

**OFFICIAL MINUTES**  
**SYKESVILLE PLANNING COMMISSION**  
**March 6, 2023**

**Commissioners:** Phil Singleton, Chair                      Ken Johnson  
                                 Ted Ludvigsen    Mike Scheiner  
                                 Brandon Smith     Jeremiah Schofield, Council Liaison

**Town Staff:** Kevin Rubenstein, Town Planner  
                                 Jana Antrobus, Development Coordinator

**Absent:** Steve Enslow, Alternate Commissioner

**Call to Order**

Chair Singleton called the meeting to order at 7:00 PM.

**Approval of the Minutes**

A motion was made by Commissioner Johnson and seconded by Commissioner Ludvigsen to approve the February 6, 2023 Planning Commission meeting minutes. All voted in favor.

**Carroll County Updates**

- 2022 Fall Amendment to the 2019 Carroll County Water and Sewer Master Plan
  - Forwarded to Maryland Department of Planning for final approval.
- Transportation Master Plan
  - The County Planning Commission has been reviewing draft chapters at their regularly scheduled meetings and will continue to do so over the next several months. The next review will focus on Planned Major Streets.

**Business**

**Annual Report Approval**

The Carroll County Department of Planning will be compiling information for the Annual Report for 2022, which is due to the Maryland Department of Planning (MDP) by July 1, 2023. MDP will use this information to produce a state wide report which helps in guiding planning policy and funding decisions for the year. Providing this data to be added to the county wide submittal will satisfy Sykesville's requirement.

The Planning Commission was asked to review Annual Report document and approve it for submittal to the County. Once approved, Planning Commission Chair will sign a letter to Maryland Department of Planning confirming our participation in producing the County wide report.

**Motion**

Chair Singleton motioned and Commissioner Johnson seconded to approve the 2022 Annual Report and Certification Letter. All voted in favor.

**Town Updates**

- There had been talks between Staff and the Owners of the Intergrace property (now known as The Enclave at Parkside) about a potential rezone request for the property, which never materialized. Based on more recent discussions, we expect them to submit a concept plan for

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the property under current Planned Employment Center (PEC) zoning regulations sometime in the spring.

- The Town received a utility permit request from BGE for the Schoolhouse Road property which triggered a discussion with property owners about their timeline. They are still addressing concerns with the County but hope to produce a preliminary subdivision plan later this year.
- The Town is planning a zoning and subdivision ordinance rewrite to be included in the FY24 budget. More information will come to the Planning Commission in the near future.

**Adjournment**

There being no other business, Chair Singleton motioned and Commissioner Scheiner seconded to adjourn the meeting at 7:14 P.M. All voted on favor.

Respectfully submitted,  
Jana Antrobus, Development Coordinato