

**Borough of Kutztown  
Planning Commission  
Minutes of December 11, 2023**

A regular meeting of the Planning Commission was held on Monday, December 11, 2023, in the Kutztown Borough Municipal Building Multi-Purpose Room.

The meeting was called to order at 7:05 p.m. by Mr. Robert Weller, Chairperson. Members present were: Ms. Denise Bosler, Mr. Steve Fenstermacher, Mr. Joel Seidel, and Mr. Randy Marsteller. Also present was Mr. Josh Young from the Community Development Office (CDO).

**Public Comments on Non-Agenda Items**

No comments

**Approval of Minutes**

Planning Commission members reviewed the minutes from the Planning Commission meeting on November 13, 2023. Motion to approve by Ms. Bosler & seconded by Mr. Seidel. The motion passed by unanimous vote.

**Reports**

The Commissioners reviewed and discussed the CDO report from Shelley Grim (see email dated 6 Dec 2023). Topics included a zoning application for change in ownership of HIVE Café, permits for residential roof repair, complaints about loud music and overgrown vegetation, and plans for remodeling DUNKIN DONUTS. Follow-on discussion with Josh Young of the CDO included removal of the Bieber Bus home heating oil tank (with no plans for further tank removal) and blighted property action on 103/105 E. Main Street (i.e., issuance of first strike letter from the Berks County Blighted Property Review Committee).

**Action Items**

- **Vote on Candidate for open KPC position** – The commissioners discussed the two applications and voted unanimously to recommend Amy Hubler for the open position. Mr. Weller will send the recommendation to the Borough Council for their approval.

**Old Business/Updates**

- **Noise Abatement Options** – Mr. Weller contacted District 5 Lehigh County PennDOT to determine action needed from Kutztown to initiate the assessment process for consideration of noise abatement or mitigation action by PennDOT on the Route 222 Kutztown bypass. He is awaiting their response. Mr. Young is scheduled to meet with PennDOT on 19 Dec where he will inquire about the possibility of resurfacing the bypass with asphalt as a noise mitigation option.

- **Hailstone action item follow-up** – Commissioners agreed to continue to research the following open items from the Hailstone Plan:
  - Planning and Codes (see Strategic Action list on page 29).
  - Parking (see page 30).
  - Streamlining land development & permitting approval process to encourage development (see pages 39-42).
  - Creating incentives for renovation and improvement (see page 63).
  - Installation of trash receptacles on Main Street (see page 68).
  - Improved signage for ALL municipal parking lots.
  - Additional NEW DISCUSSION included:
    - Potential ordinances regarding prevention of homeless encampments.
    - Need for reminder letters to landlords regarding storage of trash.
    - Need to strengthen ordinances regarding the use of dumpsters.
    - Need for rule to allow “pop-up” shops (i.e., possible temporary loosening of “change of use” permitting requirements).

#### **New Business**

- Workshop for 18 December was cancelled.

#### **Off Agenda**

- Commissioners reviewed and provided editorial comments on the DRAFT 2023 Annual Plan.

#### **Adjournment**

With no further business to discuss, a motion was made by Mr. Fenstermacher and seconded by Ms. Bosler to adjourn the meeting. The motion passed by unanimous consent. The meeting was adjourned at 8:28 p.m.

Respectfully Submitted,

Stephen M. Fenstermacher  
Secretary