



Town of Sykesville

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townofsykesville.org

Town House

Stacy Link, Mayor

Joseph Cosentini, Town Manager

Jennifer Livesay, Town Treasurer

Kerry G. Kavaloski, Town Clerk

OFFICIAL MINUTES AUGUST 4, 2025 REGULAR PLANNING COMMISSION MEETING

The Sykesville Planning Commission meeting was held on Monday, August 4, 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, Ted Ludvigsen, and Michael Scheiner. Council Member Jeremiah Schofield.

ABSENT: Commissioner Daniel Mican and Brandon Smith

STAFF: Joe Cosentini, Town Manager
Kevin Rubenstein, Town Planner
Elissa Levan, Town Attorney
Karen Ruff, Town Attorney

MINUTES:

- **July 7, 2025**
Joe Cosentini, Town Manager, announced that public comments were received regarding the July 7 meeting. They have been added to the meeting minutes for August 4, beginning on page 3.

MOTION: Commissioner Singleton motioned to approve the minutes from July 7, 2025, as written. Commissioner Ludvigsen seconded the motion.

The motion carried unanimously.

COUNTY UPDATES

Clare Stewart, Carroll County Bureau of Comprehensive Planning, announced that Carlisle Fillat, Planning Technician, will be the county planning liaison moving forward.

Fall 2025 water and sewer amendment requests were due August 1, and staff is processing requests.

Planning staff will be attending the August 17 Farmers' Market to discuss the Master Plan.

There are several text amendments before the County Planning Commission, including revisions to the adequate public facilities and solar development.

BUSINESS AGENDA

- **Consider/Discuss/Act on a site plan review and approval for Lib's Grill at the Station**

The site plan shows the existing building and patio and the enlarged kitchen addition on the western side of the building. The rear platform will be changed to a single level, but the footprint of the platform will remain unchanged. All other changes are interior and will not impact the layout or design of the site.

The total square footage utilized by guests remains consistent with the previous restaurant use. The Town Code requires 43 parking spaces for this use, though the Planning Commission is able to approve payment in lieu of parking or offer a modification to the amount of spaces required.

MOTION: Commissioner Singleton motioned to approve the site plan for Lib's Grill at the station, located at 7618 Main Street, with a waiver of all associated parking requirements. Commissioner Johnson seconded the motion.

The motion carried unanimously.

- **Consider/Discuss/Act on an amended plat review and approval for Lib's Grill at the Station**

The amended plat creates a more logical boundary line between the two existing lots and ensures that the enlarged kitchen addition remains within the property boundary. All land being reconfigured is owned by the Town of Sykesville.

MOTION: Commissioner Singleton motioned to approve the amended plat for Parcel 479, lots 1A and 2A as presented. Commissioner Scheiner seconded the motion.

The motion carried unanimously.

TOWN UPDATES:

- The final plans for the Enclave subdivision have been submitted and sent to the Town Engineers and the County for review. The Town is expecting engineer comments in the next week.
- There are no updates on the approved garage at Central Avenue and Springfield Avenue.
- The applicants for the Warfield Development have not submitted anything new to the Town other than the comments on the minutes.

ADJOURN: There being no further business to come before the Planning Commission, Commissioner Singleton motioned, and Commissioner Ludvigsen seconded to adjourn the meeting at 8:14 P.M.

The motion carried unanimously.

Respectfully submitted
Town Clerk Kerry Kavaloski

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*ADMITTED IN MD AND PA

August 4, 2025

VIA EMAIL

Mr. Joe Cosentini, Town Manager
Town of Sykesville
7547 Main Street
Sykesville, MD 21784

RE: July 7, 2025 Planning Commission Meeting; Proposed Minutes

Dear Joe:

On behalf of my clients we submit these comments which we'd appreciate your bringing to the Planning Commission's attention during their August 4, 2025 consideration for approval of the proposed minutes of their July 7, 2025 meeting concerning my client's PEC Plan. We saw on the Town's website late last week that those proposed minutes are on the Planning Commission agenda for approval this evening.

We believe certain comments in the proposed minutes don't clearly reflect the context of the discussions of July 7th as captured on the audio and video recording of the July 7, 2025 minutes.

In the first full paragraph of page two of the proposed minutes there is discussion about Mr. Rubenstein's statement that "land use percentages on parcel E/F were changed to include Open Space, which is not a permissible change." Sean Davis explained beginning at approximately 56 minutes into the recording that part of parcel E/F was shown on the applicant's Plan as Open Space is same area indicated on the record plat for that parcel approved by the Town of Sykesville as Open Space and dedicated to the town. Mr. Davis felt he had to honor the record plat approval.

In the third full paragraph of that same page the minutes discuss whether the July 7th meeting was a continuation of a first meeting or a second separate meeting, with the minutes stating "the Planning Commission believes that this is not the second meeting and this is a continuation of the first meeting." The minutes also stated "[t]he developers noted that they do not necessarily agree with the Commission and Ms. Ruff on this point."

Applicants made clear numerous times they unequivocally do not agree with the commission's stance and their counsel's advice on this point.

The following paragraph on the same page states that Sean Davis "agreed that the proposed [land use] percentages do not meet the requirements for land use percentages." This does not reflect

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Mr. Joe Cosentini
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that some of the applicant's Plan's land use percentages complied with the PC code requirements as Mr. Davis noted.

The July 7, 2025 Staff Report and Chairman Singleton on more than one occasion stated that the land use percentages were set by the PEC code and that they could only be modified by the Town Council. Applicants suggested a conditional approval conditioned on obtaining a variance from those percentages. Applicants expressed their belief that such a variance was available and was proper, a more efficient, expeditious alternative to the process of a legislative text amendment.

Lastly, the third full paragraph of the third page of the proposed minutes reads "[t]he developers requested that the denial include the following;" and then listed a series of 6 bullet point items which applicants heard the Commission discuss that evening. To be clear the developers did not request any denial. It is important to recognize the actual comments made by Sean Davis beginning at approximately 53 minutes and 50 seconds into the proceedings as follows:

"So, based on our discussions, it appears that the Commission believes that there is no alternative than to deny the application that's before you. We want to make sure that that denial includes a series of things so that should we decide to appeal this all of those things are on the record."

Without this context the minutes incorrectly suggest that the applicants requested that the matter be denied for all the reasons listed in the bullet points including "[t]he process for land use percentage modifications is strictly available through the town council". That is not the case. As noted above the applicants believe that a variance is available and a proper, more expeditious, efficient means of obtaining a modification tailored to the specific circumstances of applicant's proposed plan. My clients are trying to protect the record of what the Commission decided in case of an appeal.

Thank you for your attention.

Very truly yours,

A handwritten signature in black ink, appearing to read "David K. Bowersox", written over the typed name.

David K. Bowersox

cc: Mr. Steven D. McCleaf
Mr. Roger Conley
Mr. Sean D. Davis
Elissa Levan, Esquire
Mr. Kevin Rubenstein