

**LOWER WINDSOR TOWNSHIP
PLANNING COMMISSION
WORKSHOP MINUTES
APRIL 17, 2024**

The Lower Windsor Township Planning Commission held its workshop 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 6:30 p.m. Also present was Planning Commission member Becky Pfeiffer. Members Kelly Skiptunas, Rachel Sollenberger, and Marzena Wolnikowski and were absent with prior notice. Zoning Officer, Monica Love, Permit Assistant Andrea Hodge and Supervisor Barry Strayer were also present.

OLD BUSINESS

The Planning Commission reviewed the Zoning Ordinance re-write, starting with the revisions to the uses described in **Article VI Supplemental Use Regulations**. Text shown in red is new – to be added to the Zoning Ordinance, text in black is existing within the current Zoning Ordinance, to be revised.

COMMERCIAL RECREATION FACILITY, INDOOR

- A. All activities shall take place in a completely enclosed building.
- B. The applicant shall furnish evidence as to how the use will not constitute a nuisance due to noise or loitering outside the building.
- C. Buffers and screens shall be provided in accordance with § **470-39** of this chapter to protect neighboring residential properties. This includes, but is not limited to, fences, walls, plantings and open spaces.
- D. Consideration shall be given to traffic problems. If the nature of the use is such that it will generate 250 or more average daily traffic as determined by the required traffic impact study pursuant § **410-23** of Chapter **410**, Subdivision and Land Development, **and** access shall be via a collector street as designated in the Township's Comprehensive Plan.
- E. **Any exterior lighting and/or amplified public address system shall be arranged and designed so as to prevent objectionable impact on neighboring properties in accordance with § 470-41 of this chapter. Use of the outdoor public address systems shall only be permitted between the hours of 8:00 a.m. and 11:00 p.m. Exterior lighting other than that essential for the safety of the users of the premises shall be prohibited between the hours of 11:00 p.m. and 6:00 a.m.**

COMMERCIAL RECREATION FACILITY, OUTDOOR

- A. **All outdoor storage of maintenance equipment and/or bulk storage shall be setback a minimum fifty (50) feet from any property line and shall be screened from view in accordance with the requirements of the SaLDO.**
- B. **All off-street parking and/or loading areas shall be screened from adjoining residential uses.**
- C. **Any exterior lighting and/or amplified public address system shall be arranged and designed so as to prevent objectionable impact on neighboring properties in accordance with § 470-41 of this chapter. Use of the outdoor public address systems shall only be permitted between the hours of 8:00 a.m. and 11:00 p.m. Exterior lighting other than that essential for the safety of the users of the premises shall be prohibited between the hours of 11:00 p.m. and 6:00 a.m.**
- D. **Accessory concession stands, pavilions, play areas, and picnic areas shall be set back from property lines a minimum twenty-five (25) feet.**
- E. **Outdoor trash and recycling receptacles shall be provided amid any outdoor recreation areas. Such trash receptacles shall be emptied so as to prevent the scattering of litter and debris.**
- F. **Any booth or structures used for the collection of admission and/or parking fees shall be set back and arranged to prevent vehicle backups on adjoining roads during peak arrival periods.**

- G. **Overflow parking for peak use periods shall be required. Such overflow parking areas shall be accessible only from the interior access drive of the permanent parking lot. Overflow parking areas shall contain fencing to prevent vehicles from crossing adjoining properties or directly accessing adjoining roads. Such areas shall be kept in a mud-free, dust-free condition but need not be paved.**
- H. Consideration shall be given to traffic problems. If the nature of the use is such that it will generate 250 or more average daily traffic as determined by the required traffic impact study pursuant § **410-23** of Chapter **410**, Subdivision and Land Development, access shall be via a collector street as designated in the Township's Comprehensive Plan.
- ~~A. Exterior lighting shall be directed away from all adjoining properties in accordance with § **470-41** of this chapter.~~
- I. Buffers and screens shall be provided in accordance with § **470-39** of this chapter to protect neighboring residential properties. This includes, but is not limited to, fences, walls, plantings and open spaces. Depending upon the specific nature of the proposed use, additional screening or buffering may be required to protect adjoining **residential** properties.
- J. Existing trees and vegetation shall be preserved to keep the area natural. All trees with a diameter at breast height (DBH) of greater than six inches removed shall be replaced on site with trees having a minimum DBH of two inches.
- K. **The applicant shall furnish evidence that adequate water supply and sewage disposal can be provided. If portable toilets are proposed, a contract for management and removal will be required.**

COMMUNICATION FACILITIES the lighting should be the same as is used above.

