

**BOROUGH OF CARROLL VALLEY  
PLANNING COMMISSION AND BOROUGH COUNCIL JOINT MEETING  
Monday, March 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**

**Present**

David Lillard, Chair  
Bernard Garland  
Bruce Carr  
Ron Harris, Mayor  
Steve Sites  
Michael Wight  
John Schubring via phone

**Absent**

**BOROUGH OFFICIALS, ETC.**

David Hazlett, Borough Manager  
Gayle R. Marthers, Asst. Borough Manager

**COUNCIL MEMBERS**

**Present**

Bruce Carr  
Richard Mathews  
Sarah Skoczen, President  
Robert Verderaime  
Beth Cool  
David Lillard

**Absent**

Jared Huster

**CONSIDERATION OF THE MINUTES OF THE FEBRUARY 4, 2019 MEETING of  
PLANNING COMMISSION**

Following brief discussion:

\*\*\*M. Wight moved, B. Garland seconded, that the Commission accept the minutes of the Planning Commission Meeting of February 4, 2019 as submitted. Motion passed unanimously.

**OPEN TO THE PUBLIC**

No one addressed Members at this time.

**NEW BUSINESS**

Nothing.

**OLD BUSINESS**

Mr. Lillard requested members allow Mr. Kaplan share his information regarding Home-Based Businesses before moving on to the final review of the questions and responses. Consensus of members was to approve the agenda change.

Home-Based Business Plan

Mr. Kaplan reviewed the document “Innovative Growth Through Home Based Business Initiative” authored by a sub-committee of the Planning Commission prepared in 2017. The document calls for Carroll Valley to be a “Haven” for home-based business offering incentives for those choosing to locate within the Borough. Concerns the document raises about the current Chapter 27: Zoning:

- Parking
- Inside/Outside Storage
- Signage Requirements

Additional concerns raised by Mr. Garland:

- Requirement of Storage Buildings
- Hazardous Materials
- Hoarding Conditions

Mr. Verderaine posed the question: “Is this a need or want in the Borough”? Additional discussion ensued questioning whether the discussed revisions to Chapter 27 have already addressed this issue. The issue of No Impact versus Low Impact was discussed as well leading to a consensus of those present to consider zoning district restrictions to allow or disallow based upon the type of Home-Based Business requested by a resident. After much discussion, Members agreed by consensus that upon conclusion of the re-write; Mr. Kaplan would meet with Mr. Wight, Mr. Lillard and Mr. Garland to review the Home-Based Business issue.

#### 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 1708.B regarding the maximum percentage of sign that can be devoted to an Electronic Message Center.

Consensus of Members was to use the dimensions of the Borough Sign as the maximum size allowed in the CC and Commercial Districts.

Members discussed the re-zoning of Carroll Commons Park and by consensus agreed to re-zone this property to Community Core in the re-write.

Section 1708.D through 1708.F – Regarding how an Electronic Message Center is permitted to display messages and transition between messages.

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

Section 1708.H – Regarding instant transition between messages on an Electronic Message Center.

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

Section 1912.B.1 – Regarding standard excluding dog houses from zoning permitting.

Consensus of Members was to make this section consistent with standards for sheds and all accessory buildings by generalizing the terminology to “structure”.

Section 1912.B.5. – Regarding standard excluding child tree houses and hunting tree stands from zoning permitting.

Consensus of Members was to make this section consistent with standards for sheds and all accessory buildings by generalizing the terminology to “structure”.

Table of Uses – Regarding “Commercial Recreation, Outdoor”

Consensus of Members agreed to allow this activity in both Community Core and Commercial Zones

#### **Remaining Question/Concerns from Document #2 dated 11/28/2018:**

Because the questions and concerns focus on one or two parcels, the issues were discussed together instead of separately. Lengthy discussion resulted in the following unresolved concerns:

- Is the Borough bound by a Court Order or by Previous Agreement?
  - Court Order
- Are the parcels-in-question where required housing/building types are being allowed?

- Yes, although some are by special exception which would require additional plan approvals and oversight by the Borough
- Where are townhouses permitted?
  - Permitted in areas served by public sewer

The Eluma Property could potentially accommodate 481 units using the regulations outlined in R3 zoning district. Questions were posed regarding the exact number of EDU's that were ordered by the Court. Members were asked to review the Table of Uses and the zoning districts and come to the April meeting prepared to discuss the possibilities.

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

### **ADJOURNMENT**

\*\*\* R. Harris moved; M. Wight seconded that the meeting adjourn at 8:50 PM. Motion passed unanimously.

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Gayle R. Marthers, Borough Secretary