

# CLAY TOWNSHIP PLANNING COMMISSION

## MEETING MINUTES

### March 27, 2023

The Planning Commission of Clay Township met on an advertised meeting date of March 27, 2023, at 7:00 PM at the Clay Township Municipal Office, 870 Durlach Road, Stevens, PA, at a time and place duly established to hold such a meeting and advertised and posted in accordance with the Second-Class Township Code and Sunshine Law. The meeting agenda was posted in accordance with the Second-Class Township Code and Sunshine Law.

Members present were Adrian Kapp, Jay Zimmerman and Donna Bollinger. Jon Price, and Josh Reist were absent.

Also present was Bruce Leisey, Township Manager, Wendy Hackman, Administrative Assistant, Bob Lynn, Hanover Engineering and Jennifer Mejia, Mejia Law Group.

Also present were those listed on the attendance sheet.

The meeting was called to order by Adrian Kapp, Vice Chairman at 6:58 PM.

#### Approval of the Minutes

Jay Zimmerman made a motion, seconded by Donna Bollinger to approve the minutes from the February 27, 2023 meeting. \* The motion was approved unanimously.

#### Correspondence

None

#### Plan Review

##### 1. YWAM - Request of Waiver of Land Development

Todd Shoaf, Pioneer Management, Luke Weaver, YWAM, Bill Landis, YWAM and Dwight Yoder, Gibbel Kraybill & Hess were present to review the waiver of Land Development with the Planning Commission members.

YWAM is requesting a waiver of Land Development for proposed development of Lot #3 a 37-acre property. The property is currently improved with various residential and

accessory buildings and uses. YWAM proposes to construct a “common area” building (2,980 sf) addition between two (2) existing buildings with one (1) of the existing buildings proposed to be converted to a 40-bed dormitory and the other existing building proposed to be converted to a multi-purpose room. A special exception was requested of and approved by the Clay Township Zoning Hearing Board to allow the short-term lodging. The proposed common area will be used as common open space and restrooms for the dormitory residents and will provide a connection between the dormitory and the multi-purpose uses.

Todd Shoaf reviewed the site improvements plan which includes the proposed common area addition along with associated improvements. The improvements include the addition of three handicapped parking stalls where the existing garage building is to be removed and a concrete sidewalk providing an accessible route to the proposed building addition.

Todd Shoaf explained that YWAM is currently pursuing sanitary sewer capacity approval from the Ephrata Area Joint Authority and intends to continue to utilize their existing on-site water well to provide water service to the dormitory.

There was discussion on the pedestrian access between the dormitory area and the main campus via a mulch path. Planning Commission members and Township Staff expressed their concerns with the lack of lighting along the path to provide safety and security for guests.

Dwight Yoder said that YWAM will design a lighting plan for review and comment by the Township.

There was discussion on concerns of emergency service providers being able to access the area during a fire or medical emergency.

Todd Shoaf said that the local Fire Chief will be contacted regarding the access that is being planned and his response will be sent to the Township.

Jay Zimmerman made a motion, seconded by Donna Bollinger to recommend approval of the plan to the Board of Supervisors contingent on compliance with the Hanover Engineering letter dated 3/24/23. \* The motion was unanimously approved.

### New Business

None

Old Business

1. Discussion on Short Term Rentals and R3 Zoning Amendments

Bruce Leisey reviewed the draft Short Term Rentals Ordinance with the Planning Commission members. There was discussion on definition of a dwelling, zoning locations, parking, ECHO housing conversion, safety plan, emergency access, age requirement and campfires.

No decisions were made at this time.

Bruce Leisey reviewed the R3 Zoning District Analysis with the Planning Commission members.

No decisions were made at this time.

Both items will be reviewed again at the next meeting.

Adjournment

Jay Zimmerman made a motion, seconded by Donna Bollinger, to adjourn the meeting at 8:22 p.m. \*The motion was approved unanimously.

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ABSENT  
Jon Price, Chairman

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Adrian Kapp, Vice Chairman

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ABSENT  
Josh Reist, Secretary

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Donna Bollinger, Member

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Jay Zimmerman, Member