

**LOWER WINDSOR TOWNSHIP
PLANNING COMMISSION
WORKSHOP MINUTES
SEPTEMBER 18, 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 were Planning Commission members, Kelly Skiptunas, Marzena Wolnikowski, Rachel Sollenberger, and Becky Pfeiffer. Zoning Officer, Monica Love, was also present. All attendees stood for the Pledge of Allegiance.

NEW BUSINESS

Bamboo and invasive plant species. The Planning Commission believes that adopting an ordinance would be very difficult to enforce and could cause great hardships for property owners. Moving forward, a list of invasive species should be prohibited in the SaLDO and Zoning Ordinance, however, requiring the removal of plants throughout the Township is not feasible.

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 (as part of the section) is existing within the current Zoning Ordinance, text that has a strikethrough is to be removed.

Age Restricted Community – after reading 2 other municipality’s requirements, our Conservation by design covers this sufficiently, and with the Community Building addition noted below, the only thing an ARC needs are Covenants and deed restrictions. I think we should set this aside for now.

Added to the Club room, Club grounds or meeting hall:

- J. Within the Residential District, a community building is permitted as a Special Exception within a specific development. Parking setbacks, and landscape buffers are not required within the development, however parking and lot coverage shall meet the requirements of the Ordinance, and the underlying zone. The maximum size of a community building is 6,000 s.f. and is limited to recreational facilities, fitness/health spa areas, security/leasing offices and the like. No restaurants or retail shopping is permitted.

Retail Store/Business or Shop less than 2,500 ~~20,000~~ square feet

(Permitted in the V, and WR Districts (removed from the AG district – Family Farm Support Business and Cottage Industry cover that)

- A. The applicant shall demonstrate that adequate water supply and sewage disposal can be provided.
- B. 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-?? 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.

- C. All establishments shall provide suitable storage areas for dumpsters, which are to be constructed to minimize the sight from adjoining properties and street rights-of-way.
- D. Parking areas shall be maintained in a mud-free, dust-free material.
- E. The driveway for a shop of less than 2,500 s.f. that is adaptive reuse of property will not require the access drive width of 24'
- F. 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.

Retail Store/Business or Shop more than 2,500 20,000 square feet

Permitted in the I and as a Special Exception in the V

- A. The applicant shall demonstrate that adequate water supply and sewage disposal can be provided.
- B. 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-??** 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.
- C. All establishments shall provide suitable storage areas for dumpsters, which are to be constructed to minimize the sight from adjoining properties and street rights-of-way.
- D. A twenty-foot-wide landscape buffer planting strip shall be provided between this use and any abutting residential use in accordance with the requirements of § **470-??** Landscaping.
- E. Parking areas shall be maintained in a mud-free, dust-free material.
- F. Buffers and screens shall be provided in accordance with § **470-39** of this chapter to adequately protect neighboring properties. This shall include, but is not limited to, fences, walls, planting, and open spaces.
- G. 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.

Schools, Commercial Vocations/mechanical trade and adult education facilities

- A. Any maintenance, repair, rebuilding, testing, or construction of mechanical devices shall be conducted within a completely enclosed building;
- B. All ventilation outlets shall be located at least 100 feet and oriented away from adjoining residentially used properties;

- C. No outdoor storage of parts, equipment, lubricants, or other materials used or discarded, as part of the operation, shall be permitted;
- D. All exterior storage and/or display areas must be screened from adjoining residentially used properties. All exterior storage/display areas must be set back at least 35 feet from adjoining street lines and must be covered in an all-weather, dust free surface; and
- E. The outdoor storage of inoperable vehicles, boats, machinery, trucks, trailers, mobile homes and heavy equipment vehicles on the property is prohibited.
- G. 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 10:00 p.m. and 6:00 a.m.
- I. ~~All outdoor storage, parking, and loading areas shall be screened from adjoining residential uses.~~
- J. If the nature of the school facility is such that it will generate a medium or high volume of vehicular traffic, that is, in excess of 750 vehicle trips per day (as per the Pennsylvania Department of Transportation standard and the latest edition of the Trip Generation Manual of the Institute of Transportation Engineers), then access shall be by ~~an arterial or~~ collector street as designated in the Township Comprehensive Plan.
- K. 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.

