

WINDSOR TOWNSHIP PLANNING COMMISSION
May 21, 2015

1. The meeting of the Windsor Township Planning Commission was called to order at 6:00 P.M. by Vice Chairman Wilson.

Present at the meeting were Jerry Pilachowski (arrived at 6:01), Charles Wilson, Dean Heffner, J. LaRue Harvey, Paul Ilyes, Kipp Allison, Jennifer Gunnet, Teresa Miller, Christopher Kraft, P.E. (C.S. Davidson), John Klinedinst, P.E. (C.S. Davidson), Nancy Griffin, Joshua George (Site Design Concepts), Bill Briegel (Keystone Custom Homes)

2. The Pledge of Allegiance was recited.
3. Public Comment – There were no public comments.
4. Approve or Amend minutes of April 16, 2015 meeting.

Mr. Ilyes requested that the wording of paragraph 4 on page 3 of the minutes be changed to reflect that the state where he worked, not his employer required wells to be dug before lots could be sold.

Mr. Ilyes motioned to approve the minutes with the above mentioned change. The motion was seconded by Mr. Wilson. Motion carried. Five votes yes.

5. Laurel Vistas – Phase 2 – Preliminary/Final Subdivision Plan #686.11 by Site Design Concepts, Inc., 13 lots along Windsor and Valley Roads (2/2/15)

Mr. George reminded the Planning Commission what the intent of this plan was. Mr. George advised that the walking trail in the open space area was moved from the originally proposed location to the new location per the request of the Planning Commission. He advised the trail would be five feet wide with a mowed grass strip five feet wide on each side. Mr. George advised an area for a tot lot for children ages 5 to 12 was added as well as covered picnic tables. Mr. George advised the tot lot would be placed in a flat area with play equipment and a grassy area around it. Chairman Pilachowski asked if the walking trail was the only way to get to the tot lot. Mr. George advised yes. Mr. Ilyes questioned the inlet from Gardenia Drive causing flooding problems for this area. Mr. George advised that the existing sediment trap will be filled in and the proposed pipe will go down to the swale behind lots 74 & 75 and that swale empties into the basin along Valley Road.

Mr. Wilson questioned the stubbed road along Azalea Drive. Mr. George advised that road previously called Jasmine Drive has been removed.

Mr. Ilyes asked how water run-off was going to be controlled on the high banks. Mr. George advised that the area was going to be a grassy area and they were planning on letting the water sheet flow to the existing swale behind lots 71, 72 & 73. Mr. Ilyes asked what the percent of slope was. Mr. George advised it was a 2:1 for around the property line and more of a 3:1 slope on the lots. Mr. George advised that typically a low maintenance type of grass would be put in this area to minimize the need for mowing.

Mr. Wilson advised he thought the west side of the open space area would be a great place for a pavilion. Mr. George advised that a pavilion in addition to the tot lot was not economically feasible. Mrs. Gunnet asked the Planning Commission if the tot lot and the covered picnic tables were acceptable. Mr. Heffner asked for clarification on the covered picnic tables. Mr. George advised it would be 6' to 8' picnic tables with a structure covering it.

Mr. Wilson questioned the small triangular area beside lot 131 and why it couldn't be turned over to the homeowner. Mr. George advised that small area was needed in order to access the walking trail from that side of Gardenia Drive.

Mrs. Gunnet asked the Planning Commission for their opinion of what is proposed. Mr. Ilyes advised he thought the plan was good, but thought there should be 2 picnic areas.

Mr. Allison advised that it still needed to be determined what type of vegetation would need to be planted and what areas would be grassy areas that were regularly mowed and what areas would have the low maintenance vegetation. Mr. Allison suggested that the flat area around the tot lot and the opposing side of the walking trail that is flat be grassy mowed areas. Mr. George advised they were thinking that just the area around the tot lot that was flat would be regularly mowed. Mrs. Gunnet asked about the triangular area next to lot 131. Mr. George advised they didn't have plans on mowing this area but would look into the possibility. Mr. Allison suggested they mow this area otherwise there could be an ongoing problem with neighboring properties and complaints about high grass.

