MAYOR AND CITY COUNCIL

CHRISTOPHER G. MILLER
Mayor

RACHAEL R. MILLER
Mayor Pro Tem

JAMES A. WIEPRECHT
City Manager

BARRI R. AVALLONE
Treasurer

CLARA J. KALMAN
Clerk

COUNCIL MEMBERS

S. NICK KALLNOCK

ALEX P. KELLY

JAMES L. MCCARRON

HARRY L. MEADE

AGENDA
MAYOR AND CITY COUNCIL COMBINED MEETING
WEDNESDAY, OCTOBER 7, 2026
7:30 PM

Opening: Pledge of Allegiance and roll call

Approval of Minutes: Approval of minutes from September 9, 2026 and September 14, 2026 regular meetings

Proclamation: National Community Media Day

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

Resolutions, Ordinances and Agreements:

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. Ordinance 12 – 2026 – Site Plans

New Business

1. Monthly Financial Report
2. Accounts Payables
3. Ordinance 13 – 2026 – Campaign Finance
4. Impact Fee Funding Model

Councilmember Reports

Adjournment

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

ORDINANCE NO. 12 - 2026
CITY OF TANEYTOWN
SITE PLANS

WHEREAS, Section C-401(62) of the Charter of the City of Taneytown 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, the Mayor and City Council believe it is in the best interest of the Citizens of Taneytown to update these site plan regulations to reflect current practices and standards, including updating the the standards for measuring the adequacy of certain public facilities; and

WHEREAS, pursuant to the requirements of the Land Use Article of the Maryland Annotated Code, the Taneytown Planning and Zoning Commission has reviewed this Ordinance and recommended its adoption to the Mayor and City Council on _____; and

WHEREAS, pursuant to the requirements of the Land Use Article of the Maryland Annotated Code, the Mayor and City Council of the City of Taneytown have this proposed ordinance and held a public hearing thereon on October 7, 2026.

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.

(1) 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.

(2) 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.

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.

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

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.

(a4) The simplified site plan shall be signed by the Zoning Administrator to be approved.

(b~~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.

.

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:

.

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 13-2026

AMENDMENTS TO CAMPAIGN FINANCE ORDINANCE

WHEREAS, pursuant to Section C-401(A) of the Charter of the City of Taneytown, the Mayor and City Council shall have the power to pass ordinances not contrary to the Constitution or laws of the State of Maryland as deemed necessary for the good government of the City and the protection and promotion of comfort, convenience, welfare and happiness of the residents of the City of Taneytown; and

WHEREAS, the Mayor and City Council believe that transparency in the means and manner by which individuals who seek public office in the City of Taneytown is of paramount importance in allowing a fair and open election contest and providing the citizens with all the information necessary to make a reasonable and informed decision on the individuals which will lead their community; and

WHEREAS, the Mayor and City Council enacted certain regulations regarding Campaign Finances with the adoption of Chapter 18 of the City Code in 2016 and subsequently amended Chapter 18 by Ordinance No. 08-2018; and

WHEREAS, the Mayor and City Council wish to adopt these recommendations to further the purposes and goals of Chapter 18

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

SECTION ONE: That Subsection B of Section 18-9, Restrictions on campaign contributions, be amended and reenacted, and a new Subsection F be added, as follows:

18-9 F **Campaign Contributions by Minors**

An individual who is under 18 years old may make contributions to candidates and political committees, subject to limitations, if:

The decision to contribute is made knowingly and voluntarily by the minor;

The funds, goods or services contributed are owned or controlled by the minor, proceeds from a trust for which he or she is a beneficiary or funds withdrawn by the minor from a financial account opened and maintained in his or her name; and

The contribution is not made using funds given to the minor as a gift for the purpose of making the contribution and is not in any way controlled by another individual.

SECTION TWO: That Subsection A of Section 18-18, Forms and self-funding affidavit, be amended and as follows:

18-18 **A.** The Taneytown Ethics Commission shall be responsible for promulgating the forms necessary to carry out the intent of this article. A form shall be provided for candidates that solely self-fund their campaign ~~and expend less than $500~~, which shall contain an affidavit to such information and will be filed with the first report required under this article. Upon making this election, the candidate is prohibited from ~~expending more than $500 and~~ accepting campaign contributions for the remainder of the election cycle. These candidates shall be required to file an expenditure report at the times required by this article.

