MAYOR AND CITY COUNCIL

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COUNCIL MEMBERS

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**AGENDA**
**MAYOR AND CITY COUNCIL MEETING**
**MONDAY, SEPTEMBER 14, 2026**
**7:30 PM**

**Opening:** Pledge of Allegiance and roll call

**Reading of Minutes** from September 9, 2026 closed session.

**Approval of Minutes:** Approval of minutes from August 17, 2026 combined meeting and the September 9, 2026 closed session.

**Council member statement regarding conflicts of interest on agenda items**

**Public comment pertaining to agenda and non-agenda items:**

To comment on a specific agenda item after it is discussed by the Council, please sign up with the City Clerk and you will be asked to come forward at the appropriate time.

**Consideration and Review**

**Resolution, Ordinances and Agreements**:
**Introduction:**
**Ordinance 12 – 2026 –** Site Plans

**Adoption:**
**Ordinance 10 – 2026 –** Accessory Dwelling Units
**Ordinance 11 – 2026** - Fiscal Year 2026 Budget Amendment No. 3
**Resolution 2026 – 07** – Updates to Fee Schedule

**City Manager Report**

**Department Reports**

**Old Business**

1. Charter Resolution CR 2026 - 01 - Term Limits, Amendment to Terms of Office – pending review
2. Charter Resolution CR 2026 - 02 - Amendment to Removal from Office – pending review
3. Charter Article 1 – pending review
4. Campaign Finance - pending review
5. Impact Fee Funding Model
6. Mountain Brook Developer Rights and Responsibilities Agreement
7. Memorial Park Expansion

**New Business**

1. Monthly Financial Report
2. Accounts Payables
3. Approval of Memorial Park Pavilion #2 Construction Proposal
4. Approval of Special Event Permit – Taneytown Pride – June 20, 2027
5. Approval of Sewer Flow Study

**Councilmember Reports**

**Adjournment**

# ORDINANCE NO. 12 - 2026
# CITY OF TANEYTOWN
# SITE PLANS

WHEREAS, Section C-401(62) of the Charter of the City of Taneytown and the Land Use Article of the Maryland Annotated Code give the Mayor and City Council the power to exercise planning and zoning authority within the City of Taneytown; and

WHEREAS, the Mayor and City Council and the Planning and Zoning Commission of the City of Taneytown have herebefore adopted certain site plan regulations to assist in the exercise of the City's Planning and Zoning Authority; and

WHEREAS, a portion of these site plan regulations pertain to the administrative reviews completed pursuant to adopted codes and manuals; and

WHEREAS, the City has identified procedural changes that will preserve opportunity to inform the public and for public comment while streamlining processes; and

WHEREAS, the Mayor and City Council believe it is in the best interest of the Citizens of Taneytown to adjust this standard for measuring the adequacy of police protection; and

WHEREAS, pursuant to the provisions of the Land Use Article of the Maryland Annotated Code, the Taneytown Planning and Zoning Commission has recommended such change to the Mayor and City Council for adoption on _____; and

WHEREAS, pursuant to the provisions of the Land Use Article of the Maryland Annotated Code, the Mayor and City Council of the City of Taneytown have advertised the proposed changes to the site plan regulation and held a public hearing on October 7, 2026, to solicit public input; and

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TANEYTOWN:

CHAPTER 181 Site Plans shall be repealed in its entirety and replaced as follows:

## ARTICLE I

## General Provisions

### § 181-1. Purpose.

The purpose of this chapter is to assure that construction within the City of Taneytown is designed and developed in order to promote the public health, safety, and general welfare of the citizens by regulating the development of land in order to further the appropriate use of land; to protect land title; to implement the Taneytown and Environs Comprehensive Plan; to secure safety from fire and other dangers; to facilitate adequate and coordinated provision for transportation, water, sewerage, schools, parks,

playgrounds, and other public requirements; to minimize the adverse impacts on adjacent properties; to preserve natural features such as stands of trees, streams, and other significant environmental features; and, in general, to facilitate the orderly, coordinated, efficient and economic development of the City of Taneytown.

**§ 181-2. Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

ABOVEGROUND INFRASTRUCTURE — Physical facilities and systems, and components thereof, which involve the construction and erection of poles, towers, communication lines and their supporting structures, and are used for or related to a nonresidential purpose.**[Added 12-11-2017 by Ord. No. 15-2017]**

ADEQUATE — Sufficient resources exist to safely serve existing and proposed development, specifically for:

A. Carroll County Public Schools: Based on current County and State standards.

B. Roads: minimum service rating of A or B (C for roads not maintained by the City).

C. Sewers: meet minimum conveyance and treatment capacity requirements of Maryland Department of the Environment (MDE) and U.S. Environmental Protection Agency (EPA) permits based on review by the City Engineer.

D. Water: meet minimum source quantity, quality, storage and transmission requirements as established by the City Engineer and City Hydrogeologist.

E. Stormwater facilities: meet minimum conveyance, treatment and attenuation requirements of County stormwater management standards for stormwater that will be conveyed through and from the property as well as upstream contributory areas.

ARTERIAL — A major street for carrying a large volume of through traffic in the area, normally controlled by traffic signs and/or signals.

BUILDING SITE — The portion of a lot on which a principal building could be erected in compliance with the requirements of the Zoning Ordinance.[1]

CITY — The City of Taneytown, Maryland.

COLLECTOR — A street designed to carry moderate volumes of traffic from local streets to arterial streets or from arterial to arterial.

COMAR — The Code of Maryland Regulations.

COMMISSION — The City of Taneytown Planning Commission.

COMPREHENSIVE PLAN — The most current Comprehensive Plan for the City of Taneytown and Environs as adopted by the Mayor and City Council of Taneytown and modified from time to time.

COUNCIL — The City Council of the City of Taneytown.

COUNTY — Carroll County, Maryland.

CUL-DE-SAC — A local public street with only one outlet that terminates in a vehicular turnaround and having an appropriate turnaround for the safe and convenient reversal of traffic movement.

DEVELOPER or SUBDIVIDER — An individual, partnership, firm, corporation, company, or agent thereof that undertakes or participates in the activities covered by these regulations, specifically, the development of a subdivision.

DEVELOPMENT RIGHTS AND RESPONSIBILITIES AGREEMENT — An agreement made pursuant to Chapter 178 of the City Code of the City of Taneytown as authorized by § 7-302 of the Land Use Article of the Maryland Annotated Code.**[Added 1-12-2009 by Ord. No. 13-2008]**

DRIVEWAY — The space specifically designated and reserved on the site for the movement of vehicles from a lot to a public street.

EASEMENT — A grant by the property owner of an interest in land for use by the public, a corporation, or person(s) for specified purposes.

ENVIRONMENTAL RESOURCE AREAS — Streams, stream buffers, one-hundred-year floodplains, habitats of threatened and endangered species, steep slopes, carbonate rock areas, reservoir watersheds, Use III waters, wellhead buffers and wetlands, all as defined herein.

FINAL APPROVAL — Approval of the plat/site plan by the Commission, as evidenced by certification on the plat/site plan by the Mayor, Chairman of the Commission, and the Zoning Administrator; constitutes authorization to record a plat/site plan.

FLAG OR PANHANDLE LOT — A lot with the appearance of a "frying pan" or "flag and staff" where access to a public road is created and maintained through the "handle" as the point of ingress and egress to the street or road for the main portion of the property.

FRONTAGE/FRONT LOT LINE — The portion of a lot adjacent to or parallel to a public road.

FRONT SETBACK/BUILDING RESTRICTION LINE — The line parallel to the front lot line fronting on the public road behind which building may occur on the lot.

HABITAT OF THREATENED AND ENDANGERED SPECIES — An area which, because of its physical, topographical or biological features, provides important elements for the maintenance, expansion and long-term survival of threatened and endangered species listed in COMAR, as amended or modified from time to time. This area may include breeding, feeding, nesting, resting, and migratory or overwintering areas. Physical or biological features include, but are not limited to, structure and composition of the vegetation, faunal community soils, water chemistry and quality and geologic, hydrologic and microclimatic factors.

INADEQUATE — Sufficient resources are not available to safely serve existing and proposed development.

LOT — A portion of a subdivision or parcel of land intended for building development, whether immediate or future; a parcel of land occupied or intended for occupancy by a use permitted in the Zoning Ordinance.[2]

LOT LINE — The property lines bounding the lot.

LOT LINE ADJUSTMENT — The relocation of a common property boundary where an additional lot is not created and where an existing altered lot size complies with any applicable district regulations.

LOT WIDTH — The horizontal distance between side lot lines measured at the front setback line.

MAJOR SUBDIVISION — A subdivision of four or more lots, which is contiguous to an existing or planned road or street, and which involves the construction of public improvements.

MINOR SUBDIVISION — A subdivision of no more than three lots, which is not contiguous to or in the path of a planned road and does not involve the construction of any public improvements.

ONE-HUNDRED-YEAR FLOODPLAIN — The meaning given in the Carroll County Floodplain Management Ordinance, as amended or modified from time to time.

PRIVATE STREET — Any way that is not owned by a government entity.

RESERVOIR WATERSHEDS — Areas which drain into an existing or proposed water supply reservoir.

SIDEWALK — A public way, which provides or is proposed to provide access for pedestrian traffic to abutting properties.

SIMPLIFIED SITE PLAN — A plan as specified in Article III of the Chapter that, pending the concurrence of the Zoning Administrator, is minor enough that it does not need to go before the Planning Commission for review or approval.

SITE PLAN OR PLAT — A drawing of the site showing the lot, streets and such other information required by these regulations:

A. Sketch site plan — A rough drawing of a proposed site prepared to allow review and comment by City Staff.

B. Concept site plan — A master drawing of a site prepared for the overall planning of a property desired to be developed.

C. Preliminary site plan — A master drawing of a site based on an approved concept plan prepared for the overall planning of a property desired to be developed, and which is in accordance with these regulations.

D. Final site plan — A master drawing of a site based on an approved preliminary plan prepared for the overall planning of the property, and which is in accordance with these regulations.

E. Final site plat — A drawing of any portion of the site which is desired to be made an official record in the office of the Clerk of the Circuit Court, and which may be all or a portion of a preliminary site plan.

STATE — The State of Maryland.

STEEP SLOPES — Areas with slopes greater than twenty-five-percent grade.

STREAM — Part of a watercourse, either naturally or artificially created, that contains intermittent or perennial base flow of groundwater origin. Ditches that convey surface runoff exclusively from storm events are not included in this definition.

STREAM BUFFERS — Areas which extend a minimum of 100 feet from the top of each perennial stream bank along both sides of a stream.

STREET or ROAD — A public way, which provides or is proposed to provide primary access for vehicular traffic to abutting properties.

SUBDIVISION — The division of any tract or parcel of land into two or more lots or parcels for immediate or future sale, lease or building development. Subdivision shall not mean:

A. Conveyance of property to a state, federal, or local government or a public utility if for utility right-of-way purposes.

B. Conveyance to an adjoining property owner if the transfer is made with the following statement in the deed: "The land conveyed herein is being transferred to an adjoining landowner to enlarge the grantee's existing property and shall be considered merged under the Subdivision Ordinance of the City of Taneytown with the existing property of the grantee." Such conveyance requires the approval of the Commission and is permitted only where the land conveyed is not the subject of a current development plan. Any subsequent development of the land shall be subject to all the requirements of the City Code.

USE III WATERS — The meaning given by COMAR, Title 26.08.02, as amended or modified from time to time.

WAY — A passage, sidewalk, street or road.

WELLHEAD BUFFERS — Areas which extend a minimum of 100 feet around any existing or proposed community water supply well or well site, unless modified by the Commission, as may be designated on the adopted Water and Sewer Master Plan or the City of Taneytown Comprehensive Plan, or identified during the development process.

WETLAND — The meaning given for "nontidal wetland" in COMAR, Title 26.23.01.01 (62), as amended or modified from time to time.

ZONING ORDINANCE — Chapter 205 of the Code of the City of Taneytown.

### § 181-3. Site plan required; approval and recording.

From and after the effective date of these regulations, any developer contemplating the activities herein contained in this chapter shall cause a site plan to be made in accordance with the provisions set forth in these regulations, and a copy of such site plan shall be recorded by the County and the City only after final approval as stipulated in this code.

### § 181-4. Fees.

Fees for review of site plans may be established and amended by resolution of the Council.

## ARTICLE II
## Applicability and Requirements

### § 181-5. Applicability; waivers.

A. Except as otherwise permitted in this chapter, a person who has the right, title, or interest in a parcel of land must obtain site plan approval prior to obtaining any applicable permit(s) to commence any of the following activities on a parcel, or undertaking any alteration or improvement to a site for the following activities:

(1) The construction or placement of any new building or structure for any nonresidential use, including accessory buildings, structures and aboveground infrastructure. **[Amended 12-11-2017 by Ord. No. 15-2017]**

(2) The expansion of an existing nonresidential building or structure, including accessory buildings that increase the total floor area.

(3) The conversion of an existing building, in whole or in part, from a residential use to a nonresidential use.

(4) The establishment of a new nonresidential use even if no buildings or structures are proposed, including uses such as gravel pits, cemeteries, golf courses, and other nonstructural nonresidential uses.

(5) The conversion of an existing nonresidential use, in whole or in part, to another nonresidential use if the new use changes the basic nature of the existing use such that it increases the intensity of on-site or off-site impacts of the use, subject to the standards and criteria of site plan review described in this chapter.

(6) The construction of a residential building containing three or more dwelling units.

(7) The modification or expansion of an existing residential structure that increases the number of dwelling units in the structure to contain three or more dwelling units.

(8) The conversion of an existing nonresidential building or structure, in whole or in part, into three or more dwelling units.

(9) The construction or expansion of paved areas or other impervious surfaces, including walkways and access drives, where such expansion is subject to the requirements of Chapter 176 and Chapter 106 of the Code of the City of Taneytown.

B. The Planning Commission, with the concurrence of the Zoning Administrator, may waive the requirement for site plan approval where no extensive construction or improvements are sought.

a Before acting upon any application for a waiver, the Planning Commission and Zoning Administrator shall consider whether the use will affect existing drainage, traffic, relationships of buildings to each other, landscaping, buffering, lighting and other considerations of site plan approval, and that the existing facilities do not require upgraded or additional site improvements.

b. Notice. Prior to the consideration of an application for waiver by the Planning Commission, the subject property shall be posted by the owner or developer with a notice not less than 22 inches by 28 inches at least 14 days prior to the consideration of the application for waiver. The posting shall include the name and address of the owner and/or developer, surveyor, or engineer, and the date for the meeting at which the Planning Commission shall consider the application for waiver. **[Added 12-9-2013 by Ord. No. 8-2013]**

**§ 181-6. Compliance with local and state requirements.**

A. All site plans shall conform to the City of Taneytown Comprehensive Plan, Zoning Ordinance, Subdivision Regulations,[3] and to all other applicable federal, state or local laws, regulations and ordinances, resolutions, and plans, including but not limited to the Carroll County Water and Sewer Master Plan.

