



**EPHRATA TOWNSHIP BOARD OF SUPERVISORS
AGENDA
October 7, 2025**

1. Meeting called to order by Chairman Clark Stauffer at 7:00 P.M.
2. Pledge of Allegiance to the Flag.
3. Public Comment Period on Non-Agenda Items.
4. Approval of the minutes from the September 16, 2025 meeting.
5. Garman Lot Add-On Plan – Chad Smith, Steckbeck Engineering
6. LH Zimmerman – Waiver of Land Development Plan Processing – Todd Shoaf, Graybill Engineering
7. Autumn Hills Fall Fest – Road Closure Request
8. MH Eby – Temporary Use of Martin Grocery Store Property to Store Trucks – Randy Fox, MH Eby
9. Staff Reports
 - Manager – Steve Sawyer
 - School Resource Officer Agreement
 - East Mohler Church Road – School Bus Stop Ahead Sign
 - 515 North Reading Road, LLC – Escrow Agreement
 - Jeff Burkholder Land Development Plan – Time Extension
 - LCATS Meeting – November 6, 2025
 - Solicitor – Tony Schimaneck
 - Township Engineer- Jim Caldwell
 - Plans Under Review
 - Administrative Actions
 - Approval of payment of bills
 - Correspondence – Secretary

EPHRATA TOWNSHIP SUPERVISORS' MEETING

September 16, 2025

The Ephrata Township Supervisors met on this date at 7:00 A.M. at the Ephrata Township Office Building, 265 Akron Road, Ephrata, Pennsylvania.

Present were Supervisors: Clark Stauffer
 Ty Zerbe
 Tony Haws
Admin Assist: Jennifer Carvell
Bookkeeper: Valerie Roark
Police: Lt. Matt Randolph
Engineer: Jim Caldwell

The meeting was called to order by Chairman Clark Stauffer followed by the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS NON-AGENDA ITEMS

Scott Cover stated that he was on the agenda but requested to address the Board of Supervisors regarding an item that was not on the agenda. Scott stated that he saw that a property on West Trout Run Road is scheduled for a Special Exemption/Variance from the Zoning Hearing Board this evening for a storage unit business. He stated that he does not have any objection with the requested use of the property but does have concerns with the possibility of additional traffic at the intersection of West Trout Run Road and North Reading Road. He said that there are safety issues with this intersection and requested that the Board consider researching any possible improvements in the area.

A motion was made by Ty Zerbe to close the Public Comment Period. The motion was seconded by Tony Haws and carried unanimously.

APPROVAL OF MINUTES

A motion was made by Tony Haws to dispense with the reading of the September 2, 2025 Supervisors' minutes and to approve them as presented. The motion was seconded by Ty Zerbe and carried unanimously.

JERRY BALMER LAND DEVELOPMENT PLAN – BRIAN MASTERSON,
REGESTER ASSOCIATES

Brian Masterson of Regester Associates was present on behalf of Jerry Balmer to present the proposed Land Development Plan. The Balmers are proposing to construct a second dwelling unit on their 2.5-acre property located at 3221 Rothsville Road. There is no subdivision proposed at this time, but the new dwelling has been located on the parcel to potentially subdivide a separate lot in the future. The Balmers' daughter and son-in-law will be moving into the existing dwelling and Jerry and Pamela will live in the proposed dwelling. The Board of Supervisors were given Rettew Associates Review Letter dated September 3, 2025 and the Ephrata Township Planning Commission Minutes dated May 27, 2025 and a copy of the plan for review prior to the meeting. Waivers for the project are being requested.

A motion was made by Ty Zerbe to approve the Waiver to Section 305 – Preliminary Plan Processing Procedures based upon the justification provided and with the condition that the applicant satisfy all preliminary and final plan requirements to the satisfaction of the Township. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to approve the modification request to Section 407 – Wetlands Study subject to the applicant's consultant verifying that no wetlands are present on the site. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to deny the Modification to Section 602.A.7, 603.B, 603.C – Reconstruction of Perimeter Streets including Sidewalks and Curbing but defer the reconstruction of Rothsville Road and the installation of sidewalks and curbing until such time as the Township, at its sole discretion, deems necessary. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to approve the Modification request for Section 602.I.3 – Common Driveway to serve two dwellings on one lot with the condition that the applicant add a note to the plan stating that the applicant shall prepare and record an ownership, use and maintenance agreement, in a recordable form acceptable to the Township, if the property is ever subdivided. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to approve the Waiver request for SWMO Section 407.24.A.4 – Minimum Pipe Diameter based upon the justification and alternative provided. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to approve the Modification request for SWMO Section 409.1.B.3 – Loading Ratio based upon the justification and alternative provided. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to approve the Final Land Development Plan for Jerry Balmer subject to Rettew Associate's Review Letter dated September 3, 2025. The motion was seconded by Tony Haws and carried unanimously.

SCOTT COVER – 446 NORTH READING ROAD FINANCIAL SECURITY

Scott Cover, owner of 446 North Reading Road was present to request the release of financial security for the 446 North Reading Road Land Development Plan. A letter from ELA dated December 10, 2024 showing images of the site and minutes from the December 3, 2025 Supervisor's meeting was provided to the Board of Supervisors for review prior to the meeting. The issues with the detention basin that Mr. Cover is required to complete cannot be done until the Ephrata Area Joint Water Authority completes their improvement to handle the water discharging to the basin from an auto flusher on New Joy Drive. This work was supposed to be completed by EAJA in the summer of 2025 but has still not been addressed. Clark Stauffer directed Scott Cover to reach out to EAJA to get a schedule for completion of the project. No action was taken at this time.

JASON MILLER – MODIFICATION TO THE GERALD BRADY SUBDIVISION PLAN ON RIDGE AVENUE

The Board of Supervisors were provided with an email from Jason Miller, owner of 127 Ridge Avenue regarding his request to construct a new driveway for his property. Jason Miller was not in attendance but the neighboring property owner to the rear, William Keller, was present to answer any questions. Jason Miller currently shares a driveway with Mr. Keller that is shown on a 1992 Subdivision Plan completed by the prior owner Gerald Brady. At that time, Gerald Brady owned both properties that used the common driveway. Mr. Keller stated that at the time of settlement on his property, the title search did not show any easement or maintenance agreements for a shared driveway on the property. He stated that prior to occupying the home, he was unaware that the driveway was being used as a shared driveway with 127 Ridge Avenue. Jason's property is a three (3) unit home fronting Ridge Avenue and he also has an accessory building in the rear along with two (2) additional mobile home dwelling units that all use the common driveway. There is an existing depressed curb that will accommodate a new driveway on Mr. Miller's property. Jim Caldwell did a quick review of the proposed site plan prepared by Trimble Surveying addressing the setbacks of the new driveway and stormwater. He did not have any objections to the request for a new driveway.

A motion was made by Ty Zerbe to approve a new driveway for 127 Ridge Avenue, based on justification that was provided and subject to the verification of the setbacks and storm water management approval by staff. The motion was seconded by Tony Haws and carried unanimously.

