PENN TOWNSHIP
PLANNING COMMISSION MINUTES

DATE & TIME: September 01, 2026 7:00 PM

ATTENDANCE:

Members:	Fred Hammond		Casey Kerschner PE, Township Engineer
	Carrie Swarr		Luke Mason, HRG
	Donna Shaw		
	Skylar Gingrich	Others:	Chuck Hess, applicant
			Josh Boultbee, applicant
Staff:	Jennifer Tulonen, Township Planner		

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

Public Comment/Guest Recognition – Applicants were recognized by Chair Hammond. No members of the public were in attendance.

Approval of Minutes – August 03, 2026. After review a motion was made by Swarr and seconded by Shaw to approve the prior meeting minutes. The vote was unanimous approval.

Briefing Items
There were no briefing items.

Decision Items

26-005: Preliminary/Final Subdivision & Land Development Plan for Timber Knoll: ***Request for Waivers & Modifications***

The property is located in the Penn Township Medium Density Residential (RM) Zoning District and is approximately 28.285 acres, net. The applicant proposes to develop the site with 71 total dwelling units; 31 single-family detached and 40 single family attached units. The proposed development will be served by public water and sewer, provided by MAWSA and NWLCA. The development will include dedication of two streets and private alleyways to serve internal functions and ingress/egress is supplied via Fruitville Pike which will require a PennDOT HOP. The applicant is additionally proposing connection to existing public street, Hallmark Drive (T-881), an NPDES permit is required due to the limit of disturbance. ***Applicant's decision item was only considered for waivers & modifications at the 09/01/26 meeting.***

Josh Boultbee, representative for the applicant, presented a brief update regarding the plan due to the reduction of units (71 → 67 depiction of lighting, trail). Josh B. presented each of the waivers in detail as requested in the August 24, 2026 modification synopisis letter as submitted to the Township.

Traffic related waivers were presented by Boultbee, recommendations were provided by the Township Traffic Engineer and Township staff. The traffic related waivers also included landscape waivers due to landscaping and requirements of clear sight triangles being maintained.

Planning Commission members raised concerns regarding loading ratios (SWMO waiver request) exceeding the ordinance requirement in relation to sinkhole formation. The loading ratios for Basin 1 near the Temperance Hill frontage was noted to be of the most concern. Casey K. confirmed the applicant will be meeting the Penn Township 50% rate reduction requirements, and Boultbee communicated the plan and calculations will be certified by a professional geologist.

Jennifer T. provided additional clarification regarding waiver #2a as listed in the Planner Letter dated August 27, 2026, the staff recommendation for Temperance Hill Road was listed as a recommendation for "modification" and after discussion with the applicant and the Planning Commision, the staff recommendation will be a deferral with all conditions remaining as listed.

Boultbee presented the prepared lighting plan noting the Township and applicant's internal meeting coordination and Township's recommendation of preparing a lighting exhibit that details less lighting than the ordinance

requirement; but maintains lighting in areas of pedestrian activity such as trail heads, crosswalks, entrances, and mailbox clusters.

After a brief discussion, a motion was made by Gingrich and seconded by Shaw to conditionally approve ***waivers & modifications***, conditioned upon applicant following through with conditions as outlined in the Township staff's provided letter, Township Engineer's letter, Township Traffic Engineer's letter, and to the satisfaction of the Township Solicitor. The vote was unanimous approval.

26-002: Lot Add On Plan for Penn Lake Estates – ***Non-Building Declaration and Planning Waiver***

The Lot Add On Plan was conditionally approved by the Planning Commission and the Penn Township Board of Supervisors. Applicant proposes no construction or earth-moving. The Township SEO is supportive of the Non-Building Declaration and Planning Waiver, and staff supports approval. Tulonen clarified the Township staff executes these documents on behalf of the Planning Commission, but administratively, the item needs Planning Commission approval.

On a recommendation from Shaw and a second from Gingrich the Non-Building Declaration and Planning Waiver was approved. The vote was unanimous.

26-004: Preliminary/Final Land Devleopment Plan for 670 Lancaster Road, ***Sewage Planning Module***

The Preliminary/Final Land Development Plan was conditionally approved by the Planning Commission and the Penn Township Board of Supervisors. Applicant will be purchasing additional 10 EDUs for capacity and extinguishing the existing well and septic locations on the site and all proposed facilities will be hooking up to public water and public sewer. Tulonen clarified the Township staff executes these documents on behalf of the Planning Commission, but administratively, a component needs Planning Commission approval for 4a, staff recommends approval.

On a motion from Gingrich and a second from Swarr the Sewage Planning Module was approved.

Casey K. and Jennifer T. provided the Planning Commission with a brief update on existing plans and upcoming plans as well as provided updates on projects the Township Engineer is currently focused on in Penn Township.

ADJOURNMENT

On a motion from Swarr and a second from Shaw, the Planning Commission adjourned at 7:46PM.

Respectfully submitted, Jennifer Tulonen