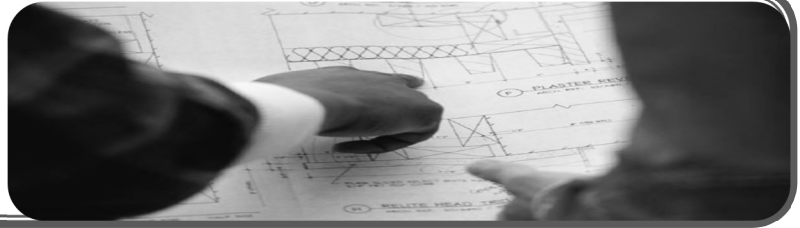


**CITY OF WARREN
PLANNING COMMISSION
REGULAR MEETING
JANUARY 19, 2022**



The regular meeting of the Planning Commission was held on January 19, 2022, at 7:30 AM in Council Chambers of the Municipal Building, 318 W. Third Avenue, Warren, PA.

ROLL CALL

Chair Angie Dart called the meeting to order. Members present were Chair Angie Dart, Vice Chair Angela Abreu, Kimberly Exley, and Julia McTavish who was present via Zoom call. Also present were Randy Rossey, Director of Codes & Planning, Mike Holtz, Department of Public Works Director, Scott Taylor, Zoning & Ordinance Enforcement Official and Kelly Conti, Recording Secretary.

APPROVAL OF MINUTES

Upon motion by Ms. Abreu and a second by Ms. Exley, the minutes of the December 15, 2021, regular meeting were unanimously approved by those present.

VISITORS

Brandi Rosselli – Mackin Engineering via Zoom call.
Josh Cotton – Warren Times Observer via Zoom call.

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE

There was no correspondence to present to the Commission.

COMPREHENSIVE PLAN

Brandi Rosselli from Mackin Engineering was present via Zoom call to discuss the public survey response, there were 221 surveys completed and returned to Mackin. Upon being questioned by Ms. Dart if 221 survey responses were enough, Ms. Rosselli responded that compared to other projects she has worked on, we did very well with the number of responses. There was a discussion on whether a mass mailing or hand delivering surveys to each house in the city was feasible to obtain more feedback prior to the upcoming workshop sessions. Per Mr. Rossey, we do not have enough funds in the budget to cover a mass mailing that would cost around \$2,000 just to send the mailings, adding a self-addressed stamped return envelope would double the cost. As for the hand delivery method, this would take the Codes Department at least three weeks to deliver to the over 4,000 houses within the city limits. Ms. Rosselli did not feel more survey responses would bring forth any additional items from what has already been received.

The Commission decided to move the four workshop sessions tentatively scheduled for February, to March to allow ample time for invitations to be mailed and rsvp'd. This also allows for time to send out more invitations if not enough people can attend. Mr. Rossey

provided the Commission with a tentative list of invitees to review and respond to him by January 28, 2022, with any additions to the list. The workshop sessions will consist of two sessions on March 23rd and two on March 30th. Topics being addressed are: 1. Business Development. 2. Downtown. 3. Assets. 4. Targeted areas for redevelopment.

Another round of surveys will be distributed based on the feedback from these work sessions. Mackin Engineering will be sending out postcards to all city residents informing them of the many ways they can respond to this survey.

NEW BUSINESS

Kimberly Exley was introduced and welcomed as a new Commission member.

Election of Officers: Ms. Abreu made a motion to accept the current state of officers, Ms. Exley seconded the motion. All were unanimously in favor. Officers stand as follows:

Chair – Angela Dart

Vice Chair – Angela Abreu

Secretary/Treasurer – Raymond Pring Jr.

PA Wilds has been awarded the opportunity for a large grant to use for the new Boat Launch. On behalf of the City, Mr. Rossey asked the Commission if they would be willing to provide a letter of support to accompany the grant application. Ms. Abreu made a motion to provide this support letter, Ms. Exley seconded the motion. The motion carried unanimously.

OLD BUSINESS

Mission Statement: Mr. Rossey will research mission statements that other Planning Commissions are using and email them to the Planning Commission. The Commission can use these to formulate their mission statement.

ADJOURNMENT

There being no further business to come before the Commission, the meeting was adjourned after a motion by Ms. Abreu with a second motion from Ms. Exley. The next meeting is scheduled for February 16, 2022.

Minutes prepared by Kelly Conti.