

THE TOWN OF UNION BRIDGE  
PLANNING AND ZONING  
COMMISSION MEETING

June 18, 2020

The Planning and Zoning Commission held a GoToMeeting teleconference, on Thursday, June 18, 2020, at 6:30 p.m. Notice of the teleconferenced meeting was given by posting the agenda at the Town Hall, on the Town's website, and provision to the Carroll County Times. The meeting of the Planning and Zoning Commission was called to order by Commission Chairman, Tom Long. Commission members Bret Grossnickle; Amy Kalin; Martin Ward; Ed Williar; Alternate Tom Marble; Town Attorneys, John Maguire and Mandi Porter; and Commission Chairman, Tom Long were present. Jim Piet a representative for Woodhaven also attend the teleconference. The attendance sheet is attached to and made a part of these minutes.

Commission Chairman Tom Long asked if there were any additions or corrections to the minutes of the meeting for January 16, 2020. Hearing none, **Commission Chairman, Tom Long stated that the minutes will be adopted as distributed.**

COMMISSION MEMBER ANNOUNCEMENTS

-Commission members had no announcements.

CARROLL COUNTY PLANNER – HANNAH WEBER

-Ms. Hannah Weber was absent. A copy of Ms. Weber's update on what Carroll County Planning and Zoning is currently working on, is attached to and made a part of these minutes.

TOWN CONSULTANT – EDMUND CUEMAN

-Everyone was given a copy of Mr. Cueman's memorandum report on Jackson Ridge Section One – Revised & Updated Preliminary Subdivision Plan, which included Woodhaven's letter of request dated May 5, 2020, and a copy of Martin Covington's, Storm Water Management (SWM) Program Engineer memo dated July 13, 2018, regarding the status of SWM requirements as it relates to Jackson Ridge which is attached to and made a part of these minutes. Mr. Cueman recommended approval of Woodhaven's request for a twelve (12) month extension, with it being understood that any modification by reason of SWM requirements or other requirements of the approved preliminary subdivision plan and any final plans submitted for approval and recordation, are subject to approval by the Commission. Mr. James Piet, representing Woodhaven was recognized by the Chairman and stated that Woodhaven is closer to breaking ground, than ever before. Mr. Piet noted that Woodhaven is currently working on the well house, and in conjunction with the developer of the Villages of Union Bridge retained a consultant and are in the midst of a feasibility study for a refurbished or new wastewater treatment plant at the current location. At this time, Jackson Ridge and Villages of Union Bridge consultant, is not interacting with the Town engineer. Mr. Maguire informed Mr. Piet that the Town's engineer will have to be engaged. Mr. Maguire also, informed Mr. Piet that Union Bridge has entered into a settlement agreement with Citizens Solar UB, and as part of that agreement, the Town has the option to acquire at fair market value, land (5 acres) adjacent to the existing waste water treatment plant for expansion or for a new waste water treatment plant. After discussion **Commission member Ed Williar motioned to approve the request for a twelve (12) month extension of the 2006 Revised/Updated Preliminary Plan for Jackson Ridge, Section One. Commission member Bret Grossnickle seconded and the motion passed unanimously.** The twelve (12) month extensions will expire on July 19, 2021. The clerk will send Mr. Piet a letter of approval for the twelve (12) month extension.

TOWN ATTORNEY- JOHN MAGUIRE – ZONING ADMINISTRATOR

-Everyone was given a copy of the draft Ordinance No. 316, to review. Mr. Maguire stated that this ordinance addresses the need for Union Bridge to establish certain provisions concerning the criteria and procedures to erect Small Wireless Facilities; and to amend certain provision concerning the appointment and conduct of the Zoning Administrator. Mr. Maguire stated that Sec.15.1. Zoning Administrator language was changed to remove the residency requirement for the Zoning Administrator, and to allow the Mayor to appoint an Assistant Zoning Administrator in case of a conflict of interest with the appointed Zoning Administrator. A recommendation is needed from the Planning and Zoning Commission to forward the amendment of Union Bridge Code Chapter 220,

Sec. 15.1. Zoning Administrator to the Mayor and Town Council. **Commission member Bret Grossnickle motioned to recommend the amendment of Union Bridge Code 220, Sec. 3, Article 15.1. Zoning Administrator, by Ordinance No. 316 to the Mayor and Town Council. Commission member Amy Kalin seconded and the motion passed unanimously.**

-Mr. Maguire updated the commission on Citizens Solar project. The PSC case was appealed at the administrative level, that appeal was denied, the order from the PSC is final and unappealable. Project is approved subject to many conditions, with one of those conditions being that the settlement agreement is incorporated as part of the PSC approval. The developer has indicated the desire to submit a site plan. The County requested that the Town write a letter to clarify that the town wants the County to be the lead review agency, while keeping the town in the loop to comment as the project moves forward. At some point this project will come back to the Union Bridge Planning and Zoning Commission.

ATTORNEY – MANDI PORTER – SMALL CELL WIRELESS FACILITIES

-Mr. Maguire turned over the discussion of Ordinance 316 proposal on adding a section for Small Cell Facilities to his colleague Mandi Porter. Ms. Porter explained that Section 4.23 defines principal permitted use, application procedures, application fees, recurring costs, and requirements for small cell wireless facilities within Union Bridge. Chairman Long asked for section 4.23.3.(C) have the word “pole” changed to “structure” and that some type of statement on a removal bond requirement should be added. Ms. Porter stated that the word “pole” will be changed to “structure”. Ms. Porter will check with the federal guidelines concerning a removal bond. **Commissioner Bret Grossnickle motioned to recommend to the Mayor and Town Council, the amendment of Union Bridge Code 220, Sec. 2, Article 4. 23.0, Small Wireless Facilities, by Ordinance No. 316, with the concern of a removal bond. Commission member Amy Kalin seconded and the motion passed unanimously.** A copy of Ordinance No. 316 is attached to and made a part of these minutes.

NEXT MEETING

The next Planning and Zoning meeting will be held on July 16, 2020 at 6:30 p.m.

ADJOURNMENT

**Commission member Ed Williar motioned to adjourn the meeting. Commission member Bret Grossnickle seconded and the motion passed.**

Respectfully Submitted

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Dawn Metcalf