SECTION THREE: The provisions of this Ordinance are severable. If any provision, clause, sentence, word, or part of this Ordinance is held to be illegal, invalid, unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words, or parts of this Ordinance or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this Ordinance would have been adopted without the provision, clause, sentence, section, word, or part determined to be illegal, invalid, unconstitutional, or inapplicable.

SECTION FOUR: This Ordinance shall become effective immediately upon adoption.

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

City of Taneytown

Statement of Revenues and Expenditures

1 - General Fund

000 - Non Applicable

From 9/1/2026 Through 9/30/2026

(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 - 09/30/2026)
Operating Revenue							
Tax Revenue	70						
Local Revenue	700	316,706	970,264	3,963,323	(2,993,059)	(76)%	0
State Tax Revenue	710	50,885	222,242	1,138,500	(916,258)	(80)%	0
Total Tax Revenue		367,591	1,192,506	5,101,823	(3,909,317)	(77)%	0
County Revenue	80						
County Revenue	800	0	558,636	646,098	(87,462)	(14)%	0
Total County Revenue		0	558,636	646,098	(87,462)	(14)%	0
Local Revenue	90						
Clerk	120	0	0	150	(150)	(100)%	0
Zoning	200	130	305	4,000	(3,695)	(92)%	0
Code Enforcement	210	0	385	2,000	(1,615)	(81)%	0
Roberts Mill - Head Start	430	100	250	600	(350)	(58)%	0
Police	500	92,275	161,941	576,500	(414,559)	(72)%	0
Streets	600	0	0	559,596	(559,596)	(100)%	0
Parks & Recreation	610	41,890	44,363	22,741	21,622	95 %	0
Local Revenue	700	0	2,962	12,750	(9,788)	(77)%	0
Total Local Revenue		134,395	210,206	1,178,337	(968,131)	(82)%	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		501,986	1,961,348	9,949,181	(7,987,833)	(80)%	0
Expenditures							
Administration	10						
Mayor and Council	100	3,990	19,239	94,182	74,943	80 %	0
Finance	105	23,083	75,028	291,764	216,736	74 %	0
City Manager	110	13,697	44,106	187,314	143,208	76 %	0
IT Dept	115	26,812	78,187	319,990	241,803	76 %	0

City of Taneytown

Statement of Revenues and Expenditures

1 - General Fund

000 - Non Applicable

From 9/1/2026 Through 9/30/2026

(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 - 09/30/2026)
Clerk	120	9,239	30,885	144,297	113,412	79 %	0
Total Administration		76,821	247,445	1,037,547	790,102	76 %	0
Zoning & Code Enforcement	20						
Zoning	200	13,704	29,031	127,106	98,075	77 %	0
Planning and Zoning Commission	202	769	769	7,610	6,841	90 %	0
Code Enforcement	210	343	3,407	9,130	5,723	63 %	0
Total Zoning & Code Enforcement		14,815	33,207	143,846	110,639	77 %	0
Economic Development	30						
Economic Development	300	0	1,175	3,200	2,025	63 %	0
Total Economic Development		0	1,175	3,200	2,025	63 %	0
City Hall	40						
City Hall	400	2,441	76,906	620,676	543,770	88 %	0
City Hall - Annex	420	661	2,780	9,864	7,084	72 %	0
Roberts Mill - Head Start	430	140	(362)	3,836	4,198	109 %	0
Total City Hall		3,242	79,324	634,376	555,052	87 %	0
Public Safety	50						
Police	500	153,661	513,969	2,930,281	2,416,312	82 %	0
Police Secretary	510	5,920	17,907	152,976	135,069	88 %	0
Crossing Guard	520	420	1,005	21,008	20,003	95 %	0
Total Public Safety		160,001	532,881	3,104,265	2,571,384	83 %	0
Public Works	60						
Streets	600	99,858	270,203	2,481,414	2,211,211	89 %	0
Storm Water Management	605	225	225	98,000	97,775	100 %	0
Parks & Recreation	610	45,868	162,889	2,446,533	2,283,644	93 %	0
Total Public Works		145,951	433,317	5,025,947	4,592,630	91 %	0
Total Expenditures		400,831	1,327,349	9,949,181	8,621,832	87 %	0
Net Revenue Over Expenditures		101,155	633,999	0	633,999	0 %	0

