

**OFFICIAL MINUTES**  
**SYKESVILLE PLANNING COMMISSION**  
**May 5, 2014**

Present: Steve Enslow James Jacobe  
Louie Shaw Phil Singleton

Absent: Ed Cinkole Leo Fiander Julia Betz

Staff: Dawn Ashbacher, Town Manager  
Sandy Cazares, Executive Assistant  
Barbara Kearney, County Liaison Planner

Others:

**CALL TO ORDER**

Steve Enslow, Chairman, called the meeting to order.

**MINUTES**

The approval of the February 3 minutes were deferred to the June 2, 2014 Planning Commission meeting in order to discuss voting procedures in regards to whether Commissioners who missed the prior meeting should abstain from the vote on the prior meeting's minutes even if the Commission has a quorum.

**BUSINESS**

**Review of Carroll County's Draft 2013 Annual Planning Report**

Barb Kearney, County Liaison, presented the draft of Carroll County's 2013 Annual Planning Report to the Commission. The report summarizes the cumulative planning and development activities for the Town of Sykesville in 2013 as part of the consolidated Carroll County document. The Commission was asked to certify the consolidated Annual Report. The County has maintained the revised format which calls out Sykesville's data separately from the overall Freedom Area statistics.

The Commission asked Town administration to confirm the numbers submitted provided in the report, and they will discuss again at the June 2 meeting to complete the certification.

## Review and discussion of Town's FY 2015 Capital Budget and FY 2015-2019 Capital Improvement Plan

The proposed FY 2015 Capital Budget was presented on April 14 to the Mayor and Town Council, and they are scheduled to adopt the budget on May 12. The proposed FY 2015 Capital Budget and early draft for FY 2016-2019 Capital Improvement Plan were reviewed. The Town plans to finalize the full five-year Capital Improvement Plan in the fall.

Commissioners asked whether there had been a Capital Committee to help write the proposed budget and reported that they had felt this was a benefit to the process in the past. Ms. Ashbacher reported that there has not been a Capital Committee for the past two budget cycles.

The Town discussed the Storm water management addition to the proposed budget in order to save money for the National Pollution Discharge Permit. The expected requirement is that the Town will have to treat 20% of the impervious area in the Town. This could cost approximately \$1.2 million if the Town proceeds on its own. Currently the Town is in discussions to work jointly with other municipalities and the County to have a joint permit. The County and municipalities would have a shared funding pool that they would all contribute to. The County would fund 80%; the municipalities would fund 20%. To pay for the Town's share, the Mayor proposes a storm water fee to all property owners in the Town.

Future large ticket items from Public Works and Police were discussed.

The Commission recommended approval of the FY2015 Capital Budget to the Mayor and Town Council. Members of the Commission also suggested to the Town that they should resume the process of having a Capital Committee.

## Review and comments on Carroll 2030 Project

A summary of the top priorities as identified by the 2030 group was provided to the Commission for review. Any comments on how this may relate or fit with our Master Plan were requested. The Commission deferred discussion on the project until the June 2 meeting in order to have more of an opportunity to review the supporting documents to provide input.

## **OTHER**

### Update on Warfield

The agreement for the sale of Warfield was signed, so there is now a contract on the property. There are a number of conditions to fulfill in order to close, and one of those conditions has to do with revising the Town's Master Plan and Zoning Ordinance which will involve the Planning Commission. The Town is exploring retaining Sean Davis as a consultant.

As for the Master Plan review process, Barb Kearney, County Liaison Planner, reported that once the Town has established the language for the review document, the Planning Commission

would have 1-2 public work sessions. Then the Town would have meetings to discuss followed by the full 60 day review to get public input on the changes. It also would get referred to surrounding jurisdictions that have an opportunity to make comments. At the end of the 60 days, the Town would have a final public review and hearing. Any comments or changes would be considered. The final draft is then referred to the Mayor and Town Council to be adopted.

#### Program Open Space Land Conversion Update

When Program Open Space Land Conversion was last discussed, the Planning Commission was strongly encouraging the Town to explore the Patapsco Overlook parcel to use open space along the Linear Trail. The Mayor and Town Council took the concerns and possibilities to heart. Because of the flood plain and forest conservation easement and because the Program Open Space Representative decided that there was not equal recreational value along the trail as in the existing parcel, the Patapsco Overlook parcel was eliminated as an option.

#### Update on South Branch Park charrette

The Town discussed the charrette held on April 12, 2014, for future uses of South Branch Park's Sykes House and Apple Factory Warehouse Building. A number of ideas were provided by the public in advance and in-person at the charrette. Some of those ideas include the following: indoor rec center, place for Town events/community groups, indoor/outdoor concert venue, stalls for outdoor events, farmer's market, antique mart, and patios for outdoor rental space for social events and receptions.

#### Updates from the County

The County has continued work on bicycle and pedestrian planning for the Freedom area, and the project is now called the Governor Brown Trail. The County is working on getting approvals from the County Commissioners to apply for a grant to fund the next section. Money set aside for roadway network improvements has been earmarked to build a pedestrian linkage across Macbeth Way.

Conversations are continuing on the County's Master Plan, and the County will restart discussions on the Freedom Comprehensive Plan in the future.

The County was notified that the Maryland Department of the Environment has given themselves another 90 days to review the Joint County/Municipality Water and Sewer Master Plan.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:35 p.m.

Respectfully submitted,  
Sandy Cazares, Executive Assistant