

**BOROUGH OF CARROLL VALLEY  
PLANNING COMMISSION MEETING  
MONDAY, MAY 2, 2016 – 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  
Robert Tyler Pyles  
Mary Davidson  
John Schubring  
David Lillard

Gayle R. Marthers, Borough Secretary

**Absent**

Lisa McLeod-Simmons  
Robert Verderaine

**CONSIDERATION OF THE MINUTES OF THE APRIL 4, 2016 PLANNING COMMISSION MEETING**

\*\*\*R. Harris moved, R. Pyles seconded, that the Commission accept the minutes of the Planning Commission Meeting of April 4, 2016 as submitted. Motion passed unanimously.

**OPEN TO THE PUBLIC**

No one addressed Members at this time.

**OLD BUSINESS**

Comprehensive Ordinance Review.

Mr. Kaplan opened the discussion by reading an email received from Mr. Hazlett suggesting that members consider a full re-write of Chapter 27: Zoning. Discussion ensued which concluded with the following plan:

- Mr. Rob Thaeler of Adams County Planning Office will be invited by Mr. Hazlett to work as a special consultant to the Planning Commission to complete the re-write
- Members were asked to review the current Zoning Map and consider any changes that may be warranted
- Members were asked to review Chapter 27 and consider if the current ordinances address the current needs and plans for the community. If so, are there any changes needed? If not, should it be repealed? Also, are there any issues for which an ordinance is needed that the Borough does not yet have? If so, please note it for discussion. Mayor Harris provided a copy of the table of contents for use in the review process

It was shared that the Council will be reviewing an Request For Proposal (RFP) for a Consultant to perform the official Re-codification Process at their May meeting. This consultant will be expected to work with the Borough Staff, Council and Planning Commission to complete the organization and publishing of the codified book of Borough Ordinances.

Working Group: Home Office/Home-Based Businesses.

Mr. Kaplan introduced sub-committee member Kathy McCabe prior to reviewing the written report from the group. The document provided a mission, anticipated outcomes, goals and

recommendations for discussion that would solidify Carroll Valley as a Home-Based Business-Friendly Community. The plan laid out some concerns associated with the current Chapter 27: Zoning regulations and offered a time-table for follow-up and possible insertion to the re-write of the chapter. Some discussion ensued with a consensus that the plan was solid and Mr. Kaplan and his group continue moving forward. Mr. Kaplan identified some grammatical changes to be made and asked that the sub-committee have another look at the document. The goal would be to bring the document back to the Members in June and if amenable; send it on to Council for their input where he would hope to garner a nod of approval from Council to include it in the re-codification.

Hiking/Biking Trails.

Ms. Davidson reported that she would be facilitating a presentation at the May 10, 2016 Council meeting.

**NEW BUSINESS**

Nothing.

**ADJOURNMENT**

\*\*\* R. Harris moved; D. Lillard seconded that the meeting adjourn at 9:05 PM. Motion passed unanimously.

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Gayle R. Marthers, Borough Secretary