

**WINDSOR TOWNSHIP PLANNING COMMISSION**  
**February 18, 2021**

1. The meeting of the Windsor Township Planning Commission was called to order at 6:03 P.M. by Chairman Pilachowski.

Present at the meeting were Jerry Pilachowski, Dean Heffner, Todd Kurl, Paul Ilyes, Joe Stein (Warehaus), Christopher Kraft, P.E. (C.S. Davidson, Inc.), Kipp Allison, Teresa Miller

2. The Pledge of Allegiance was recited.
3. Public Comment – There were no public comments.
4. On a motion from Mr. Kurl seconded by Mr. Pilachowski, the minutes of the January 21, 2021 meeting were approved. Motion carried Two votes yes. Mr. Heffner & Mr. Ilyes abstained as they were not present at the meeting.
5. 2905 E. PROSPECT RD Final Land Development Plan #2020.0168.01 by Warehaus for Dunkin' location along E. Prospect Rd. & Edgewood Rd. (1/21)

Mr. Stein advised the purpose of this plan is to remove the remaining structures from this location and construct a 1,700 sq. ft. building to be used as the location of a Dunkin' restaurant. He advised the use was approved by the Zoning Hearing Board in October. Mr. Stein advised there would be no change to the existing access drives for this property. He advised that 90% of the business would be drive-thru however, 9 parking spaces are being proposed as well as limited indoor seating. Outdoor seating is noted on the plan but is not proposed to be done at this time. Mr. Stein advised that the property would be connected to all public utilities.

Mr. Stein reviewed the outstanding comments from Mr. Kraft & Mr. Allison and advised that most had been addressed with the resubmitted plan.

Mr. Ilyes questioned if the gas tanks had been removed from this location. Chairman Pilachowski advised yes.

Mr. Ilyes asked if the dumpster area would be screened. Mr. Stein advised yes; it would be enclosed with a mesh covered chain link fence.

Mr. Stein asked if there was any leniency in regards to the location of landscaping. He advised they are able to provide the required number of trees but unable get them as close to the building as required. Mr. Allison advised that this has been an issue before and that typically potted plants and trees that when matured would comply with the Ordinance were permitted.

Chairman Pilachowski questioned what would happen if there were more cars trying to access the location than it was able to hold. Mr. Stein advised that the plan meets the requirements of the ordinance and hoped that would not be an issue.

Mr. Kurl asked if there were any controls for exiting left from this location at either access point. Mr. Stein advised not at this time, but would entertain the idea if the Planning Commission wanted him to. Mr. Kraft advised that with only proposing 9 parking spaces for this location a traffic study was not needed. Mr. Ilyes questioned the location of the drive-thru window and asked about an area for customers who need to pull to the side to wait for an order. Mr. Stein did not feel this would happen based on the type of food being served. There was a brief discussion regarding traffic flow.

Mr. Stein asked if an exemption could be granted for the requirement to install a grease trap. He advised that food served at this location was delivered frozen and only heated when ordered by the customer. He advised that no actual cooking would be taking place. Mr. Kraft advised no. He advised he had spoken with the Township Public Works Director, Jeremy Trout and Mr. Trout wanted the grease trap installed. He advised that even if the Dunkin' restaurant doesn't need it, if in the future someone else takes over the location and needs to have a grease trap it would be more difficult to install at that time. Mr. Stein advised he would have one installed.

Mr. Stein asked if relief could be given for the requirement of 150' clear site triangle. Mr. Kraft advised that the location meets local road requirements and recommended relief be given via a waiver request.

Mr. Stein advised the following waivers were being requested:

1. Sections 305.2.B & 305.1.E; Plan Sheet Size
2. Section 304.1.A; Preliminary Plan
3. Section 503.2; Construction of sidewalks
4. Sections 504.2.A & 504.2.B; Access drive alignments
5. Section 504.2.C.2; Intersection setback
6. Section 504.2.C.7; Access drive radius
7. Section 504.2.F; Access drive paving
8. Section 502.5.J; Clear site triangle

Mr. Allison advised that the owner name and the developer/equitable owner sections on the cover page and the notes page did not match. Mr. Stein advised he would correct the information.

Mr. Kraft questioned the proposed signage. Mr. Stein reviewed the signage that was being proposed. There was a brief discussion regarding signage.

On the motion of Mr. Ilyes seconded by Mr. Kurl the waivers were recommended for approval. Motion carried. Four votes yes.

