

Taneytown Planning Commission
Approved minutes from February 26, 2024

The Taneytown Planning Commission met on February 26, 2024 at 7:30 PM in the City Council chambers. Present were Planning Commission Chairman Parker, Commission members Myers, Brown, Garner, Isenberg and Councilman Tillman. Also present were City Manager Wieprecht, Director Hale and Carroll County Planning liaison Tiffany Fossett. This meeting was open to the public in person.

-Minutes from the January 29, 2024, meeting were approved unanimously following a motion by Commission member Isenberg with a second by Commission member Brown. (Note: The Carroll County Annual report for 2023 had been corrected in January to reflect the skateboard park was renovated and to checking "no" concerning a development being modified due to APFO restrictions).

DELEGATION AND ACTION ITEMS

-Memorial Park Expansion. Director of Parks and Recreation, Lorena Vaccare presenting. Seeking preliminary site plan approval. Some of the items discussed, the park entrance off Frederick Street, the requirement of a sidewalk from St. Joes and into the new park, a pedestrian only gate will be installed at the grandstand and the road from the pond to the new park being widened to two paved lanes. Arvin Bollinger, 9 West Baltimore Street asked if the overgrown bank from the existing Department of Public Works building to the grandstand would be cleaned up. Director Vaccare said that it would. Also speaking from the gallery was Aaron Morris, 47 Frederick Street, who discussed the possibility of installing a disc golf course somewhere in our park system. Director Vaccare said she was looking into that possibility. Commission member Myers made a motion to approve the preliminary site plan and was seconded by Commission member Isenberg which passed unanimously.

-Memorial Park Expansion. Director of Parks and Recreation, Lorena Vaccare presenting. Final site plan presentation only. The Memorial Park Expansion project is still waiting for SHA final approval, forest conservation and landscaping final approval. Director Vaccare explained that the only difference in the site plan is that there will be 11 stormwater management features and she intends to create signage to help educate visitors to the park about some of the differences between them. Also, the retaining wall that was proposed at the end of the row of three fields near the trees has been eliminated due to changes in the proposed grading at this site.

-Evapco 3rd Amended Site Plan. Office expansion. Jim Mathias and Paul Cavanaugh, DDC, Inc. presenting. Seeking preliminary and final site plan approval. The sidewalk will not be constructed at this site, but an easement would be recorded. (As a note the sidewalk was not constructed for the Duffy site either because the existing bridge was not wide enough to accommodate a sidewalk). Bill Jones with Evapco had made a request that both preliminary and final site plans be approved at this meeting because all items have been addressed and no changes to the plan are expected. Commission member Brown made a motion to approve the Evapco 3rd Amended preliminary site plan for the office expansion which was seconded by Councilman Tillman. The motion was approved unanimously.

Mr. Cavanaugh then requested that the **Evapco 3rd Amended Site plan for Office Expansion** receive final site plan approval stating that all requirements and details have been met for this project. Councilman Tillman had asked that the sidewalk easement be recorded on the mylars. Councilman Tillman made motion to approve the final site plan for this project and that the mylar will show the easement for the sidewalk which was seconded by Commission member Isenberg. The motion was approved unanimously.

-17 West Baltimore Street Ice Cream Shop. Justin and Pete Naecker are requesting a site plan waiver. The ice cream shop will be operated out of the first floor of the right side of the building. The space is currently a storage space. Minor renovations will be made. The front door will be changed to one with a window. Mr. Naecker would like to add another bench at the front of the building. Commission member Myers made a motion to approve the site plan waiver which was seconded by Commission member Brown. The motion was approved unanimously.

-Taneytown Auto Parts. Pat Small. 11 Franklin Street. Requesting a site plan waiver. Mr. Small plans to demolish a few buildings totaling 5,971 square feet. The new building will be 5,848 square feet. The setbacks shown on the drawing are 10' on both Antrim Street and Roberts Mill Road matching that of the Senior Center. There will be a total of four garage doors that will be facing the interior of the lot. Director Wieprecht discussed setbacks and the ability to split the difference on the setback for the front yard to match what is already in the area. By consensus, the Planning Commission would like the city engineer, CDM Smith to look at the project with respect to storm water management and sediment erosion control measures. Director Hale will share the results from CDM Smith with Mr. Small. The Planning Commission took no action on the request for a site plan waiver.

-Project 180. Aaron Valentine, CLSI Engineers and Surveyors. Seeking final site plan approval. This project still needs the dedication of the plat from State Highway administration and a curb to be called out on the prints for final approval from Carroll County Engineering. Councilman Tillman made a motion to approve the final site plan which was seconded by Commission member Isenberg contingent on final approval from Carroll County engineering concerning the labeling of the curb on the print. This motion passed unanimously.

-Ordinances and Agreements for Review

None.

-Director Hale gave his report to the Planning Commission.

-The city is in receipt of drawings for the preliminary site plan for Taneytown Supply which is a proposed hardware store and lumber yard on Antrim Boulevard.

-Carroll County Public Schools sent prints for an addition to the elementary school to increase space for the pre-kindergarten and kindergarten pupils.

-On February 28, 2024, Chairman Parker, Councilman Tillman, City Manager Wieprecht and Director Hale will meet with Mead and Hunt to discuss the Taneytown Community Comprehensive Plan as a potential vendor.

-Chairman Parker asked if there was a date set for the Evapco Allendale Lane Parking Lot and the Taneytown Board of Zoning Appeals for the special exception. The hearing date has not been scheduled.

Legal report.

-None.

Carroll County Planning Liaison, Tiffany Fossett's update.

Water & Sewer

NOTE - The Bureau of Comprehensive Planning is processing applications for the 2024 Spring Amendment Cycle - NOTE 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.

Housing Study

The study will reflect the unique housing conditions and needs in each of Carroll County's municipalities, as well as in the unincorporated areas. To that end, Comp Planning has been working with municipalities and the consultant to finalize initial details for future collaboration and coordinating a community needs assessment meeting in or near the municipalities in April or early May. Our housing study consultants with Mosaic Community Planning will facilitate the meeting and provide all needed materials and supplies; our request of the city is simply for a location to hold the meeting and for help promoting it to your residents.

Once we firm up the schedule of meetings, we will provide a meeting flyer and promotional materials and will ask for help getting the word out. We hope that you will be able to join us to engage in the discussion of housing needs and hear the input your residents have to share. The study is currently planned to be completed in the fall.

Please contact Tiffany Fossett at tfossett@carrollcountymd.gov for more information.

The primary purpose of this study is to collect data, analyze trends, and assess current and future housing needs within the community. It also plays a pivotal role in securing grant funding for housing-related initiatives.

2023 Annual Report

Planning is compiling information for the 2023 Annual Report, which is due to the Maryland Department of Planning (MDP) by July 1st. MDP requests each municipality provide an Annual Report. Providing data to the countywide submittal will cover the state requirement.

Deputy Director visit

City staff will be meeting with Daphne Daly, the new Deputy Director of Carroll County Planning and Land Management on March 4 to discuss topics of interest to the city.

End of Tiffany Fossett's report.

Old Business.

-None

New Business.

-Councilman Tillman asked the Planning Commission to compile a list of zoning likes and dislikes that he can present for discussion at the Mayor and City Council meeting in March 2024.

-Commission member Myers asked that the open meetings act be discussed at next month's Planning Commission meeting.

The next Planning Commission meeting will be March 25, 2024, at 7:30 PM.

With no further business, the meeting was adjourned at 8:50 PM following a unanimous approval of a motion by Commission member Isenberg and a second by Councilman Tillman.

Submitted by:

Darryl G. Hale

Director of Planning and Zoning