



Town of Sykesville

7547 Main Street, Sykesville, MD 21784

p: 410.795.8959 f: 410.795.3818

townofsykesville.org

Town House

Stacy Link, Mayor

Joseph Cosentini, Town Manager

Jennifer Livesay, Town Treasurer

Kerry G. Kavaloski, Town Clerk

OFFICIAL MINUTES APRIL 7, 2025 REGULAR PLANNING COMMISSION MEETING

The Sykesville Planning Commission meeting was held on Monday, April 7, 2025. Commissioner Singleton called the meeting to order at 7:00 P.M. in the Town House Conference Room.

PRESENT: Commissioners Phil Singleton, Ken Johnson, Daniel Mican, Michael Scheiner, and Brandon Smith. Council Member Jeremiah Schofield.

ABSENT: Ted Ludvigsen.

STAFF: Joe Cosentini, Town Manager
Kevin Rubenstein, Town Planner

MINUTES:

- **March 3, 2025**

MOTION: Commissioner Singleton motioned to approve the minutes from March 3, 2025. Commissioner Smith seconded the motion.

The motion carried unanimously.

COUNTY UPDATES:

Clare Stewart, Comprehensive Planner from Carroll County, gave updates regarding the County Master Plan, the Housing Study, and the Annual Report.

BUSINESS AGENDA

- **Consider/Discuss/Act on ratification of the Parcel B Recommendation to the Board of Zoning Appeals**

MOTION: Commissioner Singleton motioned to approve the written recommendation to the Board of Appeals on the Conditional use of an Assisted Living Facility on Parcel B of the Warfield property. Commissioner Johnson seconded the motion.

The motion carried unanimously.

- **Consider/Discuss/Act on Enclave at Parkside Preliminary Plan and Pattern Book Review and Approval**

Kevin Rubenstein, Town Planner, explained that the Enclave at Parkside project had a concept plan and patten book review in October 2024 and

February 2024 respectively. At both meetings, the Planning Commission expressed satisfaction with the presented items.

Since the October 2024 meeting, the overall layout of residential lots, open space, roads, parking, and sidewalks has not changed. The plan is consistent with land use percentages and bulk regulations approved during the concept plan process. It has received approvals from relevant county review agencies.

Council Member Schofield asked if there are any plans on the viewsheds as seen from Route 32. There is a berm across the corner of the property, similar to the Raincliffe townhouse development, and units will be fronted towards Route 32.

Commissioner Singleton asked if the stormwater management plan was finalized in this submission. The applicant explained that the final approval from the County was received for the Parkside development, and once they finish the construction, they will go through the as-built review process.

MOTION: Commissioner Singleton motioned to approve the Enclave at Parkside preliminary plan and pattern book and allow for the applicant to move forward with the final subdivision plan phase. Commissioner Johnson seconded the motion.

The motion carried unanimously.

- **Introduction of a Building Addition for the French Twist**

Mr. Rubenstein explained that this introduction is to ensure it is a viable project for the applicant. It is anticipated that this addition will result in the loss of six parking spaces. The Board of Zoning Appeals granted a waiver in 2012 from all parking requirements and set the setback requirements to zero feet. The redesign of the south end and the new kitchen on the Station building would result in eight parking spaces being lost.

The applicant explained that the streetscape plan is what caused this project to begin its process. As long as there are no problems with the introduction, the applicant will continue through the process, including Historic District Commission approval.

- **Consider/Discuss/Act on Site Plan Review and Approval for the Schoolhouse Road Apartments accessory structure**

Mr. Rubenstein explained that the site plan for this project was introduced to the Planning Commission in February 2025, and the Commission was satisfied with the information provided. The project required final approval from several county agencies, but based on conversations with county representatives, staff does not have concerns that the layout of the plan will be altered to meet any outstanding requirements. There is a labeling error for the speed humps on the plan.

MOTION: Commissioner Singleton motioned to approve the site plan for the Schoolhouse Road apartments with any labeling errors corrected. Commissioner Smith seconded the motion.

The motion carried unanimously.

TOWN UPDATES:

- Mr. Rubenstein announced that there is a Board of Zoning Appeals meeting for the Parcel B conditional use request on April 29 beginning at 7 P.M.
- The Station building has submitted plans and will be beginning the permitting processing.
- The South End Streetscape project has begun, with a goal completion date for the Baldwin Drive portion of the project to be mid-May, in time for the Farmers' Markets.
- The committee for updating the Town Code will be meeting again soon. Town staff has been working through the subdivision requirements.

ADJOURN: There being no further business to come before the Planning Commission, Commissioner Singleton motioned, and Commissioner Smith seconded to adjourn the meeting at 7:21 P.M.

The motion carried unanimously.

**Respectfully submitted
Town Clerk Kerry Kavaloski**