

**Borough of Kutztown
Planning Commission
Minutes of July 8, 2024**

A regular meeting of the Planning Commission was held on Monday, July 8, 2024, in the Kutztown Borough Municipal Building Multi-Purpose Room.

The meeting was called to order at 7:03 p.m. by Mr. Robert Weller, Chairperson. Members present were Mr. Steve Fenstermacher, Mr. Joel Seidel, Ms. Pat Snyder, and Ms. Denise Bosler. Also present were Ms. Shelley Grim and Mr. Josh Young, both from the Community Development Office (CDO), Mr. Gabriel Khalife (Borough Manager), and Mr. Ryan Kern (HRG – Borough Engineer).

PUBLIC COMMENTS ON NON-AGENDA ITEMS - No comments.

APPROVAL OF MINUTES

Commissioners reviewed the minutes from the Planning Commission meeting on June 10, 2024. Based on review comments by Ms. Snyder, the minutes were modified. A motion to approve the minutes as amended was made by Ms. Snyder & seconded by Mr. Seidel. The motion passed by unanimous vote.

REPORTS

The Commissioners discussed the CDO report from Shelley Grim (see email dated 3 July 2024). Topics included zoning application approvals for 60 Bieber Alley (change of use from pet supply to an event hall) AND for 164 W. Main (change of use from Takki Ramen Restaurant to chicken & Gyro Restaurant). The report also reported code violations notices for 232 Greenwich (illegal sign), 236 W. Main (property violation) and 324 W. Main (property violation). Finally, the report noted the ZHB denial decision at the 25 June ZHB meeting for 601 E. Main St. (McDonalds signage).

ACTION ITEMS - none

OLD BUSINESS/UPDATES

Short Term Rentals (STR) Ordinance

- Mr. Josh Young has reached out to Keith Mooney, Esq. (Borough Solicitor) for advice regarding how to incorporate the STR Ordinance into the existing Borough code (i.e., either produce a new chapter OR merge the ordinance into existing chapter 135). He is awaiting a response.
- Table action pending response.

Updates from Hailstone/KPC meetings – by Ms. Snyder

- Follow-up meeting scheduled for 17 July 2024.
- Barb Vogelgesang (Executive Director of KCP) will reach out to the KU SBDC (Small Business Development Center) for marketing support.

Updates on Northeastern Berks Joint Comprehensive Plan – by Ms. Snyder

- Kutztown Borough has identified two members to participate on the Joint Comp Plan committee (i.e., Pat Snyder will represent the KPC and Fred Engelhardt will represent the Borough Council).
- The committee is currently coordinating with members to develop the meeting schedule.

NEW BUSINESS**Discussion of Bieber property for Berks Industrial Development Authority (IDA) Submission**

- Mr. Weller contacted Berks IDA to see if the Bieber properties would qualify for consideration under their development program. He is awaiting a response.

Agenda for Workshop scheduled for 22 July 2024 -

- Short-Term Rentals (STR) Ordinance – pending feedback from the Borough Solicitor.
- Follow-up on Hailstone recommendations regarding PARKING.
- Follow-up on TRASH RECEPTACLES for Main Street. (Note: The next step is to present a plan to Borough Public Works who meet on the first Tuesday of each month).

OFF AGENDA - none**ADJOURNMENT**

With no further business to discuss, a motion was made by Ms. Snyder and seconded by Mr. Fenstermacher to adjourn the meeting. The motion passed by unanimous vote. The meeting was adjourned at 7:54 p.m.

Respectfully Submitted,

Stephen M. Fenstermacher
Secretary