[3] . **Editor's Note: See Chs. 180, Subdivision of Land, and 205, Zoning.**

B. In designing and laying out a site plan, the developer shall comply with all requirements of the Maryland Department of the Environment and Carroll County Health Department governing subdivision of land.

C. The proposed site plan shall not violate the provisions of any enforceable deed restrictions or covenants attached to the property.

D. The Commission may require more stringent design provisions if it is demonstrated that they are necessary to promote the public health, safety, or general welfare or to promote good site design and land use.

**§ 181-7. Concurrency with subdivision.**

Where the subdivision of land is proposed, the submission of the concept, preliminary and final site plans may occur concurrently with the submission of the concept, preliminary and final subdivision plan or plat as required by Chapter 180 of the Code of the City of Taneytown.

**§ 181-8. Conformance to site plan.**

A. It shall be unlawful for any person to construct, erect or alter any building or structure, or develop, change or improve land for which a site plan is required, except in accordance with the approved or amended site plan, or site plan waiver process as stipulated in this Code.

B. No applicable permit(s) shall be issued to construct, erect or alter any building or structure, or develop or improve any land that is subject to the provisions of this chapter, until an applicable site plan has been submitted and received final approval as determined by the Commission unless such site plan shall have been waived or a simplified site plan approved pursuant to the provisions of this chapter.

C. No applicable permit(s) shall be issued until the site plan shall have received final approval and all provisions of the site plan and all other applicable regulations governing the building or development have been complied with.

D. Nonconformance with an approved final site plan shall be grounds for an order stopping all work, cessation of applicable permit(s) and any other such measures as authorized by this chapter or the Code of the City of Taneytown.



Article III

Administrative Processes

§ 181-9 **Specific requirements.**

**A.** Simplified Site Plan

(1) Upon the determination by the Zoning Administrator, and with the advisement of all appropriate review agencies, a simplified site plan may be filed by the owner/occupant of a proposed property that

would require site plan approval as stipulated under §181-5 A. only if no review agency besides the City Department of Planning and Zoning would be involved.

(2) The simplified site plan shall be submitted in electronic and paper format and shall include:

**(a)** An accurate drawing of the lot drawn to scale, in an appropriate title block denoting the project name, property identifier, and noted as "Simplified Site Plan".

**(b)** The present record owner of the property.

**(c)** A vicinity map.

(d) Date of drawing and any revision(s).

(e) Name and address of Property Owner, Developer, and Applicant.

(f) North arrow

(g) All adjacent property owner's names and addresses

(h) Current or proposed zoning district(s), proposed use, building height, lot coverage, and all setbacks.

(i) Total property area in acres.

**(j)** The location and size of the vehicular entrance to the site, the location of the parking area, and the number of parking or loading spaces required and provided.

**(k)** Water and sewer (septic) facilities, if required.

**(m)** The location, dimensions, height, elevations, use, and setbacks of all existing and proposed buildings.

(n) The square footage of impervious surface and the total area of disturbance.

**(o)** The proposed use of any structural addition.

**(3)** Site plans for construction or any portion thereof involving engineering, architecture or land surveying shall be prepared respectively by an engineer, architect or land surveyor duly registered in the State of Maryland to practice as such.

(4) The simplified site plan shall be signed by the Zoning Administrator to be approved.

(5) All applicable fees and escrow funds must be submitted in full.

B. Administrative Subdivision and Single Lot Development Review.

(1) The following Subdivision and Land Development projects shall be approved as an Administrative Subdivision and Single Lot Development Review after confirming that all applicable City Building, Zoning, Subdivision and Land Development Codes have been satisfied:

(a) Lot Consolidation

(b) Lot Line Adjustment

(c) Development of a residential lot of record.

Article IV

## Sketch Site Plan

§ 181-10 **Specific requirements.**

**A.** A developer or property owner may, prior to preparing and submitting a concept site plan, present to City staff for review, a sketch site plan of the proposed development site for any guidance or comments.

**B.** The sketch site plan shall be submitted in electronic and paper format and shall include:

**(1)** The approximate location of all existing structures and wooded areas within the property.

**(2)** All existing streets, roads, and other significant environmental features within the property.

**(3)** Approximate location of all proposed buildings, structures, off-street parking, private driveways, and property lines

(4) Proposed building setbacks, height, lot area in acres, and lot coverage.

**5)** A North arrow and drawing scale.

**(6)** Direction of and approximate distance to the nearest existing major street intersection.

(7) Date of drawing submission and any revisions.

(8) Name and address of Property Owner and Applicant.

(9) Current or proposed zoning district(s), proposed use, and all required setbacks.

**C.** City staff shall review and evaluate the sketch site plan as soon as practicable and shall report their findings to the developer and the Planning Commission as to the merits and feasibility of the improvements contemplated by the sketch site plan.

D. At the developer's request, the Planning Commission may review and provide general guidance only for the submission of the Concept Site Plan. The Planning Commission cannot grant any approvals.

(1) The Developer must have their request for Planning Commission review into the city 30 days before the Planning Commission meeting for the item to be placed on the agenda.

ARTICLE V

## Concept Site Plan

**§ 181-11. Conditions and approval.**

The Commission, subject to the following conditions, may approve a concept site plan in any district.

A. The developer shall submit to the Zoning Administrator the appropriate number of concept site plans to be transmitted to the appropriate review agencies.

B. The Zoning Administrator and all appropriate review agencies shall review and provide comments.

C. Once all comments have been satisfactory addressed and concept approvals have been granted, the city will schedule the concept site plan for Planning Commission review at least 30 days from the date all comments have been satisfactorily addressed. The Zoning Administrator shall provide a Report to the Commission. This Report will be a general overview of the relation of the proposed concept plan related to:

(1) The surrounding neighborhood,

(2) Certification that the proposed concept site plan would comply with the current zoning,

(3) May include any information the Zoning Administrator believes should be provided to enable the Commission to make an informed decision.

D. Once the concept site plan is ready for Planning Commission review, the property, which is proposed to be developed, shall be:

(1) Posted by the owner or developer with a notice not less than 22 inches by 28 inches at least 14 days prior to the presentation of the concept site plan and shall remain posted for a period of 30 days so that the public is made aware of the possible use of the property. The posting shall include the name of the project, the developer, or surveyor, or engineer, and the property owner names and addresses, and the date, time, and location for the proposed presentation to the Planning Commission.

(2) Notice shall be given to each adjoining property owner in accordance with regulations established by the City.

E. The developer will present the concept site plan at a Planning Commission meeting.

F. The Commission shall review the concept site plan based on the following criteria:

(1) The Commission shall consider whether the proposed use conforms to the City of Taneytown and Community Comprehensive Plan and the Carroll County Water and Sewer Master Plan.

(2) The Commission shall confirm whether the proposed concept site plan conforms to the current zoning for the property and any other applicable code provisions.

(3) The Commission shall consider whether the proposed use violates the provisions of any enforceable deed restrictions or covenants attached to the property.

(4) The Commission shall review the architectural elevations and details as the Commission may desire. Such elements shall include, but not be limited to, exact color schemes of siding and roofing. The Commission may approve, reject or require modifications to any architectural element. The Commission may require more stringent design provisions if it is demonstrated that they are necessary to promote the public health, safety, or welfare or to promote good site plan design.

G. The Commission shall review the Report and shall require that public comments be heard prior to a Commission vote on the concept site plan and that all persons present at the meeting be allowed to address the Commission.

H. The concept site plan shall comply with all applicable provisions of the Code of the City of Taneytown, including all other applicable state and county codes and provisions.

I. The Commission shall vote to approve, deny, or approve the concept site plan with conditions.

ARTICLE VI
**Preliminary Site Plan**

**§ 181-12. Preparation, review and submittal of preliminary site plans.**

A. All proposed preliminary site plans shall be based upon the concept site plan approved by the Planning Commission. Preliminary site plans must comply with all applicable City, County, and State codes. Unless otherwise provided by a Development Rights and Responsibilities Agreement regarding the site plan project with the Mayor and City Council pursuant to Chapter 178 of the City Code.

B. The proposed preliminary site plan shall be submitted to all appropriate agencies as specified by applicable city and county standards for review within 12 months of concept site plan approval or the approval will automatically expire and the proposed development must then be resubmitted for concept site plan approval. The Commission, at its discretion, may grant a request for an extension of time to submit the preliminary site plan if the developer proves there are extenuating circumstances preventing a presentation within that 12-month period. The Commission may only grant up to two extensions of six months each. **[Amended 1-12-2009 by Ord. No. 13-2008]**

C. The developer will submit to the Zoning Administrator and the County a preliminary site plan as specified by applicable City and County standards. As deemed necessary, the Zoning Administrator may require submittal of hard copy plans.

D. The site plan shall be in conformance with the City of Taneytown Community Comprehensive Plan.

E. The site plan shall be in conformance with the Carroll County Water and Sewer Master Plan.

F. The site plan shall not violate the provisions of any enforceable deed restrictions or covenants attached to the property.

G. The site plan shall comply with all applicable provisions of the Code of the City of Taneytown and all other applicable state and county codes and provisions.

H. Preliminary site plans shall be submitted and reviewed under the following criteria:

(1) Site plans for construction or any portion thereof involving engineering, architecture, or land surveying shall be prepared respectively by an engineer, architect or land surveyor duly registered by the state to practice as such.

(2) A site plan may be prepared on one or more sheets to show clearly the information required by this chapter to facilitate review and approval of the plan. If prepared on more than one sheet, match lines shall clearly indicate where the sheets join.

(3) Hard copies, when required, shall be provided to the Zoning Administrator, and shall not be less than 24 inches by 36 inches.

(4) Information to be shown on the preliminary site plan shall include:

(a) The project name.

(b) The owner and developer names and addresses.

(c) The surveyor and engineer's professional registration number, names and addresses.

(d) The source and accuracy of boundary lines, topographic data and other engineering or surveying data.

(e) A legend defining all marks, notations and symbols used on the plan.

(f) The election district, county and state.

(g) The names and addresses of all adjacent property owners.

(h) Adjoining properties by book and page number.

(i) A vicinity sketch at a scale of one-inch equals 2,000 feet.

(j) A metes and bounds description along all boundary lines for the property of the proposed project.

(k) A North arrow and drawing scale.

(l) Date and revision number(s) and dates if applicable.

(m) Contours with intervals no greater than two feet.

(n) The zoning district.

(o) School districts for elementary, middle and high schools.

(p) The fire and emergency services district.

(q) Locations, names, dedicated widths and construction details for all existing or planned roads, sidewalks or other public ways

(r) Dedicated rights-of-way or easements, their location, width and purpose.

(s) Any other existing and proposed rights-of-way or easements, their location, width and purpose.

(t) The location of existing and proposed utilities.

(u) The location of existing and proposed stormwater management facilities to include plans for collecting, detaining, retaining or depositing stormwater in accordance with Chapter 173 of the Code of the City of Taneytown and any applicable county or state code. Plans shall include any information deemed necessary by the reviewing agency to accurately review the proposed preliminary site plan.

(v) Street names.

(w) Lots identified by unduplicated lot numbers and to include lot lines and lot widths.

(x) All minimum building setback lines.

(y) Area, zoning, and density calculations.

(z) The proposed method of treatment of sewage.

(aa) Bearings and dimensions with reference to supporting legal property description.

(bb) Any one-hundred-year floodplain on the Property.

(cc) Existing structures and features.

(dd) The location of all specimen trees.

(ee) The location of all forest conservation easements.

(ff) Historic or scenic areas identified in the property owner detail note.

(gg) Streams, intermittent or perennial.

(hh) Wetlands.

(ii) Outstanding topographic features.

(jj) Covenants, restrictions and/or statements proposed to be shown on the final subdivision plat.

(kk) Areas, if any, to be reserved for parks, playgrounds or other public uses.

(ll) The proposed method of conserving any area not included in lots to be developed or dedicated for public use.

(mm) Cross-sections, details and specifications as required by the reviewing agencies.

(nn) Proposed buildings and structures location, to include:

[1] Dimensions, size and height.

[2] Distances between any buildings.

[3] Number of stories.

[4] Area in square feet of each floor and total combined, and the Floor Area Ratio.

[5] Number of dwelling units, if applicable.

[6] Elevations.

(oo) Construction details and specifications of all utilities.

(pp) Driveways, entrances, exits, parking areas and loading spaces, to include:

[1] Number of parking spaces provided and required.

[2] Number of loading spaces provided and required.

(qq) Slopes, terraces, retaining walls, fencing and screening.

(rr) Landscaping, including details and number of planting units.

(ss) Location, height, designs and square footage of any proposed signage.

(tt) Location, height, design, direction and foot-candles of any proposed exterior lighting.

(uu) Engineering estimates of water and sewerage demand.

(vv) Location, design and screening of storage facilities for any treated, untreated, or inadequately treated liquid, gaseous, or solid materials of such nature, quantity, toxicity, or temperature that may run off, seep, percolate, or wash into surface or groundwater so as to contaminate, pollute, or harm such waters.

(ww) Location, design, and screening of storage facilities for fuel, chemicals, chemical or industrial wastes, and biodegradable raw materials.

(xx) Location, design and screening of storage facilities for solid waste.

(yy) Other information as determined necessary by the Commission or the reviewing agencies, including such requirements for site plans as promulgated by Carroll County.

D. The Commission or the agencies so empowered by the Commission for review are responsible for checking the preliminary site plans for general completeness and compliance. The Zoning Administrator shall see that all reviewing and approving authorities complete all examination and review(s) of the Preliminary Site Plan including all provisions contained under the Adequacy of Facilities section of this Code.

E. Once the Preliminary Site Plan has been determined by all applicable review agencies to be ready to present to the Planning Commission, the city will schedule the preliminary site plan for Planning Commission review at least 30 days from the date all comments have been satisfactorily addressed. The Zoning Administrator will complete a Report that will be an overview of the relation of the proposed Preliminary Site Plan to the surrounding area, certification that the proposed project/use would comply with the current zoning, and may include any information the Zoning Administrator believes should be provided to enable the Commission to make an informed decision. The Commission shall review the Report prior to any decision on the Preliminary Site Plan.

F. Upon completion of the Report, the site plans and Report shall be submitted to the Commission with any recommendations and comments from each reviewing agency. The Commission shall consider such recommendations and comments in its consideration of the Preliminary Site Plan.

G. The site shall be conspicuously posted by the developer with a notice no less than 22 inches by 28 inches at least 14 days prior to presentation of the Preliminary Site Plan to the Planning Commission.

a. The posting shall include the name of the project, the owner and developer names and addresses, surveyor and engineer names and addresses and the date, time and location for the proposed presentation of the Preliminary Site Plan to the Commission.

H. The developer will present the preliminary site plan at a Commission meeting.

I. The Commission shall require that public comments be heard prior to a Commission vote on any Preliminary Site Plan and that all persons present at the meeting be allowed to address the Commission.