School, Public or Private

- A. All buildings shall be set back at least 100 feet from any Residential or Village Zoning Districts.
- B. No part of a school property shall be located within 1,000 feet of a property containing an adult-oriented facility (as defined herein).
- C. For schools providing education to children under 12 ~~minors~~, an outdoor play area shall be provided at the rate of 100 square feet per individual enrolled. Off-street parking areas shall not be used as outdoor play areas. Outdoor play areas shall not be located within the front yard and must be set back at least 25 feet from all property lines. Outdoor play areas shall be completely enclosed by a fence not less than six feet high and shall be screened from adjoining properties in the Residential and Village Zoning Districts. All plant materials within the outdoor play areas shall be nonharmful types (shall not be poisonous or thorny). All outdoor play areas shall provide some shade by trees or a pavilion(s).
- D. "Enrollment" shall be defined as the largest number of students on the site at any one time during a seven-day period.
- E. Passenger drop-off and pick-up areas shall be provided and arranged so that students need not cross traffic lanes on or adjacent to the site.
- F. Off-street parking areas shall be designed to prevent incoming traffic from backing onto public streets. All required parking shall be located on the site of the facility. Parking areas shall be set back a minimum of 25 feet from all street rights-of-way and 30 feet from adjoining properties in the R or V Zoning Districts.
- G. 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 10:00 p.m. and 6:00 a.m.

- H. All outdoor storage and loading areas shall be screened from adjoining residential uses.
- 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.
- J. 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.
- K. Stadiums are subject to the following additional regulations:
 - (1) Required parking will be determined based upon a combination of the types of activities proposed and the schedule listed in this chapter. In addition, an unimproved grassed overflow parking area for peak-use periods shall be required. Such overflow parking area(s) shall be accessible only from the interior driveways of the permanent parking lot. Overflow parking areas shall be designed and fenced or landscaped to prevent vehicles from crossing adjoining properties or directly accessing adjoining roads. Soil erosion, sedimentation control, and stormwater runoff shall be managed in accordance with all applicable laws and regulations. If, at any time after the opening of the facility, the Supervisors determine that traffic backups are occurring on adjoining roads, and such backups are directly related to the size or design of the parking area(s), the Supervisors can require the applicant to revise the design of the parking lot(s) and/or provide additional on-site parking spaces or paved or grassed overflow parking areas.
 - (2) Any booths or other 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. Any other collection of fees, such as by roaming parking lot attendants, shall be conducted in such a manner as to prevent vehicle backups on adjoining roads. If, at any time after opening, the Township determines that traffic backups are occurring on adjoining roads, and such backups are directly related to the means of access to the subject property, the Township can require the applicant to revise such means to relieve the undue congestion.
 - (3) The applicant shall furnish and implement a working plan for the continuous cleanup of litter and debris that may result from outdoor seating
 - (4) 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 10:00 p.m. and 6:00 a.m.

Electric Vehicle Charging Stations

Definitions:

Electric Vehicle (EV) – Any motor vehicle licensed and registered for operation on public and private highways, roads and streets that can operated solely or partially on the power of a rechargeable battery

or battery pack (or other storage device that receives power from an external source, such as a charger) and meets the applicable state and federal motor vehicle safety standards and registration requirements. EVs include, but are not limited to all electric vehicles and plug-in hybrid electric vehicles (PHEV), also known as a plug-in EV.

Electric Vehicle Charging Station (EVCS)

Battery charging station equipment with an associated parking space that is publicly accessible and has as its primary purpose the transfer of electric energy (by conductive or inductive means) to a battery or other energy storage device in an EV. An EVCS may contain several charging ports/points to charge more than one EV at a time.

Electric Vehicle/Make Ready Parking Space

Any marked parking space that identifies the use to be exclusively for the parking of an EV. These spaces provide pre-wiring of electric infrastructure to facilities easy and cost effective future installation of Electric Vehicle Supply/Service Equipment (EVSE), including but not limited to, Level 2 EVSE and direct current fast chargers. Make Ready includes expenses related to serviced panels, junction boxes, conduit, wiring and other components necessary to make particular location able to accommodate EVSE on a “plug and play” basis. “Make ready” is synonymous with the term “charger ready”.

