

**BOROUGH OF CARROLL VALLEY  
PLANNING COMMISSION REGULAR MEETING  
Monday, February 4, 2019 – 7:00 P.M.  
BOROUGH OFFICE**

**MINUTES**

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

**PLANNING COMMISSION MEMBERS**

**BOROUGH OFFICIALS, ETC.**

**Present**

David Lillard, Chair  
Bernard Garland  
Bruce Carr  
Ron Harris, Mayor  
Steve Sites  
Michael Wight

David Hazlett, Borough Manager  
Gayle R. Marthers, Asst. Borough Manager  
David Baker, Zoning Officer

**Absent**

John Schubring

**CONSIDERATION OF THE MINUTES OF THE JANUARY 7, 2019 MEETING of  
PLANNING COMMISSION**

Correction was noted on Page 3, #21; Section 1502 should be Section 1501. Following additional brief discussion:

\*\*\*M. Wight moved, R. Harris seconded, that the Commission accept the minutes of the Planning Commission Meeting of January 7, 2019 as corrected. Motion passed unanimously.

**OPEN TO THE PUBLIC**

No one addressed Members at this time.

**NEW BUSINESS**

Mr. Hazlett addressed the Lot Subdivision/Re-Combinations with a statement that they were added to the agenda in error.

**OLD BUSINESS**

Comprehensive Ordinance Review: Chapter 27: Zoning.

Mr. Lillard provided a brief review of the progress made at last month's meeting and asked Members to continue with the process. Much discussion included the following:

**Document #3: Manager Dave Hazlett's Comments & County Responses:**

Section 1501.A.2 regarding range of persons allowed to reside in an ADU.

Consensus of Members was to remove all references to Accessory Dwelling Units (ADU)

Section 1501.A.3 – Regarding ADU minimum size

Consensus of Members was to remove all references to Accessory Dwelling Units (ADU)

Section 1501.A.8 – Regarding Sewer Connections for ADU

Consensus of Members was to remove all references to Accessory Dwelling Units (ADU)

Section 1501.A.8 – Regarding Sewer System Design Capacity for ADU

Consensus of Members was to remove all references to Accessory Dwelling Units (ADU)

Section 1501.C.4 – Regarding bathroom provision within Bed-and-Breakfast Operations

Explanation from County Planning accepted; the additional verbiage will be added

Section 1501.S.3.d – Regarding outdoor spot or flood lighting in mobile home parks

- Consensus of Members agreed to have County Planning rework the verbiage to include additional specifications
- Section 1501.T.3 – Regarding display or sale of goods at No-Impact Home-Based Businesses  
Explanation from County Planning accepted; no further information/correction needed
- Section 1501.T.8 – Regarding illegal activity prohibition in No-Impact Home-Based Businesses  
Explanation from County Planning accepted; no further information/correction needed
- Section 1501.X.5 – Regarding business activity conducted from a rental storage unit  
Consensus of Members agreed to have County Planning rework the verbiage to make it easier to understand that no business should operate from a specific rental unit.
- Section 1501.X.7.b – Regarding outdoor vehicle storage standard  
Consensus of Member was to strike 7.b in its entirety
- Section 1501.X.9 – Regarding view of light source at rental storage uses.  
Consensus of Members agreed to have County Planning rework the verbiage to include additional specifications
- Section 1501.Z.1 – Regarding range of outdoor furnishings associated with restaurants  
Consensus of Members agreed to have County Planning rework the verbiage to include additional specifications
- Section 1501.Z.2 – Regarding storage of outdoor furniture at restaurants when not in use.  
Consensus of Members agreed to have County Planning rework the verbiage to include additional specifications for clarity
- Sections 1501.AA.3.a (2) regarding provision of shuttle service at resort uses  
Consensus of Members agreed to have Mr. Hazlett speak to representatives of Liberty Mountain prior to adding this into the Code
- Sections 1501.DD.7.b. regarding location of parking for Single Family Attached dwellings  
Explanation from County Planning accepted; no further information/correction needed
- Sections 1501.HH.4 regarding tower safety for wireless communication towers  
Consensus of Members agreed to have County Planning rework the verbiage to require “structural break points” or similar reference to keep the structure within the lot boundaries in the event of a structural failure
- Sections 1602.B.2 regarding parking lot surface requirements for uses of a seasonal nature  
Explanation from County Planning accepted; no further information/correction needed
- Section 1602.G.1 regarding view of light source in parking lot illumination standard  
Consensus of Members agreed to have County Planning rework the verbiage to include additional specifications
- Sections 1701.D regarding prohibition of signs within rights-of-way  
Consensus of Members agreed to have County Planning rework the verbiage to include additional specifications for clarity
- Section 1701.E.1 regarding the glare standard for sign illumination  
Consensus of Members agreed to have County Planning rework the verbiage to include additional specifications for clarity
- Sections 1702.C.a and 1702.D.1 regarding maximum sign size for real estate and contractor signs that are exempt from zoning permitting  
Consensus of Members agreed to have County Planning rework the verbiage to make them consistent
- Section 1702.D.4 regarding removal period for contractor signs  
Consensus of Members agreed to have County Planning rework the verbiage to make them consistent
- Section 1703.G regarding the inclusion of a vehicle being decorated and located to display an advertising message as a portable sign  
Consensus of Members agreed to have County Planning rework the verbiage to include additional specifications for clarity

Section 1704.A.1 regarding maximum area for Off-Premise Directional Signs

Consensus of Members agreed to have County Planning rework the verbiage to include “permanent” to the definition

Section 1076.A.1 regarding maximum sign area and sign height in the C District

Consensus of Members agreed to keep current verbiage

At this time Members agreed by consensus that due to the late hour; the remaining one (1) page of questions and responses would be tabled until the next meeting.

Additional requests of Members to Adams County Planning Representatives:

- Provide a draft ordinance regarding Air B&B regulations
- Include the FCC established time-code requirements for wireless communication facilities

Members discussed scheduling additional meetings jointly with Borough Council. Consensus was to request Council approve advertisement of joint meetings for the remainder of 2019 in order to assure adherence to the Sunshine Law and facilitate discussion.

### **ADJOURNMENT**

\*\*\* R. Harris moved; M. Wight seconded that the meeting adjourn at 9:35 PM. Motion passed unanimously.

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Gayle R. Marthers, Borough Secretary