

Taneytown Planning Commission
Approved minutes from August 26, 2024

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

-Minutes from the July 29, 2024, meeting were approved unanimously following a motion by Commission member Brown which was seconded by Commission member Isenberg.

DELEGATION AND ACTION ITEMS

-Taneytown Elementary School Pre K and Kindergarten Addition. Presented by Jim Marks, Carroll County Public Schools. Seeking Preliminary site plan approval. After discussion Planning commission member Garner made a motion to approve the preliminary site plan which was seconded by Commission member Isenberg. This motion passed unanimously. Councilman Tillman was not present for the motion.

-Evapco Allendale Lane Parking Lot. Presented by Jim Mathias and Paul Cavanaugh with DDC Inc, LLC. Seeking final site plan approval. After discussion Commission member Myers made a motion to approve the final site plan which was seconded by Commission member Brown which passed unanimously. Councilman Tillman was not present for the motion.

-Ordinances and Agreements for Review

None.

-Director Hale gave his report to the Planning Commission.

-Director Hale asked each Planning Commission member to take the Mountain Brook Preliminary site plans with them after the meeting.

-(Note: Councilman Tillman joined the Planning Commission meeting virtually at 7:45 p.m.).

-Director Hale shared with the Planning Commission a list of names presented to Carroll County Bureau of Development Review for Mountain Brook. The Planning Commission discussed the road names and agreed to send any suggestions to city staff who would share with Carroll County Development Review and the Developer for a future discussion.

-Staff was asked about progress on getting the easement across the Flowserve Property for the bypass road. City Manager Wieprecht stated that CDM Smith reviewed the easement plat that was prepared by CSLI. CLSI will finalize the plat and legal description. City Attorney Gullo will then prepare a deed of easement to be presented to Flowserve Corporate for their approval. Once this has been accomplished CLSI will stake the property so that the Flowserve team can visualize the easement.

-An email from Sheetz to Director Hale stated that the public works agreement for the stormwater management facilities at the site was in their legal review process. Once the document is signed, we can close out the Sheetz project and remove it from the agenda.

-City Manager Wieprecht, Economic Development Director Meashey and Director Hale met with the principals at Curaleaf to discuss a possible business expansion at their site.

-City Manager Wieprecht spoke about the need to acquire water recharge easements for future development. Carroll County Government has expressed that they are willing to share some of the water recharge they have acquired in the past.

-There will be two Taneytown Board of Zoning Appeals cases heard on September 17, 2024, at 6:30 p.m.

-Both Kennies Market and the Senior Center will have landscaping restored at their sites per the recorded landscaping plan with Carroll County.

Update of Active Site Plans

-None

-Legal report. City Attorney, Jay Gullo.

-City Attorney Gullo stated his update about the deed of easement across the Flowserve property had already been discussed.

-City Attorney Gullo was asked by City Manager Wieprecht to begin discussions with the legal team for Mountain Brook on the Developer Rights and Responsibilities Agreement (DRRA). The Planning Commission would ensure that the DRRA carries out the intent of the Comprehensive Plan. The DRRA ensures that promises made to and by the city would be fulfilled. For example, water allocation could be promised to Mountain Brook provided we have it to give, and they could agree to build the bypass through their development and complete the water crossing on their property. Creating the DRRA is a lengthy process, and it will take several months to complete. City Attorney Gullo will update as needed.

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

Housing Study

Updated by Tiffany Fossett on 8/21/2024 - No new updates since last month

- 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 by Hannah Weber on 8/26/24

- Housing Expansion and Affordability Act – BCC voted on 7/25 to forward this discussion to the Planning and Zoning Commission. This amendment is being discussed due to the state legislation passed in the 2024 legislative session. Discussion with County PZC set for 9/4, 9/17, and any subsequent meetings necessary.
- Solar Site Design Requirements – BCC voted on 7/25 to forward this discussion to the Planning and Zoning Commission, discussions with them are set for 8/20, 9/4, and any subsequent meetings necessary. These requirements are being discussed due to multiple applicants to the Maryland Public Service Commission for solar facilities in the County's agriculture zone. The County does not allow solar facilities in the Ag zone so there are no site design requirements. This amendment would establish possible site design requirements for these projects (landscaping, buffers, setbacks, etc.)

Master Plan update

Updated by Mary Lane on 8/21/24

- Planning staff will be meeting with the Board of County Commissioners on August 29, and the BCC will hold a joint meeting with the Planning Commission on September 17
- Public outreach activities are being planned for the fall
- Website will soon be launched

End of Tiffany Fossett's report.

Old Business.

-Taneytown Community Comprehensive Plan update. The Planning Commission discussed the Community Surveys and the Key Person Interview packets. The only component missing is the map for the Community Survey which will identify the "area" in which the person filling out the survey lives. It was agreed that when the map is presented by ARRO it would be added to the Community Survey and ready for distribution. Commission member Isenberg made a motion to approve the Community Survey, and the Key Person Interview packets as presented. The motion was seconded by Commission member Myers which passed unanimously.

-Discussion on Key Person Interview process. It was asked if the interviewer would be able to ask some unscripted questions, "like your vision for downtown or what type of future development would you prefer in Taneytown"? It was suggested that the key person to be interviewed have a copy of the packet prior to the interview. It has not been decided who will do the key person interviews. It was suggested that maybe the interviews be split amongst the Planning Commission members. City Manager Wieprecht stated that there should be consistency in the interviews and that ARRO and/or a combination of city staff should conduct the key person interviews. It was discussed that some members would like to observe the interviews, and some would like to participate in the key person interviews. Director Hale will share this information with ARRO. The Planning Commission then discussed the key person interview list. City Manager Wieprecht shared a list of key person interview suggestions from the last meeting. On that list of persons would be principals of the largest industrial sites, Chamber of Commerce, Caring and Sharing, Flowserve, Evapco, Curaleaf, Taneytown Fire Department, Taneytown Chief of Police, Taneytown Director of Public Works, Taneytown Economic Development Director, Heritage Museum Association, Taneytown History Museum, Director of the Taneytown Senior Center, Meades Crossing HOA, Creekside HOA, Carroll Vista HOA, and Meadow Brook HOA. It was decided that we would start with this list for the key person interviews.

New Business.

-Chairman Parker reminded the Planning Commission about the upcoming Maryland Planning Commission Association annual training October 20-22 in Ellicott City. More details to come.

-The third Taneytown Community Comprehensive Plan workshop with the Planning Commission and ARRO Consulting will be held September 24, 2024, at 6:30 p.m.

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

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

Submitted by:

Darryl G. Hale

Director of Planning and Zoning