

OFFICIAL MINUTES
SYKESVILLE PLANNING COMMISSION
July 5, 2022

Commissioners: Phil Singleton, Chair Ken Johnson
Ted Ludvigsen Mike Scheiner
Jeremiah Schofield, Council Liaison

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

Absent: Steve Enslow, Alternate Commissioner
Brandon Smith

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 Ludvigsen and seconded by Commissioner Johnson to approve the April 4, 2022 Planning Commission meeting minutes. Councilman Schofield abstained. All others voted in favor.

Business

- Planning Commission Rules and Regulations
Kevin Rubenstein, Town Planner presented the draft Planning Commission Rules and Regulations for consideration and approval. The purpose of these rules and regulations are to serve as a guide to assist the Planning Commission in the orderly and efficient conduct of all matters the Commission considers by law or custom so as to effectively exercise its powers and duties set forth in the application section of the Maryland Annotated Code, Land Use Article and the Code of the Town of Sykesville as may be amended.

Chair Singleton request's that the Comprehensive Plan be included in Section 6 as a reference guide for the Planning Commissions when considering the approval of projects.

Councilman Schofield requests a definition of "fairness" and/or "public confidence" be included in the document. Staff will consult with legal counsel.

Staff noted the Rules and Regulations can be amended by the Planning Commission at any time.

Motion

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Scheiner to approve the Planning Commission Rules and Regulations. All voted in favor.

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Town Updates

- 7520 Main Street/Historic Carriage House II LLC

The Town received updated building permits and a redlined plan showing the consolidation of the initially approved 3 lots into one lot and a change of use from three (3) townhomes to a mix-use building that includes 3 apartments and 1500 sqft of retail. This change will require the property owner to provide 6 parking spaces. The Owner will provide 3 parking spaces and has agreed to pay a parking impact fee for three (3) spaces.

Receipt of the payment for all permits and impact fees have been received and the building permits were approved.

- Town Projects

The Town recently entered into a contact with the Town Engineer to review the projects identified in the Comprehensive Plan. The Mayor and Town Council approved the FY23 Budget that includes funds for these projects.

1. Oklahoma Avenue and Baldwin Drive area (reconfiguration and paving) including sidewalks.
2. Sandosky Lot reconfiguration and development to create an expanded Main Street.
3. Stormwater improvements along Oklahoma Avenue, Norwood Avenue and Church Street.
4. Pedestrian improvements to the Patapsco bridge.

Site Plans will be brought to the Planning Commission for approval.

- Warfield

The Mayor and Town Council voted to deny the Zoning Text Amendment request. No other request has been received at this time. The Open Meeting complaint has been withdrawn.

Adjournment

There being no other business, Chair Singleton motioned and Commissioner Scheiner seconded to adjourn the meeting at 7:15 P.M. All voted in favor.

Respectfully submitted,
Jana Antrobus, Development Coordinator