

WINDSOR TOWNSHIP PLANNING COMMISSION
May 21, 2026

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, Brita Runkle, Todd Kurl, 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 Mr. Vergos and seconded by Mr. Moyer, the minutes of the March 19, 2026 meeting were approved. Motion carried. Five votes yes.
5. MURRIHY, NOEL G. & BLUM KAREN E. – Preliminary/Final Subdivision Plan #2024-330 by Shaw Surveying, Inc, along Delta Road (1/8/2026)

Josh Myers explained the purpose of the plan is to do a lot line adjustment. The property is an existing non-conformity as it is currently deeded as one parcel but contains 2 tracts. The owners want to adjust the lot line and take land that is currently part of Lot 2 and add it to Lot 1. Mr. Myers advised that no improvements are being proposed at this time.

Mr. Myers advised that waivers for the widening of the roads, construction of sidewalks and plan sheet size are being requested. Mr. Allison and Mr. Kraft advised they did not have any concerns with the waivers or the proposed lot line adjustment.

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

- Section 502.2.J; widening of existing roads
- Section 503.2; construction of sidewalks
- Section 305.2.B; plan sheet size

Motion carried. Five Votes yes.

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

1. A new legal description shall be prepared for the newly adjusted lots and recorded with the plan.
2. Add-On Lot Note shall be revised to indicate that Tract 2 of Lot 2 is to be combined with Lot 1.
3. The proposed driveway Access Easement shall only be shown and dimensioned on the land owned by Noel G. Murrihy. It is recommended that the property owners of both Parcel GL-00.69.00 (Murrihy) and Parcel GL-0070.00 (D'Onofrio) complete an access easement agreement, matching in part the portion shown on Parcel GL-0069.00, and describe access rights and maintenance responsibilities.

4. A Certificate of Ownership showing that the applicant is the owner of the land shall be signed and notarized.
5. The following waivers of the Subdivision and Land Development Ordinance must be requested and granted by the BOS prior to plan approval. Approval dates must be provided on the plan.
 - Section 502.2.J; widening of existing roads
 - Section 503.2; construction of sidewalks
 - Section 305.2.B; plan sheet size
6. 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 block; within eighty (80) days from the plan approval date.
7. Identify the tract and size. Lot 2 is one parcel with two tracts. Tract sizes should be listed.
8. The clear site triangle in the legend is incorrect. Please change to 75' x 75' x 75'.
9. Please add the following Standard Notes:
 - This plan will be held for eighty (80) days following approval prior to recording to guarantee that iron pins will be set in accordance with Section 510 of the Subdivision and Land Development Ordinance.
 - Any lawful nonconforming building or other structure which has been involuntarily damaged or destroyed by fire, explosion, windstorm, or other similar active cause may be reconstructed per Article 5 of the Windsor Township Zoning Ordinance. (this will replace the current note #9)
10. Windsor Township reserves the right to make any additional comments.

Motion carried. Five votes yes.

6. SUSAN K. SMITH – Final Subdivision Plan #L-6342 by Gordon L. Brown & Assoc., Inc., along White Oak Road (4/8/2026).

Zane Williams explained the purpose of the plan is to subdivide 10 acres of land from the primary tract to create a new lot for the property to construct a new home.

Mr. Allison reviewed the requested waivers. There was a brief discussion regarding the outstanding comments. Mr. Allison and Mr. Kraft both advised that they did not see a problem with what is being proposed.

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

- Section 502.2.J; widening of existing roads
- Section 503.2; construction of sidewalks
- Section 305.2.B; plan sheet size & scale
- Section 506.5.A; connection to public sewer
- Section 304.2.C.6; deferment of Stormwater Mgmt. till Building Permit

Motion carried. Five votes yes.

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

1. An on-lot shade tree and lamppost must be identified and provided for each dwelling proposed per the Zoning Ordinance and the Subdivision & Land Development Ordinance.
2. Requirements 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 percent (10%) within 25' of the street right-of-way for each driveway in order to comply with Section 309.
3. Clear sight triangles must be provided for all intersections and access drives.
4. Sheet #3; the table and plan lot sizes for lot 2 do not match
5. Please edit note #9
6. Revise Site Data note #11
7. Sheet #3; the plan must identify the percentage of steep slope being disturbed.
8. The following waivers of the Subdivision and Land Development Ordinance must be requested and granted by the BOS prior to plan approval. Approval dates must be provided on the plan.
 - Section 502.2.J; widening of existing roads
 - Section 503.2; construction of sidewalks
 - Section 305.2.B; plan sheet size & scale
 - Section 506.5.A; connection to public sewer
 - Section 304.2.C.6; deferment of Stormwater Mgmt. till building permit
9. Planning Modules must be submitted and approved prior to plan approval. A miscellaneous EDU may be used.
10. A 10' utility easement must be provided for all side and rear lot lines. This can be designated by a note.
11. 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 block; within eighty (80) days from the plan approval date.
12. Windsor Township reserves the right to make additional comments.
13. Please add the following Standard Notes:
 - Recreation fees will be assessed by Windsor Township per the ordinance upon issuance of individual building permit.
 - This plan will be held for eighty (80) days following approval prior to recording to guarantee that iron pins will be set in accordance with Section 510 of the Subdivision and Land Development ordinance.
 - All lots shall be graded to provide a 20 ft. area from the dwelling unit into the front and rear yards that maintain a maximum slope of 10%. All side yards shall be graded to provide a 5 ft. area from the dwelling unit with a maximum slope of 10%. The minimum slope in all yards shall be 3% positive from the dwelling for the same footage, per Section 505.4.i of the Subdivision and Land Development Ordinance.

- All driveways for single family dwellings shall conform to Section 209 of the Windsor Township Zoning Ordinance. A maximum 10% slope is permitted within 25 ft. of the street right-of-way.

14. A driveway permit is required as White Oak Road is a Township owned road.
15. The Certificate of Ownership shall be signed and notarized prior to final plan approval.
16. The registered surveyor's signature block shall be executed prior to final plan approval.
17. For the proposed on-lot sewage disposal, a PA DEP Planning Module is required.
18. A new/revised legal description should be prepared for the newly subdivided lots and recorded with the plan so that the County Tax Map is updated.
19. A Stormwater Management Site Plan and report will be required at the time of Building Permit application.

Motion carried. Five votes yes.

7. 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 7A, 7B, 7C, 7D, 7E & 7F were tabled. Motion Carried. Five votes yes.

8. Planning Commission Comments – There were none.

9. The meeting of the Windsor Township Planning Commission adjourned at 6:22 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

May 21, 2026

Zane Williams
Josh Myers

Gordon L. Brown & Assoc., Inc.
Shaw Surveying, Inc.