

**OFFICIAL MINUTES
SYKESVILLE PLANNING COMMISSION
October 5, 2015**

Present:	Steve Enslow Ed Cinkole Leo Fiander	Phil Singleton Mike Scheiner
Absent:	Julia Betz	
Staff:	Dawn Ashbacher, Town Manager/Planning Director Andrea Gerhard, Carroll County Planning Jana Antrobus, Executive Assistant	
Others:	Dennis Hoover Bruce Brown Jonathan Herman	Chris True David Edgerley

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

Approval of Minutes

Motion was made by Chair Enslow and seconded by Commissioner Singleton to approve the September 8, 2015 Planning Commission meeting minutes. All voted in favor, Commissioner Cinkole abstained. Chair Enslow requested one correction and all agreed that under Streetscape Task Force – Update, in the last sentence to remove “He also” and replace with “Commissioner Singleton”.

BUSINESS

Presentation of Warfield Land Condominium

As part of the sale of the Warfield complex, the parcel with the historic buildings, Parcel D, will be setup as a land condominium. Dennis Hoover, Town Attorney, explained what this means and how the land condominium works.

A land condominium requires two components, units and common elements. Each historic building is a separate unit. This allows for the buildings to transfer individually.

There is a component in the contract that requires a portion of the purchase price to go into an escrow that will be dispersed back to the purchaser for improvements to the historic buildings. The escrow will be released back to the purchaser, as if it was a grant, with a dollar for dollar match by the purchaser. These funds will be spread across each building based on the square footage of each building. If the buildings are not stabilized and preserved according to a prescribed schedule, they will revert back to the Town. The Land condominium provides a mechanism for the buildings to revert individually.

OFFICIAL MINUTES
SYKESVILLE PLANNING COMMISSION
October 5, 2015

Page 2

County Updates

- Mt Airy is also working on a Distillery text amendment; Andrea Gerhardt advised that it may be beneficial to plan a joint meeting with them.
- On October 22 there will be a public hearing regarding the rezoning for Walmart in Eldersburg.
- The Carroll County/Sykesville Joint meeting is scheduled for November 4, at 7 PM.
Possible agenda items are:
 - o County Gateways and signage
 - o Annexation of property and zoning waivers
 - o National Guard Readiness Center on Route 32
 - o Warfield
 - o Communication
 - o Infrastructure for fiber optics

Update on Streetscape Project

SHA presented a revised concept plan to the Mayor and Town Council; it includes parking, wider sidewalks downtown and a plaza in front of the Town House.

The Mayor and Town Council decided to retain a consultant to assist with the SHA project and review the concepts from an economic perspective (parking versus wider sidewalks). The Town Manager will be meeting with three different consultants before choosing one.

Update on Town Issues

The Planning Commission was asked to review the Downtown Revitalization chapter of the Master plan for input on a cohesive Town vision that will tie together the following ideas.

- o Town House Plaza
- o One way traffic on Oklahoma and how it would affect Baldwin's Station
- o South Branch Park
- o Warfield

Eagle Scout Projects

- Construction of a 12'x24' pavilion with one adult wheelchair accessible picnic table and one children's picnic table at Little Sykes.
- Construction of four 3'x2.5' cold frame boxes, a four-sided frame of boards with a removable glass or plastic top. The frame is placed on the ground and is used to house, protect, and harden off seedlings and small plants, without artificial heat.

Concerns:

Any additions to the Town could increase the workload of the Public Works Department.

**OFFICIAL MINUTES
SYKESVILLE PLANNING COMMISSION
October 5, 2015**

Page 3

Tree Trimming

The Town Manager announced that a draft tree trimming ordinance was in progress. The following suggestions were mentioned:

- Requirements for a tree trimming service to consider:
 - o A rate based on an 8 hour day
 - o Equipment including a bucket truck and chipper
 - o Two laborers
 - o Certified arborist
 - o Storm damage cleanup

Motion

Commissioner Singleton motioned and Commissioner Cinkole seconded to go into closed session at 8:55 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	Mike Scheiner
	Leo Fiander	

Staff:	Dawn Ashbacher, Town Manager/Planning Director
	Jana Antrobus, Executive Assistant

Business

- Personnel Appointment – Commission Vacancy – Confidential Personal Information

Adjournment

There being no other business Commissioner Singleton motioned and Commissioner Scheiner seconded to adjourn the meeting 9:06 PM. All were in favor.

Respectfully submitted,

Jana Antrobus, Executive Assistant