

**OFFICIAL MINUTES –
SYKESVILLE PLANNING COMMISSION
April 6, 2015**

Sykesville Planning Commission (PC)

Present: Steve Enslow Ed Cinkole Phil Singleton Julia
Betz

Absent: Leo Fiander Louie Shaw

Staff: Dawn Ashbacher, Town Manager
 Sandy Cazares, Executive Assistant
 Andrea Gerhard, County Liaison Planner

Others: Paul Mueller, Mueller Homes

CALL TO ORDER

Steve Enslow, Chairman, called the meeting to order at 7:00 p.m.

MINUTES

Motion was made by Commissioner Singleton and seconded by Commissioner Cinkole to approve the March 2, 2015 Planning Commission meeting minutes with written, emailed amendments provided in advance by Council Member Betz. All voted in favor.

BUSINESS

Updates from the County

Andrea Gerhard, County Liaison Planner, provided the Commission with an update on the following County items:

- The County has officially adopted their updated County Master Plan. The County is focusing its efforts on implementation of it including updates to County Code and Zoning Ordinances.
- The County will send the draft of the County Annual Report for the Commission to review. Once reviewed, and at the May Planning Commission meeting, the Commission will be asked to sign a letter of approval of the report. The Sykesville area was split from the Freedom District in the report.
- Commissioners were invited to attend the County/Municipality Joint Planning Commission meeting on May 6 at 6:00 p.m. in Room 003 of the County Office Building in Westminster. Commissioners are urged to take the provided survey in advance of the meeting.
- The Town submitted a Civil War Heritage Area mini grant application for the Gate House Museum.

- The County will be having several focus groups to discuss the Freedom Area Comprehensive Plan and how to best move forward. More info will come soon. Ms. Ashbacher suggested having one focus group to represent the Town.

Updates from the Town

Certification of Adequacy of Public Facilities for 7526 Main Street—Historic Carriage House II
Mr. Mueller submitted a request to subdivide his property into five lots. The Town received and provided an overview to the Commission of the public facility certifications for 7526 Main Street. This included responses from the following agencies and their comments:

- Sykesville Public Works – Noted that the development will not require provisions for additional equipment, personnel, or facilities. The present facilities of trash service and snow removal services are adequate. It was also noted that “May need to use two 2-yard dumpsters; property will have to clean snow in front of dumpster to allow for pick up; this (development) will challenge Town parking facilities.”
- Sykesville Parks and Recreation – Noted that the development will not require provisions for additional equipment, personnel, or facilities
- Sykesville Police Department - Noted that the development will not require provisions for additional equipment, personnel, or facilities. The present facilities of police protection and traffic control services are adequate.
- Carroll County Solid Waste Disposal Facilities - Noted that the development will not require provisions for additional equipment, personnel, or facilities. The present facilities are adequate.
- Carroll County Schools - Noted that the development will not require provisions for additional equipment, personnel, or facilities. The present facilities are adequate for Piney Ridge Elementary, Sykesville Middle, and Century High School for FY15 - FY20.
- Carroll County Water and Sewer Services – Noted that the threshold capacity requirements for sewer and water services are adequate.
- Carroll County Fire and Emergency Medical Services – Noted that the present Fire and EMS Response services are adequate.

The Commission was asked to provide written findings and a recommendation for the adequacy of public facilities. These recommendations will then be submitted to the Mayor and Town Council, and the Mayor and Town Council will hold a public hearing for public facilities.

The Sykesville Public Works comments were discussed in detail. Mr. Mueller expressed that while he expects that one two-yard dumpster will be sufficient to meet their needs, if he finds that this is not sufficient, he is willing to hire a private carrier with a four-yard dumpster or get two 2-yard dumpsters. The challenge to Town parking facilities still remains a concern to the

Commission, but they expressed understanding that the Town Code provides a “fee in-lieu-of” clause to allow for a fee to be paid when adequate parking cannot be provided.

MOTION: Chairman Enslow motioned and Commissioner Singleton seconded that the Planning Commission recommend to the Mayor and Town Council that there are Adequate Public Facilities for the proposed subdivision at 7526 Main Street with the comments of the Sykesville Public Works amended to say that the development will challenge Town parking facilities. The recommendations from the Planning Commission should include an explanation that through the Town Code, the Planning Commission may permit fulfillment of all or part of the parking requirements in the Downtown Business District to be satisfied through payment of a parking impact fee in lieu of on-site parking when on-site parking is impractical due to site conditions. Also included will be the comments from the Sykesville Parks and Recreation, Sykesville Police Department, Carroll County Solid Waste Disposal Facilities, Carroll County Schools, Carroll County Water and Sewer Services, and Carroll County Fire and Emergency Medical Services as summarized in the comments above. The motion carried unanimously.

The Certification of Adequacy of Public Facilities for 7526 Main Street will be introduced at the next Mayor and Town Council meeting on April 13, 2015, and there will be a public hearing on April 27, 2015.

SHA Streetscape Task Force meeting - Commissioner Ed Cinkole and Town Manager, Dawn Ashbacher provided an update regarding the second SHA Streetscape Task Force meeting which occurred on March 30, 2015.

At the March 30 meeting, State and Town representatives discussed three concepts that were presented. SHA was able to hear feedback from the Town representatives in order to better determine what the Town’s needs are. Several concerns were expressed at the meeting. The Task Force felt that SHA is more used to designing highways and big arterial roads, but the scale would be too big for the Town. SHA showed plans to substantially widen the road, widen and add sidewalks, and include wide shoulders wherever they can as per SHA specifications.

The Town representatives expressed concerns that once the Town takes on fee-simple ownership of these improvements, the Town will have to fund the maintenance of these expanded areas for an increased cost to the Town. They hope to maintain the small, historic town feel and charm.

The Town representatives also expressed concerns about having a three foot grass strip in the downtown area.

They also discussed the bridge over the river and the possibility of widening it and having one sidewalk on each side of the bridge. The Town also informed the SHA reps that there have been discussions with Howard County and planned improvements to the South Branch Park area. They discussed the priority of having a really good side walk on only one side of the road for the South Branch Bridge.

Parking was also discussed and Task Force representatives asked SHA to consider options that would maximize parking.

Pedestrian and bicycle usage was discussed as well and how that connectivity would best be linked with the tunnel and Sykesville Middle School. Springfield Avenue was a challenging section to figure out specifically due to the topography and tying in the existing sidewalk which is on the opposite side of the school and the tunnel. One option discussed could be a multi-use path that would accommodate both pedestrians and cyclists.

MOTION: Commissioner Singleton motioned and Commissioner Cinkole seconded to authorize the Planning Commission Chairman to sign the County Annual report letter based on Commissioner comments electronically. Chairman Enslow abstained. The motion carried unanimously.

The Planning Commission also asked Town staff to advertise to fill the current vacancy on the Planning Commission.

ADJOURNMENT

MOTION: There being no further business, Commissioner Singleton motioned and Commissioner Cinkole seconded to adjourn the meeting at 8:10 p.m.

Respectfully submitted,

DRAFT

Sandy Cazares, Executive Assistant