

**BOROUGH OF CARROLL VALLEY  
PLANNING COMMISSION MEETING  
MONDAY, AUGUST 7, 2023 – 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  
Bret Robinson  
Michael Wight, Chair  
Jeff Pannebaker  
Brion Fitzgerald

**BOROUGH OFFICIALS, ETC.**

David Hazlett Borough Manager  
Amanda Bell, Asst. Borough Secretary

**Absent**

Sara Laird  
Owen Phelan  
David Lillard  
Douglas Browning

**CONSIDERATION OF THE MINUTES OF THE JUNE 5, 2023 PLANNING  
COMMISSION MEETING**

Members asked that the title of Chair be added to Mr. Wight's name in the attendance log.

\*\*\*J. Schubring moved, J. Pannebaker seconded, that the Commission accept the minutes of the Planning Commission Meeting of June 5, 2023 as amended. Motion passed unanimously.

**OPEN TO THE PUBLIC**

No one addressed the Commission at this time.

**NEW BUSINESS**

**Moul Subdivision Review**

Mr. Hazlett explained the process for a subdivision and Members reviewed the plan submitted. Following discussion, it was the consensus of the Members to recommend that Borough Council approve the plan as submitted.

**OLD BUSINESS**

**Front Setback for Accessory Structures**

Members reviewed the proposed Ordinance Revision with the following discussion:

- Change the Four Hundred square foot size to Three Hundred square foot in Section 1405 subsections B, C, D and E.
- Need and Cost of the proposed Permits for Home Occupation and Home-Based Businesses

\*\*\*J. Schubring moved; J. Pannebaker seconded that Planning Commission recommend to Borough Council the approval of the ordinance amending Chapter 27 to modify regulations pertaining to placement of accessory structures on residential lots and to require permits for Home Occupation and No-Impact Home-Based Businesses with the changes noted. Motion passed unanimously.

**Review of Zoning Ordinance Chapter 27 regarding Vacation Rentals**

Mr. Hazlett reviewed a draft ordinance amending chapter 11 of the code of ordinances to add a Part 2 regulating Short-Term Rentals.

Discussion included:

- Requiring a “Hold Harmless Agreement” or showing proof of the Borough being “Additionally Insured” on a General Liability Insurance Certificate.
- Limiting the number of licenses issued
- Limiting the number of nights, a home can be used as a short-term rental (180 days or fewer) as outlined in proposed Section 204-7 (D).
- Do the rules make the number of short-term rentals self-limiting?
- Can the Borough limit the licenses to require that the owner be within the 15-minute time frame for response to the property being rented?
- Can current Short-term rentals in operation now be “Grandfathered” in and no more be permitted?
- In section 204-7 (I) list what would be considered: the “Best Efforts.”
- Should commercial sewer rates apply? Does this include a new Holding Tank commercial rate?

Members were asked to review the document and send Dave Hazlett any proposed additions, corrections, or comments by July 28, 2023.

**ADJOURNMENT**

\*\*\* The meeting adjourned at 8:48PM via motion made by J. Schubring and seconded by B. Fitzgerald that carried unanimously.

---

Gayle R. Marthers, Borough Secretary