



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 MARCH 3, 2025 REGULAR PLANNING COMMISSION MEETING

The Sykesville Planning Commission meeting was held on Monday, March 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, and Brandon Smith. Council Member Jeremiah Schofield.

ABSENT: Michael Scheiner.

STAFF: Joe Cosentini, Town Manager
Kerry Kavaloski, Town Clerk
Kevin Rubenstein, Town Planner

MINUTES:

- February 3, 2025

MOTION: Commissioner Singleton motioned to approve the minutes from February 3, 2025. Commissioner Johnson seconded the motion.

The motion carried unanimously with Council Member Schofield abstaining as he was not in attendance at the February 3 meeting.

COUNTY UPDATES:

The updates were provided in writing.

BUSINESS AGENDA

- **Consider/Discuss/Act on a Conditional Use Request for Assisted Living at Warfield Parcel B**

Commissioner Singleton explained that the Planning Commission is being asked for a non-binding recommendation to the Board of Zoning Appeals (BZA) for this item. Kevin Rubenstein, Town Planner, further explained that all conditional use requests in the PEC zone are to be reviewed by the Planning Commission for recommendation to the BZA before the BZA makes the decision on the use. He outlined the criteria that the PEC zone established for which conditional uses are evaluated. Staff did not make a formal recommendation but did include items to include, such as an updated traffic study, average annual emergency service calls, and compliance with the Historic District Commission guidelines.

Dave Bowersox, representative of the applicant, presented their conditional use request. Steve McCleaf, Rob Hobson, and Jim Mattias were also in attendance from the applicant. He explained that all units will be state licensed, and the residents will need some type of assistance. An appraisal report and traffic impact study were submitted to the Town. He asked the Commission to include language that the project as proposed is compatible with the Comprehensive Plan.

He went through the analysis in the staff report and explained the following (please note that the numbers align with the numbers in the analysis):

- 1) 75% of the residents come from within five miles of the facility. The facility is anticipating 38-42 employees.
- 2) The applicant had nothing to add to this analysis.
- 3) The applicant agreed with the analysis and added that the traffic expected for an assisted living facility is less than what would be expected for a hotel, which was originally the consideration for this site. A traffic impact analysis was submitted to the Town.
- 4) The applicant explained that the determination of impact will be more accurate during the adequate public facilities process. The assisted living facility will have contracts with private transporters for ambulance services, and they will include lights off and sound off for their responses. Deliveries and refuse pickup will be limited to business hours.
- 5) The applicant has no argument with this analysis.
- 6) The applicant reiterated that emergency services contracts will include the lights off sound off provision, and deliveries and refuse pickup will be during business hours only.
- 7) The applicant agrees that the determination is subjective.
- 8) The applicant has no additional comment.
- 9) The applicant provided a rough rendering, but engineering and architecture plans are not finished. The traffic should be low impact, and the impact would be less than a hotel.
- 10) The applicant has no further comment on this item.

Joe Cosentini, Town Manager, explained that the analysis in the staff report was done to get items on the table for future planning, not necessarily during this recommendation process. Several of the items will be discussed during the concept planning process.

Commissioner Mican asked if a pedestrian study has been completed, as the tunnel under Route 32 is an important pedestrian access spot. The Commissioners discussed pedestrian access, including sidewalks, in this area.

Commissioner Singleton explained that a hotel was anticipated in this location and was discussed in the Comprehensive Plan, though it was not the only use for this parcel. This use would be within the scope of the Comprehensive Plan for this parcel.

Council Member Schofield asked how this use works with interconnectivity with the rest of the properties in the PEC zone. Mr. Bowersox explained that it is a commercial use that is allowed for in the Town code. Any other uses on the property are speculative at this point. Council Member Schofield asked about how the building would look from Route 32. The applicant is sensitive to the view sheds into the property. The architectural and engineering plans would be the next step after conditional use approval. Mr. Cosentini also explained that massing and size restrictions are in the Historic District Guidelines for the Warfield Complex.

There was a discussion about water and sewer capacity. Warfield already has a water capacity, and a hotel use would be more than an assisted living facility. The water and sewer capacity will be determined during the site plan and adequate public facility process. The facility would be staffed 24 hours a day.

The applicant has reached out to the adjoining property owners, including Northrup Grumman due to a gas line going through the property. There have been discussions with the Home Owners' Association at Parkside with different ideas for the different uses.

Council Member Schofield asked if staff has a recommendation for the Commission. Mr. Cosentini explained that it is difficult to make a formal recommendation, as there are vacant lots and empty buildings, and compatibility with future uses is not known. Council Member Schofield would like to see a vision for the entire Warfield property, as the assisted living facility is a good use, but it is important to know how it will blend with the rest of the development.

Commissioner Singleton noted that walkability and connection to the roundabout are important to the Commission. The parcel is fairly isolated from the rest of the development. He thinks this is the best use that has been proposed so far.

MOTION: Commissioner Singleton motioned to recommend to the Board of Zoning Appeals to approve the application for an assisted living facility use on Parcel B with the requirements to provide an updated traffic study that includes the future development of the Warfield Complex and the Enclave at Parkside, provide the average annual emergency service calls to a similarly sized facility, and strict adherence to the "Warfield Commercial Center: New Construction Design Guidelines and Standards for Signs" (2017 Edition). Commissioner Smith seconded the motion.

The motion carried unanimously.

TOWN UPDATES:

- Mr. Rubenstein announced that the South End Streetscape Project will be beginning in the next few weeks 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. Commissioner Smith asked if the Public Works lot could be used as overflow parking when the parking lot is closed.
- The restaurant owners at the Station are still working on their design. It will come before the Planning Commission once they submit it.
- Springfield Avenue will be paved as soon as it is warm enough and consistent.
- There has been no work done at the Joy Property since the approval was granted.
- The Enclave subdivision is still going through the County's stormwater process.

ADJOURN: There being no further business to come before the Planning Commission, Commissioner Singleton motioned, and Commissioner Johnson seconded to adjourn the meeting at 7:51 P.M.

The motion carried unanimously.

**Respectfully submitted
Town Clerk Kerry Kavaloski**