City of Taneytown

Statement of Revenues and Expenditures

1 - General Fund

228 - EDC - Main Street Facade Grant - Community Legacy

From 9/1/2026 Through 9/30/2026

(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 - 09/30/2026)
Operating Revenue							
Grant Revenue	95						
Economic Development	300	0	26,793	0	26,793	0 %	0
Total Grant Revenue		0	26,793	0	26,793	0 %	0
Total Operating Revenue		0	26,793	0	26,793	0 %	0
Expenditures							
Economic Development	30						
Economic Development	300	0	36,942	0	(36,942)	0 %	0
Total Economic Development		0	36,942	0	(36,942)	0 %	0
Total Expenditures		0	36,942	0	(36,942)	0 %	0
Net Revenue Over Expenditures		0	(10,149)	0	(10,149)	0 %	0

City of Taneytown

Statement of Revenues and Expenditures

1 - General Fund

231 - Roberts Mill & Broad St Street Reconstruction

From 9/1/2026 Through 9/30/2026

(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 - 09/30/2026)
Expenditures							
Public Works	60						
Streets	600	563	563	0	(563)	0 %	0
Total Public Works		563	563	0	(563)	0 %	0
Total Expenditures		563	563	0	(563)	0 %	0
Net Revenue Over Expenditures		(563)	(563)	0	(563)	0 %	0

City of Taneytown

Statement of Revenues and Expenditures

1 - General Fund

317 - Memorial Park Expansion

From 9/1/2026 Through 9/30/2026

(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 - 09/30/2026)
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 9/1/2026 Through 9/30/2026

(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 - 09/30/2026)
Operating Revenue							
Local Revenue	90						
Parks & Recreation	610	390	1,295	0	1,295	0 %	0
Total Local Revenue		390	1,295	0	1,295	0 %	0
Total Operating Revenue		390	1,295	0	1,295	0 %	0
Expenditures							
Public Works	60						
Parks & Recreation	610	0	4,506	0	(4,506)	0 %	0
Total Public Works		0	4,506	0	(4,506)	0 %	0
Total Expenditures		0	4,506	0	(4,506)	0 %	0
Net Revenue Over Expenditures		390	(3,211)	0	(3,211)	0 %	0

City of Taneytown

Statement of Revenues and Expenditures

1 - General Fund

435 - ACNB Building

From 9/1/2026 Through 9/30/2026

(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 - 09/30/2026)
Expenditures							
City Hall	40						
City Hall	400	1,770	5,270	0	(5,270)	0 %	0
Total City Hall		1,770	5,270	0	(5,270)	0 %	0
Total Expenditures		1,770	5,270	0	(5,270)	0 %	0
Net Revenue Over Expenditures		(1,770)	(5,270)	0	(5,270)	0 %	0

City of Taneytown

Statement of Revenues and Expenditures

2 - Utility Fund

000 - Non Applicable

From 9/1/2026 Through 9/30/2026

(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 - 09/30/2026)
Operating Revenue							
Public Works	60						
Water	620	3,585	64,439	5,846,007	(5,781,568)	(99)%	0
Sewer	630	33,000	32,153	1,965,871	(1,933,718)	(98)%	0
Total Public Works		36,585	96,591	7,811,878	(7,715,287)	(99)%	0
Total Operating Revenue		36,585	96,591	7,811,878	(7,715,287)	(99)%	0
Expenditures							
Public Works	60						
Water	620	47,285	215,824	5,846,007	5,630,183	96 %	0
Sewer	630	82,766	436,772	1,965,871	1,529,099	78 %	5,024
Total Public Works		130,051	652,596	7,811,878	7,159,282	92 %	5,024
Total Expenditures		130,051	652,596	7,811,878	7,159,282	92 %	5,024
Net Revenue Over Expenditures		(93,466)	(556,004)	0	(556,004)	0 %	(5,024)