§ 470-74 CONVENIENCE STORE, CONVENIENCE STORE DISPENSING FUEL, OR VEHICLE FUELING STATION

- A. Access drives must be provided in accordance with § **410-31B** of Chapter **410**, Subdivision and Land Development, and must be located as follows:
 - (1) Minimum offset from intersection of street right-of-way lines: 40 feet.
 - (2) Side lot line offset: 10 feet.
 - (3) Minimum width: 12 feet.
 - (4) Maximum width: 35 feet.
 - (5) Minimum separation of drives on same lot: 25 feet.
 - (6) Maximum number of **access** drives on a **each** street: 1
- B. Except along access drives, a concrete curb eight inches in height must be placed along all street right-of-way lines.
- C. Access shall be via a collector street as identified by the Township's Comprehensive Plan.
- D. ~~All lights must be diverted toward the fueling station or convenience store or downward on the lot.~~ **Canopy lighting shall be directed downward toward the fuel pumps and shielded or recessed. Lighting at the property line shall not exceed 1 footcandle.**
- E. No outdoor stockpiling of tires or outdoor storage of trash is permitted. An area enclosed by a wall, fence or vegetative material and screened from view of adjoining properties shall be provided whenever outdoor storage is required. No materials may be stored so as to create a fire hazard.
- F. Buffers and screens shall be provided in accordance with § **470-39** of this chapter to protect neighboring residential properties. This includes, but is not limited to, fences, walls, plantings and open spaces.
- G. Fuel pumps must be set back at least **25** feet from the street right-of-way line.
- H. In no case may a Convenience store be developed on prime agricultural soils.
- I. **Drive through facilities, if provided shall meet the requirements in § 470-**

- J. Food patron seating areas shall be limited to no more than twenty (20).
- K. Outdoor trash and recycling receptacles shall be provided at each public entrance/exit.
- L. Any storage of propane cylinders shall be setback 25' from any public road, and shall have protective concrete bollards installed.

CLUB ROOM, CLUB GROUNDS, MEETING HALL OR SOCIAL HALL

- A. All outdoor recreation/activity areas shall be set back at least 50 feet from any property line.
- B. Any accessory outdoor trap, skeet, rifle, pistol or archery range must meet the requirements of § 470-112.
- ~~C. Buffers and screens shall be provided in accordance with § 470-39 of this chapter to protect neighboring residential properties. This includes, but is not limited to, fences, walls, plantings and open spaces.~~
- C. Parking areas must be set back at least 50 feet from any adjoining agricultural use or residential use or district.
- D. The use of public address systems shall be limited so that the sound of the public address system shall not be audible to the human ear beyond the boundaries of the site.
- E. Any exterior lighting and/or amplified public address system shall be arranged and designed so as to prevent objectionable impact on neighboring properties in accordance with § 470-41 of this chapter. Use of the outdoor public address systems shall only be permitted between the hours of 8:00 a.m. and 11:00 p.m. Exterior lighting other than that essential for the safety of the users of the premises shall be prohibited between the hours of 11:00 p.m. and 6:00 a.m.
- F. When multiple uses are proposed, the proposed parking shall meet the combined minimum requirements for all proposed uses.
- G. A minimum fifty-foot-wide landscape buffer planting strip shall be provided along any adjoining residentially used property, in accordance with the requirements of § 470-39.
- H. The applicant shall furnish evidence as to how the use will be controlled so as not to constitute a nuisance due to noise or loitering outside the clubhouse.
- I. The applicant shall furnish evidence that adequate water supply and sewage disposal can be provided. If portable toilets are proposed, a contract for management and removal will be required.

CONTRACTOR'S YARD/CONTRACTOR'S OFFICE

- A. The applicant shall provide a detailed description of the proposed use in each of the following topics and a complete land development application shall be submitted to the Township once the special exception application has been approved (if required):
 1. The nature of the on-site activities and operations, the types of materials stored, the frequency of distribution and restocking, the duration period of storage of materials and the methods for disposal of any surplus or damaged materials. In addition, the applicant shall furnish evidence that the disposal of materials will be accomplished in a manner that complies with the state and federal regulations.
 2. The general scale of operation in terms of its market area, specific floor space requirements for each activity, the total number of employees of each shift, and an overall needed site size.

