

WINDSOR TOWNSHIP PLANNING COMMISSION
January 16, 2025

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

Present at the meeting were Jerry Pilachowski, Jim Vergos, Todd Kurl, Brita Runkle, Kim Moyer, Christopher Kraft, P.E. (C.S. Davidson, Inc.), Ben Heisy (R.J. Fisher Assoc.), Craig Mellott (TPD), Joe Fortino (Triple Crown), Charlie Courtney (McNees), Mark D. Santo (Triple Crown), Deanna Coble, Kipp Allison and Teresa Miller.

2. The Pledge of Allegiance was recited.

3. Re-Organization

- A. Chairperson – On the motion of Mr. Vergos seconded by Mr. Kurl, Jerry Pilachowski was named Chairperson for the Planning Commission. Motion carried. Five votes yes.
- B. Vice Chairperson – On the motion of Mr. Vergos seconded by Mr. Pilachowski, Brita Runkle was named Chairperson for the Planning Commission. Motion carried. Five votes yes.
- C. Secretary – On the motion of Mr. Kurl seconded by Mr. Vergos, Kipp Allison was named Secretary for the Planning Commission. Motion carried. Five votes yes.

4. Public Comment – There were no comments.

5. On a motion from Mr. Vergos and seconded by Mr. Kurl, the minutes of the October 17, 2024 meeting were approved. Motion carried. Five votes yes.

6. Plans to be reviewed:

- A. PROSPECT PLACE – Preliminary Land Development Plan (formerly Howard/Snook Properties West) #223045, by R.J. Fisher & Associates, Inc., along E. Prospect Road, Freysville Road, Mountain Road, Country-By-Way (10/2/24)

Mr. Heisey advised he was here this evening to present several waivers to the Planning Commission. He advised that the approval of the waivers was necessary in order to move forward with the plan designs.

Mr. Heisey advised the following waivers were being requested:

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| • Section 305.2.B; | Plan sheet size |
| • Section 306.M; | Outlet control orifices |
| • Section 306.N; | Stormwater discharge |
| • Section 306.R; | Stormwater setbacks |
| • Section 502.2.E; | Cul-de-sac length |
| • Section 502.4.J; | Street width |
| • Section 503.1.A; | Curb construction |
| • Section 503.2.A; | Sidewalk construction |
| • Section 502.2.I; | Speed limits |

- Section 502.5.C; Intersections
- Section 504.1; Driveways

On the motion of Mr. Vergos seconded by Mr. Kurl, the waiver of section 305.2.B related to plan sheet size was recommended for approval. Motion carried. Five votes yes.

Mr. Heisey advised a waiver of Section 306.M related to the size of outlet control orifices was being requested. He had advised that they are recommending the installation of outlet control orifices with widths up to 24" and heights of 12". He advised they feel it would better control to the flow of water through the site. He advised they would be equipped with trash racks with openings not larger than 6" x 6" for the safety of children, wildlife and to prevent large pieces of trash entering the outlet structure. On the motion of Ms. Runkle seconded by Mr. Kurl, the waiver of Section 306.M related to the size of outlet control orifices was recommended for approval. Motion carried. Five votes yes.

Mr. Heisey advised that a waiver of Section 306.N related to the installation of a level spreader was being requested. He advised that it is proposed that the discharge from Basin B go through the pipe that currently exists on Country-By-Way into the existing stream channel in lieu of installing a level spreader for this basin. He advised that the existing pipe would be replaced. There was a brief discussion. On the motion of Mr. Vergos seconded by Ms. Runkle, the waiver of Section 306.N was recommended for approval. Motion carried. Five votes yes.

Mr. Heisey advised that a waiver of Section 306.R related to the installation of stormwater controls within the setbacks was being requested. He advised they are proposing that some of the stormwater controls such as underground pipes and swales be installed within building setback lines to better convey the stormwater to the drains within the street and to provide a better quality of the rear yards. He advised that the proposed stormwater basins would all be installed on lots that would be designated as Open Space. There was a brief discussion. Mr. Vergos asked who would maintain the basins. Mr. Heisey advised the Homeowners Association would maintain the basins. Mr. Kraft advised that he saw no problems with what was being proposed. On the motion of Mr. Kurl seconded by Mr. Moyer, the waiver of Section 306.R was recommended for approval. Motion carried. Five votes yes.

