

**WINDSOR TOWNSHIP PLANNING COMMISSION**  
**January 19, 2017**

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 Chairman Pilachowski, Charles Wilson, Todd Kurl, Dean Heffner, Paul Ilyes, Kipp Allison, Teresa Miller, Christopher Kraft, P.E. (C.S. Davidson, Inc.), Charle Stough, John Runge, P.E. (Gordon L. Brown & Assoc., Inc.)

2. The Pledge of Allegiance was recited.
3. Public Comment – There were no public comments.
4. Appointments
  - A. Chairman – On the motion of Mr. Wilson seconded by Mr. Heffner, Jerry Pilachowski was appointed Chairman. Motion carried. Five votes yes.
  - B. Vice-Chairman – On the motion of Mr. Wilson seconded by Mr. Heffner, Charles Wilson was appointed Vice-Chairman. Motion carried. Five votes yes.
  - C. Secretary – On the motion of Mr. Wilson, seconded by Mr. Heffner, Kipp Allison was appointed Secretary. Motion carried. Five votes yes.
5. The minutes of December 15, 2016 meeting were approved with a motion from Mr. Wilson seconded by Mr. Kurl. Motion carried. Five votes yes.
6. CHARLE C. & MARGOT D. STOUGH – Final Subdivision Plan # C-16-029 for Lots 34 & 61A by Clark P. Craumer, LLC, combine two (2) lots along Barachel Drive

Mr. Allison advised that Mr. Stough previously came before the Planning Commission on December 15, 2016 to obtain approval to combine lots 34 and 61A on Barachel Drive. He advised that Mr. Stough has resubmitted the plan with the intent of adding ten (10') feet of the "paper street" that is adjacent to these lots into the lots. Mr. Allison advised that he contacted the York County Planning Commission and they advised they did not need to review the plan a second time. Mr. Allison advised that Mr. Stough has been maintaining the right-of-way since 1978 and is currently working with his attorney to legally claim it. Mr. Allison advised that the previously submitted plan has not been recorded and would need to be withdrawn prior to approval by the Board of Supervisors. He advised that the Planning Commission would need to readdress the requested waivers and outstanding comments.

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

- Waiver of Section 503.1 for the construction of curbs
- Waiver of Section 503.2 for the construction of sidewalks
- Waiver of Section 304.2.B for the required size of the plan sheet

Motion carried. Five votes yes.

Mr. Kraft reviewed his comment. On the motion of Mr. Wilson seconded by Mr. Kurl 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 Board of Supervisors prior to plan approval.
  - Section 503.1; Construction of curbs
  - Section 503.2; Construction of sidewalks
  - Section 304.2.B for the required size of the plan sheet
2. The previous plan recently reviewed by the Township must be withdrawn prior to approval of this plan by the Board of Supervisors.
3. The plan implies that proposed Lot #2 is owned by Windsor Township. The “paper street” is show on the original plan but was never constructed nor offered for dedication. It is the Township’s position that it cannot grant rights to lands it does not own.
4. Please revise the “existing lot coverage” to reflect the proposed coverage.
5. Please revise the proposed lot area provided in the site data
6. Add “of” after “half” on Note #1.
7. Windsor Township reserves the right to make any additional comments.

Motion carried. Five votes yes.

7. GRACE BAPTIST CHURCH BUILDING EXPANSION – Final Reverse Subdivision & Land Development Plan # L-5602 by Gordon L. Brown & Assoc., Inc., combine two (2) lots along East Prospect Road

John Runge advised the purpose of this plan is to combine 2 lots, obtain approval for an addition to the existing building and approval to add additional parking. Mr. Runge also advised that the stormwater management area would be expanded to accommodate the improvements. He advised he reviewed the comments from Mr. Kraft and Mr. Allison and have no problem with handling all items referenced. He further advised they are requesting the following waivers:

- Waiver of Section 503.1; construction of curbs
- Waiver of Section 503.2; construction of sidewalks
- Waiver of Section 304.2.B; for the required size of the plan sheet
- Waiver of Section 504.2.C; Access Drive Intersection requirements
- Waiver of Section 504.2.H; Access Drive width requirements
- Waiver of Section 304.2.B.33; for building elevations, floor plans, exterior lighting and signing

Mr. Ilyes questioned the 6’ chain link fence shown on the west side of the property. Mr. Runge advised this fence is required for screening purposes.