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

1. Adequate lighting must be shown for all off-street parking areas. The lights must be shielded to prevent light from shining on adjoining properties. A lighting detail must be provided with the plan. In addition, a sheet identifying proposed lumens must be added.
2. The plan should identify a detail describing the proposed lighting.
3. The following waivers of the Subdivision and Land Development Ordinance must be requested & granted by the Board of Supervisors prior to plan approval. Approval dates must be provided on the plan.
  - A. Sections 305.2.B & 305.1.E; Plan Sheet Size
  - B. Section 304.1.A; Preliminary Plan
  - C. Section 503.2; Construction of sidewalks
  - D. Sections 504.2.A & 504.2.B; Access drive alignments
  - E. Section 504.2.C.2; Intersection setback
  - F. Section 504.2.C.7; Access drive radius
  - G. Section 504.2.F; Access drive paving
  - H. Section 502.5.J; Clear site triangle
4. The Windsor Township Fire & Rescue Association must approve the proposed fire hydrant layout prior to final plan approval. A copy of the plan has been provided and we are waiting on their approval.
5. Owner information must be provided on the plan. In addition, the owner signature block must correspond with the provided owner information.
6. Revise the owner's signature block and landowner information on the cover sheet.
7. The plan must note that no off-street loading facilities are being proposed.
8. Landscaping requirements per Section 317 must be provided as follows:
  - Building Façade; 3 shade trees and 15 shrubs
  - Street Trees; 4 trees. Section 317.1.5.B.d allows for alternative location and spacing configurations to avoid conflicts.
9. A determination will need to be made regarding whether or not the freestanding sign will be permitted to be relocated. Windsor Township will advise in writing.
10. Landscaping plans shall be signed and sealed by a Registered Landscape Architect.
11. Name, seal & signature of the registered engineer and registered surveyor responsible for the plan shall be on the plan prior to final approval.
12. A statement must be included on the plan to indicate any modification or waivers that are requested.
13. An estimate of financial guarantee shall be provided to be reviewed and assist in the establishment of said guarantee prior to plan approval.
14. The applicant shall consider the prohibition of left egress turns from each access as both would require multiple lanes be traversed and, in the case of the Edgewood Road (SR 0024) access crossing of a painted median.

Motion carried. Four votes yes.

15. WINDSOR PLAZA Preliminary/Final Subdivision Plan #2020E-89-0003 by RGS Associates, 2 lots along Cape Horn Road. (11/02/20)

Mr. Allison advised that the engineer representing this plan was unable to attend this meeting and asked that Mr. Allison present it on his behalf. Mr. Allison advised the purpose of this plan is to subdivide the parcel into two lots. Mr. Kraft advised this subdivision is required before Aldi can submit a land development plan for Parcel #1. He advised they are required to have their own lot prior to submission.

Mr. Allison advised there are no improvements being requested with this plan. He advised they are requesting two waivers as follows:

- A. Section 305.2.B; Plan Sheet Size
- B. Section 503.2; Construction of Sidewalks

There was a brief discussion regarding the construction of sidewalks. Chairman Pilachowski felt that the standard note be added to the plan requiring the installation of sidewalks within six (6) months of notification by the Township. Mr. Ilyes agreed.

On the motion of Mr. Heffner seconded by Mr. Ilyes, the waiver for plan sheet size was recommended for approval and the waiver for construction of sidewalks was denied with the requirement that the standard note requiring installation of sidewalks within six (6) months of notification by the Township be added to the plan. Motion carried. Four votes yes.

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

1. The notary statement shall be executed by the land owner.
2. The registered engineer and/or surveyor responsible for the plan shall seal and sign the plan.
3. Revise the York County Planning Commission signature block.
4. Clarification of general note #10 is needed.
5. The following waivers of the Subdivision and Land Development Ordinance must be requested & granted by the Board of Supervisors prior to plan approval. Approval dates must be provided on the plan.

- A. Section 305.2.B; Plan Sheet Size
- B. Section 503.2; Construction of Sidewalks

16. Plans tabled:

- A. 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)

- B. BROOKFIELD CROSSING – Preliminary Subdivision Plan #2003-16A by Johnston & Assoc., Inc., 71 lots along Smith Road. (2/1/07)
- C. HOWARD/SNOOK PROPERTIES WEST – Preliminary Subdivision Plan #120817 by James R. Holley & Assoc., Inc., 292 lots along East Prospect Road, Stonewood Road & Freysville Road (12/1/12)
- D. HOWARD/SNOOK PROPERTIES EAST – Preliminary Subdivision Plan #120817 by James R. Holley & Assoc., Inc., 61 lots along Freysville Road (12/1/12)
- E. BROOKFIELD CROSSING (Resubmission) – Preliminary Subdivision and Land Development Plan #2006-16A by Johnston & Assoc., Inc., 98 lots along Smith Road (11/7/17)

On the motion of Chairman Pilachowski seconded by Mr. Kurl, plans 7A, 7B, 7C, 7D & 7E were tabled. Motion Carried. Four votes yes.

17. Planning Commission Comment

18. The meeting of the Windsor Township Planning Commission adjourned at 6:58 P.M.

Respectfully submitted,

Kipp D. Allison  
Zoning Officer