

**OFFICIAL MINUTES
SYKESVILLE PLANNING COMMISSION MEETING
October 6, 2014**

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

Absent: Louie Shaw James Jacobe

Staff: Dawn Ashbacher, Town Manager
Sandy Cazares, Executive Assistant

Others: Dennis Hoover, Town Attorney
Sean Davis, Morris and Ritchie Associates

CALL TO ORDER

Steve Enslow, Chairman, called the meeting to order.

MINUTES

The minutes of the September 2, 2014 Planning Commission meeting were unanimously approved (Commissioner Leo Fiander abstained).

The minutes of the September 16, 2014 Planning Commission workshop were unanimously approved (Commissioner Leo Fiander abstained).

UPDATES FROM THE COUNTY

Lynda Eisenberg, Chief of the Bureau of Comprehensive Planning for Carroll County provided the following County updates:

- The County has a Public Hearing scheduled for November 5, 2014 at 6:00 p.m. for the 2014 Carroll County Master Plan. The hearing will be held at the Carroll Community College K Building, Room 100. The County is accepting public comments through their hearing time. They ask the Town to provide comments through October 23, 2014.

BUSINESS

Public Hearing on Master Plan Amendment – No public comments.

Public Hearing on Zoning Ordinance Amendment – No public comments.

Commissioners agreed to keep an open forum for comments from the public throughout the remainder of the meeting.

Discuss Zoning Ordinance Amendment for Warfield

Sean Davis and Dennis Hoover were present to discuss the Zoning Ordinance Amendment for Warfield.

At the previous Planning Commission work session, Mr. Davis reviewed a number of handouts with the Commission:

- 11x17 spreadsheet compares a series of requirements (far left column) to the Town of Sykesville and the Zoning Ordinances for 6 jurisdictions throughout the state in terms of mixed use zoning.

- Town of Sykesville Business Local (BL) Zoning Ordinance - The property is currently zoned BL.
- Town of Sykesville Employment Campus District Zoning Ordinance - The Property has an overlay of an Employment Campus District.
- The 6 other jurisdictions' mixed use zoning ordinances

These were discussed in greater detail during this meeting in order to begin crafting the Planned Employment Center ordinance for the Town. Additionally, a draft Planned Employment Center zoning ordinance was distributed to the Commissioners for feedback and review. Sections of the proposed ordinance references aspects of our existing ordinance, as our Town code currently does. The following topics were discussed in detail:

- Possible principal permitted, conditional, accessory, and prohibited uses
- Required percentage of land use
- Definition of recreational space
- Densities and floor area ratios
- Design guidelines and the use of pattern books
- Providing more substance for the approval process
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As for next steps:

Commissioners were asked to read over the provided ordinances from other jurisdictions.

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| October 20, 2014 | Planning Commission Workshop on Zoning Ordinance Amendment (<u>new time 6:00 p.m.</u>) |
| November 4, 2014 | Planning Commission Public Hearing on Master Plan Amendment and Zoning Ordinance Amendment. The Master Plan Amendment and Zoning Ordinance Amendment would then be recommended to the Mayor and Town Council. |
| November 24, 2014 | First opportunity for the Mayor and Town Council to vote on the Master Plan Amendment and Zoning Ordinance Amendment. |

OTHER

Scheduling a Tour of Warfield Buildings

Planning Commissioners were invited to attend a tour of the Warfield Buildings on November 1 at 1 p.m.

MD-851 Streetscape Project Update

There was a MD-851 Streetscape Project Meeting held with representatives from SHA. Commissioner Ed Cinkole attended the meeting and spoke about it. Ten departments from the state were in attendance. The Streetscape project is expected to take approximately two and a half years. The Town is likely to form a Streetscape Task Force. Ed Cinkole volunteered to represent the Planning Commission on the Task Force. Commissioner Phil Singleton also expressed interest, and would be interested in serving as a resident.

Other Town Updates

South Branch Park – The Town received the report from the previous charrette as it relates to South Branch Park's Warehouse Building. Those notes will be shared in a future meeting. There will be a Skate Park Design Charrette on October 18 at 9am at Sykesville Middle School.

Capital Improvement Program Plan Process – Department Heads have submitted CIP requests this month. Dawn Ashbacher, Town Manager and Linda Quinn, Town Treasurer, will vet them. There will be an open work session in the future. Representatives from the Planning Commission and Parks and Recreation Committee, and others will be invited to attend this meeting in November or December.

Updates to the Mayor and Council - The Mayor and Town Council will receive an update on the Master Plan Amendment and Zoning Ordinance Amendment progress at their meeting on October 14, 2014.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:28 p.m.

Respectfully submitted,
Sandy Cazares, Executive Assistant