

OFFICIAL MINUTES
SYKESVILLE PLANNING COMMISSION WORK SESSION
October 20, 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.

BUSINESS

Town comments in response to Carroll County Master Plan

Dawn Ashbacher, Town Manager, discussed the Town's response to the revised Carroll County Master Plan. The County has been circulating their revised Master Plan for comments. Ms. Ashbacher drafted a letter for the Commission to review and sought any additional comments/feedback for the County. The letter was signed by Chairman Enslow.

Future use of Old Carriage House Parking Lot

Paul Mueller reached out to the Town to request that a letter be drafted that confirms that the Old Carriage House parking lot is "permanently appropriated for public use as a public way".

This need is related to the building code design of the future building's front wall that faces the parking lot. If it is not considered a public parking lot then Mr. Mueller would have to limit their glass (windows) to wall ratio and construct the wall with an increased fire rating (2hr vs 1hr) as if the Parking lot had future potential to have a building built on it.

While this will ultimately be a decision for the Mayor and Town Council, the Commissioners were asked to share their thoughts on how it fits in from a future planning perspective. It was said that this area is currently a parking lot and there are no plans for anything else in front of the Commission at this time. It was also suggested that it may be possible to make a future commitment but only speak to what the lot is today in saying that "the parking lot is owned by the Town and currently utilized for public parking in support of the businesses and residents on the north side of Town". It would be preferred to see a retail centered type of building with more glass, as this would be more inviting from an aesthetic standpoint.

Maryland Department of Planning Comments of Town Master Plan Amendment

The Town shared Maryland Department of Planning's (MDP) comments as it relates to the Town Master Plan amendment. The comments state that the Town deleted a lot of the prior references to the design charrette and the Warfield Illustrative Plan and Design Guidelines. The MDP's comments supported that some of those references be added back in to the Master Plan for historical purposes and that additional information on why changes have occurred over time be added. Mr. Davis will review the Master Plan and look for other areas where this information was left in the Master Plan. Since MDP was only provided the red-lined version of the amended Master Plan, if it is listed in another area of the Plan, then a

quick response will be written to MDP notifying them of where that historical information can be found within the Master Plan. If that information is not found within the Master Plan, a paragraph will be added including the historical information.

Planning Commission Work Session on the Zoning Ordinance Amendment

Sean Davis and Dennis Hoover were present to discuss the Zoning Ordinance Amendment for Warfield.

Draft #3 of the Planned Employment Center zoning regulations were distributed to the Commissioners for feedback and review. The following topics were discussed in detail:

- Possible principal permitted, conditional, accessory, and prohibited use options
- Percentage of land use options (no less than 25% is the recommendation from the Commission for Open Space; 20-55% for office/research/institutional/hotel/light industrial; 10-20% for Retail/Services; 10-35% for Residential)
- Active recreation versus total recreation
- Setbacks (would be proposed by the developer and considered by the Commission)
- Discussed the use of pattern books (would be submitted during the preliminary planning phase and would address site planning, architectural, landscape architectural, and signage requirements for the proposed development)
- Staging (It was recommended that staging be addressed as part of the pattern book for a future developer to discuss how they plan to stage the project.)
- Densities/Floor area ratios as they relate to assisted living facilities

As for next steps:

Commissioners were asked to submit any opinions or examples of uses that should be added to the principal permitted or conditional use list within the Zoning Ordinance. Mr. Davis mentioned that he would also submit a list of principal permitted and conditional uses to the Commissioners by the end of the week of October 20, 2014. Commissioners were asked to provide comments back to Mr. Davis by the middle of the next week (the week of October 27). Mr. Davis will provide an updated draft prior by the end of the week of October 27, so the Commissioners have time to review it in advance.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:28 p.m.

Respectfully submitted,

DRAFT

Sandy Cazares, Executive Assistant