

**OFFICIAL MINUTES
SYKESVILLE PLANNING COMMISSION MEETING
November 4, 2014**

Present: Steve Enslow Ed Cinkole
Julia Betz Phil Singleton

Absent: Louie Shaw James Jacobe Leo Fiander

Staff: Dawn Ashbacher, Town Manager
Sandy Cazares, Executive Assistant

Others: Dennis Hoover, Town Attorney
Sean Davis, Morris and Ritchie Associates

CALL TO ORDER

Steve Enslow, Chairman, called the meeting to order.

MINUTES

The minutes of the October 6, 2014 Planning Commission meeting were unanimously approved.

The minutes of the October 20, 2014 Planning Commission work session were unanimously approved, with the addition of the word “a” to the last sentence of the third paragraph between “have” and “building”.

UPDATES FROM THE COUNTY

County Master Plan Update – The Carroll County Planning and Zoning Commission will host a public hearing on November 5, 2014 beginning at 6:00 p.m. at Carroll Community College, Building K, Room 100, located at 1601 Washington Road, Westminster, Maryland 21157.

BUSINESS

Public Hearing on the Master Plan Amendment as it relates to Warfield

Sean Davis reviewed the four comment letters received from public agencies regarding the Town Master Plan Amendment.

Carroll County’s response had no additional comments.

The second letter was from Peter Conrad from the Maryland Department of Planning. Overall, this letter requested that the amendment retain some of the additional information pertaining to the historical context of the planning process, especially given the past involvement of the public in this project. It asked that we provide additional clarification on why the amendments are necessary and add some additional discussion of the charrette process.

The third comment letter came via email from Marsha McLaughlin from the Howard County Department of Planning and Zoning. The letter provided no specific comments.

The fourth letter was from Nell Ziehl from Maryland Historical Trust. The letter stated that, “At a minimum, the plan should make reference to MHT’s easement on the parcel, as well as the Memorandum of Agreement between MHT and the Town that governs changes to the historic site. Compliance with the Historic Preservation Design Guidelines for the Warfield Complex and the Warfield Commercial Center:

New MOA documents. While it is not necessary for the design guidelines to be referenced in the Master Plan, we note that any departure from these guidelines will require MHT's approval and potentially an amendment to one or both documents."

Mr. Davis provided a memorandum to the Planning Commission with suggestions in response to the comments received. These were reviewed and discussed. In addition to these suggestions, it was recommended that the Warfield Illustrative Plan and Design Guidelines be identified by name within the proposed paragraph. It was also suggested to change the third to the last sentence of the new paragraph for section D.1 on page 3-29 to "Town leaders have realized that the highest and best use for the property is as a mixed use development."

Public Hearing on Master Plan Amendment – No public comments.

Commissioners agreed to defer action in order keep an open forum for comments from the public throughout the remainder of the meeting.

Discuss Zoning Ordinance Amendment for Warfield

Sean Davis led the discussion on the Zoning Ordinance Amendment for Warfield and distributed an updated draft of the Planned Employment Center ordinance.

The following topics were discussed by the Commissioners in detail:

- Possible principal permitted, conditional, accessory, and prohibited uses. A more descriptive list of permitted and conditional uses was created.
- Design guidelines and the use of pattern books and associated costs
- Parking requirements
- Landscape architectural design

Public Hearing on the Zoning Ordinance Amendment related to the Planned Employment Center land use designation – No public comments.

MOTION: Commissioner Singleton motioned and Commissioner Cinkole seconded to approve and recommend Mayor and Town Council approval of Resolution No. 2014-001PC to approve and recommend changes in the Town of Sykesville's Master Plan to revise the land use designation of the Warfield Planning area. The motion carried unanimously.

~~Bulk r~~ **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:45 p.m.

Respectfully submitted,

Sandy Cazares, Executive Assistant