

**Taneytown Planning Commission**  
**Approved minutes from June 26, 2023**

The Taneytown Planning Commission met on June 26, 2023 at 7:30 PM in the City Council chambers. Present were Planning Commission Chairman Parker, Commission members Myers, Brown, Isenberg, Director Hale and Carroll County Planning liaison Tiffany Fossett. Councilman Tillman and City Manager Wieprecht attended the meeting remotely. City Attorney Gullo did not attend the meeting. This meeting was open to the public in person.

-Minutes from the May 22, 2023, meeting were approved unanimously following a motion by Commission member Isenberg with a second by Commission member Brown.

**DELEGATION AND ACTION ITEMS**

-None.

**Ordinances and Agreements for Review.**

**-May 2023 Community Village Discussion Draft.** City Manager Wieprecht led the discussion on the proposed changes in the Community Village ordinance. We discussed a proposed change to allow special home occupations in a Community Village like they are in other districts throughout the city. The process would still require a Board of Appeals hearing for the applicant with all contiguous neighbors being notified and being able to express their opinion at the hearing. The Planning Commission also discussed the mixing limits where attached multifamily units are included. Not including retirement dwellings, assisted living or nursing home units, where attached multifamily structures are to be part of the mix, the sum of the number of dwelling units in attached multifamily structures within parcels of 150 acres or less shall not constitute more than 50% of all dwelling units in the community village. For properties larger than 150 acres, where attached multifamily structures are to be part of the mix, the sum of the number of dwelling units in attached multifamily structures shall not constitute more than 40% of all buildable land area in the community village. Open space and parkland discussion.

Permanent open space required. Where alleys are provided throughout the community, not less than 25% of the gross land area of the community village shall be allocated to and shall remain in permanent open space, provided that this minimum shall in no way limit the ability to require a greater percentage of the gross land area to remain in permanent open space in the approval of a community village. The required open space shall be exclusive of any reservations required by the Official Comprehensive Plan (e.g., public school sites, primary and secondary highways, regional stormwater management facilities or public utility structures and the like). Where alleys are provided only for attached dwellings, not less than 35% of the gross land area shall remain in permanent open space. The Planning Commission then discussed changes to parking requirements.

Dwelling Type	On-Site Parking Spaces Required*	Off-Site Parking Spaces Required
Single-family detached		
On lots 10,000 square feet or greater	3	0
On lots less than 10,000 square feet	2 (3 on site spaces will meet the requirement)	1
Semidetached (each unit)	2	1
Multifamily		
Quadruplex (each unit)	2	1
Townhouse (each unit)	2 (2.5 on site spaces will meet the requirement)	.5
Condominium (each unit)	3	0
Apartment (each unit)	3	0
Retirement dwellings (each unit)	2	
Assisted living (each unit)	5 plus one for each employee on largest shift	
Alternative living unit (ALU)**	3	
Nursing/domiciliary care	1 for every 3 beds, plus 1 for each employee on largest shift	

**NOTES:**

\*Required off-lot parking spaces shall be arranged and assigned in common parking areas located in proximity to the dwelling units to be served. Offsite spaces shall be required only when on-site parking is less than the prescribed total number of parking spaces per unit.

Numerous evening and weekend trips to observe available parking in a completed Meades Crossing have consistently shown adequate available parking under the current ordinance. Discussion on the Community Village amendments has been completed.

**-Ordinance 05-2023.** Amendment to Community Village overlay. 205-35.1. Commission member Brown made a motion for a favorable recommendation of the changes to the Community Village Ordinance with a second from Commission member Isenberg. This motion passed with a unanimous vote from the Planning Commission.

**Director Hale gave his report to the Planning Commission.**

**-211 East Baltimore Street.** Lot line reconfiguration. Informational only. No action was necessary by the Planning Commission.

**-Bounds Property.** Minor subdivision. Informational only. Carroll County notified the city of this project because it is within one mile of city limits. (Town/County agreement).

**-Raronize Distillery.** City staff met with the principals for Raronize Distillery (Feaser property, south) to discuss water and sewer service options for the property.

**-Bintou Jaitel.** Case 2023-221. 12 Alyssum Street. Reminded the Planning Commission that on August 1, 2023, there will be a Board of Appeals hearing for a special exception home occupation for a daycare. R-10,000. Located in Meadow Brook 6. On April 24, 2023, the Planning Commission gave a favorable recommendation to the Board of Appeals in this case.

**-Evapco.** They have withdrawn their request for the need of a Board of Appeals hearing.

**-Meadow Brook 6.** Will be removed from the Planning Commission agenda because the city has accepted the roads and infrastructure.

**-Bollinger Park.** The contractor has begun clearing the site for the park entrance, parking lot and trail head. Attorney Gullo is preparing an agreement with a property owner to the right of the park entrance for the temporary use of a small portion of city land.

**-Tannery Barn.** The city and Tannery Barn need to finalize the storm water management agreement to close out this project. Talks will resume soon.

**-City Attorney Gullo gave no report this month.**

**-Carroll County Planning Liaison, Tiffany Fossett's update for June 2023.**

**Triennial Update to the 2019 Carroll County Water and Sewer Master Plan**

Planning is processing the Triennial Update. Staff will be going to the County Commissioners for discussion, decision, and hopefully adoption on Thursday to send MDE in July.

Municipal W/S chapters and maps were distributed to Municipal staff for review and updates. Please contact Price Wagoner, [wwagoner@carrollcountymd.gov](mailto:wwagoner@carrollcountymd.gov) with questions pertaining to updates to the water/sewer chapters and maps.

**Transportation Master Plan**

The Planning Commission is reviewing draft chapters at their regularly scheduled meetings and will continue to do so over the next several months.

**Annual Report**

The Final draft was introduced/presented to the Planning Commission on June 7 and certified on June 20. The certified report was submitted to MDP on behalf of the county and all eight municipalities on June 23, meeting the State requirement for jurisdictions to report development and development-related activities for 2022. Staff will reach out to municipalities about the 2023 report in December.

Please contact MDP or Tiffany Fossett, [tfossett@carrollcountymd.gov](mailto:tfossett@carrollcountymd.gov), with questions about the Annual Report.

**Economic Development and Land Use Study**

On June 7, there was an EDLU Study update presentation to the Planning Commission by the consultant team on the most recent findings from public participation, focus groups, and interviews.

The *Economic Development and Land Use Study* officially kicks off the first leg of the county's 2025 General Development Plan (or Master Plan). This Study is necessary for the county to receive an up-to-date evaluation of the county's current economic standing in the region as well as an understanding of how the county is positioned to grow and prosper while competing with other jurisdictions in the regional market.

Please contact Andrew Gray, [agray@carrollcountymd.gov](mailto:agray@carrollcountymd.gov), with questions about the Study.

**End of Tiffany Fossett's report.**

-Chairman Parked has asked that the Planning Commission be presented with the next chapter for discussion of the Taneytown Comprehensive Plan. City staff are working on the selection of the next chapter for review.

-The next Planning Commission meeting will be August 28, 2023, at 7:30 PM.

With no further business, the meeting was adjourned at 8:32 PM following a unanimous approval of a motion by Commission member Brown with a second by Commission member Isenberg.

Submitted by:  
Darryl G. Hale  
Director of Planning and Zoning