

**Borough of Kutztown
Planning Commission
Minutes of December 8, 2025**

A regular meeting of the Borough of Kutztown Planning Commission was held on Monday, December 8, 2025, in the Kutztown Borough Municipal Building Multi-Purpose Room.

The meeting was called to order at 7:06 p.m. by Mr. Robert Weller, Chairperson. The members present were Ms. Patricia Snyder, Mr. Chad Master, and Mr. Drew (Brad) Myers. Mr. Steve Fenstermacher and Mr. Joel Seidel were absent. Also present was Mr. Gabriel Khalife, Borough Manager, and Ms. Carolann Bartik, Recording Secretary. Public Attendance: Mr. Peter Smith representing Bentley Holding Group, Ms. Shelley Grim representing Kutztown Community Development Office, Ms. Sharon Dalickas, Finance Director, Ms. Corrinne Cook, representing HRG, Ms. Rebecca Rabenold representing Barry Isett & Associates, Inc., Ms. Lisa Ladd-Kidder, Kutztown Borough Council member, and Mr. John Fry, Borough resident.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were no comments from the public.

APPROVAL OF MINUTES

Commissioners reviewed the November 10, 2025 meeting minutes. A motion was made by Ms. Snyder and seconded by Mr. Myers to approve the November 10, 2025 minutes as written. The motion passed by unanimous vote.

REPORTS

Commissioners reviewed the November Community Development report. There were no questions or comments.

ACTION ITEMS

- **154 W Walnut Street / SALDO**

Ms. Corrinne Cook mentioned there was a new waiver request of Kutztown Borough Code 195-42.I.1. She stated that HRG is recommending approval and modification (HRG recommends PK nails on the unmarked corners delineating the property boundary).

Ms. Cook stated that all the comments that are on the letter were in the last plan review letter, except for "Provide a detail of the proposed signs mount on the Plan [195-18.E.78.j]. She mentioned that detail of the sign is included, however, how it will be mounted is not.

Following a brief discussion, motion by Ms. Snyder and seconded by Mr. Master to recommend Borough Council approve the three waivers as requested by the developers and require compliance with all comments as reviewed in the HRG letter dated December 4, 2025. The motion passed by unanimous vote.

- **2026 Meeting Schedule**

Planning Commissioners reviewed the 2026 meeting schedule as well as the proposed 2026 meeting schedule changes. Following a brief discussion, motion by Mr. Weller and seconded by Ms. Snyder to approve the proposed Planning Commission Workshop meeting from Monday, May 25, 2026 to Wednesday, May 27, 2026. The motion passed by unanimous vote.

- **2025 KPC Annual Report**

Mr. Weller reviewed with Planning Commissioners two drafts of the KPC Annual Report for their review and discussion. After their review, Mr. Weller stated that he will prepare the KPC Annual Report with revisions as discussed to be presented at the Borough Council meeting on Tuesday, December, 16, 2025.

OLD BUSINESS/UPDATES

- **Short-Term Rental Ordinance**

Planning Commissioners reviewed the comments from the Berks County Planning Commission. Following a brief discussion, it was decided that this topic will be discussed at the Planning Commission Workshop meeting on Monday, December 22, 2025.

- **Data Center Ordinance**

Ms. Lisa Ladd-Kidder mentioned that she reviewed the two draft ordinances and reviewed with Commissioners the one she prefers. Following a brief discussion, it was decided that this topic will also be discussed at the Planning Commission Workshop meeting on Monday, December 22, 2025.

- **Joint Comprehensive Plan**

Ms. Snyder mentioned that her contact at Berks County stated there is no update on the Joint Comprehensive Plan due to them finishing some other joint comprehensive plans in the County. She added that they anticipate starting it early in the new year.

NEW BUSINESS

- **Set agenda for the December 22, 2025 Planning Commission Workshop Meeting, if needed**

Following a brief discussion, it was decided that the Short-Term Rental Ordinance and the Data Center Ordinance will be discussed at the December 22, 2025 workshop meeting.

OFF AGENDA

There was nothing to discuss off agenda.

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Master and seconded by Ms. Snyder to adjourn the meeting. The motion passed by unanimous vote. The meeting was adjourned at 8:10 p.m.

Respectfully Submitted,

Carolann Bartik
Recording Secretary