



Town of Sykesville

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Town House

Stacy Link, Mayor

Joseph Cosentini, Town Manager

Jennifer Livesay, Town Treasurer

Kerry G. Kavaloski, Town Clerk

OFFICIAL MINUTES FEBRUARY 3, 2025 REGULAR PLANNING COMMISSION MEETING

The Sykesville Planning Commission meeting was held on Monday, February 3, 2025. Commissioner Singleton called the meeting to order at 7:00 P.M. in the Town House Conference Room.

PRESENT: Commissioners Phil Singleton, Ken Johnson, Ted Ludvigsen, Daniel Mican, Michael Scheiner, and Brandon Smith.

ABSENT: Council Member Jeremiah Schofield.

STAFF: Joe Cosentini, Town Manager
Kevin Rubenstein, Town Planner

ELECTION OF CHAIR AND VICE-CHAIR OF COMMISSION

NOMINATION: Commissioner Ludvigsen nominated Phil Singleton to be the Chair and Brandon Smith to be the Vice-Chair of the Commission. Commissioner Johnson seconded the nomination.

The nomination carried unanimously.

MINUTES:

- December 2, 2024

MOTION: Commissioner Singleton motioned to approve the minutes from December 2, 2024. Commissioner Smith seconded the motion.

The motion carried unanimously.

COUNTY UPDATES:

The updates were provided in writing.

BUSINESS AGENDA

- **Introduction of site plan for Schoolhouse Road Apartments accessory building**
Representatives were in attendance to present the site plan for a two-story accessory building that has a front porch, rear patio area, and a new playground. The plan also includes the conversion of five standard parking spaces into three accessible spaces, one standard space, and two electric

vehicle spaces. The electric vehicle spaces can be used by gas powered vehicles when not in use by electric cars.

Kevin Rubenstein, Town Planner, explained that the applicants have worked with town staff regarding set backs and other requirements. He clarified that the applicant will need to contract with a private trash hauler for the size of dumpsters indicated on the plan.

The applicants are currently going through the County approval process, and the Planning Commission will only have to approve the plan once. Town staff will have conversations with the applicants to determine when to bring the plan back before the Commission for approval.

- **Approval of the Maryland Department of Planning Annual Report for 2024**
Mr. Rubenstein explained that the Carroll County Department of Planning compiles data which is then sent to the Maryland Department of Planning (MDP). MDP uses the information to guide planning policy and funding decisions. He noted that the site plan approval section was left blank because the site plans that came before the Commission in 2024 did not meet the County requirements for reporting.

MOTION: Commissioner Singleton motioned to approve the Maryland Department of Planning Annual Report for 2024 and to authorize the Chair to sign the letter confirming participation in producing the county wide report. Commissioner Johnson seconded the motion.

The motion carried unanimously.

TOWN UPDATES:

- Mr. Rubenstein announced that the South End Streetscape Project will be beginning possibly later this month with Baldwin Drive and the parking lot. Main Street is not planned to be touched until next winter to avoid disrupting the busy season for the merchants.
- There will be an addition added to Sykesville Middle School and a reconfiguration of the parking lot. The School Board still needs to go through the County process, so it will come before Planning Commission after that has finished.
- There has been a submittal for a possible development on Parcel B in the Warfield Complex. The use proposed, assisted living facility, is a conditional use, and will need to come before Planning Commission for a recommendation to the Board of Zoning Appeals.

ADJOURN: There being no further business to come before the Planning Commission, Commissioner Singleton motioned, and Commissioner Smith seconded to adjourn the meeting at 7:19 P.M.

The motion carried unanimously.

Respectfully submitted
Town Clerk Kerry Kavaloski