

MINUTES
WARREN COUNTY PLANNING COMMISSION
Warren County Courthouse
Commissioners' Conference Room, 1st Floor
February 7, 2023
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, Jacob Pangborn, Paul Pascuzzi, Sheryl Vanco, Gary Wareham, Jeffrey Zariczny

Members Absent: Brian Jennings

Staff Present: Daniel Glotz, Laurie Burdick, Michael Lyon

Guests Present: Josh Cotton (Times Observer)

APPROVAL OF MINUTES:

The Minutes of December 6, 2022 were approved unanimously with a motion by Gary Olson and a second by Andy Brooks. Motion carried.

REORGANIZATION/ELECTION OF OFFICERS

Chair Paul Pascuzzi opened the floor for nominations. Gary Olson motioned to retain Paul Pascuzzi as Chair. Jake Pangborn made a motion to retain Jeffrey Zariczny as Vice-Chair. Jeff Zariczny made a motion to nominate Jake Pangborn as 2nd Vice-Chair. There were no other nominations. A vote was taken and all were in favor; motion carried.

NEW BUSINESS:

1. Commission Training Session 5

A. The Zoning Hearing Board

Michael Lyon presented this information to the Planning Commission. He started with the Introductions on Page 2 of the booklet. He highlighted several sections of the booklet, including Page 6 - Functions of the Zoning Hearing Board, Appeal from the Determination of the Zoning Officer, Variances, Special Exceptions, Conflict of Interest, and ZHB Solicitor. Page 12 - Hearing Procedures, including Notice, Time Requirements for Commencing and Conducting the Hearing, Stenographic Record for a Hearing, Hearing Officer, Evidence, and Burden of Proof, Page 16 - Decision of the Board, including Communications, Decision, Findings of Fact, Timeliness, Deemed Decision of Approval, and Page 21 - Appeals to Court.

B. Special Exceptions, Conditional uses and Variances

Michael Lyon presented this information to the Planning Commission. He started with explaining that, when it comes to zoning, there are three types of uses, (1) a use by right that may or may not require a permit, with no additional review (2) a special exception - a permitted use with additional review by the Zoning Hearing Board which requires a public hearing, and (3) a conditional use, which usually has significant impact, such as jails, hospitals, nursing homes, etc., and requires review by the governing body, which in our case is the County Commissioners. He further explained Page 4 - Why Include Conditional Uses and Special Exceptions, Need for Specific Standards and Criteria, Page 6 - Conditional Uses & Procedure for Conditional Uses, Page 8 - Special Exceptions, Page 9 - Special Exception and Conditional Use, Page 10 - Subdivision and Land Development, Page 11 - Variances, and Page 12 -Types of Variances.

2. Blighted Property Review Committee

- A. (#81) - 336 Horton Ave., Sheffield Twp., Parcel #SH-367-22530 - owned by James Winschel (declared blighted by BPRC on October 20, 2022)

Dan Glotz presented this item to the Commission, along with photographs of the property. He explained that this property is now on land contract with an individual, who has moved in and is remodeling the house. Sheffield Township submitted an email that this item can be removed from the blighted list since it is now occupied and being rehabbed. Dan Glotz suggested that this be moved on to the RDA, who can clear it of its blight condition and remove it from the Agenda. Therefore, Andy Brooks made a motion, with a second by Jake Pangborn, to move this item on to the RDA. A vote was taken and all were in favor; motion carried.

- B. (#83) - 63 2nd Mill St., Sheffield Twp., Parcel #SH-354-925800 - owned by Fairhill North 2 (declared blighted by BPRC on October 20, 2022)

Dan Glotz presented this item to the Commission, along with photographs of the property. There are broken windows and grass violations. The structure is in rough shape. Blighted Property Committee invited them to their meeting. The owner signed the certified card, but did not show up to the meetings. The Township and Blighted Property Review Committee followed protocol correctly. Therefore, Gary Olson made a motion, with a second by Andy Brooks, to move this item on to the RDA. A vote was taken and all were in favor; motion carried.

