

THE TOWN OF UNION BRIDGE  
PLANNING AND ZONING  
COMMISSION MEETING

March 17, 2022

The meeting of the Planning and Zoning Commission was called to order by Commission Chairman Tom Long, on Thursday, March 17, 2022, 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 Tom Long; Bret Grossnickle; Ed Williar; Martin Ward; Town Attorney, Mandi Porter; Town Attorney, John Maguire; Town Planning and Zoning Consultant Edmund Cueman were present. Also in attendance Carroll County Planner Liaison, Abigail Rogers. The attendance sheet is attached to and made a part of these minutes. Commission member Amy Kalin was absent.

Chairman Tom Long asked if there were any additions or corrections to the minutes of the meeting for February 17, 2022. Hearing none, **Commission Chairman, Tom Long stated that the minutes will be adopted as distributed.**

COMMISSION MEMBER ANNOUNCEMENTS

-There were no commission member announcements.

TOWN PLANNING AND ZONING CONSULTANT – EDMUND CUEMAN

**Capital Improvement Program:**

-Chairman Long recognized Mr. Cueman and asked if he had anything to report. Mr. Cueman distributed a copy of the proposed Capital Improvement Program (CIP) for Fiscal Years 2023 – 2028. A copy of the report and the items in it was reviewed by Mr. Cueman and discussed by the commission members. Chairman Long recommended that the inclusion of the most recent update just received on the Waste Water Treatment Plant (WWTP) Enhanced Nutrient Removal (ENR) Preliminary Engineering Report (PER) project. After discussion, **Commission member Bret Grossnickle motioned to recommend approval of the proposed Capital Improvement Plan for FY 23 – FY 28 with the inclusion of the updated WWTP ENR, PER information for the Mayor and the Town Council. Commission member Ed Williar seconded and the motion passed unanimously.** Commission members signed The Town of Union Bridge Capital Improvement Plan Resolution No. 01-2022. This resolution is to be forwarded to the Union Bridge Mayor and Town Council in conjunction with preparation of the FY 23 Town Budget by the Clerk Treasurer, Mayor and Council, which begins July 1, 2022 and ends June 30, 2023. A copy of the CIP and Resolution 01-2022 is attached to and made a part of these minutes.

**Citizens UB Subdivision:**

-Mr. Cueman briefed the Commission on the Pre-submittal Conference meeting held at the Town Office on March 3, 2022, attended by: Mark Crissman, DMW, and Brian Morrissey (by phone) representing Citizens UB; Matt Shipley and David Robinson, Carroll County Environmental Health Dept.; Mike Zechman, County Bureau of Utilities and familiar with the Union Bridge water and sewerage systems; John Maguire, Town Attorney and Edmund Cueman, Town Planning Consultant. Mr. Cueman reported on several matters pending determination and for which the applicant is now pursuing answers. A continuation of the pre-conference meeting is to be scheduled when information from a study to be made of wells currently serving the property is assessed by the Health Department, as the outcome may have implications for involving the Town water system. Among other matters yet to be determined is where exactly the line of division is to be located for the "Farm Parcel" Citizens UB is desirous of conveying by subdivision to the current tenants. When this line of division is determined by Citizens it may or may not have implications with respect to applicable Codes. That too will need to be assessed, prior to filing of the subdivision application. Mr. Cueman had requested Mr. Maguire's presence for this update in event Commission members had questions regarding early discussion (prior to annexation) about subdivision.

CARROLL COUNTY PLANNING LIASON – ABIGAIL ROGERS

- Ms. Rogers report is attached to and made a part of these minutes.

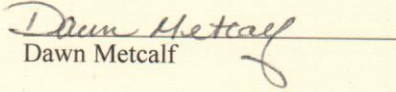
NEXT MEETING

The next Planning and Zoning meeting will be held on April 20, 2022 at 6:30 p.m.

ADJOURNMENT

**Commission Member Martin Ward motioned to adjourn the meeting. Commission Member Bret Grossnickle seconded and the motion passed.**

Respectfully Submitted

  
Dawn Metcalf