A regular meeting of the Planning Commission was held on Monday, May 9, 2022, in the Kutztown Borough Municipal Building Multi-Purpose Room.

The meeting was called to order at 7:00 PM by Mr. Frederick Englehardt, Chairperson. Members present were: Mr. Frederick Engelhardt, Mr. Jeff Dietrich, Mr. Joel Seidel, Mr. Randy Marstaller, Mr. Robert Weller, and Mr. Stephen Fenstermacher. Mrs. Pat Snyder was absent. Also present were: Mr. Gabriel Khalife, Borough Manager, Mr. James Schlegel, Mayor, and Mr Robert Hauck, Fire Marshall.

Public Comment on Non - Agenda Items
None

Approval of Minutes
Planning Commission members reviewed the minutes of the April 11, 2022 regular meeting. Mr. Joel Seidel made a motion to approve the minutes which was seconded by Mr. Weller. The motion passed by unanimous vote.

Reports
There were no reports.

Action Items
None.

Old Business
• An update on the progress of a regional comprehensive plan was presented by Mr. Engelhardt. He informed the members present that Mr. Don Bucci of Maxatawny Township would be reaching out to both Maxatawny and Greenwich Township regarding participation in a regional comprehensive plan. Mr. Jeff Dietrich read an email response from Mr. James Robertson, Chair of the Albany Township Planning Commission, who indicated that he and his members were interested in joining in the development of a regional plan.
• Components of the Rental Housing and Downtown Business Strategic Plan (Hailstone) were reviewed with the intention of finding the next project for the commission to undertake. These included:
• **H1.6** Limit the number of student homes by placing a moratorium on new student homes in certain zoning districts (with CDO).
• **P3.1** Establish a permitting process and enforcement procedure of “for rent” signs.
• **P2.1** Evaluate the use of form-based codes in the commercial districts to more easily allow for in-fill development and flexibility in uses based on existing lot dimensions.

(It was suggested that the best time to examine this would be after the completion of the Comprehensive Plan)

**Old Business**

• The topic of the increasing presence of tobacco and vape retailers in the borough was discussed. Questions sent by Mr. Engelhardt to the borough solicitor were presented along with Mr. Mooney’s responses.
• Mayor James Schlegel shared information about meetings and visits to vape shop owners regarding underage sales. He was joined by the Chief of Police and the Superintendent of Schools in these visits.
• Mr. Weller presented information about the PACT Act (Prevent All Cigarette Trafficking) which was amended last year to include e-cigarettes and vape products.
• Mr. Dietrich made a motion seconded by Mr. Fenstermacher and unanimously approved, for Mr. Engelhardt to address Borough Council with a recommendation that they investigate an ordinance amendment regarding location restrictions for vape and tobacco shops in the borough.

**New Business**

• The subject of review letters from Maxatawny Township Zoning Officers regarding Apartments on Elm was presented. There were no questions or discussion.
• The Agenda for the May 23, 2022 Workshop Meeting was set. Commissioners will look further into the Hailstone Plan for items that can be addressed at this time.

**Off Agenda Items**

None.

**Adjournment**

With no further business to discuss, a motion was made by Mr. Fenstermacher, seconded by Mr. Seidel, to adjourn the meeting. The motion passed by unanimous vote.

Respectfully Submitted,
Mr. Jeff Dietrich
Planning Commission Member