- C. (#84) - 209 Second St., Sheffield Twp., Parcel #SH-356-473900 - owned by James Martin Richwalsky (declared blighted by BPRC on October 20, 2022)

This is a mobile home with broken or missing windows. Utilities have been disconnected. The mobile home is full of debris. The owner does

not live in the area, but lives in Ohio. Certified letters were sent to the owner. The green certified mail card was signed by the owner but we have not heard anything from them. The township and Blighted Property Review Committee followed protocol correctly. Therefore, Jake Pangborn made a motion, with a second by Gary Olson, to move this item on to the RDA. A vote was taken and all were in favor; motion carried.

- D. (#75) - 16 E. Main St., Columbus Twp., Parcel #CY-371-517700 – owned by Larry Barker (declared blighted by BPRC on December 15, 2022)

Dan Glotz presented this item to the Commission, along with photographs of the property. He explained that this was the old library in downtown Columbus village, which has been torn down. However, there is an open foundation on the property. The foundation isn't blighted but it is open. The owner was invited to tonight's meeting, but he did not show. He did attend a Blighted Property Review Committee meeting several months ago and stated that his daughter wanted to put an ice cream shop on the foundation. The township and Blighted Property Review Committee followed protocol correctly. Therefore, Gary Olson made a motion, with a second by Gary Wareham, to move this item on to the RDA. A vote was taken and all were in favor; motion carried.

UNFINISHED BUSINESS:

Paul Pascuzzi stated that there is a vacancy on the Planning Commission. Dan Glotz shared this with someone in the Tidioute area and asked for referrals of potential Commission member candidates.

SUBDIVISIONS RECENTLY APPROVED:

No questions on the recent subdivisions.

Hennessy, Dana A. (Conboy)	Pleasant	12/7/2022	WN-008-7550
Wenzel, Perry & Pine Grove Twp.	Pine Grove	12/14/2022	WN-281-5668/596
Marine Corps League, Inc.	Glade	12/15/2022	WN-5-5967/59657
Peterson, Carrie L. (dba Youngsville Dairy Queen)	Brokenstraw	1/23/2023	YV-5-9586/95859
Covell, Dan (The McCool Subdivision)	Southwest	1/23/2023	TV-5-3230
Woodburn, Earl E. & Evelyn A. (Dufopulos)	Freehold	1/23/2023	YV-1-64917/6545
Elmquist, Scott A. & Diana C.	Sugar Grove Township	1/30/2023	YV-3-7189
Burns, Scott E. & Kayla N.	Southwest	1/30/2023	TV-3-8558/85459
Wagner, Tyler	Pine Grove	1/30/2023	WN-2-6830

PLANNING DIRECTOR'S REPORT:

Dan Glotz reported on the Comp Plan. He handed out black and white copies of the Introduction from the consultant. There are several chapters that are in the process of being written. We will email out colored copies of this same document to the Planning Commission members.

The Early Implementation projects for the County's Recreation Plan for the ballfield at Farm Colony has just been completed. It is put together in four (4) phases. It has a high price

tag, but the grant writer has identified a number of programs to fund the project. We will email out a copy of the rendition that they have settled on.

DEPUTY PLANNING DIRECTOR/ZONING OFFICER'S REPORT:

Michael Lyon remarked on the short-term rental ordinance. He said it is not in the draft form, but he has some proposed definitions and criteria that he can use. He suggested having a public meeting on this topic.

COMMUNICATIONS:

Laurie Burdick announced that the 2023 Official's Handbook is now complete and handed out copies to the Commission members.

OTHER BUSINESS:

Dan Glotz presented and explained a proposed subdivision for Thomas Pellegrino that the City of Warren submitted to the Warren County Planning Commission for review. This is located on Conewango Avenue in Warren. A piece of the property is being subdivided that will go to Mr. Pellegrino's son. Mr. Glotz has gone through the entire plan, and it is in compliance with the City's Subdivision Ordinance. Andy Brooks made a motion, with a second by Gary Wareham, to recommend approval of this subdivision to Warren City Council. A vote was taken and all were in favor; motion carried.

ADJOURNMENT:

Meeting unanimously adjourned at 6:40 p.m. by motion of Andy Brooks and second by Gary Wareham. Motion carried.

NEXT MEETING:

Tuesday, March 7, 2023 @ 5:30 p.m. in the Commissioners' Conference Room, 1st Floor, Warren County Courthouse.

Respectfully submitted,



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