STAFF REPORTS

Police Department – Lt. Matt Randolph

Lt. Matt Randolph was in attendance and provided the Supervisors with a summary of the calls for service within Ephrata Township for the month of August totaling 425 incidents. There were 13 arrests and 27 traffic citations. In addition, the Supervisors were provided with reports from

August of 2024 and July of 2025 for comparisons. The monthly report will be kept on file in the office.

Lt. Randolph stated that the hiring process was progressing. All testing has been completed and now the background checks on the final applicants are being performed.

Lt. Randolph stated that they are working on the School Resource Officer Agreements which will expire the end of December 2025.

Lt. Randolph was asked to provide an accident history for the East Trout Run and Route 272 intersection that was brought up by Scott Cover during the public comment period.

Manager Steve Sawyer - was not in attendance

- **Parkview Heights / Akron Road Project - Applications for Payment.** The Township received two (2) payment applications from Allan Myers for the Parkview Heights and Akron Road Paving project. There is a portion of work that still needs to be completed so the applications reflect a 5% retainage until such time the work has been completed. The Township will invoice Ephrata Borough for their portion of the project.

A motion was made by Tony Haws to approve the payment of Application No. 1 in the amount of \$166,424.42 and Application No. 2 in the amount of \$25,883.99 to Allan Myers for the Parkview Heights and Akron Road paving project. The motion was seconded by Ty Zerbe and carried unanimously.

- **NLR Property Land Development Plan – Time Extension for Action.** The Township received a letter from Diehm & Sons on behalf of NLR Property, LP dated September 10, 2025 granting the Township a 90-day time extension to act on the Final Plan. The plan and NPDES permit are still under review. The new deadline to act on the plan will be February 20, 2026.

A motion was made by Ty Zerbe to accept the 90-day time extension granted by NLR Property to act on the Land Development Plan. The new deadline for the Township to act on the Land Development Plan will be February 20, 2026. The motion was seconded by Tony Haws and carried unanimously.

- **Caring Acres Community – Time Extension for Action.** The Township received a letter from Diehm & Sons on behalf of Caring Acres Community dated September 10, 2025 granting the Township a 120-day time extension to act on the Final Plan. The new deadline to act on the Plan will be February 17, 2026.

A motion was made by Tony Haws to accept the 120-day time extension granted by Caring Acres Community to act on the final plan. The new deadline to act on the final plan will be February 17, 2026. The motion was seconded Ty Zerbe and carried unanimously.

Township Engineer Jim Caldwell reported that the following plans/projects are in the review process:

- Jerry Balmer - LDP
- StayAPT / Bergstrasse Lutheran Church – Traffic Plan
- Jeffrey Burkholder - LDP
- Martin and Zimmerman – Lot Add-On
- Zimmerman Auto – Waiver of Land Development
- Ivan & Charmain Garman – Lot Add-On
- Caring Acres Community – LDP - Time Extension
- NLR Property – LDP - Time Extension
- Bollinger Family – Subdivision Plan

APPROVAL OF BILLS

A motion was made by Ty Zerbe to accept the list of checks written and to pay any bills pending. The motion was seconded by Tony Haws and carried unanimously.

CORRESPONDENCE

There was no additional information to add to the meeting.

A motion was made by Tony Haws to adjourn the meeting at 8:06 A.M. The motion was seconded by Ty Zerbe and carried unanimously.

Clark R. Stauffer

Anthony K. Haws

J. Tyler Zerbe



We answer to you.

3020 Columbia Avenue, Lancaster, PA 17603 • Phone: (800) 738-8395
E-mail: rettew@rettew.com • Website: rettew.com

Engineers

Environmental
Consultants

Surveyors

Landscape
Architects

Safety
Consultants

September 3, 2025

Mr. Steven A. Sawyer, Manager
Ephrata Township
265 Akron Road
Ephrata, PA 17522

RE: Garman (512 W. Trout Run Road)
Revised Final Plan
Review No. 1
RETTEW Project No. 0111404758

Dear Mr. Sawyer:

We have completed our review of the above-referenced plan as prepared by Steckbeck Engineering & Surveying, Inc. Our review was of the following information:

1. One plan sheet dated June 30, 2025
2. Subdivision and Land Development application dated July 9, 2025
3. Supporting miscellaneous documentation.

We have the following comments for your consideration:

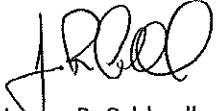
SUBDIVISION AND LAND DEVELOPMENT

1. This plan proposes changes to a plan of record (J-65-30) and needs to be titled and processed as a Revised Final Plan (§ 308.A).
2. The names of all adjacent landowners across Stevens Road and W. Trout Run Road, as well as plan book references (if any) of all previously recorded plans for adjacent properties, need to be included on the plan (§ 402.C.2).
3. The zoning and site data on the cover sheet needs to include the proposed lot parameters (§ 402.D.16).
4. The available and required safe sight stopping distances need to be included on the plan for the driveway onto W. Trout Run Road (§ 402.D.20, 602.E.7&8, 602.I.1).
5. A note indicating any area that is not to be offered for dedication needs to be included on the plan (§ 403.E.2.e).
6. All plan certificates need to be completed prior to recording the plan (§ 404.E).
7. A note needs to be provided on the plan stating nothing shall be placed, planted, set, or put within the area of an easement that would adversely affect the function of the easement or conflict with the easement agreement (§ 606.B).
8. The Purpose of Plan Note on the cover sheet needs to be revised to state, "This plan proposes no improvements of any kind."

Page 2 of 2
Ephrata Township
September 3, 2025
RETTEW Project No. 0111404758

Should you have any questions or require additional information, please feel free to contact us at any time.

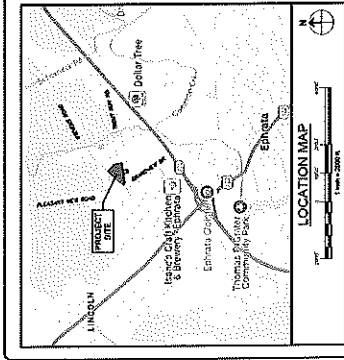
Sincerely,



James R. Caldwell
Senior Project Manager

copy: Steven A. Sawyer, Ephrata Township (ssawyer@ptd.net)
Chad Smith, Steckbeck Engineering & Surveying, Inc. (csmith@steckbeck.net)

Z:\Shared\Projects\01114\0111404758 - Ivan & Charmaine Garman\MUN\Ltr_SSawyer_RFP_Rev1_2025-09-03.docx



OWNER
 IAN & CHARMAINE GARMAN
 578 S. ROYAL RD. SUITE 100
 EPHRATA, PA. 17527
 PH: 717-837-4444
 FAX: 717-837-4444
 A/E/C: 3300 0010

