

OFFICIAL MINUTES
SYKESVILLE PLANNING COMMISSION
August 3, 2015

Present: Steve Enslow Ed Cinkole
 Phil Singleton Julia Betz
 Leo Fiander Mike Scheiner

Absent: None

Staff: Dawn Ashbacher, Town Manager/Planning Director (By phone)
 Andrea Gerhard, County Liaison Planner
 Steven Colella, Director of Economic Development
 Jana Antrobus, Executive Assistant

Others: Scott Jendrek Bruce Burton
 Scott Beck Paul Mueller
 Rachael Beck

Call to Order

Steve Enslow, Chairman, called the meeting to order at 7:05.

Approval of Minutes

The minutes of the July 6, 2015 meeting were unanimously approved with one amendment. Leo Fiander and Mike Scheiner abstained. Julia Betz requested that Zoned Conservation is added to the bullet points under Potential Development off of Schoolhouse Rd.

BUSINESS

County Updates

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

- The County is currently working on the preliminary stages of the Freedom Area Master Plan.
- If any mapping changes are needed all coordination should go through Andrea Gerhart.

7526 Main Street – Historic Carriage House II, Final Subdivision Plat Approval

The developer said, the submitted Plat reflects the Town Engineer's and County's comments. Confirmation of Site Plan approval was requested by Commission Chair Enslow; a review of the March 2, 2015 minutes confirmed Site Plan was approved on March 2, 2015.

MOTION: Commission Chair Enslow motioned and Commissioner Singleton seconded the approval of the Final Subdivision plat subject to confirmation that Town and County comments have been satisfactorily addressed. The motion carried unanimously. Mike Scheiner abstained.

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Zoning Ordinance Amendments – Distillery Establishments

Current building ordinance does not allow for the use of a distillery in the local business district. In order to allow for the use the Town would need to amend the Zoning ordinance. The guiding document for this would be the Town's Master Plan.

- Two choices
 1. Permitted Use – Allows for a distillery by right.
 2. Conditional Use – Any potential business would require review by the Board of Zoning Appeals.
 - a. Conditions would be set by the Board of Zoning Appeals.

Considerations for the text amendment

- If tours and tastings are not successful and it became just manufacturing.
- Residential use in building.
- Parking (four spaces are with the building).
- Outdoor storage.
- Waste removal (Scott Jendrek plans to donate corn waste to local farms).
- Impact on local business.
- Operating standards/issues.
- Loading and unloading of shipments.
- Hosting special events on location.
- Amount of production (Scott Jendrek to send his Master Capacity Plan).

Process for Text Amendment

- Town Manager to draft text amendment for Conditional Use with the Class I Manufacturer's license as the basis.
- Present Text amendment to Planning Commission on September 8, 2015 for approval.
- Once approved by Planning Commission, the Town Manager will present to the Mayor and Town Council for approval.
- Before approval, the Mayor and Town Council must hold a public hearing. An ad must run 15 days prior.
- After the Public Hearing final approval will be requested at the same hearing.

Planning Commission recommends that the Town Manager move forward with drafting a Text Amendment to be presented at the next meeting.

Note

Sykesville currently has Manufacturing and Packaging of Alcohol in the Industrial District as a Conditional Use.

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Streetscape Task Force

Commissioner Cinkole gave an update noting the two concepts for MD 851 that were recently discussed. The process is in the concept design phase looking for final concept by December.

1. Concept 1 – Decreases the parking spaces on Main Street from 32 to 14.
2. Concept 2 – Removes all parking spaces on Main Street and widens sidewalks.

The following topics were discussed by the Commissioners in detail:

1. Parking

- Any loss of parking on Main Street is a major concern of the Town at the same time still being aware of the importance of pedestrian friendly sidewalks.
- Steven Colella, Director of Economic Development presented a proposal that was discussed with the Merchant Community and Public Safety to address the parking and pedestrian concerns.
- Scott Beck was asked his opinion on parking. He explained during a recent meeting with the Main Street merchants the majority was concerned about the loss of parking and access for their delivery trucks.
- With the widening of sidewalks and retaining some of the existing parking spaces lane width will be 10’.
- Parking Garage on the parking lot behind the French Twist.
 - o Is Project Open Space a hinder?
 - o Cost of Project \$20,000 per parking space.
 - o A tax increase may be necessary to fund a parking lot.
- Why change? Changes are necessary to meet SHA/ADA compliance.
- Town motivation.
 - o Improve roads
 - o Storm water management
- If parking is retained, line of site issues will need to be addressed.

The concern of lost parking was unanimous.

2. Wholistic Approach to Downtown:

- Upgrade alley ways to reduce foot traffic on Oklahoma Ave.
 - o Safety concerns were raised about foot traffic on Oklahoma Ave.
- More information needed for an idea to change Oklahoma Ave to one way and reopen the road next to Baldwin’s.
- Reduce the front yard of the Town House to create a Town Square and a wider pedestrian friendly area.
- Commissioner Cinkole recommends the use of a consultant to help with the final decision. “What is best for the Town”

All were in agreement to look for a consultant and explore the Town Square concept.

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Motion

Commissioner Singleton motioned and Commissioner Cinkole seconded to go into closed session at 9:15 PM. All were in favor.

Closed Session

The meeting is proposed to be closed pursuant to the General Provisions of the Annotated Code of Maryland, Section 3-305(b) (1) to discuss (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, designation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, or (ii) Any other personnel matter that affects one or more specific individuals.

Present:	Steve Enslow	Ed Cinkole
	Phil Singleton	Julia Betz
	Leo Fiander	Mike Scheiner

Staff:	Dawn Ashbacher, Town Manager/Planning Director (By phone)
	Jana Antrobus, Executive Assistant

Business

- Personnel Appointment – Commission Vacancy – Confidential Personal Information

Adjournment

There being no other business Commissioner Singleton motioned and Commissioner Cinkole seconded to adjourn the meeting 9:30 PM. All were in favor.

Respectfully submitted,

Jana Antrobus, Executive Assistant