

MINUTES
WARREN COUNTY PLANNING COMMISSION
Warren County Courthouse
Commissioners' Conference Room, 1st Floor
November 1, 2022
5:30 P.M.

The regular meeting of the Warren County Planning Commission was called to order by Chair Paul Pascuzzi at 5:30 p.m.

ROLL CALL:

Members Present: Andy Brooks, Gary Olson, Paul Pascuzzi, Gary Wareham, Jeffrey Zariczny

Members Absent: Todd Hendricks, Brian Jennings, Jacob Pangborn, Sheryl Vanco

Staff Present: Daniel Glotz, Laurie Burdick, Michael Lyon

Guests Present: None

APPROVAL OF MINUTES:

The Minutes of September 6, 2022 were approved unanimously with a motion by Gary Olson and a second by Jeffrey Zariczny. Motion carried.

NEW BUSINESS:

1. Blighted Property Review Committee

- A. (#78) - Property located at 320 Church St., Sheffield Twp.
Tax Parcel #SH-367-2582 - Rodney L. & Alice N. Nicholson
(declared blighted 7/21/22)

Dan Glotz reported that the house was a victim of a fire. Sheffield Township adopted a Resolution on April 4, 2022 and sent that along with the Analysis Report to the owners by regular and certified mail, and the green certified card came back signed. Then it went to the Blighted Property Review Committee and the owners were invited but did not attend. The property is in Repository. Paul Pascuzzi stated that the doors are wide open, windows are open, and it is a significant health hazard. Gary Olson made a motion, with a second by Andy Brooks, to move this item onto the Redevelopment Authority. A vote was taken and all were in favor; motion carried.

- B. (#79) - Property located at 14 West Main St., Sheffield Twp.
Tax Parcel #SH-356-7748 - Andrea, Vedo L., et al. (declared
blighted 9-15-22)

Dan Glotz reported that this is a building that had some significant structural concerns with the porch and the roof, broken windows, etc. The Analysis Report and Resolution were sent to the owners by regular and certified mail. The certified green card came back signed. Mr. Glotz

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presented photographs of the structure. Earlier in the month of October, it appeared that there was activity taking place where they had begun to repair the porch. There is also lumber on the porch. The BPRC reviewed this at their last meeting, the owner was invited, but did not attend the meeting. Mr. Glotz has heard that the owner is in very poor health. Paul Pascuzzi stated that this structure has been vacant for a long time. Taxes are current on this property. Jeff Zariczny made a motion, with a second by Andy Brooks, to move this item onto the Redevelopment Authority. A vote was taken and all were in favor; motion carried.

C. (#80) – Property located at 17 Hall St., Sheffield Twp. – Tax Parcel SH-356-7574 – Peterson, Dennis (declared blighted 9-15-22)

Dan Glotz stated that Mr. Peterson stopped by to see him and he gave him a copy of the Analysis Report. Taxes are current. The township followed protocol. Mr. Glotz presented photographs to the Commission. He said that the owner may have a party interested in purchasing the property. Gary Olson made a motion, with a second by Jeffrey Zariczny, to forward this item onto the Redevelopment Authority. A vote was taken and all were in favor; motion carried.

2. Commission Training Session 4:

A. Local Land Use Controls in PA

Dan Glotz reviewed the booklet from DCED with the Commission, highlighting several items of importance, including Statutory Overview of Authority on pg. 2, Private Property Rights, Regulations, and Environmental Stewardship on pg. 3, Land Use Ordinance, including Subdivision and Land Development on pg. 6, Manufactured Home and Manufactured Home Park Regulations on pg. 7, Form-Based Zoning on pg. 10, Transferable Development Rights on pg. 11, Impact Fees on pg. 13, Stormwater Management, Uniform Construction Code, and Capital Improvements Program on pg. 15, Land Use Ordinance Administration on pg. 18.

B. Subdivision and Land Development in PA

Mr. Glotz started with pg. 4 of this booklet, explaining the difference between subdivisions and land development, Manufactured Home Park Regulations on pg. 8, Administration of Subdivision and Land Development Regulations on pg. 9, The Role of the County on pg. 10.

Mr. Glotz explained that the staff used to sign-off on subdivisions and then he had planning commission members sign the maps. He would now like to split the signatures with one commission member and one staff member signing. Andy Brooks then made a motion, with a second by Jeff Zariczny, to approve one commission member and one staff member to sign subdivision maps. A vote was taken and all were in favor; motion carried.

Mr. Glotz then moved on to Land Development in Absence of Zoning and Sewage Facilities Planning and Subdivision or Land Development on pg. 12, Process and Procedures on pg. 13, Sketch Plans and Pre-application Conference on pg. 15, Preliminary and Final Plans on pg. 16, Conditional Approvals on pg. 17 & 18, Financial Guarantees for Construction of Public

Improvements on pg. 21, Court Actions on pg. 26, and Recommendations to Improve the Process on page 29.

UNFINISHED BUSINESS:

None.

SUBDIVISIONS RECENTLY APPROVED:

No questions on the recent subdivisions.

Meadows, Michelle	Conewango	9/21/2022	WN-4-2768
Pudder, David L.	Sugar Grove Township	10/5/2022	YV-3-2455
Huff, Herbert L.	Spring Creek	10/20/2022	CY-009-297
Bortz, David A. & Rosalie I.	Pine Grove	10/20/2022	WN-2-615

PLANNING DIRECTOR'S REPORT:

1. Mr. Glotz reported that they have been presented with two concepts of the Farm Colony Ball Fields, which he explained.

DEPUTY PLANNING DIRECTOR/ZONING OFFICER'S REPORT:

No report.

COMMUNICATIONS:

None.

OTHER BUSINESS:

None.

ADJOURNMENT:

Meeting unanimously adjourned at 6:41 p.m. with a motion by Gary Olson and a second by Andy Brooks. Motion carried.

NEXT MEETING:

Tuesday, December 6, 2022 @ 5:30 p.m. in the Commissioners' Conference Room, 1st Floor, Warren County Courthouse.

Respectfully submitted,

Laurie A. Burdick

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