

**OFFICIAL MINUTES
SYKESVILLE PLANNING COMMISSION
September 8, 2020**

Present: Steve Enslow Phil Singleton
Mike Scheiner Ken Johnson
Julia Betz Ed Cinkole

Mark Dyer, Council Liaison

Staff: Joe Cosentini, Town Manager
Jana Antrobus, Staff Liaison

Call to Order

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

Approval of the Minutes

A motion was made by Chair Enslow and seconded by Commissioner Singleton to approve the July 6, 2020 Planning Commission meeting minutes as revised. All voted in favor.

Business

Schoolhouse Overlook

In Attendance:

James Roth, property owner

Andrew Stine, Development Design Consultants (DDC), Inc., Civil Engineer

This property consists of 16.419 acres and is located off of Schoolhouse Road within the Conservation Zoning District. The area has been the topic of many different development concepts over the years. The current proposal consists of subdividing the lot into five separate parcels all accessing through a use-in-common driveway off Schoolhouse Road. Schoolhouse Road is a private road and permission would be needed to access the property. The property is partially located in unincorporated Carroll County and would need to be annexed prior to submitting the Preliminary Plat. The Conservation District allows for single family lots with a minimum lot size of three acres. The proposal meets current Town requirements. Areas for consideration prior to platting would be the addition of a turnaround feature at the end of the common drive and roadway detail given the slope of the terrain.

Planning Commission Questions to Mr. Roth and Mr. Stine:

- What are the details for the use-in-common driveway?
 - Referring to past development drawings, the grade would be in compliance with the maximum alignment grades. The use-in-common part of the driveway is approximately 800 feet, and the total length of the use-in-common drive is 1,100 feet and 18 feet wide.
 - The maintenance of the use-in-common driveway will be the responsibility of the home owners.

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- Chair Enslow noted, that due to the length and cost of maintenance for the use-in-common driveway that compliance from the homeowners to maintain the driveway may be an issue.
 - The developer will record a Declaration of Maintenance Obligation for the maintenance and will address the compliance concerns.
 - Chair Enslow noted, his only concern is the use-in-common driveway and how it can be rectified without becoming an issue for the Town.
- How will access to the property be resolved?
 - The property owner has acquired a parcel in fee that will connect his property to Schoolhouse Road.
- Are there any major retaining walls proposed?
 - A grading study has not yet been completed, but the anticipation is the way the houses have been shown on top of the hill, the grading will fall away and will work to naturally create walk out conditions so that no retaining walls will be necessary.

If the Planning Commission has no significant concerns, the applicant is asking for permission to move forward with the annexation process and preliminary plat submittal.

Chair Enslow asked the Planning Commissioners if there were any objections to the project moving forward? None were noted and permission to go forward was granted.

County Updates

- Comprehensive Rezoning
The Board of County Commissioners completed its review of the commercial, industrial and employment campus districts in 2019. The new text for these zoning categories went into effect in December. Applications were taken and Staff has completed their assessment, and they were presented to the Planning Commission in July and August. The Carroll County Planning Commission will meet on September 2 to vote on each individual property, and these recommendations will be transmitted to the Board of County Commissioners for public hearing and action. The Town will be kept informed of the properties in their immediate vicinities.
- Spring Amendment to 2019 Carroll County Water & Sewer Master Plan
Carroll County Planning and Zoning Commission certified consistency with the Master Plan, and forwarded their recommendation to the Board of County Commissioners. Carroll County Planning introduced the Amendment to the Board of County Commissioners, with recommendations, on July 23; the Board of County Commissioners held a public hearing on August 13. Following the Public Hearing, the Board of County Commissioners discussed, deliberated, and adopted the Amendment. The adopted amendment was forwarded to Maryland Department of Environment for final review and approval. The final action letter was received approving the amendment.

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- Fall Amendment to the 2019 Carroll County Water and Sewer Master Plan
Carroll County Planning will soon begin the process for a Fall Amendment. If the Town needs to amend any portion of the Plan a review of the Amendment Procedures and forwarding an application to County Staff will need to be done.
- Certification of Annual Report
Cody Spaid, Comprehensive Planner with Carroll County, is looking for the Sykesville Planning Commission to certify that the information pertaining to the Town of Sykesville in the 2019 Annual Report is accurate.

Town Staff has reviewed the Annual Report and recommends the Planning Commission Chair, Steve Enslow sign the letter of approval. The Planning Commission agreed to allow the Chair to sign the letter.

Town Updates:

- Comprehensive Plan
The Advisory Committee is continuing monthly meetings and the Consultants have completed the stakeholder interviews. A summary of all the meetings are available on the Town's website and will be sent out to the Planning Commissioners. The next step in the process is to gather public input. These opportunities would usually be held during large in person events but due to Covid-19 that is not possible. The Consultants are looking into several creative virtual options for the month of October. A survey will also be available for the public to provide input. The next Advisory meeting is scheduled for September 17.
- South Branch Park construction is still ongoing and a date to reopen has yet to be determined.

Adjournment

There being no other business, Commissioner Singleton motioned and Commissioner Betz seconded to adjourn the meeting at 7:31 P.M. All voted in favor.

Respectfully submitted,
Jana Antrobus, Executive Assistant