

**PENN TOWNSHIP  
PLANNING COMMISSION MINUTES**

DATE & TIME: March 4, 2024 7:00 PM

ATTENDANCE:

Members: Frederick Hammond  
Skylar Gingrich  
Cullen Ketcham  
Steve Engle  
Adam Kowalczyk

Staff: Jennifer Tulonen, Penn Township Planner

Others: Carrie Swarr

**Call to Order**

Hammond called the meeting to order at 7:00pm and lead the Pledge of Allegiance.

**Reorganization/Welcome New Members**

Tulonen introduced the 2024 positions of the Planning Commission and outlined the procedure for reorganization.

Engle made a motion to nominate Hammond for the position of Chair. Hammond accepted the position and responsibilities of Chair. Ketcham seconded the motion. The motion passed unanimously.

Hammond made a motion to nominate Gingrich for the position of Vice Chair. Gingrich accepted the position and responsibilities of Vice-Chair. Engle seconded the motion. The motion passed unanimously.

Engle made a motion to nominate Ketcham for the position of Secretary. Ketcham accepted the position and responsibilities of Secretary. Gingrich seconded the motion. The motion passed unanimously.

Hammond made a motion to nominate Tulonen for the position of Recording Secretary. Tulonen accepted the position and responsibilities of Recording Secretary. Engle seconded the motion. The motion passed unanimously.

Hammond led the remainder of the meeting.

Adam Kowalczyk was introduced as the newest member of the Planning Commission. The members welcomed Kowalczyk to the organization.

**Public Comment**

Community member Carrie Swarr was present to listen to the discussion regarding the proposed ordinance to short-term rentals.

**Approval of Minutes** – November 1, 2023. On a motion from Ketcham and a second from Engle, the November 1, 2023 minutes were approved on a unanimous vote.

**Discussion Items**

**Amendment to the Penn Township Zoning Ordinance**

Planning Commission members discussed in detail the proposed ordinance amendments for short term rentals.

Due to the discussion, the Planning Commission did not take action on the proposed ordinance, but instead requested Tulonen to communicate to the Board of Supervisors highlighted concerns. Tulonen will also provide information to the Planning Commission surrounding short term rentals from the Lancaster County Planning Commission and other agencies.

**Adjournment**

The meeting was adjourned at 8:08 pm through a **motion** by Ketcham seconded by Gingrich, approved 5 to 0.

Respectfully submitted, Jennifer Tulonen