THE TOWN OF UNION BRIDGE
PLANNING AND ZONING
COMMISSION MEETING

September 17, 2026

The meeting of the Union Bridge Planning and Zoning Commission was called to order by Commission Chairman Tom Long on Thursday, September 17, 2026, 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 Logan Grossnickle, Amy Kalin, Tom Marble, Ed Williar; Town Attorney, Mandi Porter; and Commission chairman, Thomas Long, were present. Commission member alternate Kate Kotowski was absent. Also in attendance were Town Planning and Zoning Consultant, Steve Horn, and Town Administrator, Mike Reynolds. 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 June 18, 2026. 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.

PLANNING & ZONING CONSULTANT – STEVE HORN

Accessory Dwelling Unit Draft Legislation

- Commission Chairman Long recognized Mr. Horn and asked if he had anything to report. Mr. Horn distributed a memorandum to the commission members regarding Maryland House Bill HB1466 – Accessory Dwelling Units. Local jurisdictions were required to address this in their zoning codes and ordinances by October 1, 2026; however, Mr. Horn stated that we will not meet this deadline but believes we are making a good-faith effort to work toward compliance.
- A copy of the memorandum is attached and made part of these minutes.
- Mr. Horn recommends that the Planning & Zoning Commission review his memo; approve to forward to the Council to take the matter to a public hearing relative to an ordinance revising Town Code. A draft of the ordinance was provided by Town Attorney Mandi Porter and is attached to and included as part of these minutes.
- Mr. Horn feels that it is incumbent upon the Town to revise Town Code because of the State Law.
- Commission Chairman Long commented that he did not see anything in the ordinance relative to public sewer and water available capacity. Mr. Horn stated that it could be a consideration for approval and should be brought forward to the Council as a discussion point.

Commission Member Logan Grossnickle motioned to forward the proposed ordinance for accessory dwelling units to the Council for discussion and consideration. Commission Member Ed Williar seconded, and the motion passed unanimously.

JACKSON RIDGE PUBLIC WORKS AMENDMENT STATUS UPDATE

- Mr. Horn stated that a draft is being created that is approximately thirty (30) pages long. A previous version was drafted in 2007 but did not proceed. In 2017, the effort was restarted but was still not completed.
- Items for consideration are as follows:
    - Jackson Ridge section one, phase one has 73 homes approved to be built.
    - A plan review and redline may need to take place. Any plan amendments will need to be re-approved by the Town and the County, incorporating any rule changes that may have taken place since the plans were originally drafted.
    - The Town will be issuing an RFP to bring on a municipal development engineer to review any plans and plan updates on behalf of the Town. Woodhaven is using CLSI to review updated plans on their behalf. Woodhaven is currently working on water tank design.
    - Water credits called out in 1992 have expired, so that will need to be readdressed.
    - Line-item agreements that have to be bonded will need to be revisited.

- Woodhaven would like to revisit some timing issues within the agreement, such as emergency items versus non-emergency.
- Road conveyance timing will need to be sorted out. Will roads be conveyed to the Town at 100% completion of the project, or will the Town be willing to accept a lower percentage?
- Will benefit assessment be paid at permit issuance or another time?
- Water & sewer assessment fees will need to be updated to the current amount.
- Discussions will need to be had surrounding whether a Homeowners Association agreement will be acceptable and if so, what the parameters will be surrounding the agreement.
- School capacity issue will need to be revisited. Mr. Horn feels like at the time of the original agreement, the County may not have implemented the active facilities ordinance for schools.
- Housing styles will need to be updated to more modern designs.

- Next steps will be for Mr. Horn and Town Attorney Mandi Porter to work with Woodhaven to develop the PWA, and they will present it to the Planning & Zoning Commission for comment, and then they will forward it to the Town Council for finalization and implementation.
- Mr. Horn hopes to have a draft ready for review and discussion at the October 15th Planning & Zoning Commission meeting.

TOWN ATTORNEY – MANDI PORTER

- Attorney Porter stated that she had no new business to report.

CARROLL COUNTY COMPREHENSIVE PLANNER - ETHAN STRICKLER

- Mr. Strickler introduced himself and stated that he is the County Planning liaison for Union Bridge and this is his first meeting that he's been able to attend. He is also the liaison for New Windsor and Taneytown.
- Mr. Strickler informed the Commission that the County has received an Agricultural Preservation application within the Town's "Growth Area" boundary.
- The application is for the "Staley" farm located at 200 W. Locust Street.
- Mr. Strickler pointed out that the property was recently removed from the growth area boundary from the Union Bridge Comprehensive Plan.
- Mr. Strickler handed out three maps, showing the location of the property in relation to the Town limits. The maps have been made a part of and attached to these minutes.
- 197 acres in total area. With approximately 14 acres still within Town limits.
- Mr. Strickler pointed out that he is bringing this application in front of the Union Bridge Planning & Zoning Commission for three reasons:
    1. Part of the property is within the growth area boundary.
    2. Part of the property is within town limits.
    3. There is a major street planned to come through the area shown on official maps. He believes that it is a connector street between Union Bridge Road and MD Route 75.
- Mr. Strickler stated that this property was specifically addressed as a "Plan Revision" within the 2024 revision of the Union Bridge Comprehensive Plan Amendment on Page 1 and referred to as "Mount Pleasant". The land was removed from the designated "municipal growth area".
- The County is supportive of the application.
- The County would like to see if the Town has any comments regarding the application.
- Council Chairman Tom Long stated that the only reason in the past that he could recall against this application was related to a planned road that would connect MD Route 75 to Bucher John Road as a bypass. The plans were on the State Highway Administration's maps for years but have since been removed.
- Town Attorney Mandi Porter recommended that the Planning & Zoning Commission recommend forwarding this application to the Town Council for review and comment.
- Planning & Zoning Consultant Steve Horn asked if there was a timeline or due date for the Town to respond to the County. Mr. Strickler did not have the specific date but speculated that the Town should target mid-October and that he would respond with the exact timing.
- The next Council meeting is September 28th, and Council Chairman Long recommended that this topic be placed on that agenda to discuss with the Mayor and Council. Mr. Strickler will try to attend the Council meeting to explain if it does not interfere with his attendance at the Taneytown Planning & Zoning meeting.

PUBLIC COMMENTS

- There were no public comments.

NEXT MEETING
The next Planning and Zoning meeting will be held on October 15, 2026 at 6:30 p.m.

ADJOURNMENT
Commission Member Ed Williar motioned to adjourn the meeting.
Commission Member Logan Grossnickle seconded and the motion passed.

Respectfully Submitted
Mike Reynolds
Mike Reynolds – Union Bridge Town Administrator