

THE TOWN OF UNION BRIDGE
PLANNING AND ZONING
COMMISSION MEETING

February 18, 2021

The Planning and Zoning Commission held a GoToMeeting teleconference, on Thursday, February 18, 2021, 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; Ned Cueman; Alternate Tom Marble; Town Attorneys, John Maguire and Mandi Porter; and Commission Chairman, Tom Long were present. 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 September 17, 2020. Hearing none, **Commission Chairman, Tom Long stated that the minutes will be adopted as distributed.**

TOWN CONSULTANT – EDMUND CUEMAN

-Everyone was given a copy of the proposed FY22 Capital Improvement Program (CIP) for fiscal years 2022 – 2027. A copy of the report and the items in it was reviewed by Mr. Cueman and discussed by the commission members. Mr. Cueman highlighted the following items from the report:

1. There is a 3% debt ceiling of the assessed valuation of taxable property for the Town, which would equal a maximum of \$665,930.00, given \$1,466,344 in outstanding debt.
2. The WWTP Preliminary Site Evaluation Project – Town has protected 5 acres of land associated with the Citizens Solar project for future purchase at fair market value for a new WWTP in the future, which will be an expense to the Town.
3. Brine Storage Tank Project – Project deemed as not feasible. \$90,000.00 has been set aside since 2009 which could be directed toward the Town I&I study which will be used to produce a Preliminary Engineering Report and Environmental Review. Cost for the completion of the study and production of the reports is \$148,464.00 through GHD. The Mayor and Town Council would have to vote to transfer the money to the new project.

After discussion **Commission member Bret Grossnickle motioned for adoption of the proposed CIP with recommendation to move \$90,000.00 from the Brine Tank project to the I&I Project. Commission Member Ed Williar seconded and the motion passed unanimously.** The resolution is to be forwarded to the Union Bridge Mayor and Town Council in conjunction with preparation of the FY 22 Town Budget by the Clerk, Mayor and Council, which begins July 1, 2021. A copy of Resolution 01-2021 and the FY 22 CIP is attached to and made a part of these minutes. Town Attorney Mandi Porter stated that only Chairman Tom Long would need to sign the resolution on behalf of the entire Planning and Zoning Commission due to this being a virtual meeting.

-Mr. Cueman also attended a meeting with the Mayor, Carroll County Public Works staff, County Commissioner from the Union Bridge district, Marty Hill, Jim Piet and Tom Devilbiss, to discuss how Union Bridge can come up with funding to these utility projects. Discussion also was surrounding approaching federal funding assistance as well. Mr. Cueman stated that we have heard that some state official, or letter from the State, has stated that we cannot build on the current location of the WWTP due to its location being in a floodplain, but no one from the Town has seen a letter or heard this from the State.

-Citizen Solar UB Project – Mr. Cueman stated that Martin Covington from the County Planning Commission has cleared the stormwater management plan for the project but has placed detailed conditions within his approval letter. Mr. Cueman stated that the stormwater management guidelines are very important to have implemented correctly so that the Town will not face issues in the future. The next step will be concept plan review. Mr. Cueman stated that it would be ideal if a joint meeting could be held with the County Planning Commission and Town Planning and Zoning Commission however it cannot be accomplished due to conflicting schedules. The County Planning Commission meeting can be viewed online and Mr. Cueman will have access to review staff reports that will be sent from the County to the County Planning Commission. The County has jurisdiction to approve anything in the

“unincorporated” sections around Town and the Town has jurisdiction for approving anything “in Town”. Mr. Cueman stated that initially there were some questions concerning a requested 25% reduction in setback distances along Green Valley Rd., for which the applicant has responded. See Memo Update 2/12/21 from Mr. Cueman to Commission members, which is attached to and made a part of these minutes by reference. The County Zoning Ordinance leaves this open for discussion as long as the setbacks do not exceed 50 feet and appropriate landscaping is implemented. Mr. Cueman stated that landscaping is very important to mitigate glare from the solar panels. Any recommendations that the Commission member have regarding the plan should be communicated to Mr. Cueman prior to the next County Planning Commission meeting which will be held on March 16, 2021. Town Attorney John Maguire stated that the annexation process is a separate matter from the County Planning Commission approval.

COMMISSION MEMBER ANNOUNCEMENTS

-Commission members had no announcements.

CARROLL COUNTY PLANNER

-No one from the County Planning Commission was present

ATTORNEY – MANDI PORTER

-Attorney Mandy Porter referenced Ordinance 317 which amends certain zoning provisions in Union Bridge Code, Chapter 220, Article 4, to establish criteria and procedures for review, approval and use of certain solar energy conversion facilities within the Town’s municipal limits. Ms. Porter stated that Carroll County is working on some amendments focusing on agricultural areas which have not been included in this version of the ordinance. Ms. Porter stated that we may want to include some of the County’s amendments once they are completed.

Commission Chairman Tom Long recommends that the Planning and Zoning Commission delay forwarding this version of Ordinance 317 to the Mayor and Town Council for adoption, until the County is complete with their updates to see what the commission may want to include as revisions to the current version. Commission member Bret Grossnickle agreed as well as Alternate Tom Marble.

-Zoning Administrator: Ms. Porter also stated that the Commission needs to recommend a new Zoning Administrator and Town Attorney John Maguire gave some background that the ordinance which refers to appointment of a Zoning Administrator was amended to eliminate the requirement of the candidate residing within Town limits.

After discussion **Commission member Amy Kalin motioned to recommend to the Mayor and Town Council the appointment of Mike Reynolds as the new Town Zoning Administrator. Commission Member Ed Williar seconded and the motion passed unanimously.**


NEXT MEETING

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

ADJOURNMENT

Commission member Ed Williar motioned to adjourn the meeting. Commission member Amy Kalin seconded and the motion passed.

Respectfully Submitted


Dawn Metcalf