

**Borough of Kutztown  
Planning Commission  
Minutes of April 14, 2025**

A regular meeting of the Planning Commission (PC) was held on Monday, April 14, 2025, in the Kutztown Borough Municipal Building Multi-Purpose Room.

The meeting was called to order at 7:02 p.m. by Mr. Robert Weller, Chairperson. The members present were Mr. Chad Master, Mr. Joel Seidel, and Ms. Pat Snyder. Also present was Ms. Shelley Grim from the Community Development Office (CDO). Also in attendance for observation: Mr. Todd Greiss Jr. and Mr. John Fry.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Mr. John Fry commented on the recent arson fire at the governor's mansion and remarked that non-profit organizations might wish to send historic items to the mansion for display.

**APPROVAL OF MINUTES**

Commissioners reviewed the minutes from the PC meeting on February 10, 2024. Mr. Joel Seidel made a motion to approve the minutes. Mr. Weller seconded the motion. The motion passed by unanimous vote.

**REPORTS**

The Commissioners discussed the CDO report from Shelley Grim (see her email dated 11 Apr 2025).

- There were no new zoning permit application received during March.
- There were 2 DCRs issued, along with 2 code violations for the month.
- Zoning Hearing Board – scheduled as noted below
  - 601 E. Main St. (McDonalds) April 21, 2025 at 6:30 PM at Train Station
  - 211 N. Whiteoak Street (request to change from single to multi-family use). April 21, 2025 at 6:30 PM at Train Station
  - 426 W Main St, Todd Greiss April 22, 2025 at 7 PM in the Multi Purpose Room

**ACTION ITEMS –**

**Vote on Candidate Application for KPC Commissioner Vacancy**

- Applicant name: Mr (Drew) Bradley Myers
- Mr. Seidel made a motion for the Planning Commission to recommend that the Borough Council approve Mr. Myer's application. Mr. Weller seconded the motion. The motion passed by unanimous vote.

**426 W Main Street Zoning Hearing Application**

- Application in brief: property had previously had an office on the first floor, and the applicant had been approved for previous zoning request to convert space back to residential rental. Current application, which was denied, is to convert back to office space. Denial contains 16 numbered items, with number 1 appearing to be a statement, not a specific variance.
- Mr. Seidel made a motion for the Planning Commission to recommend that Zoning Hearing Board find in favor of owner request in regards to denials 2 through 5, and in relation to 6 through 16, with the following caveat. In as much as the denials 6 through 16 relate to off-street parking issues that were eliminated by Ordinance No. 3-2022 (pasted below for reference), the amendment removed the off-street parking requirements in that zone for the uses referenced in the Ordinance. Additional caveat from Planning Commission is that this would require existing off-street parking for the residential portion of the property is adequate as required by zoning regulations.
  - ORDINANCE NO. 3-2022 AN ORDINANCE OF THE BOROUGH OF KUTZTOWN, BERKS COUNTY, PENNSYLVANIA, AMENDING ARTICLE V OF CHAPTER 225 OF THE KUTZTOWN CODE BY AMENDING §225-29 ENTITLED “PARKING AND TRUCK LOADING/UNLOADING REQUIREMENTS”, TO ELIMINATE OFF-STREET PARKING REQUIREMENTS IN THE CC-BUSINESS COMMERCIAL CENTRAL ZONING DISTRICT AND THE C-1 BUSINESS COMMERCIAL ZONING DISTRICT FOR THE FOLLOWING USES: RETAIL SALES AND RETAIL SERVICE ESTABLISHMENTS, EXCEPT GASOLINE SERVICE STATIONS AND ANY OTHER GASOLINE SALES OPERATION; BUSINESS, PROFESSIONAL OR GOVERNMENT OFFICES AND OFFICE BUILDINGS; BANKS AND SAVINGS AND LOAN ASSOCIATIONS; RESTAURANTS, TAVERNS OR OTHER PLACES SERVING FOOD AND BEVERAGES, EXCEPT DRIVE-IN ESTABLISHMENTS; THEATERS OR MOTION PICTURE THEATERS, EXCEPT DRIVE-INS AND NO-IMPACT HOME-BASED BUSINESS.
- Mr. Weller seconded the motion. The motion passed by unanimous vote.

## **OLD BUSINESS/UPDATES**

### **Short-Term Rental (STR) Ordinance**

- The planning commission reviewed Mr Keith Mooney’s (Borough Solicitor) response to the Commission Ordinance requests at the March workshop meeting. Comments and questions were finalized and forwarded to Mr. Mooney for review and comment

**Trash Receptacles for Main Street** – no update. Mr. Weller will contact Brian Bailey of the borough to check on the status

### **Multi-municipal Comprehensive Plan Cooperation Agreement –**

Mr Weller has been in contact with Rob Reynolds of Maxatawny Township Planning Commission regarding its execution of the joint plan agreement

Mr Weller will reach out to David Dietrich of Albany Township, and Ms Snyder will reach out to someone at Greenwich Township for an update on these two municipalities plans regarding the joint plan agreement.

**Hailstone/KPC meetings** – Barbara Volgelgesang executive director of KPC has resigned due to her husband's illness and meetings have been suspended until a new executive director is hired

#### **NEW BUSINESS**

Lisa Ladd Kidder of Borough Council requested that the Planning Commission review Borough Code for any restrictions on RVs parked on residential streets. Ms Grim will speak to Ms. Anderson Deutschman (Staff Engineer, HRG), to review code in relation to this

#### **Agenda for Workshop scheduled for 28 April 2025**

- There will not be a workshop meeting held in April, unless the commission receives a reply back from Mr. Mooney on the Short-term rental ordinance questions/comments

**OFF AGENDA** – none.

#### **ADJOURNMENT**

With no further business to discuss, a motion was made by Ms. Snyder and seconded by Mr. Seidel to adjourn the meeting. The motion passed by unanimous vote. The meeting was adjourned at 8:45 p.m.

Respectfully Submitted,

Patricia M. Snyder  
Acting Secretary