

**OFFICIAL MINUTES**  
**SYKESVILLE PLANNING COMMISSION**  
**December 7, 2015**

Present: Steve Enslow Phil Singleton  
Mike Scheiner Julia Betz

Absent: Ed Cinkole Leo Fiander

Staff: Dawn Ashbacher, Town Manager/Planning Director  
Linda Eisenberg, Carroll County Planning  
Jana Antrobus, Executive Assistant

**Call to Order:** Steve Enslow, Chairman, called the meeting to order at 7:18 PM.

**Approval of Minutes**

Motion was made by Commissioner Singleton and seconded by Commissioner Scheiner to approve the open and closed October 5, 2015 Planning Commission meeting minutes. All voted in favor, with Commissioner Betz abstaining.

**BUSINESS**

**County Updates**

The Town of Sykesville: The Warfield Complex that has previously been calculated under the State's allocation for water has recently come into the Town of Sykesville. A new water allocation agreement between the County and the State was negotiated. The original agreement was that the State was allocated 400,000 gpd in order to serve all of the State owned property in the southern part of Carroll County. After months of negotiation and collaboration a new allocation was agreed on by both parties. The new allocation for the State has been decreased by 142,000 gpd to 258,000 gpd in order to cover the projected demand that will come from the Warfield development.

**Motion**

Commissioner Singleton motioned and Commissioner Scheiner seconded that the Sykesville Planning and Zoning Commission Certifies that the recommended amendment to the 2014 Carroll County Water and Sewer Master Plan is consistent with the 2010 Sykesville Master Plan as amended, and authorization for the Chair of the Planning Commission to sign the written certification.

Fall 2015 Amendment to the Freedom Water Service Area-

1. Amend the Freedom chapter map and tables to reflect modifications resulting from a new State-County agreement on allocations for the Warfield Complex

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**Transition to the Comprehensive Plan 10-Year Review Cycle**

2013 State legislation requires all planning commissions and boards to file a local jurisdiction annual report with the legislative body and to include in the annual report, at least once within the 5 year period after the adoption or review of the local jurisdiction's comprehensive plan.

**A Narrative on the Comprehensive Plan's Implementation Status**

To prepare for our 5 year mid cycle report due in 2016-17 requires all jurisdictions that adopted growth tiers, as outlines in the Sustainable Growth and Agricultural Preservation Act of 2012, to incorporate their growth tier map into the jurisdiction's comprehensive plan at the time the jurisdiction was scheduled to conduct its 6-year comprehensive plan review prior to the effective date of this legislation

Linda Eisenberg recommends that we speak with our MDP Regional Planner, Steve Allen about the Governors take on the Growth Tier adoption since the administration change.

**Freedom District Master Plan Liaison**

It might be a good idea to appoint a Planning Commissioner or two as the Freedom District Master Plan Liaison(s). This role would help to monitor the Carroll County planning process, attend public meeting, review the chapters being discussed, etc.

Planning Commissioners are interested in inviting Mark Ripper to discuss County fiber network plus broadband and wi-fi ideas

**Actions items from County Updates**

Town staff will pull together information on the Narrative on the Comprehensive Plan's Implementation for the Planning commission to review. Linda Eisenberg offered the Carroll County staff as a resource if needed.

Planning Commission members will discuss the Freedom District Master Plan Liaison at a future meeting when all members are present. Linda Eisenberg will notify the Town Manager when topics are discussed regarding Sykesville.

Planning Commissioners are interested in inviting Mark Ripper to discuss County fiber network plus broadband and wi-fi ideas. Will need to follow up to schedule and consider inviting the Mayor and Town Council.

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Streetscape update

On November 16, the task force reviewed the current SHA proposal with a specific focus on the physical improvements and opportunities to improve the appearance and functionality of Main Street. The handouts are attached.

The Town has retained the Oasis Design Group of Baltimore, an urban design and landscape architecture firm, to evaluate options and to help guide us through the process of working with SHA on the concept.

Topics included:

- Review current proposed streetscape options developed by SHA
- Review similar MD small town streetscape treatments
- Evaluate potential pedestrian amenities for Main Street
- Sidewalks – widths and materials
- On street parking locations and options
- Access to Main Street from off street parking
- Possible construction materials

Zoning Ordinance Amendments

In follow up to the discussions about amending the following zoning ordinances, the staff provided the requested requirements of the various liquor licenses. It appears as those the licenses requirements are set by the state. Carroll County has some of its own specific requirements.

A summary of the current code below is what is being proposed to be amended.

***To allow for establishments with Class D liquor licenses—***

The current allowed Local Business permitted and conditional uses can be found at: Chapter 180: Zoning

§ 180-61 Principal permitted uses.

<http://ecode360.com/6570543>

Restaurants (without liquor licenses or with liquor licenses providing 50% of gross sales receipts for food)

According to earlier info provided by the County, a Class D liquor license has no percentage of food requirements (to alcohol sales). Only Class B licenses for restaurants have a percentage requirement. A Class D license is unique. Only a few establishments in the county have it (two of which are in Town – Market Tavern and Cork & Bottle). A Class D License was designed specifically for taverns and expanded to boutique shops. It allows for on and off premise sales.

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*To allow for outdoor seating--*

§180-64 Required conditions

- A. All business, services or processing shall be conducted wholly within a completely enclosed building, except for sale of automotive fuel, lubricants and fluids at service stations, off-street automobile parking and loading areas, public utility uses, taxi stands, garden shops, and produce stands.

For comparison--Carroll County code:

**§ 158.077 (F) Required conditions for Neighborhood Retail Business District**

(1) All business, services, or processing shall be conducted wholly within a completely enclosed building, except for:

- (a) Sale of automotive fuel, lubricants, and fluids at fuel stations;
- (b) Off street automobile parking and loading areas;
- (c) Public utility uses;
- (d) Garden shops; and

(e) Outdoor restaurant seating, which shall include but not be limited to restaurants, fast food and carry-out establishments, cafes, bistros, bars, pubs, coffeehouses, eateries, or similar establishments that serve food or beverages, as determined by the Zoning Administrator.

(2) Goods shall consist primarily of new or reconditioned merchandise or of *bona fide* antiques.

(3) Process and equipment employed and goods processed or sold shall be limited to those which are not objectionable by reasons of odor, dust, smoke, cinders, gas, fumes, noise, vibration, refuse matter, or water-carried waste.

Actions item

Planning Commission will need to continue the discussion on conditional use verses allowable use.

Adjournment

There being no other business Chair Enslow motioned and Commissioner Singleton seconded to adjourn the meeting 9:11 PM. All were in favor.

Respectfully submitted,

Jana Antrobus, Executive Assistant

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