J. The Planning Commission may vote to approve, deny, or approve with conditions that must be addressed during the submission and review of the Final Site Plan.

ARTICLE VII
**Final Site Plan**

**§ 181-13. Preparation, review and submittal of final site plans**

**A.** The proposed Final Site Plan shall be based on the preliminary site plan approved by the Commission

**B.** The proposed Final Site Plan shall be submitted to all appropriate agencies for review within three months of preliminary site plan approval or the approval will automatically expire and the proposed development must then be resubmitted for preliminary site plan approval.

**a.** The Commission Chair, at their discretion, may grant a request for an extension of time to submit the Final Site Plan if the developer proves there are extenuating circumstances preventing a submission within that three-month period.

**b.** The one-time extension shall not be more than three months.

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C. In case there are changes that have been made to the preliminary site plan outside any changes pursuant to the conditional approval, preliminary site plan approval would be void and will need to go back through the preliminary site plan approval process, as deemed appropriate by the Zoning Administrator. If this occurs, the Zoning Administrator will inform the Planning Commission as to why this was warranted, what review agencies re-reviewed the plan and why their review was needed.

D. Any and all conditional approvals must be addressed prior to final site plan approval.

E. The Planning Commission Chair will approve the Final Site Plan based off Preliminary Site Plan Approval. The Plan will be approved upon all applicable signatures received as stipulated in the Code and City Policy.

F. Owner/Developer must submit all appropriate documents within 90 days as contained in the most current version of The City of Taneytown Legal Document Checklist.

G. The Developer will provide a binding agreement backed by a letter of credit or other surety.

ARTICLE VIII
**Adequacy of Facilities**

**§ 181-14. Approval; preliminary and final site plans; adequacy of facilities.**

Consideration and approval or rejection of preliminary site plans shall be made under the following criteria:

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A. With the exception of those facilities for which the developer's rights and obligations are to be established in a Development Rights and Responsibilities Agreement with the Mayor and City Council pursuant to Chapter 178 of the Code, before a preliminary site plan approval may be given, the Commission shall receive written certification, as specified in the following provisions, to verify the adequacy of facilities and that the proposed development meets all applicable state, county and City codes. Certifications shall automatically expire 365 days from the date of Commission approval of the Preliminary Site Plan, unless it is determined by a review agency that additional review is

necessary based upon known changes to measured indicators. **[Amended 1-12-2009 by Ord. No. 13-2008]**

(1) Water service.

(a) The proposed development's water demand, including source, storage and transmission, shall not exceed the capacity of the City's existing water system with improvements proposed as part of the site plan (as applicable).

i If the water system is determined to be inadequate, the developer shall be required to fund or provide, at the city's discretion, the necessary minimum additional capacity to serve the proposed development. This includes, but is not limited to:

1 Development of new supply source(s)

2 Necessary land for water recharge as deemed appropriate by the City and State.

3 Necessary land for well and wellhead buffer

4 Treatment,

5 Storage and transmission.

(b) The Commission shall require that all wells which the developer is required to supply to the City, to provide the City with the additional water necessary for the proposed development, are developed in accordance with the requirements of and tested by a licensed state-certified firm hired by the City, to certify the adequacy of both the quantity and quality of the water and to ensure no adverse impact to existing wells (private or public).

(c) An escrow account shall be maintained by the City and funded by the developer prior to the hiring of the firm, for the cost of the certification.

(d) The developer will have operational control of the development of the well(s).

(e) If the findings of this certification show that the developer is unable to supply water for the proposed development the Commission may grant preliminary plan approval only if the Taneytown City Manager, through an engineering study performed by an engineer working for the City and funded by the developer, certifies that the existing water system of the City has the excess capacity to service the proposed development. Under such a circumstance, the developer shall be required to pay the water replacement fee to be created and amended by resolution of the City Council.

(2) **Sewer service.**

(a) The proposed development's sewage requirements, including conveyance and treatment, shall not exceed the capacity of the City's existing sewer system with improvements proposed as part of the site plan (as applicable).

i If the sewer system is determined to be inadequate, the developer shall be required to provide or fund, at the city's discretion, the necessary minimum additional capacity to serve the proposed development. This may include but is not limited to:

ii Share in the cost of replacement of inadequate facilities, including gravity sewers, pumping stations, force mains, and wastewater treatment processes.

iii Certification of the City sewer system shall be based on its ability to provide the sewerage capacity necessary for the site, considering:

1 Existing conditions;

2 Future connections from buildings under construction or recorded lots from previously approved plans for which a permit could be issued at any time in the future; and

3 Future connections from the proposed project or development.

(3) **Adequacy of schools**

(a) As determined by the Carroll County Board of Education

(4) **Adequacy of streets and intersections.**

(a) If the Commission determines that all streets and intersections which are designated by the Commission as serving the proposed area of development will have ratings of A or B, for roads maintained exclusively by the City, or ratings of C for roads which are not maintained by the City, considering:

[1] Effects of existing traffic;

[2] Traffic projected to be generated from residential, commercial or industrial projects under construction or recorded lots from previously approved plans for which a permit could be issued at any time in the future; and

[3] Traffic projected to be generated from the proposed project or development.

(b) The Commission shall require that all streets and intersections, which are designated by the Commission as serving the proposed area of development, be certified as to their adequacy by a licensed traffic engineering firm, hired by the City at the expense of the developer. The developer shall be billed for any expenses incurred by the City for right-of-way acquisition.

(c) The Commission may also require county certification or state certification whenever a county or state road is within the designated area and serving the proposed development.

i The firm preparing the certification shall use the methodology in the current edition of the Highway Capacity Manual for the rating of all streets and intersections?.

ii The firm shall use the methodology of "Critical Lane Analysis" in the rating of all intersections.

(d) If the existing level of service of the affected street is less than the ratings, B or C as applicable, then the transportation facility will be considered inadequate if the proposed development degrades the facility by more than a factor of .02 based on the volume of capacity ratio.

(5) **Adequate police protection.**

(a) If the Commission determines that the ratio of police officers to citizens is not more than two officers per every 1,000 residents considering City and any significant county and/or state coverage, and if the City certifies that police protection would be adequate, considering:

[1] Existing population from existing homes;

[2] Projected population from future building from residences under construction or

recorded lots from previously approved plans for which a permit could be issued at any time in the future; and

[3] Projected population from the new development.

(b) The Commission shall ensure that the Police Chief, or his designee, certifies whether the Police Department can provide adequate police protection, addressing specifically the ratio of officers per citizen.

(6) **Adequate fire and rescue services.**

(a) If the Commission determines that fire and rescue services can adequately access and provide the site with fire protection and emergency services as stipulated in Carroll County Code.

(b) The Commission shall ensure that the Carroll County Department of Fire and Emergency Medical Services certifies whether the Fire Company can provide adequate fire protection and emergency services, addressing specifically the time needed to respond to an emergency call as well as adequate water flow from fire hydrants, adequate staffing and adequate equipment necessary to serve the proposed development.

(7) **Adequate regional park facilities.**

(a) If the Commission determines that all City and regional park facilities are adequate to provide recreational opportunities for the new development, considering:

[1] Existing population from existing homes;

[2] Projected population from future building from residences under construction or recorded lots from previously approved plans for which a permit could be issued at any time in the future;

[3] Projected population from the new development; and

[4] Open space and recreational facilities to be provided, on- or off-site, by the developer.

(b) In reaching its conclusion as to adequacy of park facilities, the Commission shall consult with the department head of Parks and Recreation, designated staff and/or the City Parks and Recreation Advisory Board, as appropriate.

(8) **Stormwater Management.**

(a) If the City certifies that the proposed development will be served by an adequate storm drainage system, considering:

(b) Whether the on-site drainage system to be installed by the developer will be capable of conveying through and from the property the design flow of stormwater runoff originating in the development, as determined in accordance with criteria applied within the applicable City stormwater management standards, in addition to any flow from upstream developments in existence and under construction, and recorded lots from previously approved plans for which a permit could be issued at any time in the future.

(c) Whether the off-site draining systems are capable of conveying to an acceptable outfall the design flow of stormwater runoff originating in the new development, as determined in accordance with criteria applied within the applicable City stormwater management standards, in addition to any flows from upstream developments in existence and under construction, and recorded lots from previously approved plans for which a permit could be issued at any time in the future.

(9) S**olid waste removal.**

If the Commission determines that the City has adequate ability to provide the site with solid waste removal under the current contract, considering:

a Existing trash pickups required for regular trash pickup and any other supplemental services;

b Projected trash pickups required for regular trash pickup and any other supplemental services for future building under construction or recorded lots from previously approved plans for which a permit could be issued at any time in the future;

c Projected trash pickups required for regular trash pickup and any other supplemental services necessary to provide service for the new project or to the population from the new development; and

d The contract's ability to be amended to permit increased coverage of services.

(10) **Railroad crossings.**

(a) The developer shall provide written approval from the Maryland State Department of Transportation or its successors for any railroad crossings that are to be built. As long as the scope of the proposed plan does not change and the State Department of Transportation revokes their approval, the railroad crossing approvals will not expire and may be used at future approvals.

(11) **Floodplains.**

(a) The proposed development shall be reviewed by the county as to its conformance with all applicable state, county and City codes with regard to development proximity to one-hundred-year floodplains.

(12) **General.**

(a) The proposed development shall be reviewed by the county as to its conformance with all applicable state, county and City codes, with written reviews from all applicable county departments.

E. The Planning Commission shall deny approval of a site plan if any of the facilities listed in this section are not adequate according to the applicable standards therein, or if any of the facilities listed in this section are of a lower service level than the standard of approaching inadequate, unless the facility is scheduled to be improved to provide a higher service level within six years from the date of submission of the plan.

F. A plan denied under this section may be resubmitted after six months from the date of denial.

If a facility is scheduled to be improved, or and can be determined by a financial analysis by the Mayor and City Council to demonstrate that revenue, including but not limited to tax revenues and impact fees, considering existing sources as well as that to be generated from the new development, would be available for a specific capital improvement, to provide a higher service level under any relevant capital improvement program of the City, state, county or any relevant agency thereto within six years from the date of submission of the plan, the Planning Commission may conditionally approve the Preliminary Site Plan in part, but must vote to defer a final decision of the adequacy of facilities, for up to three years pending reconsideration of the adequacy of facilities, in which case the Preliminary Site Plan would not have to be re-submitted as a Concept Site Plan.

(a) Regardless of the outcome of such financial analysis, necessary capital improvements to raise existing water, sewer and stormwater facilities to adequate levels, at a minimum, must be completed prior to the release of any applicable permits for the development in question.

G. The Planning Commission may approve a final site plan and allow building only on a phased-in schedule that may permit building to begin no sooner than what can be adequately serviced considering all adequate facilities and thresholds as determined by each facility provider.

(1) The Commission may limit the amount of dwelling units or equivalent dwelling units to be built, by limiting the number of units to be constructed during the first four years of construction, if any of the following facilities are approaching inadequate according to the standards below for each facility:

(2) If new school construction is planned under the Board of Education's capital improvement plans to be open for students within five years from the date of building begins, and if, according to enrollment figures certified by the Board of Education of Carroll County, each school serving the proposed project will have a projected school population that exceeds one-hundred-ten percent capacity but is not greater than one-hundred-twenty-percent capacity, once the development is fully built, considering:

(a) Existing population from existing homes;

(b) Projected population from future building from residences under construction or recorded lots from previously approved plans for which a permit could be issued at any time in the future; and

(c) Ratings and population projections from residences in the proposed development.

(3) Adequacy of streets and intersections.

(a) If the Commission determines that all streets and intersections which are designated by the Commission as serving the proposed area of development will have

ratings that reach or exceed level C, for roads maintained exclusively by the City, or ratings of D for roads which are not maintained by the City considering:

[1] Effects of existing traffic;

[2] Traffic projected to be generated from residential, commercial or industrial projects under construction or recorded lots from previously approved plans for which a permit could be issued at any time in the future; and

[3] Traffic projected to be generated from the proposed project or development.

The Commission shall require that all streets and intersections, which are designated by the Commission as serving the proposed area of development, be certified by a licensed traffic-engineering firm hired by the City at the expense of the developer. The developer shall be billed for any expenses incurred by the City for right-of-way acquisition. The Commission may also require county certification or state certification whenever a county or state road is within the designated area and serving the proposed development. The firm preparing the certification shall use the methodology in the current edition of the Highway Capacity Manual for the rating of all streets. The firm shall use the methodology of "Critical Lane Analysis" in the rating of all intersections.

(3) Adequate police protection.

(a) If the Commission determines that the ratio of police officers to citizens is greater than two officers per 1,000 residents, but the City has plans to add police protection within three years that would reduce the ratio to a minimum of two officers per 1,000, considering:

[1] Existing population from existing homes;

[2] Projected population from future building from residences under construction or recorded lots from previously approved plans for which a permit could be issued at any time in the future; and

[3] Projected population from the new development.

(b) The Commission shall ensure that the Police Chief, or designee, provides certifications regarding police coverage, addressing specifically the ratio of officers per citizens.

(4) Adequate regional park facilities.

(a) If the Commission determines that all City and regional park facilities are not adequate to provide recreational opportunities for the new development, but new facilities are planned to be opened within the City, or is planned by the developer, on- or off-site, which will result in facilities which are adequate within three years from the date development begins, considering:

[1] Existing population from existing homes;

[2] Projected population from future building from residences under construction or recorded lots from previously approved plans for which a permit could be issued at any time in the future; and

[3] Projected population from the new development.

(b) In reaching its conclusion as to adequacy of park facilities, the Commission shall consult with the department head of Parks and Recreation, designated staff and/or the City Parks and Recreation Advisory Board, as appropriate.

(5) Adequate ability to provide solid waste removal.

(a) If the Commission determines that the City does not have adequate ability to provide the site with solid waste removal under the current contract, but a secondary or new contract is planned to be in place to serve homes as they are occupied, considering:

[1] Existing trash pickups required for regular trash pickup and any other supplemental services;

[2] Projected trash pickups required for regular trash pickup and any other supplemental

services for future building under construction or recorded lots from previously approved plans for which a permit could be issued at any time in the future;

[3] Projected trash pickups required for regular trash pickup and any other supplemental services necessary to provide service for the project or to the population from the new development; and

[4] The contract's ability to be amended to permit increased coverage of services.

(b) The Commission shall ensure that the City Manager or department head, or designee, provides certification regarding solid waste removal under the current contract, considering the factors outlined above.

I. The Planning Commission, with the concurrence of the Zoning Administrator, may approve a site plan, that would otherwise be denied under the terms of this section, if:

(1) The site plan contains solely commercial and/or industrial uses; and

(2) The sole reason for denial of approval is the inadequacy of facilities listed in § 181-12D(8) and/ or § 181-12D(12).

**§ 181-15. Mitigation.**

The developer or applicant whose plan is subject to denial or delay under this article shall have the opportunity to provide infrastructure funds, improve facilities directly with City approval, or donate necessary facilities in order to improve the adequacy of facilities and allow consideration for approval or reduced delayed approval, as appropriate.

