

**LOWER WINDSOR TOWNSHIP  
PLANNING COMMISSION  
MEETING MINUTES  
FEBRUARY 22, 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 Kelly Skiptunas, Marzena Wolnikowski, Rachel Sollenberger, new member Becky Pfeiffer, Zoning Officer, Monica Love, Permit Assistant, Andrea Hodge, and Supervisor, Barry Strayer. All attendees stood for the Pledge of Allegiance.

**PUBLIC COMMENT  
MINUTES**

Dr. Bedell made a motion to approve the minutes of January 25, 2024, as written, Mrs. Skiptunas seconded. Motion passed 5-0.

**NEW BUSINESS**

**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.

**Animal shelter/animal rescue**

- A. Must be operated under the laws of Pennsylvania and York County. Must provide all services indoors and meet the requirements of a commercial kennel.
- B. Lot area and bulk regulations. All area and bulk regulations of the prevailing zoning district shall apply, however, the minimum lot size shall be 2 acres.
- C. Shall provide for the outdoor exercise of animals.
- D. Outdoor exercise/pasture areas shall be enclosed to prevent the escape of animals and shall be a minimum of 10 feet from any property line and/or street right-of-way.
- E. All animals must be housed within a structure except while exercising. Said structure must be 50 feet from all property lines.
- F. Documented evidence must be presented to the Township indicating that the disposal of animal waste will be provided for in a manner that will not create a public health hazard or nuisance.
- G. Where such use is adjacent to residentially occupied properties, screens and buffers in accordance with §470-39 of this chapter are required. This includes, but is not limited to fences, walls, plantings and open spaces.

**Auction House**

- A. An auction house for household and other goods may be permitted as an accessory use or a principal use of the lot.
- B. Lot area and bulk regulations. All area and bulk regulations of the prevailing zoning district shall apply with the following exceptions:
  - (1) The minimum lot area (principal and accessory uses) shall be five acres.
  - (2) The building setback shall be at least 50 feet from any lot or street line.

- C. No parking area shall be located within the required front, side or rear setback areas. The applicant shall be required to provide sufficient off-street parking and loading so as not to require such parking or loading on or along any road, nor upon adjoining property. The parking may be unimproved grassed parking area for peak use periods, provided such parking areas shall be accessible only from the interior driveways of the lot. Overflow parking areas shall contain fencing to prevent vehicles from crossing adjoining properties or directly accessing adjoining roads. Parking areas shall be maintained in a mud-free, dust-free condition.
- D. The auction house shall be easily accessible from an improved street or highway with safe ingress and egress for both vehicular and pedestrian traffic.
- E. Exterior lighting, other than that essential for the safety and convenience of the users of the premises or security, shall be prohibited. All exterior lighting shall be shielded from the view of all surrounding streets and lots.
- H. Auctions shall not be held more frequently than twice in a seven-day period, each a maximum of two (2) days.
- I. No part of the subject property shall be within 200 feet of any Residential Zone.
- J. The applicant shall submit and continuously implement a working plan for the cleanup of litter and other debris.
- K. A plan for provision of septic disposal shall be provided and approved prior to issuance of a Certificate of Use. Contracts for pumping/hauling shall be provided if portable toilets are to be proposed.

Parking for the auction house should be 1 space for each 300 s.f. of auction area and 1 off-street loading space shall be permitted.

**§ 470-59 Bed-and-breakfast inn.**

- A. Maximum guest stays shall be limited to 14 consecutive days.
- B. There shall be a maximum of four guest rooms in the AG and R Districts.
- C. There shall be a maximum of six guest rooms permitted in V and WR Districts.
- D. No external appearance modification of the building which would alter the residential character is permitted, except for the provision of fire escapes and fire and safety requirements.
- E. The inn must comply with local regulations including but not limited to fire, health and building codes.
- F. Meals shall be offered only to registered overnight guests.
- G. ~~Bed and breakfast operations shall be conducted so as to be clearly incidental and accessory to the primary use of the site as a single-family detached dwelling.~~

**Billboards:**

- A. No billboard shall be located within 1,000 feet of another billboard.
- B. No billboard shall be permitted within 100 feet of the edge of the street right-of-way of any intersecting public street. The distance between billboards shall be measured along the nearest edge of the pavement between points directly opposite the signs along the same side of the traveled way.
- C. All billboards shall be a minimum of 50 feet from the street right-of-way line and all other property lines.
- D. No billboard shall obstruct the view of motorists on adjoining roads or the view of adjoining commercial or industrial uses which depend upon visibility for identification.
- E. No billboard shall exceed an overall size of 200 square feet nor exceed 25 feet in height.
- F. All properties upon which a billboard is erected shall be regularly maintained so as not to create a nuisance by means of weeds or litter.
- G. One billboard may be permitted as an accessory use on any lot with any other use.

