

**WINDSOR TOWNSHIP PLANNING COMMISSION**  
**December 18, 2025**

1. The meeting of the Windsor Township Planning Commission was called to order at 6:01 P.M. by Chairperson Pilachowski.

Present at the meeting were Jerry Pilachowski, Jim Vergos, Todd Kurl, Brita Runkle, Kim Moyer, Christopher Kraft, P.E. (C.S. Davidson, Inc.), Kipp Allison, Deanna Coble and Teresa Miller. See the attached list of citizens present.

2. The Pledge of Allegiance was recited.
3. Public Comment – There were no comments.
4. On a motion from Mrs. Runkle and seconded by Mr. Kurl, the minutes of the November 20, 2025 meeting were approved. Motion carried. Five votes yes.

5. Plans to be discussed:

- A. Covenant Moravian Church Prel./Final Subdivision Plan #250103 by James R. Holley & Assoc., Inc., 3 lots along Meadow Hill Road (10/25)

Jason Brenneman explained the purpose of the plan is to subdivide the church property into 4 lots. One lot will house the existing church and the other three lots will be for single-family dwellings.

Mr. Kraft and Mrs. Coble reviewed their outstanding comments.

On the motion of Mrs. Runkle seconded by Mr. Vergos, the following waivers were recommended for approval:

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|------------------------------|---|
| • Section 305.2.B & 304.2.B; | plan sheet size   |
| • Section 304.2.C.6;         | defer stormwater management planning until permit                         |
| • Section 503.2;             | construction of sidewalks along Church property &<br>along Cape Horn Road |
| • Section 503.1.A;           | construction of curbs along Cape Horn Road                                |

Motion carried. Five votes yes.

On the motion of Mr. Moyer seconded by Mr. Kurl, the plan was recommended for approval with the following outstanding comments:

1. The Certificate of Ownership shall be signed and notarized.
2. Profiles, typical cross sections, and specifications for proposed street restoration from the sanitary sewer installation shall be included in the plans. Applicant shall note that for any utility crossings within 100' of one another requires the pavement between the crossings to be milled and overlaid.

3. Plans shall show and detail the relocation of the church building sewer lateral, as the proposed sewer main uses the existing lateral connection point at the existing manhole.
4. Section 305.2.B.2 requires the name, seal, and signature of the registered surveyor responsible for the plan completion.
5. The applicant shall provide a cost estimate of public improvements for the establishment of financial security.
6. Sewer planning module approval is required prior to final plan approval. A miscellaneous EDU may be used. Capacity must be reserved prior to further sewage planning.
7. An on-lot shade tree and lamppost must be identified and provided for each dwelling proposed.
8. An on-lot street tree must be identified and provided. Two trees per lot.
9. Net and gross acreages must be provided for all the proposed lots on the plan. Minimum lot area must be based on net acreage.
10. Area of Moderately steep slopes and severely steep slopes shall be identified on the plan by shading or some other means.
11. A copy of the covenants and restrictions must be submitted to the Township Solicitor for review and approval.
12. Security must be posted prior to plan approval.
13. Upon BOS approval of the plan the surveyor will set owner markers. Once the corner markers are set the surveyor must sign the provided signature blocks; within eighty (80) days from the plan approval date.
14. The total net and gross acreage of the tract and any on-site acreage affected by the following shall be noted on the plan in tabular form:
  - Road, utility, or private right of ways
  - Easements
  - Wetlands
  - Floodplains & Floodways
  - Steep Slopes
  - Historical Sites
  - All other encumbrances
15. Windsor Township reserves the right to make any additional comments.

Motion carried. Five votes yes.

- B. Scott A. & Jolene Brady Final Subdivision Plan #L-5947-1 by Gordon L. Brown & Assoc., Inc., 4 lots along Grove Road & Felton Road (3/25)

Zane Williams explained the purpose of this plan is to subdivide 3 lots off of the main tract for development of single-family dwellings along Grove Road.

Mr. Kraft advised that several waivers were being requested. He reminded the Planning Commission that the following waivers were already recommended for approval at the May 15, 2025 meeting:

- Section 502.6; road widening
- Section 503.2.A; construction of sidewalks
- Section 306.3; sewer facilities study

He advised that the following additional waivers were being requested:

- Section 306.2: requirement of a feasibility study on water facilities
- Section 304.2.C.6; defer stormwater management planning until permit
- Section 305.2.B & 304.2.B; plan sheet size

On the motion of Mrs. Runkle seconded by Mr. Kurl, the waivers of Sections 306.2., 305.2.B, 304.2.B and 304.2.C.6 were recommended for approval. Motion carried. Five votes yes.