City of Taneytown

Statement of Revenues and Expenditures

2 - Utility Fund

618 - Memorial Drive Water Main

From 9/1/2026 Through 9/30/2026

(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 - 09/30/2026)
Expenditures							
Public Works	60						
Water	620	1,755	376,972	0	(376,972)	0 %	0
Total Public Works		1,755	376,972	0	(376,972)	0 %	0
Total Expenditures		1,755	376,972	0	(376,972)	0 %	0
Net Revenue Over Expenditures		(1,755)	(376,972)	0	(376,972)	0 %	0

City of Taneytown
Check/Voucher Register
From 9/1/2026 Through 9/30/2026

Document Date	ID	Check Number	Payee	Transaction Description	Check Amount
9/4/2026	4IM000	34927	4Imprint, LLC	parks M&S	815.68
9/4/2026		Total 34927			815.68
9/4/2026	ALL050	34928	All-Shred, Inc.	Shredding	650.10
9/4/2026		Total 34928			650.10
9/4/2026	ARB005	34929	Arboreality Tree Experts LLC	Memorial Park M&R	7,125.00
9/4/2026	ARB005		Arboreality Tree Experts LLC	Street M&R	3,125.00
9/4/2026		Total 34929			10,250.00
9/4/2026	CED000	34930	Cedar Hedge Farm LLC	Pollinator Meadow	500.00
9/4/2026		Total 34930			500.00
9/4/2026	CIT005	34931	City of Westminster	MML Chapeter Meeting	200.00
9/4/2026		Total 34931			200.00
9/4/2026	COL000	34932	Colonial Life	Supplemental Insurance	1,202.54
9/4/2026		Total 34932			1,202.54
9/4/2026	CRA005	34933	Structural 0102 LLC	Parks M&S	300.52
9/4/2026		Total 34933			300.52
9/4/2026	DAR000	34934	Darian Butler	Pickleball Clinic	450.00
9/4/2026		Total 34934			450.00
9/4/2026	ECK000	34935	Ecker's Lawn Service, LLC	Mowing - Parks	5,640.00
9/4/2026		Total 34935			5,640.00
9/4/2026	ENG010	34936	Haleigh Engels	training in Dc	223.17
9/4/2026		Total 34936			223.17
9/4/2026	ESS010	34937	Shawn Essed	Yoga in Park	100.00
9/4/2026		Total 34937			100.00

Document Date	ID	Check Number	Payee	Transaction Description	Check Amount
9/4/2026	LEA000	34938	Leaf	Printer Lease	1,394.40
9/4/2026		Total 34938			1,394.40
9/4/2026	MAR040	34939	Maryland Municipal League	MMA & MML Dues	0.00
9/4/2026		Total 34939			0.00
9/4/2026	MAS000	34940	Mason Dixon Auto Parts	Variouse	1,437.68
9/4/2026		Total 34940			1,437.68
9/4/2026	MIN000	34941	Clara J. Kalman	Cellphone Stipends (Fy26)	200.00
9/4/2026		Total 34941			200.00
9/4/2026	POT000	34943	Potomac Edison	108 Wildflower St - Street Lights	10.60
9/4/2026	POT000		Potomac Edison	160 Colbert -Street Electric	45.88
9/4/2026	POT000		Potomac Edison	9 Grant Street	111.61
9/4/2026	POT000		Potomac Edison	Colbert St Lot 270 -Street Lights	50.62
9/4/2026	POT000		Potomac Edison	Electic - 2 Canoe	11.24
9/4/2026	POT000		Potomac Edison	Electric - 1 W Taney Ct	15.81
9/4/2026	POT000		Potomac Edison	Electric - 107 E Baltimore St	276.22
9/4/2026	POT000		Potomac Edison	Electric - 168 Bentley St	69.41
9/4/2026	POT000		Potomac Edison	Electric - 171 Grand Dr - Street Light Meter	22.83
9/4/2026	POT000		Potomac Edison	Electric - 176 Carnival Dr - Street Lights	36.20
9/4/2026	POT000		Potomac Edison	Electric - 199 Bentley St	34.65
9/4/2026	POT000		Potomac Edison	Electric - 212 Morning Frost St	66.66
9/4/2026	POT000		Potomac Edison	Electric - 5 Warehouse Aly	5.26
9/4/2026	POT000		Potomac Edison	Electric - 545 Trevanion Ter	14.92
9/4/2026	POT000		Potomac Edison	Electric - 9 Bowie Mill Ave	32.91
9/4/2026	POT000		Potomac Edison	Electric - Dunkle Ct	17.62
9/4/2026	POT000		Potomac Edison	Electric - Monocacy Cir	62.26
9/4/2026	POT000		Potomac Edison	Electric - Street Lights - Kenan St	63.66
9/4/2026	POT000		Potomac Edison	Electric - WWTP/3200 WHIPPOORWILL DR	268.85
9/4/2026	POT000		Potomac Edison	McCullough St	42.86
9/4/2026	POT000		Potomac Edison	Street Electric -307 Hibiscus St	15.11
9/4/2026	POT000		Potomac Edison	THP Park	65.00
9/4/2026	POT000		Potomac Edison	Water Run St- Street Electric	149.81

