

**Borough of Kutztown
Planning Commission
Minutes of November 07, 2024**

A regular meeting of the Planning Commission was held on Thursday, November 7, 2024, 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 Mr. Steve Fenstermacher, Ms. Denise Bosler, Mr. Joel Seidel, and Mr. Randy Marsteller. Also present were Ms. Shelley Grim from the Community Development Office (CDO), Mr. Gabriel Khalife (Borough Manager), and Ms. Anderson Deutschman (Staff Engineer, HRG).

PUBLIC COMMENTS ON NON-AGENDA ITEMS - No comments.

APPROVAL OF MINUTES

Commissioners reviewed the minutes (as amended) from the Planning Commission meeting on October 14, 2024. A motion to approve the minutes was made by Mr. Marsteller & seconded by Ms. Bosler. The motion passed by unanimous vote.

REPORTS

The Commissioners discussed the CDO report from Shelley Grim (see her email dated 5 Nov 2024).

- There were 2 new zoning permit applications received for October.
 - 242 N. Whiteoak – residential units (upper) & commercial offices (lower) - approved.
 - 312-314 W. Main – temporary Democratic Club – approved.
- There were 0 DCRs issued for the month.
- McDonalds (601 E. Main St.)
 - ZHB is previously scheduled for 26 Nov 2024 has been continued to 18 Dec 2024.
 - Maxatawny ZHB for the same property is scheduled for 26 Nov 2024.

ACTION ITEMS –

McDonald's Zoning Hearing Application

- Ms. Deutschman (HRG) explained the details of HRG's Zoning Review Letter #1 (dated 30 Oct 2024) related to the McDonald's Zoning Site Plans (dated 23 Sep 2024) and the McDonald's ZHB Appeal Letter.
- Commissioners discussed the HRG Review Letter and potential recommendations to send to the ZHB. Recommendations will be finalized at the November workshop.

103/105 East Main Street (Moyer Plumbing Property)

- Commissioners reviewed the letter (dated 16 Oct 2024) from the Berks County Redevelopment Authority Blighted Property Review Committee related to the property at 103-105 Main Street.

- The letter requested that the Kutztown Borough Planning Commission:
 - Certify the property as “blighted”
 - Recommend appropriate reuse of the property
 - Confirm that the recommended disposition would be in accord with the Comp Plan
- Commissioners DRAFTED a response letter for review by the CDO that certified the property as “blighted” and recommended the property be reused for (1) Borough facilities, (2) parking, or (3) commercial/residential expansion (in that order of priority).

OLD BUSINESS/UPDATES

Short Term Rentals (STR) Ordinance – no update

Trash Receptacles for Main Street – no update

Hailstone/KPC meetings – nothing to report

Northeastern Berks Joint Comprehensive Plan – update from Ms. Snyder (7 Nov email)

- The Joint Comprehensive Plan was on hold pending approval by Greenwich and Albany.
- Berks County DCED and all Comp Plan participants agreed with of Greenwich’s “small group proposal.”
- Greenwich agreed to proceed.
- Albany disposition is still outstanding.

NEW BUSINESS

Agenda for Workshop scheduled for 25 Nov 2024 –

- Finalize recommendations to submit to Borough Counsel on the HRG Zoning Review Letter related to the McDonald’s project variance appeal.

OFF AGENDA - none

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Fenstermacher and seconded by Mr. Marsteller 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