ARTICLE IX

## Expiration; Changes; Appeals; Violations; Remedies; Penalties

### § 181-16. Expiration.

A. Unless otherwise provided by a Development Rights and Responsibilities Agreement regarding the development project with the Mayor and Council pursuant to Chapter 178 of the Code, the final plan shall have an executed public works agreement and grading permits issued within six months of the date of final approval.

B. Final approval shall be deemed revoked if construction has not commenced within one year from the date of final approval.

a The Commission may grant a request for extension from the developer if there existed extenuating circumstances preventing construction within the twelve-month period;

b The Planning Commission may grant up to two extensions of three months each. If the Commission requires a site plan to be resubmitted, the plan will be subject to the regulations in force at the time of resubmission. **[Amended 1-12-2009 by Ord. No. 13-2008]**

C. The Commission may establish a specific expiration date for an approved site plan which is later than when the approved site plan would otherwise expire, but only if the:

(1) Commission approves the later expiration date at the same time it approves the Preliminary Site Plan;

(2) Approved site plan is part of a larger development with an approved phasing plan or extended build-out period; and

(3) Later expiration date is consistent with the approved phasing plan or extended build-out period of the larger development.

### § 181-17. Progress of work and construction standards.

A. Inspection during the installation of the off-site improvements and required on-site improvements shall be made by the agency responsible for such improvements, as required, to certify compliance with the approved site plan and applicable standards.

B. The owner or developer shall notify the agency responsible for inspections five business days prior to the beginning of all street or storm sewer work shown to be constructed on the Final Site Plan.

C. The owner or developer shall provide adequate supervision on the site during the installation of all required improvements and have a responsible superintendent or foreman together with one set of approved plans, profiles and specifications available at the site at all times when work is being performed.

D. Upon satisfactory completion of the installation of the improvements the owner or developer shall receive a final inspection from the agency responsible upon a request for such inspection. A final inspection which evidences no defects or noncompliance with the requirements set forth above shall authorize the release of any bond which may have been furnished to guarantee the satisfactory installation of such improvements or parts thereof. This inspection shall release only the letter of

credit required pursuant to the provisions of this chapter and shall not affect the terms or validity of any letter(s) of credit required by the public works agreement or any other ordinance or regulation.

E. The construction standards for all off-site improvements and on-site improvements required by this chapter shall conform to the design and construction standards of the City of Taneytown, Carroll County, Maryland or the State of Maryland. Where such standards conflict, the higher standard shall prevail.

F. More stringent construction standards may be required by the City if it is demonstrated that they are necessary to promote the public health, safety, or welfare or to promote good development design.

G. The City Manager or the City's appointed agent or the Carroll County Department of Permits and Inspections shall approve the plans and specifications for all required improvements, and shall inspect the installation of such improvements to assure conformity thereto.

**§ 181-18. Changes to approved site plans.**

After a site plan has received final approval, minor ("red line") adjustments of the site plan, which comply with the spirit and intent of this article and that of the Zoning Ordinance,[4] with the intent of the approving agencies in their review of site plans and with the general purpose of the comprehensive plan for development of the area, may be approved by the Zoning Administrator with the concurrence of the Commission Chair. Substantial deviation from an approved site plan shall require the submittal of a revised site plan prior to any request for final inspection, occupancy or use of the premises.

**§ 181-19. Appeals.**

Any party aggrieved by a final decision of the Commission in approving or disapproving a concept, preliminary or final site plan shall file an appeal of such decision to the Taneytown Board of Appeals within 30 days of the issuance of such final decision. Any party aggrieved by a decision of the Board may seek judicial relief in the Circuit Court for Carroll County. The Board may overturn a decision of the Commission; however, the power to approve a site plan is reserved for the Commission.

**§ 181-20. Violations; notice.**

A. It shall be unlawful for any person, firm or corporation to use or develop any site regulated by this chapter or cause same to be done contrary to or in conflict with or in violation of any of the provisions of this article.

B. The Zoning Administrator shall serve a notice of violation or order on the person responsible for the use or development of any site in violation of the provisions of this article or in violation of a detailed statement or a plan approved hereunder; and such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

**§ 181-21. Remedies and penalties.**

A. The Commission, Council, or any resident of the City may institute injunction, mandamus or other appropriate action or proceeding to prevent or terminate any violation of this chapter, and the Circuit Court of Carroll County is hereby granted jurisdiction to issue restraining orders, temporary or permanent injunctions, mandamus or other appropriate forms of remedy or relief.

B. Any violation of this chapter may also be prosecuted as a municipal infraction. Any person who shall violate a provision of this chapter or shall fail to comply with any of the requirements thereof shall be guilty of a misdemeanor punishable by a fine of not more than $1,000 where each violation constitutes a separate offense. Each day of work without an approved site plan shall constitute a separate offense.

## ARTICLE X

## Design Guidelines

### § 181-22. Guidelines to be considered.

In reviewing a site plan, the Commission shall consider the following design guidelines:

A. Exterior lighting.

(1) Lighting may be used which serves security, safety and operational needs but which does not directly or indirectly produce negative effects on abutting properties or which would impair the vision of a vehicle operator on adjacent roadways. Lighting fixtures must be shielded or hooded so that the lighting elements are not exposed to normal view by motorists, pedestrians, or from adjacent dwellings and so that they do not unnecessarily light the night sky.

(2) It should be noted on all Preliminary and Final Site Plans that exterior lighting, except security lighting, must be turned off between 11:00 p.m. and 6:00 a.m. unless located on the site of a commercial or industrial use which is open for business during that period.

(3) Wiring to light poles and lighting infrastructure must be underground.

(4) Building facades may be illuminated with soft lighting of low intensity that does not draw inordinate attention to the building. The light source for the building facade illumination must be concealed.

(5) Building entrances may be illuminated using recessed lighting in overhangs and soffits, or by use of spotlighting focused on the building entrances with the light source concealed. Direct lighting of limited exterior building areas is permitted when necessary for security purposes.

B. Buffering of adjacent uses.

(1) The development must provide for the buffering of adjacent uses where there is a transition from one type of use to another use and for the screening of mechanical equipment, service and storage areas. The buffer may be provided by distance, landscaping, fencing, changes in grade, and/or a combination of these or other techniques.

(2) Buffering must be designed to provide a year-round visual screen in order to minimize adverse impacts. It may consist of fencing, evergreens, berms, rocks, boulders, mounds, or a combination thereof.

(3) A development must provide sufficient buffering when topographical or other barriers do not provide reasonable screening and where there is a need to buffer the activities of the planned use from adjoining properties.

(4) The width of the buffer may vary depending on the character of the area.

C. Noise. The development must control noise levels such that it will not create a nuisance for neighboring properties.

D. Storage of materials.

(1) Exposed nonresidential storage areas, and exposed machinery, must have sufficient setbacks and screening to provide a visual buffer sufficient to minimize their impact on abutting residential uses and users of public streets.

(2) All dumpsters or similar large collection receptacles for trash or other wastes must be located on level surfaces, which are impervious as approved by the Commission. Where the dumpster or receptacle is located in a yard which abuts a residential, institutional use or a public street, it must be screened by fencing, an architectural compatible enclosure or landscaping.

(3) Where a potential safety hazard to children is likely to arise, a physical screening barrier sufficient to deter small children from entering the premises must be provided and maintained in good condition.

E. Landscaping. Landscaping shall be provided in accordance with the terms of the City Code of Taneytown.

F. Building placement.

(1) The site design should avoid creating a building surrounded by a parking lot.

(2) Where two or more buildings are proposed, the buildings should be grouped and linked with sidewalks;

(3) Tree planting(s) should be used to provide shade and break up the scale of the site. Plantings should be provided along the building edge, particularly where building facades consist of long or unbroken walls.

G. Building entrances.

(1) The main entrance to the building should be oriented to the street unless the parking layout or the grouping of the buildings justifies another approach, and should be clearly identified as such through building and site design, landscaping, and/or signage.

(2) At building entrance areas and drop-off areas, site furnishings such as benches and sitting walls and, if appropriate, bicycle racks shall be encouraged. Additional plantings may be desirable at these points to identify the building entrance and to complement the pedestrian activity at this point.

H. Sidewalks. Where an existing or planned public sidewalk is interrupted by a proposed project driveway, the sidewalk material must continue to be maintained across the driveway, or the driveway must be painted to distinguish it as a sidewalk. Further, if street trees exist on an adjacent property, street trees must be planted, in a like manner, on the new site.

I. I. Parking.

(1) Within developed areas, parking lots should be located to the side or rear of the building. The use of shared parking, shared driveways and the cross-connection of parking lots is encouraged.

(2) Parking areas should be designed and landscaped to create a pedestrian-friendly environment. A landscaped border must be created around parking lots.

J. Landscaped roadside buffers. Whenever the area between the street and the front of the building is used for parking or vehicle movement, a vegetated buffer strip must be established along the edge of the road right-of-way. This buffer strip must soften the appearance of the site from the road and must create defined points of access to and egress from the site.

K. Building orientation. New buildings within a developed area should be compatible with the neighborhood such that they reflect the overall building bulk, square footage, dimensions, and placement of the building on the lot. The visual impact of a building shall be measured by its relationship to other buildings on the lot, and design of the exterior of the building.

L. Building scale. For new buildings that are proposed in developed areas where their scale and other features may be significantly different from that which already exists in the immediate neighborhood, care must be taken to design the new building or structure so that it is compatible with its neighbors. This may include making the building appear smaller, using traditional materials, styles and/or proportions.

M. Design of drive-through facilities.

a Any use that provides drive-through service must be located and designed to minimize the impact on neighboring properties and traffic circulation.

b Communication systems must not be audible to adjacent residential properties.

c Vehicular access to the drive through shall be through a separate lane that prevents vehicle queuing within normal parking, drive aisles, or private/public streets.

d The drive-through must not interfere with any sidewalk or bicycle path.

N. The design standards contained in Chapter 206 of the City Code of Taneytown. **[Added 12-8-2008 by Ord. No. 10-2008]**

INTRODUCED THIS ___ DAY OF SEPTEMBER 2026

_____

CLARA KALMAN, CITY CLERK

PASSED THIS _____ DAY OF _____2026 BY A VOTE OF _____ COUNCILMEMBERS IN FAVOR AND ____OPPOSED.

_____

CLARA KALMAN, CITY CLERK

APPROVED THIS ___ DAY OF _____2026.

_____

CHRISTOPHER G. MILLER, MAYOR

**CITY OF TANEYTOWN**
**ORDINANCE 10-2026**

**AMENDING AND SUPPLEMENTING THE ZONING CODE OF THE CITY OF TANEYTOWN, MARYLAND TO INCLUDE AND DESIGNATE ACCESSORY DWELLING UNITS AS A PERMITTED USE ON ANY LOT WITH AN EXISTING SINGLE-FAMILY DETACHED DWELLING UNIT**

WHEREAS, Section 5-213 of the Local Government Article of the Maryland Annotated Code and Section C-401(B)(62) of the Charter of the City of Taneytown grants the Mayor and City Council with the authority to adopt zoning regulations.

WHEREAS, the City has become aware that modifications are needed relating to Accessory Dwelling Unit (ADU) regulations; and

WHEREAS, it is the policy of the State of Maryland to promote and encourage the creation of accessory dwelling units on land with a single-family detached dwelling unit as the primary dwelling unit in order to meet the housing needs of the citizens of Maryland;

WHEREAS, state law requires that local jurisdictions establish policies that further the intent of this state law;

WHEREAS, all legislative bodies with planning and zoning authority are required by Maryland law to adopt a local ordinance authorizing development of ADUs by October 1, 2026;

WHEREAS, the City of Taneytown can play an important role in reducing the barriers that prevent homeowners from building accessory dwellings; and

WHEREAS, the Taneytown Planning Commission has reviewed the proposed Ordinance at their May 25, 2026, meeting and voted to recommend that the Mayor and City Council for the City of Taneytown approve and adopt the proposed ordinance; and

WHEREAS, pursuant to the requirements of Section 4-203 of the Land Use Article of the Maryland Annotated Code, the Mayor and City Council of the City of Taneytown have advertised and held a public hearing on this matter on June 3, 2026 to receive public comment; and

WHEREAS, after considering the matter, and the Planning, Zoning, and public comment related there to have decided it is in the best interests of the citizens of Taneytown to implement said Ordinance.

NOW THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF TANEYTOWN THAT:

**SECTION 1:**
That Section 205-1 B. be amended as follows

**§ 205-1 B. Word usage and definitions.**

§ 205-1 B. Accessory Dwellings Units (ADU) are a secondary dwelling unit that is:

(1) On the same lot as an existing primary single–family detached dwelling unit; and
(2) A single dwelling unit providing complete living facilities, for at least one individual, including at a minimum, provisions for satisfactory sanitation, cooking, eating, sleeping, bathing, and shall be climate controlled for the health, safety and general welfare of the occupant(s); and
(3) Not greater than seventy-five percent (75%) of the size of and subordinate in use to the primary single–family detached dwelling unit located on the same lot.
(4) Not be part of a dwelling unit contained in a multifamily building.
(5) An ADU includes a structure that is:
    a. Separate from the primary single-family detached dwelling unit (Detached ADU).
    b. Attached as an addition to the primary single-family detached dwelling unit (Attached ADU).
    c. Inside and separated from the primary space in the single-family detached dwelling unit (Incorporated ADU)

**SECTION 2:**

That Section 205-14 C. be amended as follows

**§ 205-14 C.**

**(3) Accessory Dwelling Units, subject to § 205-1.B and § 205-35.6 of the City Code.**

**SECTION 3:**

That Section 205-15 C. be amended as follows

**§ 205-15 C.**

**(6) Accessory Dwelling Units, subject to § 205-1.B and § 205-35.6 of the City Code.**

**SECTION 4:**

That Section 205-16 B. be amended as follows

**§ 205-16 B.**

**(8) Accessory Dwelling Units, subject to § 205-1.B and § 205-35.6 of the City Code.**

**SECTION 5:**

That Section 205-17 B. be amended as follows

**§ 205-17 B.**

**(8) Accessory Dwelling Units, subject to § 205-1.B and § 205-35.6 of the City Code.**

**SECTION 6:**

That Section 205-18 B. be amended as follows

**§ 205-18 B.**

**(4) Accessory Dwelling Units, subject to § 205-1.B and § 205-35.6 of the City Code.**

**SECTION 7:**

That Section 205-19 C. be amended as follows

**§ 205-19 C.**

**(20) Accessory Dwelling Units, subject to § 205-1.B and § 205-35.6 of the City Code.**

**SECTION 8:**

That Section 205-21 C. be amended as follows

**§ 205-21 C.**

**(3) Accessory Dwelling Units, subject to § 205-1.B and § 205-35.6 of the City Code.**

**SECTION 9:**

That Section 205-35.6 be added as follows

**§ 205-35.6 Accessory Dwelling Units (ADU)**

A. Accessory dwelling units (ADU) are a Permitted use in the R-10,000, R-20,000 and the R-40,000 Districts and as a special exception use in the R-6,000, R-7,500, Downtown Business, and Restricted General Business Districts, and any other district that has a legal conforming or legal nonconforming primary single–family detached dwelling unit, and meets the following standards:

(1) The construction of an ADU is not restricted by any City of Taneytown ordinance, policy, or program intended to limit residential growth.