Mr. Ilyes questioned whether it would create a problem with people driving into Gardenia Drive and parking along the street to get to the tot lot. Mr. George advised that on street parking is permitted so it is possible.

Mr. Allison showed the Planning Commission his marked up plan showing the areas he felt should be grassy areas that were mowed regularly. Mr. Allison's mark ups showed a bench being located on the western end of the walking trail. Mr. Wilson commented that he thought this was a great place to put a bench due to the length of the trail. Mr. George advised they could relocate one of the benches proposed for the tot lot to this area. Mr. Allison advised that he didn't think a bench in this area would need to be covered like the ones proposed in the tot lot. Mrs. Gunnet asked the Planning Commission if they wanted this bench in addition to the proposed picnic tables in the tot lot. The Planning Commission advised they wanted the bench in addition to the existing picnic tables.

Mr. Allison asked how the remaining open space would be maintained. Mr. Briegel advised they had no intention of completely stripping the remaining open space and reseeded it. Mr. Allison questioned the areas that had existing heavy vegetation. Mr. Allison advised that he did not believe this would be considered natural vegetation. Mr. George advised they did not want to do anything with this area. Mr. Heffner asked about the larger lots 149 and 150 that have some of this vegetation on it and whether the weed ordinance would affect these property owners. Mr. Allison advised yes. He further advised that some of the area on these lots that sat further back on the lot would not need to be maintained but the areas that were closer to other neighboring houses would have to be maintained.

Mrs. Gunnet advised that the Township needs to look after the welfare of the residents that already live in this development as well as those that may move in. Mr. Briegel advised that with only 13 lots being proposed there is only so much they can economically do. Mr. Allison explained that we need to establish what vegetation and mowing is required with the plan approval otherwise the Weed Ordinance will apply. Mr. Briegel advised they prefer to have this identified on the plan. Mr. Briegel asked if the Planning Commission wanted to designate a mowing schedule of the naturalized area. Chairman Pilachowski suggested twice a year. Mr. Allison advised this needs to be determined and put on the plan. Mr. George advised he would add a note to the plan. Mrs. Gunnet commented that the tot lot and the other recreational areas would have to be mowed regularly. Mr. Allison advised he spoke with the representative that manages the Homeowners Association and they are ok with the designated areas that would need mowed. He felt that they would be agreeable to the mowing of these areas 2 to 3 times a year. Mr. Briegel advised he thought it would be better to mow these areas 3 times a year. Mr. Kraft advised that he was ok with what is being proposed but there needs to be a clear delineation of these areas on the plan.

Mr. Allison asked if there was ever an actual motion to remove the requirement of the 55 and over regulations. Mr. George advised no.

Mr. Kraft reviewed his comments. Mr. George questioned Mr. Kraft's comment #6 regarding the inspection and repairs of the fence around the Stormwater Management facilities. Mr. George advised this fence did not belong to them; it belonged to the previous developer. Mr. Kraft asked that they simply make sure the fence is in good repair when they add the additional pipe to it. Mrs. Gunnet questioned how they can add a pipe to something they don't own. Mr. George advised they would determine who now owns that area.

Mrs. Gunnet questioned Mr. Allison's comment regarding the submittal of Planning Modules. She advised that the Planning Modules were approved with Phase I for in excess of what is actually needed. Mr. George advised that he thought that the Chapter 94 report just needed to be updated.

Mr. Allison reviewed his comments. Mr. Allison advised that when the original cluster overlay plan for Phase 1 was submitted the Ordinance required a \$250.00 recreation fee for each lot be paid up front. He advised that when the Board of Supervisors granted the waiver of the 55 and over requirement they requested the additional \$1250.00 per lot for the recreation fee be collected at the time of the Building Permit to catch up to the current recreational fee standards. Mr. Allison advised that typically this is something that is noted on the plan. Mr. George advised that Keystone would like to continue paying the full recreational fee of \$1500.00 at the time of Building Permit issuance and he would make sure a note was added to the plan.