3. Any environmental impacts that are likely to be generated (e.g., noise, smoke, dust, litter, glare, outdoor lighting, vibration, electrical disturbance, wastewater, stormwater, solid waste, etc.), including specific measures employed to mitigate or eliminate any negative impacts. The applicant shall further furnish evidence that the impacts generated by the proposed use fall within acceptable levels as regulated by applicable laws and ordinances.
- B. A traffic impact report shall be prepared by a professional traffic engineer, according to the requirements of Chapter **410**, Subdivision and Land Development.
- C. Retail sales shall not exceed 20% of the floor area.
- D. Outdoor storage of materials shall be located in the rear yard and a minimum of 30 feet from all property lines consisting of a thirty-foot-wide landscape screening and buffer planting strip in accordance with the requirements of Ch. 470-39 Screens & Buffers. The maximum area of outdoor storage shall be 1,500 square feet.
- E. A thirty-foot-wide landscaped buffer planting strip shall be provided from any loading/unloading dock area that adjoins any residential zoning district and/or existing dwelling in accordance with the requirements of Ch. 470-39 Screens & Buffers.
- F. Any exterior lighting and/or amplified public address system shall be arranged and designed so as to prevent objectionable impact on neighboring properties. Use of the outdoor public address systems shall only be permitted between the hours of 8:00 a.m. and 7:00 p.m. Exterior lighting other than that essential for the safety of the users of the premises shall be prohibited between the hours of 11:00 p.m. and 6:00 a.m.

DRIVE IN or DRIVE THROUGH BUSINESS

- A. The subject property shall front on a collector road as designated by the Township's Comprehensive Plan.
- B. Drive-through curb cuts and access drives shall be a maximum width of 12 feet for one-way in addition to all provisions set forth in § **410-31B** of Chapter **410**, Subdivision and Land Development.
- C. Drive-through windows shall be located on the side or rear of buildings.
- D. All drive-in and drive-through lanes shall be separated from the parking lot's passageways and interior access drives providing access to parking spaces.
- E. Any exterior speaker/microphone system shall be arranged and/or screened so that it cannot be heard from beyond the property line.
- F. All exterior seating/play areas shall be screened and buffered in accordance with § **470-39** of this chapter.
- G. On-site stacking lanes shall accommodate ~~eight~~ four (4) vehicles waiting to utilize the drive-in business and shall be situated to prevent vehicle backups onto adjoining roads.

EVENT VENUE

- A. The venue shall be owned and operated by the owners of the property.
- B. Event structures and/or tenting and/or canopies, including parking and driveway, shall be at least 200 feet from any side or rear property line of a residential property.
- C. Event structures, tents and/or canopies and parking lots shall be set back at least 50 feet from the street right-of-way.
- D. Any exterior lighting and/or amplified music and/or public address system shall be arranged and designed so as to prevent objectionable impact on neighboring properties. Use of the outdoor public address systems shall only be permitted between the hours of 8:00 a.m. and 10:00 p.m.

Exterior lighting other than that essential for the safety of the users of the premises shall be prohibited between the hours of 11:00 p.m. and 6:00 a.m.

- E. Tents and/or canopies for events shall be temporary in nature and shall be removed in the off-season.
- G. The applicant shall furnish evidence that adequate water supply and sewage disposal can be provided. If portable toilets are proposed, a contract for management and removal will be required.
- I. Any building, structure, tents, canopies or parking area used as part of the event venue shall not be located within 150 feet of a residential use.
- J. The subject property shall be buffered and screened from any adjacent residential use. Screening shall meet the requirements of Chapter 470-39, Screens & Buffers.
- K. Only food for events may be prepared on site. No restaurant facilities are permitted. No catering to outside businesses/people/events is permitted.
- L. All appropriate state licenses shall be obtained for including, but not limited to, serving alcoholic beverages and food preparation.
- M. All events must end by 10:00 p.m.
- N. Overflow parking for peak use periods shall be required. Such overflow parking areas shall be accessible only from the interior access drive of the permanent parking lot. Overflow parking areas shall contain fencing to prevent vehicles from crossing adjoining properties or directly accessing adjoining roads. Such areas shall be kept in a mud-free, dust free condition but need not be paved.

FAMILY FARM SUPPORT BUSINESS

- A. The owner or occupant of the farm must be engaged in the family farm support business.
- B. The use is **must be** clearly accessory to the principal farm use.
- C. Any outdoor storage of supplies, materials or products shall be located behind the building in which the farm support business is located **or shall be screened from adjoining uses and streets.**
- D. Agritourism uses accessory to an existing and working farm shall comply with the following.
 - 1. The use must be incidental to and directly supportive of the agricultural use of the property.
 - 2. Agritourism uses shall include but are not limited to the following:
 - (a) Agricultural roadside stands: see §§ **470-55** and **470-56** herein.
 - (b) Cut-your-own Christmas tree operations and similar you-pick fruit and vegetable operations.
 - (c) Wineries, breweries, ice cream and cheese-making operations, bakeries, and other specialty agricultural food products.
 - (d) Farm-related tours, museums and agricultural exhibits, crop identification and other educational programs, corporate events, company picnics, weddings and special events.
 - (e) Rodeos, agricultural fairs and festivals, horseback riding, corn mazes, haunted houses and hayrides, and wagon and sleigh rides.
 - 3. All parking shall be provided on site, **and need not be paved, but shall be maintained in a dust-free, mud-free condition.**
 - 4. ~~Sanitary facilities shall be provided in accordance with PA DEP requirements.~~ **The applicant shall furnish evidence that adequate water supply and sewage disposal can be provided. If portable toilets are proposed, a contract for management and removal will be required.**

