

**OFFICIAL MINUTES**  
**SYKESVILLE PLANNING COMMISSION**  
**February 2, 2015**

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

Absent: James Jacobe                      Louie Shaw

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

Others:

**CALL TO ORDER**

Steve Enslow, Chairman, called the meeting to order at 6:30 p.m.

**BUSINESS**

**Fiscal Year 2016 Operating and Capital Improvement Budget Schedule**

The Budget Schedule was introduced and discussed. Planning Commissioners were invited to attend the upcoming Capital Improvement Program Budget Work Session on Monday, February 23, 2015 as part of the Mayor and Town Council Meeting. The Planning Commission will have the opportunity to provide formal comments regarding the Capital Budget at the next Planning Commission meeting.

The Commission requested a copy of the paving schedule once it has been vetted by the department heads in order to review for the Capital Budget process.

Commissioner Cinkole recommended that the Council still consider appointing a Budget Committee as this is a good opportunity to introduce citizens to Town government in a very systematic way. Such volunteers may go on to other volunteer opportunities with the Town. Council Member Betz suggested that those who participate in the budget process should have previous involvement with the Town, as the budget is very difficult to understand.

**Carroll County Updates**

Andrea Gerhard, County Liaison Planner was present to share the following County Updates:

- Ms. Gerhard introduced herself and shared that in addition to being Sykesville's Liaison Planner, she is involved with water and sewer, rezoning, annexations, and historic preservation for the County.
- The Carroll County Master Plan was accepted and approved by the Carroll County Planning Commission and was forwarded to the County's Board of Commissioners on December 31, 2014. The Board has until March 2 to make a decision or it is automatically approved.
- The County is working on the Water and Sewer Master Plan. There has been an ongoing effort since 2010 to get it approved through the State. They hope to have the complete plan approved

by MDE in the coming months. Once this approval is received, the County will be in a position to accept proposals for the next amendment cycle.

- Warfield Water and Sewer Allocations - In the Water and Sewer Plan, there is one allocation for the whole Springfield Complex. They were given 400,000 gallons/day for water and 900,000 gallons/day for sewer for the State's allocation. The County and the State are negotiating the separation of the Warfield Campus from the entire Springfield Complex in regards to its allocations. The Central Laundry, the Police Training Facility, and the Springfield Hospital Complex itself are using approximately 158,000 gallons/day of water. With the new zoning, it is projected that 196,000 gallons of water could be needed for the Warfield Campus (plus 25% contingency).
- Ms. Gerhard also serves as a liaison to the Civil War Heritage Area. The Town is currently exploring the Civil War Heritage Area Authority Grants and mini grants for the Gate House Museum as it relates to the museum's accessibility and overall experience. The Town is also exploring possible locations for the museum (in current location, Girl's Shelter, on Main Street, etc.) and possibly hiring a consultant through the use of a mini grant.

#### Changes to the Town's zoning map for the Warfield Planning Area

The Commission was provided a copy of a comment letter sent to the Town from Intergrace, Inc. The Intergrace parcel would be landlocked. Intergrace, Inc.'s letter outlined that they would like the Town to keep in mind that any future development plans should include some sort of easement for access to that parcel.

MOTION: Commissioner Singleton motioned, and Commissioner Cinkole seconded to recommend to the Mayor and Town Council to change the Town's zoning map for the Warfield Planning Area from the current zoning to Planned Employment Center. The motion carried unanimously.

#### Joint Meeting with Planning Commission and Historic District Commission

The Town is in the process of planning a joint Planning Commission/Historic District Commission meeting in order to streamline the meeting process for the developer and to foster communication between the Planning Commission and Historic District Commission for specific projects. The Commission was asked to share availability for Tuesday, February 24 and Monday, March 2 for possible meeting dates to specifically review the Historic Carriagehouse II site plan and architecture.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,  
Sandy Cazares, Executive Assistant