

THE TOWN OF UNION BRIDGE
PLANNING AND ZONING
COMMISSION MEETING

April 20, 2023

The meeting of the Union Bridge Planning and Zoning Commission was called to order by Commission Chairman Tom Long, on Thursday, April 20, 2023, at 6:30 p.m. Notice of the meeting was given by posting the agenda at the Town Hall, on the Town's website and provision to the Carroll County Times. Commission members Bret Grossnickle, Ed Williar, Town Attorney, Mandi Porter and Commission Chairman, Tom Long were present. Commission members Amy Kalin, Martin Ward and Alternate Tom Marble were absent. Also in attendance was Carroll County Planning liaison Andrew Gray and Town Planning and Zoning Consultant Edmund Cueman. 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 19, 2023. No additions or corrections were mentioned and **Commission Chairman Tom Long stated that the minutes would be accepted as distributed.**

COMMISSION MEMBER ANNOUNCEMENTS

-There were no commission member announcements.

CARROLL COUNTY PLANNING LIASON (INTERIM) – ANDREW GRAY

- Mr. Gray introduced himself and stated that he would serve as the interim liaison until a permanent liaison was appointed.

-Update on Carroll County Master Plan: Mr. Gray stated that Carroll County Planning and Zoning are reviewing drafts at this stage and will continue doing so over the next several months.

-Update on the Annual Report: Carroll County Planning and Zoning is compiling information the 2022 Annual Report, which is due the Maryland Department of Planning by July 1, 2023.

-Update on 2022 Hazard Mitigation Plan: The plan was adopted on April 13, 2023 by the Carroll County Board of Commissioners.

-Updated on Economic Development and Land Use Study: Public open house will be held on Thursday, April 27, 2023 at 5PM at "Exploration Commons" in the basement of the Carroll County Public Library in Westminster. Public participation and attendance are encouraged.

-Update on 2023 Triennial Update -Water: A copy of all materials presented and discussed as part of this update are attached to these minutes. Carroll County Planning and Zoning was tasked with updating the Carroll County Water/Sewer Master Plan to include Union Bridge's water chapter, table #15 and map #19. Mr. Gray met with Price Wagoner, Edmund Cueman and Mike Zechman to review the maps and information and comments were incorporated. Carroll County Planning and Zoning reached out to three (3) stakeholders with no comments received. Carroll County Planning and Zoning recommends approval of the water chapter, table and map amendments and to certify as consistent with Union Bridge 2008 Community Comprehensive Plan, Third Amended 2014.

Commission member Bret Grossnickle motioned to approve and certify amendments to the Carroll County Water & Sewer Master Plan County for Union Bridge water chapter, table #15 and map #19. Commission member Ed Williar seconded and the motion passed unanimously.

-Commission Chairman Tom Long asked Town Planning and Zoning Consultant, Edmund Cueman if he had any comments or concerns and none were raised.

--Update on 2023 Triennial Update-Sewer: A copy of all materials presented and discussed as part of this update are attached to these minutes. Carroll County Planning and Zoning was tasked with updating the Carroll County Water/Sewer Master Plan to include Union Bridge's sewer chapter, table #32 and map #28. Mr. Gray met again with Edmund Cueman and Mike Zechman to review the maps and information and comments were incorporated. Carroll County Planning and Zoning reached out to three (3) stakeholders with no comments received. Carroll County Planning and Zoning recommends approval of chapter, table and map amendments and to certify as consistent with Union Bridge 2008 Community Comprehensive Plan, Third Amended 2014.

Commission member Bret Grossnickle motioned to approve and certify amendments to the Carroll County Water & Sewer Master Plan County for Union Bridge sewer chapter, table #32 and map #28. Commission member Ed Williar seconded and the motion passed unanimously.

-Commission Chairman Tom Long signed the certification page for the approval of the updates to the Carroll County Water and Sewer Master Plan. The certification is attached to these minutes.

TOWN PLANNING & ZONING CONSULTANT – EDMUND CUEMAN

-Mr. Cueman provided an overview of the proposed FY24/29 Capital Improvement Plan (CIP), which has been attached to these minutes.

-Mr. Cueman made specific reference to Page 3, Item 4 regarding Fiscal Recover Funds. Mr. Cueman stated that the funds are needed for projects related to water and sewer projects in town. He stated that there are other needed projects to be completed and a possible increase in water/sewer rates may be needed.

-Mr. Cueman stated that most recent auditor submission of the "Financial Statements Report does not include a line item dedicated to "Capital Contingency" for the Utility Fund or "Enterprise" although, there is a line for this category for the "General Fund". He stated that we may want to address that in the future.

-Mr. Cueman pointed out that the Town has budgeted \$22,500 for acquisition of 5 acres of land for our future WWTP based on a purchase agreement that the Town has in place with Citizens UB Solar, LLC. The Town may exercise this option until April 21, 2027.

-Mr. Cueman made reference to work being done to complete a preliminary engineering report for a study to determine waste water treatment options including Enhanced Nutrient Removal. The study being conducted by our engineering firm (GHD) and is in draft review form. Mr. Cueman indicated he would like to have GHD, for planning purposes, delineate 'preliminary site boundaries' (and the acreage within) for an ideal WWTP site working within the confines of the 12.2-acre option area, prior to the beginning of the next budget cycle and prior to any land survey in exercising acquisition.

-Mr. Cueman made reference that the field investigation project related to inflow and infiltration of the Town's sewer system, is underway and will determine additional work that will be need to the Town's infrastructure.

-Mr. Cueman referenced phase two (2) of the project for Community Center improvements for the playground and walkway canopy as another project requiring matching capital from the Town.

-Mr. Cueman also called attention to a chart in the report identifying each Carroll County municipality's assessable base and tax revenue (page 8 of the attached report) based on information provided by the Carroll County Comptroller's Office.

-Mr. Cueman then referenced the chart on page 8 of the report identifying the Town property tax rates, noting that there was no increase in rates at this time.

-Last, Mr. Cueman made reference to the last page of the CIP that itemized the projects and spending anticipated using funds provided to the Town by the American Rescue Plan (ARPA).

TOWN ATTORNEY – MANDI PORTER

-Town Attorney noted that the Town water and sewer user rate increase was approved at the last Town Council meeting, held on March 27, 2023.

-Town Attorney introduced Resolution 01-2023, which refers to the previously discussed CIP for FY24/29, that it is a benefit to the public and is recommended for adoption by the Town Council. The resolution, upon signing, would be forwarded for adoption by the Town Council at the upcoming Town Council meeting to be held on Monday, April 24, 2023.

Commission member Ed Williar motioned to approve the CIP for 24/29 and approve Resolution 01-2023 and send the item to the Town Council with recommendation to approve at the Town Council meeting on Monday, April 24, 2023. Commission member Bret Grossnickle seconded and the motion passed unanimously. The resolution was then signed by all Commission members in attendance and the Commission Chairman.

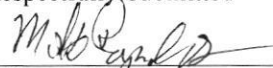
NEXT MEETING

The next Planning and Zoning meeting will be held on May 18, 2023 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



Mike Reynolds