

**LOWER WINDSOR TOWNSHIP
PLANNING COMMISSION
MEETING MINUTES
MARCH 28, 2024**

The Lower Windsor Township Planning Commission held its regular meeting in person at the Municipal Building located at 2425 Craley Road, Wrightsville, PA 17368. The meeting was called to order by Chair Hollis Bedell at 6:29 p.m. Also present were Planning Commission members Kelly Skiptunas, Rachel Sollenberger, Becky Pfeiffer, Zoning Officer, Monica Love, Permit Assistant, Andrea Hodge, Township Engineer Adam Smith, P.E. and several audience members. All attendees stood for the Pledge of Allegiance.

**PUBLIC COMMENT
MINUTES**

Dr. Bedell made a motion to approve the minutes of February 22, 2024, as written, Mrs. Sollenberger seconded. Motion passed 4-0.

Mrs. Skiptunas made a motion to approve the workshop minutes of March 20, 2024, as written, Mrs. Sollenberger seconded. Motion passed 4-0.

NEW BUSINESS

623-24SLD Preliminary/Final Subdivision Plan, 1181 Knights View Road. Ryan Herbst of Site Design Concepts presented the plan. There are two lots existing, a field and an existing residential lot of about one acre. The field lot will be divided into four building lots, and the residual will be deeded to the existing 1-acre parcel which has a house, well and septic. The four lots will have new on-lot septic, two lots will have individual driveways, and two lots will share a driveway, due to the location and lack of site distance.

There are two waivers requested – the first, § 410-29.C.1 to have a shared driveway for two of the lots, is supported by staff. The second is § 410-33.A.2 which limits the depth of proposed lots to 2.5 times the lot width. Due to the lot configuration, the depth is approximately 4.8 times the depth.

The math in the ordinance doesn't work for a lot that has no public water /sewer. To have a 90' wide lot, it cannot reach the required lot size with 2.5 the width.

Adam Smith reviewed the open items in the Engineer's letter. The private driveway access and maintenance agreements will need to be reviewed by the Township Solicitor, the owner and the professionals will need to sign the plan. The sewer feasibility report needs a revision. New and revised legal descriptions will be required to be filed so that County parcel maps are updated. Final plan as recorded must be provided to the Township as a PDF.

Mr. Clarence Clark of 4 Apple Tree Circle objected to the waiver of the lot depth/width ratio. The development of houses and septic so near to his lots, which abut this property, will diminish their value. If there was only three lots it would be better. The objection was noted by the members. Dr. Bedell noted that this is the area of the Township where more dense population and housing is desired by the Township.

It was noted that the house locations and driveways as shown on the plan prove that they are buildable lots, they can be redesigned at the time of building, however the septic testing is specific and cannot be relocated without repeating the testing.

Dr. Bedell made a motion to recommend the Board approve the waiver for the shared driveway, with the stipulation that the easement agreement is reviewed and approved by the Township Solicitor, the waiver of lot width/depth ratio, and the recommended plan with all outstanding items having been addressed. John Klinedinst is the acting SEO for this project as the alternate. He noted there is some testing to be done. The Planning Module is required to be filled out (Component 4A) by the Township Planning Agency. Ms. Love will fill that out for the Planning Commission
Dr. Bedell made a motion to authorize Ms. Love to fill out the module. Mrs. Skiptunas seconded, and the motion passed 4-0.

OLD BUSINESS

The Planning Commission decided not to further review the Zoning Ordinance re-write at this meeting, rather they discussed where they stopped. Definitions for the care facilities and supplemental regulations for the same were finalized. With the approval of the minutes, those will be forwarded to our solicitor for his approval.

Cemetery is the next use to be examined. Concrete vaults should be required IF the deceased is going to be embalmed. "Natural burials" need not have a vault, but should also not have an unnatural coffin (varnished wood or metal). An easement for the plot and for the access is required. Ms. Love will look for additional regulations from other sources.

There was brief discussion of the Club Room, Club Grounds, Meeting Hall or Social Club. The parking requirements must match whatever terms are used.

We will pick up with Commercial Recreation at the next workshop meeting.

There being no additional business, Dr. Bedell adjourned the meeting at 7:45 p.m.

Respectfully submitted,
Monica Love
Zoning Officer