

**Borough of Kutztown
Planning Commission
Minutes of December 09, 2024**

A regular meeting of the Planning Commission was held on Monday, December 9, 2024, in the Kutztown Borough Municipal Building Multi-Purpose Room.

The meeting was called to order at 7:00 p.m. by Mr. Robert Weller, Chairperson. Members present were Mr. Steve Fenstermacher, Ms. Denise Bosler, Mr. Joel Seidel, Ms. Amy Hubler and Ms. Pat Snyder. Also present were Ms. Shelley Grim and Mr. Josh Young, both from the Community Development Office (CDO), Mr. Brian Bailey (Borough Public Works Superintendent), Ms. Anderson Deutschman (Staff Engineer, HRG), Mr. Robert Hauck (Kutztown Fire Department), and Mr. Gavin McManaman (ACELA Architects).

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Mr. McManaman (ACELA) presented the plans for a new 15,000 sq ft Borough Public Works building to be constructed on the same parcel as the existing public works building. A portion of the new building will consist of a two-story structure with a basement for offices, conference rooms and storage. The other portion of the building will consist of a garage with bay doors for vehicles parking. The new construction will not increase the impervious coverage area. A variance will be required to install a fire rated door in the fire wall. On behalf of ACELA, Mr. McManaman requested a waiver to the SALDO process to reduce project cost and improve project schedule. A waiver or modification of the SALDO process is allowed pursuant to section 195-44 of the Borough code. Ms. Snyder made a motion to recommend that the Borough Council grant said waiver. Mr. Fenstermacher seconded the motion. The motion passed by unanimous vote.

APPROVAL OF MINUTES

Commissioners reviewed the minutes from the Planning Commission meeting on November 7, 2024. Ms. Bosler 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 3 Dec 2024).

- There were 2 new zoning permit applications received for November.
 - 60 Bieber Alley – commercial (shipping & receiving) - approved.
 - 312-314 W. Main – Smoothie Social – approved.
- There were 0 DCRs issued for the month.
- McDonalds (601 E. Main St.)
 - ZHB is scheduled for 18 Dec 2024.
 - Maxatawny ZHB for the same property was held on 26 Nov and will continue on 28 Jan.

ACTION ITEMS –

McDonald's Zoning Hearing Application

- Commissioners reviewed McDonald's ZHB Appeal Letter containing four variance requests.
- Commissioners discussed the HRG Review Letter and potential recommendations to send to the ZHB. Commissioners were unable to reach consensus on a recommendation for approval.

600 East Main Street Zoning Hearing Application

- Commissioners reviewed the ZHB Appeal Letter.
- Mr. Weller made a motion to recommend approval of the variance requests. Mr. Fenstermacher seconded the motion. The motion passed by unanimous vote.

OLD BUSINESS/UPDATES

Short Term Rentals (STR) Ordinance – no update

Trash Receptacles for Main Street – no update

Hailstone/KPC meetings – nothing to report

Northeastern Berks Joint Comprehensive Plan – update from Ms. Snyder

- The Joint Comprehensive Plan was on hold pending approval by Greenwich and Albany.
- Berks County DCED and all Comp Plan participants agreed with of Greenwich's "small group proposal." Consequently, both Greenwich and Albany have agreed to proceed.

NEW BUSINESS

Agenda for Workshop scheduled for 23 December 2024 –

- The December workshop is cancelled.

OFF AGENDA –

- The DRAFT 2024 Annual Report was reviewed. Modification suggestions were incorporated.

ADJOURNMENT

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

Respectfully Submitted,

Stephen M. Fenstermacher
Secretary