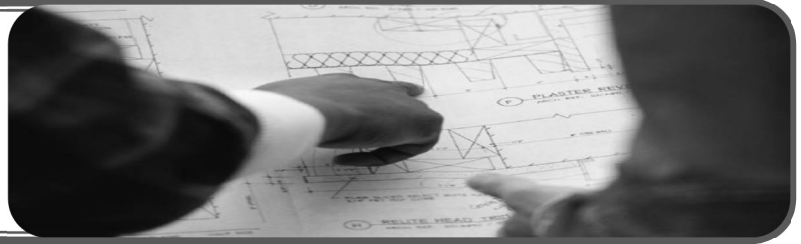


**CITY OF WARREN
PLANNING COMMISSION
REGULAR MEETING
September 20, 2023**



The regular meeting of the Planning Commission was held on September 20, 2023, at 7:30 AM in the First Floor Administrative Conference Room of the Municipal Building, 318 W. Third Avenue, Warren, PA.

ROLL CALL

Vice Chair Angela Abreu called the meeting to order. The members present were Secretary Ray Pring, Mike Lyon, Mike Suppa, Elizabeth Raible and Randall Gustafson. Also present were Randy Rossey - Director of Codes & Planning, Scott Taylor - Zoning & Ordinance Enforcement Official, Mike Holtz - City Manager, and Jessica Trumbull - Codes & Recording Secretary.

APPROVAL OF AGENDA

Upon motion by Mr. Suppa and a second by Mr. Pring, the agenda presented for the September 20, 2023, 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 Mr. Pring and a second by Mrs. Raible, the minutes from the July 19, 2023, regular meeting were unanimously approved by all those present.

VISITORS

Josh Cotton - Warren Times Observer
Ken Hinton-318 Union Street
Fy Hinton-318 Union Street
Keri Nellis-1513 Pennsylvania Avenue W

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE

No correspondence to come before the Commission this month.

NEW BUSINESS

318 Union Street Subdivision

Mr. Rossey reports that Ken Hinton and Fy Hinton filed for a minor subdivision to have their property at 314 Union Street annexed to their property at 318 Union Street. Mr. Rossey explains that once this has been approved it will move on to Council next month. Mr. Lyon made a motion to accept the subdivision as presented with a second from Mr. Pring. All in attendance were in favor.

Street Vacation-Jack Wills

Mr. Rossey states that Mr. Wills, the owner of 1513-1515 ½ Pennsylvania Avenue W, submitted an application and a petition for a street vacation in the alley that runs from Eddy Street to the west and parcel #WN-499-5395 to the east. Mr. Wills as well as other property owners whose property abuts the alley, will be adding about 10 feet to each of their properties. The only property with the potential to be landlocked would be Mr. Wills' property. Mr. Rossey reports that Mr. Wills has met all the city guidelines and he is asking that if the Planning Commission approves the petition, it can move forward to Council in October. There will also be a Public Hearing to allow anyone in the neighborhood or the city to voice any objections or concerns. Upon a motion by Mr. Pring, with a second by Mr. Suppa the Street Vacation will move forward to Council in October, all members present were in favor.

Declaration of Blight 128 Water Street

Mr. Rossey reports that this property received the 2nd Declaration of Blight at the August BPRC meeting due to the property being in disrepair and full of the former owner's things. Mr. Evans, the owner, took over the property in December and has not been in contact since. Mr. Rossey states that although Mr.

Evans was invited to 2 BPRC meetings, he did not attend either. A motion to accept the 2nd Declaration of Blight and move this property to the RDA was made by Mr. Lyon with a second by Mrs. Raible. The motion carried unanimously.

Declaration of Blight 206 North Irvine

Mr. Rossey states that this property has been vacant for many years and has no utilities. There are also many property maintenance issues, including a roof covered with a tarp. The current owner was invited to both BPRC meetings and did not attend and there has been no further contact. A motion to accept Blight status and move this property to the RDA was made by Mr. Suppa with a second by Mr. Gustafson. All present were in favor.

OLD BUSINESS

Zoning Steering Committee-- Mr. Rossey reported that the committee met on August 17th the topics discussed were the proposed updated mixed-use zoning as well as looking at providing recommendations for regulations on short-term rentals. The committee also looked over the mapping for the C-1 central commercial district. The committee was asked to send their recommendations to Brandy and Denny with the hope of presenting the first draft to the Planning Commission in October. The goal is to follow up with any recommendations from the Planning Commission and provide them with the final draft of the zoning updates by the end of the year.

Comprehensive Plan Taskforce Update- Mr. Rossey states that the Taskforce met on August 24th at Stone Consulting where Warren Works did a presentation for the Taskforce. The sub committees presented all their updates, most of them are in the process of organizing and moving forward with their plans. Ms. Miller is working with the downtown business owners to organize and enhance the Christmas Walk. State Representative Kathy Rapp and Senator Scott Hutchinson also attended the meeting. Mr. Gustafson stated that Senator Hutchinson walked through downtown after the meeting to see the progress that is taking place as well as discuss some issues that have become roadblocks while working on the Comprehensive Plan. The next meeting has been tentatively set for October 12th, 2023.

ADJOURNMENT

There being no further business to come before the Commission, upon a motion from Mr. Pring and a second from Mr. Suppa, the meeting was adjourned. The next meeting is scheduled for October 18th, 2023.

Minutes prepared by Jessica Trumbull.