

**Borough of Kutztown
Planning Commission
Minutes of March 11, 2024**

A regular meeting of the Planning Commission was held on Monday, March 11, 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 Ms. Denise Bosler, Mr. Steve Fenstermacher, Ms. Patricia Snyder, Mr. Joel Seidel, Mr. Randy Marsteller and Ms. Amy Hubler. Also present were Ms. Shelly Grim and Mr. Josh Young from the Community Development Office (CDO), Mr. Joel Schmoyer from HRG (Borough Engineer) and Mr. Robert Hauck from the Kutztown Fire Department.

Public Comments on Non-Agenda Items

No comments.

Approval of Minutes

Commissioners reviewed the minutes from the Planning Commission meeting on February 12, 2024. Motion to approve by Ms. Snyder & seconded by Ms. Bosler. The motion passed by unanimous vote.

Reports

The Commissioners and Mr. Young reviewed and discussed the CDO report from Shelly Grim (see email dated 8 Mar 2024). Topics included zoning application approvals for 65 Willow St. (change of use from oil delivery to truck refurbishing) and 220 S. Maple St. (change of use from inventory storage to pack & ship for online orders). Other topics included a zoning application denial (2d submittal) for 45 Constitution (for change of use to Smoke Shop) and one DCR enforcement violation notification for 43 Noble St. (for loud yelling & singing).

Action Items

610 E. Main Street – McDonalds –

- The Planning Commission formally accepted the plans for (1) subdivision and (2) land development for the lots at 601 and 605 E. Main Street (former location of Citizens Bank).
- Commissioners reviewed and discussed the Preliminary/Final plans with Mr. Joel Schmoyer (HRG) along with related letters from the Berks County Planning Commission (of 7 Mar 2024), from Barry Isett & Associates (of 8 Mar 2024) and the Kutztown Fire Marshal (of 11 Mar 2024).
- Initial concerns by Commissioners included storm water management and traffic impact (especially as it relates to drive-thru backups onto Main Street).
- HRG will prepare a letter with their review comments for discussion at the Kutztown Planning Commission Workshop scheduled for 25 March.

Zoning Application Denial for 154 W. Walnut Street –

- The resident submitted an application to make improvements to an existing structure to change the use from storage to residential.
- The application had been denied due to minimum requirements not being met for LOT SIZE (i.e., 3952 vs. 4000 sq ft) and LOT WIDTH (i.e., 26 vs. 30 ft).
- The applicant made similar improvements to a structure at 158 W. Walnut Street.
- The commissioners voted to recommend approval of the variance request to the ZHB due to the minimal deviations from the requirements AND due to the applicant's positive prior history regarding improvement results.
- The motion to recommend approval was made by Ms. Bosler and seconded by Mr. Fenstermacher. The motion passed by unanimous vote.

Old Business/Updates

Hailstone action item follow-up –

- Ms. Snyder reported that Nick Timpe of Kutztown Community Partnership (KCP) has requested to attend the next Planning Commission Workshop to begin discussions about how KCP can become more involved in addressing open items from the Hailstone Plan.
- Ms. Bosler received quotes from Recreation Resource USA for trash receptacles for possible installation on Main Street. (See quotes Q24-086-A and Q24-086-B of 2/28/2024).

New Business

- The 25 March **workshop agenda** will include review & discussion of:
 - Meeting with representatives from the KCP (Mr. Jonathan Quier and Mr. Nick Timpe) to discuss possible actions by KCP to address open items from the Hailstone Plan.
 - Review plans & comments for McDonald's land development project at 601 E. Main St.

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