Document Date	ID	Check Number	Payee	Transaction Description	Check Amount
9/4/2026		Total 34943			1,489.99
9/4/2026	SHA000	34944	Shannon-Baum Signs, Inc	Street M&S	59.50
9/4/2026		Total 34944			59.50
9/4/2026	SMI010	34945	Smith's Port A Pots	Portlet Disposal	1,950.00
9/4/2026		Total 34945			1,950.00
9/4/2026	SOU000	34946	Southern States Coop., Inc.	Water Electric/Fuel	534.47
9/4/2026		Total 34946			534.47
9/4/2026	TMO000	34947	T-Mobile USA inc.	Survey heads	21.00
9/4/2026		Total 34947			21.00
9/4/2026	WOO000	34948	Woodsboro Auto Sales	Towing	275.00
9/4/2026		Total 34948			275.00
9/4/2026	WSR080	34949	Jason Johnson	Fence renovations	342.50
9/4/2026		Total 34949			342.50
9/4/2026	MAR068	EP0000000031894	Maryland State Retirement Agency	PGU Employee Contributions	4,201.76
9/4/2026		Total EP0000000031894			4,201.76
9/4/2026	KTB000	INV 849511	KTBSPayroll	KTBS Payroll Processing	201.14
9/4/2026		Total INV 849511			201.14
9/4/2026	KTB000	KTBS PR 09.04.26	KTBSPayroll	Net Payroll	84,544.05
9/4/2026	KTB000		KTBSPayroll	PAYROLL PPE -	35,562.32
9/4/2026		Total KTBS PR 09.04.26			120,106.37
9/4/2026	CHE015	PPE 08.27.26	Chesapeake Employers	Worker's Comp Disbursement	4,512.94
9/4/2026		Total PPE 08.27.26			4,512.94

Document Date	ID	Check Number	Payee	Transaction Description	Check Amount
9/10/2026	ARB005	34950	Arboreality Tree Experts LLC	Tree Pruning and Stump Removal	7,150.00
9/10/2026		Total 34950			7,150.00
9/10/2026	CAM010	34953	Dean Robert Camlin & Associates	Municipal Building Review	1,770.02
9/10/2026		Total 34953			1,770.02
9/10/2026	CAT000	34954	Certified Water Testing, LLC	Drinking Water Analyses	1,130.00
9/10/2026	CAT000		Certified Water Testing, LLC	Waste water Analyses	5,050.00
9/10/2026		Total 34954			6,180.00
9/10/2026	CIN000	34955	CINTAS CORPORATION	Rental & Maintenance - AED	144.00
9/10/2026		Total 34955			144.00
9/10/2026	DIV000	34956	DIVERSIFIED TECHNOLOGY CORP.	Annual license	1,735.00
9/10/2026		Total 34956			1,735.00
9/10/2026	FAR000	34957	Farm & Home Service, Inc.	Street M&S	199.98
9/10/2026		Total 34957			199.98
9/10/2026	FER000	34958	Fern Rodkey Electric, Inc.	Street M&R	302.55
9/10/2026		Total 34958			302.55
9/10/2026	FUE000	34959	Fuelman	Police Fuel	1,017.81
9/10/2026		Total 34959			1,017.81
9/10/2026	GAR005	34960	Barry Garner	Planning Commission	30.00
9/10/2026		Total 34960			30.00
9/10/2026	GET000	34961	GETTLE	Sewer M&R	9,202.02
9/10/2026		Total 34961			9,202.02
9/10/2026	HIR000	34962	HireRight	Background Check	504.10
9/10/2026		Total 34962			504.10

