

WINDSOR TOWNSHIP PLANNING COMMISSION
August 20, 2015

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

Present at the meeting were Jerry Pilachowski, Charles Wilson, Dean Heffner, J. LaRue Harvey, Paul Ilyes (arrived at 6:15), Kipp Allison, Teresa Miller, Christopher Kraft, P.E. (C.S. Davidson, Inc.), John Runge (Gordon L. Brown & Assoc., Inc.)

2. The Pledge of Allegiance was recited.
3. Public Comment – There were no public comments.
4. The minutes of July 16, 2015 meeting were approved with a motion from Mr. Wilson seconded by Mr. Heffner. Motion carried. Four votes yes.
5. **KEYSTONE KOMMUNITES** – Waiver Request of the Subdivision and Land Development Ordinance for minimum setback requirements.

Mr. Runge advised Keystone Kommunities is requesting a waiver of Section 611.1 of the Subdivision and Land Development Ordinance in regards to the side yard setbacks for mobile homes. He explained that they want to install a 16' wide mobile home at 303 Blue Jay Drive that is larger than the previous mobile home. He advised that this would make the side yard setback 21' on either side which does not meet side yard setbacks required by the Subdivision and Land Development Ordinance.

Mr. Allison asked what the size of the previous mobile home was. Mr. Runge advised 14' which would have been non-conforming as well. Mr. Wilson asked how long the previous mobile home had been at this location. Mr. Runge advised he did not know. Mr. Allison advised that it was at least 10 years and it was non-conforming.

On the motion of Mr. Heffner seconded by Mr. Harvey the waiver was granted. Motion carried. Four votes yes.

6. **KIM P.C. & MARION B. RAUB & JANICE L. RAUB** – Revised Final Subdivision Plan #L-5587, Gordon L. Brown & Assoc., Inc. (7/1/15)

Mr. Runge advised the purpose of this plan was to join Lot 4 with Lot 5, Lot 3 with Lot 6 and Lots 2 & 7 with Lot 8. Mr. Runge advised that all comments were reviewed and most had been reviewed and the plan revised as needed. He advised that four waivers are being requested.

Mr. Allison reviewed his comments.

Mr. Kraft reviewed his comments. He suggested that a note be added to the plan noting the maintenance responsibility for the shared driveway and easements across the properties. Mr. Runge suggested a note indicating that if any lot using the shared access is sold a cross easement should be done. Mr. Allison suggested a note advising that access to

Lot 7 is provided across Lot 6 and maintenance of the shared access driveway is shared by both property owners.

Mr. Wilson question Lots 2, 3 & 4. Mr. Runge advised that in 2006 when the previous plan was submitted and approved. Lot 2 was combined with Lot 7, Lot 3 was combined with Lot 6 and Lot 4 was combined with Lot 5, but a deed was never done to reflect this.

Chairman Pilachowski asked if a deed would now be correctly recorded. Mr. Kraft advised that was the responsibility of the property owner.

On the motion of Mr. Wilson seconded by Mr. Harvey the following waivers were granted:

- Section 303.2(J) - location of easement for existing gas service
- Section 303.2(n) - field verification of property monuments and markers
- Section 502.10 - providing sidewalks
- Section 502.7 - installation of curbs and gutters.

Motion carried. Four votes yes. Mr. Ilyes abstained.

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

1. The DEP "Request for Planning Waiver & Non-Building Declaration" must be approved prior to plan approval.
2. At the staff meeting it was discussed that a lateral existed for a sanitary sewer connection to Lot 7. The lateral needs to be identified and an easement placed across the adjoining lot.
3. The plan must note compliance with provisions found in Article V of the Zoning Ordinance referencing the existing nonconforming lot size and access to the existing lots.
4. Clear sight triangles shall be placed on all driveways in conformance with Section 405.e. There is a note and a portion of a clear sight triangle on Lot 5 and off of the existing Lot 1 that should be cleaned up on any revised plans. The clear sight triangle on Woodridge Road should be removed and one placed on the driveway at Lot 4.
5. Note, the existing driveway on Lot 4 is an existing nonconformity, as it is within 40' of an existing right-of-way line. (Section 405.f.2.a). Any future modification of this driveway would require a waiver of the Subdivision and Land Development Ordinance requirements.
6. A copy of any recorded access agreements between property owners should be provided to the Township for their records to verify access to Lots 6 and 7 post subdivision. Reference of any Deeds that indicate the access agreement shall be placed on the plans and/or shown graphically on the plans.
7. Section 302.3.b of the Subdivision and Land Development Ordinance requires UPI number be added to the plan views.
8. Section 302.3.f of the Subdivision and Land Development Ordinance requires the location, widths, rights-of-way, and names of all adjacent roads be shown on the

- plan. The Woodridge Road dedicated right-of-way and any existing right-of-way should be clarified whether existing or dedicated.
9. Section 302.3.g of the Subdivision and Land Development Ordinance requires the location of all existing utilities including sanitary sewer services. As discussed at the Staff meeting existing public sanitary sewer service to Lot 6 and service stub on Lot 6 shall be shown. The service stub on Lot 6 should have an easement placed to allow for any future connection from existing Lot 7. Also, note 9 on the coversheet shall be revised to indicate that Lot 6 is served by public sewer and water.
 10. Section 302.3.i and 303.2.e of the Subdivision and Land Development Ordinance requires the Owner's notarized signature be provided on the plan.
 11. Per Section 302.3.0 and 303.2.1 of the Subdivision and Land Development Ordinance requires the building setback lines to be in compliance with Township standards; specifically, Lot 4 and 5 do not conform.
 12. Section 302.3.q and 303.2.e 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.
 13. Section 303.2.n of the Subdivision and Land Development Ordinance requires lot markers for the property under review. All corners should be verified found or to be set, concrete monuments need to be provided for the perimeter property lines that form angles in the boundary.
 14. Section 302.3.s.7 of the Subdivision and Land Development Ordinance requires that total site area, gross and net, of the property under review be provided on the plan.
 15. Financial security must be provided for the proposed public improvements including property markers (Section 304.d).
 16. Section 303.2.o of the Subdivision and Land Development Ordinance requires listing existing or proposed covenants and restrictions.
 17. Section 305 of the Subdivision and Land Development Ordinance requires the offer of dedication of all improvements to be submitted to the Township. The plan needs to clearly indicate any intention to offer improvements for adoption by the Township or other authorized entry.
 18. Curbs and sidewalks shall be provided in conformance with Sections 502.7 and 502.10.

Motion carried. Five votes yes.

7. 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 7B, 7C, 7D, 7E, 6F and 7G were tabled. Motion carried. Five 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 7A.

- 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 7A.
- 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 7A.
- 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 7A.
- 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 7A.
- 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 7A.

8. Subdivision & Land Development Ordinance

Mr. Allison advised that we had received a favorable recommendation from the York County Planning Commission. He advised that they had 4 comments and they were available for review if the Planning Commission wanted to see them. He advised that the comments had been addressed. He further advised that the Board of Supervisors at their August 17th meeting decided to advertise for adoption in September. Mr. Allison also advised that he did receive in writing from the York County Planning Commission a letter advising that the letter originally submitted by Mr. Wilson was received by the staff at the York County Planning Commission from Windsor Township but was never passed on to their Board.

9. Planning Commission Comments – There were no comments.

10. The meeting of the Windsor Township Planning Commission adjourned at 6:20 P.M.

Respectfully submitted,

Kipp D. Allison
Zoning Officer