

WINDSOR TOWNSHIP  
110 Haas Rd Hamburg, PA 19526  
PLANNING COMMISSION  
MINUTES OF MEETING  
TUESDAY, JANUARY 20, 2026

CALL TO ORDER

Temporary Planning Commission Chairman Polly Hartman called the regular monthly meeting of the Windsor Township Planning Commission to order at 7:04 p.m.

ROLL CALL

Officials Present: Polly Hartman, Eric Sills, Jonathan Wessner, Secretary/Treasurer Jennifer Wassell-Bonser, Solicitor Chris Muvdi, esq., Engineer Jeremy Hoagland. Joshua Youpa was absent from the meeting.

SELECTION OF OFFICERS FOR 2026

Jonathan Wessner made a motion to appoint Joshua Youpa Chairman of the Planning Commission; Polly Hartman seconded the motion. All in favor.  
Jonathan Wessner made a motion to appoint Eric Sills Vice Chairman of the Planning Commission; Polly Hartman seconded the motion. All in favor.

APPROVAL OF MEETING MINUTES

Polly Hartman announced that the former Township Secretary had compiled the Meeting Minutes of the December 16, 2025 and they were not available at this time; therefore, approval of the minutes was tabled until next month.

ANNOUNCEMENTS

Polly Hartman introduced and welcomed Jeremy Hoagland as the new Engineer for the Planning Commission as well as Chris Muvdi as the new Solicitor for the Planning Commission and Board of Supervisors.

PUBLIC COMMENTS

None at this time.

ENGINEER'S REPORT

None at this time.

SUBDIVISION/LAND DEVELOPMENT ITEMS

None at this time.

OLD BUSINESS

1-2024 South Schuylkill Property Group, LLC Self Storage Facility – Land Development Improvements Agreement:

Engineer Jeremy Hoagland noted that his office has spoken with the developer's attorney and engineer to confirm that the dirt stockpiling issue has been remedied at the Self Storage Facility and all erosion/dirt sediment is being swept up after each transport of material off-site.

Blue Heron Village:

Engineer Jeremy Hoagland noted that he has spoken with the developer's engineer and has provided additional documents for his further review and update.

Raywil Real Estate LLC, Woodland Apartments Land Development Plan:

Rob Hain, Engineer with Berks Surveying and Engineering, representing Raywil Apartments, requested the Planning Commission's consideration to recommend Conditional Final Plan Approval to the Board of Supervisors subject to compliance with outstanding items noted in the Engineer's Review Letter dated January 20, 2026.

Rob presented an updated Land Development Plan showing the proposed site layout revisions based on previous Planning Commission feedback, specifically as related to the parking layout at the site. Rob noted there will be conforming ADA parking as well as alternate parking configuration with 12 total parking spaces providing separation from the existing Woodland Rd travel lane to provide a single point of ingress/egress to the public right-of-way and clear sight lines.

It was noted that the Planning Commission previously recommended that the Board of Supervisors grant waivers from the following Township SALDO Sections:

Section 306 – to allow combined Preliminary/Final Plan Approval

Section 402.2.g – to allow a location map scale of 1" - 1000'

Section 602.9 – monuments, existing perimeter markers have been identified.

Rob reviewed SALDO requirements as outlined in the Engineer's Review Letter as related to SALDO Section 507 – water supply/well testing flow concerns which Engineer Hoagland expressed as a building/zoning concern.

Right-of-Way Dedication – documenting that all proposed improvements, including those within the right-of-way will remain privately owned and maintained and not dedicated to the Township. It was recommended that the Township re-affirm this in conformance with prior discussions regarding the subject tract in addition to discuss acceptance of the Ultimate Right-Of-Way along the southern side of Woodland Rd across the subject tract frontage. Eric Sills made a motion to recommend the Board of Supervisors grant Conditional Final Plan Approval subject to compliance by the developer of Raywil Apartments to the Engineer's Review Letter dated January 20, 2026; Jonathan Wessner seconded the motion. All in favor.

#### NEW BUSINESS

None at this time.

#### PLANNING COMMISSION CONCERNS

Polly Hartman shared her concerns as related to Planning Commission Member, Orin Moyer who was never sworn in and whose term expires in 2027. Polly stated that she does not know him or have any contact information for him. Polly also noted that the Board of Supervisors appointed Kyle Hunsberger as Alternate Planning Commission Member at their Re-Organization Meeting.

#### PUBLIC COMMENTS

None at this time.

#### ADJOURNMENT

Eric Sills made a motion to adjourn the meeting at 7:25 p.m.; Jonathan Wessner seconded the motion. All in favor.