(2) ADU's shall not be included in density calculations for the lot on which it is located. However, the ADU shall not occupy more of the required rear yard than an accessory building.

(3) ADU's shall comply with the setback requirements for accessory buildings or structures, as contained in § 205-24 of the City Code.

(4) The height of an ADU shall be subordinate to the height of the primary single–family detached dwelling unit.

(5) An ADU shall protect the occupant and public's health, safety and general welfare and as such, the ADU shall meet any building codes that apply by Carroll County Government, the City of Taneytown and any other governing body, including for the review of any adequate public facilities.

(6) An ADU may be converted from an existing accessory building if the accessory building meets all applicable requirements of City and County Code.

(7) Parking shall be considered for every new accessory dwelling unit.

a. Off-street parking is not required for an ADU unless, the city parking study has demonstrated that on-site parking is required.

i. The amount of parking needed pursuant to the parking study, is the amount of parking that shall be provided.

b. Off-street parking is not required for an ADU if adequate public off-street parking is located within one-quarter mile from the ADU.

c. Waiver - If the above cannot be obtained, the applicant may apply for a variance before the Board of Appeals, in which the Board shall require a parking study that considers:

   i. The general cost to construct off-street parking spaces
   ii. Whether sufficient curb area exists along the front line of a property to accommodate on-street parking,
   iii. The increase in impervious surface due to the creation of new off-street parking and the relation to any applicable stormwater management plans
   iv. Variability due to the size of the lot on which the ADU or primary dwelling unit is located.

INTRODUCED THIS ____ DAY OF _____, 2026

_____
CLARA KALMAN, CITY CLERK

PASSED THIS _____ DAY OF _____2026 BY A VOTE OF _____ COUNCILMEMBERS IN FAVOR AND _____ COUNCILMEMBERS OPPOSED.

_____
CLARA KALMAN, CITY CLERK
APPROVED THIS _____ DAY OF _____2026.

_____
CHRISTOPHER G MILLER, MAYOR

ORDINANCE NO. 11 - 2026
FISCAL YEAR 2026 BUDGET AMENDMENT #3

PURSUANT to Article VII, §C-702 and C-703 of the Charter of the City of Taneytown, the Mayor and City Council shall adopt an annual budget that provides a complete financial plan for the budget year and contains estimates of anticipated revenues and proposed expenditures.

WHEREAS, a budget fulfilling the requirements of the Charter was prepared and adopted by the Mayor and City Council; and

WHEREAS, the Mayor and City Council deem it in the best interest of the operation of the City to adopt a Budget Amendment reflecting these financial changes in the Operating Budget for the remainder of the fiscal year.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TANEYTOWN:

Section One: That the Budget Amendment attached hereto and incorporated herein is hereby adopted.

INTRODUCED THIS ___ DAY OF _____ 2026

_____
CLARA KALMAN, CITY CLERK

PASSED THIS _____ DAY OF _____, 2026

_____
CLARA KALMAN, CITY CLERK

APPROVED THIS _____ DAY OF _____, 2026

_____
CHRISTOPHER MILLER, MAYOR

**City of Taneytown**
**Fiscal Year 2026**
**February 2026 Budget Amendment - General Fund - Ordinance 11 - 2026**

## GENERAL FUND

| **Revenues** | Decrease | | Increase | Notes | |
|---|---|---|---|---|---|
| **Tax Revenue** | | | | | |
| State Income Tax | | | 250,000 | GL4110 | Tax revenue higher than expected |
| | | | | | |
| | | | $ 250,000 | | |
| **Local Revenue** | | | | | |
| Fines/Forfeits/Citations | | | 320,000 | GL4365 | Redspeed Camera not budgeted |
| | | | | | |
| | | | | | |
| | $ - | | $ 320,000 | | |
| **Grant Revenue** | | | | | |
| Park Grant | $ 864,781 | | | GL4711 | Memorial Park not completed |
| | | | | | |
| | $ 864,781 | | $ - | | |
| | | | | | |
| **Fund Balance** | | | | | |
| | | | | | |
| | $ 1,244,219 | | | GL4999 | Use of Fund balance not required |
| | $ 1,244,219 | | $ - | | |
| Decrease / Increase of Revenues | $ 2,109,000 | | $ 570,000 | | |

## GENERAL FUND

| **Expenditures** | Decrease | | Increase | Notes | |
|---|---|---|---|---|---|
| **Streets** | | | | | |
| Snow Removal | 90,000 | | | GL5450 | January Storm expense overestimated |
| HUR Repairs | | | | | |
| | $ 90,000 | | $ - | | |
| **Parks** | | | | | |
| Maintenance & Repairs | | | 40,000 | GL5320 | Higher need than anticipated |
| Capital Projects | 1,489,000 | | | GL5999 | Memorial Park not completed |
| | | | | | |
| | $ 1,489,000 | | $ 40,000 | | |
| Decrease / Increase of Expenditures | $ 1,579,000 | | $ 40,000 | | |

**Introduced this _____Day of _____ 2026**

_____
**Clara Kalman, City Clerk**

**Passed this _____ Day of _____, 2026**

_____
**Clara Kalman, City Clerk**

**Approved this _____ Day of _____, 2026**

_____
**Christopher Miller, Mayor**

**City of Taneytown**
**Fiscal Year 2026**
**February 2026 Budget Amendment - General Fund - Ordinance 11 - 2026**

## UTILITY FUND

**Revenues**

| | Decrease | | Increase | | Notes |
|---|---|---|---|---|---|
| Water Settlement | | | 480,000 | GL4394 | PFAS Settlement Not budgeted |
| | | | | | |
| | | | $ 480,000 | | |
| | $ - | | | | |
| | | | | | |
| | | | | | |
| | | | $ - | | |
| **Fund Balance** | | | | | |
| | | | | GL4999 | |
| | $ 309,130.00 | | | GL4999 | Use of Fund balance not required |
| | $ 309,130 | | $ - | | |
| Decrease / Increase of Revenues | $ 309,130 | | $ 480,000 | | $ 170,870 |

## UTILITY FUND

**Expenditures**

| | Decrease | | Increase | | Notes |
|---|---|---|---|---|---|
| **Water** | | | | | |
| Maintenance & Repair | | | 70,000 | GL5320 | |
| Fuel/Electric | | | 42,000 | GL5305 | |
| | $ - | | $ 112,000 | | |
| **Sewer** | | | | | |
| Materials & Supplies | | | 107,870 | GL5220 | |
| Electric/Fuel | | | 107,000 | GL5305 | |
| Maint & Repairs | 156,000 | | 0 | GL5320 | |
| | | | 0 | | |
| | | | 0 | | |
| | 0 | | | | |
| | | | | | |
| | $ 156,000 | | $ 214,870 | | |
| Decrease / Increase of Expenditures | $ 156,000 | | $ 326,870 | | $ 170,870 |

**Introduced this _____Day of _____ 2026**

**Clara Kalman, City Clerk**

**Passed this _____ Day of _____, 2026**

**Clara Kalman, City Clerk**

**Approved this _____ Day of _____, 2026**

**Christopher Miller, Mayor**

# CITY OF TANEYTOWN, MARYLAND

# CHARTER RESOLUTION NO. CR 2026 - 01

## A CHARTER RESOLUTION of the Mayor and Council of the City of Taneytown, Maryland, adopting term limits for the offices of Mayor and Councilperson, and providing a limited exception for appointments to fill Council vacancies when no eligible candidate is available; providing for applicability beginning with the May 2027 election.

**WHEREAS**, the City Charter provides that the Mayor serves a four-year term and is elected as set forth in § C-301, and the Charter sets qualifications for Mayor in § C-302;

**WHEREAS**, the City Charter provides that Councilpersons serve four-year terms and sets Councilperson qualifications in §§ C-201 and C-202 (with staggered elections as set forth in § C-510);

**WHEREAS**, the City Charter provides for succession to the office of Mayor by the Mayor Pro Tem under § C-205;

**WHEREAS**, the City Charter provides for filling Council vacancies, including in § C-519;

**WHEREAS**, regular City elections occur on the first Monday in May of every other year under § C-509;

**NOW, THEREFORE,** BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF TANEYTOWN, MARYLAND, that the Charter of the City of Taneytown is hereby amended as follows:

---

## Section 1. Term limits for Mayor — Amend § C-302 (Qualifications).

**§ C-302. Qualifications.**
Add the following new paragraph at the end of § C-302:

> **Term Limits.** No person shall be eligible for election to the office of Mayor who has previously served as Mayor for two (2) full terms (i.e., eight (8) years) in the aggregate. Service as Mayor includes service by election or by succession to the office. Service of more than two (2) years of an unexpired term shall be counted as a full term for purposes of this limitation.

This term-limit restriction applies only to eligibility for election and does not restrict succession to the office under § C-205.

---

## Section 2. Term limits for Councilpersons — Amend § C-202 (Qualifications).

**§ C-202. Qualifications.**
Add the following new paragraph at the end of § C-202:

> **Term Limits.** No person shall be eligible for election to the office of Councilperson who has previously served as a Councilperson for three (3) full terms (i.e., twelve (12) years) in the aggregate. Service as a Councilperson includes service by election or appointment to fill a vacancy. Service of more than two (2) years of an unexpired term shall be counted as a full term for purposes of this limitation.

---

## Section 3. Vacancy appointment override when no eligible candidate is available — Amend § C-519.

**A. Amend § C-519(A).**

In § C-519(A), after the sentence:

> "The Council shall then elect some qualified person to fill the vacancy on the Council for the remainder of the unexpired term."

add the following sentence:

> **Notwithstanding any term-limit restriction in this Charter, if the Council determines that no eligible candidate is available to fill the vacancy (meaning no person is both qualified under the Charter and not disqualified by the term limits), the Council may appoint a qualified person without regard to the term limits to serve for the remainder of the unexpired term. The Council's determination shall be made by motion and recorded in the minutes.**

**B. Amend § C-519(B)(1).**

In § C-519(B)(1), after the sentence:

> "In case of a vacancy on the Council for any reason, the Council shall appoint some qualified person to fill such vacancy for the remainder of the unexpired term."

add the following sentence:

**Notwithstanding any term-limit restriction in this Charter, if the Council determines that no eligible candidate is available to fill the vacancy (meaning no person is both qualified under the Charter and not disqualified by the term limits), the Council may appoint a qualified person without regard to the term limits to serve for the remainder of the unexpired term. The Council's determination shall be made by motion and recorded in the minutes.**

---

## Section 4. Effective date; applicability beginning with the May 2027 election.

This Charter Resolution shall take effect on the date provided by the Charter and applicable Maryland law governing charter amendments.

**Applicability.** Notwithstanding the effective date stated above, the term-limit eligibility provisions adopted by Sections 1 and 2 of this Charter Resolution (and the related vacancy-fill language in Section 3) shall apply to candidacies filed for, and to any regular municipal election held on, the first Monday in May 2027, and to all regular or special municipal elections thereafter. (Anchor: regular city elections are on the first Monday in May every other year under § C-509.)

---

**AND BE IT FURTHER RESOLVED**, that upon adoption, this Charter Resolution shall be handled, publicized, and filed as required by the Charter and applicable Maryland law.

**ADOPTED** this ____ day of _____, 2026.

ATTEST: _____
City Clerk

APPROVED: _____
Mayor

# CITY OF TANEYTOWN, MARYLAND

# CHARTER RESOLUTION NO. CR2026 - 02

### A CHARTER RESOLUTION TO AMEND § C-519 ("REMOVAL FROM OFFICE") TO (I) LIMIT COUNCIL REMOVAL TO POST-CENSURE, DUTY-RELATED, FINAL CRIMINAL CONVICTIONS AND (II) AUTHORIZE RECALL BY PETITION WITHOUT CENSURE WITH A 25% SIGNATURE THRESHOLD

**WHEREAS**, § C-519 currently authorizes the City Council to remove an elected official for "Just Cause" by majority vote after written charges and a public hearing; and provides that such action is not subject to the Mayor's veto power, but the Mayor may vote to break a tie;

**WHEREAS**, § C-519 currently authorizes recall only after censure, requires the recall petition to set forth the Act of Censure, and requires signatures equal to not less than twenty percent (20%) of the qualified registered voters of the City;

**WHEREAS**, the Mayor and Council desire to (a) retain Council removal authority but narrowly limit it to situations involving a duty-related criminal conviction that is final after direct appeal and that occurs following censure, and (b) preserve the voters' ability to pursue recall without any censure prerequisite while increasing the petition threshold to twenty-five percent (25%);

**NOW, THEREFORE**, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF TANEYTOWN, MARYLAND, that the Charter is hereby amended as follows:

---

## Section 1. Amendment of § C-519(B) (Council removal standard and procedure).

**§ C-519(B)** is amended by deleting the existing subsection and replacing it with the following:

**"B. Council Removal Following Censure and Duty-Related Final Criminal Conviction.**
(1) **Standard.** An elected official may be removed from office by a majority vote of the City Council only if:
(a) the Mayor and Council have adopted an Act of Censure against the elected official; and
(b) the elected official has been convicted, by a judge or a jury, of a crime arising out of or directly related to the official's duties or actions taken in an official capacity; and
(c) the conviction is final, meaning the time for filing any direct appeal has expired or any direct appeal has been finally resolved and the conviction has been affirmed.

(2) **Charges and Hearing.** Removal under this subsection shall occur only after the Council issues a written charge or charges identifying the Act of Censure and the conviction and holds a public hearing on the matter.

(3) **Veto/Tie Vote.** Such action is not subject to the veto power of the Mayor, but the Mayor may vote to break a tie.

(4) **Limitation.** No elected official may be removed by the City Council except as expressly provided in this subsection."

---

# Section 2. Amendment of § C-519(C) and § C-519(C)(1)(c) (Recall; remove censure prerequisite; raise threshold to 25%).

### A. Amend the opening sentence of § C-519(C) to remove the censure precondition.

§ C-519(C) is amended as follows:

"C. Recall. Any elected official, may be petitioned for recall and removed from office for any reason by the qualified voters of the City of Taneytown, in accordance with the following provisions."

### B. Amend § C-519(C)(1)(c) to remove "Act of Censure" petition content and increase the signature threshold.

§ C-519(C)(1)(c) is amended as follows:

"(c) A Recall Petition shall: (1) identify the elected official whose recall is sought and the office held; (2) contain any additional reasoning for Recall; (3) shall be signed by not less than (25%) twenty-five percent of the qualified registered voters of the City; and (4) shall request a Recall Election to be held for said office holder."

