

Borough of Kutztown Planning Commission
Workshop Meeting Minutes
September 28, 2026

In Attendance

Mr. Robert Weller, Mr. Chad Master, Mr. Dan Fogarty, Ms. Pat Snyder, Ms. Michele Lopez representing Community Development Office and Ms. Carolann Bartik, Recording Secretary

Workshop Topics

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

Planning Commissioners reviewed the proposed amendments to Section 225-33.3 (Alternative Energy Systems).

Planning Commissioners also reviewed Chapter 225-27.1 regarding the keeping of domestic hens.

- **Joint Comprehensive Plan Chapter reviews**

Ms. Snyder mentioned that she will still be one of the two people representing the Borough of Kutztown on the Joint Comprehensive Plan even though she is now on Kutztown Borough Council.

Ms. Snyder stated that she and Mr. Engelhardt will review the chapters before they get adopted and once they are in their second review she can post them in the Planning Commission SharePoint so Planning Commissioners can also review them.

Planning Commissioners reviewed the Natural Features, Agriculture and History Chapter of the Comprehensive Plan.

- **Conditional Use Procedures and Standards review letter from Berks County Planning Commission**

Mr. Weller mentioned that the Conditional Use Procedures and Standards Ordinance is already on the Borough Council agenda for October, however, they just received the BCPC review letter and questioned how to follow through. Ms. Lopez reminded Planning Commission members that BCPC is a recommending body, and they are not required to take their recommendations unless they agree with them. Ms. Lopez recommended that they move forward with the Conditional Use Procedures and Standards Ordinance and they can always amend at a later date.

Discuss agenda items for the October 12, 2026 Planning Commission meeting

1. Conditional Use Procedures and Standards Ordinance
2. Section 225-33.3 review alongside Chapters 75, 168, and 225
3. Joint Comprehensive Plan Chapters review

Off agenda items and open discussion