

**Borough of Kutztown
Planning Commission
Minutes of October 14, 2024**

A regular meeting of the Planning Commission was held on Monday, October 14, 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, Ms. Pat Snyder, Ms. Amy Hubler, and Mr. Randy Marsteller. Also present were Ms. Shelley Grim and Mr. Josh Young, both from the Community Development Office (CDO).

PUBLIC COMMENTS ON NON-AGENDA ITEMS - No comments.

APPROVAL OF MINUTES

Commissioners reviewed the minutes (as amended) from the Planning Commission meeting on September 9, 2024. A motion to approve the minutes was made by Ms. Bosler & seconded by Mr. Seidel. The motion passed by unanimous vote.

REPORTS

The Commissioners discussed the CDO report from Shelley Grim (see her email dated 10 Oct 2024).

- There were 2 new zoning applications received for September.
 - 213 W. Main – art gallery & living space – denied – no ZHB application yet.
 - 312-314 W. Main – temporary Democratic Club – approved.
- There were 3 DCRs and 3 complaints received for the month.
- The Housing License Appeal Board (HLAB) hearing was held on 18 Sep 2024 for the property at 164-168 W. Main Street. The owner is requesting an exception to the requirement for the owner/agent to reside or have an office within 5 miles of the property. Denied.
- McDonalds (601 E. Main St.) submitted a second ZHB application based on new drawings and building orientation using BOTH lots (i.e., Kutztown AND Maxatawny) requesting relief for four (4) variances related to impervious coverage, parking spaces & signage.
 - ZHB is scheduled for 26 Nov 2024.

ACTION ITEMS - none

OLD BUSINESS/UPDATES

Short Term Rentals (STR) Ordinance

- The Planning Commission Workshop was held on 26 Aug to review the DRAFT STR ordinance. Recommended changes were provided.
- We are still awaiting a response to the recommendations.

Follow-up on Trash Receptacles for Main Street – by Ms. Bosler

- Ms. Bosler met with Brian Bailey (Director of Public Works for the Borough of Kutztown) on Friday, 13 Sep 2024 to discuss the quantity and locations for the additional trash receptacles.
- Ms. Bosler presented a map that showed the location of existing trash receptacles AND proposed locations for new trash receptacles.
- Next step is to contact property owners to determine if they are agreeable to “hosting” the proposed locations.
- Public Works made the following recommendations:
 - Top-opening receptacles with no locks.
 - Phased implementation.
- Commissioners suggested adding “pizza box” receptacles to the mix.

Update on Bieber Property – nothing to report

Updates from Hailstone/KPC meetings – nothing to report

Updates on Northeastern Berks Joint Comprehensive Plan – nothing to report

NEW BUSINESS**Agenda for Workshop scheduled for 28 Oct 2024 –**

- The workshop will be cancelled unless we receive feedback on the Short-Term Rentals (STR) Ordinance.

OFF AGENDA - none

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Fenstermacher and seconded by Mr. Seidel to adjourn the meeting. The motion passed by unanimous vote. The meeting was adjourned at 8:07 p.m.

Respectfully Submitted,

Stephen M. Fenstermacher
Secretary