

**LOWER WINDSOR TOWNSHIP  
PLANNING COMMISSION  
WORKSHOP MINUTES  
APRIL 16, 2025**

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 6:32 p.m. Also present were Planning Commission members Kelly Skiptunas, Rachel Sollenberger and Becky Pfeiffer. Marzena Wolnikowski was absent with prior notice. Township Engineer John Affriol, P.E. and Township Manager Sande Cunningham, Zoning Officer, Monica Love, Permit Assistant Andrea Hodge, were present as well as 2 audience members.

**No public Comments**

**NEW BUSINESS**

**Fields of East Prospect Pre-Submission Conference & Sketch Plan Discussion**

Aislynn Herbst of RGS Associates representing the project addressed the members. Last month's site visit was very beneficial. The steep slopes, bamboo and ridge line were noted. There are 47 acres within the Township, 134 single family home lots are proposed, with one (1) commercial lot. They are utilizing the Conservation by Design with enhanced density option. A sketch plan was submitted, but not formally. The design requirements note the existing conditions, steep slopes, and existing vegetation. The second sheet shows the existing resource and site analysis. Sheet 3 is the sketch plan of the lots, and walking the site, confirms the areas to be protected; streams, the pond, woodland areas, There will be a pathway through the borough lands, connecting to the alleys and roadways. At this point, those trails are not proposed to be impervious, but maintained grass trails. Sidewalks will be provided on the frontage of Nursery Road and East Prospect Road, with safe access to the commercial lot. The open land within the Borough will be available to the residents of the development for use of trails. The Planning Commission believes the intersection of Streets D and Street B will need a stub or cud-de-sac constructed into the Borough lands so that Lot 91 has some intersection protections.

John Affriol asked how much of the constrained land is impacted. Ms. Herbst noted that sheet 2 shows the numbers/acres of the constrained land. Mr. Affriol requested that any of that impacted area be shown and/or noted.

There was some discussion on the existing pond. Further investigation will be needed. The intent is to keep the pond; Mr. Affriol suggested the area could be restored to the more natural wetland/marsh that it used to be, however that is not a requirement.

A maintenance/management plan will be needed to control invasive species within the woodland and the constrained lands areas post construction. The use of native plants and trees will be encouraged. Mr. Affriol suggested a trail branch that follows Street C for longer walking trip, and interpretive/informative signage of the constrained areas be installed for education of future residents. This will be submitted to the Board of Supervisors as a formal sketch plan for their May 8, 2025, meeting.

**OLD BUSINESS**

**Zoning Ordinance review**

Changes in red are additions to the Ordinance, crossed out are to be removed, and highlighted are editorial.

Members started on the changes in the Nonconformity (currently §470-47.C)

- (4) Expansion. An existing principal building or structure which does not conform to building setback requirements may be expanded or altered **in areas not in violation of the setback, provided the extension or alteration conforms to all dimensional requirements of this chapter and in conformance with** all other applicable regulations of this chapter.
- (5) Any accessory structure, created on or before the effective date of this chapter or created by an amendment to this chapter, may remain although such structure does not conform to the dimensional requirements for the district in which it is located. If it is destroyed in part up to 50% of its structure or value, it may only be rebuilt in conformance with all ordinance requirements. A nonconforming accessory structure may only be replaced in conformance with the provisions of this chapter. An existing accessory structure which does not conform to building setbacks may only be expanded provided the extension or alteration conforms to all dimensional requirements of this chapter and all other applicable regulations of this chapter.

D. Nonconforming uses.

- (1) Continuance. Except as otherwise provided in this section, any nonconforming use, existing on or before the effective date of this chapter or created by an amendment to this chapter, may be continued indefinitely ~~although such use does not conform to the requirements for the district in which it is located.~~ Unless specifically provided by the Zoning Hearing Board for a particular use, no change of title, ~~or~~ possession or **ownership, or** any other change in status of a property ~~on which a nonconforming use exists~~ shall prevent the continuance of such nonconforming use.

§470-47.D(2)(b)[5]

- [5] Buffers and screens shall be provided as necessary to adequately protect neighboring properties. This includes, but is not limited to, **screening of dumpsters,** fences, walls, plantings and open spaces.

Two (2) additional uses were added to the table by Ms. Love with appurtenant definitions and specific regulations as well.

### **CULTURAL FACILITY**

A building or facility open to the public and dedicated to the presentation or availability of arts and sciences and related activities such as community centers, libraries and museums.

**Cultural Facility will be permitted in the AG, V and WR zones.**

### **§ 470-?? Cultural Facility.**

- A. If located adjacent to a residential use, the facility shall not adversely impact the adjoining residence in terms of traffic, vehicular access, lighting or proposed outside activity.
- B. All exterior seating/play areas shall be screened and buffered in accordance with § **470-39** of this chapter.
- C. 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.
- D. Any event space shall be accessory to the facility. If the event space is to be rented out it shall meet the requirements of § 470-??

Cultural facilities may utilize more than one structure on one lot provided all structures and uses are related.

