

**LOWER WINDSOR TOWNSHIP
PLANNING COMMISSION
MEETING MINUTES
FEBRUARY 27, 2025**

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, Rachel Sollenberger, and Becky Pfeiffer, Township Manager Sande Cunningham, Zoning Officer, Monica Love, Permits Assistant Andrea Hodge, Supervisor Barry Strayer, and nine (9) audience members. Member Kelly Skiptunas was absent with prior notice. All attendees stood for the Pledge of Allegiance.

PUBLIC COMMENT

None

MINUTES

Dr. Bedell made a motion to approve the meeting minutes of January 23, 2025, as written, Ms. Pfeiffer seconded. Motion passed 4-0. Dr. Bedell made a motion to approve the minutes of the workshop meeting of February 19, 2025. Mrs. Sollenberger seconded, and the motion carried 4-0.

NEW BUSINESS

627-25SLD 507 Heffner Road, Kristopher Smith

Patti Fisher from James Holley and Associates presented this 2-lot reverse subdivision plan (combining the lots). Mr. Smith received a variance from the Zoning Hearing Board in August of 2024 to create a lot that is larger than permitted for a residential lot in the Agricultural District. The proposed lot will be 2.94 acres net, where 2.0 acres is the maximum permitted residential lot size. Dr. Bedell asked whether there were any substantive comments outstanding – no, only administrative comments, and a final approval from the York County Conservation District.

Dr. Bedell made a motion to recommend approval of the plan with the outstanding administrative comments being addressed, prior to being submitted to the Board of Supervisors.

Mrs. Sollenberger seconded, and the motion passed, 4-0.

Dr. Bedell made a motion to authorize the signing of the Non-building Planning Waiver. Ms. Pfeiffer seconded, and the motion passed 4-0.

Field of East Prospect – Mr. Affriol briefed the Planning Commission members on the next steps for this Conservation by Design development.

Site Assessment plan is required, designating the resources, connection to existing trails, scenic vistas, soils, woodlands, all of these items are to be discussed before lots are laid out. The PC should decide if they want to have a site visit to review the resources they wish to protect.

Then the 4-step design process begins, followed by the sketch plan. Craig Smith RLA from RGS Associates, noted the 'Context map' and Site Analysis' map denotes the woodlands, scrub, invasive species, pond and two (2) small pockets of wetlands. There are two (2) areas shown with red arrow that are the scenic viewsheds.

Mr. Affriol noted the existing networks must connect to the Borough, not isolate the development. Mr. Smith stated that pedestrian walkways will connect to the existing Borough sidewalks. The sketch plan was noted as being quite different from the previous Derck & Edson plan (it is now all single-family dwellings rather than the mixed residential styles) but still has the commercial area. The residential lots are approximately 5,200 s.f.

Mr. Affriol asked about paper streets (mapped but not built) within the Borough. Mr. Smith answered no, any development within the Borough will be in the future. There is an issue with the curve/intersection to the northeast where the municipal lines meet. That intersection is dangerous for the home at the end of and across the street, and the future streets should be shown as part of the subdivision. The Planning Commission would like to meet on-site with the developer, his engineer and Mr. Affriol. Ms. Love will coordinate schedules for that site walk.

ZHB Case Z2025-02 – 1185 Knights View Road, Cromwell

Bradley Leber, applicant's attorney and Steve Hacket of Site Design Concepts presented this variance request. The development is proposing eleven (11) lots in the Residential District and as such falls under the Conservation by Design Overlay requirements. Mr. Leber noted that the density proposed is less than 1 lot/acre. There is no public water or sewer available to this site, and according to Mr. Leber, following the requirements of the Conservation by Design Overlay, would limit the number of lots to eight (8), far below the allowed density permitted by the ordinance. The residual lot would contain the existing residence and be approximately 6.6 acres. It appears to be desirable/marketable as a larger residential lot.

Adjoining property owners Eva Ciesielski and Cynthia Hall asked questions of the development. Part of the purpose of the Conservation by Design is to allow the new lot owners access to the open space and greenways and have the people who live there able to access and see the views. The open space that is being 'saved' here is only for the residual lot – would the owner consider allowing walking through the wooded areas. This is very close to the Mason-Dixon trail and Highpoint park. Sidewalk could be constructed along the frontage of Knights View Road, or a trail connection to the north of the property.

Members asked if an HOA was to be proposed. That is unknown at this time.

The Planning members suggest the following conditions, along with the recommendation to the Zoning Hearing Board that they look favorable upon the variance request.

1. The residual lot may not be further developed.
2. Connectivity to the Mason-Dixon Trail and/or Highpoint park be created.
3. That a buffer of existing trees be created in the 100' surrounding the development be protected.

Dr. Bedell made that motion, and Ms. Pfeiffer seconded. The motion carried 3–1 with Mrs. Sollenberger dissenting.

ZHB Case Z2025-03 - 1036 Canadochly Road

The owner, Amy Gundrum has applied for a variance to lessen the requirement of the residential zone side setback from the ten (10) feet that is required, to five feet (5). Ms.

Gundrum's partner Jeremy Nolt presented the request to the members. They had submitted a permit application for a building addition which was approved, except for the stormwater management, and they thought the addition would be seventeen (17') feet off the property line. When they found the property corner pins, the addition would only be five (5) feet off the property line. The ordinance requires ten (10) feet. The permit has not been issued, and no building has begun. The neighboring lot is approximately 9 acres and the neighboring house is roughly 210' from the Gundrum house, there is a wooded area between them.

Dr. Bedell made a motion to recommend the Zoning Hearing Board grant the variance for this edition only. Ms. Sollenberger seconded, and the motion passed 4-0.

OLD BUSINESS

The Short-term rental ordinance was discussed. The Planning Commission does not feel strongly about the Marketing Section and it can be removed. Section 9.C.2 limits the number of daytime guests to the same number of permitted overnight guests, so is a definition of parties required?

The Planning Commission authorized working with the solicitor via email so that this can still go before the Board at their March meeting.

Mr. Affriol found a model ordinance for illumination for the Planning Commission to review. He will provide it electronically.

Ms. Love reminded the members that the March 19 workshop was a virtual training seminar to be held from 6:30 to 8pm in the conference room.

There being no additional business,
Dr. Bedell adjourned the meeting at 7:43 p.m.

Respectfully submitted,
Monica Love
Zoning Officer