

OFFICIAL MINUTES
SYKESVILLE PLANNING COMMISSION
October 27, 2016

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

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

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

Approval of Minutes

Motion was made by Commissioner Singleton and seconded by Commissioner Betz to approve the October 3, 2016 Planning Commission meeting minutes. Chair Enslow requested the oral recording be included for comparison to written minutes. All voted in favor.

Business

Warfield Preliminary Plan, Concept Plan and Pattern Book Presentation

Sean Davis, Morris & Ritchie Associates, Inc. gave a brief overview of past presentations and presented the revised Warfield Preliminary Plan, Concept Plan and Pattern Book.

Public Hearing

The following comments were received:

- Will all the historic buildings be renovated – Yes
- Is there a Phasing Plan for the whole development – In progress

Chair Enslow identified 4 topics to discuss:

- Traffic Study
- Phasing of Development
- Water and Sewer Allocation
- Park/SWM Pond

Traffic Study

A Traffic Study prepared by Wilson T. Ballard was discussed, including several supplemental questions. The Planning Commissioners were provided with written reports.

The following are comments from the discussion:

- Springfield Hospital is concerned that Buttercup Road is in need of repairs and there are no funds. The addition of more traffic will only cause more disrepair and they do not have the funds to repair the road.
- The Planning Commission agrees the two connections onto Buttercup Road are desired.
- The Disposition Agreement was handed out and discussed.

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Action Items:

- Traffic Study to be submitted to State Highway Administration by The Warfield Collaborative.
- Understand the terms of the disposition agreement.
- Wendy Scott-Napier, Assistant Secretary of the Department of General Services for Real-Estate will check on the following:
 - 1) Is the road through Springfield Hospital Center a public road?
 - 2) What is an estimate of what it will take to repair the road?

Phasing of Development

A Phasing Plan prepared by Morris & Ritchie Associates was discussed.

- Chair Enslow is concerned about the Phasing Plan. He wants to see a more aggressive plan including the stabilization of buildings in parcel D and infrastructure based on metrics. He requested to see percentages by acreage and by square footage as well as with and without the park included.

Water and Sewer Allocation

A letter sent by Carroll County Department of Planning regarding the Warfield Water and Wastewater Allocation was discussed. According to the letter the Warfield Development is over its available allocation by 20,273 gpd based on a multiplier that assumed a 50/50 split between Medical Office and General Office. Wendy Scott-Napier reported that the State was not able to release any of its allocation (option #4).

The Planning Commission wants to explore option #3 from the letter received by Dawn Ashbacher on October 27, 2016 from Carroll County Department of Planning, although there was a reluctance to set limits. Morris & Ritchie Associates was asked to propose language if this was included on the site plan as part of the approval.

Park/SWM Pond

- The Planning Commission is requesting an analysis of the active vs passive recreation land use to determine how much the plan is short.
- Morris & Ritchie Associates proposed to the Mayor & Town Council:
 - \$50,000 towards Master Plan for Warfield Park and Millard Cooper Park.
 - \$150,000 for physical improvements to Warfield Park and Millard Cooper Park.

The Planning Commission is agreeable to the concept but will need to see more details. They would like elaboration on how improvements to Millard Cooper Park will improve visual connectivity.

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Other items

- See 3D sketches, etc. from the Warfield round-about looking back into Parcels A/B to illustrate what the grading will look like from the round-about back into the development on Parcels A/B sooner.
- Pattern Book – Meeting with Richard Wagner October 28.
- Bob Bond's comment on #2—A condition of approval will be to include further studies of a redesign of the access entrance to Parcel A/B which will retain the existing connection to the round-about.
- Ownership of Stormwater Management – Town Attorney to review and Morris & Ritchie Associates are working on cost estimates.
- Chair Enslow reiterated the importance of designing sidewalks along Buttercup Road.

Adjournment

There being no other business, Commissioner Scheiner motioned and Commissioner Cinkole seconded to adjourn the meeting at 9:47 PM. All were in favor.

