

**Borough of Kutztown
Planning Commission
Minutes of August 10, 2026**

A regular meeting of the Borough of Kutztown Planning Commission was held on Monday, August 10, 2026, in the Kutztown Borough Municipal Building Multi-Purpose Room.

The meeting was called to order at 7:04 p.m. by Mr. Robert Weller, Chairperson. The members present were: Mr. Daniel Fogarty, Ms. Patricia Snyder, Mr. Joel Seidel, and Mr. Chad Master. Mr. Drew (Brad) Myers was absent. Also present was Ms. Michele Lopez, Code Enforcement Officer, and Ms. Carolann Bartik, Recording Secretary. Public Attendance: Mr. Todd Greiss, Borough resident

PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were no comments from the public.

APPROVAL OF MINUTES

Commissioners reviewed the July 13, 2026 meeting minutes. A motion was made by Mr. Fogarty and seconded by Ms. Snyder to approve July 13, 2026 minutes, as written. The motion passed by unanimous vote.

REPORTS

Commissioners reviewed the July Community Development report. Ms. Lopez mentioned that there was one business who officially opened at 49 S Maple Street, adding that it is staying a retail business.

Ms. Lopez stated that no DCR's have been issued, however, the office has received complaints of high weeds, noise, and dust.

There were no additional questions or comments.

ACTION ITEMS

There were no action items.

OLD BUSINESS/UPDATES

- **Joint Comprehensive Plan**

Ms. Pat Snyder mentioned that the next meeting is this Thursday.

Ms. Snyder stated that a request was made to Borough Council regarding how they would like to approve the chapters for the Joint Comprehensive Plan. Ms. Lisa Ladd-Kidder reached out to Ms. Snyder and requested to see them when they come through as the second draft.

Ms. Snyder reviewed with Planning Commissioners the topics for this Thursday's meeting.

Ms. Snyder stated that the survey is almost complete and it will be sent to each municipality.

NEW BUSINESS

- **Transient Retail Business License**

Ms. Lopez mentioned that although there is a Transient Retail Business License in place, there is nothing in Zoning that pertains to food trucks.

There was a lengthy discussion regarding food trucks, what should be included in a food truck ordinance as well as creating a fire inspection ordinance.

- **Set agenda for the August 24, 2026 Planning Commission Workshop meeting, if necessary**

1. Conditional Use Procedures and Standards Ordinance
2. Food Truck Ordinance
3. Joint Comprehensive Plan Housing section review

OFF AGENDA

Ms. Lopez mentioned that Mr. Keith Mooney, Borough Solicitor, sent her the draft of the Conditional Use Procedures and Standards Ordinance that needs to be entered as an amendment to Zoning. She added that she would like this to be a discussion at the August Planning Commission Workshop meeting.

Ms. Lopez stated that Mr. Pete Smith is getting everything together to go to Zoning Hearing Board, adding that he is also working on Sketch Plan.

Ms. Lopez mentioned that there is another plan coming and will have further discussion regarding that this coming Wednesday.

Ms. Lopez questioned Planning Commissioners regarding a review of Chapter 225-33.3, which addresses alternative energy systems. She added that when that section of the Ordinance was adopted, there was a section added stating that there is a mandatory 5 year review. Following a brief discussion, Ms. Lopez stated that she will write a memo to Ms. Andrea Coaxum, Borough Manager, to have Kutztown Borough Council direct the Kutztown Planning Commission to conduct that review.

Ms. Lopez stated that Dewy Meadow, the pie shell factory that took over the former Radius Toothbrush factory, would like to expand and add a freezer to their facility. Ms. Lopez reviewed with Planning Commissioners the process they would need to go through before their request can come to Planning Commission.

ADJOURNMENT

With there being no further business, a motion was made by Ms. Snyder and seconded by Mr. Seidel to adjourn the meeting. The motion passed by unanimous vote and the meeting adjourned at 8:26 p.m.

Respectfully Submitted,

Carolann Bartik
Recording Secretary