Borough of Kutztown  
Planning Commission  
Minutes of February 8, 2021

A regular meeting of the Planning Commission was held on Monday, February 8, 2021, via Zoom Video Communications, hosted by Mr. Gabriel Khalife, Borough Manager.

The meeting was called to order at 7:03 p.m. by Mr. Fred Engelhardt, Chairperson. Members present were: Ms. Lisa Ladd-Kidder, Mr. Frederick Engelhardt, Mr. Michael Blichar, Mr. Tim Haring, Mrs. Pat Snyder, Ms. Karen Feridun, and Mr. Joel Seidel. Also present: Ms. Judith Danko, Director of Community Development; Mr. Gabriel Khalife, Borough Manager; Mr. James Schlegel, Mayor; and Ms. Carolann Moody, Recording Secretary. Public Attendance: Mr. Eric Boyer, Borough Resident.

Public Comments on Non-Agenda Items
There were no comments from the public.

Comments from Planning Commission Members
There were no comments from Planning Commission members.

Approval of Minutes
Planning Commission members reviewed the January 11, 2021 minutes. Motion by Ms. Ladd-Kidder and seconded by Mr. Blichar to approve the January 11, 2021 minutes as written. The motion passed by unanimous vote.

New Business/Action Items
● Discuss Documents for Planning Commissioners
  *Pennsylvania Municipalities Planning Code
  *Pennsylvania’s Sunshine Act
  *Kutztown Borough Code
  *Kutztown Borough Comprehensive Plan
  *Rental Housing and Downtown Business Strategic Plan
Mr. Engelhardt reviewed with Planning Commissioners the publications listed above and asked if they would prefer electronic or paper copies of each. Following a brief discussion, Planning Commissioners all agreed electronic copies would be preferred and Mr. Engelhardt stated that he would send an email to everyone with the links attached.

● Discuss Revising Agenda Order of Business
Mr. Engelhardt reviewed with Planning Commissioners a suggested order for the agenda. There was a brief discussion regarding the placement of “Public Comments on Non-Agenda
Items” on the agenda. Planning Commissioners agreed that it should remain at the beginning of the meeting so that anyone from the public who wants to comment on non-agenda items does not have to sit through the entire meeting before they are able to comment. Motion by Mr. Blichar and seconded by Ms. Feridun to revise the order of the Planning Commission meeting agenda to be as follows: Public Comments on Non-Agenda Items, Approval of Minutes, Reports, Action Items, Old Business/Updates, New Business, Off Agenda, and Adjournment. The motion passed by unanimous vote.

● Consideration of Planning Commission Bylaws
Following a brief discussion regarding bylaws for the Planning Commission, Mayor Schlegel suggested contacting Mr. Keith Mooney, Borough Solicitor to see if bylaws are needed for the Planning Commission. Ms. Danko mentioned that the Planning Commission is regulated by the MPC (Municipal Planning Code), adding the Planning Commission is regulated further through the Borough Code. Following a brief discussion, Ms. Danko added that the Planning Commission is a recommending body who reports to Borough Council. Mr. Engelhardt stated that he would speak with Mr. Mooney regarding bylaws.

● 2021 Goals for Planning Commission
Mr. Engelhardt suggested identifying 2021 goals for the Planning Commission and asked for recommendations from Planning Commissioners. Mrs. Snyder stated that a goal for the Planning Commission should be to do whatever they can to get the Hailstone project moving forward. Following a brief discussion, Ms. Danko confirmed that Ms. Amanda Raudenbush is the liaison for this project. Ms. Danko reviewed with Planning Commissioners the parking and downtown dining revisions that she has been working on with Ms. Shannon Calluori, Ms. Ladd-Kidder, members of the Police Department as well as the Public Works Director. She stated that when proposals are made it is important to get input from everyone involved so that it can be determined prior to implementing changes, if it is possible to make the changes. Ms. Danko added that she hopes to bring proposals for ordinance revisions to the Planning Commission either at the March or April meeting. Ms. Danko suggested that Mr. Seidel reach out to Ms. Raudenbush regarding the Hailstone Plan Project. Mr. Seidel stated that he would reach out to Ms. Raudenbush and invite her to attend a Planning Commission meeting to give an update on the Hailstone Plan Project.

● Looking Toward the next Comprehensive Plan: How can we learn from other Boroughs
Mr. Engelhardt mentioned that there has been discussion about what other boroughs in the area have been doing, and ask if Planning Commissioners thought it would be beneficial to invite a representative from a few different boroughs to share their ideas for promoting current businesses and adding new businesses in Kutztown. Mr. Seidel mentioned that he had spoken to a representative from Hamburg Borough in the past and that person was very open to sharing information with Kutztown. Following a brief discussion Planning Commissioners decided to speak with Ms. Raudenbush first and allow Ms. Danko bring her projects then add comprehensive plan as time allows.
Community Development Updates
Ms. Danko reviewed the following items that the Community Development office is currently working on:

- The condominium conversion at 401 W Main Street is in compliance as the condominium conversion rules supersede the Borough Code and the Municipal Planning Code.
- The SALDO subdivision and land development on Elm Street. A portion of the property is in Maxatawny Township and another portion is in Kutztown.
- The parking ordinance revisions should be ready for Planning Commission review at the March or April meeting.
- DCR (Disruptive Conduct Reports) have been consuming a lot of Community Development Office time as two property owners recently received housing license revocation letters due to receiving multiple DCR’s. A Housing License Appeals Board meeting is scheduled for February 17, 2021 at the train station.

Old Business/Updates

- Borough Email Addresses
  Mr. Engelhardt mentioned that all Planning Commissioners should be using their Borough email for all Planning Commission business. He added that if anyone needs help setting up the email to call Mr. David Horvath, Director of Information Technology, and he will schedule and appointment to set up your email.

- Planning Commission Liaison Assignments
  Mr. Engelhardt mentioned that in order to close the communication gap and keep the Planning Commission up to date on what is going on with other committees; he suggested having a Planning Commission member attend another committee meeting and report back to the Planning Commission with any pertinent information. Ms. Ladd-Kidder stated she would report from the Water/Wastewater Committee; Ms. Feridun stated she would report from the Environmental Advisory Commission; Mr. Seidel stated he would report from Kutztown Community Partnership; Mr. Blichar stated he would report from Kutztown Municipal Authority and Mr. Engelhardt stated that he would report from the Borough Council meetings.

- Discussion of Borough Noise Ordinance
  Mr. Engelhardt stated that since he is part of the community group involved in recommending the Community Development/Public Safety Committee revise the current Borough Noise Ordinance and to consider a separate dust ordinance, he would turn his chairperson duties over to Mr. Blichar, Vice Chairperson, during discussion.
Mr. Engelhardt mentioned that the group of Kutztown Borough residents brought this to the Community Development/Public Safety was due to the ongoing issue of noise and dust in the mixed residential/commercial zone, specifically related to the racetrack. He added that he is aware that tracks can control the level of noise they create and still race. There was a lengthy discussion regarding the proposed ordinance and whose responsibility it would fall under to enforce any infractions. Ms. Danko stated that it is important to include all department superintendents who would be impacted by the ordinance. She added that it is essential to reach out to Chief Summers for input and guidance on possible changes and enforceability.

**Off Agenda**
There was nothing to discuss off agenda.

**Adjournment**
With no further business to discuss, a motion was made by Ms. Ladd-Kidder and seconded by Mr. Blichar to adjourn the meeting. The motion passed by unanimous vote. The meeting adjourned at 8:37 p.m.

Respectfully Submitted,

Carolann E Moody
Recording Secretary