On the motion of Mr. Moyer seconded by Mr. Vergos, the plan was recommended for approval with the following outstanding comments:

1. The maximum percentage of coverage allowed for Single-family detached dwellings is 30%. Site data note #7 has the incorrect percentage.
2. Lots 2-4 proposed a use of Single Family residential and require the proposed design of stormwater management facilities.
3. Plans shall show all existing buildings, including those recently added or modified to the site.
4. The applicable dimensions, bearings, and distances for all existing right-of-way and easements shall be included on the plans. This includes Conservation Easement.
5. A certificate of ownership showing that the applicant is the owner of the land shall be added to the plan.
6. The registered surveyor's signature block shall be executed prior to final plan approval.
7. The location and dimensions of the proposed driveways shall be included on the plan.
8. Clear site triangles and stopping sight distances, as required by Article 5 of the Zoning Ordinance shall be included on the plan.
9. In all zones where a public sanitary sewer system is located within 1,000 feet of a proposed subdivision or land development, the subdivider shall provide public sanitary sewer. A public sewer is present within 1,000 feet of the proposed subdivision. Provide copies of the in-situ percolation and probe evaluation of the lots.
10. An on-lot shade tree and street tree are required in addition to a lamppost and must be identified and provided for each dwelling proposed.

11. Requires of Section 309 of the Zoning Ordinance must be met for each individual driveway proposed. In addition, a note must be provided on the plan establishing a maximum slope of ten (10%) percent within 25' of the street right-of-way for each driveway.
12. Sewer planning module approval is required prior to final plan approval.
13. Please revise the proposed building setback lines.
14. Please add the following standard note:
  - All driveways for single family dwellings shall conform to Section 309 of the Windsor Township Zoning Ordinance. A maximum 10% slope is permitted within 25 feet of the street right-of-way

Motion carried. Five votes yes.

6. Plans to be tabled:

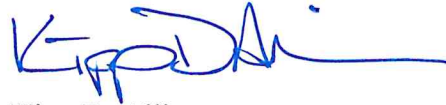
- A. MEADOW CREEK TOWNHOMES – Preliminary Subdivision & Land Development Plan #378.14 by Site Design Concept, Inc., along Cape Horn Road, Ruppert Road and Kendale Road. (10/1/07)
- B. BROOKFIELD CROSSING – Preliminary Subdivision Plan #2003-16A by Johnston & Assoc., Inc., 71 lots along Smith Road. (2/1/07)
- C. HOWARD/SNOOK PROPERTIES WEST – Preliminary Subdivision Plan #120817 by James R. Holley & Assoc., Inc., 292 lots along East Prospect Road, Stonewood Road & Freysville Road (12/1/12)
- D. HOWARD/SNOOK PROPERTIES EAST – Preliminary Subdivision Plan #120817 by James R. Holley & Assoc., Inc., 61 lots along Freysville Road (12/1/12)
- E. BROOKFIELD CROSSING (Resubmission) – Preliminary Subdivision and Land Development Plan #2006-16A by Johnston & Assoc., Inc., 98 lots along Smith Road (11/7/17)
- F. WINDSOR PLAZA Preliminary/Final Land Development Plan #2020E89-003 by RGS Associates, Along Cape Horn Rd. (6/17/24)

On the motion of Chairperson Pilachowski seconded by Mr. Kurl, plans 6A, 6B, 6C, 6D, 6E & 6F were tabled. Motion Carried. Five votes yes.

7. Planning Commission Comments – There were no comments.

8. The meeting of the Windsor Township Planning Commission adjourned at 6:34 P.M.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Kipp D. Allison', with a long horizontal flourish extending to the right.

Kipp D. Allison  
Secretary

CITIZENS PRESENT  
December 18, 2025

Eric Wolfgang  
Jason Brenneman  
Tina Baker  
Janda Wright  
Zane Williams

Covenant Moravian Church  
J.R. Holley & Assoc., Inc.  
195 White Oak Road  
2215 Freysville Road  
Gordon L. Brown & Assoc., Inc.