Document Date	ID	Check Number	Payee	Transaction Description	Check Amount
9/10/2026	ISE000	34963	William Isenberg	Planning Commission	30.00
9/10/2026		Total 34963			30.00
9/10/2026	KEL005	34964	Kelly & Associates Insurance Group	Health Insurance	59,425.72
9/10/2026		Total 34964			59,425.72
9/10/2026	LIT000	34965	Littlestown Ace Hardware	Materials & Supplies	619.43
9/10/2026		Total 34965			619.43
9/10/2026	MEA010	34966	Harry Meade	Planning Commission	30.00
9/10/2026		Total 34966			30.00
9/10/2026	MUL000	34967	Multicorp, Inc.	Monthly Office Cleaning	1,539.58
9/10/2026		Total 34967			1,539.58
9/10/2026	MYE020	34968	Dan Myers	Planning Commission	30.00
9/10/2026		Total 34968			30.00
9/10/2026	ONE000	34969	One Call Concepts, Inc.	Miss Utility Tickets	96.13
9/10/2026		Total 34969			96.13
9/10/2026	PAR000	34970	James Parker	Planning Commission	30.00
9/10/2026		Total 34970			30.00
9/10/2026	POT000	34971	Potomac Edison	Headstart & Park Electric	943.19
9/10/2026	POT000		Potomac Edison	STREET ELECTRIC	246.92
9/10/2026		Total 34971			1,190.11
9/10/2026	SAG001	34972	Abila	Annual Software	6,862.90
9/10/2026		Total 34972			6,862.90
9/10/2026	SHA000	34973	Shannon-Baum Signs, Inc	Street M&S	1,417.20
9/10/2026		Total 34973			1,417.20

City of Taneytown
Check/Voucher Register
From 9/1/2026 Through 9/30/2026

Document Date	ID	Check Number	Payee	Transaction Description	Check Amount
9/10/2026	SHE000	34974	Sherwin Williams Company	Parks M&S	539.92
9/10/2026		Total 34974			539.92
9/10/2026	STA011	34975	STAPLES INC.	Office M&S	186.38
9/10/2026		Total 34975			186.38
9/10/2026	VER015	34976	Verizon Connect Inc.	Fleet Managment	226.85
9/10/2026	VER015		Verizon Connect Inc.	Fleet Managment PW	147.94
9/10/2026		Total 34976			374.79
9/10/2026	WSR081	34977	Cub Scout Pack 420	Pavilion Reservation	75.00
9/10/2026		Total 34977			75.00
9/18/2026	ACM000	34978	ACME AUTO LEASING	Task Force Vehicle Lease	895.00
9/18/2026		Total 34978			895.00
9/18/2026	BOL010	34980	Bollinger Gunsmithing & Sales, LLC	Fingerprinting	130.00
9/18/2026	BOL010		Bollinger Gunsmithing & Sales, LLC	National Night Out Snowballs	1,455.00
9/18/2026		Total 34980			1,585.00
9/18/2026	BUI000	34981	Kelly Buie	Park and Rec Advisory Board	20.00
9/18/2026		Total 34981			20.00
9/18/2026	CAR002	34982	The Carlsen Group, Inc.	Monthly Page Uploads	95.00
9/18/2026		Total 34982			95.00
9/18/2026	CAR022	34983	Carroll County Commissioners	Refuse Removal	17,821.20
9/18/2026		Total 34983			17,821.20
9/18/2026	CRO000	34984	Crouse Ford Sales, Inc.	Car Maintanance	689.89
9/18/2026		Total 34984			689.89
9/18/2026	DOA000	34985	Natasha Doan	Park and Rec Adisory Board	20.00