Mr. Wilson questioned the need for a traffic study since this is a church and not an actual business. Mr. Runge advised that the church is considering have multiple services in this

case traffic would be staggered. Mr. Allison advised that the traffic study would take all activities into consideration. Mr. Allison advised that these improvements fall within the Transportation Service Area so they would be required to pay traffic impact fees. He advised that the Traffic Impact Study was done to determine when the peak trips were so that the fee could be assessed.

Mr. Ilyes asked what the width of the access drive off of Freysville Road was. Mr. Allison thought it was twenty (20') feet. He advised that after discussions at the in-house meeting they determined there wasn't a lot of room to expand the access drive. He advised that the ordinance requires a twenty-eight (28') foot right-of-way and at this time neither of the existing access drives meet this requirement. There was a brief discussion regarding the size of the access drives and the amount of traffic that would be using the drives at one time.

Mr. Ilyes questioned the proposed use for the building addition. Mr. Runge advised that one area would be a multi-purpose area; one area will be a gathering area. Mr. Allison advised he thought the sanctuary was being enlarged as well. Mr. Ilyes asked if there were any plans to put a Christian school in at the location which would cause bus traffic. Mr. Allison advised that he had not heard that there were any plans for a school. Mr. Runge advised that he was not aware of any intent to start a school at this location.

Mr. Kraft advised that the clear site distance was noted on the plan but he would like to know what the achievable measured site distance is. Mr. Runge advised that the site distance would be measured and added to the plan so it could be compared to the required site distance.

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

- Waiver of Section 503.1; construction of curbs
- Waiver of Section 503.2; construction of sidewalks

Motion carried. Five votes yes.

Mr. Kraft advised that at the in-house meeting the 28' wide access drive was discussed and it was felt that was excessive. Mr. Allison advised that it was his understanding that the addition to the buildings was not to draw in more parishioners but better manage the ones they already have. Mr. Ilyes expressed concerns about the number of parishioners growing and the possibility of people being bused in.

On the motion of Mr. Kurl seconded by Mr. Ilyes the following waivers were granted:

- Waiver of Section 304.2.B; for the required size of the plan sheet
- Waiver of Section 304.2.B.33; for building elevations, floor plans, exterior lighting and signing

Motion carried. Five votes yes.

Mr. Runge asked if a note could be placed on the plan stating that the access drive would need to be enlarged to the required twenty-eight (28') feet should the church experience substantial growth or safety issues. Mr. Allison advised that Section 310.2.3 of the Zoning Ordinance requires a fifteen (15') foot set back from all property lines for an access drive. He advised that the access drive on Freysville Road already meets that and felt sure that the access drive on East Prospect Road was probably close to the fifteen (15') foot as well. He further advised that if the access drives needed to be increased to twenty-eight (28') feet they would have to request a Variance.

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

- Waiver of Section 504.2.C; Access Drive Intersection requirements
- Waiver of Section 504.2.H; Access Drive width requirements

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

Mr. Allison & Mr. Kraft reviewed their outstanding comments.

On the motion of Mr. Wilson seconded by Mr. Ilyes 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 to exceeding the maximum footcandles, the lighting plan indicates illumination across property lines.
2. A traffic study must be completed for this development per the Zoning Ordinance.
3. The following waivers of the Subdivision and Land Development Ordinance must be requested and granted by the Board of Supervisors prior to plan approval. Approval dates must be provided on the plan:

- Waiver of Section 503.1; construction of curbs
- Waiver of Section 503.2; construction of sidewalks
- Waiver of Section 304.2.B; for the required size of the plan sheet
- Waiver of Section 504.2.C; Access Drive Intersection requirements
- Waiver of Section 504.2.H; Access Drive width requirements
- Waiver of Section 304.2.B.33; for building elevations, floor plans, exterior lighting and signing

4. An Erosion & Sedimentation Control Plan must be reviewed and approved by York County Conservation District prior to plan approval.
5. The DEP "Request for Planning Waiver & Non-Building Declaration" must be approved prior to plan approval.
6. Security must be posted prior to plan approval.
7. A note must be provided on the plan identifying details of the required Transportation Impact Fees assessed based on Traffic Study.
8. A 10' utility easement must be provided for all side and rear lot lines. This can be designated by a note.

