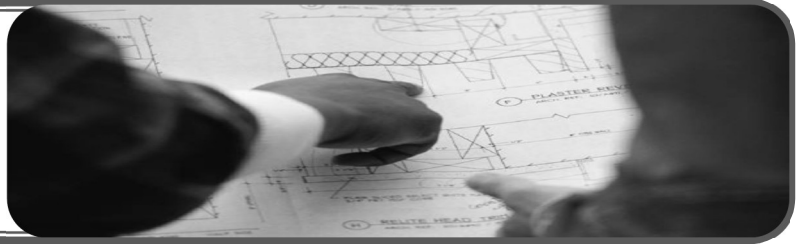


**CITY OF WARREN
PLANNING COMMISSION
REGULAR MEETING
November 20, 2024**



The regular meeting of the Planning Commission was held on November 20, 2024, 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 7:41 am. Members present included Randall Gustafson, Michael Suppa, Katie Spiegel, Ron Peterson, and Ryan Irwin. Secretary Ray Pring was excused. 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 November 20th, 2024, meeting was unanimously approved of by those present.

MOTION TO AMEND THE AGENDA AND STATEMENT OF PURPOSE FOR AMENDMENT

A motion to cancel the Executive Session was made by Mr. Suppa with a second by Mr. Irwin. All present were in favor.

APPROVAL OF MINUTES

Upon a motion to accept minutes as presented by Mr. Irwin and a second by Mr. Gustafson, the minutes from October 16th, 2024, regular meeting were unanimously approved by all those present.

VISITORS

No visitors attended.

CORRESPONDENCE-

None at this time.

NEW BUSINESS

Hera Vacancy Register- Mr. Rossey explained the purpose behind the vacancy register is to alleviate blight as well as to hold property owners accountable for their vacant property in the city. He also stated that by appointing Hera they will reach out to property owners and register these types of properties, and the Codes Department will have someone to hold accountable for any violations that these properties present such as property maintenance, blight, non-working utilities, vandalism, and squatters. Mr. Rossey reported that because many properties are under LLC or they are owned by out-of-town owners across the country, it is difficult to hold anyone responsible and this type of registry will help to combat that issue for at least 100 vacant properties in the city. To further explore this option a sub-committee is being formed to research this plan, with at least 1 member from the Planning Commission to join. A motion to approve Ryan Irwin as the member for the sub-committee to explore the Hera Vacancy Registry was made by Mr. Gustafson with a second by Ms. Spiegel. All members in attendance were in favor.

OLD BUSINESS

Comprehensive Task Force Update- Mr. Rossey reports that each of the separate groups are still going forward with their ideas as follows:

Preserving Assets Group- Mulberry Park- is working with the Parks, Recreation and Landscaping committee and with the city engineer who has devised a plan for the water drainage issue. The city has set aside money in the budget for this project, and they are also researching grants to help with funding.

Downtown Group- started the call and email list for the downtown businesses in order to include them in all the special events as well as inform them of any beneficial information. The group was able to invite the downtown businesses to join in special events such as the Fall Festival and the Trail of Treats with much participation from the businesses. The next special event will be the Christmas Parade, and the Christmas Walk. The group is also working on an event for the Spring season.

Target Areas Group- have received some price lists from sign companies for the wayfinding signs and kiosks. Advanced Signs have been discussed as a front runner for this project and has very recently sent over their plans as well as the price list for the group to review.

EXECUTIVE SESSION- Cancelled

ADJOURNMENT

With there being no further business to come before the Commission, upon a motion from Ms. Spiegel and a second from Mr. Irwin, the meeting was adjourned at 8:03 am. The next meeting is scheduled for December 18th, 2024.

Minutes prepared by Jessica Trumbull.