Document Date	ID	Check Number	Payee	Transaction Description	Check Amount
9/18/2026		Total 34985			20.00
9/18/2026	ECO000	34986	Ecology Services Refuse & Recycling	Street Solid Waste/Recycling	29,893.74
9/18/2026		Total 34986			29,893.74
9/18/2026	FAR000	34987	Farm & Home Service, Inc.	Sewer M&S	128.27
9/18/2026		Total 34987			128.27
9/18/2026	FLO000	34988	The Flowershop Koons Florist	9/11 Wreath	207.95
9/18/2026		Total 34988			207.95
9/18/2026	FUE000	34989	Fuelman	Police Fuel	1,011.00
9/18/2026		Total 34989			1,011.00
9/18/2026	GUL000	34990	Jack A. Gullo, Jr.	Legal - Sept2026	11,137.50
9/18/2026		Total 34990			11,137.50
9/18/2026	HIG000	34991	High Ridge Farm	NNO Pony Rides	650.00
9/18/2026		Total 34991			650.00
9/18/2026	HOB005	34992	Jerry Hobbs	Park and Rec Advisory Board	20.00
9/18/2026		Total 34992			20.00
9/18/2026	LOW000	34993	Lowe's	Parks and Streets	2,397.45
9/18/2026		Total 34993			2,397.45
9/18/2026	POT000	34994	Potomac Edison	City Hall & Annex Electric	1,048.71
9/18/2026	POT000		Potomac Edison	Police Electric	833.76
9/18/2026	POT000		Potomac Edison	STREET ELECTRIC	8,083.44
9/18/2026	POT000		Potomac Edison	WATER ELECTRIC	4,960.14
9/18/2026		Total 34994			14,926.05

Document Date	ID	Check Number	Payee	Transaction Description	Check Amount
9/18/2026	PRE005	34995	Percision Polygraphs and Investigaions LLC	Poly Exams	750.00
9/18/2026		Total 34995			750.00
9/18/2026	PRI015	34996	Priority Install LLC	Docking station	2,137.80
9/18/2026		Total 34996			2,137.80
9/18/2026	QUE010	34997	Quench USA	Police Building	56.00
9/18/2026		Total 34997			56.00
9/18/2026	SAM010	34998	Denise Sampson	Park and Rec Adisory Board	20.00
9/18/2026		Total 34998			20.00
9/18/2026	STA011	34999	STAPLES INC.	office M&S	64.75
9/18/2026	STA011		STAPLES INC.	Police M&S	738.71
9/18/2026	STA011		STAPLES INC.	Sewer M&S	176.79
9/18/2026	STA011		STAPLES INC.	Water M&S	116.40
9/18/2026		Total 34999			1,096.65
9/18/2026	SUN010	35000	Sunset Supply	Water Uniform - Working	112.99
9/18/2026		Total 35000			112.99
9/18/2026	T2S000	35001	T2 Systems INC	Citation System	4.50
9/18/2026		Total 35001			4.50
9/18/2026	VER010	35002	Verizon Wireless	Cell phones	1,012.09
9/18/2026		Total 35002			1,012.09
9/18/2026	VER010	35003	Verizon Wireless	MDT Data	680.20
9/18/2026		Total 35003			680.20
9/18/2026	VER016	35004	Verizon	City Fiber Connect	1,039.32
9/18/2026		Total 35004			1,039.32

