

**LOWER WINDSOR TOWNSHIP  
PLANNING COMMISSION  
WORKSHOP MINUTES  
JULY 25, 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 6:30 p.m. Also present were Planning Commission members, Marzena Wolnikowski, and Becky Pfeiffer, members Kelly Skiptunas and Rachel Sollenberger were absent with prior notice. Zoning Officer, Monica Love, Supervisor Barry Strayer and two members of the public were also present. All attendees stood for the Pledge of Allegiance.

**MINUTES**

Dr. Bedell made a motion to approve the minutes of workshop of June 19, 2024, with the revision of Restaurants, Dine In; Mrs. Wolnikowski seconded. Motion passed 3-0.

Dr. Bedell made a motion to approve the minutes of June 27, 2024, with the removal of the word DOMESTIC from “Domestic Livestock”. Ms. Pfeiffer seconded. Motion passed 3-0.

**NEW BUSINESS**

**ZHB Case 20204-04 Kristopher Smith**, 507 Heffner Road Variance request table §470-12 Of the maximum lot size for a residential lot in the Agricultural District.

Attorney Michael Craley, representing Mr. Smith, presented the request.

Mr. Smith owns two (2) adjacent lots on Heffner Road that were created by subdivision in 1987, prior to the 2004 zoning ordinance adoption. He would like to build an accessory garage in the second lot, however, the ordinance does not permit an accessory building without a primary use. Mr. Smith has proposed to join the two (2) lots together in a reverse subdivision; however, Zoning limits the size of a residential lot in the agricultural district to two (2) acres. The combination of lots will be 3.15 acres. Mr. Craley argued that the joining of the two lots is the better alternative for the community and that in his opinion this is a diminimus request (diminimus is not specifically defined by the courts). Mr. Smith will orient the new building toward his house, will add no new driveway, and will have all doors facing his own house, not the neighbors. He will only remove the trees absolutely necessary and is willing to accept any reasonable conditions the members may wish to impose.

The members asked a few general questions but did not impose additional conditions. The Planning Commission agrees that this is in keeping with the Comprehensive Plan and the way we want the Agricultural district to look.

Dr. Bedell made a motion to recommend approval of the variance as submitted. Mrs. Wolnikowski seconded; the motion passed 3-0.

**OLD BUSINESS**

The Planning Commission discussed the short-term rentals and will revise the letter to the Board of Supervisors to request this be a stand alone ordinance. Short term rental use is constantly changing, and having this as a stand-alone ordinance will allow for it to be easily updated, plus it will allow for the ordinance to be adopted within a month or two (2) without waiting for the rest of the changes to the Zoning Ordinance to be finalized.

Zoning Ordinance review:  
Changeable message signs.

## **SIGNS, CHANGEABLE ELECTRONIC VARIABLE MESSAGE (CEVMS)**

1. No flashing, no animation, no scrolling, and no intermittent or full motion video shall be permitted.
2. CEVMS shall not approximate any traffic control device.
  - A. The only exception shall be in the instance when the sign is used to alert the public of an emergency.
3. No CEVMS are permitted to exceed 0.3-foot candles of light above the level of the surrounding ambient light.
  - A. Sensors are required so that as the surrounding light moves to darkness the intensity of the lighting on the sign is reduced.
4. Only one CEVMS will be permitted per lot.
5. CEVMS shall only advertise products/services related to the business to which the sign is assigned.
  - A. "Help wanted" or "new customers welcomed" shall be permitted.
  - B. Advertising charitable events that may be held on the same site as the sign location shall be permitted.
6. Messages may change.
  - A. Any number of messages may be displayed.
  - B. In no case shall the time of display be less than 20 seconds (3 times per minute) per message.
7. Specifically for off-site advertising signs (billboards):
  - A. Must be made available to the municipality or other government for public service type messages such as amber alerts, evacuation routes, road closures, etc.
  - B. The owner shall agree to not charge the municipality for any of these type messages.
8. Shall not be in eyesight of another CEVMS billboard.
9. Messages may change.
  - A. Any number of messages may be displayed.
  - B. In no case shall the time of display be less than 12 seconds (5 times per minute) per message.

The August workshop scheduled for 8.14.24 will be cancelled as there is currently little on the agenda for the regular meeting. At the regular August meeting the discussion will begin with Small Goods, Trade Shops (Rural Occupations). The members believe this can be included with cottage industry. However, it should be noted that Cottage Industry is permitted everywhere but the Residential District.

Mrs. Wolnikowski has received complaints that traffic goes too fast along Long Level Road. Ms. Love noted that a speed study had been requested of PennDOT and will look into the results and report back.

There being no additional business, Dr. Bedell adjourned the meeting at 7:38 p.m.

Respectfully submitted,  
Monica Love  
Zoning Officer