to find all the bunnies in all the participating businesses to be entered into a drawing for prizes. This event will begin on April 5<sup>th</sup> and end April 19<sup>th</sup>.

The downtown will also be seeing the “First Friday” running from June until September and the “Fall Leaf Festival” running October 10<sup>th</sup> and 11<sup>th</sup> again this year. The committee is also looking to do a Holiday Sasquatch Scavenger Hunt to help promote “shop local” which will take place in the month of November.

**\*Target Areas Group-** This group oversees the way-finding signs and kiosks. The members reviewed the proposal from Advanced Sign Company and formulated many questions to which Advanced Sign

Company answered. This committee will meet today with Advanced Sign Company to go over those questions and anything else they would like to ask. Mr. Rossey reported that the hope is to have the proposal to the Planning Commission by their March meeting.

**Downtown / Eastside Tables and Chairs-** These have been ordered and should be delivered this month. There were 14 sets of 40-inch tables with 4 chairs each and 11 sets of 30-inch tables with 2 chairs each. These will be delivered to the interested businesses when Spring arrives.

**Vacancy Property Registry Committee Update-** Mr. Rossey stated that the committee met with a Representative of the Hera Registry on February 6<sup>th</sup>, 2025. He went through the program with them and answered all their questions. They are working on the Ordinance and once they are finished it will come to the Commission for their approval.

### **NEW BUSINESS**

**Training-** "Building a Strong Planning Commission" – Mr. Rossey went over some training for the new Committee members and as a refresher for the veterans. This training talked about the jobs of the Planning Commission. There will be more to come next month.

### **ADJOURNMENT**

With there being no further business to come before the Commission, upon a motion from Mr. Peterson and a second from Mr. Gustafson, the meeting was adjourned at 8:33 am. The next meeting is scheduled for March 19th, 2025.

Minutes prepared by Jessica Trumbull.