Mr. Ilyes motioned to approve the removal of the 55 and over requirement and require the payment of the \$1500.00 recreation fee at the time of the Building Permit. The motion was seconded by Mr. Heffner. Motion carried. Five votes yes.

Mr. Allison questioned how stormwater was going to be handled for these lots. Mr. George advised that on-lot stormwater management was not proposed for the smaller lots, but would be addressed for the larger lots. Mr. Kraft advised that the on-lot stormwater management will be handled at the time of the issuance of a Building Permit. Mrs. Gunnet advised that the plan should indicate which properties will have on-lot stormwater management and which ones won't.

Mr. Allison advised the following waivers are being requested:

- Section 502.4 (b); Horizontal curves
- Section 502.5 (b); Right-of-Way Radius for cul-de-sac

Mr. George advised that a waiver for Section 502.4 (b) was needed because the existing street, John Norris Drive was originally planned to be a small stub street ending at its intersection with Azalea Drive. This street will now just flow into Azalea Drive. Mr. George advised that at this time there is no way to construct this street to make meet the requirements of the Ordinance.

Mr. George advised that a waiver for Section 502.5 (b) was being requested because the proposed right-of-way of the cul-de-sac on Gardenia Drive has a slightly smaller right-of-way radius than is required. Mr. George advised that he had a conversation with Public Works Director Jeremy Trout and that Mr. Trout had advised him that as long as there was a snow removal area and the proposed paving, curb & sidewalk was within the right-of-way he didn't have a problem with the smaller right-of-way. Mr. Allison confirmed this.

On the motion of Mr. Heffner the Waiver of Section 502.4 (b) and 502.5 (b) was approved seconded by Mr. Harvey. Motion carried. Five Votes yes.

Mr. George questioned the note requesting a waiver of Section 204.8 on the front page of the plan. He advised he didn't recall why that waiver was needed. Mr. Allison advised that he felt that note just needed to be removed.

The Planning Commission recommended the proposed bench be constructed of metal.

On the motion of Mr. Heffner seconded by Mr. Wilson the plan was recommended for approval with the following comments:

1. The following waivers of the Subdivision and Land Development Ordinance must be requested and granted by the BOS prior to plan approval. Approval dates must be provided on the plan.

- Section 502.4 (b); Horizontal Curves
- Section 502.5 (b); Right-of-Way Radius of a Cul-de-sac Street

2. The following recommendations by the Planning Commission must be requested and granted by the BOS prior to plan approval. Approval dates must be provided on the plan.
 - Waiver of 55 and over age restriction
 - Payment of \$1,500.00 recreation fee at time of Building Permit (note must be placed on the plan)
3. An Erosion & Sedimentation Control Plan must be reviewed and approved by York County Conservation District prior to plan approval.
4. A revised copy of the Home Owners Association agreement must be submitted to the Township Solicitor for review and approval.
5. An agreement and funds must be posted as required for the Municipal Stormwater Maintenance Fund.
6. Security must be posted prior to plan approval.
7. Signatures must be provided on the plan prior to approval.
8. Provide a note identifying stormwater controls are required to be reviewed/constructed at the time of the Building Permit application.
9. Additional signage will be required at Azalea & John H. Norris Blvd. due to the sharp curve being created.
10. An access/utility easement must be drafted/recorded allowing for access to lot #150 via lot #149.
11. The following standard note needs added to the plan:
 - This plan will be held for eighty (80) days following approval prior to recording to guarantee that the iron pins will be set in accordance with Section 503 of the Subdivision and Land Development Ordinance.
12. Section 302.3.i of the Subdivision and Land Development Ordinance requires the owner's notarized signature be provided on the plan.
13. Section 302.3.p of the Subdivision and Land Development Ordinance requires the seal and signature of the Professional Engineer and/or Land Surveyor responsible for this plan to be provided on the plan.
14. Section 303.2.n of the Subdivision and Land Development Ordinance requires lot markers for the property under review. Concrete monuments need to be provided for the perimeter property lines that form angles in the boundary, including lots 105, 138 and 139 where several bearings for angles and are labeled to have iron pins to be set.

