

Taneytown Planning Commission
Approved minutes from July 29, 2024

The Taneytown Planning Commission met on July 29, 2024 at 7:30 PM in the City Council chambers. Present were Planning Commission Chairman Parker, Councilman Tillman, Commission members Myers, Brown, Garner and Isenberg. Also present were City Manager Wieprecht, Planning Director Hale and Carroll County Planning liaison Tiffany Fossett. City Attorney Gullo attended the meeting remotely. This meeting was open to the public in person.

-Minutes from the June 24, 2024, meeting were approved unanimously following a motion by Councilman Tillman which was seconded by Commission member Isenberg.

DELEGATION AND ACTION ITEMS

-Mountain Brook subdivision. Seeking Concept site plan extension. Mountain Brook received concept site plan approval on August 28, 2023. City code requires that the preliminary site plan be presented to the city within one year or that approval will automatically expire unless the developer can prove that there are extenuating circumstances for the delay. The Planning Commission may grant up to two extensions for six months each. City Attorney Gullo explained to the Commission that the delay was in large part due to the Mountain Brook developers waiting for talks with Flowserve and the city in working out details for the alignment of their road system matching up with the potential right of way across the Flowserve property. City Manager Wieprecht informed the Commission that CLSI has completed the field work to create a "metes and bounds" description and to draw up a deed of easement across their property to be presented to Flowserve Corporate. After discussion a motion to extend the Mountain Brook concept site plan for one year was made by Commission member Myers and seconded by Commission member Isenberg. The motion was passed unanimously.

-William Fitzhugh. 11 Taney Court. Seeking a side yard variance to attach a garage to his dwelling. There will be a hearing scheduled with the Taneytown Board of Zoning Appeals. After discussion, Councilman Tillman made a motion for a favorable recommendation to the Board of Zoning of Appeals for the side yard setback variance which was seconded by Commission member Brown and the favorable recommendation to the Taneytown Board of Zoning Appeals was unanimous.

-Taneytown Police Department. 120 East Baltimore Street. Seeking site plan waiver to add a 12' x 16' storage shed to the parking lot. After discussion Commission member Brown made a motion to waive the site plan which was seconded by Commission member Isenberg and was passed unanimously.

-Ordinances and Agreements for Review

None.

-Director Hale gave his report to the Planning Commission.

-Bollinger Park has been completed and removed from the agenda's list of the construction phase projects.

-Chairman Parker asked what it would take to have other construction phase projects that have been built removed from the agenda. There are varying reasons that projects are still open and on the Planning Commission agenda. City staff will be looking into the finished projects to take steps to close out the projects and remove them from the Planning Commission agenda. Councilman Tillman wants to resolve the issue that keeps his business on the agenda. Attorney Gullo stated that he would bring this matter before the Mayor and City Council at their next meeting.

-7-8-24. City Manager Wieprecht and Director Hale met with State Highway Administration, Carroll County staff and the principals of the Hoffman property to discuss access to the Hoffman property.

-7-23-24. The Taneytown Planning Commission, City Manager Wieprecht, Director Hale and the team from ARRO held the first meeting to begin the process for updating the Taneytown Community Comprehensive Plan.

-7-24-24. Director Hale met with Taneytown Economic Development Director Jay Meashey and Carroll County Deputy Director of Economic Development Paige Sunderland to tour 86 York Street which was recently purchased by Pat Small. This property is in the Restricted Industrial district.

-Director Hale discussed with the Planning Commission possible next steps concerning the Taneytown Elementary School Pre K and Kindergarten Addition. Preliminary Site Plan. 181-10. Where there is no subdivision of land, the Commission may waive preliminary site plan requirements and move directly from concept site plan to final site plan consideration. This will be presented to the Planning Commission at the August meeting.

Update of Active Site Plans

-Memorial Park Expansion. Still waiting for SHA and forestation approvals.

-Storage Today. Have one major hurdle to work through with a sewer line and the proximity of a proposed retaining wall.

-Legal report. City Attorney, Jay Gullo.

Attorney Gullo had no Planning Commission related items to discuss. Attorney Gullo stated that he will be participating in the Comprehensive Plan update for all legal issues or concerns as needed.

-Carroll County Planning Liaison, Tiffany Fossett's update. Items for Town PCs –Updated for July 2024 Meeting.

Water & Sewer

Updated by Andrew Gray on 7-19-2024

- **Fall Amendments are due August 1.**
- Please contact Andrew Gray about **scheduling a meeting about the amendment process.**
- Updating *Amendment Procedures and Application.*
- Spring 2024 Amendment has been approved.

Housing Study

Updated by Tiffany Fossett on 7/23/2024

- Survey closed June 14
- Mosaic is gathering data and is expected to be compiling a draft report the rest of the summer
- Please contact Tiffany Fossett at tfossett@carrollcountymd.gov for more information.

Text Amendments

Updated 7/29/24

- Food processing/DAF residual storage – the BCC voted on 6/27 to prohibit the storage of food processing residuals in the County.
- 7/25 – BCC voted to refer proposed changes to solar site design requirements to the PZC for discussion and recommendation then hold a BCC work session
- 7/25 – BCC voted to direct staff to work with the PZC to draft a text amendment to address the MD Housing Expansion Act of 2024 and return to meet with the BCC to discuss the recommendations prior to scheduling a public hearing

Master Plan update

Updated 7/29/24

- Over the summer, Comp Planning staff is compiling data and putting together Topics and Trends brief reports on topics including housing, sense of place, economic development, aging infrastructure, and how we use our land.
- Staff is identifying possible community outreach/engagement opportunities around the county.

End of Tiffany Fossett's report.

Old Business.

None.

New Business.

-Discussion on the Taneytown Community Comprehensive Plan update meeting from July 23, 2024. At next months meeting our goal is to discuss any changes or additions and finalize the Key Person Interview and Community Survey questionnaires. There was discussion about who should be selected for the Key Person Interviews. City Manager Wieprecht stated that at the last meeting some of the key members may be city department heads, Chamber of Commerce representatives or principals from some of our businesses as an example. This will be further discussed with ARRO at our next meeting.

-The second Taneytown Community Comprehensive Plan workshop with the Planning Commission and ARRO Consulting will be held August 20, 2024, at 6:30 p.m.

-The next Planning Commission meeting will be held on August 26, 2024, at 7:30 p.m.

With no further business, the meeting was adjourned at 8:08 PM following a unanimous approval of a motion by Councilman Tillman and seconded by Commission member Isenberg.

Submitted by:

Darryl G. Hale

Director of Planning and Zoning