

**Taneytown Planning Commission**  
**Approved minutes from May 20, 2024**

The Taneytown Planning Commission met on May 20, 2024 at 7:30 PM in the City Council chambers. Present were Planning Commission Chairman Parker, Councilman Tillman, Commission members Myers, Brown, Garner, and Isenberg. Also present were City Manager Wieprecht, Planning Director Hale, City Attorney Gullo and Carroll County Planning liaison Tiffany Fossett. This meeting was open to the public in person.

-Minutes from the April 29, 2024, meeting were approved unanimously following a motion by Commission member Myers with a second by Commission member Isenberg.

**DELEGATION AND ACTION ITEMS**

**-Taneytown Elementary School Pre-Kindergarten and Kindergarten Addition.** Bill Caine with Carroll County Public Schools and Austin Hancock, Civil Engineer with Site Solutions Inc. Seeking Concept site plan approval. There were no changes in the in the previously presented plan. Councilman Tillman made a motion to approve the concept site plan which was seconded by Commission member Garner. The motion carried unanimously.

**-Evapco Allendale Lane Parking.** Jennifer Wellen with Fisher, Collins and Carter Inc. Preliminary site plan presentation only. With this submission the Evapco engineers addressed parking lot access, landscaping, and stormwater management. Councilman Tillman discussed the tree that was noted in the right of way. This will be addressed in a response letter to Carroll County Bureau of Development Review at a later date.

**-Ordinances and Agreements for Review**

None.

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

-Director Hale thanked Attorney Gullo for putting together and presenting training for the Planning Commission, Board of Zoning Appeals members and city staff. Everyone seemed to enjoy the training and requested more training like this going forward.

-5-6-24. Mylars for Taney View and Evapco 3rd Amended site plan Mylars were signed by Taneytown and returned to Carroll County for recordation.

-5-13-24. The Mayor and City Council voted to approve ARRO's comprehensive plan update proposal for professional services.

-5-15-24. Taneytown Board of Zoning Appeals unanimously approved the special exception for the Evapco Allendale Lane parking lot.

**Update of Active Site Plans**

-Memorial Park Expansion. We are hopeful that this project can be presented for the Final site plan approval next month. Still waiting for SHA and forestation approvals.

-Storage Today. Have one major hurdle to work through with a sewer line and the proximity of a proposed retaining wall. They will also need an extension for the site plan process.

-Chairman Parker asked what was needed to close out the Bollinger Park project. Director Hale informed the commission that some final grading related to stormwater and erosion control measures had to be completed.

**-Legal report. City Attorney, Jay Gullo.**

Mr. Gullo wanted to let everyone know how much he enjoyed presenting the training earlier in the month for the Planning Commission, Taneytown Board of Zoning Appeals and City Staff.

**-Carroll County Planning Liaison, Tiffany Fossett's update.** Items for Town PCs –Updated for May 2024\_Meetings.

Water & Sewer

Finalizing the Spring Amendment cycle. County BCC certified at their 5/16 meeting and forwarded the six requests for amendments to MDE for final approval.

The new W/S Master Plan contact in the Bureau is Andrew Gray – [agray@carrollcountymd.gov](mailto:agray@carrollcountymd.gov).

Amendment Procedures and Application Link (in the process of updating):

[Water & Sewer Master Plan Amendments Process & Application](#)

The MDE approved Plan and all the associated service area maps can also be found on the County website, following the Comprehensive Planning webpage links.

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**Housing Study**

The website is live at <https://www.carrollcountymd.gov/housingstudy>. The website has the survey, information about the study, a timeline, a signup to receive updates, and the community needs assessment meetings and events already scheduled around the county.

Upcoming community engagement dates include: 5/25- Westminster Farmer's Market, and New Windsor Vol. Fire Depart. Carnival; 5/28 – Gamber Vol. Fire Dept. Carnival; 6/10- Mount Airy Monday Night Food Trucks; countywide virtual housing meeting – Tentative date of 6/4

The study is currently planned to be completed in the fall.

Your input can help inform strategic, actionable housing goals and priorities. Take the survey today and be entered to win a \$100 Visa gift card! Scan the QR codes to get started.



Please contact Tiffany Fossett at [tfossett@carrollcountymd.gov](mailto:tfossett@carrollcountymd.gov) for more information.

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#### 2023 Annual Report

Planning is compiling information for the 2023 Annual Report, which is due to the Maryland Department of Planning (MDP) by July 1<sup>st</sup>. Taneytown should receive a draft copy next week. It is scheduled for PC review and possible certification on June 5th.

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#### Chapter 158: Zoning Regulations Ordinance update

On 5/16, BCC approved the adoption of Ordinance Change for Adult Use Cannabis – Text Amendments to Chapter 158 of the Zoning Code to make the County's zoning code consistent with State Law and specifically will:

- o Replace definitions related to Medical Cannabis with definitions related to Adult Use Cannabis,
- o Establish distance requirements and other regulations cannabis facilities must adhere to, and,
- o Revise the Table of Land Uses to include Adult Use Cannabis facilities.

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

#### **Old Business.**

None.

#### **New Business.**

-Chairman Parker asked city staff what next steps were with the Mayor and City Council having voted to approve ARRO's contract for professional services regarding the Taneytown Community Comprehensive Plan update. City Manager Wieprecht said that a kickoff meeting with staff would happen next and then there would be a pickoff meeting scheduled for the Taneytown Planning Commission. To be further discussed will be how and when the Comprehensive Plan meetings will be held. As part of the Comprehensive Plan, it is very important to have as much public input as possible throughout the process.

-Commission Member Myers asked Councilman Tillman if the Mayor and City Council gave feedback to the questions the Planning Commission had for them. There will be more discussions as we begin the process to update the Comprehensive Plan.

-Chairman Parker asked the Planning Commission if they wanted to discuss any other planning and zoning topics. Parking space sizes were discussed. City Manager Wieprecht explained that a standard parking space is 9' x 20'. The city does allow 9' x 18' parking spaces where a vehicle will overhang an area that does not have a sidewalk adjacent to it. Some developers have constructed driveways that are shorter than 20' to encourage parking in the garage. It was discussed that all parking spaces should meet city design specifications. The Planning Commission will further discuss driveway lengths, parking spaces and road widths at future meetings.

The next Planning Commission meeting will be held on June 24, 2024.

With no further business, the meeting was adjourned at 8:13 PM following a unanimous approval of a motion by Commission member Brown and seconded by Commission member Isenberg.

Submitted by:

Darryl G. Hale

Director of Planning and Zoning