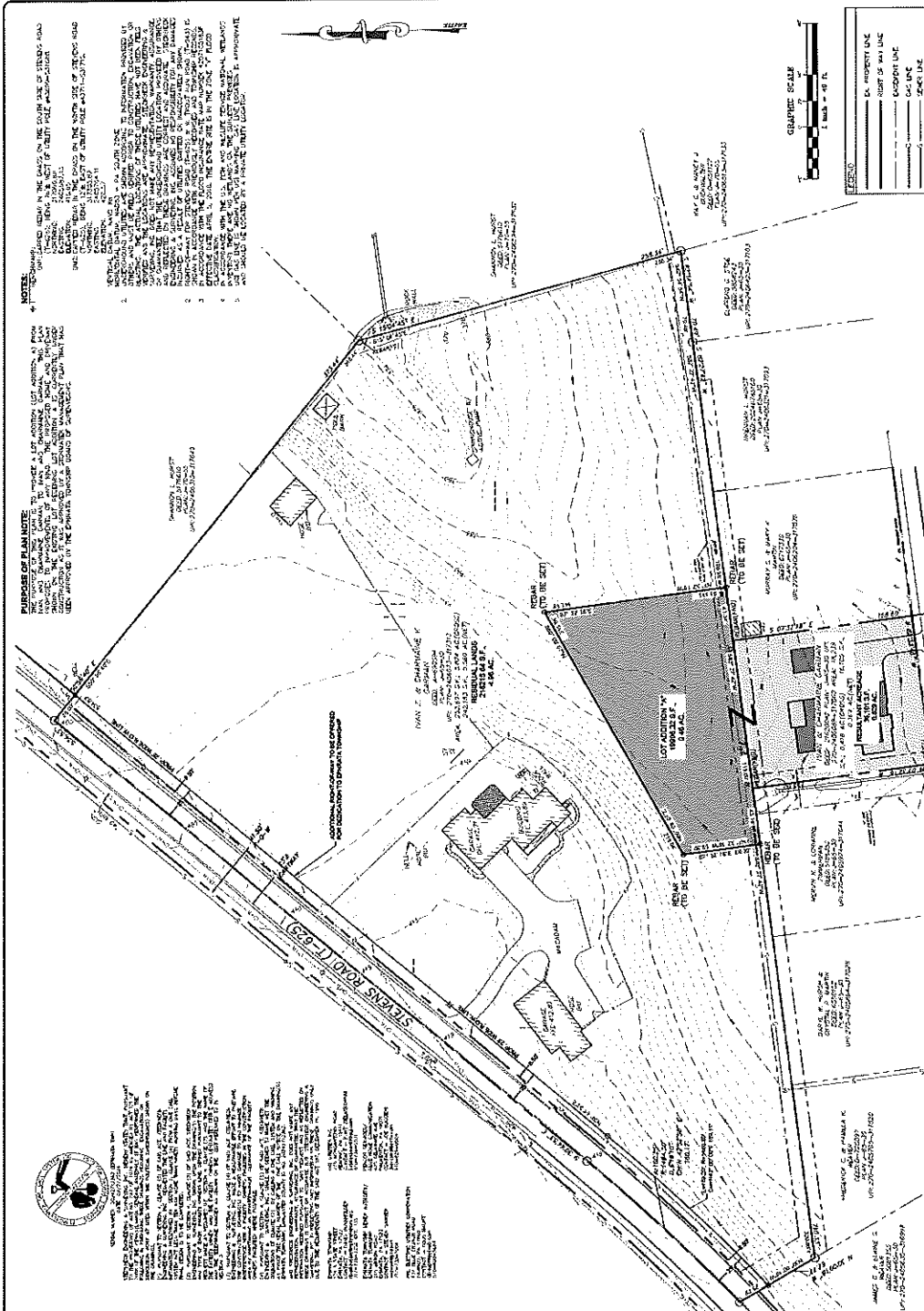
EQUITABLE OWNER
 EQUITY PARTNERS
 578 S. ROYAL RD. SUITE 100
 EPHRATA, PA. 17527
 PH: 717-837-4444
 FAX: 717-837-4444
 A/E/C: 3300 0010

ZONING COMPLIANCE CHART

ZONING DISTRICT	MIN. LOT AREA	MIN. FRONT SETBACK	MIN. SIDE SETBACK	MIN. REAR SETBACK	MIN. FRONT YARD SETBACK	MIN. SIDE YARD SETBACK	MIN. REAR YARD SETBACK	MIN. FRONT SETBACK	MIN. SIDE SETBACK	MIN. REAR SETBACK
RESIDENTIAL	10,000 SQ. FT.	30 FT.	10 FT.	10 FT.	10 FT.	10 FT.	10 FT.	10 FT.	10 FT.	10 FT.
RESIDENTIAL LOT COVERAGE	10%									
MAX. LOT AREA	10,000 SQ. FT.									
MAX. LOT COVERAGE	10%									
MAX. LOT AREA	10,000 SQ. FT.									
MAX. LOT COVERAGE	10%									

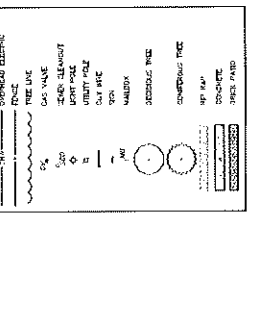
SITE DATA

DATE: 4/18/24
 SHEET: 1 OF 1
 PROJECT: 578 S. ROYAL RD. SUITE 100
 COUNTY: 578 S. ROYAL RD. SUITE 100
 TOWNSHIP: 578 S. ROYAL RD. SUITE 100
 COUNTY: 578 S. ROYAL RD. SUITE 100



PURPOSE OF PLAN NOTE:
 THIS PLAN IS SUBMITTED TO THE BOARD OF SUPERSEDES FOR THE PURPOSE OF OBTAINING A SUPERSEDES FOR THE LOT ADDITION AND EXISTING BUILDING. THE BOARD OF SUPERSEDES IS THE FINAL AUTHORITY ON THIS MATTER. THE BOARD OF SUPERSEDES IS THE FINAL AUTHORITY ON THIS MATTER. THE BOARD OF SUPERSEDES IS THE FINAL AUTHORITY ON THIS MATTER.

NOTES:
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LANCASTER COUNTY PLANNING COMMISSION
 THE LANCASTER COUNTY PLANNING COMMISSION HAS REVIEWED THE PRELIMINARY SUBDIVISION MAP AND SUPERSEDES FOR THE LOT ADDITION AND EXISTING BUILDING. THE BOARD OF SUPERSEDES IS THE FINAL AUTHORITY ON THIS MATTER. THE BOARD OF SUPERSEDES IS THE FINAL AUTHORITY ON THIS MATTER. THE BOARD OF SUPERSEDES IS THE FINAL AUTHORITY ON THIS MATTER.

