

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

A regular meeting of the Planning Commission (PC) was held on Monday, March 10, 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, and Ms. Pat Snyder. Also present were Mr. Josh Young and Ms. Shelley Grim both from the Community Development Office (CDO), Mr. Gabriel Khalife (Borough Manager), and Ms. Lisa Ladd-Kidder (Borough Council). Also in attendance for observation: Mr. Todd Greiss Jr., Mr. Chad Master, and Ms. Melissa Englehardt.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

**Sacony Creek Watershed**

- In preparation to consider the request to renew the quarry water supply permit, Ms. Lisa Ladd-Kidder provided the Planning Commission with a formal engineering assessment of the Kutztown watershed as well as the active agreement between the Borough and the quarry operator (i.e., formerly Eastern Industries, now New Enterprise Stone & Lime Co.).
- Documents provided include (1) an advance copy of SSM's Sacony Creek Watershed Evaluation Report of March 2025 and (2) a copy of the active Conditional Water Supply Agreement between the quarry operator and the Borough of Kutztown with a focus on the parameters related to the impact of quarry "dewatering" on Borough well levels and on pollution content.

**211 N. Whiteoak Street Zoning Hearing Board**

- The owner of 211 N. Whiteoak Street is requesting a zoning variance to convert the property from a single-family dwelling to a multi-family dwelling. The ZHB is scheduled for 31 March.
- Ms. Melissa Englehardt is the owner of an adjacent property (i.e., 215 N. Whiteoak Street).
- Ms. Englehardt requested that the Planning Commission recommend that the variance be denied in order to preserve the character of the single-family neighborhood as zoned.

**APPROVAL OF MINUTES**

Commissioners reviewed the minutes from the PC meeting on February 10, 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 6 Mar 2025).

- There was 1 new zoning permit application received during February.
  - 226 W. Main Street (change of use from plant shop to gifts & snacks)

- There were 0 DCRs issued for the month.
- Zoning Hearing Board – scheduled for 31 March 2025 at 6:30pm at the Train Station
  - 601 E. Main St. (McDonalds).
  - 211 N. Whiteoak Street (request to change from single to multi-family use).

## **ACTION ITEMS –**

### **Vote on Candidate Application for KPC Commissioner Vacancy**

- Applicant name: Chad Adam Master
- Ms. Snyder made a motion for the Planning Commission to recommend that the Borough Council approve Mr. Master’s application. Mr. Fenstermacher seconded the motion. The motion passed by unanimous vote.

### **211 North Whiteoak Street Zoning Hearing Application**

- Mr. Fenstermacher made a motion for the Planning Commission to recommend denial because the variance request did not provide evidence of hardship. Mr. Seidel seconded the motion. The motion passed by unanimous vote.

### **601 East Main Street (McDonald’s) Zoning Hearing Application**

- Commissioners reviewed the drawings and voted on each variance request separately.
- 1. Parking Spaces (225-29.A.1(a)(6)) – voted 3 to 1 to deny.
- 2. Paved Area (225-20.G.3) – voted 3 to 1 to approve (subject to compliance with an acceptable stormwater management plan).
- 3. Flashing Sign (225-28.C.3) – voted 4 to 0 to deny.
- 4. Non-street Facing Façade Signs (225-28.E.3) – voted 3 to 1 to approve.
- 5. Perimeter Divider (225-29.A.9(b)) – voted 4 to 0 to deny.
- In addition to the above voting results, commissioners recommended that we express our general concerns related to the overall plan especially on the topics of traffic volume, parking lot ingress/egress, parking lot mobility, and hours of operation as they relate to the impact on the adjacent residential properties.

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

- Tabled until March Workshop.

## **OLD BUSINESS/UPDATES**

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

**Multi-municipal Comprehensive Plan Cooperation Agreement** – Pat Snyder updated that David Hunter from BCPC emailed the participating municipalities to say that a number of the municipalities

had asked for some wording changes. BCPC was looking for consensus on the language in the document attached to the email. Pat replied via email saying that Kutztown Borough agreed to sign. Fred Englehardt sent the agreement to Borough council to discuss it at the March meeting

**Hailstone/KPC meetings** – Barbara Volgelgesang executive director of KPC has resigned due to her husband's illness and meetings have been suspended until a new executive director is hired

## **NEW BUSINESS**

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

- Short-term rental ordinance
- Trash Receptacles for Main Street

**OFF AGENDA** – none.

## **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 8:45 p.m.

Respectfully Submitted,

Stephen M. Fenstermacher  
Secretary