

**OFFICIAL MINUTES – JOINT MEETING
SYKESVILLE PLANNING COMMISSION AND HISTORIC DISTRICT COMMISSION
March 2, 2015**

Sykesville Planning Commission (PC)

Present: Steve Enslow Ed Cinkole
Leo Fiander Phil Singleton Julia Betz

Absent: James Jacobe Louie Shaw

Sykesville Historic District Commission (HDC)

Present: George Carter Joe Moltz Stacy Link
Matthew Olsen Lloyd Perrault Norman Fogg

Absent:

Staff: Dawn Ashbacher, Town Manager
Janice Perrault, Town Clerk
Sandy Cazares, Executive Assistant
Andrea Gerhard, County Liaison Planner

Others: Paul Mueller, Mueller Homes
Bruce Burton, LDE, Inc.
Melissa Clark, Blue House Architecture

CALL TO ORDER

Steve Enslow, Chairman, called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

INTRODUCTION

Dawn Ashbacher, Town Manager, provided a brief introduction. The purpose of the meeting was to streamline the meeting process for the developer of 7526 Main Street and to foster communication between the Planning Commission and Historic District Commission.

MINUTES

HDC

Motion was made by Council Member Link and seconded by Commissioner Perrault to approve the January 27, 2015 minutes as written. All voted in favor.

PC

Motion was made by Commissioner Singleton and seconded by Commissioner Cinkole to approve the November 4, 2014 Planning Commission meeting minutes as written. All voted in favor, with Commissioner Fiander abstaining.

Motion was made by Commissioner Singleton and seconded by Commissioner Cinkole to approve the November 18, 2014 Planning Commission Work Session minutes as written. All voted in favor.

Motion was made by Commissioner Singleton and seconded by Commissioner Cinkole to approve the February 2, 2015 Planning Commission meeting minutes. All voted in favor. This approval included a

one word change in the very last sentence before the Adjournment. The word "to" was removed before "review the Historic..." near the end of the sentence.

BUSINESS

Updates from the County

Andrea Gerhard, County Liaison Planner, provided the Commission with an update on the following County items:

- The County adopted their updated County Master Plan on February 26, 2015.
- The County Water and Sewer Master Plan's final revisions are almost complete. Within the month, it will be sent to Maryland Department of the Environment.

HDC Committee Reports

- Gate House Museum – Council Member Link reported that the Gate House Museum received membership fees in the amount of \$1,100 and 3 large donations.
- Schoolhouse – Commissioner Greenwald announced the construction is ongoing and should be completed over the summer. On March 8, at 1:00 p.m., another book signing will take place at St. Paul's Church since this location will hold more people. Warren and Rosie Dorsey will be in attendance.

Fiscal Year 2016 Capital Improvement Plan

An overview of the latest Capital Improvement Plan was discussed. The Planning Commission was asked to review the CIP, ensuring that it is in line with the Town Planning Guidelines.

The following items within the CIP were highlighted:

- The funding includes a request for Town House interior storm windows to improve energy efficiency.
- The discussion provided an overview of which Town roads are being considered as part of the CIP. Town roads are assessed based on age of the road, usage, and condition.
- Cooper Park and Burkett Park were discussed as future park projects.
- The Baldwin's Station roof is listed as a planned project that is being considered. The way that the lease is set up is that the Town is responsible for structural improvements while the tenant is responsible for maintenance.
- The Town hopes to apply for a mini grant for the Gate House Museum to hire a consultant to evaluate the visitor's experience and provide suggestions for accessibility improvements.
- The Historic Colored Schoolhouse's pathway is due to be completed this year. In the future, the Schoolhouse is in need of painting and repairs for rotting wood. The Town has submitted for grants for both the tar and chip pathway and the needed repairs. The Town is awaiting the results of these applications. Even if the grants are not received, the Town feels that these repairs are necessary.
- Shannon Run Stormwater Project (the fishing pond) will be one of the first projects discussed in regards to necessary stormwater improvements. There will be public meetings on this project in the spring.

MOTION: Commissioner Singleton motioned and Commissioner Cinkole seconded that the Planning Commission recommend presenting the Capital Improvement Plan as is to the Mayor and Town Council. The motion carried unanimously.

Updates from the Town

The Town has the property at 7610 Main Street under contract for purchase. The intended use of the property is still to be determined. The Maryland Historical Trust will likely have input.

HDC Observation of Violations within the Historic District

Chairperson Carter indicated that he has talked to the owner of the French Twist and Market Tavern and they have complied with the removal of the neon open signs. He is still trying to reach the Pottery and Art and True Colors owners to ask them to stop using this type of sign. It was mentioned that Time Warp has been using the sandwich board sign and it takes up the entire sidewalk. Chairperson Carter will talk to the owner of this store to have the sign removed.

Some Commissioners indicated that maybe information should be given to new businesses so that they know what the guidelines are before they spend money on a sign. It was mentioned that the Main Street Association has been working on this idea for welcome packages to include information about signage and the new Economic Development/Main Street Coordinator, will take on this task.

HDC Review of Applications

#15-01 7526 Main Street – Carriage House II New Construction

The applicant, Paul Mueller was present to discuss the new construction at 7526 Main Street. The Commission was provided plans and an architectural rendition of what the building would look like once completed. Mr. Mueller also provided the pictures indicating the new construction would respect the location, design, materials and other character defining elements of the contributing buildings on Main Street. Mr. Mueller included a narrative of Public Spaces and Landscape Features. As part of the discussion, it was noted the windows will be an aluminum clad window and the exterior of the building will be hardie board siding and brick. Mr. Muller expressed that attached to this property he owns another plat and he would like to take down a total of 3 trees on his property and remove the shed. He mentioned that he came before the Commission before to get approval to remove the rear extension to Jazzbos and he would like an extension of time for this work.