15. Financial security must be provided for the proposed public improvements.
(Section 304.d)
16. Section 303.2.i of the Subdivision and Land Development Ordinance requires curve data be provided on the plan. Curve labeling for C14, C15, C20 and C25 has been omitted from plan view sheets.
17. The proposed cul-de-sac will no longer be used as a temporary provision, as originally planned. The proposed cul-de-sac does not meet the minimum right-of-way of 75'. The applicant has requested a waiver of the right-of-way requirement and is proposing a 61' right- of-way.
18. The tangent length between Curve 7 and 8 on John Norris Drive, along L13, shall be a minimum of 100'. The applicant has requested a waiver of this requirement.
19. The Normal Duty Paving section on plan sheet C-14 shall meet the Windsor Township Construction and Material Specification, Section 2500.
20. The Board of Supervisors shall determine if the land proposed as recreation and open space is acceptable. The Planning Commission as recommended the following:
 - Provide park benches at 2 locations along the trail.
 - Trail to connect to Gardenia at Lot #131 and extend through the proposed open space to the end of the cul-de-sac.
 - Two covered picnic tables are to be constructed adjacent to the proposed 5 to 12 age group tot lot.
 - Two areas are designated to be mowed as yard. The balance of the open space is proposed to be mowed three times a year.

If approved the plan should note the above.

21. On plan Sheet C-11 the Bituminous Walking Trail note, at lot 135, should be removed, as the walking trail is no longer proposed in this area.
22. Dewatering calculations shall be provided in the analysis, including reference to infiltration rate testing that was previously performed.
23. The Section 306.U Easement note shall be included on the plan regarding modification of outlet control structures.
24. The existing swale leading to Basin A-1 shall be analyzed. The inlet and conveyance system downstream of this swale shall also be analyzed to ensure that all stormwater runoff for the 100-year design storm can be conveyed to basin A-1.
25. All earthmoving activities shall be reviewed and approved by the York County Conservation District prior to commencing work.

26. The existing inlet to be relocated at the Southern end of Azalea Drive should only have an invert out, as there will no longer be an upstream pipe connection. The plan should indicate that all pipes upstream of the relocated inlet shall be removed or abandoned-in-place and flowable filled.
27. All fencing around Stormwater Management Facilities shall be inspected to ensure it is in good condition and necessary repairs shall be done as part of this development.
28. Calculations of all Time of Concentrations (other than assumed 5 minutes) and weighted curve numbers shall be provided for all drainage area predevelopment and post development. A copy of the original developments Post Construction Stormwater Management Report should be provided as predevelopment calculations have utilized the original reports analysis with different calculation software.
29. The proposed DW Endwall 1A invert elevation is below the bottom elevation of Basin A1 and shall be revised to be at or above the basin bottom elevation.
30. Maintenance and operation responsibilities shall be established on the plans. A note similar to General Note number 25, but relating to Stormwater Management Facilities could be used.
31. The existing status of the stormwater pipe stub off the rear of lots 75 and 76 should be indicated on the plans.
32. A letter from Met-Ed is required identifying their approval to permit driveways within their right-of-way for Lots #142 & #148.
33. Revise note #12; Remove “structures”.
34. The Chapter 94 Report must be amended reducing the number of EDU’s necessary for the developing.
35. All points of sanitary sewer lateral connections shall be show on the plans (S.304.b). The plans do not show lateral connections for Lots 137, 138, 142, 148, 149 and 150.

Motion carried. Five votes yes.

6. Plans tabled:

- A. MIA BRAE INDUSTRIAL PARK – Preliminary/Final Land Development Plan #011231 by James R. Holley & Assoc., Inc., extension of Boxwood Road across Route 74 (Delta Road) (6/1/13) - On the motion of Chairman Pilachowski seconded by Mr. Wilson this plan along with 6B, 6C, 6D, 6E, 6F and 6G were tabled. Motion carried. Four votes yes.
- B. HOWARD/SNOOK PROPERTIES WEST – Preliminary Subdivision Plan #120817 by James R. Holley & Assoc., Inc., 292 lots along East Prospect Road, Stonewood Road and Freysville Road (12/1/12) – For action on this plan see 6A.