- H. Flashing lights and neon are not permitted. Electronic variable message signs shall be static for no less than 15 seconds.

Billboards should be permitted in the Industrial District as a use by right, and in the Village District as a Special Exception.

A definition for Billboard shall be added as well. Ms. Love will find a few for review.

§ 470-60 **Boardinghouse or rooming house.**

- A. A rooming house or boardinghouse shall be owner-occupied.
- B. The lot on which such building is located must have a lot area, in addition to other area requirements of the ordinance, of not less than 1,500 square feet for each person for whom accommodation is provided.
- C. Not more than six boarders/roomers shall be provided for upon any lot or in any single building.
- D. Minimum periods of residency for all boarders/roomers shall be one week.
- E. No facilities for cooking or dining shall be provided in individual rooms or suites.
- F. All rooming houses and boardinghouses shall comply with all applicable federal, state and local laws and regulations including, but not limited to, fire, health, safety and buildings.
- G. If utilizing on-lot water supply and/or septic disposal, proof of adequate facilities is required prior to Use and Occupancy.

§ 470-61 **Boat launching facility, boat storage facility, or marina.**

- A. Outside areas for dry storage, repair and/or maintenance of watercraft shall be screened in accordance with § 470-39 of this chapter where the lot adjoins a residentially zoned lot or a residential use.
- B. No major repairs (i.e., fiber glassing, spray painting, sanding) shall be permitted in an outdoor boat storage facility.
- C. Each interior roadway, parking area and walkway shall be designed to preserve natural features including but not limited to trees with a diameter of greater than six inches at 4 1/2 feet from ground level. All trees with a diameter of greater than six inches measured at 4 1/2 feet from ground level removed shall be replaced on site with trees having a minimum diameter of two inches measured at 4 1/2 feet from ground level.
- D. Lighting shall not cause reflections on the surface of the water that will constitute a hazard to navigation or cause reflections or glare on adjoining properties or streets.
- E. Trash containers shall be placed throughout the lot and may not be permitted to overflow, cause objectionable odors or facilitate the breeding of vermin or insects.
- F. Fencing may be installed as a part of screening or for security, and shall be no less than ten (10) feet from any property line or street right-of-way. If provided with screening the fence shall be installed on the use side of the lot, not the neighboring use.

Boat storage facilities should be a permitted use in the Waterfront Recreation and in the AG Districts, and a Special Exception in the Village District

§ 470-62 **Camp/Campground.**

- A. Minimum lot area: ~~10~~ 2 acres.
- B. Maximum impervious coverage: 10%.
- C. Setbacks. All campsites shall be located at least 50 feet from any property line.
- D. Each campsite shall be at least 500 square feet in size and shall provide parking space for one automobile which will not interfere with movement of traffic or shall provide equivalent parking in a common parking area.

- E. There shall be a maximum of **ten (10)** recreational vehicles per acre ~~of lot~~ in any campground.
- F. An internal road system shall be provided. The pavement width for the access drive entrance way shall be at least 24 feet. The pavement width for internal drives shall be a minimum of 16 feet. All internal drives must be improved to a mud-free, dust-free condition. **Mud-free, dust-free access, sufficient area between for removal in emergency.**
- G. All outdoor play areas shall be set back at least 100 feet from any property line and screened from adjoining properties.
- H. 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.
- ~~I. Consideration shall be given to traffic problems. If the nature of the campground is such that it will generate a high volume of vehicular traffic, then access should be via a collector street as designated by the Township's Comprehensive Plan.~~
- J. All campgrounds shall furnish centralized sanitary and garbage collection facilities that shall be set back a minimum of 100 feet from any property line. **A plan for the removal shall be provided to the Township**
- K. Any accessory retail or service commercial uses shall be set back at least 100 feet from any property line. Such accessory commercial uses shall be solely designed and constructed to serve the campground's registered guests and their visitors. Any parking spaces provided for such uses shall have vehicular access from the campground's internal road rather than the public street.
- L. A site manager shall be available on the site ~~24 hours per day~~ **whenever the camp is in use.**
- M. The campground must comply with all applicable state and local laws and regulations.
- N. The cabin, camper, trailer, site, and/or RV shall not be used as a primary residence.**
- O. If utilizing on-lot water supply and/or septic disposal, proof of adequate facilities are required prior to Use and Occupancy.**
- P. The owner/operator shall have an Evacuation Plan for the campers, and is required to be filed with the Township.**

The Definition shall be revised to "A parcel of land used for seasonal recreational or similar temporary living purposes, such as cabins, tents or recreational vehicles or other similar temporary living purposes but shall not include a manufactured home park." The use shall be permitted as a special exception in the AG and Waterfront Recreation districts.

There being no additional business,  
Dr. Bedell adjourned the meeting at 8:01 p.m.

Respectfully submitted,  
Monica Love  
Zoning Officer