

**PENN TOWNSHIP
PLANNING COMMISSION MINUTES**

DATE & TIME: January 06, 2026 7:00 PM

ATTENDANCE:

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| Members: | Fred Hammond Cullen Ketcham Skylar Gingrich | Others: | Paul Golden, PA Classics Steve Kline, PA Classics David Bitner, Bitner Engineering Gary Nolt, Cassel Signs Brad Underkoffer, Derck&Edson |
| Staff: | Jennifer Tulonen, Penn Township Planner Brent Lied, Township Engineer | | |

Call to Order

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

Reorganization

The positions of the Planning Commission were introduced and the procedure for reorganization was outlined. The 2026 positions of the Penn Township Planning Commission were approved on a motion from Ketcham and seconded by Gingrich, vote was unanimous. The positions for 2026 are as follows:

Chair: Fred Hammond

Vice-Chair: Skylar Gingrich

Secretary: Cullen Ketcham

Recording Secretary: Jennifer Tulonen

Public Comment/Guest Recognition – Chair Hammond welcomed guests present. No other guests were present except for applicants for items on the agenda.

Approval of Minutes – The November 05, 2025 Planning Commission minutes were approved on a motion from Gingrich and a second from Ketcham, the vote was unanimous. Due to lack of members present, the December 2025 Planning Commission meeting minutes could not be approved.

BRIEFING ITEMS

• **25-020: Land Development Plan for Cassel Signs**

David Bitner with Bitner Engineering and Gary Nolt with Cassel Signs were present for the briefing item. David Bitner presented the briefing item to the planning commission.

Cassel Signs is proposing to relocate their operations to a new building on the current 3-acre site across the street from the existing sign shop. The proposed building will have a footprint of 15,346 square feet and a total floor area of approximately 21,356 square feet over two stories. A parking lot is proposed to accommodate employees as well as the oversized vehicles that are routinely serviced for lettering and wrapping. Prior approvals from Penn Township include Zoning Hearing Board applications for previously use variance to allow a sign shop within the Agricultural Zoning District and lot coverage (both approved). An NPDES permit is pending and a sewage planning module is pending for the on-lot septic facilities. Two entrances are proposed at Fruitville Pike, and the HOP plans are in process with PennDOT. Bitner highlighted the waivers/modifications requested, including some deferrals. It was noted, no reviews from staff or consultants were issued prior to the Planning Commission's January 06, 2026 meeting date, as this item is considered as a briefing item.

Questions from the Planning Commission included what would the existing Cassel Signs shop be used for, Gary Nolt stated that as of this date, nothing is certain, but it is planned to still be used with the business or leased. No additional questions were raised by the Planning Commission for the briefing item.

DECISION ITEMS

• **25-020: Land Development Plan for Cassel Signs (Sewage Planning Module)**

As part of the pending construction of the new building for Cassel signs, the applicant's proposal will require on-lot sewage planning through PA DEP, therefore, a sewage planning module has been submitted electronically for

review. After a brief discussion, a motion was made by Ketcham and seconded by Gingrich to approve the sewage planning module and passed unanimously.

Applicants for Cassel Signs left for the remainder of the meeting.

- **25-019: Lot Add On Plan for PA Classics, 1461 & 1393 Lancaster Road**

Brad Underkoffer with Derck&Edson presented the plan to the planning commission. Steve Kline and Paul Golden were also present as applicants.

This lot add on plan adjusts lot lines to provide the required 10' landscape strip along the lot lines of the commercially zoned property lines per §27-209.7B of the zoning ordinance (Lot 1 will lose 2.51 acres and Lot 2 will gain 2.51 acres). No improvements are proposed except for the lot line changes between lots 1 and 2. Lot 3 is to remain unchanged. The subject property is located in the both Penn Township Agricultural (AG) Zoning District (Lots 2 & 3) and the Penn Township Commercial (COM) Zoning District (Lot 1). The total property size for all lots, is 70.80 acres. The existing Lot 1 is currently comprised of several commercial tenant spaces within a structure, parking areas, and walkways/sidewalks. Lot 2 is primarily composed of the existing PA Classics sports complex including parking areas, fields, and small accessory structure as well as bituminous trail and some overflow parking. Lot 3 is mainly comprised of floodplain and is unimproved as of the date of this review. The property is served by private on-site well and public sewer. Tax IDs for the 3 lots are as follows: 5004581800000, 5001613800000, 5009665000000.

After a brief discussion, a recommendation was made by Ketcham and seconded by Gingrich to conditionally approve Plan No. 25-019, Lot-Add On for PA Classics. The motion was unanimous.

OLD BUSINESS

There was no old business.

ADJOURNMENT

On a motion from Ketcham and a second from Gingrich, the Planning Commission adjourned at 7:44pm.

Respectfully submitted, Jennifer Tulonen