

**OFFICIAL MINUTES  
SYKESVILLE PLANNING COMMISSION  
April 3, 2023**

**Commissioners:** Phil Singleton, Chair                      Ted Ludvigsen  
Mike Scheiner    Steve Enslow, Alternate Commissioner  
Jeremiah Schofield, Council Liaison

**Town Staff:** Joe Cosentini, Town Manager  
Kevin Rubenstein, Town Planner  
Jana Antrobus, Development Coordinator

**Absent:** Ken Johnson                      Brandon Smith

**Call to Order**

Chair Singleton called the meeting to order at 7:00 PM.

**Approval of the Minutes**

A motion was made by Commissioner Johnson and seconded by Commissioner Ludvigsen to approve the February 6, 2023 Planning Commission meeting minutes. All voted in favor.

**Carroll County Updates**

County Representative was not present but a Staff Report was submitted and shared with the Planning Commission prior to the meeting.

**Business**

1. 7452 Springfield Avenue Concept Plan

The property owners have submitted a revised Concept Plan from the previously submitted concept plan. The commercial/retail aspect will consist of two retail spaces on the first floor, one being 780 square feet and the other 1489 square feet. The second floor will hold three office suites totaling 2332 square feet. The residential component will include 4 apartment units along the rear of the building behind the first-floor retail space.

The plan layout requires a total of 15 parking spaces and the parking layout shows 24 proposed spaces. 8 spaces are placed in front of 7452 Springfield Avenue, with one being a handicap space, and an additional 16 spaces are located in the rear of the adjoining property at 7448 Springfield Avenue. Of the 16 spaces at the adjoining property, the plan shows 9 private/assigned interior spaces, one of which being a handicap space, and 7 exterior spaces on a paved lot. The property owners have already received the required approval from the Board of Zoning Appeals for the use of off-site parking.

After the presentation and discussion, the Planning Commission agreed to accept the Concept Plan with the following conditions to be addressed on the Preliminary Plan.

- Clearly indicate the proposed flow of traffic for cars entering and exiting the parking areas in the rear of 7448 Springfield Ave.

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- Label the size of the exterior parking spaces in the rear of 7448 Springfield Ave to show them as meeting the Town standard of 9ft wide by 20ft deep. This might involve eliminating certain parking spaces.
  - Label the size of the access lane for the exterior parking spaces at the rear of 7448 Springfield Ave. The Town standard is 25ft wide for perpendicular parking spaces but the Planning Commission may authorize a waiver for that requirement at their discretion.
  - Calculate the square footage of the first-floor residential space as to show that it is no more than 50% of the usable area on the first-floor.
  - Include any turn radius studies done for the parking areas for Town Staff and Planning Commission review.
2. The Enclave at Parkside
- The property owner has submitted a concept plan for a mixed-use development. The Plan includes 47 residential units in the form of side-by-side townhomes, open space, and additional parcels designated for future mixed used development. The proposed townhome development is considered to be an extension of Parkside at Warfield with a cohesive look between the two developments.

**Motion**

A motion was proposed by Chair Singleton but failed due to a lack of a second motion.

Following further discussion and clarification a second motion was proposed.

**Motion**

Chair Singleton motioned and Commissioner Ludvigsen seconded to approve the Concept Plan with the following conditions:

- Include a traffic impact study on the exiting Parkside community for both construction traffic and increased residential traffic. The study should include analysis of both one road and two road connection scenarios that were discussed.
- Include a turning radius exhibit for the proposed roads and alleyways.
- Clarify the intended setbacks and bulk regulations. Specifically, those that did not align with the existing Parkside development.
- Present a market feasibility study of potential uses of the proposed commercial areas.
- As part of the preliminary plan phase of the development approval process, the applicant shall provide the Commission with a pattern book that will address site planning, architectural, landscape architectural, and signage requirements for the proposed development.

All voted in favor.

**Motion**

Commissioner Enslow motioned Chair Singleton seconded for a 5-minute recess.

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**Town Updates**

- Springfield Avenue water and sewer improvements are moving slow, there has been some issue getting through rock. Currently working on the sewer phase next will be water followed by the State completing the storm water.
- Main Street water and sewer improvements is moving much quicker and is estimated to be completed by June.
- Once all work is complete Route 851 will be paved from the top of Springfield Avenue to the Main Street bridge. Whether that will be in phases or all done at once is to be determined.
- Town Projects: Main Street, Oklahoma Avenue and Baldwin Intersections. 714 Sandosky building and Town House grounds improvements.
  - As the designs for each project has reached the desired stage Concept Plans will be brought to the Planning Commission for review and comments.
- Town Staff met with the Owners and Attorney of the Joy Property to provide guidance on how to move forward with a formal submittal for a Zoning change request.

**Adjournment**

There being no other business, Chair Singleton motioned and Commissioner Enslow seconded to adjourn the meeting at 8:14 P.M. All voted on favor.

Respectfully submitted,  
Jana Antrobus, Development Coordinator