

**OFFICIAL MINUTES
SYKESVILLE PLANNING COMMISSION
TUESDAY, SEPTEMBER 2, 2003**

Present: Michael Rice Stephen Enslow
Ed Cinkole Mary Ann Schmidt

Absent: Leo Fiander

Staff: Matthew Candland, Town Manager/Planning Director
Jonathan Herman, Mayor
Bobbi Moser, County Liaison Planner

Others: Karen Stysley, The Gazette Newspaper

CALL TO ORDER

Chairman Michael Rice called the meeting to order. There were no additions to the agenda.

BUSINESS

Raincliffe

Mr. Candland gave a background. The preliminary plan has been received and has been distributed to the Planning Commission. The Planning Commission did a broad review of the plan and noted that there had been some changes. More review would take place at the next meeting and hopefully, the developer and his engineer would be at that meeting.

Mr. Candland said that the architectural guidelines for the project would need to be approved before preliminary plan approval was granted.

Okutman Property

The Planning Commission reviewed the plan and had a short discussion. The engineer for this project will be asked to come to the next meeting, as well as Bob Bond, the Town Engineer so that further discussion can be had.

Harman Property (Scarborough Woods)

Mr. Candland stated that he and Bob Bond, the Town Engineer had gone over all the items that Mr. Harman had listed in his letter of June 6, 2003 regarding the remaining improvements to Scarborough Woods Subdivision. The Planning Commission reviewed this list and decided as follows:

1. Do not eliminate the concrete pad, but allow the pad to be significantly smaller, maybe 4' x 10' to be field located by developer and Town.
2. To eliminate the W-Beam wood guard rail in front of the head wall north side of the court.
3. Commission will entertain feasible proposals to relocate the wilderness trail and use existing asphalt use-in-common drive to access relocated trail. Developer will need to submit an engineered drawing showing the alternative, and may need to have written approval of all affected property owners on the use-in-common drive. The current alignment will be expected if a feasible alternative is not approved by the Commission.
4. Commission approved request to eliminate the concrete pad for snow storage.
5. The need to construct concrete apron on use-in-common drive per the plan remains. Commission believes that this is an important feature to the long-term durability and maintenance of the drive.

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6. Commission agrees with leaving the mailboxes in their current location.

MOTION

Mary Ann Schmidt motioned, Ed Cinkole seconded, and it was unanimously approved that the above recommendations be forwarded to the developer.

Infill Lot Architectural Design

The Planning Commission reviewed the latest version of the proposed infill development ordinance. After discussion, the Commission motioned to recommend to the Mayor and Town Council approval of the ordinance.

MOTION

Mary Ann Schmidt motioned, Mike Rice seconded, and it was unanimously approved to recommend to the Mayor and Town Council approval of the latest version of the proposed infill development ordinance.

Landscape Requirements/Landscape Manual

The County no longer reviews this during the subdivision process. The Town will now do this review. It was the consensus of the Commission that the Westminster Landscape Manual would be a good one to use as a guide in developing our own. A draft document will need to be prepared for review and comment and should be done very soon.

Billboards

The Town Attorney has prepared a draft billboard ordinance for review by the Mayor and Town Council. A copy of this draft ordinance will be sent to commission members for their review and comment as well.

APPROVAL OF MINUTES

The Minutes of the March 3, 2003 Planning Commission meeting were unanimously approved.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:10 p.m.

Respectfully submitted

Dinah B. Riley
Secretary