Document Date	ID	Check Number	Payee	Transaction Description	Check Amount
9/18/2026	WAT010	35005	Kathy Watson	Park and Rec Adisory Board	20.00
9/18/2026		Total 35005			20.00
9/18/2026	WHI020	35006	Bryan White	Park and Rec Adisory Board	20.00
9/18/2026		Total 35006			20.00
9/18/2026	MAR068	Clear recurring	Maryland State Retirement Agency	PGU Employee Contributions	0.00
9/18/2026		Total Clear recurring			0.00
9/18/2026	MAR068	EP0000000032150	Maryland State Retirement Agency	PGU Employee Contributions	4,249.70
9/18/2026		Total EP0000000032150			4,249.70
9/18/2026	KTB000	INV 851574	KTBSPayroll	KTBS Payroll Processing	201.14
9/18/2026		Total INV 851574			201.14
9/18/2026	KTB000	KTBS PR 09.18.26	KTBSPayroll	Net Payroll	90,312.28
9/18/2026	KTB000		KTBSPayroll	PAYROLL PPE -	38,174.20
9/18/2026		Total KTBS PR 09.18.26			128,486.48
9/18/2026	CHE015	PPE 09.10.26	Chesapeake Employers	Worker's Comp Disbursement - Finance	4,624.39
9/18/2026		Total PPE 09.10.26			4,624.39
9/21/2026	ACM000	35007	ACME AUTO LEASING	Police vehicle lease	895.00
9/21/2026		Total 35007			895.00
9/21/2026	BLU015	35009	Blue Ridge Equpment Services	Street Vehicle Repairs	857.50
9/21/2026		Total 35009			857.50
9/21/2026	CED000	35010	Cedar Hedge Farm LLC	Bollinger park - Pollinator meadow maintenance	580.00
9/21/2026	CED000		Cedar Hedge Farm LLC	NNO- Petting Zoo	185.00

Document Date	ID	Check Number	Payee	Transaction Description	Check Amount
9/21/2026		Total 35010			765.00
9/21/2026	CIN000	35011	CINTAS CORPORATION	Rental & Maintenance - First Aid Kit	362.86
9/21/2026		Total 35011			362.86
9/21/2026	DEP010	35012	STATE TREASURER OF MARYLAND	Police: Data Center Network	70.00
9/21/2026		Total 35012			70.00
9/21/2026	DES005	35013	Design Associates Printing	July Newsletter	369.68
9/21/2026	DES005		Design Associates Printing	Violation Notices	173.00
9/21/2026		Total 35013			542.68
9/21/2026	FAR000	35014	Farm & Home Service, Inc.	Street M&S	95.96
9/21/2026		Total 35014			95.96
9/21/2026	FUE000	35015	Fuelman	Police Fuel	885.44
9/21/2026		Total 35015			885.44
9/21/2026	GAL005	35016	Galls, LLC	Police Uniform	39.98
9/21/2026		Total 35016			39.98
9/21/2026	LAB000	35017	Laboratory Corporation of America Holdings	Lab Testing	213.15
9/21/2026		Total 35017			213.15
9/21/2026	PLU000	35018	The Plumbery - WRF Enterprises, Inc.	office M&R	29.77
9/21/2026		Total 35018			29.77
9/21/2026	SOU000	35019	Southern States Coop., Inc.	Streets Gas	811.55
9/21/2026		Total 35019			811.55
9/21/2026	TRI010	35020	Triad Engineering	Memorial Dr Water Main	1,755.00
9/21/2026		Total 35020			1,755.00

City of Taneytown
Check/Voucher Register
From 9/1/2026 Through 9/30/2026

Document Date	ID	Check Number	Payee	Transaction Description	Check Amount
9/21/2026	UNI005	35021	Univar USA, Inc.	Sewer M&S	16,900.72
9/21/2026		Total 35021			16,900.72
9/21/2026	UPS010	35022	Postmaster	WATER/SEWER BILLING - PERMIT #49	2,314.52
9/21/2026		Total 35022			2,314.52
9/21/2026	USA000	35023	USA Blue Book	Sewer M&S	1,955.71
9/21/2026		Total 35023			1,955.71
9/21/2026	WAN005	35024	Wantz Chevrolet, Inc.	Towing to City Impound	325.00
9/21/2026		Total 35024			325.00
9/21/2026	WBM000	35025	W.B. Mason Co., Inc.	Materials & Supplies	32.97
9/21/2026		Total 35025			32.97
9/21/2026	YCG000	35026	YCG, Inc	Police Vehicle	1,255.75
9/21/2026		Total 35026			1,255.75
9/25/2026	SCH010	35027	Schott Nursey, LLC	RMP - Trees	640.00
9/25/2026		Total 35027			640.00
9/28/2026	UNI001	USDA 9.28.26	United States Department of Agriculture	USDA York Street	20,503.00
9/28/2026		Total USDA 9.28.26			20,503.00
Report Total					535,002.27