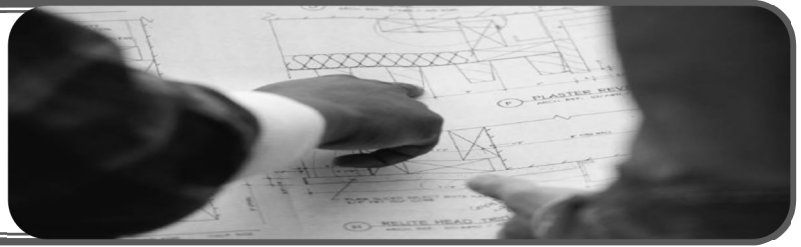


**CITY OF WARREN
PLANNING COMMISSION
REGULAR MEETING
JANUARY 18, 2023**



The regular meeting of the Planning Commission was held on January 18, 2023, 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 Vice-Chair Angela Abreu, Mike Lyon, Elizabeth Raible and Randall Gustafson. Members excused included Mike Suppa and Ray Pring. Also present were Randy Rossey - Director of Codes & Planning, Mike Holtz - City Manager, Scott Taylor - Zoning & Ordinance Enforcement Official, and Kassie Damcott - Recording Secretary.

APPROVAL OF AGENDA

Upon motion by Mr. Gustafson and a second by Ms. Abreu, the agenda presented as-is for the January 18, 2023, regular meeting was unanimously approved by those present.

APPROVAL OF MINUTES

Upon motion by Mr. Lyon and a second by Mrs. Raible, the minutes from the December 21, 2022, regular meeting were unanimously approved by those present.

VISITORS

Josh Cotton - Warren Times Observer
Alex Keddie - Owner of 107 Fourth Ave
Brian Hagberg - Your Daily Local
Wendy McCain - City Council Member

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE

No correspondence to come before the Commission this month.

ELECTION OF OFFICERS

A motion to elect the current chair, vice-chair and secretary members to stay in their respective positions for another term was made by Mr. Lyon and seconded by Mrs. Raible. All those present were in favor and the motion passed unanimously. Chair will be Ms. Dart, Mrs. Abreu will remain Vice-Chair and Mr. Pring will remain Secretary of the Commission.

NEW BUSINESS

Garman-Keddie Subdivision - Mr. Taylor reports the plans for this property are to acquire a neighboring property to add-on to the backyard of 107 Fourth Avenue. Mr. Keddie confirmed this information and further explained the plan is to remove the rubbish from the acquired property, replace the compacted aggregate with topsoil and grass, and to install a six foot tall privacy fence. Mr. Keddie confirmed the neighbor from which the property will be received, will continue to have access to off-street parking for the tenants. A motion to approve the subdivision as-is was made by Mr. Lyon, seconded by Mrs. Raible and approved unanimously by those present.

Condemnation Letter - Mr. Rossey reports the RDA approved the presented condemnation letter at their regular meeting last week. He further explained the letter is to be used as a tool to assist in the blight process on specific properties that are within certain parameters. The letter, when utilized, will be filed with the County and would be found when a title search is performed on a blighted property, helping to alert potential purchasers of the property's condition. The letter will be before Council in February for them to approve the letter via resolution. The letter can be removed from the property file once all issues have been resolved. This notification to the Planning Commission is for informational purposes at this time.

OLD BUSINESS

Zoning Steering Committee & Comprehensive Plan Update - Mr. Rossey stated he spoke to Brandi Rosselli, of Mackin Engineering, recently and received confirmation from her the plan is ready to go before Council at the February meeting to set a public hearing date, time and location. This public hearing will likely be held prior to the March Council meeting. The next step, after the public hearing, is for Council to adopt the comprehensive plan. The next steering committee hearing is January 26th, 2023 at 6:30pm in the First Floor Conference Room at the City Municipal Building.

ADJOURNMENT

There being no further business to come before the Commission, upon a motion from Mr. Gustafson and a second from Mrs. Abreu, the meeting was adjourned at 7:49 am. The next meeting is scheduled for February 15, 2023.

Minutes prepared by Kassie Damcott.