

**BOROUGH OF CARROLL VALLEY  
PLANNING COMMISSION MEETING  
MONDAY, DECEMBER 7, 2015 – 7:00 P.M.  
BOROUGH OFFICE**

**MINUTES**

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

**PLANNING COMMISSION MEMBERS**

**BOROUGH OFFICIALS, ETC.**

**Present**

Ed Kaplan, Chair  
Ron Harris, Mayor  
David Lillard  
Robert Verderaime  
Robert Tyler Pyles  
Mary Davidson  
Lisa McLeod-Simmons  
John Schubring

Gayle R. Marthers, Borough Secretary

**Absent**

**CONSIDERATION OF THE MINUTES OF THE OCTOBER 5, 2015 PLANNING COMMISSION MEETING**

\*\*\* R. Harris moved, R. Pyles seconded, that the Commission accept the minutes of the Planning Commission Meeting of October 5, 2015 as submitted. Motion passed unanimously.

**OPEN TO THE PUBLIC**

No one addressed Members at this time.

**OLD BUSINESS**

Lot Trades. Mr. Kaplan and Ms. Marthers outlined the requests of Mr. Terry Stem to trade lots owned by him for Borough owned lots of equal value in order to recombine them and have adequate building lots.

- Trade Request #1:

- a. Lot # J-0036: 11 White Oak Trail to be traded for Borough Owned Lot # RD-0119: 43 Oak Ridge Trail
- b. Lot # J-0037: 14 Whit Oak Trail to be traded for Borough Owned Lot # RD-0114: 46 Oak Ridge Trail

Following discussion including assessed value, payment of required legal fees and tax considerations:

\*\*\*R. Harris moved; D. Lillard seconded that the Commission recommend that Borough Council Accept the proposed Lot Trade Request #1 with Mr. Terry Stem as outlined provided Mr. Stem pay all legal fees associated with the transaction, all taxes are paid in full and confirmation that the assessed values meet State requirements. Motion passed unanimously.

- Trade Request #2:

- a. Lot # A-0082CR: 5 Roadside Trail to be traded for Borough Owned Lot # D-0076: 31 Freedom Trail

Following discussion including assessed value, payment of required legal fees and tax considerations:

\*\*\*L. McLeod-Simmons moved; R. Pyles seconded that the Commission recommend that Borough Council Accept the proposed Lot Trade Request #2 with Mr. Terry Stem as outlined provided Mr. Stem pay all legal fees associated with the transaction, all taxes are paid in full and confirmation that the assessed values meet State requirements. Motion passed unanimously.

### Comprehensive Ordinance Review.

Members reviewed Chapter 25: Trees. Members requested assistance from Zoning Officer, Dave Baker and Manager, Dave Hazlett with this chapter. There was a complete overhaul of Part 2 completed recently therefore no need to review and there were many questions regarding the legality of Part 1. This was tabled until the next meeting.

### Working Group: Home Office/Home-Based Businesses.

Mr. Kaplan reported that the 3-member team met on November 10, 2015 with Mrs. McLeod-Simmons, Ms. Cathy McCabe and himself in attendance. The group wishes to reach out to current permit holders and ask what their needs may be and if the Borough can offer any help to them.

Discussion ensued which yielded the following questions, concerns and issues:

- Need for an Action Plan for the Group
- Clear list of Ordinances that Affect or Pertain to Home Office/Home-Based Offices
- Method to Attract or Maintain Home Office/Home-Based Offices
- Clear List of the Concerns and/or Needs of the Home Office/Home-Based Office Owner
- Possibility of Including Tele-Commuters and their needs to this Category
- Survey

### Hiking/Biking Trails.

Ms. Davidson shared that there is a plan and preliminary cost estimates. The project is on hold for funding opportunities. She shared that the Gettysburg group may have a place for this project at their table to be touted as a destination of interest with the covered bridges, resort community and other sites in Carroll Valley as well as neighboring municipalities.

### Build-Out Analysis.

Mr. Kaplan suggested that an update to this be made as the one of record is dated some 5 -7 years ago. There was no additional discussion.

## **NEW BUSINESS**

### Appointment of a Vice Chair.

Mr. Kaplan stated that having Mr. Patton step down from the commission has left the group with no Vice in the event the he is unable to attend. Following brief discussion Mr. Kaplan called for nominations:

R. Harris nominated; L. McLeod Simmons seconded that Mr. David Lillard be appointed Vice Chair of the Planning Commission. Hearing no other nominations; Mr. Kaplan called for a vote on the nomination of Mr. Lillard for Vice Chair. Vote was unanimous by roll call.

Members reviewed the 2016 Meeting Schedule and decided that that due to conflicts, holidays and ease of scheduling the following exceptions to the rule of 1<sup>st</sup> Monday Meetings would be advertised:

- January's meeting would be canceled
- July's meeting would be moved to Tuesday, July 5, 2016
- November's meeting would be moved to Monday, November 14, 2016

## **ADJOURNMENT**

\*\*\* R. Harris moved; L. Davidson seconded that the meeting adjourn at 8:35 PM. Motion passed unanimously.