Mr. Heisey advised that a waiver of Section 502.2.E related to the size of a cul-de-sac was being requested. He advised that a cul-de-sac of 890' with a 30' radius to the cartway is being proposed on Country-by-way. He advised that this length is necessary to provide access for the existing homes on Country-by-way. Mr. Heisey advised that a study was done and the radius is suitable for emergency vehicles. Mr. Allison explained the proposed layout and why the road was being turned into a cul-de-sac. Mr. Allison further advised that the remainder of the existing road that falls beyond the proposed cul-de-sac would be vacated by the Township and no longer maintained. He advised it would not be removed due to needing access to the Sanitary Sewer easement and the Met-Ed easement. He advised that signage would be installed to deter public use of the roadway. There was a brief discussion. Mr. Kraft advised that in order for the road to be in compliance for the use of Liquid Fuels funds the radius would need to be 40'. Mr. Heisey advised that increasing the radius to 40' was no

problem. On the motion of Mr. Kurl seconded by Mr. Vergos, the waiver of Section 502.2.E was recommended for approval with a 40' radius. Motion carried. Five votes yes.

Mr. Heisey advised a waiver is being requested for the widening of Country-By-Way. He advised the road is to be used by the houses that currently exist on it and in an attempt to prevent through-traffic they are proposing not to widen the roadway. Mr. Kraft advised he had no issues with this request. On the motion of Mr. Kurl seconded by Ms. Runkle, the waiver of Section 502.4.J was recommended for approval. Motion carried. Five votes yes.

Mr. Heisey advised a waiver is being requested for the installation of curbs and sidewalks along Country-By-Way. He advised that it was felt that installing curbs along this roadway could potentially hinder drainage of stormwater from the roadway. He further noted that this roadway does not currently have sidewalks. On the motion of Mr. Kurl seconded by Mr. Moyer, the waivers of Section 503.1.A for the installation of curbs and Section 503.2.A for the installation of sidewalks were recommended for approval. Motion carried. Five votes yes.

Mr. Heisey advised that a waiver of Section 502.4.J for the widening of East Prospect Road, Freysville Road and Stonewood Road was being requested. He advised that these roads are all state roads and any improvements that are deemed necessary would be determined by PennDOT. There was a brief discussion regarding the improvements that are already planned along East Prospect Road and Freysville Road. Craig Mellott advised that the Traffic Studies have been approved by PennDOT and they are ready to begin design for the required improvements. Mr. Kraft expressed concerns regarding the proposed improvements on Freysville Road at the access to Country-By-Way. He advised that he recommends that there be 11' lanes with 4' shoulders on Freysville Road. On the motion of Mr. Kurl seconded by Mr. Vergos, the waiver of Section 502.4.J was recommended for approval with the requirements that East Prospect Road be improved per the specifications from PennDOT, Freysville Road by improved with a 4' shoulder at the access point to Country-By-Way heading north and no changes be made to Stonewood Road. Motion carried. Five votes yes.

Mr. Heisey advised a waiver is being requested for the installation of curbs and sidewalks along East Prospect Road, Freysville Road and Stonewood Road. He advised that there is currently no curbing or sidewalks on any of these roads. He further advised that PennDOT does not recommend curbs due to water runoff and safety for motorist should someone run off the roadway. On the motion of Mr. Kurl seconded by Ms. Runkle, the waivers of Section 503.1.A for the installation of curbs and Section 503.2.A for the installation of sidewalks along East Prospect Road, Freysville Road & Stonewood Road were recommended for approval. Motion carried. Five votes yes.

Mr. Heisey advised a waiver of Section 502.4.J in relation to road widening for Mountain Road is being requested. Mr. Heisey advised that a 14' half width widening tapering to a 12.5' width is being proposed from the location where Mountain Road curves out of the proposed development through the parcel located at 215 Mountain Road. There was a lengthy discussion. On the motion of Mr. Kurl seconded by Mr. Vergos, the waiver of Section 502.4.J was recommended for approval with 14' widening pending conversations with the landowner at 215 Mount Road, Windsor Township Public Works, the Township

Engineer and the Zoning Office. Additionally, the tapering to 12.5' was recommended for approval if the homeowner did not agree to the 14' widening. Motion carried. Five votes yes.

