

**Borough of Kutztown
Planning Commission
Minutes of October 13, 2025**

A regular meeting of the Borough of Kutztown Planning Commission was held on Monday, October 13, 2025, 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. Steve Fenstermacher, Mr. Joel Seidel, Ms. Patricia Snyder, Mr. Chad Master, and Mr. Drew (Brad) Myers. Also present was Mr. Gabriel Khalife, Borough Manager; Ms. Sharon Dalickas, Finance Director; and Ms. Carolann Bartik, Recording Secretary. Public Attendance: Mr. Larry Gryrosky representing C2C Design Group, Ms. Shelley Grim and Ms. Rebecca Rabenold representing Kutztown Community Development Office, Ms. Corrinne Cook representing HRG, and Mr. Todd Greiss, Borough resident.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were no comments from the public.

APPROVAL OF MINUTES

Commissioners reviewed the September 8, 2025 meeting minutes. A motion was made by Ms. Snyder and seconded by Mr. Fenstermacher to approve the September 8, 2025 minutes as written. The motion passed by unanimous vote.

REPORTS

The Commissioners reviewed the Community Development report from Ms. Shelley Grim. There were no questions or comments.

ACTION ITEMS

- **154 W Walnut Street**

Mr. Larry Gryrosky reviewed the Barry Isett & Associates, Inc. review letter they will update the site plan with a landscape wall.

Regarding the HRG Review Letter, Mr. Gryrosky questioned if a blanket easement would be acceptable and questioned what approval was needed for comment #20, and, for comment #24 regarding monuments at each intersection, he questioned if they should request a waiver. Ms. Corrinne Cook stated that they should request a waiver for that comment, adding that she would get back to him regarding the other two comments.

- **C-C and C-1 Parking**

Planning Commission members discussed the 2022 parking amendment that allowed a few specific uses in the C-C or C-1 zoning districts to not need the required parking as stated in the ordinance so that people want to open businesses in Kutztown they are not getting denied for lack of parking.

Following a lengthy discussion, Planning Commissioners agreed that when the 2022 amendment to the parking ordinance was discussed, personal and other services, unless addressed elsewhere in Kutztown Borough Code, were considered part of the interpretation of “Retail sales and retail service establishments” in Permitted Uses (A)1 of the CC and C1 zoning districts.

Mr. Weller will attend the Borough Council meeting on Tuesday, October 21, 2025 to clarify with Borough Council that personal and other services, unless addressed elsewhere in Kutztown Borough Code, were considered part of the interpretation of the 2022 parking amendment of “Retail sales and retail service establishments” in Permitted Uses (A)1 of the CC and C1 zoning districts.

OLD BUSINESS/UPDATES

- **Short-Term Rental Ordinance**

Mr. Weller mentioned that the Short-Term Rental Ordinance was approved by Kutztown Borough Council, as amended by Ms. Lisa Ladd-Kidder’s comments.

- **Date Center Ordinance**

Planning Commissioners agreed to discuss the data center ordinance at the October 27, 2025 Planning Commission workshop meeting. Mr. Weller added that he did copy Ms. Ladd-Kidder on the data center ordinance information, and he will invite her to the Planning Commission workshop meeting.

- **Joint Comprehensive Plan**

Ms. Snyder mentioned that Mr. Fred Engelhardt gave the Berks County Planning Commission their names as representatives from Kutztown Borough on the Joint Plan. She added that they are still waiting for a meeting date to be scheduled.

NEW BUSINESS

- **Set agenda for the October 27, 2025 Planning Commission Workshop Meeting, if needed**

Data center ordinance

OFF AGENDA

There was a brief discussion regarding the Moyer property.

Ms. Snyder stated that the Planning Commission does need another member. Mr. Weller requested members to consider replacing him as chairperson for 2026. He wants to remain on Planning Commission, noting that work is consuming a lot of his time.

There was nothing else to discuss off agenda.

ADJOURNMENT

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

Respectfully Submitted,

Carolann Bartik
Recording Secretary