

THE TOWN OF UNION BRIDGE  
PLANNING AND ZONING  
COMMISSION MEETING

October 21, 2021

The meeting of the Planning and Zoning Commission was called to order by Commission Chairman Tom Long, on Thursday, October 21, 2021, 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 Ed Williar, Amy Kalin; Martin Ward; Alternate Tom Marble; Town Attorney, John Maguire and Commission Chairman, Tom Long were present. Commission member Bret Grossnickle was absent. Others in attendance were Town Attorney, Mandi Porter, Town Planning Consultant Ned Cueman, Town Zoning Administrator, Mike Reynolds and Carroll County Planning liaison, Abigail Rogers. 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 July 15, 2021. **Commission member Amy Kalin motioned to approve the July 15, 2021 meeting minutes as distributed. Commission Member Ed Williar seconded and the motion passed unanimously.**

COMMISSION MEMBER ANNOUNCEMENTS

-Commission member Amy Kalin presented a recommendation from the Mayor and Town Council from the October 4, 2021 Work Session to amend the text in the Zoning Ordinance of the Town Code to not allow first floor residences in the "B-L, Business Local" district stemming from recent inquiries for potential buyers of 18 N. Main and 2 W. Broadway expressing the desire to add apartments to the location.

- Town Consultant Ned Cueman reported out on the current ordinance which would not prevent someone from converting retail/commercial space into living space. He provided a suggestion on how to amend the code if desired and provided excerpts from the current ordinance and commentary in writing, which are attached to these minutes.
- Commission Chairman Tom Long asked if the proposed change to the ordinance would be court defensible. Town Attorney John Maguire confirmed that the recommendation would be legally defensible.
- Town Attorney John Maguire proposed that consideration would need to be given and clarification needed for buildings that would have access via side streets intersecting with Main Street and how they should be treated with the proposed amendments.
- Town Attorney Maguire also asked if consideration of clarifying the permitted uses in the B-L district should be expanded to include specific uses rather than referring to permitted uses in the R-6000 district as being applicable in the B-L district. This recommendation would be to have a clear understanding of what is permitted in the district rather than referring to other sections of the ordinance and make the code less confusing to interpret.
- Commission Member Ed Williar stated that he would like to see the business area preserved and asked if the Town would allow apartments behind the retail space on the first level. A decision will need to be made on that subject prior to the proposed changes being recommended to the Town Council.
- Town Attorney John Maguire asked if the Planning & Zoning Commission would like for his firm to prepare a draft of language to amend the ordinance and the Commission agreed with no objections. The proposed update will be discussed at a future meeting.

CARROLL COUNTY PLANNING LIASON – ABIGAIL ROGERS

- Ms. Rogers stated that the County Planning office is currently reviewing the Comprehensive Rezoning plan and she is currently serving on the Agricultural Rezoning work group.
- Ms. Rogers also stated that the department is currently working on the tri-annual update of the County Water/Sewer Master Plan and asked if the Town had any concerns or updates that they would like include. The Commission stated that no changes or updates were needed at this time.
- A survey for the Transportation Master Plan will be launched in the near future.
- Mr. Cueman recommended that caution be taken with any changes to the Agricultural Rezoning process as the current plan is working well.

- Town Attorney John Maguire asked who was on the committee for the Agricultural Review team and Ms. Rogers stated that it is 20 members consisting of public and private sectors. Ms. Rogers will send Mr. Maguire a list of the members and their positions.

TOWN CONSULTANT – EDMUND CUEMAN

-Citizen UB Solar Project – Mr. Cueman stated that he has the final site development plan for the project signed by Chairman Long and received on August 17, 2021. Mr. Cueman referred to a document titled “Citizens UB Joint Petition for Annexation and Zoning, in which he reviewed with the Planning & Zoning Commission. Mr. Cueman’s report is attached to and made part of these minutes.

- Town Attorney Maguire provided an update that the “Joint Petition” for the project was filed in September 2021 which creates two processes: 1. Annexation. 2. Resolution will be introduced at the Town Council meeting on Monday, October 25, 2021, which will include the proposal to change the Town Zoning Map as discussed by Mr. Cueman and is included in his attached report. If the Planning & Zoning Commission votes to recommend Mr. Cueman’s proposal to the Town Council, a public hearing will be held on December 20, 2021 at the Town Council meeting regarding the annexation and re-zoning. A vote can be held at that time.

- **Commission member Amy Kalin motioned to approve the report and recommendation from Ned Cueman to re-zoning the areas required for the UB Solar Project and present to the Town Council. Commission Member Martin Ward seconded and the motion passed unanimously.**

- Commission Chairman Tom Long questioned if the stipulation the decommission agreement is something he Town Council will be addressing or requested. Town Attorney John Maguire confirmed that restoration of the land, if abandoned, is a requirement of the Public Service Commission.

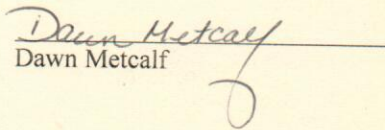
NEXT MEETING

The next Planning and Zoning meeting will be held on November 18, 2021 at 6:30 p.m.

ADJOURNMENT

**Commission Member Marty Ward motioned to adjourn the meeting. Commission Member Ed Williar seconded and the motion passed.**

Respectfully Submitted

  
Dawn Metcalf