

**LOWER WINDSOR TOWNSHIP
PLANNING COMMISSION
MEETING MINUTES
MAY 28, 2026**

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; Zoning Officer, Monica Love; Permits Assistant, Andrea Hodge and 7 members of the audience. Kelly Skiptunas was absent with prior notice.

PUBLIC COMMENT

None

MINUTES

Dr. Bedell made a motion to approve the meeting minutes of April 23, 2026, as written, Ms. Pfeiffer seconded. Motion passed 3-0.

NEW BUSINESS

Subdivision & Land Development Plan 632-26 River Ridge Hills Mark Magrecki from PennTerra Engineering presented the plan for Joe Deerin and River Ridge Townhomes LLC. This plan proposes to combine three (3) lots (lots 86, 87 and 88) into the Community Building, pavilion, tot lot and pool. It has an upper level, a lower level, a drop-off space out front and a single handicap parking space along the road. The developer/owner will be responsible for snow removal within that drop-off area. There are steps and retaining walls surrounding (which will also have a six (6) foot high fence on top). Lot 184 is proposed to be developed into a parking lot, maintenance building and dog park. There are landscaping shrubs proposed surrounding the lot. Parcel 183 is currently a single-family detached building lot and will be divided into three (3) townhouse lots. Lot 182 is currently a single-family detached building lot, and will be divided into a duplex/twin lot. Lot 283 is currently a single-family detached building lot, and will be divided into three (3) townhouse lots. Lot 116 is currently a single-family detached building lot, which will be developed as a parking lot for overflow parking on Winchester Ct. Landscape shrubs and trees have been added.

There will be no increase in the number of building lots within the development. Several variances and special exceptions for this project were approved by the Zoning Hearing Board in November of last year. The location of the flag pole was discussed and reviewed.

The waiver request for the scale of the plan was noted. The members discussed the outstanding comments.

1. The Uniform Parcel Identifier table must include a blank space for the combined lots 86, 87 and 88, so that the Assessment office can create the number. The UPI number for each of the lots created by this subdivision shall be left blank for the Assessment office to create. The addresses for each of the newly created lots shall be left blank for creation by the Township Zoning Office.
2. §410.20 Verification from Wrightsville Borough Municipal Authority and York Water Co shall be required before recording of the plans.
3. As required by the Zoning Hearing Board, the rules to regulate the use of the dog run must be proposed and agreed to by staff.

4. A recorded encroachment easement for lot 116 (referenced in variance #2) shall be provided to the Township.
5. §410-24.D.23 a Detail of the proposed canopy which projects into the front setback must be submitted, reviewed, and approved.
6. §410-24.D.26 Soil boundaries as mapped by the York County Soil Survey shall be shown on the plans.
7. §410-24.D.27 An updated NPDES approval from York County Conservation District is required.
8. Outstanding comments from the Township Engineer on the stormwater management and PCSM shall be addressed.
9. Design for the proposed traffic island in front of the Community Center shall be reviewed and approved by the Township Engineer. The truck turning radius for the dumpster area shall be reviewed and approved by the Township Engineer.
10. The property owner and all professionals shall sign and execute the plans prior to the Board of Supervisors' meeting.
11. All administrative items shall be addressed prior to plan recording (outstanding invoices, surety/bond, recreation fees, etc.)
12. New and revised legal descriptions should be prepared for the newly created lots and the revised lot and should be recorded with the plan so that the County Tax Map is updated.
13. All final plans as recorded shall be submitted in electronic format (i.e., PDF), and revised deeds shall be required to be recorded for both lots.

Dr. Bedell made a motion to recommend approval of the plan with the condition that all outstanding comments shall be addressed, and that the waiver 410-19.b be granted.

Mrs. Wolnikowski seconded. The motion was approved 3-0.

Subdivision & Land Development Plan 633-26, 34 & 46 Holmgren Ln

Josh Myers from Shaw Surveying presented the plan to the members. Bruce & Marilyn Eveler own the southwestern property as well as the adjacent vacant lot. Amada Draper owns the eastern-most lot. The center lot will be divided and each piece added to the neighboring parcels. There are some accessory structures on the center lot, and each lot will get one.