Discussion took place with Mr. Mueller about minimizing the advertising sign dimensions for this new construction. It was agreed that the Historic District Commission will review the final specifications, placement and duration prior to the placement of the sign.

MOTION: A motion was made by Commissioner Olsen and seconded by Commissioner Moltz to approve application #15-01 as submitted and in accordance with the Historic District Guidelines pages 44 through 50. The exterior will be hardie board and brick and the windows will be aluminum clad over wood. The building that is being proposed also complies with the guidelines for setback, scale, proportion, rhythm, massing, height, materials, roof shape, details and ornamentation and color. The three trees were approved to get removed. An extension of time was also approved for the removal of the rear extension to Jazzbos of one year from the date of this meeting (March 2, 2015). All voted in favor.

RECESS: A five minute recess was taken at 8:30 p.m. and the Historic District Commission left the meeting.

Development of 7526 Main Street—Historic Carriage House II

The developer of 7526 Main Street, Paul Mueller, was present to seek approval for the subdivision plat and entire site plan, which includes a mixed use building and three townhomes along Main Street. Mr. Mueller has plans to complete the mixed use building first, and once that building is completed, he will evaluate market conditions. If market conditions are favorable, he will consider constructing a mixed use building on Main Street instead of townhomes. The building will utilize the same footprint shown, regardless of the use. The parking requirements and design will be different depending on the use.

In regards to the landscaping requirements, and due to the project's small size and lack of suitable planting space, it was proposed, subject to Planning Commission approval, that a detailed landscape plan would be presented to the Planning Commission prior to the issuance of the new project's Use and Occupancy Permit. The proposed plan could include planting areas adjacent to the existing Town parking lot and/or payment of a fee-in-lieu of required on-site planting.

Request for Subdivision plat Approval

Mr. Burton and Town Engineer, Bob Bond, met previously to discuss the subdivision plat. The stormwater management easement was discussed, particularly how that easement is delineated on the record plat. Mr. Burton shared that one possible solution would be rather than to have separate language in the legend for it, the legend would say "Use in common easement for lots 1-5 and private stormwater management and access easement. For lots 3-5, private use in common, access easement, and private stormwater management and access".

Final Approval of the Subdivision Plan could not be provided by the Planning Commission at this meeting because the Planning Commission must receive written certification of the adequacy of all public facilities required by or serving the proposed subdivision, before approving a subdivision plan. The Town has requested that the County assist in requesting the certification letters. Mr. Burton had previous discussions with Mr. Bond regarding the need to tie in to the state survey control monument coordinates.

Use in common areas (driveways) and future maintenance responsibilities were discussed. This agreement could be listed on the subdivision plat. Mr. Mueller stated that a recorded agreement could be established with each individual property owner, so there would be no basis for the Town to be involved with a possible future disagreement on a use in common driveway. It would be a private property matter.

Request for Final Site Plan Approval

Fence/Retaining Wall – The fence/retaining wall along the rear property line was discussed. Along the rear property line is a retaining wall with a 42" fence. The height of the wall varies from one foot to five feet, depending on grade.

ADA Ramp - The location of the ADA ramp was discussed. According to Mr. Burton, the requirement for accessible parking is met with the existing accessible parking spots for Mr. Mueller's current Main Street building, and some could argue that the proposed accessible parking spot is an "extra" spot. The Planning Commission expressed that they were comfortable with the location of the new accessible parking spot, taking into account the grade of the road and given that the accessible parking spot would be centrally located between the two mixed use buildings. The travel path would essentially

be an equal distance from the proposed accessible parking space to either mixed use building.

Parking - There is a deficit of 17 parking spaces. The Planning Commission approved the concept plan and accepted a fee to be paid in-lieu of providing adequate parking. Chairman Enslow reiterated his concerns about the decrease of available parking on Main Street. This plan also includes residential units which may result in cars not moving as much, and individuals may have 2 or 3 vehicles each. As for construction parking, Mr. Mueller anticipates that they will have a good work area in the back for the construction equipment. The construction of the second building could, logistically, be a little more challenging as they will have limited space. Mr. Mueller expressed that he would do his best not to block or interrupt traffic flow as much as possible. This may have to occur for a brief period of time when they are working on the utility connections and rebuilding sidewalks.

Main Street building - The actual use of this building may change. Ms. Ashbacher recommends adding a note to the plans that says something like, "Owner may choose at a later date to build a mixed use building along Main Street at which time the owner will submit a simple site plan revision to be reviewed by the Town Manager, Town Engineer, and Planning Commission Chair." This would allow for a quicker review process. The Commissioners, when asked, were in agreement of this process.

MOTION: Chairman Enslow motioned and Commissioner Singleton seconded to recommend the Planning Commission approve the site plan subject to the subdivision approval and subject to the Town and other government agencies' comments being addressed satisfactorily by the developer. The motion was unanimously approved.

Planning Commissioner Terms

The question was posed as to Commissioner term expiration dates. Several Commissioners' terms are due to expire in August 2015. The process for appointing or reappointing a member to the Commission involves the Mayor, who would ask the Commission for any recommendations. The Town would advertise the position, see who expresses interest, and then ask the Commission for recommendations.

There has been an increased level of absenteeism amongst the Commission, and members were encouraged to evaluate their commitment and availability to serve on the Commission.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Janice Perrault, Town Clerk
Sandy Cazares, Executive Assistant