

WINDSOR TOWNSHIP PLANNING COMMISSION
December 16, 2021

1. The meeting of the Windsor Township Planning Commission was called to order at 5:57 P.M. by Chairman Pilachowski.

Present at the meeting were Jerry Pilachowski, Todd Kurl, Paul Ilyes, Christopher Kraft, P.E. (C.S. Davidson, Inc.), Jason Wolfe, RLA (C.S. Davidson, Inc.), Kent Raffensberger (Johnston & Assoc., Inc.), Shane Lehman (Grace Academy), Brita Runkle, Charle C. Stough, 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. Ilyes seconded by Mr. Kurl, the minutes of the November 18, 2021 meeting were approved. Motion carried. Three votes yes.
5. GRACE ACADEMY – Preliminary/Final Land Development Plan #2021-51 by Johnston & Associates, Inc.

Mr. Raffensberger advised the purpose of the plan is to install two modular classrooms to accommodate the growth of the existing school. He advised they are proposing a 60' x 22' classroom and a 48' x 48' classroom with a ramp installed for access and a wall pack for lighting.

Mr. Raffensberger advised he had reviewed Mr. Kraft's comments and he had no problems with any of the comments. He also advised the following waivers were being requested:

1. Section 304.1.A; preliminary plan requirement
2. Section 305.1.E.1 & 305.2.B; plan sheet size
3. Section 502.2.J.2; widening of existing roads
4. Section 503.1; construction of curbs
5. Section 503.2.A; construction of sidewalks
6. Section 508.2.B; location of fire hydrants
7. Section 510; monuments and markers
8. Section 518; lighting

He further advised that the Traffic Impact study should be available next week.

Chairman Pilachowski asked if sprinkler systems were required in the module classrooms. Mr. Allison advised he was not sure, but he advised that it would be addressed at the time the Building Permit was issued.

Mr. Allison advised that the public works director was aware of the plan and did not have any interest in having the road widened or curbs and sidewalks installed at this time.

On the motion of Mr. Ilyes seconded by Mr. Kurl the waiver for Section 503.2.A was denied and it was recommended that a note be placed on the plan requiring the installation of sidewalks within 6 months following notification from Windsor Township. Motion carried. Three votes yes.

On the motion of Mr. Kurl seconded by Mr. Ilyes the waivers for Sections 304.1.A, Section 305.1.E.1 & 305.2.B, Section 502.2.J.2, Section 503.1, Section 508.2.B, Section 510 and Section 518 were recommended for approval. Motion carried. Three votes yes.

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

1. A copy of the referenced 1988 parking lot agreement shall be provided.
2. An estimate of financial guarantee shall be provided to be reviewed and assist in the establishment of said guarantee prior to plan approval.
3. The Certificate of Ownership shall be signed and notarized.
4. PA DEP approval, which may be a mailer exemption, is required.
5. A Traffic Impact Study is required when a non-residential use is proposing a need of greater than 10 parking spaces. A modified study providing the peak traffic volumes to and from the existing and proposed site shall be provided with a brief narrative.
6. A signed statement by the owner shall be added to the plan coversheet acknowledging the stormwater management system is a permanent fixture that can be altered or removed only after approval of a revised plan by Windsor Township.
7. A Stormwater Management Facilities Operation and Maintenance Agreement shall be signed and recorded; a Windsor Township specific agreement shall be executed in conformance with Section 703.A.
8. The applicant is required to pay a fee, to be determined by the Township, to the Municipal Stormwater Maintenance Fund.
9. 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.
10. The plan should identify a detail describing the proposed lighting.
11. The following waivers must be requested and granted by the Board of Supervisors prior to plan approval. Approval dates must be provided on the plan.

1. Section 304.1.A; preliminary plan requirement
2. Section 305.1.E.1 & 305.2.B; plan sheet size
3. Section 502.2.J.2; widening of existing roads
4. Section 503.1; construction of curbs
5. Section 503.2.A; construction of sidewalks
6. Section 508.2.B; location of fire hydrants
7. Section 510; monuments and markers
8. Section 518; lighting

12. Planning Modules must be submitted and approved prior to plan approval. A miscellaneous EDU may be used depending on proposed usage.
13. Security must be posted prior to plan approval.
14. An agreement and funds must be posted as required for the Municipal Stormwater Maintenance Fund.
15. A Brief Trip Generation Report needs to be prepared. Please include historical information regarding school and church functions supporting the report.

Motion carried. Three votes yes.

6. CHARLE C. & MARGOT D. STOUGH – Final Subdivision Plan #C-21-028 by Clark P. Craumer, LLC.

Mr. Allison advised that the purpose of the plan was to join the remaining 25’ of the 50’ abandoned street right-of-way with Mr. Stough’s existing property. Mr. Allison advised that Mr. Stough had been before the Planning Commission several years ago to claim half of the right-of-way. He advised that Mr. Stough talked to the neighbor and the neighbor had no interest in the remaining 25’ so Mr. Stough has decided to claim it.

Mr. Allison advised that the following waivers were being requested.

1. Section 503.1; construction of curbs
2. Section 503.2; construction of sidewalks
3. Section 502.6.B; widening of roads
4. Section 304.2.B; plan sheet size

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

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

1. Please provide a note identifying the proposed lot coverage.
2. Please revise the proposed lot width.
3. Net and gross acreages must be provided for all the proposed lots on the plan. Minimum lot area must be based on net acreage.
4. The following waivers must be requested and granted by the Board of Supervisors prior to plan approval. Approval dates must be provided on the plan.
 1. Section 503.1; construction of curbs
 2. Section 503.2; construction of sidewalks
 3. Section 502.6.B; widening of roads
 4. Section 304.2.B; plan sheet size

Motion carried. Three votes yes.

7. WINDSOR TOWNSHIP COMMUNITY CENTER - Preliminary/Final Subdivision and Land Development Plan #0829.3.23.00 by C.S. Davidson, Inc.

Mr. Wolfe advised that following the discussions at the November Planning Commission meeting the plan was reviewed to determine if there was a way to accommodate additional parking at the facility. Mr. Wolfe advised that one of the fields needed to be condensed but was determined to still be usable by the Recreation Director. Mr. Wolfe advised that he was able to add an additional 65 spaces, plus 2 additional handicap spaces.

Mr. Wolfe advised that the walking path would be made ADA compliant for easier access to the upper pavilion.

There was a brief discussion regarding portable restroom facilities and their locations.

Mr. Wolfe advised that there is a potential to add additional parking if an agreement is ever made with the neighboring property owner for the purchase of additional land.

Mr. Kraft advised that after reviewing all possible options for additional parking that the proposed additional 67 spaces is the best option economically.

Mr. Ilyes asked about stormwater management. There was a brief discussion regarding what is being proposed and other options.

Mr. Allison asked if there were any questions regarding the proposed building. There were none. He advised that the stormwater and review by PennDOT were the biggest outstanding items. Mr. Wolfe advised that review by Met-Ed was still open as well.

8. 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. Ilyes, plans 8A, 8B, 8C, 8D & 8E were tabled. Motion Carried. Three votes yes.

9. Planning Commission Comments – Mr. Allison advised the Mr. Heffner would be stepping down from the Planning Commission in January. He introduced Brita Runkle who will be taking over Mr. Heffner’s seat on the Planning Commission following her appointment at the Board of Supervisors meeting on Monday, December 20, 2021.
10. The meeting of the Windsor Township Planning Commission adjourned at 6:40 P.M.

Respectfully submitted,

Kipp D. Allison
Zoning Officer