EPHRATA TOWNSHIP PLANNING COMMISSION
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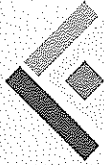
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Subdivision/Land Development Plan Review

Plan Name	Ivan & Charmaine Garman	S/LD #	72-567-1	
Project Description	To subdivide a 0.46-acre lot from a 5.824-acre parcel, and to add-in-common to a 0.418-acre lot.		Gross Acreage	5.98

Date of Completed Application Receipt	07/18/2025	Date of Review	08/06/2025
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Municipality/Municipalities	Ephrata Township	Project Address(es)	512 W. Trout Run Road, Ephrata
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Project Location/Direction and Distance
Southeast side of Stevens Road, north side of W. Trout Run Road, east of their intersections with Grandview Drive

Parcel Account Number(s)
2700886000000; 2700731300000

Existing Zoning District(s)
Ephrata Township: Mixed Use

Existing Land Use(s)
Residential

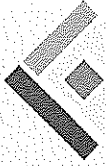
Designated Growth Area
Ephrata-Akron

places2040 Character Sector
Suburban



Owner Name	Ivan & Charmaine Garman	Applicant Name	Ivan & Charmaine Garman Lot Addition Plan
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Consulting Firm	Steckbeck Engineering & Surveying, Inc.	LCPD's Regional Liaison	Joella Neff
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Comments Regarding Site Design

1. Revised deeds for the resultant lots should be recorded as part of this plan approval.
2. The LCPC signature block should be revised to state the following: This Plan, bearing LCPC File No. _____, was reviewed by staff of the Lancaster County Planning Department on _____, as required by the Pennsylvania Municipalities Planning Code, Act 247, of 1968, as amended. This certificate does not represent nor guarantee that this plan complies with the various ordinances, rules, regulations, or laws of the local municipality, the commonwealth, or the federal government.

* _____
* Signature of the Chairperson or their designee

Because Lancaster County strives to create the most accurate public records possible, electronic AutoCAD files (.dwg or .dxf) are required by the Lancaster County Planning Department prior to, or at the time of, recording of any plan. Data features requested in the file are parcel boundaries, building footprints, road rights-of-way, and edges of pavement. It's preferred that the file be in the projected coordinate system: NAD 1983 State Plane Pennsylvania South FIPS 3702 (US Feet). **Please note that the Planning Department will not certify the plan for recording until this information is provided via links to online file download or by e-mail.**

Article V of the Pennsylvania Municipalities Planning Code establishes standards and procedures for the review of Subdivision and Land Development Plans. The Lancaster County Planning Department offers these recommendations and advisory comments which are for consideration in the application of municipal subdivision and land development regulations to this project.



We answer to you.

3020 Columbia Avenue, Lancaster, PA 17603 • Phone: (800) 738-8395
E-mail: rettew@rettew.com • Website: rettew.com

Engineers

Environmental
Consultants

Surveyors

Landscape
Architects

Safety
Consultants

September 24, 2025

Mr. Steven A. Sawyer, Manager
Ephrata Township
265 Akron Road
Ephrata, PA 17522

RE: LH Zimmerman Auto (728 Glenwood Drive)
Modification Request
Review No. 1
RETTEW Project No. 0111401525

Dear Mr. Sawyer:

We have completed our review of the above-referenced modification request as prepared by Graybill Engineering LLC. Our review was of the following information:

1. Waiver Application dated September 4, 2025
2. Subdivision and Land Development Application dated September 4, 2025
3. 2 plan sheets dated September 4, 2025
4. Traffic Assessment dated August 27, 2025.

We have the following comments for your consideration:

REQUESTED MODIFICATION

SUBDIVISION AND LAND DEVELOPMENT

A. Section 303, 305, and 306 – Preliminary and Final Plan Applications

The applicant has requested a waiver of the requirement to process a land development plan for the construction of a 4,800 square foot storage building.

The current parking at the site is adequate to serve the proposed storage building. In addition, there will be a reduction in total impervious area with the removal of existing impervious surfaces.

We recommend approval of this modification as it relates to the construction of the 4,800 square foot storage building subject to the following conditions:

1. Any future increase in the intensity or expansion of the use or building will require approval by the Township.
2. The applicant shall prepare a stormwater management plan for review and approval by Ephrata Township.



Page 2 of 2
Ephrata Township
September 24, 2025
RETTEW Project No. 0111401525

Should you have any questions or require additional information, please feel free to contact us at any time.

Sincerely,



James R. Caldwell
Senior Project Manager

copy: Steven A. Sawyer, Ephrata Township (ssawyer@ephratatownship.org)
Todd Schoaf, RLA, Graybill Engineering LLC (ts@graybilleng.com)

Z:\Shared\Projects\01114\0111401525 - Zimmerman Auto Body\MUN\Ltr_SSawyer_LD_Waiver_Rev1_2025-09-24.docx



September 4, 2025

Mr. Steve Sawyer, Manager
Ephrata Township
265 Akron Road
Ephrata, PA 17522

RE: LH Zimmerman Auto
**Waiver of Land Development Plan
Processing**
Project No. 25-3290-01-A

Dear Mr. Sawyer:

On behalf of the applicant, Zimmerman Auto Body Supplies (ZABS), we are respectfully requesting a waiver of Land Development Plan processing for the proposed construction of a 4,800 SF storage building.

The 2.9-acre subject tract is located at 728 Glenwood Drive and is occupied by the Zimmerman Auto Body Supplies and the LH Zimmerman Auto businesses. As you may recall during the rezoning hearing for a portion of the southern property, ZABS intends to relocate their business to the adjacent southern property. This relocation will not occur until after zoning and land development approvals are obtained. ZABS is in the process of pursuing these approvals, however they are not expected to be obtained in the immediate future.

LH Zimmerman is in dire need of additional storage space. The construction of the proposed building will afford LH Zimmerman the ability to move their clients' lawn and garden machinery from being outside and exposed to the weather to inside and under roof. The additional storage space will also allow for the storage of various supplies and vehicles as well as affording ZABS the opportunity to store supplies during their future move into their new facility.

There will be no increase in the number of employees resulting from the construction of the storage building, and no new sewage generation or water usage will be realized since these utilities will not be extended to the building.

There will be a net reduction in the total impervious coverage of 1,273 SF since existing impervious surfaces will be removed during the construction of the building. This removal includes the most southern existing drive into the site.

Access to the tract will remain via the two existing paved connections to Glenwood Drive. Our traffic engineer conducted sight distance evaluations for each drive to show that adequate sight distance does exist. The traffic engineer also prepared the attached

Traffic Assessment which demonstrates that the proposed building is a very low traffic generator (per ITE 11th Edition). In actuality, the building will not generate any vehicle trips since it will strictly be used for storing existing on-site equipment and machinery.

By breaking down the various existing uses occupying the subject tract, we have calculated that 63 parking stalls are required as per the Township's zoning regulations. There are currently 65 parking spaces on-site which includes paint striped stalls and paved/gravel areas currently used as overflow parking. ZABS and LH Zimmerman have both indicated that there is adequate parking on-site, and with the construction of the proposed storage building, additional overflow parking areas will become available since items currently being stored outside will be moved within the building.

We have provided a site grading design within Sheet 2 of the plan set which demonstrates a minimum amount of area being disturbed. Site runoff will be returned to sheet flow conditions prior to reaching the southern property line. Also included is the erosion control design where filter sock is to be utilized to control any sediment laden runoff during construction.

