

**Borough of Kutztown  
Planning Commission  
Minutes of February 10, 2025**

A regular meeting of the Planning Commission (PC) was held on Monday, February 10, 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. Steve Fenstermacher, Mr. Joel Seidel, and Ms. Pat Snyder. Also present were Mr. Josh Young and Ms. Shelley Grim both from the Community Development Office (CDO). Also in attendance for observation: Mr. Todd Greiss Jr., Mr. Chad Master, and Mr. John Fry.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None.

**APPROVAL OF MINUTES**

Commissioners reviewed the minutes from the PC meeting on 13, 2024. Ms. Snyder made a motion to approve the minutes. Mr. Seidel seconded the motion. The motion passed by unanimous vote.

**REPORTS**

The Commissioners discussed the CDO report from Shelley Grim (see her email dated 4 Feb 2025).

- There were 0 new zoning permit applications received for December.
- There were 0 DCRs issued for the month.
  - McDonalds (601 E. Main St.) - ZHB continued with the schedule TBD.
  - 301 Noble Street - ZHB schedule TBD.
- Ms. Grim suggested that when a ZHB will be held during any month, a member of the ZHB should attend the KPC meeting of the same month to ensure clear communication of the denial issues and the PC recommendations. Mr. Weller will make this recommendation to the ZHB.

**ACTION ITEMS –**

**Vote on candidate application for KPC Recording Secretary vacancy**

- Applicant name: John Wolfgang Fry
- Since the last PC meeting, Mr. Fenstermacher contacted two of the three references. The Third was unavailable. Reference feedback was provided to the Commissioners.
- Mr. Fry was present at the meeting and was asked to discuss his application and qualifications.
- Based on reference feedback and commissioner assessments, it was determined the position of Recording Secretary was not a good fit for Mr. Fry.

**Vote to add new agenda item: ZHB Application for Kutztown Fire Company.**

- Due to the late announcement of the Fire Company ZHB, it was not listed as an agenda item for this PC meeting. ZHB is scheduled for 3 March 2025.
- In order to provide a PC recommendation to the ZHB, the commissioners voted to add it to the current agenda. Ms. Snyder made a motion to add the agenda item. Mr. Seidel seconded the motion. The motion passed by unanimous vote.

#### **Zoning Hearing Application for Kutztown Fire Company**

- Commissioners reviewed the application and discussed the variance requests.
- Ms. Snyder made a motion to recommend the ZHB approve the two variance requests regarding signage (12 sq-ft max) and setback (30 ft min). Mr. Seidel seconded the motion. The motion passed by unanimous vote.

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

- Mr. Seidel made a motion to table discussion of the STR ordinance until the February workshop. Mr. Fenstermacher seconded the motion. The motion passed by unanimous vote.

#### **OLD BUSINESS/UPDATES**

**Trash Receptacles for Main Street** – no update.

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

- Ms. Snyder reported that the Borough appears ready to sign the agreement.

**Hailstone/KPC meetings** – no update.

#### **NEW BUSINESS**

#### **Agenda for Workshop scheduled for 24 February 2025**

- Short-term rental ordinance

**OFF AGENDA** – none.

#### **ADJOURNMENT**

With no further business to discuss, a motion was made by Mr. Fenstermacher and seconded by Mr. Seidel to adjourn the meeting. The motion passed by unanimous vote. The meeting was adjourned at 8:11 p.m.

Respectfully Submitted,

Stephen M. Fenstermacher  
Secretary