

**Borough of Kutztown
Planning Commission
Minutes of July 14, 2025**

A regular meeting of the Borough of Kutztown Planning Commission was held on Monday, July 14, 2025, 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. The members present were Mr. Steve Fenstermacher, Mr. Joel Seidel, Ms. Patricia Snyder, and Mr. Drew (Brad) Myers. Mr. Chad Master was absent. Also present was Mr. Gabriel Khalife, Borough Manager, Ms. Sharon Dalickas, Finance Director, and Ms. Carolann Bartik, Recording Secretary. Also in attendance for observation: Mr. Todd Greiss Jr., Mr. John Fry, and Mr. Pete Smith.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were no comments from the public.

APPROVAL OF MINUTES

Commissioners reviewed the June 9, 2025 meeting minutes and the June 23, 2025 workshop meeting minutes. Motion by Mr. Fenstermacher and seconded by Ms. Snyder to approve the June 9, 2025 meeting minutes. The motion passed by unanimous vote. There were no questions or comments from Commissioners regarding the June 23, 2025 workshop meeting minutes.

REPORTS

The Commissioners reviewed the Community Development report from Ms. Shelley Grim. There were no questions or comments.

ACTION ITEMS

- **154 West Walnut Street Zoning Hearing Application**

Mr. Pete Smith, owner of Eagle Point Management, discussed with Commissioners his plans for 154 West Walnut Street to be an accessory parking lot for Eagle Point tenants only. After reviewing the application, motion by Ms. Snyder and seconded by Mr. Seidel to send the Planning Commissions recommendation to the zoning hearing board to grant the variances to allow for parking lot usage as outlined in the drawing based on minimal other acceptable uses for the property and negligible issues found by the engineer. The motion passed by unanimous vote.

OLD BUSINESS/UPDATES

Recreational vehicles & trucks in residential areas

- Mr. Weller started the discussion regarding Mr. Fred Engelhardt's email about recreational vehicles and trucks in residential areas. Planning Commissioners cited that the Borough does have an ordinance in place that addresses this issue. Mr. Weller stated that Ms. Shelley Grim from the Community Development Office has not received any complaints. Following a lengthy discussion regarding these vehicles not being parked in limited parking areas, they are not impeding traffic and these are residents

that use these vehicles for their livelihoods; Planning Commissioners agreed they will address the issue if/when the Community Development Office informs them of the need.

Joint Comprehensive Plan

- Planning Commissioners discussed the revised joint comprehensive plan. There were no questions or concerns.

NEW BUSINESS

Set agenda for the July 28, 2025 Planning Commission Workshop Meeting

Following a brief discussion, Commissioners agreed that at this time there is no need for a workshop meeting this month.

OFF AGENDA

- There was nothing to discuss off agenda.

ADJOURNMENT

With no further business to discuss, a motion was made by Ms. Snyder and seconded by Mr. Seidel to adjourn the meeting. The motion passed by unanimous vote. The meeting was adjourned at 7:53 p.m.

Respectfully Submitted,

Carolann Bartik
Recording Secretary