

OFFICIAL MINUTES
SYKESVILLE PLANNING COMMISSION
August 4, 2014

Present: Steve Enslow Ed Cinkole Louie Shaw
 Julia Betz Phil Singleton

Absent: James Jacobe Leo Fiander

Staff: Dawn Ashbacher, Town Manager
 Sandy Cazares, Executive Assistant
 Lynda Eisenberg, Chief of the Bureau of Comprehensive Planning, Carroll County

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 June 2, 2014 Planning Commission meeting were unanimously approved (Commissioner Louie Shaw abstained).

UPDATES FROM THE COUNTY

Lynda Eisenberg, Chief of the Bureau of Comprehensive Planning for Carroll County updated the Commission on the following County items:

County Master Plan Update

The County is in the process of finalizing the updates to the County Master Plan. It will go out for 60 day review at the end of August. The County will be doing five citizen outreach meetings in August and September, with one meeting scheduled September 17 at the Mount Airy Senior Center. Sykesville residents who are interested in seeing the County Master Plan are welcome to attend.

Consolidated Transportation Priorities letter

Annually, the County puts together a transportation priorities letter that lists the County priorities for road construction and improvements. This year's letter mirrors last year's letter. Projects that would include the Town of Sykesville include widening MD 32 from two to four lanes, from MD 26 to the County line. This is one of the County's top priorities for new project planning. Other projects include MD 851 (Sykesville Main Street/Springfield Avenue) improvements and the Governor Frank Brown Trail.

BUSINESS

Community Parks and Playground Grant for FY 2016

The Town is applying for a Community Parks and Playground grant of \$79,000 to resurface and widen portions of the northern section of Linear Trail. The Planning Commission unanimously approved authorizing Steve Enslow, Chairman, to sign a letter of support from the Commission for the grant.

Master Plan Amendment for Warfield

Sean Davis and Dennis Hoover were present to provide initial thoughts on revising the Town Master Plan regarding Warfield.

A draft schedule for the Master Plan Amendment and Zoning Ordinance Amendment processes was presented. The schedule will include the following:

- The September Planning Commission meeting has been moved from September 1 to Tuesday, September 2, 2014.
- The November Planning Commission meeting has been moved from November 3 to Tuesday, November 4.
- Additional Planning Commission workshops have been added on Tuesday, August 19, Tuesday, September 16, and Monday, October 20.

An updated schedule will be provided at the next Planning Commission workshop on August 19.

Mr. Davis also presented three fundamental steps in the Master Plan update process:

1. Build on the existing “Planned Employment Center” from the current Master Plan. Adjust language for clarity and add description of residential uses permitted.
2. Update the existing Comprehensive Plan for consistency with the text on Planned Employment Center.
3. Comb through remaining Master Plan text and exhibits to validate references to the Warfield property.

Ms. Eisenberg, Carroll County’s Chief of the Bureau of Comprehensive Planning, asked that any maps/data needed from the County GIS Department should be requested as soon as possible.

OTHER

Miscellaneous Town Updates

Dawn Ashbacher, Town Manager, provided updates on the following Town items:

SHA MD 851 Streetscape Concept Update – The Town estimates that around the first of the year the project design should be moving more quickly. The Mayor and Town Council would like pedestrian lighting the entire distance of the project. Commissioner Cinkole suggested that the Town retain a third party consultant to oversee the process and assist the Town with the planning of this project. This would help to ensure that the Town’s interests are represented at least during the plan review process.

South Branch Park – The Town in conjunction with Howard County hopes to have the playground and pavilion installed by Labor Day. A ribbon cutting is being planned. A site plan for the parking lot is being worked on as well.

Sidewalks – There continues to be discussions at the Mayor and Town Council meetings regarding the need to create a plan for repairing Town sidewalks. There is no Town ordinance in place for sidewalk maintenance.

Trees – The Town has received complaints about trees overhanging Town roads and blocking stop signs. There is no Town ordinance in place for tree trimming. The Town is working on this. The Town has sent letters to residents regarding their trees' overgrowth, and the residents have voluntarily trimmed them.

Raincliffe – The work on the intersection continues. The work on 32 is progressing, but there is an issue with the paving. The grade of the road must be lowered to match the curb and gutter by Raincliffe to tie into the intersection. They have reached the permitted number of building permits allowed before the intersection is substantially complete.

Feedback on Town Volunteer Event

Ms. Ashbacher discussed the Town's Volunteer Event held on June 27. The Commission provided input on future Town volunteer recognition events suggesting that recognition could be provided during a Town event such as Fall Fest.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,
Sandy Cazares, Executive Assistant