

MINUTES
WARREN COUNTY PLANNING COMMISSION
Warren County Courthouse
Commissioners' Conference Room
Tuesday, February 4, 2025
5:30 P.M.

The regular meeting of the Warren County Planning Commission was called to order by Chair Paul Pascuzzi.

ROLL CALL:

Members Present: Leslie Bailey, Andy Brooks, Thomas Brown, Paul Pascuzzi, Sheryl Vanco, Gary Wareham, Jeffrey Zariczny

Members Absent: Jacob Pangborn

Staff Present: Michael Lyon, Planning Director; Laurie Burdick, Department Secretary; Ben Mahaffey, Zoning Officer

Guests Present: Emily & Justin Sweitzer

APPROVAL OF MINUTES:

The Minutes of January 7, 2025 were approved unanimously with a motion by Jeffrey Zariczny and second by Leslie Bailey. Motion carried.

NEW BUSINESS:

None.

UNFINISHED BUSINESS:

1. Discussion on possibility of modifying the agricultural setbacks for goats (Section 401.34) – Emily Sweitzer – Tidioute Borough

Michael Lyon reported that he had a meeting with the three County Commissioners and they are not in favor of adopting any changes to the agricultural setback and they are not in favor of adopting an emotional support animal ordinance. Going forward, violations will be issued for anyone not in compliance with the Zoning Ordinance.

2. Setback requirements/site visit criteria

Michael Lyon reported that during his meeting with the County Commissioners, they stated that they are not in favor of requiring automatic setback visits, and they will leave that up to the discretion of the Zoning Officer. A \$25 site visit fee can be applied if staff determines that it is necessary. A guidance document will be created for site visits.

3. Moving forward with action items from Comp Plan

The County Commissioners are asking the Commission to review the action items from the Comp Plan and pick a project to work on. Michael Lyon reported that Warren Worx had a recent meeting and presented a slide show addressing the action items in the Comp Plan. Mr. Lyon will discuss the projects with Warren Worx to see what items they will be working on.

4. Zoning/SALDO proposed fee review

Michael Lyon presented a draft of the proposed fee schedule and stated that there are some minor changes from what the Commission talked about last month based on comments from the Commissioners at their recent meeting. He reviewed the fees and the changes that will be made. The fee increase changes will take effect on February 19th, the day that the Resolution will be adopted by the County Commissioners.

5. Fence Regulations

Michael Lyon had also discussed this topic with the Commissioners at their recent meeting and reported that the Commissioners are not in favor of adopting a fence ordinance or requiring zoning permits for fences.

SUBDIVISIONS RECENTLY APPROVED:

No questions on the recent subdivision.

Ernisse, Kenneth R. & Debra A.	Pine Grove	1/16/2025	WN-2-1559/1592/15627
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PLANNING DIRECTOR'S REPORT:

Michael Lyon reported that one of the items that he is working on with the Northwest Commission is EV chargers. He reported that the Planning Department is going to be creating a flood plain development permit, that includes a fee, for the FEMA audits. He also announced that the Zoning Officer, Ben Mahaffey, will be leaving the Planning and Zoning Department. He also reminded the Commission that there is one (1) vacancy on the Planning Commission.

ZONING OFFICER'S REPORT:

No report.

COMMUNICATIONS:

Nothing to report.

OTHER BUSINESS:

None.

ADJOURNMENT:

Meeting unanimously adjourned at 6:33 p.m. by motion of Andy Brooks and second by Gary Wareham. Motion carried.

NEXT MEETING:

Tuesday, March 4, 2025 @ 5:30 p.m. in the Commissioners' Conference Room, 1st Floor, Warren County Courthouse.

Respectfully submitted,

A handwritten signature in blue ink that reads "Laurie A. Burdick". The signature is written in a cursive style with a large, stylized 'L' and 'B'.

Laurie A. Burdick
Department Secretary
Warren County Planning & Zoning
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