WINDSOR TOWNSHIP PLANNING COMMISSION
September 17, 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, Christopher Kraft, P.E. (C.S. Davidson, Inc.), Kipp Allison, Jodi Heffner 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 Mrs. Runkle, the minutes of the June 18, 2026 meeting were approved. Motion carried. Three votes yes.

5. SHOEMAKER, LAWARENCE W., JR. & MADYLIN H. – Prel./Final Subdivision Plan #260108 by James R. Holley & Assoc., Inc., along Gebhart Road (8/3/2026)

   Mr. Markel advised that the purpose of this plan is to subdivide an existing lot referenced as Lot 2 on the plan into three lots. Newly created Lot 5 will be joined with existing Lot 1 and newly created Lot 6 will be joined with existing Lot 3 creating a total of three lots.

   Mr. Markel advised that the following waivers were being requested:

   - Section 502.J.2; widening of existing roads
   - Section 503.2.A; construction of sidewalks
   - Section 304.2.B; plan sheet size
   - Section 305.2.B; plan scale requirements
   - Section 506.5.A; extend/connect to public sewer
   - Section 507.2; extend/connect to public water

   On the motion of Mr. Vergos seconded by Mrs. Runkle, the waivers were recommended for approval. Motion carried. Three votes yes.

   Mr. Kraft reviewed his outstanding comments. There was a brief discussion about a riparian buffer around the existing ponds. Mr. Allison advised that the buffers should be delineated on the plan. Mr. Markel advised that it would be added as requested.

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

   1. 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.J.2; widening of existing roads
- Section 503.2.A; construction of sidewalks
- Section 304.2.B; plan sheet size
- Section 305.2.B; plan scale requirements
- Section 506.5.A; extend/connect to public sewer
- Section 507.2; extend/connect to public water

2. A required seventy-five foot (75") riparian buffer shall be shown on the plan around existing ponds.
3. The surveyor's signature and seal for the property corner monumentation shall be executed prior to final plan approval.
4. Access to the adjoining property owned by Randy S. & Melinda L. Shoemaker shall be referenced on the plan, noting any agreement and dimensions as such. The access agreement on Lot 3, to access Lot 2 is still outstanding.
5. Each certificate of ownership shall be signed and notarized prior to final plan approval.
6. 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.
7. A non-building waiver is required.
8. Clear site triangle needs to be added to Lot 2 entrance.
9. Windsor Township reserves the right to make additional comments.

Motion carried. Three votes yes.

6. REXROTH EQUITIES, LP – Prel./Final Land Development Plan #231012-2 by James R. Holley & Assoc., Inc., along Boxwood Road (8/3/2026)

Mr. Markel advised that the purpose of this plan is to construct a 16,000 sq. ft. industrial storage building that will be used solely for storage for Mr. Rexroth and his family. The building is not proposed to have any sewer or water connected to it. There is no proposed parking since the building will not be accessible to the public. He advised that there would not be any fire suppression installed but there is a fire hydrant at the entrance to the cul-de-sac.

Mr. Markel advised that the approved cul-de-sac from the Rexroth Equities, LP Preliminary/Final Land Development Plan # 011231 (Road Improvements) will be completed with this project.

Mr. Markel advised that the stormwater controls that were installed for the initial building that was constructed at this location were not constructed as prescribed by the approved plan and will be corrected with this plan.

Mr. Markel advised that because this plans location is partially in Red Lion Borough, the Borough was contacted and has elected to waive their review of this plan. There was a brief discussion about the plan and future proposed construction.

A lengthy discussion ensued regarding Emergency Access requirements.

Mr. Allison recommended that a note be placed on the plan clarifying that the proposed use of the structure is for storage. In addition, he requested that the plan be updated to include an additional page that shows only the improvement that is being requested with this plan.

Mr. Kraft reviewed his outstanding comments and advised the following waivers were being requested:

- Section 304.2.B; plan sheet size
- Section 305.2.B; plan scale requirements
- Section 504.2.C.7; curb radius
- Section 504.2.F; paving specifications
- Section 504.2.H; access drive width
- Section 515.4; emergency access

On the motion of Mrs. Runkle seconded by Mr. Vergos, the waivers were recommended for approval. Motion carried. Three votes yes.

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

1. 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 304.2.B; plan sheet size
    - Section 305.2.B; plan scale requirements
    - Section 504.2.C.7; curb radius
    - Section 504.2.F; paving specifications
    - Section 504.2.H; access drive width
    - Section 515.4; emergency access

2. Parking shown on the plan (8 spaces) does not match the listed (11 spaces) in the Site Data table. Applicant shall clarify which parking amount is correct. If ten (10) or more spaces are proposed, then a traffic study is required per the Subdivision and Land Development Ordinance.
3. Building façade landscaping is required for all non-residential buildings on properties of one-half (1/2) acre or greater. Building façade landscaping is required around the proposed storage building.
4. If lighting is proposed in and around the exterior of the proposed building, then a lighting (photometric) plan shall be provided meeting the lighting requirements of Section 320.2.
5. A north point shall be shown on Sheet 3.

6. Building setback lines shall be provided around N. Boxwood Road, including the cul-de-sac.
7. The certificate of ownership shall be signed and notarized prior to final plan approval.
8. The submission shall include separate drawings to show building elevations, floor plans, exterior lighting, and signing.
9. A 75' clear sight triangle shall be added to the proposed stone connection near the proposed development.
10. A minimum storm sewer easement width of thirty feet (30') is required.
11. A signed statement by the owner shall be executed prior to final plan approval.
12. A Windsor Township specific Stormwater Management Facilities Operation and Maintenance Agreement shall be signed and recorded.
13. Grammatical & spelling changes need made under Site Data & Notes.
14. Standard note needs revised.
15. All references to Red Lion Borough shall be removed.
16. Steep slopes need to be identified on the plan.
17. Windsor Township reserves the right to make additional comments.

Motion carried. Three 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. Vergos, plans 7A, 7B, 7C, 7D, 7E & 7F were tabled. Motion Carried. Three votes yes.

8. Planning Commission Comments – There were none.

9. The meeting of the Windsor Township Planning Commission adjourned at 7:20 P.M.

Respectfully submitted,

Kipp D. Allison
Secretary

CITIZENS PRESENT
September 17, 2026

Blaine Markel	James R. Holley & Assoc.
Janda Wright	Freysville Road
Cindy Baer	780 Gebhart Road
Tina Baker	White Oak Road