

**OFFICIAL MINUTES
SYKESVILLE PLANNING COMMISSION
March 7, 2022**

Commissioners: Phil Singleton, Chair Steve Enslow, Alternate Commissioner
Ken Johnson Ted Ludvigsen
Mike Scheiner Brandon Smith
Jeremiah Schofield, Council Liaison

Town Staff: Joe Cosentini, Town Manager
Jana Antrobus, Development Coordinator
Kevin Rubenstein, Town Planner
Tiffany Fossett, County Liaison

Call to Order

Phil Singleton, Chairman called the meeting to order at 7:00 PM.

Approval of the Minutes

A motion was made by Commissioner Johnson and seconded by Commissioner Smith to approve the February 7, 2022 Planning Commission meeting minutes. All voted in favor.

Councilman Schofield presented a proclamation from the Mayor and Town Council to Steve Enslow for his years of service on the Planning Commission.

County Updates

Tiffany Fossett appeared before the Commission to give an update on various County initiatives:

Comprehensive Rezoning

Staff is beginning work on changes to the Agricultural and Conservation Districts with the assistance of a work group.

2021 Fall Amendment to the 2019 Carroll County Water and Sewer Master Plan

The Fall Amendment was adopted by the Board of County Commissioners on December 16 and approved by Maryland Department of the Environment on February 7.

2022 Spring Amendment to the 2019 Carroll County Water and Sewer Master Plan

Applications for the Spring cycle were accepted by the Department of Planning through the month of February and are now being reviewed.

Triennial Update to the 2019 Carroll County Water and Sewer Master Plan

Department of Planning has begun the process for the Triennial Update.

Transportation Master Plan

Results from the second survey were presented to Carroll County Planning Commission on February 2. Staff is in the process of drafting the plan.

Annual Report

Planning is compiling information for the 2021 Annual Report, which is due to the Maryland Department of Planning (MDP) by July 1. Providing data to the countywide submittal covers the state

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requirement. Drafts will be available to municipalities for review before the final copy is submitted to MDP.

Business

Site Plan Revision – Stonehouse Restaurant

Jeff Zigler, CLSI presented an update made to their site plan that shows a modification to the ADA mandated access ramp, as shown in the redlined plan provided.

Staff noted all conditions from the previous site plan approval will still apply. But any change or update is required to obtain additional approval by the Planning Commission and recommends to approve the proposed site plan update and allowing applicant to move forward with final mylar process containing this update.

A motion was made by Chair Singleton and seconded by Alternate Commissioner Enslow to approve Stonehouse Restaurant Site Plan Revision. All voted in favor.

Site Plan – Sykesville Station Restaurant

Dalan Bough, business owner of Sykesville Station is looking to create an addition off the kitchen for the installation of a +/- 168 sq ft freezer room.

Staff noted the property is zoned Local Business and allows for the proposed addition. The applicant is requesting the approval of a site plan allowing them to create a 13.2 x 12.7-foot (single story, no foundation, built onto the existing deck elevated above the grade) freezer room attached to the existing main structure. Furthermore, the setback regulations of the Local Business zoning district are as follows: 35ft front yard depth, 10ft side yard depth (only where adjoining a residential district), and 10ft rear yard depth.

A motion was made by Chair Singleton and seconded by Alternate Commissioner Enslow to approve Sykesville Station Restaurant Site Plan contingent on Historic District Commission approval. All voted in favor.

2021 Annual Report Approval

The Annual Report was presented to the Planning Commission for approval and requests the authorization from the Planning Commission for Chair Singleton to sign the Certification letter.

A motion was made by Commissioner Ludvigsen and seconded by Alternate Commissioner Enslow to approve the 2021 Annual Report and authorize Chair Singleton to sign the Certification letter. All voted in favor.

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Special Planning Commission meeting requested for March 21 to review the Petition for Zoning Text Amendment from the Warfield Developers.

Town Updates

Due to the Warfield Development (Applicant for the Zoning Text Amendment Request) missing the deadline to submit response documents from the February meeting for today's meeting they were removed from the agenda. They are requesting a Special meeting to be held on March 21.

Staff is in favor of a Special Meeting and is requesting the Planning Commission to approve this request.

A motion was made by Chair Singleton and seconded by Commissioner Johnson to approve a Special Planning Commission meeting on March 21 at 7:00 P.M. to review the Petition for the Zoning Text Amendment from the Warfield Developers. All voted in favor.

Adjournment

There being no other business, Commissioner Scheiner motioned and Chair Singleton seconded to adjourn the meeting at 7:18 P.M. All voted in favor.

Respectfully submitted,
Jana Antrobus, Executive Assistant