

**Borough of Kutztown
Planning Commission
Minutes of January 13, 2025**

A regular meeting of the Planning Commission was held on Monday, January 13, 2025, in the Kutztown Borough Municipal Building Multi-Purpose Room.

The meeting was called to order at 7:01 p.m. by Mr. Robert Weller, Chairperson. Members present were Mr. Steve Fenstermacher, Ms. Denise Bosler, Mr. Joel Seidel, and Ms. Pat Snyder. Also present was Mr. Josh Young from the Community Development Office (CDO). Also in attendance for observation: Mr. Todd Greiss Jr.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

APPROVAL OF MINUTES

Commissioners reviewed the minutes from the Planning Commission meeting on December 9, 2024. Ms. Snyder made a motion to approve the minutes. Ms. Bosler seconded the motion. The motion passed by unanimous vote.

REPORTS

The Commissioners discussed the CDO report from Shelley Grim (see her email dated 6 Jan 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 is scheduled for 29 Jan 2025 at 7:00pm.
 - Maxatawny ZHB for the same property will be held on 28 Jan at 6:30pm.
- 154 W. Walnut Street.
 - ZHB is scheduled for 29 Jan 2025 at 7:00pm.

ACTION ITEMS –

Multi-municipal Comprehensive Plan Cooperation Agreement

- Ms. Snyder provided an update on the most recent changes to the agreement.
 - The effective date of the agreement is upon approval.
 - Each municipality may provide no more than two (2) representatives.
 - Each municipality must pay their share of the overall cost as outlined in the agreement even if they drop out of the agreement.
- Kutztown Borough Council approved up to \$8,500 for this agreement.

- Ms. Lisa Ladd-Kidder provided discussed her concerns with the amended agreement as outlined in her email of 24 December 2024.
- Following discussion of all modifications and concerns, Ms. Snyder made a motion to recommend that the Borough Council approve and sign the agreement as amended. Ms. Bosler seconded the motion. The motion passed by unanimous vote.

Vote on candidate application for KPC Recording Secretary vacancy

- Applicant name: John Wolfgang Fry
- Vote tabled until references can be contacted.
- Mr. Fenstermacher will contact the three references provided by the candidate and provide feedback to the commissioners.

Zoning Hearing Application for 154 West Walnut Street

- Commissioners reviewed the application and discussed the variance requests.
- Mr. Fenstermacher made a motion to recommend the ZHB approve the two variance requests with a recommendation to add one additional off-street parking space for a total of two off-street parking spaces. Mr. Seidel seconded the motion. The motion passed by unanimous vote.

OLD BUSINESS/UPDATES

Short Term Rentals (STR) Ordinance – no update. Mr. Weller will follow up.

Trash Receptacles for Main Street – no update.

Hailstone/KPC meetings – nothing to report. Next meeting is scheduled for 21 Jan 2025 at 8:30pm.

NEW BUSINESS

Agenda for Workshop scheduled for 27 January 2025 – the workshop was cancelled.

OFF AGENDA – none.

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Seidel and seconded by Mr. Fenstermacher to adjourn the meeting. The motion passed by unanimous vote. The meeting was adjourned at 8:21 p.m.

Respectfully Submitted,

Stephen M. Fenstermacher
Secretary