A regular meeting of the Planning Commission was held on Monday, October 10, 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, Acting Chairperson. Members present were: Mrs. Pat Snyder, Mr. Stephen Fenstermacher and Ms. Laurel Ziegler. Also present: Mr. James Schlegel, Mayor, and Mr. Robert Hauck, Fire Marshall, Mr. Paul Mastrogiovanni & Mr. Ian Wisnioski of Barry Isett office for Community Development Office; and Mr. & Mrs. Dennis Krumanocker, Mr. Steve Reinhart, Mrs. Angela Lutz and Ms. Denise Bosler.

Public Comments on Non-Agenda Items
It was noted that the Planning Commission did not publish a meeting agenda for the public on the Borough website. Mr. Robert Weller said he would correct that for future meetings.

Several local homeowners with adjacent properties offered their views on the 245 Grimley Street Apartment Project Proposal. Mr. Dennis Krumanocker expressed concern about decreased “open/green space” and increased traffic congestion especially in Trout Alley (even with proposed widening) AND in James Alley between the post office and the childcare facility (i.e., Shaynah Kinner Day Care Center). Mr. Steve Reinhart expressed concern about the potential difficulty for the Borough to plow snow with the extra cars that will come with the new apartments. Mrs. Angela Lutz expressed concern about the alley width and vehicle congestion. Mr. Robert Hauck spoke on behalf of the Kutztown Fire Department and requested that the Department be provided building plans as soon as possible to ensure safety issues are addressed from the start. Mr. Paul Mastrogiovanni told the group that there has been NO movement on the project since Keller Williams provided a proposal sketch plan at the Planning Commission meeting on August 8, 2022.

Approval of Minutes
The September meeting was cancelled, and the August meeting minutes were not distributed to board in advance of this meeting so they will be distributed and reviewed for approval at the next meeting.

Reports
Mr. Mastrogiovanni informed the Planning Commission that this will be his last meeting and then he introduced his replacement at the Community Development Office, Mr. Ian Wisnioski. Mr. Mastrogiovanni also noted that the Development Office is planning to create a Vacant Property Ordnance that would require all vacant properties to be identified in a consolidated list to improve visibility and management.

Old Business/Updates
None.
New Business

- **Mr. Paul Mastrogiovanni presented the variance request for 408 W. Main Street.**
  - The Planning Commission reviewed the variance request from Mr. Abram Yeakel to change the classification of the property at 408 W. Main Street from OFD (family house) to RMG (rooming house).
  - Two variances are required:
    - 5000 sq ft required, 4365 sq ft existing [Sec 225-17 D(1)(a)]
    - 50 ft width required, 30 ft width existing [Sec 225-17 E(8)]
  - The commissioners discussed the general feeling of not wishing to expand the number of student houses in the Borough.
  - Mr. Fenstermacher made a motion for the Planning Commission to recommend to the Borough Council that they DENY the variance request. The motion was seconded by Ms. Ziegler. The motion passed by unanimous vote.

- **Open floor for nominations for the open Planning Commission position**
  - Floor was opened for nominations for the open Planning Commissioner position. Ms. Denise Bosler (previously briefed and nominated) was nominated by Ms. Snyder and seconded by Ms. Ziegler. There were no other nominations.
  - Motion carried by unanimous consent to send the recommendation to Borough Council to add Ms. Bosler as a Commissioner

- **Vote on nominations for Chair, Vice Chair and Secretary positions of Planning Commission**
  - Following the resignation of Mr. Engelhardt (former chair), the Commissioners discussed the reorganization of the Planning Commission at the August meeting.
  - Mr. Weller was nominated for Chair, Ms. Snyder was nominated for Vice Chair and Mr. Fenstermacher was nominated for Secretary.
  - All three were renominated by Ms. Ziegler and seconded by Mr. Weller. All nominations were approved by unanimous consent.
  - These new office holders will be identified to the Borough Council.

Off Agenda

- The DRAFT Ordnance on Tobacco/E-Cigarette Retailers was discussed.
  - Ms. Zielger made a motion to forward the DRAFT Ordnance to Borough Council with a recommendation to adopt the ordinance using the OPTION 2 wording (i.e., using wording that defines a tobacco retailer as such when “dedicated in whole or in part” to tobacco products instead of defining a specific percentage of sales or floorspace.
  - The motion was seconded by Mr. Weller and was carried by unanimous consent.

- The Apartments on Elm Project
  - The project was briefly discussed to provide orientation to the documentation provided by the developer.
  - The developer will be present at the November meeting to provide a more detailed brief.
Adjournment
With no further business to discuss, a motion was made by Mr. Weller and seconded by Mrs. Ziegler to adjourn the meeting. The motion passed by unanimous vote. The meeting adjourned at 7:48 p.m.

Respectfully Submitted,

Stephen M. Fenstermacher
Secretary