

**OFFICIAL MINUTES
SYKESVILLE PLANNING COMMISSION
June 5, 2023**

Commissioners: Phil Singleton, Chair Ken Johnson
 Ted Ludvigsen Brandon Smith
 Steve Enslow, Alternate Commissioner
 Jeremiah Schofield, Council Liaison

Town Staff: Joe Cosentini, Town Manager
 Kevin Rubenstein, Town Planner
 Jana Antrobus, Development Coordinator

Absent: Mike Scheiner

Call to Order

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

Approval of the Minutes

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Enslow to approve the April 3, 2023 Planning Commission meeting minutes. All voted in favor.

Carroll County Updates

County Representative was not present but a Staff Report was submitted and shared with the Planning Commission prior to the meeting.

Business

Planned Employment Center (PEC) Preliminary Plan Review Process

The Town has begun the process of reviewing a Preliminary Plan for The Enclave at Parkside: a 47-unit townhome subdivision adjacent to the existing Parkside at Warfield development.

The preliminary plan approval process involves steps from the Planning Commission and Town Council. Should each step be completed during the course of a single meeting, we can anticipate the process being completed, at the earliest, by the September Planning Commission meeting.

Commissioners are under no obligation to make recommendations or take votes before they feel ready. The Commissioners are free to ask questions to the applicants at any point in the process to better understand the plan. When the preliminary plan comes before the Planning Commission for a vote, it is encouraged that the Commissioners refer to the Town Code and clearly indicate how the plan aligns with the Town Code, or not, when deciding to approve or deny the plan. Any suggested changes to the Preliminary Plan by the Planning Commission should also contain specific reasoning as to how the change would better meet the requirements of the Town Code.

During the July 5 Planning Commission Meeting the applicant is expected to give a presentation of the Preliminary Plan for The Enclave at Parkside. Also, the Planning Commission will review the Adequate Public Facilities Agency letters and make a recommendation to the Mayor and Town Council.

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Town Updates

- Zoning Rewrite
 - Pending approval from the Mayor & Town Council Michael Baker International will consult on the Development Ordinance rewrite. This is the same Consultant that assisted with the Comprehensive Plan rewrite.

- Tom Joy Property
 - A Zoning Change request is still pending.

Adjournment

There being no other business, Commissioner Smith motioned and Commissioner Johnson seconded to adjourn the meeting at 7:18 P.M. All voted on favor.

Respectfully submitted,
Jana Antrobus, Development Coordinator