9. An agreement and funds must be posted as required for the Municipal Stormwater Maintenance Fund.
10. The plan must note that no off-street loading facilities are being proposed.
11. The provided scale is incorrect on sheets 5 & 6.
12. Sheets 3, 4, 5, 6 & PCSM2 indicate a 30' rear yard setback. Please remove this notation.
13. Clear Sight Triangles should be added to sheet #4.
14. Verify 28' access drive width along the revised parking lot.
15. The access drive leading to the drop off area must be 25' wide and identified as a one-way road.
16. Please add the following Standard Notes:
  - Transportation Impact Fees will be assessed by Windsor Township upon issuance of Building Permits.
  - All construction shall be in accordance with the Windsor Township Construction Materials Specifications.
  - Any lawful nonconforming building or other structure which has been involuntarily damaged or destroyed by fire, explosion, windstorm, or other similar active cause may be reconstructed per Article 5 of the Windsor Township Zoning Ordinance.
17. On-lot shade and street trees shall be provided in accordance with Section 317.5.
18. A longitudinal landscaping strip is required as there are four parking aisles proposed.
19. No exterior lighting has been shown on plans. All exterior lighting shall meet the requirements of Section 320.2.
20. Landscaping plans shall be signed and sealed by a landscape architect.
21. The plan sheet size shall be 22" x 34" and have a maximum scale of 50 feet.
22. Section 304.2.B.5 requires the name, seal and signature of the registered engineer and registered survey responsible for the plan completed.
23. An executed Certification of title shall be provided on the plan cover sheet.
24. The location and type of all existing and proposed lot markers and monuments shall be shown and labeled.
25. Sight distances of all driveway access points shall be shown and labeled on the plans.
26. A Traffic Impact Study in accordance with Section 306 is required.
27. Erosion and Sedimentation Control Plans and Post-Construction Stormwater Management Plans are required by the York County Conservation District. A copy of all environmental plans shall be provided to the Township. A copy of all issued environmental earth disturbance permits shall be provided to the Township.
28. The applicant shall provide a cost estimate of public improvements for establishment of a financial security.
29. Notification from DEP of approval of the planning module exemption is required prior to plan approval.
30. There is no indication on the plans as to where proposed roof drains will be directed or how existing roof drains will be reconnected. The owner and design engineer should evaluate how roof runoff is to be discharged and indicate on the

- plans as such. Directing runoff over the parking lot area could cause winter hazards for the owner and users.
31. The SIB pond report on page 57 of the Stormwater Management Report shows the primary culvert/orifice has an invert elevation of 522.50 and is not representative of the proposed condition in which the cleanout pipe is at an elevation of 526.75. The SIB design shall be analyzed using the proposed plan conditions.
  32. Analysis of the emergency spillway shall be included in the Stormwater Management Report, including the stabilization of the spillway and downgrade surface. Currently, the emergency spillway does not meet requirements of Section 306.A and shall be improved with the basin expansion to meet the ordinance requirements.
  33. Review and approval by the York County Conservation District is required prior to commencing work.
  34. The Stormwater Acknowledgement Statement shall be signed by the owner.
  35. The applicant shall provide an executed Stormwater Facilities Maintenance and Monitoring Agreement for review and approval. A standard copy of this agreement is found in Appendix A.
  36. The applicant is required to pay a fee to be determined by the Township to the Municipal Stormwater Maintenance Fund.

Motion carried. Five votes yes.

8. Plans tabled:

- A. 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) – On the motion of Chairman Pilachowski seconded by Mr. Kurl this plan along with 8B, 8C, 8D, 8E and 8F were tabled. Motion carried. Five votes yes.
- B. 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 8A.
- C. 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 8A.
- D. 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 8A.
- E. 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 8A.
- F. 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 8A.

7. Planning Commission Comments – There were no comments.
8. The meeting of the Windsor Township Planning Commission adjourned at 6:53 P.M.

Respectfully submitted,

Kipp D. Allison  
Zoning Officer