

**OFFICIAL MINUTES**  
**SYKESVILLE PLANNING COMMISSION**  
**October 3, 2022**

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

Jeremiah Schofield, Council Liaison

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

**Call to Order**

Chair Singleton 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 July 5, 2022 Planning Commission meeting minutes. Commissioner Enslow and Commissioner Smith abstained all others voted in favor.

A motion was made by Commissioner Smith and seconded by Commissioner Scheiner to approve the September 6, 2022 Planning Commission meeting minutes. Chair Singleton abstained all others voted in favor.

**Carroll County Updates**

- Comprehensive Rezoning  
The Carroll County Planning Commission transmitted recommended changes to the Ag and Conservation zoning regulations to the Board of County Commissioners in early August. They completed their work sessions on the text changes and held 2 public hearings. They are scheduled to discuss the proposal again on October 6.
- 2022 Fall Amendment to the 2019 Carroll County Water and Sewer Master Plan  
The deadline to submit applications was September 1. There were no applications received from the Town of Sykesville.
- CTP Tour  
Meeting with Carroll County elected officials is scheduled for October 13.
- Transportation Master Plan  
An introduction and overview of the Plan will be presented to the Carroll County Planning Commission on October 5.

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**Business**

- Appoint a Planning Commission Vice Chair  
The Planning Commission is meant to have an appointed Vice-Chair to serve as the presiding officer and decide all points of order and procedure of the meetings, in the absence of the Chair. The Planning Commission is being asked to nominate and vote to appoint one of its members to serve as Vice-Chair.

**Motion**

A motion was made by Commissioner Enslow and seconded by Commissioner Johnson to nominate and approve Commissioner Smith as Vice Chair for the Planning Commission. All voted in favor.

- Mayor and Town Council Referral: Draft Sign Ordinance  
The purpose of this amendment is to introduce new regulations that encourage the effective use of signs as a means of communication in the Town without creating visual clutter or becoming a public nuisance, creating blight or posing a hazard through unregulated placement. It aims to maintain the unique character of the Town, create an attractive business climate, promote pedestrian and vehicular safety, and enable fair enforcement of these regulation. The amended ordinance also condenses certain pieces of the existing ordinance in order to make it more concise. Planning Commission is being asked to review and discuss the amended ordinance and make a recommendation to Council, if the Commissioners feel ready to do so.

Planning Commission Comments:

- The document mentions “promote pedestrian safety”. To expand on this the Planning commissioner would like to see included under Temporary Signs, specifically regarding sandwich boards on sidewalks “pedestrian right of way”. These signs must leave 3 feet or what is the ADA requirement for passable sidewalk.
- Changes to the ordinance should be crossed referenced with the Historic District Guideline for consistency.
- Staff confirmed there are no grandfathered signs existing.
- Staff confirmed there is only one approved over the road sign located at the intersection of Main Street and Sandosky Road.
- Can the word “obscene” be better defined?
- Give a better definition of “mobile sign” specifically to exclude work vehicles.
- Under new section 3. (D) add the setback.

The Planning Commission requests these comments be reflected in the amended ordinance and brought back to them at the next meeting for their recommendation.

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**Town Updates**

- Board of Zoning Appeals Hearing pending for Tom's Total Automotive at 7306 Springfield Avenue. RE: Appealing the determination to prohibit any nonconforming use, including a service garage, from beginning operations at that location. The applicant is attempting to show the Board the property has maintained continuous operations as a service garage, without any pauses.
- Staff is still awaiting a decision from the Open Meetings Compliance Board regarding a complaint filed against the Town Counsel.
- There has been no substantial communication regarding Warfield.

**Adjournment**

There being no other business, Chair Singleton motioned and Commissioner Enslow seconded to adjourn the meeting at 7:23 P.M. All voted in favor.

Respectfully submitted,  
Jana Antrobus, Development Coordinator