

**Borough of Kutztown
Planning Commission
Minutes of May 12, 2025**

A regular meeting of the Borough of Kutztown Planning Commission was held on Monday, May 12, 2025, in the Kutztown Borough Municipal Building Multi-Purpose Room.

The meeting was called to order at 7:02 p.m. by Mr. Robert Weller, Chairperson. The members present were Mr. Joel Seidel, Mr. Steve Fenstermacher, and Mr. Drew Myers. Ms. Patricia Snyder and Mr. Chad Master were absent. Also present was Mr. Gabriel Khalife, Borough Manager, Ms. Shelley Grim from the Community Development Office, and Ms. Sharon Dalickas, Finance Director. Also in attendance for observation: Mr. Todd Greiss Jr. and Mr. John Fry.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Mr. John Fry mentioned that the Berks County Planning Commission has moved. They are now located at 400 E Wyomissing Avenue, Suite B in Mohnton, PA.

There were no additional comments from the public.

APPROVAL OF MINUTES

Commissioners reviewed the April 12, 2025 meeting minutes. Mr. Fenstermacher mentioned that under Reports/Zoning Hearing Board, the last item address should be 426 and not 425.

There were no additional changes. Motion by Mr. Myers and seconded by Mr. Seidel to approve the April 12, 2025 meeting minutes as amended. The motion passed by unanimous vote.

REPORTS

The Commissioners reviewed the Community Development report from Ms. Shelley Grim.

- Ms. Grim added that on Thursday, May 29th the Zoning Hearing Board will be reading their decision regarding McDonald's. The decision will be read at 7:00 PM in the multi-purpose room.
- There were 2 DCRs issued, along with 3 Zoning Hearing outcomes.

ACTION ITEMS –

Vote to approve Recording Secretary for Planning Commission

- Applicant name: Ms. Carolann Bartik
Motion by Mr. Seidel and seconded by Mr. Fenstermacher to approve Ms. Bartik as the Recording Secretary for the Planning Commission. The motion passed by unanimous vote.

OLD BUSINESS/UPDATES

Short-Term Rental Ordinance

- Mr. Weller mentioned that he reached out to Mr. Mooney, as did Mr. Khalife. Mr. Weller added that he will reach out and request Mr. Mooney attend the June Planning Commission meeting to discuss clarification on wording in the proposed Short-Term Rental Ordinance.

Trash Receptacles for Main Street

- Mr. Weller mentioned the next step is to reach out to the owners of the properties where the trash receptacles are proposed to be placed. Ms. Shelley Grim suggested Mr. Weller reach out to the Community Development Office for contact information for owners of the properties.

Joint Comprehensive Plan

- Mr Weller stated that Ms. Snyder has been in touch with Greenwich Township and they have agreed on and signed the revised document.

Review Hailstone items

- There was a brief discussion regarding the replacement of the Kutztown Community Partnership liaison. It was agreed to hold off on discussion of Hailstone items.

Recreation Vehicles/Mobile Homes in residential areas

- There was a lengthy discussion regarding Ms. Lisa Ladd-Kidder and Mr. Fred Engelhardt's request for the Planning Commission to review and possibly revise the Borough Code regarding restrictions on parking of tractor trailers, RV's, etc. on residential streets.

NEW BUSINESS

Set agenda for the May 27, 2025 Planning Commission Workshop Meeting.

- Mr. Khalife recommended Mr. Weller reach out to Mr. Mooney and give him both the June Planning Commission Meeting as well as the date for the prospective Planning Commission Workshop Meeting to see if one of those dates would work for him to discuss the proposed Short-Term Rental Ordinance.

OFF AGENDA

- Ms. Lisa Ladd-Kidder forwarded a questionnaire to Planning Commission members from the Public Utilities Commission. She requested members review and respond to the questionnaire if willing.
- There was nothing else to discuss off agenda.

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Seidel and seconded by Mr. Fenstermacher to adjourn the meeting. The motion passed by unanimous vote. The meeting was adjourned at 7:41 p.m.

Respectfully Submitted,

Carolann Bartik
Recording Secretary