

**Taneytown Planning Commission  
Minutes  
May 22, 2017**

The Taneytown Planning Commission met on, May 22, 2017 at 7:30 PM in the City Council Chambers. Chairman Parker and commission members, LeFaivre, Glass, Naylor, and Wantz were present. City manager Heine, County liaison Moser, and planning director Wieprecht were also in attendance.

Commission member Wantz suggested three grammatical revisions to the draft minutes of the April 24, 2017 Planning Commission meeting which were incorporated into the draft. Following revision, the minutes were unanimously approved on motion by Commission member Naylor.

Planning director Wieprecht reviewed the status of Evapco's 2910 FSK Highway site development plan. All review agencies with the exception of the State Highway Administration (SHA) have issued approval letters for the project. The Road improvement plans are a separate set of drawings, and the SHA has indicated that they will require issuance of an access permit and completion of all construction required to satisfy that permit before the building is granted a use and occupancy permit. Evapco is seeking final site plan approval. Andy Brough of Conewago Enterprises, Evapco's contractor, addressed the Commission, explaining the construction schedule and need for a final building permit to stay on schedule. While the County has authorized the erection of steel for the building, Conewago does not intend to erect all of the steel and follow with enclosing the space, rather they intend to construct steel, wall and roof in sections and will require a full building permit to do so. An approved site development plan is needed for the County to release the full building permit. Taneytown resident Chris Tillman advised that in his work as a utility contractor, he routinely sees separate plan sets for road improvements and that those are the focus of SHA, not the remainder of site development plans. Following discussion of approval options, Commission member Wantz moved to grant final site plan approval to Evapco, contingent on SHA approval. Discussion was held following a second by Commission member Glass which resulted in the understanding that a contingent approval would not meet Evapco's schedule needs, and the motion failed unanimously. Commission member Wantz then moved to grant final site plan approval to Evapco, and the motion passed unanimously.

Planning director Wieprecht reviewed changes made to the Taneytown bicycle and pedestrian plan map since the Commission saw it at their April meeting. The map will be incorporated into the Carroll County Bicycle and Pedestrian Master Plan. Liaison Moser advised the Commission that staff had reviewed the map changes and concurred with the map as presented for approval. Commission members inquired about potential construction of the paths shown on the map. Planning director Wieprecht responded that one of the paths, intended to be a grass walkway at Roberts Mill Park would likely be completed in the near future as costs would be minimal, but that others would be determined by the City's 25 Year Capital Improvement Plan which is a work in progress. Commission member Glass moved to approve the Taneytown bike-ped map, and the motion passed unanimously.

Liaison Moser distributed revisions to the 2016 Carroll County Annual Planning Report that was presented at the Commission's April meeting. Following review of the changes, Commission member Naylor moved to approve the Taneytown portion of the plan, and the motion passed unanimously.

Planning director Wieprecht reviewed events regarding a proposed bed and breakfast (B&B) inn at 10 York Street. A simplified site plan for the proposed inn was distributed to Commission members at their April meeting. Planning director Wieprecht advised that since April, the property was sold, and now is owned by the developers, Chris and Sharon Tillman who intend to operate the B&B, and reside there as well. Chris Tillman reviewed a sketch plan showing changes proposed to the site to accommodate the B&B use. Commission member Glass recused himself from discussion. Commission members expressed concern about additional traffic being introduced to Riffles Lane, storm water runoff and lighting. Mr. Tillman responded to questions regarding the scale and impact of the B&B operation, noting that 5 guest rooms was the maximum number they could accommodate in the house without crossing building code thresholds to bring the building up to commercial standards, which were not compatible with the home and their project vision. Responding to questions regarding the applicability of a site plan, planning director Wieprecht advised the commission that the new commercial use would trigger site plan requirements, however since no new roads were being constructed, there was no subdivision of property, and disturbed area and new impervious area were under the threshold for a grading permit or storm water management, the project was eligible for a waiver. Commission member Wantz moved to deny the request to waive site plan requirements, and the motion passed unanimously, with commission member Glass abstaining.

Planning director Wieprecht reviewed his monthly report, updating the Commission on current development projects, and responding to questions regarding an upcoming board of appeals case for an off premise new home sales sign. The proposed sign would be located at 443 East Baltimore Street to call attention to new home sales in the Meadowbrook subdivision. Commission members recommended that should such a sign be allowed, that it be of a temporary nature, linked to the duration of new home sales in the subdivision. Commission members requested that planning director Wieprecht provide a summary of Carroll Vista's zoning certificate history at next month's meeting.

County liaison Moser reviewed recent County letters regarding Maryland's 2018-2023 Consolidated Transportation Program. Liaison Moser explained the process regarding prioritizing of transportation projects and the County's efforts to move projects forward by demonstrating support by both the Board of County Commissioners and Carroll County's State delegation.

Brief discussion was held on possible amendment to the Downtown Business District regarding outdoor merchandise displays and other outdoor uses. Planning director Wieprecht advised that while staff had not yet drafted text to amend the Code, some ideas for consideration were included in his monthly report to the Commission. Consensus of the commission was to move forward with the suggestions, which focused on limiting areas permitted for outdoor merchandise displays and requiring a sketch site plan for outdoor food service be reviewed and approved by the planning commission before allowing outdoor food service. Planning director Wieprecht is to work with the City attorney drafting text to amend the zoning Code based on these suggestions.

The next commission meeting is scheduled for June 26, 2017. With no further business, the meeting adjourned at 8:53 following motion by commission member Glass.

Submitted by:

Jim Wieprecht  
Director of Planning and Zoning