A regular meeting of the Planning Commission was held on Monday, October 12, 2020, via Zoom Video Communications, hosted by Mr. Gabriel Khalife, Borough Manager.

The meeting was called to order at 7:00 p.m. by Ms. Lisa Ladd-Kidder, Chairperson. Members present were: Ms. Lisa Ladd-Kidder, Mr. Frederick Engelhardt, Mr. Michael Blichar, Mr. Tim Haring, and Mrs. Pat Snyder. Ms. Karen Feridun and Mr. Joel Seidel were absent. Also present: Mr. Gabriel Khalife, Borough Manager, Ms. Judith Danko, Director of Community Development, and Ms. Carolann Moody, Recording Secretary. Public Attendance: Ms. Shannon Calluori representing Hailstone Economic, Mr. Eric Boyer and Mr. Warren Shaub, Borough Residents.

Public Comments on Non-Agenda Items
There were no comments from the public.

Comments from Planning Commission Members
There were no comments from Planning Commission members.

Approval of Minutes
Ms. Ladd-Kidder stated that she was not able to review the minutes, therefore, approval of the September 14, 2020 minutes would have to be tabled until the November 9, 2020 Planning Commission meeting.

New Business/Action Items
● Comment Letter to Oppose DEP’s Renewal of Quarry 2017 Revised Permit
Ms. Ladd-Kidder mentioned that the comment period for the DEP 2017 Quarry Permit ends on October 30, 2020. She reminded Planning Commission members that she emailed them a draft letter that would be the Planning Commission going on record as being opposed to the renewal of the permit due to the imposition it is putting on the recharge level of the quarry. She stated that she feels it is important for the Planning Commission to submit a comment letter, adding that the EAC will also be submitting a comment letter in opposition of the permit renewal. She said that she believes the Water/Wastewater Committee will submit a letter in opposition as well.

Following a brief discussion, motion by Mr. Blichar and seconded by Mr. Haring to accept the draft letter as written and to prepare it for submission to the DEP from the Kutztown Planning Commission. The motion passed by unanimous vote.
Ms. Ladd-Kidder requested a motion from Planning Commission members to recommend Kutztown Borough Council also prepare a comment letter in opposition of the permit renewal to be submitted to DEP. Motion by Mr. Haring and seconded by Mr. Blichar to recommend Borough Council prepare a comment letter in opposition of the permit renewal to be submitted to DEP. The motion passed by unanimous vote.

**Old Business/Updates**

- **Discussion with Shannon Calluori Regarding Ordinance Changes for Off-Street and Joint Parking**

Ms. Ladd-Kidder mentioned that Ms. Calluori is suggesting two changes in the Off-Street Parking Ordinance in Section 225-29 A(1)(b). The first change would be the removal of the current parking requirements in the C-1 and C-2 Zones other than the requirement of providing two parking spaces. Ms. Ladd-Kidder stated that if the change is accepted the parking requirement in the CC-1 and CC-2 Zones would be two spaces for specific uses. Ms. Danko mentioned that when she first mentioned the idea of relieving parking, she was focused on the Main Street area due to some small business on Main Street that have rentals upstairs, not being able to open the business due to the requirement of two parking spaces. She added that if the owners choose, they might request a Zoning Hearing to request relief of the two parking space requirement. There was a lengthy discussion regarding the two designated spaces, the five uses requiring parking, including the spaces being for employees.

Ms. Shannon Calluori reviewed her Power Point presentation regarding the walking distance from off street parking to businesses on Main Street. Following a lengthy discussion, Mr. Shaub suggested that a parking authority be created and the open parking lot that was the former Bieber Bus, which is approximately 500’ from Main Street, be utilized rather than sit empty. He also suggested metered parking on Main Street, businesses offer validated parking and Kutztown’s walkability be promoted. Ms. Ladd-Kidder stated that is a good idea, however, the Planning Commission is not looking at that at this time, adding that they are looking to update ordinances.

Ms. Danko presented examples of a multiple use building and questioned what the process would be for parking, e.g.; if there were three businesses in a building, would they be required to provide two or six parking spaces. Ms. Calluori mentioned that would need to be discussed and made clear that it is two spaces per business or whatever is decided needs to be made very clear in the ordinance. Ms. Danko suggested several scenarios need to be considered when revising this ordinance. Mr. Shaub added that residents living in a commercial zone, such as W Walnut Street where one side of the street is commercial/residential and the other side is residential, permit parking is not permitted.

Ms. Ladd-Kidder suggested tabling this topic until she, Ms. Danko and Ms. Calluori could meet and come up with more clarification and discuss the possible future changes.
Ms. Ladd-Kidder reviewed the joint parking with non-residential parking spaces. Ms. Calluori stated that shared parking already exists in the Borough; however, she reworded the text to state that not only can you share the space, but also you can share that same space by time of day. She added that the burden would be on the applicant to prove that this would work for both uses. A required residential parking space can never be shared. Ms. Ladd-Kidder suggested the wording of “joint parking” be changed to “shared parking” since shared parking already exists. Planning Commission members agreed with the change to the wording.

- **Information on Duke Realty’s Proposed Trucking Hub in Maxatawny Township**

Ms. Ladd-Kidder mentioned that she attended the Maxatawny Community Coalition Zoom meeting on the proposal and updated Planning Commission members on the status of the trucking hub. She stated that there is an expected traffic increase of 40%. Ms. Ladd-Kidder added that this company is looking to get water from the Borough of Kutztown and sewer from Maxatawny Township. She said it was noted that Maxatawny sewer plant is functioning at capacity and that Duke Realty had offered to rebuild or remodel their sewer plant for them. She also noted that PennDOT stated they would need a five-lane roundabout. She reminded Planning Commission members that these meetings are held via Zoom and all are welcome to attend.

**Development Outside of Kutztown**

- **Tucker Tract**

Ms. Danko mentioned that a medical facility is being proposed on this land, which is in Maxatawny Township near the Giant. She added that they might be requesting water or sewer; however, their request must go to Maxatawny first before coming to KMA then the Borough of Kutztown.

**Off Agenda**

There was nothing to discuss off agenda.

**Adjournment**

With no further business to discuss, a motion was made by Mr. Engelhardt and seconded by Mr. Blichar to adjourn the meeting. The motion passed by unanimous vote. The meeting adjourned at 8:06 p.m.

Respectfully Submitted,

Carolann E Moody
Recording Secretary