Our wetland biologist performed a wetland investigation of the subject tract along with the surrounding southern parcel, and no wetlands were identified within 300' of the subject tract.

The applicant is requesting waivers of sections 303, 305, and 306 from the Township's Subdivision and Land Development Ordinance to not be required to prepare and process a Land Development Plan. Since the improvements are minor in nature, are within a developed lot of record, will not involve additional employees, will not create additional sanitary sewer or water usage, will not increase vehicle traffic, will not impact any environmental features, and no additional runoff will be generated, it is our opinion that the waiver of land development is justified.

For your review and consideration, we have included the following:

- Cover Letter to Township 2 copies
- Application for Consideration for a Sub. and/or LD Plan 2 copies
- Application for Consideration of a Waiver 2 copies
- Waiver of Land Development Plan 2 copies
- Traffic Assessment 2 copies
- Township Fee Schedule 2 copies
- Application Fee Check \$350.00

A digital submission of the complete Plan Submission package has been submitted via email to the Township Engineer.

Page 3 of 3
Ephrata Township
September 4, 2025
Project No. 25-3290-01-A

We respectfully request to be placed on the September 23, 2025 Ephrata Township Planning Commission meeting agenda for discussion of the project. We also request that the Township Engineer and Zoning Officer review the plan and provide appropriate comments.

If you should have any questions or need additional information, please do not hesitate to call at 717-588-2200.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd M. Shoaf", is written over a horizontal line.

Todd M. Shoaf, RLA
Senior Project Manager

Copy: Mr. Corey Zimmerman, Zimmerman Auto Body Supplies, Inc.
Mr. Keith Zimmerman, LH Zimmerman, LTD.
Mr. Jim Caldwell, Rettew Associates

<https://graybilleng.sharepoint.com/sites/office/Shared Documents/Shared Files/25/25-3290-01/LD/Final/Ltr-Ephrata Township-Steve Sawyer-Waiver of LD Plan-Initial Submission-2025-9-3-.doc>

To:
Ephrata Township
265 Akron Rd
Ephrata, PA 17522

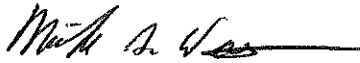
From:
Michael Wertz
President
Autumn Hills, A Planned Community

Subject: Autumn Hills Fall Fest Road Closure Request

Hello,

The Autumn Hills Board has approved a community Fall Fest that will be October 25, 2025 from 1700-2100. As part of the event, we are requesting to block a portion of Red Sunset Run between addresses 3-13. The street will be closed to all vehicle traffic with the exception of emergency vehicles. We have received all homeowners approval by signature who will be affected, and they are attached to this request.

If you have any questions I can be contacted by email at autumnhillspres@gmail.com.



Michael Wertz
President
Autumn Hills, A Planned Community

OK
To: Current Homeowner
13 Red Sunset Run
Ephrata, PA 17522


From:
Michael Wertz
President
Autumn Hills, A Planned Community

Subject: Community Fall Fest Event – 10/25/2025

Hello,

The Autumn Hills Board has approved a community Fall Fest that will be October 25, 2025 from 1700-2100. As part of the event, we are requesting to block a portion of the street off for this event. The street will be closed to all vehicle traffic with the exception of emergency vehicles. In order for us to submit to Ephrata Township for the road closure we must have all residents within the closure limits approved. Please respond below my marking approve or disapprove of the road closure.

If you have any questions I can be contacted by email at autumnhillspres@gmail.com.


Michael Wertz
President
Autumn Hills, A Planned Community

I, CAROLYN OSTER have read the above message and approve/disapprove the road closure that will affect my property on October 25, 2025.

CAROLYN OSTER Carolyn Oster 9/10/25
Name Signature Date

AP

To: Current Homeowner
8 Red Sunset Run
Ephrata, PA 17522

From:
Michael Wertz
President
Autumn Hills, A Planned Community

Subject: Community Fall Fest Event – 10/25/2025

Hello,

The Autumn Hills Board has approved a community Fall Fest that will be October 25, 2025 from 1700-2100. As part of the event, we are requesting to block a portion of the street off for this event. The street will be closed to all vehicle traffic with the exception of emergency vehicles. In order for us to submit to Ephrata Township for the road closure we must have all residents within the closure limits approved. Please respond below my marking approve or disapprove of the road closure.

If you have any questions I can be contacted by email at autumnhillspres@gmail.com.



Michael Wertz
President
Autumn Hills, A Planned Community

I, Abigail Pastorella have read the above message and approve/disapprove the road closure that will affect my property on October 25, 2025.

Abigail Pastorella
Name

Abigail Pastorella
Signature

9/12/25
Date

To: Current Homeowner
3 Red Sunset Run
Ephrata, PA 17522

From:
Michael Wertz
President
Autumn Hills, A Planned Community

Subject: Community Fall Fest Event – 10/25/2025

Hello,

The Autumn Hills Board has approved a community Fall Fest that will be October 25, 2025 from 1700-2100. As part of the event, we are requesting to block a portion of the street off for this event. The street will be closed to all vehicle traffic with the exception of emergency vehicles. In order for us to submit to Ephrata Township for the road closure we must have all residents within the closure limits approved. Please respond below my marking approve or disapprove of the road closure.

If you have any questions I can be contacted by email at autumnhillspres@gmail.com.



Michael Wertz
President
Autumn Hills, A Planned Community

I, Michael Dunkelberger have read the above message and approve/disapprove the road closure that will affect my property on October 25, 2025.

Michael Dunkelberger
Name

[Handwritten Signature]
Signature

9/12/25
Date

To: Current Homeowner
12 Red Sunset Run
Ephrata, PA 17522

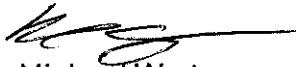
From:
Michael Wertz
President
Autumn Hills, A Planned Community

Subject: Community Fall Fest Event – 10/25/2025

Hello,

The Autumn Hills Board has approved a community Fall Fest that will be October 25, 2025 from 1700-2100. As part of the event, we are requesting to block a portion of the street off for this event. The street will be closed to all vehicle traffic with the exception of emergency vehicles. In order for us to submit to Ephrata Township for the road closure we must have all residents within the closure limits approved. Please respond below my marking approve or disapprove of the road closure.

If you have any questions I can be contacted by email at autumnhillspres@gmail.com.



Michael Wertz
President
Autumn Hills, A Planned Community

I, PEYE Blumenthal have read the above message and approve disapprove the road closure that will affect my property on October 25, 2025.

PEYE Blumenthal

Name

[Handwritten Signature]

Signature

9/12/25

Date

To: Current Homeowner
14 Red Sunset Run
Ephrata, PA 17522

From:
Michael Wertz
President
Autumn Hills, A Planned Community

Subject: Community Fall Fest Event – 10/25/2025

Hello,

The Autumn Hills Board has approved a community Fall Fest that will be October 25, 2025 from 1700-2100. As part of the event, we are requesting to block a portion of the street off for this event. The street will be closed to all vehicle traffic with the exception of emergency vehicles. In order for us to submit to Ephrata Township for the road closure we must have all residents within the closure limits approved. Please respond below my marking approve or disapprove of the road closure.

