

**Borough of Kutztown
Planning Commission Workshop
Minutes of May 27, 2025**

A workshop of the Planning Commission was held on Tuesday, May 27, 2025, in the Kutztown Borough Municipal Building Multi-Purpose Room.

Members present were Mr. Robert Weller (Chairperson), Mr. Steve Fenstermacher, Ms. Pat Snyder, Mr. Joel Seidel, Mr. Chad Master, and Mr. Drew (Brad) Myers. Also present was Mr. Keith Mooney, Esq.

Review of DRAFT Ordinance for Short Term Rentals (STR)

Commissioners reviewed the DRAFT Ordinance for Short Term Rentals (Chapter 180) with Mr. Keith Mooney and discussed previous questions sent to Mr. Mooney as well as clarifications regarding his responses to those questions.

After Mr. Mooney's clarifications, Commissioners agreed that no changes were needed regarding:

- Requiring a minimum age for rental.
- Removing the prohibition of open fires.
- Definition of "dwelling unit" between chapters 135 and 225.
- Partitioning of STRs.
- Section 180-7-L regarding replacing with the DCR process.
- Section 180-7-O regarding submitting the tenant log to the CDO annually.
- Section 180-12 regarding DCR process.
- Section 180-13-E regarding fees.

After clarifying Commissioner questions, Mr. Mooney agree to incorporate the following changes:

- Add definitions for "owner" and "agent."
- Replace "Persons in Charge" and "Short Term Rental Operator" with "Owner" and/or "Agent."
- Remove definitions for "Persons in Charge" and "Short Term Rental Operator."
- Add Section 180-V to require inspections every three years.
- Edit Section 180-8-C to remove words from "requiring" through "matters."

Next meeting is scheduled for 9 Jun 2025

Respectfully Submitted,

Stephen M. Fenstermacher
Secretary