Electric Vehicle Supply/Service Equipment (EVSE)

Any device that enables the safe transfer of energy between the local power supply grid and an EV. EVSE includes all the components for EVCSs, including: the conductors; EV connectors; attachment plugs, software and all other fittings, devices, power outlets, induction plates or apparatus installed specifically for the purpose of delivering energy from the electric supply grid to an EV. EVSE may deliver either alternating current (AC) or direct current (DC) electricity (consistent with fast charging equipment standards).

Electric Vehicle (EV) Ready or Make Ready

Pre-wired electrical infrastructure to facilitate easy and cost-efficient future installation of EVSE, including, but not limited to, Level 2 EVSE and Level 3 Direct Current Fast Charging (DCFC). EV-Ready includes service panels, junction boxes, conduit, wiring, and other components necessary to make a particular location able to accommodate EVSE.

Requirements:

1. General Standards:
 - a. An EVCS is permitted as an accessory use to a commercial, industrial or institutional use and shall be a charging level of 2 or 3 (DCFC)
 - b. All standards of the PA Department of Labor and Industry shall be met and proof of compliance shall be submitted to the municipality prior to issuance of a Use and Occupancy Certificate.
 - c. Privately owned and operated EVCS with access restricted to authorized persons are exempt from the standards of this ordinance but shall be installed by a qualified professional and shall meet all other local, state and federal regulations.
2. Access and Location
 - a. EVCS parking spaces shall be paved and meet or exceed the minimum required parking space size as noted in §470-?? Of the Zoning Ordinance.
 - b. EVCS shall be on the same lot as the principal use.
 - c. EVCS in parking lots shall be located where equipment does not interfere with clear sight triangles at aisles or intersections.
 - d. When only one (1) EVCS is provided, it shall be accessible for people with disabilities in accordance with ADA parking standards. When more than one (1) EVCS is provided, at least one (1) EVCS shall be ADA accessible.

- e. EVCS shall not be located in areas prone to standing water and flooding.
- 3. Safety and Construction
 - a. Each publicly accessible EVSE shall be posted with signage containing at a minimum:
 - i. Contact information for reporting when the equipment is not operating, not accessible, or other problems. A 24-hour on-call contact shall be provided on the equipment for reporting problems.
 - ii. Voltage and amperage levels.
 - iii. Hours of operation if time limits or towaway provisions are to be enforced by the property owner.
 - iv. Usage fees.
 - v. Safety information.
 - vi. Geographic location, date of installation, equipment type and model.
 - vii. In case of an emergency 911 shall be called.
- 4. Equipment mounted on pedestals, lighting posts, bollards, or other devices shall be designated and located to not impede fire hydrants, exterior fire sprinkler connections, pedestrian travel, create trip hazards on sidewalks, or impede snow removal.
- 5. A variety of EVCS should be installed in order to provide power compatible for various types of EVs.
- 6. EVSE shall be separated from charging spaces by 3 to 4 feet high bollards with concrete footings placed to protect the EVSE from accidental impact and to prevent damage from snow removal equipment. Non-mountable curbing may be used in lieu of bollards if the EVSE is set back a minimum of 24 inches from the face of the curb.
- 7. If a publicly accessible EVCS becomes inoperable, signage shall be placed on the EVCS indicating it is out of service and notice shall be indicated on the provider's website and software application.
- 8. An annual safety inspection shall be undertaken by a certified professional electrical inspector and a report submitted to the municipal code official.
- 9. EVSE in the Municipal Right-Of-Way
 - a) EVCS in the right-of-way shall be no farther horizontally within 10 inches from the face of a curb.
 - b) Charging spaces in the right-of-way shall be designated with time limitations for charging.
 - c) EVCS in the right-of-way shall be accessible for people with disabilities in accordance with ADA standards.
 - d) EVCS signage in the right-of-way shall meet ADA requirements for sidewalk accessibility.

There being no additional business, Dr. Bedell adjourned the meeting at 7:34 p.m.

Respectfully submitted,
Monica Love
Zoning Officer