If you have any questions I can be contacted by email at autumnhillspres@gmail.com.


Michael Wertz
President
Autumn Hills, A Planned Community

I, Brooke Maurer have read the above message and approve/disapprove the road closure that will affect my property on October 25, 2025.

Brooke Maurer Brooke Maurer 9/12/25
Name Signature Date
717-575-3153

To: Current Homeowner
6 Red Sunset Run
Ephrata, PA 17522

From:
Michael Wertz
President
Autumn Hills, A Planned Community

Subject: Community Fall Fest Event – 10/25/2025

Hello,

The Autumn Hills Board has approved a community Fall Fest that will be October 25, 2025 from 1700-2100. As part of the event, we are requesting to block a portion of the street off for this event. The street will be closed to all vehicle traffic with the exception of emergency vehicles. In order for us to submit to Ephrata Township for the road closure we must have all residents within the closure limits approved. Please respond below my marking approve or disapprove of the road closure.

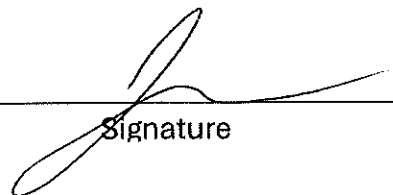
If you have any questions I can be contacted by email at autumnhillspres@gmail.com.



Michael Wertz
President
Autumn Hills, A Planned Community

I, Josh Heller have read the above message and approve disapprove the road closure that will affect my property on October 25, 2025.

Josh Heller
Name


Signature

9/12/25
Date

To: Current Homeowner
7 Red Sunset Run
Ephrata, PA 17522

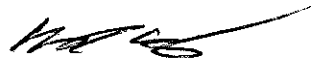
From:
Michael Wertz
President
Autumn Hills, A Planned Community

Subject: Community Fall Fest Event – 10/25/2025

Hello,

The Autumn Hills Board has approved a community Fall Fest that will be October 25, 2025 from 1700-2100. As part of the event, we are requesting to block a portion of the street off for this event. The street will be closed to all vehicle traffic with the exception of emergency vehicles. In order for us to submit to Ephrata Township for the road closure we must have all residents within the closure limits approved. Please respond below my marking approve or disapprove of the road closure.

If you have any questions I can be contacted by email at autumnhillspres@gmail.com.


Michael Wertz
President
Autumn Hills, A Planned Community

I, Theresa Lee have read the above message and approve/disapprove the road closure that will affect my property on October 25, 2025.

<u>Theresa Lee</u>	<u>Theresa Lee</u>	<u>9/12/25</u>
Name	Signature	Date

To: Current Homeowner
11 Red Sunset Run
Ephrata, PA 17522


From:
Michael Wertz
President
Autumn Hills, A Planned Community

Subject: Community Fall Fest Event – 10/25/2025

Hello,

The Autumn Hills Board has approved a community Fall Fest that will be October 25, 2025 from 1700-2100. As part of the event, we are requesting to block a portion of the street off for this event. The street will be closed to all vehicle traffic with the exception of emergency vehicles. In order for us to submit to Ephrata Township for the road closure we must have all residents within the closure limits approved. Please respond below my marking approve or disapprove of the road closure.

If you have any questions I can be contacted by email at autumnhillspres@gmail.com.


Michael Wertz
President
Autumn Hills, A Planned Community

I, Amy Kerschner have read the above message and approve/disapprove the road closure that will affect my property on October 25, 2025.

Amy Kerschner
Name

Amy Kerschner
Signature

9/12/25
Date

Steve Sawyer

From: Randy Fox
Sent: Thursday, September 25, 2025 12:02 PM
To: Steve Sawyer
Subject: RE: Martin's Property
Attachments: Martins lot.pdf

Here is the site plan marked where we will be parking the finished trucks labeled for Home Depot. Only Eby employees will be handling the vehicles parked on the Martin's site. There will be no 3rd party pick-ups or deliveries that take place there. We anticipate around 250 trucks will be parked in that area.

From: Steve Sawyer <SSawyer@ephratatownship.org>
Sent: Monday, September 22, 2025 12:52 PM
To: Randy Fox
Subject: Martin's Property

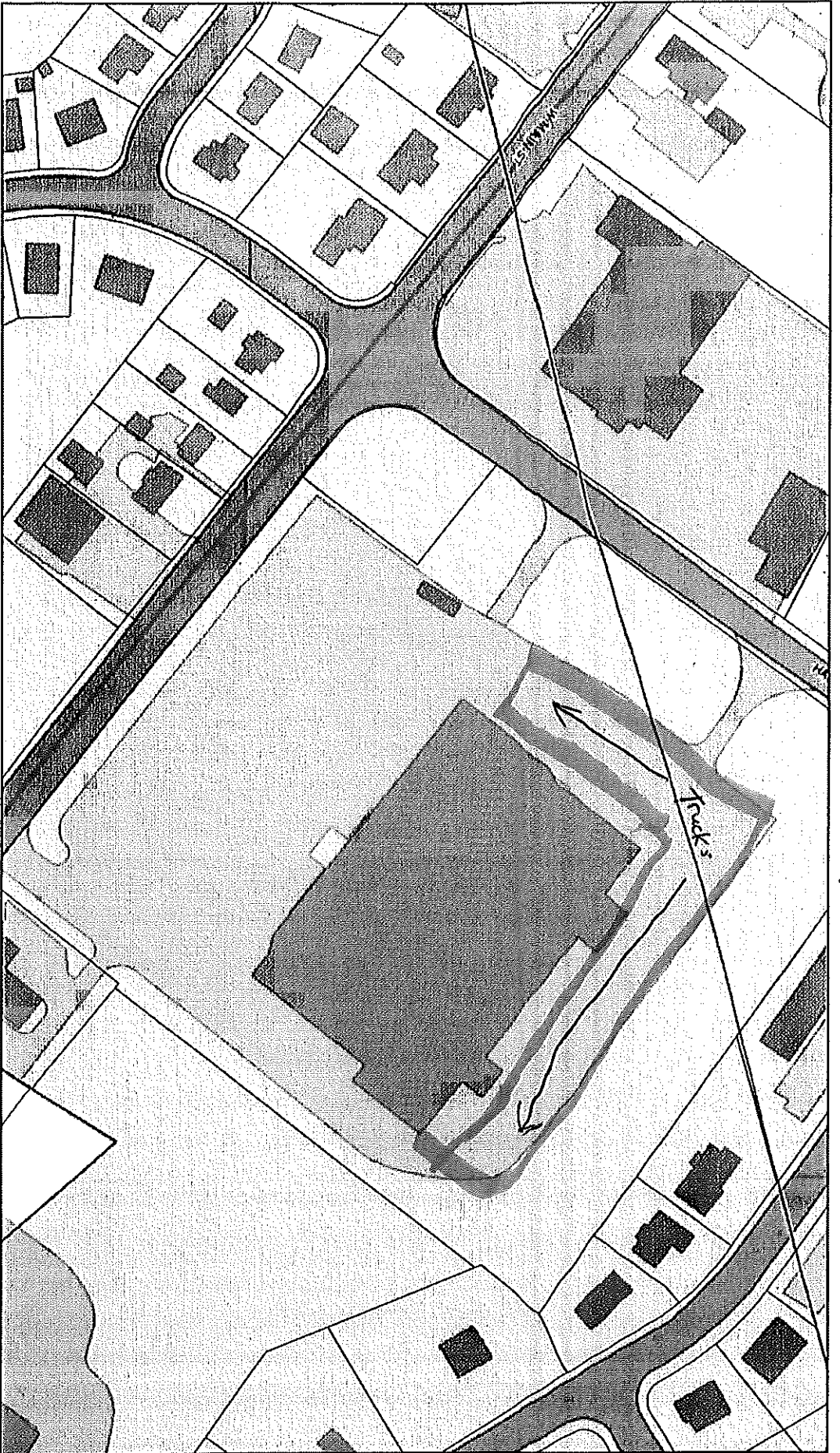
You don't often get email from ssawyer@ephratatownship.org. [Learn why this is important](#)
Randy,