#### PROPANE/LPG FILLING AND/OR SERVICE FACILITY

An establishment that contains large stores of propane or liquified petroleum gas product for disbursement into smaller containers and/or provides service on said containers or at other sites.

Propane filling and/or Service Facility will be permitted by special exception in the AG and the R, and permitted in the Industrial district.

#### § 470- PROPANE/LPG FILLING AND/OR SERVICE FACILITY

- A. Fuel tanks and any associated structures shall be setback 35 feet from the street right-of-way lines.
- B. Above ground tanks shall be no less than one hundred feet any occupied structures on any other lot.
- C. Any lighting must be directed downward and shielded or recessed and shall meet the requirements of §470-?? Illumination.
- D. Concrete bollard protection shall be required on all street sides of aboveground tanks.
- E. Outdoor storage and any mechanical equipment shall be completely enclosed by a minimum eight-foot-high fence with a self-locking gate, and provided with screening in accordance with screening and buffering requirements in § 470-39 of this chapter.
- F. If individual tank filling will take place on the lot, filling areas shall provide a minimum forty (40) feet of vehicle parking/stacking, or three (3) additional parking spaces.

On recommendation by John Affriol

#### § 470-36 Parking

- E. Layout. Every parking lot shall be connected to a street by means of an access drive. Parking areas must be arranged so there will be no need for motorists to back over:
  - (1) Local streets, except in the case of single-family, and single-family attached residential uses.
  - (2) ~~Major thoroughfares~~ Minor and Major collector streets.
- F. Separation from streets and sidewalks. For multifamily and nonresidential uses where a parking area or other area open to movement of vehicles abuts the right-of-way of a public street, sidewalk or walkway, a pipe railing, post and chain barricade, raised curbs, parking bumpers, or equally effective devices satisfactory to the Township Engineer must line the public right-of-way, sidewalk or walkway except at access points so that parked vehicles will not extend into the street right-of-way, sidewalk or walkway.
- G. Paving. For commercial, industrial and multifamily residential uses, all required parking areas shall be paved with concrete or bituminous paving material. Other uses shall maintain parking areas in mud-free, dust-free materials, in passable conditions.

Major thoroughfare is to be removed – there are no such classifications in the Comprehensive Plan.

#### § 470-41 Illumination.

~~Where a use involves exterior lighting, the lighting must be so located and shielded that no objectionable illumination or glare is cast upon adjoining properties or so it does not obstruct the vision of motorists.~~ The minimum standards for outdoor lighting below, protect and maintain the rural character of the Township. All uses, applications and locations that provide outdoor lighting are subject to the following.

- A. For luminaries 0 to 4 feet above ground level the cone of direct illumination may be 90° perpendicular to the adjoining ground. For luminaries from 4 to 20 feet above ground level, the cone of direct illumination may not exceed 60° from perpendicular to the ground.
- B. No luminaries shall exceed 20 feet in height, except as otherwise provided for in this Chapter.
- C. The illumination projected from any use onto a residential use shall at no time exceed 0.1 footcandles, measured line of sight from any point on the receiving residential property.
- D. The illumination projected from any property onto a non-residential use shall at no time exceed 1.0 footcandle measured line of sight onto the receiving property.
- E. Overnight security lighting shall not be in excess of 25% of the number of luminaires required or permitted for normal lighting, unless overnight shifts are utilized. If more than 25% of the lighting is to be used overnight, Board of Supervisor approval is required.
- F. Directional luminaires such as floodlights and spotlights, shall be so shielded and installed and aimed so that they do not project onto adjacent uses, skyward, or onto a public roadway.
- G. United States and Pennsylvania flags that are illuminated shall have a beam spread no greater than is necessary to illuminate the flag(s) and shall be shielded so that the light source is not visible at normal viewing angles.
- H. Under canopy lighting shall be accomplished using flat lens full cut off luminaires aimed straight down and shielded in such a manner that the lowest opaque edge of the luminaire shall be below the light source.
- I. Rotating, traveling, pulsing, flashing or oscillating light sources, lasers, beacon searchlights and strobe lighting is not permitted for any outdoor conditions.
- J. Residential Development Lighting
  - a. In residential developments where four (4) or more contiguous parking spaces are proposed, such spaces shall be illuminated.
  - b. In multi-family developments, common parking areas of four (4) spaces or more shall be illuminated.
- K. When a municipal official judges an installation produces unacceptable levels of light pollution, light trespass, excessive or insufficient illumination levels or otherwise varies from this Ordinance, the Municipal official may cause notification of the persons responsible for the lighting and require the appropriate remedial action.

Mr. Affriol also provided verbiage for woodlands and mature trees to be added, and that information will be sent out to the members for review and future addition to the Ordinance.

Within the Village District requirements, there are design constraints for streetwalls on non-residential uses. No members of the Commission see any reason for keeping that. It should be removed.

There being no additional business,  
Dr. Bedell adjourned the meeting at 8:14 p.m.

Respectfully submitted,  
Monica Love  
Zoning Officer