---

# Section 3. No other changes.

Except as expressly amended by this Charter Resolution, all remaining provisions of § C-519 shall remain in full force and effect, including the remaining recall procedures and recall election provisions.

## Section 4. Severability.

If any provision of this Charter Resolution or its application is held invalid, the invalidity does not affect other provisions or applications that can be given effect without the invalid provision or application.

## Section 5. Effective date.

This Charter Resolution shall take effect as provided by applicable law.

---

**INTRODUCED, READ, AND ADOPTED** by the Mayor and Council of the City of Taneytown, Maryland, on the ____ day of _____, 2026.

ATTEST: _____
City Clerk

# City of Taneytown

## Statement of Revenues and Expenditures

## 1 - General Fund

## 000 - Non Applicable

From 8/1/2026 Through 8/31/2026

(In Whole Numbers)

| | | Current FY27 Period Actual | Current FY27 Year Actual | Total Budget - Original | Total Budget Variance - Original | Percent Total Budget Remaining - Original | Encumbrances (07/01/2026 - 08/31/2026) |
|---|---|---|---|---|---|---|---|
| Operating Revenue | | | | | | | |
| Tax Revenue | 70 | | | | | | |
| Local Revenue | 700 | 324,907 | 653,557 | 3,963,323 | (3,309,766) | (84)% | 0 |
| State Tax Revenue | 710 | 162,676 | 171,357 | 1,138,500 | (967,143) | (85)% | 0 |
| Total Tax Revenue | | 487,583 | 824,915 | 5,101,823 | (4,276,908) | (84)% | 0 |
| County Revenue | 80 | | | | | | |
| County Revenue | 800 | 537,375 | 558,636 | 646,098 | (87,462) | (14)% | 0 |
| Total County Revenue | | 537,375 | 558,636 | 646,098 | (87,462) | (14)% | 0 |
| Local Revenue | 90 | | | | | | |
| Clerk | 120 | 0 | 0 | 150 | (150) | (100)% | 0 |
| Zoning | 200 | 90 | 175 | 4,000 | (3,825) | (96)% | 0 |
| Code Enforcement | 210 | 385 | 385 | 2,000 | (1,615) | (81)% | 0 |
| Roberts Mill - Head Start | 430 | 100 | 150 | 600 | (450) | (75)% | 0 |
| Police | 500 | 70,016 | 69,506 | 576,500 | (506,994) | (88)% | 0 |
| Streets | 600 | 0 | 0 | 559,596 | (559,596) | (100)% | 0 |
| Parks & Recreation | 610 | 1,170 | 2,426 | 22,741 | (20,315) | (89)% | 0 |
| Local Revenue | 700 | 0 | 1,155 | 12,750 | (11,595) | (91)% | 0 |
| Total Local Revenue | | 71,761 | 73,797 | 1,178,337 | (1,104,540) | (94)% | 0 |
| Grant Revenue | 95 | | | | | | |
| Parks & Recreation | 610 | 0 | 0 | 1,007,993 | (1,007,993) | (100)% | 0 |
| Total Grant Revenue | | 0 | 0 | 1,007,993 | (1,007,993) | (100)% | 0 |
| Fund Wide | 99 | | | | | | |
| Fund Wide | 999 | 0 | 0 | 2,014,930 | (2,014,930) | (100)% | 0 |
| Total Fund Wide | | 0 | 0 | 2,014,930 | (2,014,930) | (100)% | 0 |
| Total Operating Revenue | | 1,096,719 | 1,457,348 | 9,949,181 | (8,491,833) | (85)% | 0 |
| Expenditures | | | | | | | |
| Administration | 10 | | | | | | |
| Mayor and Council | 100 | 12,484 | 15,248 | 94,182 | 78,934 | 84 % | 0 |
| Finance | 105 | 23,390 | 51,428 | 291,764 | 240,336 | 82 % | 0 |
| City Manager | 110 | 13,246 | 30,409 | 187,314 | 156,905 | 84 % | 0 |
| IT Dept | 115 | 19,869 | 51,376 | 319,990 | 268,614 | 84 % | 0 |

# City of Taneytown

## Statement of Revenues and Expenditures

## 1 - General Fund

## 000 - Non Applicable

From 8/1/2026 Through 8/31/2026

(In Whole Numbers)

| | | Current FY27 Period Actual | Current FY27 Year Actual | Total Budget - Original | Total Budget Variance - Original | Percent Total Budget Remaining - Original | Encumbrances (07/01/2026 - 08/31/2026) |
|---|---|---|---|---|---|---|---|
| Clerk | 120 | 8,820 | 21,645 | 144,297 | 122,652 | 86 % | 0 |
| Total Administration | | 77,809 | 170,107 | 1,037,547 | 867,440 | 84 % | 0 |
| Zoning & Code Enforcement | 20 | | | | | | |
| Zoning | 200 | 8,203 | 15,327 | 127,106 | 111,779 | 88 % | 0 |
| Planning and Zoning Commission | 202 | 0 | 0 | 7,610 | 7,610 | 100 % | 0 |
| Code Enforcement | 210 | 2,403 | 3,065 | 9,130 | 6,065 | 66 % | 0 |
| Total Zoning & Code Enforcement | | 10,606 | 18,392 | 143,846 | 125,454 | 87 % | 0 |
| Economic Development | 30 | | | | | | |
| Economic Development | 300 | 1,175 | 1,175 | 3,200 | 2,025 | 63 % | 0 |
| Total Economic Development | | 1,175 | 1,175 | 3,200 | 2,025 | 63 % | 0 |
| City Hall | 40 | | | | | | |
| City Hall | 400 | 68,950 | 74,465 | 620,676 | 546,211 | 88 % | 0 |
| City Hall - Annex | 420 | 742 | 2,119 | 9,864 | 7,745 | 79 % | 0 |
| Roberts Mill - Head Start | 430 | (887) | (502) | 3,836 | 4,338 | 113 % | 0 |
| Total City Hall | | 68,806 | 76,082 | 634,376 | 558,294 | 88 % | 0 |
| Public Safety | 50 | | | | | | |
| Police | 500 | 176,634 | 360,308 | 2,930,281 | 2,569,973 | 88 % | 0 |
| Police Secretary | 510 | 6,585 | 11,987 | 152,976 | 140,989 | 92 % | 0 |
| Crossing Guard | 520 | 0 | 584 | 21,008 | 20,424 | 97 % | 0 |
| Total Public Safety | | 183,219 | 372,880 | 3,104,265 | 2,731,385 | 88 % | 0 |
| Public Works | 60 | | | | | | |
| Streets | 600 | 104,246 | 170,345 | 2,481,414 | 2,311,069 | 93 % | 0 |
| Storm Water Management | 605 | 0 | 0 | 98,000 | 98,000 | 100 % | 0 |
| Parks & Recreation | 610 | 41,135 | 116,919 | 2,446,533 | 2,329,614 | 95 % | 0 |
| Total Public Works | | 145,381 | 287,264 | 5,025,947 | 4,738,683 | 94 % | 0 |
| Total Expenditures | | 486,996 | 925,900 | 9,949,181 | 9,023,281 | 91 % | 0 |
| Net Revenue Over Expenditures | | 609,723 | 531,449 | 0 | 531,449 | 0 % | 0 |

# City of Taneytown

## Statement of Revenues and Expenditures

## 1 - General Fund

## 228 - EDC - Main Street Facade Grant - Community Legacy

From 8/1/2026 Through 8/31/2026

(In Whole Numbers)

| | | Current FY27 Period Actual | Current FY27 Year Actual | Total Budget - Original | Total Budget Variance - Original | Percent Total Budget Remaining - Original | Encumbrances (07/01/2026 - 08/31/2026) |
|---|---|---|---|---|---|---|---|
| Operating Revenue | | | | | | | |
| Grant Revenue | 95 | | | | | | |
| Economic Development | 300 | 2,531 | 26,793 | 0 | 26,793 | 0 % | 0 |
| Total Grant Revenue | | 2,531 | 26,793 | 0 | 26,793 | 0 % | 0 |
| Total Operating Revenue | | 2,531 | 26,793 | 0 | 26,793 | 0 % | 0 |
| Expenditures | | | | | | | |
| Economic Development | 30 | | | | | | |
| Economic Development | 300 | 12,680 | 36,942 | 0 | (36,942) | 0 % | 0 |
| Total Economic Development | | 12,680 | 36,942 | 0 | (36,942) | 0 % | 0 |
| Total Expenditures | | 12,680 | 36,942 | 0 | (36,942) | 0 % | 0 |
| Net Revenue Over Expenditures | | (10,149) | (10,149) | 0 | (10,149) | 0 % | 0 |

# City of Taneytown

## Statement of Revenues and Expenditures

## 1 - General Fund

## 317 - Memorial Park Expansion

From 8/1/2026 Through 8/31/2026

(In Whole Numbers)

| | | Current FY27 Period Actual | Current FY27 Year Actual | Total Budget - Original | Total Budget Variance - Original | Percent Total Budget Remaining - Original | Encumbrances (07/01/2026 - 08/31/2026) |
|---|---|---|---|---|---|---|---|
| Expenditures | | | | | | | |
| Public Works | 60 | | | | | | |
| Parks & Recreation | 610 | 0 | 1,402 | 0 | (1,402) | 0 % | 0 |
| Total Public Works | | 0 | 1,402 | 0 | (1,402) | 0 % | 0 |
| Total Expenditures | | 0 | 1,402 | 0 | (1,402) | 0 % | 0 |
| Net Revenue Over Expenditures | | 0 | (1,402) | 0 | (1,402) | 0 % | 0 |

# City of Taneytown

## Statement of Revenues and Expenditures

## 1 - General Fund

## 334 - Harvest Fest

From 8/1/2026 Through 8/31/2026

(In Whole Numbers)

| | | Current FY27 Period Actual | Current FY27 Year Actual | Total Budget - Original | Total Budget Variance - Original | Percent Total Budget Remaining - Original | Encumbrances (07/01/2026 - 08/31/2026) |
|---|---|---|---|---|---|---|---|
| Operating Revenue | | | | | | | |
| Local Revenue | 90 | | | | | | |
| Parks & Recreation | 610 | 370 | 905 | 0 | 905 | 0 % | 0 |
| Total Local Revenue | | 370 | 905 | 0 | 905 | 0 % | 0 |
| Total Operating Revenue | | 370 | 905 | 0 | 905 | 0 % | 0 |
| Expenditures | | | | | | | |
| Public Works | 60 | | | | | | |
| Parks & Recreation | 610 | 1,100 | 4,506 | 0 | (4,506) | 0 % | 0 |
| Total Public Works | | 1,100 | 4,506 | 0 | (4,506) | 0 % | 0 |
| Total Expenditures | | 1,100 | 4,506 | 0 | (4,506) | 0 % | 0 |
| Net Revenue Over Expenditures | | (730) | (3,601) | 0 | (3,601) | 0 % | 0 |

# City of Taneytown

## Statement of Revenues and Expenditures

## 1 - General Fund

## 435 - ACNB Building

From 8/1/2026 Through 8/31/2026

(In Whole Numbers)

| | | Current FY27 Period Actual | Current FY27 Year Actual | Total Budget - Original | Total Budget Variance - Original | Percent Total Budget Remaining - Original | Encumbrances (07/01/2026 - 08/31/2026) |
|---|---|---|---|---|---|---|---|
| Expenditures | | | | | | | |
| City Hall | 40 | | | | | | |
| City Hall | 400 | 0 | 3,500 | 0 | (3,500) | 0 % | 0 |
| Total City Hall | | 0 | 3,500 | 0 | (3,500) | 0 % | 0 |
| Total Expenditures | | 0 | 3,500 | 0 | (3,500) | 0 % | 0 |
| Net Revenue Over Expenditures | | 0 | (3,500) | 0 | (3,500) | 0 % | 0 |

# City of Taneytown

## Statement of Revenues and Expenditures

## 2 - Utility Fund

## 000 - Non Applicable

From 8/1/2026 Through 8/31/2026

(In Whole Numbers)

| | | Current FY27 Period Actual | Current FY27 Year Actual | Total Budget - Original | Total Budget Variance - Original | Percent Total Budget Remaining - Original | Encumbrances (07/01/2026 - 08/31/2026) |
|---|---|---|---|---|---|---|---|
| Operating Revenue | | | | | | | |
| Public Works | 60 | | | | | | |
| Water | 620 | 30,866 | 52,581 | 5,846,007 | (5,793,426) | (99)% | 0 |
| Sewer | 630 | (661) | (847) | 1,965,871 | (1,966,718) | (100)% | 0 |
| Total Public Works | | 30,205 | 51,734 | 7,811,878 | (7,760,144) | (99)% | 0 |
| Total Operating Revenue | | 30,205 | 51,734 | 7,811,878 | (7,760,144) | (99)% | 0 |
| Expenditures | | | | | | | |
| Public Works | 60 | | | | | | |
| Water | 620 | 109,234 | 168,021 | 5,846,007 | 5,677,986 | 97 % | 0 |
| Sewer | 630 | 234,296 | 354,006 | 1,965,871 | 1,611,865 | 82 % | 5,024 |
| Total Public Works | | 343,530 | 522,027 | 7,811,878 | 7,289,851 | 93 % | 5,024 |
| Total Expenditures | | 343,530 | 522,027 | 7,811,878 | 7,289,851 | 93 % | 5,024 |
| Net Revenue Over Expenditures | | (313,325) | (470,294) | 0 | (470,294) | 0 % | (5,024) |

# City of Taneytown

## Statement of Revenues and Expenditures

## 2 - Utility Fund

## 618 - Memorial Drive Water Main

From 8/1/2026 Through 8/31/2026

(In Whole Numbers)

| | | Current FY27 Period Actual | Current FY27 Year Actual | Total Budget - Original | Total Budget Variance - Original | Percent Total Budget Remaining - Original | Encumbrances (07/01/2026 - 08/31/2026) |
|---|---|---|---|---|---|---|---|
| Expenditures | | | | | | | |
| Public Works | 60 | | | | | | |
| Water | 620 | 151,903 | 375,217 | 0 | (375,217) | 0 % | 0 |
| Total Public Works | | 151,903 | 375,217 | 0 | (375,217) | 0 % | 0 |
| Total Expenditures | | 151,903 | 375,217 | 0 | (375,217) | 0 % | 0 |
| Net Revenue Over Expenditures | | (151,903) | (375,217) | 0 | (375,217) | 0 % | 0 |

