

**Borough of Kutztown
Planning Commission
Minutes of April 13, 2026**

A regular meeting of the Borough of Kutztown Planning Commission was held on Monday, April 13, 2026, 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. The members present were Mr. Drew (Brad) Myers, Mr. Chad Master, Mr. Daniel Fogarty, Ms. Patricia Snyder, and Mr. Joel Seidel. Also present was Ms. Michele Lopez Gudino, Code Enforcement Officer, and Ms. Carolann Bartik, Recording Secretary. Public Attendance: Mr. Todd Greiss and Mr. John Fry, Borough residents, and Ms. Sharon Dalickas, Director of Finance

PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were no comments from the public.

APPROVAL OF MINUTES

Commissioners reviewed the March 9, 2026 meeting minutes. A motion was made by Ms. Snyder and seconded by Mr. Myers to approve the March 9, 2026, as written. The motion passed by unanimous vote.

REPORTS

Commissioners reviewed the March Community Development report. Ms. Lopez Gudino reviewed the approved business related Zoning applications for the month of March. She mentioned that there were no DCR's for the month of March.

There was a brief discussion regarding other areas of the Borough that people have expressed interest in.

ACTION ITEMS

- **Short-Term Rental Ordinance**

Ms. Lopez Gudino mentioned that Mr. Keith Mooney, Borough Solicitor, has not finished with the Short-Term Rental Draft Ordinance. She added that she will reach out to Mr. Mooney tomorrow. Following a brief discussion, motion by Ms. Snyder and seconded by Mr. Seidel to recommend Borough Council approve the Short-Term Rental Ordinance provided Mr. Mooney has approved the draft ordinance before the Borough Council meeting. The motion passed by unanimous vote.

- **Approve Recording of the 154 W Walnut Street Land Development Plan**

Ms. Lopez Gudino reviewed the 154 W Walnut Street Land Development Plan with Planning Commissioners. Following a brief discussion, motion by Mr. Seidel and seconded by Mr. Myers to recommend Borough Council approve the recording of the 154 W Walnut Street Land Development Plan. The motion passed with four yays and Mr. Fogarty abstained due to him not being on the Kutztown Planning Commission at the time this was initially presented.

OLD BUSINESS/UPDATES

- **Joint Comprehensive Plan**

Ms. Snyder mentioned that she and Mr. Fred Engelhardt attended the Joint Comprehensive Plan kick-off meeting on Thursday. She updated Planning Commissioners the items discussed at the meeting. Ms. Snyder stated that they will be meeting monthly, adding that she does have the agenda topics for each meeting that she will forward to Planning Commissioners. Ms. Snyder shared with Planning Commissioners a sample Fleetwood-Maidencreek-Richmond Joint Comprehensive Plan Community Survey. There was a brief discussion regarding the survey.

Mr. Dan Fogarty mentioned that when considering a joint comprehensive plan, it is important to reach out to the school district to collect up to date demographic data.

NEW BUSINESS

- **Zoning Ordinance: Parking, Signs, Accessory Uses, buildings, or structures (Discuss changes for the benefit of the Borough)**

Ms. Lopez Gudino mentioned that Planning Commissioners discussed putting parking and signage on one of their future agendas, she wanted to provide the entire parking/accessory uses, buildings, or structures ordinance so they could review it. Following a brief discussion, it was decided to address the Zoning Ordinance at the May workshop meeting.

- **Set agenda for the April 27, 2026 Planning Commission Workshop meeting, if needed**

Following a brief discussion, Planning Commissioners decided that they will discuss the Joint Comprehensive Plan survey at the workshop meeting.

OFF AGENDA

There was nothing to discuss Off Agenda

ADJOURNMENT

With no further business to discuss, a motion was made by Ms. Snyder and seconded by Mr. Seidel to adjourn the meeting. The motion passed by unanimous vote. The meeting was adjourned at 8:21 p.m.

Respectfully Submitted,

Carolann Bartik
Recording Secretary