

**Borough of Kutztown
Planning Commission
Minutes of September 12, 2011**

The meeting was called to order at 7:30 by Ms. Karen Feridun, Chairman. Members present were: Ms. Karen Feridun, Ms. Lisa Ladd-Kidder, Mr. Leon Weber, Ms. Amanda Jensen, and recording secretary Mrs. Jill Remick. Mr. Andy Arnold was absent. Also present was Mrs. Laura Eberly, SSM.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

PLANNING COMMISSION MEMBER COMMENTS

Ms. Ladd-Kidder inquired if any perspective members had filled out an application for Planning Commission.

APPROVAL OF MINUTES

The minutes of August 8, 2011 were reviewed by members. Motion by Ms. Ladd-Kidder, seconded by Mr. Weber, to approve the minutes as written. The motion passed by unanimous vote.

NEW BUSINESS/ACTION ITEMS

Traditional Neighborhood Development (TND)

Members discussed if this is relevant to Kutztown and the Comprehensive Plan. Mrs. Eberly explained that although Kutztown is mostly developed, the TND can still be relevant in the context of re-development. Members further discussed the following: if the TND needs to be included in the Comprehensive Plan, and if so, does TND need to specifically replace SALDO, or can TND be mentioned in general in the Comprehensive Plan. Mrs. Eberly reminded members that zoning starts with the Comprehensive Plan.

Motion by Ms. Jensen, seconded by Mr. Weber, that the following wording be added to Chapter 2 of the Comprehensive Plan: "Based on the goals and objectives throughout the Comprehensive Plan it is recommended that future developments should adhere to the traditional neighborhoods in Kutztown. To that end it is recommend that the Borough adopt TND principles as described in Article VII-A - Traditional Neighborhood Development of the PA Municipal code." The motion carried by unanimous vote.

Member consensus was that the definition of TND should also be added to the Comprehensive Plan. Mrs. Eberly stated she would forward the definition as written in the PA Municipalities Planning Code, 2005 edition, to Ms. Feridun.

OLD BUSINESS/UPDATES

Finalize Comprehensive Plan

It was noted that Mr. Horvath has forwarded to Ms. Feridun the street map he created for the Comprehensive Plan. He also wrote an introduction to the map supplement.

Mrs. Eberly briefly reviewed with members the list of entities which need to receive a copy of the draft Comprehensive Plan. The Plan must be sent to the Berks County Planning Commission, Maxatawny Township, and the Kutztown School District for review and comment at least 45 days prior to the public hearing to be held by Borough Council.

Mrs. Eberly further stated that the Planning Commission must have an advertised public meeting on the Comprehensive Plan to receive comments from the public. This advertised public meeting can take place at a regularly scheduled Planning Commission meeting. The advertisement should state that a copy of the Plan is available for review at Borough Hall. Once public comment is considered, the Planning Commission must take formal action to forward the Plan to Borough Council.

Anytime after the 45 day review from outside entities has elapsed, and the Planning Commission has taken formal action to forward the Plan to Borough Council, Council can hold their public hearing. This meeting will also need to be advertised and invite public comment. Council can adopt the Comprehensive Plan at this meeting, once public comment has been taken and considered.

After Council has held the public meeting and made a motion to adopt the Plan, it will need to be adopted by Resolution, which should be prepared by Mr. Mooney.

Reports/Announcements

None

Adjournment

With no further business to discuss a motion was made by Ms. Ladd-Kidder, seconded by Ms. Jensen, to adjourn the meeting. The motion carried and the meeting was adjourned at 8:45 P.M. by Ms. Feridun, Chairman.

Respectfully submitted,

Mr. Andy Arnold, Secretary
Kutztown Borough Planning Commission