- C. HOWARD/SNOOK PROPERTIES EAST – Preliminary Subdivision Plan #120817 by James R. Holley & Assoc., Inc., 61 lots along Freysville Road (12/1/12) - For action on this plan see 6A.
 - D. KENSINGTON – Preliminary Phase 2 & 3 Subdivision Plan #2005332-069 by RGS Assoc., 229 lots along Ness Road. (5/1/10) - For action on this plan see 6A.
 - E. MEADOW CREEK TOWNHOMES – Preliminary Subdivision & Land Development Plan #378.14 by Site Design Concept, Inc., along Cape Horn Road, Ruppert Road and Kendale Road. (10/1/07) - For action on this plan see 6A.
 - F. BROOKFIELD CROSSING – Preliminary Subdivision Plan #2003-16A by Johnston & Assoc., Inc., 71 lots along Smith Road. (2/1/07) - For action on this plan see 6A.
 - G. COOL COUNTRY PROPERTIES – Preliminary Subdivision Plan #060619, by James R. Holley & Assoc., Inc., 32 lots along Snyder Corner Road. (8/1/06) - For action on this plan see 6A.
7. Subdivision and Land Development Ordinance Section 507.4.A – Onlot Water Supply discussion.

Mr. Wilson advised he had met with a local well driller, William Reichard from Hanover to discuss well drilling. Mr. Wilson outlined what was discussed at this meeting.

Mr. Allison advised that he had asked other Zoning Officers in the area how they handle on-lot water supply. He advised that one municipality advised they have regulations in their ordinance they don't like but they follow. A second municipality advised they handle the on-lot water at the time the Building Permit is issued.

There was a brief discussion regarding the well drilling process and potability requirements. Mr. Ilyes suggested getting several local well drillers together to have a discussion to determine what the best practice is.

Mr. Klinedinst advised that he thought they were over-thinking the process and making it more difficult than it needed to be. He advised that the only thing the Township needed to do was make sure there was water. He felt there was no need to tell the applicant how to drill a well. He advised that if the Township wants to dictate how to drill a well than they should look at creating a Water & Well Ordinance or add the information to the Construction Materials Specifications. He further advised that it was his belief that all that needed to be identified was potability and flow. Mr. Allison agreed, he advised that the other Municipalities he talked to had separate Ordinances for this.

Chairman Pilachowski advised that he thought if we were going to make an applicant do a perc & probe prior to any construction than a well should be required as well. Mr. Klinedinst advised that by making the applicant do a perc & probe and well at the same time it would set the 100' isolation distance between the two. Mrs. Gunnet asked what the acceptable flow per minute is. Mr. Klinedinst advised it was whatever the Township wanted to set it at. He advised in Maryland they use 1 gallon per minute. Mr. Ilyes

asked about checking the potability. Mr. Klinedinst advised that with the wells he drilled for clients they typically just checked for bacteria. Mr. Ilyes advised he thought the water should be tested for all contaminants. Mr. Klinedinst advised that the only think the Township needed to do was make sure there is water.

Mr. Allison advised that based on Planning Commission discussions it was his understanding that they wanted to remove all references to the Department of Environmental Protection from this section in the draft Ordinance, set a standard of one minute per gallon of water for 6 hours, require there to be water on site before final plan approval and remove the potability requirements.

Mr. Allison asked the Planning Commission if they wanted to review the Ordinance again before it was sent to the Board of Supervisors and the York County Planning Commission. All members agreed there was no need to review the Ordinance again.

8. Mr. Allison advised the Planning Commission that a new plan, the Donald E. & Lois J. Myers Final Subdivision Plan had been received and would be reviewed at the June in-house before coming to them for review.
9. Planning Commission Comments – There were no comments.
10. The meeting of the Windsor Township Planning Commission adjourned at 7:42 P.M.

Respectfully submitted,

Kipp D. Allison
Zoning Officer