Attached is a plot plan of the Martin's property on West Main Street.

Steve

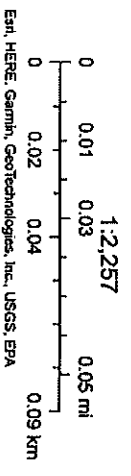
Steven A. Sawyer, Township Manager
Ephrata Township
265 Akron Road
Ephrata, PA 17522
Email: ssawyer@ephratatownship.org
Phone: 717-733-1044

LanCo View Parcel Map



9/22/2025, 12:49:06 PM

Properties



Esri, HERE, Garmin, GeotTechnologies, Inc., USGS, EPA

From: Chris McKim
Sent: Wednesday, September 3, 2025 3:53 PM
To: molchany@akron-pa.com; vwagner@akron-pa.com; bruce@claytwp.com; Sawyer, Steve (ssawyer@ptd.net)
Cc: Karen Gerhart
Subject: SRO Agreement Renewal

Ladies and Gents,

The SRO agreement comes to an end in December and is up for renewal. The contents of the agreement remain substantially unchanged. The cost distribution is population based and the costs themselves are informed either by existing CBA, or by estimation beyond 2027.

The distribution is found in exhibit B – the very last page.

We intend to have our council approve the proposal in the very near future, and I was asked to check with all of you to make sure you were willing to propose the new numbers to your governing bodies once that happens.

Please review and let me know about your thoughts. (Please copy Borough Manager Karen Gerhart in your responses.)

Thank you.
Chris

Christopher J. McKim, CPP
Chief of Police
Ephrata Police Department
124 South State Street
Ephrata, PA 17522



*"Our job is to know our community **before** we **need** to know them."*

Note: The comments on and attachment to this e-mail are intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you received this in error, please contact the sender and delete the original message, any attachment(s) and copies. Thank you for your cooperation.

Exhibit "B"

Police Wages and Benefits - 2026-2028

	2026	2027	2028
<i>Wages</i>	\$108,514	\$112,344	\$116,276
<i>Overtime</i>	\$12,599	\$13,125	\$13,668
<i>Holiday Pay</i>	\$4,174	\$4,321	\$4,472
<i>Longevity</i>	\$6,294	\$6,785	\$7,301
	\$131,581	\$136,575	\$141,717
<i>Annual Base Salary</i>	\$108,514	\$112,344	\$116,276
<i>Fringe Benefits (OT, Holiday, Longevity)</i>	\$23,067	\$24,231	\$25,441
<i>Social Security</i>	\$6,728	\$6,965	\$7,209
<i>Medicare</i>	\$1,573	\$1,629	\$1,686
<i>Health Insurance</i>	\$44,148	\$47,680	\$51,494
<i>Life Insurance</i>	\$323	\$323	\$323
<i>Pension</i>	\$24,869	\$25,813	\$26,785
<i>Pension Reimbursement</i>	(12,583)	(13,212)	(13,873)
<i>Workers Compensation</i>	\$5,092	\$5,444	\$5,818
<i>Unemployment Comp</i>	\$100	\$100	\$100
<i>Total</i>	\$201,831	\$211,316	\$221,260
<i>Less OT & Holiday Pay</i>	(16,773)	(17,446)	(18,140)
<i>Total Cost for Allocation Among Partners</i>	\$185,058	\$193,870	\$203,120

Percentage by Municipality/School District

	%	2026	2027	2028
Ephrata Area School District	50.00%	\$92,529	\$96,935	\$101,560
Shared Balance by Student Population	%	2026	2027	2028
Akron Borough	12.37%	\$11,446	\$11,991	\$12,563
Clay Township	15.92%	\$14,731	\$15,432	\$16,168
Ephrata Borough	46.81%	\$43,313	\$45,375	\$47,540
Ephrata Township	24.90%	\$23,040	\$24,137	\$25,288
Municipal Total	100.00%	\$92,529	\$96,935	\$101,560

Steve Sawyer

From: Michael Sable
Sent: Thursday, September 25, 2025 4:28 PM
To: Steve Sawyer
Subject: Re: School Bus Stop Ahead Sign

Steve,
Yes, that is correct. I'm sorry I didn't include that in the original message.
Thanks,
Michael Sable

On Sep 25, 2025, at 1:57 PM, Steve Sawyer <ssawyer@ephratatownship.org> wrote:

Michael,

I assume that you are referring to a sign that would alert motorists of the school bus stop who are traveling down the hill (westbound) and around the curve. Please confirm.

Steve

Steven A. Sawyer, Township Manager
Ephrata Township
265 Akron Road
Ephrata, PA 17522
Email: ssawyer@ephratatownship.org
Phone: 717-733-1044

From: Michael Sable
Sent: Thursday, September 25, 2025 1:47 PM
To: Steve Sawyer <SSawyer@ephratatownship.org>
Subject: Re: School Bus Stop Ahead Sign

Steve,
I would like to request a school bus stop ahead sign at one of our stops at 124E Mohler Church Rd, Ephrata P.A. We have kindergarten student that have to cross the street morning and afternoon to get on and off the bus. Vehicles are not aware of our bus stop at that location. We've had several occasions where the mother had to hold back the child from cars not stopping. If drivers would have a heads up. maybe they would slow them down and watch for students crossing the street.

Thanks.

Michael Sable
Facilities Manager / Transportation Supervisor
Hinkletown Mennonite School
272 Wanner Road
Ephrata, PA 17522
(717) 354-7100 ext. 1003
msable@hinkletownschool.org

On Tue, Sep 23, 2025 at 11:29 AM Steve Sawyer <[SSawyer@ephratatownship.org](mailto:ssawyer@ephratatownship.org)> wrote:

Mike,

I was copied on Dave Burkholder's response to your request for a school bus stop ahead sign. Can you send me a formal request by email? Please include the location of the bus stop and the justification for the request. I will then take it to a Board of Supervisors meeting for approval.

