

**Borough of Kutztown
Planning Commission
Minutes of September 14, 2026**

A regular meeting of the Borough of Kutztown Planning Commission was held on Monday, September 14, 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. 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. Eric Boyer, Borough resident, Ms. April Crossley representing Homes of Grace and Elliot Comparsa representing C2C Design Group

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Ms. Lopez introduced Ms. April Crossley and Mr. Elliot Comparsa to Planning Commissions stating that they are interested in developing the Silfies lot and they wanted to give an informal presentation.

Planning Commissioners reviewed the plans which include a section for adults 55 and older and veterans and another section for adults with autism, which would be purchased by their parents for the autistic adults that require assistance. She added that there would also be a community center in the plans that would be available to Kutztown Borough residents. The community center would also have onsite resources such as Berks Encore and Friend, Inc.

There was a lengthy discussion regarding this project.

APPROVAL OF MINUTES

Commissioners reviewed the August 10, 2026 Planning Commission meeting minutes and the July 13, 2026 Planning Commission Workshop minutes. A motion was made by Ms. Snyder and seconded by Mr. Master to approve August 10, 2026 Planning Commission meeting minutes and the July 13, 2026 Planning Commission Workshop minutes, as written. The motion passed by unanimous vote.

REPORTS

Ms. Lopez reviewed the August Community Development report with Planning Commissioners. There were no questions or comments.

Ms. Lopez mentioned that she did receive the Dollar General zoning application. She added that she has signed the application and has forwarded it on to Mr. Matt Davenport for his review. Ms. Lopez stated that this is the Dollar General from Maxatawny moving into the Borough of Kutztown.

ACTION ITEMS

- **Conditional Use Procedures and Standards Ordinance**

Planning Commissioners reviewed the revised Conditional Use Procedures and Standards Ordinance. Following a brief discussion, Planning Commissioners noted to add the definition of “Conditional Use” to the Zoning Ordinance as a defined term.

Motion by Mr. Fogarty and seconded by Ms. Snyder to recommend the Conditional Use Procedures and Standards Ordinance be sent to Mr. Keith Mooney, Borough Solicitor, to make the necessary changes and then forward to Borough Council for approval. The motion passed by unanimous vote.

- **Section 225-33.3 review Chapters 75, 168, and 225**

Following a brief discussion, Planning Commissioners agreed to discuss this at the Planning Commission Workshop meeting.

OLD BUSINESS/UPDATES

- **Joint Comprehensive Plan**

Ms. Pat Snyder mentioned that she was not able to attend the meeting, however, she stated that Mr. Engelhardt stated that they reviewed the Community Facilities and Services chapter. She added that a small number of surveys were received, but after speaking with Ms. Andrea Coaxum, the survey will be included in the next utility billing.

Ms. Snyder stated that she did put the chapters that were reviewed twice on the Planning Commission SharePoint.

NEW BUSINESS

- **Set agenda for the September 28, 2026 Planning Commission Workshop meeting, if necessary**

1. Section 225-33.3 review Chapters 75, 168, and 225
2. Review the Joint Comprehensive Plan chapters Demographics and Community Facilities and Services

OFF AGENDA

There was nothing to discuss Off Agenda.

ADJOURNMENT

With there being no further business, a motion was made by Mr. Seidel and seconded by Mr. Master to adjourn the meeting. The motion passed by unanimous vote and the meeting adjourned at 8:37 p.m.

Respectfully Submitted,

Carolann Bartik
Recording Secretary