Borough of Kutztown
Planning Commission
Minutes of November 14, 2022

A regular meeting of the Planning Commission was held on Monday, November 14, 2022, 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. Members present were: Mrs. Pat Snyder, Mr. Stephen Fenstermacher, Mr. Joel Seidel, Mr. Randy Marsteller and Ms. Denise Bosler. Ms. Laurel Ziegler was present by phone. Also present: Mr. Gabriel Khalife, Borough Manager; Mr. Robert Hauck, Fire Marshall; Mr. Ian Wisnioski of Barry Isett office for Community Development Office; Mr. J.J. Robinson, HRG; Mr. Rob Hain, HRG; Jeri Sievert, Resident.

Public Comments on Non-Agenda Items - None

Approval of Minutes
Planning Commission members reviewed the August 8, 2022 Planning Commission meeting minutes. Motion to approve by Mrs. Snyder, seconded by Mr. Marsteller. The motion passed by unanimous vote.

Planning Commission members reviewed the October 10, 2022 Planning Commission meeting minutes. Motion to approve by Ms. Bosler, seconded by Mr. Seidel. The motion passed by unanimous vote.

Reports
Mr. Wisnioski provided a summary of action for October for the Community Development Office. He reported that there was a total of 12 Notices of Violation (NOV) during the month of October and that all but one had been resolved. He also reported that there had been no new zoning actions for the month.

Action Items
• Elm Street Project
  o Engineer Presentation – Mr. Rob Hain (HRG) reported that they had received review comments from the Maxatawny Planning Commission and that the National Pollution Discharge System (NPDS) permit was currently under review.
  o Public Comment – Mr. Robert Hauch, Fire Marshall, requested that a note be added to the plan to require clearance around fire hydrants after snowfall within the timeframes outlined in Borough ordinances.
  o Conditional Approval – Mrs. Snyder made a motion to approve the plan conditionally (i.e., (1) subject to approval of the NPDS permit AND (2) subject to addition of the fire hydrant clearance note). The motion was seconded by Mr. Seidel. The motion was passed by unanimous vote.
Discussion of DRAFT letters regarding 10-acre property bordering Fairview Drive and College Blvd – The Planning Commission reviewed the DRAFT letters prepared by Ms. Ziegler to the KU Foundation and to the Maxatawny Township Planning Commission. The letters reminded the Foundation and the MTPC that the parcel is adjacent to Borough property that is zoned for residential single-family homes and requested that future sale & development of the site be considerate of the mutual interests of the Borough, the Township and the University. Following discussion of the potential misinterpretation of intent, the Commissioners decided to DELAY sending the letter to the MTPC. Nevertheless, Mrs. Snyder made a motion to send the letter to the KU Foundation. The motion was seconded by Mr. Fenstermacher and was passed by unanimous vote.

Old Business/Updates

- **Kutztown Borough Comprehensive Plan**
  - Mrs. Snyder reported that the Maxatawny Board of Supervisors gave approval for the Maxatawny Township Planning Commission to proceed with discussions for development of a JOINT COMPREHENSIVE PLAN.
  - Mrs. Snyder also reported that she met with David Hunter of Berks County Planning who has set a tentative date of February 22, 2023 to provide an informational talk to representatives from the municipalities that will participate in the JOINT COMP PLAN.
  - Mrs. Snyder also provided cost estimates for two versions of a JOINT COMP PLAN (i.e., (1) one for Kutztown & Maxatawny only AND (2) one for Maxatawny, Kutztown, Lyons, Lenhartsville, Greenwich & Albany). See attachments.
  - Mr. Fenstermacher reported that he contacted Mr. Christian Temchatin, KASD Superintendent, to provide a point of contact to represent the interests of the School District during development of the COMP PLAN. Mr. Temchatin said that HE would represent the District.

New Business

- **Discussion of “Building A Strong Planning Commission” seminar** – The online seminar was attended via ZOOM on November 1, 2022 by Mr. Fenstermacher & Mrs. Snyder. The seminar was presented by the Pennsylvania Municipal Planning Education Institute in Association with the Pennsylvania State Association of Boroughs. Both Mr. Fenstermacher & Mrs. Snyder agreed that the seminar well designed and executed and that it provided useful information and a good set of references for future use.

- **Set the agenda for the November Planning Commission Workshop Meeting** – The members agreed that the November Workshop Meeting should be devoted to discussion of the Joint Comprehensive Plan.

Off Agenda - None

Adjournment
With no further business to discuss, a motion was made by Mrs. Snyder and seconded by Ms. Bosler to adjourn the meeting. The motion passed by unanimous vote. The meeting adjourned at 7:50 p.m.

Respectfully Submitted,

Stephen M. Fenstermacher
Secretary