**City of Taneytown**
Check/Voucher Register
From 8/1/2026 Through 8/31/2026

| Document Date | ID | Check Number | Payee | Transaction Description | Check Amount |
|---|---|---|---|---|---|
| 8/7/2026 | GUL000 | 34816 | Jack A. Gullo, Jr. | Legal - May/June2026 | 13,500.00 |
| 8/7/2026 | | Total 34816 | | | 13,500.00 |
| 8/7/2026 | LBW000 | 34818 | L.B. Water Service, Inc. | Parks M&S | 2,545.20 |
| 8/7/2026 | LBW000 | | L.B. Water Service, Inc. | Sewer M&S | 1,735.00 |
| 8/7/2026 | LBW000 | | L.B. Water Service, Inc. | Street M&S | 1,500.00 |
| 8/7/2026 | LBW000 | | L.B. Water Service, Inc. | Water Contract | 8,699.00 |
| 8/7/2026 | LBW000 | | L.B. Water Service, Inc. | Water M&R | 900.00 |
| 8/7/2026 | LBW000 | | L.B. Water Service, Inc. | Water M&S | 6,358.05 |
| 8/7/2026 | LBW000 | | L.B. Water Service, Inc. | Water Meters & MXUs | (35,498.00) |
| 8/7/2026 | LBW000 | | L.B. Water Service, Inc. | Water Meters MXUs | 13,760.75 |
| 8/7/2026 | | Total 34818 | | | 0.00 |
| 8/7/2026 | ADV020 | 34819 | Advanced Auto Parts | Street M&S | 115.96 |
| 8/7/2026 | | Total 34819 | | | 115.96 |
| 8/7/2026 | ARB005 | 34820 | Arboreality Tree Experts LLC | Pruning Roberts Mill Park | 4,300.00 |
| 8/7/2026 | ARB005 | | Arboreality Tree Experts LLC | Roth Ave park Prune and Removal | 2,250.00 |
| 8/7/2026 | | Total 34820 | | | 6,550.00 |
| 8/7/2026 | CDM000 | 34823 | CDM Smith, Inc. | General Services | 8,436.50 |
| 8/7/2026 | CDM000 | | CDM Smith, Inc. | Memorial Dr Water Main | 22,733.20 |
| 8/7/2026 | | Total 34823 | | | 31,169.70 |
| 8/7/2026 | COL000 | 34824 | Colonial Life | Supplemental Insurance | 1,202.54 |
| 8/7/2026 | | Total 34824 | | | 1,202.54 |
| 8/7/2026 | CRA005 | 34825 | Structural 0102 LLC | Street M&S | 12.89 |
| 8/7/2026 | | Total 34825 | | | 12.89 |
| 8/7/2026 | CRO000 | 34826 | Crouse Ford Sales, Inc. | Street Vehicle Repair | 42.15 |
| 8/7/2026 | | Total 34826 | | | 42.15 |
| 8/7/2026 | DEN000 | 34827 | Dennis Sales & Services, Inc. | Water M&S | 1,352.50 |

| Document Date | ID | Check Number | Payee | Transaction Description | Check Amount |
|---|---|---|---|---|---|
| 8/7/2026 | | Total 34827 | | | 1,352.50 |
| 8/7/2026 | ECK000 | 34828 | Ecker's Lawn Service, LLC | Mowing - Parks | 5,640.00 |
| 8/7/2026 | | Total 34828 | | | 5,640.00 |
| 8/7/2026 | ESS010 | 34829 | Shawn Essed | Yoga in Park - July23&30 | 100.00 |
| 8/7/2026 | | Total 34829 | | | 100.00 |
| 8/7/2026 | FER000 | 34830 | Fern Rodkey Electric, Inc. | Street M&R | 239.10 |
| 8/7/2026 | FER000 | | Fern Rodkey Electric, Inc. | Water/ Sewer M&R | 927.39 |
| 8/7/2026 | | Total 34830 | | | 1,166.49 |
| 8/7/2026 | FSK005 | 34831 | FSK Jr. Eagles Field Hockey | Reimbursment | 1,490.54 |
| 8/7/2026 | | Total 34831 | | | 1,490.54 |
| 8/7/2026 | FUE000 | 34832 | Fuelman | Police Fuel | 656.58 |
| 8/7/2026 | | Total 34832 | | | 656.58 |
| 8/7/2026 | GEN000 | 34833 | General Code | Code Analysis & Composition | 612.00 |
| 8/7/2026 | | Total 34833 | | | 612.00 |
| 8/7/2026 | HOB000 | 34834 | Hobb's Excavating LLC | Memorial Drive Water Main | 105,862.78 |
| 8/7/2026 | | Total 34834 | | | 105,862.78 |
| 8/7/2026 | JET000 | 34835 | J.E. Turnbaugh Plumbing | Water & Sewer M&R | 6,500.00 |
| 8/7/2026 | | Total 34835 | | | 6,500.00 |
| 8/7/2026 | LAY008 | 34836 | Layer8 Consulting | Firewall SSL Cert | 153.75 |
| 8/7/2026 | | Total 34836 | | | 153.75 |
| 8/7/2026 | MAR007 | 34837 | MARYLAND MUNICIPAL PUBLIC WORKS OFFICIAL ASSOCIATION | FY27 Membership Dues | 75.00 |
| 8/7/2026 | | Total 34837 | | | 75.00 |

**City of Taneytown**
Check/Voucher Register
From 8/1/2026 Through 8/31/2026

| Document Date | ID | Check Number | Payee | Transaction Description | Check Amount |
|---|---|---|---|---|---|
| 8/7/2026 | MAR019 | 34838 | Maryland Department of the Environment | Sewer Contract | 833.80 |
| 8/7/2026 | | Total 34838 | | | 833.80 |
| 8/7/2026 | MUL000 | 34839 | Multicorp, Inc. | Monthly Office Cleaning | 1,539.58 |
| 8/7/2026 | | Total 34839 | | | 1,539.58 |
| 8/7/2026 | PRI010 | 34840 | Priceless Travel and Events | Police M&S | 300.00 |
| 8/7/2026 | | Total 34840 | | | 300.00 |
| 8/7/2026 | SMI010 | 34841 | Smith's Port A Pots | Portlet Disposal | 1,950.00 |
| 8/7/2026 | | Total 34841 | | | 1,950.00 |
| 8/7/2026 | STA011 | 34842 | STAPLES INC. | Police M&S | 291.81 |
| 8/7/2026 | STA011 | | STAPLES INC. | Water M&S | 88.36 |
| 8/7/2026 | | Total 34842 | | | 380.17 |
| 8/7/2026 | SUP000 | 34843 | Super Shoes | Sewer Uniform - Burnett | 208.95 |
| 8/7/2026 | | Total 34843 | | | 208.95 |
| 8/7/2026 | VER015 | 34844 | Verizon Connect Inc. | Fleet Managment | 226.85 |
| 8/7/2026 | VER015 | | Verizon Connect Inc. | Fleet Managment - PW | 169.39 |
| 8/7/2026 | | Total 34844 | | | 396.24 |
| 8/7/2026 | MAR068 | EP0000000031456 | Maryland State Retirement Agency | PGU Employee Contributions | 4,387.91 |
| 8/7/2026 | | Total EP0000000031456 | | | 4,387.91 |
| 8/7/2026 | KTB000 | INV 844962 | KTBSPayroll | KTBS Payroll Processing | 205.76 |
| 8/7/2026 | | Total INV 844962 | | | 205.76 |
| 8/7/2026 | KTB000 | KTBS PR 08.07.26 | KTBSPayroll | Net Payroll | 93,014.36 |
| 8/7/2026 | KTB000 | | KTBSPayroll | PAYROLL PPE - | 38,968.68 |

| Document Date | ID | Check Number | Payee | Transaction Description | Check Amount |
|---|---|---|---|---|---|
| 8/7/2026 | | Total KTBS PR 08.07.26 | | | 131,983.04 |
| 8/7/2026 | CHE015 | PPE 07.30.26 | Chesapeake Employers | Worker's Comp Disbursement | 4,998.66 |
| 8/7/2026 | | Total PPE 07.30.26 | | | 4,998.66 |
| 8/11/2026 | COR020 | HRA Fee Aug 2026 | Flores & Associates, LLC | Flores HRA Aug 2026 | 154.05 |
| 8/11/2026 | | Total HRA Fee Aug 2026 | | | 154.05 |
| 8/12/2026 | MTB000 | Wire Trfer 8.12.26 | M & T Bank, Trustee for CDA | Debt Service Payoff CDA Loan 2538 | 3,278,271.86 |
| 8/12/2026 | | Total Wire Trfer 8.12.26 | | | 3,278,271.86 |
| 8/14/2026 | ARB005 | 34845 | Arboreality Tree Experts LLC | Pruning from storm damage | 4,075.00 |
| 8/14/2026 | | Total 34845 | | | 4,075.00 |
| 8/14/2026 | BUI000 | 34847 | Kelly Buie | Park and Rec Advisory Board | 20.00 |
| 8/14/2026 | | Total 34847 | | | 20.00 |
| 8/14/2026 | CAR002 | 34848 | The Carlsen Group, Inc. | Monthly Page Uploads | 95.00 |
| 8/14/2026 | | Total 34848 | | | 95.00 |
| 8/14/2026 | DEN000 | 34849 | Dennis Sales & Services, Inc. | water M&R | 1,288.90 |
| 8/14/2026 | | Total 34849 | | | 1,288.90 |
| 8/14/2026 | DOA000 | 34850 | Natasha Doan | Park and Rec Adisory Board | 20.00 |
| 8/14/2026 | | Total 34850 | | | 20.00 |
| 8/14/2026 | HAC000 | 34851 | Hach Company | Water M&S | 280.60 |
| 8/14/2026 | | Total 34851 | | | 280.60 |
| 8/14/2026 | HOB005 | 34852 | Jerry Hobbs | Park and Rec Advisory Board | 20.00 |
| 8/14/2026 | | Total 34852 | | | 20.00 |

| Document Date | ID | Check Number | Payee | Transaction Description | Check Amount |
|---|---|---|---|---|---|
| 8/14/2026 | KEL005 | 34853 | Kelly & Associates Insurance Group | Health Insurance | 59,876.34 |
| 8/14/2026 | | Total 34853 | | | 59,876.34 |
| 8/14/2026 | KIL000 | 34854 | Makensie Albin | Movie in the park - attendee snowcones | 32.00 |
| 8/14/2026 | | Total 34854 | | | 32.00 |
| 8/14/2026 | LIT000 | 34855 | Littlestown Ace Hardware | Various | 747.10 |
| 8/14/2026 | | Total 34855 | | | 747.10 |
| 8/14/2026 | LOW000 | 34856 | Lowe's | Street & Park | 277.90 |
| 8/14/2026 | | Total 34856 | | | 277.90 |
| 8/14/2026 | MAS000 | 34857 | Mason Dixon Auto Parts | Streets | 329.97 |
| 8/14/2026 | | Total 34857 | | | 329.97 |
| 8/14/2026 | MET000 | 34858 | Metro Bobcat Sales | Street Vehicle Repairs | 195.08 |
| 8/14/2026 | | Total 34858 | | | 195.08 |
| 8/14/2026 | ONE000 | 34859 | One Call Concepts, Inc. | Miss Utility Tickets | 95.23 |
| 8/14/2026 | | Total 34859 | | | 95.23 |
| 8/14/2026 | POT000 | 34862 | Potomac Edison | 108 Wildflower St - Street Lights | 63.95 |
| 8/14/2026 | POT000 | | Potomac Edison | 119 YORK STREET ELECTRIC | 2,457.98 |
| 8/14/2026 | POT000 | | Potomac Edison | 160 Colbert -Street Electric | 56.91 |
| 8/14/2026 | POT000 | | Potomac Edison | 4140 SELLS MILL ROAD | 2,260.06 |
| 8/14/2026 | POT000 | | Potomac Edison | 9 Grant Street | 224.77 |
| 8/14/2026 | POT000 | | Potomac Edison | City Hall & Annex Electric | 1,261.78 |
| 8/14/2026 | POT000 | | Potomac Edison | Colbert St Lot 270 -Street Lights | 89.86 |
| 8/14/2026 | POT000 | | Potomac Edison | Electic - 2 Canoe | 24.44 |
| 8/14/2026 | POT000 | | Potomac Edison | Electric - 1 W Taney Ct | 13.42 |
| 8/14/2026 | POT000 | | Potomac Edison | Electric - 107 E Baltimore St | 514.50 |
| 8/14/2026 | POT000 | | Potomac Edison | Electric - 168 Bentley St | 141.11 |
| 8/14/2026 | POT000 | | Potomac Edison | Electric - 171 Grand Dr - Street Light Meter | 46.78 |
| 8/14/2026 | POT000 | | Potomac Edison | Electric - 176 Carnival Dr - Street Lights | 75.80 |
| 8/14/2026 | POT000 | | Potomac Edison | Electric - 199 Bentley St | 67.65 |

**City of Taneytown**
Check/Voucher Register
From 8/1/2026 Through 8/31/2026

| Document Date | ID | Check Number | Payee | Transaction Description | Check Amount |
|---|---|---|---|---|---|
| 8/14/2026 | POT000 | | Potomac Edison | Electric - 212 Morning Frost St | 116.24 |
| 8/14/2026 | POT000 | | Potomac Edison | Electric - 3A Hayride Ln | 3,039.68 |
| 8/14/2026 | POT000 | | Potomac Edison | Electric - 5 Warehouse Aly | 10.28 |
| 8/14/2026 | POT000 | | Potomac Edison | Electric - 545 Trevanion Ter | 24.78 |
| 8/14/2026 | POT000 | | Potomac Edison | Electric - 722 Clubside Dr - Pump Station Carroll Vista | 3,149.67 |
| 8/14/2026 | POT000 | | Potomac Edison | Electric - 9 Bowie Mill Ave | 61.83 |
| 8/14/2026 | POT000 | | Potomac Edison | Electric - Dunkle Ct | 31.90 |
| 8/14/2026 | POT000 | | Potomac Edison | Electric - Monocacy Cir | 182.52 |
| 8/14/2026 | POT000 | | Potomac Edison | Electric - Street Lights - Kenan St | 87.98 |
| 8/14/2026 | POT000 | | Potomac Edison | Electric - WWTP/3200 WHIPPOORWILL DR | 574.26 |
| 8/14/2026 | POT000 | | Potomac Edison | Headstart & Park Electric | 1,562.44 |
| 8/14/2026 | POT000 | | Potomac Edison | McCullough St | 72.97 |
| 8/14/2026 | POT000 | | Potomac Edison | Police Electric | 1,025.37 |
| 8/14/2026 | POT000 | | Potomac Edison | STREET ELECTRIC | 81.93 |
| 8/14/2026 | POT000 | | Potomac Edison | Street Electric -307 Hibiscus St | 67.52 |
| 8/14/2026 | POT000 | | Potomac Edison | THP Park | 51.33 |
| 8/14/2026 | POT000 | | Potomac Edison | WATER ELECTRIC | 5,386.47 |
| 8/14/2026 | POT000 | | Potomac Edison | Water Run St- Street Electric | 225.84 |
| 8/14/2026 | POT000 | | Potomac Edison | WHIPPORWILL DRIVE | 33,574.39 |
| 8/14/2026 | | Total 34862 | | | 56,626.41 |
| 8/14/2026 | RLB000 | 34863 | R. L. Bentley Machinery Repair | Sewer M&R | 5,395.20 |
| 8/14/2026 | | Total 34863 | | | 5,395.20 |
| 8/14/2026 | SAM010 | 34864 | Denise Sampson | Park and Rec Adisory Board | 20.00 |
| 8/14/2026 | | Total 34864 | | | 20.00 |
| 8/14/2026 | STA011 | 34865 | STAPLES INC. | Office M&S | 97.10 |
| 8/14/2026 | STA011 | | STAPLES INC. | Water M&S | 89.92 |
| 8/14/2026 | | Total 34865 | | | 187.02 |
| 8/14/2026 | T2S000 | 34866 | T2 Systems INC | Citation System | 15.00 |
| 8/14/2026 | | Total 34866 | | | 15.00 |
| 8/14/2026 | TRI010 | 34867 | Triad Engineering | Memorial Dr Water Main | 457.50 |

