

**BOROUGH OF CARROLL VALLEY
PLANNING COMMISSION MEETING
MONDAY, FEBRUARY 5, 2024 – 7:00 P.M.
BOROUGH OFFICE**

MINUTES

Chairman Michael Wight called the meeting to order at 7:00 P.M. The attendance was as follows:

**PLANNING COMMISSION
MEMBERS**

Present

John Schubring, Vice Chairman
Michael Wight, Chair
Jeff Pannebaker
Douglas Browning
David Lillard
Brion Fitzgerald
Sara Laird
Debbie Jones
Lisa McLeod-Simmons

BOROUGH OFFICIALS, ETC.

David Hazlett Borough Manager
Gayle Marthers, Borough Secretary
Amanda Bell, Assistant Borough Secretary

Absent

**CONSIDERATION OF THE MINUTES OF THE DECEMBER 4, 2023, PLANNING
COMMISSION MEETING**

***J. Schubring moved; B. Fitzgerald seconded, that the Commission accept the minutes of the Planning Commission Meeting of December 4, 2023, as amended. Motion passed unanimously.

OPEN TO THE PUBLIC

No one addressed Members at this time.

NEW BUSINESS

There was none.

OLD BUSINESS

Long-Term Rentals – Rules/Regulations

Lengthy discussion ensued noting the following:

- Section §11-105., “Responsibilities of Owners, Property Managers, and Occupants”
 - Section F – Replace current wording with verbiage from Short Term Rental §204-6
 - Section J – Increase mileage to 50 miles
- Section §11-109., “Fire Safety Requirements”
 - Section A – Add Smoke Detector
- Section §11-110., “Inspections, Licensing, and Enforcement”
 - Section B – Replace the current verbiage with the following: “The Code Enforcement Officer shall inspect each Rental Property in the Borough to determine compliance with this chapter once every two years pursuant to a reasonable schedule to be established by such officer or in response to a complaint that an alleged violation of the provisions of this chapter or of applicable rules or regulations pursuant thereto has been committed, or when the Code Enforcement Officer has a valid reason to believe that a violation of this chapter or any rules and regulations pursuant thereto has been

committed, or upon the change of tenant or transfer of ownership of the entire property.”

- Section §11-117., “Inspection, licensing, and cancellation fees”
 - Section A – Change “annual registration fee” to “bi-annual”
- The following fees were discussed:
 - License
 - Initial Inspection
 - Inspection (Annual or Biannual)
 - Re-Inspection (If issues are found)
 - Interim Inspection (Change of Tenant)

Chapter 22 Review

Members asked Mr. Hazlett to have the Adams County Planning Commission and the Borough Engineer to review the document and provide any comments they may have.

ADJOURNMENT

*** The meeting adjourned at 8:17PM by consensus.

Amanda Bell, Assistant Borough Secretary