Mr. Heisey advised a waiver is being requested for the installation of curbs and sidewalks along Mountain Road. Mr. Kraft advised he had some concerns about water drainage from the roadway onto the 1st lot at this location. Mr. Mellott advised they would look into this and consider a yard drain for this lot. Mr. Heisey advised this roadway does not currently have sidewalks. On the motion of Mr. Vergos seconded by Mr. Kurl, the waivers of Section 503.1.A for the installation of curbs and Section 503.2.A for the installation of sidewalks along Mountain Road were recommended for approval with the required installation of a yard drain for the 1st lot at this location. Motion carried. Five votes yes.

Mr. Heisey advised a waiver of Section 502.2.I related to the design speed was being requested for the vertical curves for Road B, stations 0+00.00 to 12+07.47 and the entirety of Road D. He advised that due to the proposed layout of these roads 35 mph would not be a safe speed. He advised the design speed they are recommending is 25 mph. Mr. Kraft recommended that a 4-way stop sign be installed at the intersection of Road D and Mountain Road. Mr. Heisey advised he would have the plan changed to include this. On the motion of Mr. Kurl seconded by Ms. Runkle, the waiver of Section 502.2.I was recommended for approval with the condition that a 4-way stop sign be installed at the intersection of Road D & Mountain Road. Motion carried. Five votes yes.

Mr. Heisey advised a waiver of Section 502.5.C. Mr. Heisey advised that Road F was added to the plan to meet the block length requirement. However, it does not meet the required 400' minimum offset for local street centerline intersections. He advised 300' is what is being proposed. On the motion of Mr. Kurl seconded by Mr. Moyer, the waiver of Section 502.5.C was recommended for approval. Motion carried. Five votes yes.

Mr. Heisey advised a waiver of Section 504.1 related to driveway access was being requested. Mr. Heisey advised that a shared driveway to serve the three properties at the end of Mountain Road where it meets East Prospect Road will be installed off of the redesigned Mountain Road. He advised that the Mountain Road access at East Prospect Road would be closed off and no longer permitted for public use due to safety issues at this intersection. Mr. Vergos asked who would be responsible for maintaining this driveway. It was proposed that an agreement between the affected residents on Mountain Road and the Homeowners Association of the Prospect Place development would need to be recorded assigning the responsibility to the Homeowners Association. Mr. Vergos asked if the property owners were advised of this. Mr. Allison advised no, that they were waiting for the outcome of the Planning Commission and Board of Supervisors meetings to know what was approved before approaching the property owners. There was a brief discussion. On the motion of Mr. Kurl seconded by Ms. Runkle, the waiver of Section 504.1 was recommended for approval pending coordination with the affected property owners and PennDOT. Motion carried. Five votes yes.

7. Plans to be 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)
- F. WINDSOR PLAZA Preliminary/Final Land Development Plan #2020E89-003 by RGS Associates, Along Cape Horn Rd. (6/17/24)

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

- 7. Planning Commission Comments – Mr. Allison advised that a request had been received from a Homeowner to construct an Accessory Structure that would not meet the requirement of the Zoning Ordinance. The homeowner was denied the request for construction and has since requested a change to the Zoning Ordinance to the Board of Supervisors. He advised that the Board of Supervisors has requested that the policies and procedures for allowing Accessory Structures be reviewed to determine if there is a suitable change that could be made to better accommodate the residents of the Township. Mr. Allison asked if the Planning Commission had any suggestions or recommendations that they wanted him to look into regarding Accessory Structures. There was a brief discussion. Mr. Allison advised he would proceed with doing research and present his findings and any recommended changes to the Planning Commission at a future meeting.
- 8. The meeting of the Windsor Township Planning Commission adjourned at 7:59 P.M.

Respectfully submitted,

Kipp D. Allison
Secretary