5. If applicable, prior to the issuance of a zoning permit, all applicants shall submit a sketch identifying the location of the agritourism enterprise, all farm buildings, dwellings, existing and proposed driveways, access drives, parking areas, vehicle turn around areas, location of sanitary facilities (if as required), and buffering and landscaping.
6. The use shall emit no obnoxious noise, glare, dust, odor, vibration, electrical disturbance or any other objectionable impact beyond the property lines.
7. The uses shall comply with Chapter **281**, Article I, Noise Control Measures for Agritainment Businesses

FARM MARKET/ FARM CO-OP

- A. Multiple farmers operating within LWT or elsewhere in the county may combine into a single Farm Market/Farm Co-op operated by one or more of such farmers.
- B. The operator of a Farm Market/Farm Co-op may conduct a temporary non-agricultural events, activities or displays, the sole purpose of which is to generate interest or advertisement for the Farm Market/Farm Co-op. Such events, activities or displays shall be limited to no more than 7 days duration. There may be no more than 4 such events in any single calendar year. Adequate parking must be provided for each event or activity.
- C. Farm Market/Farm Co-op may sell prepared food which shall comply with local, State and Federal food service and waste disposal requirements. The sale of prepared foods must be subordinate to and incidental to the primary purpose of Farm Market/Farm Co-op which is the sale of Agricultural products.
- D. The retail sales area shall be considered to be that of the smallest rectangle, or other regular geometric shape which encompasses all display stands, booths, tables or stalls, plus any adjoining aisles and/or walkways from which consumers can inspect items for sale. The retail sales shall include all indoor and/or outdoor areas as listed above;
- E. The retail sales area shall be set back at least 50 feet from all property lines, and shall be calculated as part of the maximum permitted lot coverage, regardless of its surface treatment.
- F. All outdoor display and sales of merchandise shall not begin prior to one hour before official sunrise and shall cease no later than one hour after official sunset; and shall not be permitted in any required parking spaces.
- G. Overflow parking for peak use periods shall be required. Such overflow parking areas shall be accessible only from the interior access drive of the permanent parking lot. Overflow parking areas shall contain fencing to prevent vehicles from crossing adjoining properties or directly accessing adjoining roads. Such areas shall be kept in a mud-free, dust free condition but need not be paved.
- H. Off-street parking and loading shall be calculated on the sales/display area.
- I. No exterior amplified public address system shall be permitted;
- J. The applicant shall be required to demonstrate adequacy of sewage disposal and water supply; and
- K. Exterior trash receptacles shall be provided amid any outdoor retail sales area. Such trash receptacles shall be routinely emptied so as to prevent the scattering of litter and debris. All applications shall include a description of a working plan for the cleanup of litter.

FLEA MARKET

- A. The retail sales area shall be considered to be that of the smallest rectangle, or other regular geometric shape which encompasses all display stands, booths, tables or stalls, plus any adjoining

aisles and/or walkways from which consumers can inspect items for sale. The retail sales shall include all indoor and/or outdoor areas as listed above;

- B. The retail sales area shall be set back at least 50 feet from all property lines, and shall be calculated as part of the maximum permitted lot coverage, regardless of its surface treatment.
- C. All outdoor display and sales of merchandise shall not begin prior to one hour before official sunrise and shall cease no later than one hour after official sunset; and shall not be permitted in any required parking spaces.
- D. Overflow parking for peak use periods shall be required. Such overflow parking areas shall be accessible only from the interior access drive of the permanent parking lot. Overflow parking areas shall contain fencing to prevent vehicles from crossing adjoining properties or directly accessing adjoining roads. Such areas shall be kept in a mud-free, dust free condition but need not be paved.
- E. Off-street parking and loading shall be calculated on the sales/display area.
- F. No exterior amplified public address system shall be permitted;
- G. The applicant shall be required to demonstrate adequacy of sewage disposal and water supply. If portable toilets are to be used, a contract for maintenance and removal is required.
- H. Exterior trash receptacles shall be provided amid any outdoor retail sales area. Such trash receptacles shall be routinely emptied so as to prevent the scattering of litter and debris. All applications shall include a description of a working plan for the cleanup of litter.

We'll begin with Fuel Dispensing at the next meeting.

There being no additional business,
Dr. Bedell adjourned the meeting at 7:30 p.m.

Respectfully submitted,
Monica Love
Zoning Officer