Respectfully submitted,

Jana Antrobus, Executive Assistant

Philip R. Hager
Director/Legislative Liaison
Department of Planning

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Lynda Eisenberg, Chief
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October 27, 2016

Dawn Ashbacher, Town Manager
Town of Sykesville
7547 Main Street
Sykesville, MD 21784

RE: Warfield Allocation Discussion

Dear Ms. Ashbacher:

Since 2014, various Carroll County agencies have been working diligently to assist the Town of Sykesville to calculate and secure a water and wastewater allocation for the Warfield Complex project from the State of Maryland. Through discussions with the County and negotiations with the state, an allocation of 142,000gpd was secured on September 24, 2015. This allocation of 142,000gpd was based on calculations using multipliers provided within the Maryland Department of the Environment's Guidelines for Wastewater Capacity Management Plans and the square footage from the agreed-upon contract.

The concept plan submitted by Morris Ritchie & Associates (MRA) on August 22, 2016 for the Warfield Complex shows that the projected demand for this development exceeds the 142,000gpd allocation. Since that time, there have been multiple iterations of square footage numbers that have been suggested by MRA, however, no revised plans have been provided to County staff to review. Without an officially-submitted revised concept plan, it is impossible to make an accurate and reliable determination of demand.

When calculating the demand for Office Space, County staff used a multiplier that assumed a 50/50 split between Medical Office and General Office. While a 50/50 assumption entails a certain level of risk to the County, it is a reasonable forecast that serves to protect the parties while accommodating some flexibility within the overall site development plan. The MRA plan, as submitted, exceeds the available allocation by 20,273gpd. MRA has recently suggested a plan modification to distribute Office Space demand based upon an 85% General Office/15% Medical Office ratio within the total Office Space allocation. Since General Office demand is significantly less than Medical Office, this iteration reduces overall demand by 61,230gpd. However, since neither the County nor the Town can control eventual tenancy, County staff is extremely uncomfortable with this projection. If the eventual occupancy results in a larger component of Medical Office, the result could be unfulfilled demand which could have serious repercussions.

DEPARTMENT OF PLANNING
Planning for success in Carroll County

While the County does not wish to prevent this project from moving forward, it is critically important to note that the County has an allocation limit of 142,000gpd. There is no additional capacity to allocate. Moreover, it is vitally important that the County not overcommit its resources. Staff has generated four options that may help overcome the present allocation challenge:

1. Reduce the size, scale or scope of the proposed development.
2. Adjust the Water and Sewer Service Areas within the Town of Sykesville. According to the County's Buildable Land Inventory (BLI) the Town of Sykesville has 237 potential buildable residential lots within the Corporate Limits. In order to make up the 20,273gpd shortfall, the Town of Sykesville could chose to put 81 of these properties into a Long Range (+10) Sewer Service Category. This opens up capacity and makes it available for reallocation. Once Warfield is complete and fully online, and if all of the capacity is not being utilized, some or all of the capacity could be returned. These adjustments would be accomplished via amendments to the Water and Sewer Master Plan. It would be up to the Town to designate which properties would need to be moved to the Long Range (+10) Sewer Service Category. County staff can provide the maps that show which properties this could impact.
3. Restrict certain types or amounts of development- Covenants could be established within the Warfield Complex which would limit the type of uses within the development. This would be a way that would ensure that the 85/15 split between General and Medical Office would remain permanent. This would also have to be part of the site plan review and should be captured in the Public Works Agreement that would be executed and recorded for the Plan. While this is potential option, County staff does not wholly endorse its use because of the difficulties inherent in enforcement.
4. Re-negotiate with the state. Perhaps the state would agree to release additional capacity.

These are a few potential options that would allow the project to move forward within the current timeline. County staff is available to help with any questions regarding methodology, calculations or allocations but ultimately the decision as to how to move forward from here lies with the Town of Sykesville.

If additional information or clarification is required, please do not hesitate to contact me. Thank you for your continuing efforts on this project.

Sincerely,



Philip R. Hager, Director & Legislative Liaison,
Carroll County Department of Planning