Steve

Steven A. Sawyer, Township Manager

Ephrata Township

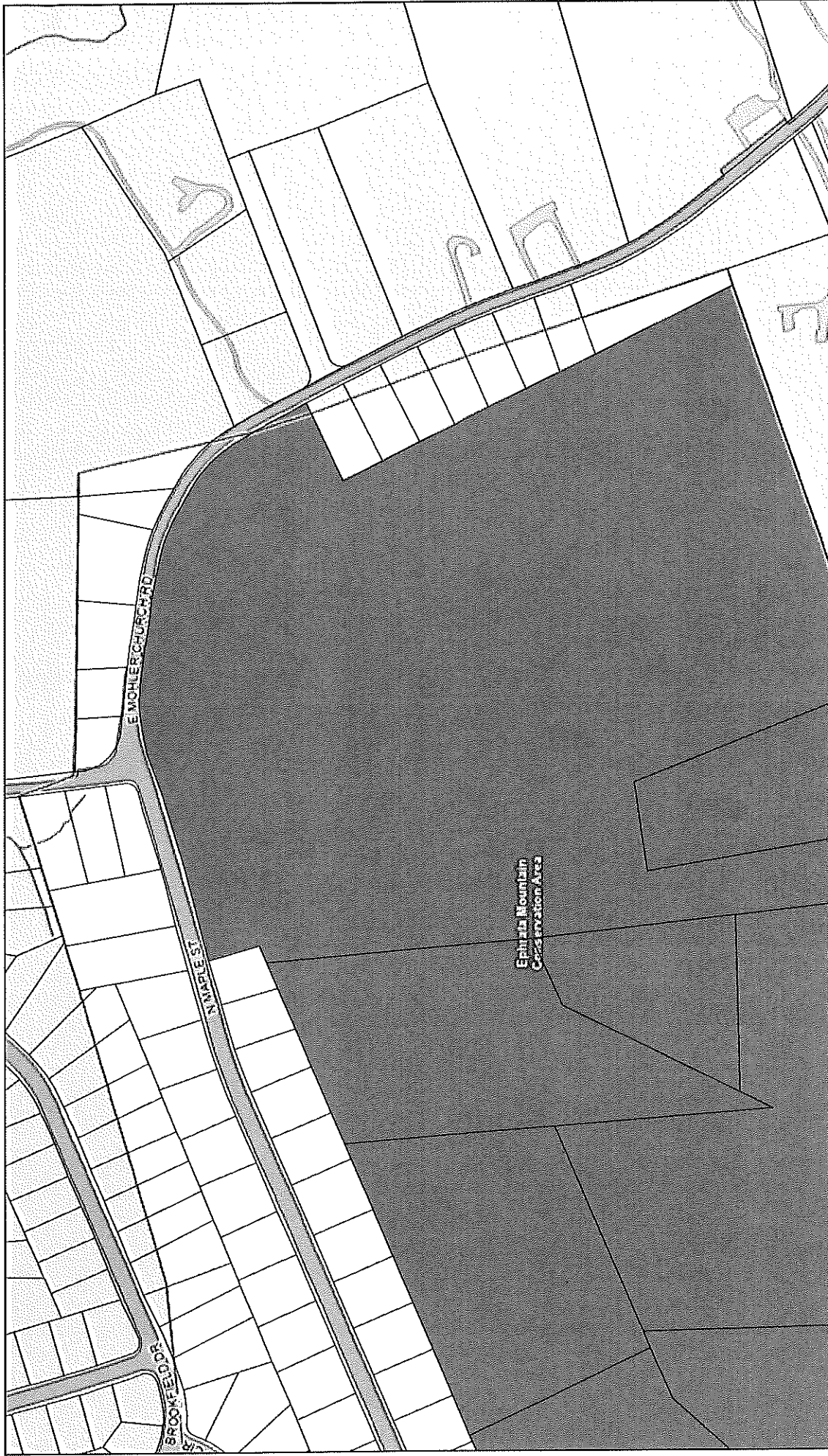
265 Akron Road

Ephrata, PA 17522

Email: ssawyer@ephratatownship.org

Phone: 717-733-1044

LanCo View Parcel Map



9/26/2025, 7:12:32 AM

Properties

1:4,514
0 0.03 0.06 0.11 mi
0 0.04 0.09 0.18 km

Esri, HERE, Garmin, GeoTechnologies, Inc., USGS, EPA



NYE CONSULTING SERVICES, INC.

September 30, 2025

Ephrata Township Board of Supervisors
265 Akron Road,
Ephrata, PA 17522

RE: Jeff Burkholder Time Extension #2

Dear Supervisors:

We are granting a 90-day time extension for the Board of Supervisors to act on the plans for the Jeff Burkholder Shop project. We have received an approved E&S review from the Lancaster County Conservation District.

We are currently working with the Sewer Authority on the required improvements and finalize the location of the public tie-in. This additional time will allow us to resolve the Township's concerns, Sewer Authority comments, provide the letter of credit, and execute the plans & agreements.

In the event there are any questions regarding the above please feel free to contact the undersigned.

Sincerely yours,

A handwritten signature in cursive script that reads 'Matt Kadwill'.

Matthew Kadwill, RLA
(717) 271-1328
matt@ncsincorp.com

235 VILLAGE SPRING LANE
REINHOLDS PA, 17569
E: BNYE@NCSINCORP.COM

TO: TOWNSHIPS
SUBJECT: LCATS ANNUAL CONVENTION
DATE: THURSDAY, NOVEMBER 6, 2025
LOCATION: **YODER'S FAMILY RESTAURANT - NEW HOLLAND, PA**

The 2025 Lancaster County Association of Township Supervisors Convention will be held on Thursday, November 6, 2025.

Registration will be from 8:00 a.m. to 8:30 a.m. with coffee and donuts.

The Convention program will begin at 8:30 a.m. and will end with lunch being served at 12:00 noon.

The cost will be \$25.00 for each person to attend. All elected officials who attend may be reimbursed for attending.

*****PLEASE NOTIFY YOUR TOWNSHIP SECRETARY IF YOU ARE PLANNING TO ATTEND.**

*****EACH TOWNSHIP SECRETARY SHOULD SEND RESERVATIONS FOR EVERYONE ATTENDING FROM YOUR TOWNSHIP. WE MUST KNOW IN ADVANCE HOW MANY ARE ATTENDING SO WE HAVE AN ACCURATE MEAL COUNT.**

Township Secretaries- Please complete the enclosed form for your Township and return by **10-27-25.**

The \$25.00 can then be deducted from the reimbursement amount each elected official receives. It is also a legal Township expenditure for the Township to pay the \$25.00 for any manager, secretary or other staff that attends.

This is a non-returnable deposit.

If you have any problems or questions, please feel free to contact Kirsten at 717-768-8059 or kpeachey@salisburytownship.org.

SEND FORM TO:

FAX: 717-768-3660
E-MAIL: kpeachey@salisburytownship.org
MAIL: Salisbury Township
5581 Old Phila. Pike
Gap, PA 17527