There are 3 waivers requested: §410-44.A Street trees – no new street trees are proposed §410-19.b Water & Sewer Feasibility study §410-29.C.2 Roadway improvements – Holmgren & Miller are private roads.

The Planning and Non-Building Waiver was approved by the SEO and should be included in the motion.

The members discussed the outstanding comments:

1. The Request for Planning and Non-building Declaration form is needed with all required signatures - provided.
2. The property owner and all professionals shall sign and execute the plans prior to the Board of Supervisors' meeting.
3. All administrative items shall be addressed prior to plan recording (outstanding invoices, surety/bond, recreation fees, etc.)
4. New and revised legal descriptions should be prepared for the newly created lots and the revised lot and should be recorded with the plan so that the County Tax Map is updated.
5. All final plans as recorded shall be submitted in electronic format (i.e., PDF), and revised deeds shall be required to be recorded for both lots.

Dr. Bedell made a motion recommending approval of the plan with the condition that outstanding issues must be addressed and recommended granting the three (3) waivers requested. Also included is the

non-building waiver approval. Ms. Pfeiffer seconded the motion, all voted in favor and the motion carried, 3-0.

Subdivision & Land Development Plan 635-26, Michael & Nancy Rau

Layne Clark from Gordon L. Brown presented the plan. There are two (2) existing parcels and they are creating a two (2) acre lot from the existing farm (Lot 95) and the existing residential lot (parcel 95.C) will be added back into the farm. The residence's well is on the farm parcel and the septic system is on the residential lot, which will be joined.

Dr. Bedell asked how near public sewer and public water are located. Both are at the top of the hill in East Prospect Borough (nearly 700' away).

The Village District runs between the farm parcel (95) and the house parcel (95C). The municipal boundary runs along the western border of the farm lot, straight to Calvary Church Rd.

The ground water recharge area is required due to the geology of the area. The septic effluent would need a 2.4 acre lot, however, the maximum AG lot size is 2 acres. The 0.4 acre easement is required for the septic system. That can still be used for AG purposes, both cattle and crops, but no structures.

Waivers requested are **§410-19.B.37.b** Feasibility study for sewer and water facilities. **§410-24.D** Plan Scale; **§410-44** Street trees. The members noted that if the stormwater management required for the lot must remove the existing trees, they should be replaced. There should be a note added to the plan.

The previous plan proposed a sixty (60) feet wide right-of-way for Calvary Church Road throughout the lots, but no evidence was found for the acceptance of the dedication (1989). The Board should accept the dedication as part of the motion.

Outstanding comments on the plan are:

1. Comment h. from the YCPC regarding the parcel history on the plan review letter dated April 30, 2026, shall be satisfactorily addressed prior to submission of the plan to the Board of Supervisors.
2. A Planning Module for the proposed lot is required.
3. The last note under the parcel history should be revised to read "Remaining dwelling rights..." instead of units.
4. The table on sheet 1 should include a blank space for the Assessment Office to verify the UPI assigned to Combined Lot 1/1A.
5. The property owner and all professionals shall sign and execute the plans prior to the Board of Supervisors' meeting.
6. All administrative items shall be addressed prior to plan recording (outstanding invoices, surety/bond, recreation fees, etc.)
7. New and revised legal descriptions should be prepared for the newly created lot and the revised lot and should be recorded with the plan so that the County Tax Map is updated.
8. All final plans as recorded shall be submitted in electronic format (i.e., PDF), and revised deeds shall be required to be recorded for both lots.
9. The comments from John Affriol's letter dated May 28, 2026, shall be addressed.

Dr. Bedell made a motion recommending approval of the plan with the condition that outstanding issues must be addressed and recommended granting the three (3) waivers requested, with the caveat that if the existing trees must be removed, they be replaced. Mrs. Wolnikowski seconded the motion, all voted in favor and the motion carried, 3-0.

Ms. Love updated the members that there is an America's 250th Anniversary celebration at the Township building on July 1 and a flyer was given to each member. The family friendly event will include a bounce house, food, games and movies. The County celebration on July 4th flyer was also handed out.

The members agreed to cancel the June 17 workshop, as the zoning ordinance rewrite is not ready for distribution.

There being no additional business,
Dr. Bedell adjourned the meeting at 7:27 p.m.

Respectfully submitted,
Monica Love
Zoning Officer