| Document Date | ID | Check Number | Payee | Transaction Description | Check Amount |
|---|---|---|---|---|---|
| 8/14/2026 | | Total 34867 | | | 457.50 |
| 8/14/2026 | UNI005 | 34868 | Univar USA, Inc. | Sewer M&S | 22,399.73 |
| 8/14/2026 | | Total 34868 | | | 22,399.73 |
| 8/14/2026 | WAT010 | 34869 | Kathy Watson | Park and Rec Adisory Board | 20.00 |
| 8/14/2026 | | Total 34869 | | | 20.00 |
| 8/14/2026 | WES030 | 34870 | Rippeon Equipment | Sewer M&S | 485.32 |
| 8/14/2026 | | Total 34870 | | | 485.32 |
| 8/14/2026 | WEX000 | 34871 | Wex Bank | Public Works Fuel | 3,101.58 |
| 8/14/2026 | | Total 34871 | | | 3,101.58 |
| 8/14/2026 | WHI020 | 34872 | Bryan White | Park and Rec Adisory Board | 20.00 |
| 8/14/2026 | | Total 34872 | | | 20.00 |
| 8/14/2026 | YIN010 | 34873 | Samantha Lea Yingling | Yoga in Park - 8/11 | 75.00 |
| 8/14/2026 | YIN010 | | Samantha Lea Yingling | Yoga in Park - 8/4 | 75.00 |
| 8/14/2026 | | Total 34873 | | | 150.00 |
| 8/18/2026 | UPS010 | 34874 | Postmaster | WATER/SEWER BILLING - PERMIT #49 | 255.84 |
| 8/18/2026 | | Total 34874 | | | 255.84 |
| 8/21/2026 | ARR005 | 34875 | Arro Consulting, Inc. | Water Contract | 5,891.75 |
| 8/21/2026 | | Total 34875 | | | 5,891.75 |
| 8/21/2026 | CAR022 | 34878 | Carroll County Commissioners | Refuse Removal | 23,349.50 |
| 8/21/2026 | | Total 34878 | | | 23,349.50 |
| 8/21/2026 | CAS000 | 34879 | Jessie Castellar | NNO Supplies | 212.50 |
| 8/21/2026 | | Total 34879 | | | 212.50 |
| 8/21/2026 | CED000 | 34880 | Cedar Hedge Farm LLC | Planters Watering | 1,175.00 |

| Document Date | ID | Check Number | Payee | Transaction Description | Check Amount |
|---|---|---|---|---|---|
| 8/21/2026 | | Total 34880 | | | 1,175.00 |
| 8/21/2026 | ECO000 | 34881 | Ecology Services Refuse & Recycling | Street Solid Waste/Recycling | 32,169.29 |
| 8/21/2026 | | Total 34881 | | | 32,169.29 |
| 8/21/2026 | ENG010 | 34882 | Haleigh Engels | NNO Suollies | 213.55 |
| 8/21/2026 | | Total 34882 | | | 213.55 |
| 8/21/2026 | FUN000 | 34883 | Fun Events, LLC | 9/26 Rec Event | 0.00 |
| 8/21/2026 | | Total 34883 | | | 0.00 |
| 8/21/2026 | LAY008 | 34884 | Layer8 Consulting | Consulting | 153.75 |
| 8/21/2026 | | Total 34884 | | | 153.75 |
| 8/21/2026 | MCI000 | 34885 | MCI COMM SERVICE | Telephone - 410-756-2498 - Sewer -Carroll Vista Pump Station | 37.00 |
| 8/21/2026 | MCI000 | | MCI COMM SERVICE | Telephone - 410-756-6204 - Water - Well# 17 | 36.81 |
| 8/21/2026 | | Total 34885 | | | 73.81 |
| 8/21/2026 | MYE015 | 34886 | Zachary Myers | NNO Supplies | 39.95 |
| 8/21/2026 | | Total 34886 | | | 39.95 |
| 8/21/2026 | SHE000 | 34887 | Sherwin Williams Company | Parks M&S | 539.92 |
| 8/21/2026 | | Total 34887 | | | 539.92 |
| 8/21/2026 | SOU000 | 34888 | Southern States Coop., Inc. | Streets Gas | 3,241.98 |
| 8/21/2026 | | Total 34888 | | | 3,241.98 |
| 8/21/2026 | STA011 | 34889 | STAPLES INC. | Water M&S | 303.02 |
| 8/21/2026 | | Total 34889 | | | 303.02 |
| 8/21/2026 | SUS000 | 34890 | SustainErgy Group Inc | Decarbonization Study | 59,168.00 |

| Document Date | ID | Check Number | Payee | Transaction Description | Check Amount |
|---|---|---|---|---|---|
| 8/21/2026 | | Total 34890 | | | 59,168.00 |
| 8/21/2026 | UNI005 | 34891 | Univar USA, Inc. | Water M&S | 4,228.01 |
| 8/21/2026 | | Total 34891 | | | 4,228.01 |
| 8/21/2026 | VER010 | 34892 | Verizon Wireless | Cell phones | 1,077.31 |
| 8/21/2026 | | Total 34892 | | | 1,077.31 |
| 8/21/2026 | VER010 | 34893 | Verizon Wireless | MDT Data | 680.20 |
| 8/21/2026 | | Total 34893 | | | 680.20 |
| 8/21/2026 | VER016 | 34894 | Verizon | City Fiber Connect | 1,039.32 |
| 8/21/2026 | | Total 34894 | | | 1,039.32 |
| 8/21/2026 | WSR078 | 34895 | Melinda Hobbs | CL-2024 Taneytown-00602 | 12,680.00 |
| 8/21/2026 | | Total 34895 | | | 12,680.00 |
| 8/21/2026 | MAR068 | EP0000000031668 | Maryland State Retirement Agency | PGU Employee Contributions | 4,249.70 |
| 8/21/2026 | | Total EP0000000031668 | | | 4,249.70 |
| 8/21/2026 | KTB000 | INV 847249 | KTBSPayroll | KTBS Payroll Processing | 199.19 |
| 8/21/2026 | | Total INV 847249 | | | 199.19 |
| 8/21/2026 | KTB000 | KTBS PR 08.21.26 | KTBSPayroll | Net Payroll | 92,598.63 |
| 8/21/2026 | KTB000 | | KTBSPayroll | PAYROLL PPE - | 38,837.09 |
| 8/21/2026 | | Total KTBS PR 08.21.26 | | | 131,435.72 |
| 8/21/2026 | CHE015 | PPE 08.13.26 | Chesapeake Employers | Worker's Comp Disbursement | 4,814.60 |
| 8/21/2026 | | Total PPE 08.13.26 | | | 4,814.60 |
| 8/24/2026 | MAR040 | ACH 082426 | Maryland Municipal League | FY27 MML Dues | 10,100.00 |
| 8/24/2026 | | Total ACH 082426 | | | 10,100.00 |

**City of Taneytown**
Check/Voucher Register
From 8/1/2026 Through 8/31/2026

| Document Date | ID | Check Number | Payee | Transaction Description | Check Amount |
|---|---|---|---|---|---|
| 8/28/2026 | COL000 | 34521 | Colonial Life | Supplemental Insurance | (1,803.81) |
| 8/28/2026 | | Total 34521 | | | (1,803.81) |
| 8/28/2026 | CAR005 | 34896 | Carroll Cable Regulatory Commission | QTRLY Cable Franchise | 8,449.72 |
| 8/28/2026 | | Total 34896 | | | 8,449.72 |
| 8/28/2026 | CAR035 | 34897 | Carroll County Health Department | Temp Food License | 100.00 |
| 8/28/2026 | | Total 34897 | | | 100.00 |
| 8/28/2026 | CAT000 | 34898 | Certified Water Testing, LLC | Drinking Water Analyses | 6,058.00 |
| 8/28/2026 | CAT000 | | Certified Water Testing, LLC | Waste water Analyses | 4,040.00 |
| 8/28/2026 | | Total 34898 | | | 10,098.00 |
| 8/28/2026 | CDM000 | 34899 | CDM Smith, Inc. | General Services | 9,442.50 |
| 8/28/2026 | CDM000 | | CDM Smith, Inc. | Memorial Dr Watermain | 22,849.68 |
| 8/28/2026 | | Total 34899 | | | 32,292.18 |
| 8/28/2026 | CIN000 | 34900 | CINTAS CORPORATION | Rental & Maintenance - AED | 144.00 |
| 8/28/2026 | CIN000 | | CINTAS CORPORATION | Rental & Maintenance - First Aid Kit | 349.51 |
| 8/28/2026 | | Total 34900 | | | 493.51 |
| 8/28/2026 | COL000 | 34901 | Colonial Life | Supplemental Insurance | 1,803.81 |
| 8/28/2026 | | Total 34901 | | | 1,803.81 |
| 8/28/2026 | CRO000 | 34902 | Crouse Ford Sales, Inc. | Car Maintanance | 549.32 |
| 8/28/2026 | | Total 34902 | | | 549.32 |
| 8/28/2026 | DEN000 | 34903 | Dennis Sales & Services, Inc. | Water M&S | 655.60 |
| 8/28/2026 | | Total 34903 | | | 655.60 |
| 8/28/2026 | DEP010 | 34904 | STATE TREASURER OF MARYLAND | Police: Data Center Network | 70.00 |
| 8/28/2026 | | Total 34904 | | | 70.00 |

| Document Date | ID | Check Number | Payee | Transaction Description | Check Amount |
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| 8/28/2026 | DIV000 | 34905 | DIVERSIFIED TECHNOLOGY CORP. | Programming | 225.00 |
| 8/28/2026 | | Total 34905 | | | 225.00 |
| 8/28/2026 | FUE000 | 34906 | Fuelman | Police Fuel | 3,754.74 |
| 8/28/2026 | | Total 34906 | | | 3,754.74 |
| 8/28/2026 | GET000 | 34907 | GETTLE | RMP- Fountain | 805.00 |
| 8/28/2026 | GET000 | | GETTLE | Sewer- Windy Hills Upgrade | 10,000.00 |
| 8/28/2026 | | Total 34907 | | | 10,805.00 |
| 8/28/2026 | GOO000 | 34908 | Goodyear Auto Service Center | Police Vehicle Repair | 943.63 |
| 8/28/2026 | | Total 34908 | | | 943.63 |
| 8/28/2026 | MAR014 | 34909 | Maryland Transportation Authority | Toll Fees | 151.94 |
| 8/28/2026 | | Total 34909 | | | 151.94 |
| 8/28/2026 | MOD005 | 34910 | Modern Marketing, Inc. | Police M&S | 1,604.80 |
| 8/28/2026 | | Total 34910 | | | 1,604.80 |
| 8/28/2026 | PLU000 | 34911 | The Plumbery - WRF Enterprises, Inc. | Water M&S | 56.86 |
| 8/28/2026 | | Total 34911 | | | 56.86 |
| 8/28/2026 | POL005 | 34912 | Pollu-Tech, Inc. | Sewer M&S | 1,890.00 |
| 8/28/2026 | | Total 34912 | | | 1,890.00 |
| 8/28/2026 | POT000 | 34913 | Potomac Edison | STREET ELECTRIC | 9,332.05 |
| 8/28/2026 | | Total 34913 | | | 9,332.05 |
| 8/28/2026 | QUE010 | 34914 | Quench USA | Police Building | 56.00 |
| 8/28/2026 | | Total 34914 | | | 56.00 |
| 8/28/2026 | ROC010 | 34915 | Rockdale Towing | Towing | 262.00 |

| Document Date | ID | Check Number | Payee | Transaction Description | Check Amount |
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| 8/28/2026 | | Total 34915 | | | 262.00 |
| 8/28/2026 | SHE000 | 34916 | Sherwin Williams Company | Street M&S | 198.36 |
| 8/28/2026 | | Total 34916 | | | 198.36 |
| 8/28/2026 | SOU000 | 34917 | Southern States Coop., Inc. | Streets M&S | 166.16 |
| 8/28/2026 | | Total 34917 | | | 166.16 |
| 8/28/2026 | TAN040 | 34918 | TANEYTOWN TIRE & AUTO | Street Vehicle Repair | 820.29 |
| 8/28/2026 | | Total 34918 | | | 820.29 |
| 8/28/2026 | UNI005 | 34919 | Univar USA, Inc. | Sewer M&S | 41,968.80 |
| 8/28/2026 | | Total 34919 | | | 41,968.80 |
| 8/28/2026 | USA000 | 34920 | USA Blue Book | Sewer M&S | 381.12 |
| 8/28/2026 | | Total 34920 | | | 381.12 |
| 8/28/2026 | VER000 | 34921 | Verizon | CreekSide Pump Station | 181.72 |
| 8/28/2026 | VER000 | | Verizon | Telephone Charges | 2,278.68 |
| 8/28/2026 | | Total 34921 | | | 2,460.40 |
| 8/28/2026 | WAN005 | 34922 | Wantz Chevrolet, Inc. | Towing to City Impound | 220.00 |
| 8/28/2026 | | Total 34922 | | | 220.00 |
| 8/28/2026 | WHE000 | 34923 | Whel-Tech | Sewer M&R | 403.13 |
| 8/28/2026 | | Total 34923 | | | 403.13 |
| 8/28/2026 | WSR079 | 34924 | Steven Levine | 9/26 Musical Performance | 1,000.00 |
| 8/28/2026 | | Total 34924 | | | 1,000.00 |
| 8/28/2026 | YCG000 | 34925 | YCG, Inc | Police M&R | 50.00 |
| 8/28/2026 | | Total 34925 | | | 50.00 |
| 8/28/2026 | YIN010 | 34926 | Samantha Lea Yingling | Yoga in Park | 150.00 |

| Document Date | ID | Check Number | Payee | Transaction Description | Check Amount |
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| 8/28/2026 | | Total 34926 | | | 150.00 |
| 8/28/2026 | mar090 | INV 24608 | Maryland Water Quality Financing Administration | Debt Service Payoff Drinking Water Bond | 643,042.79 |
| 8/28/2026 | | Total INV 24608 | | | 643,042.79 |
| Report Total | | | | | 4,827,987.09 |