

THE TOWN OF UNION BRIDGE
PLANNING AND ZONING
COMMISSION MEETING

June 15, 2023

The meeting of the Planning and Zoning Commission was called to order by Commission Chairman Tom Long, on Thursday, June 15, 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 Tom Long; Logan Grossnickle; Martin Ward; Amy Kalin and Town Attorney, John Maguire were present. Also in attendance Carroll County Planner Interim Liaison, Andrew Gray and new County Planner Liaison, Randolph Mitchell. Jim Piet and Marty Hill representatives for Woodhaven, and Margo and Michael Adkins owners of IND Galley, also attended the meeting. Commission members Ed Williar and Town Planning and Zoning Consultant Edmund Cueman were absent. The attendance sheet is attached to and made a part of these minutes.

Chairman Tom Long asked if there were any additions or corrections to the minutes of the meeting for April 20, 2023. 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 ATTORNEY – JOHN MAGUIRE

-Everyone was given a copy of Mr. Cueman's memorandum report on Jackson Ridge Section One- Revised & Updated Preliminary Subdivision Plan, which included Woodhaven's letter of request dated May 23, 2023. In Mr. Cueman's report he recommended approval of Woodhaven's request for a twelve (12) month extension, with it being understood that any modifications by reason of SWM requirements or other requirements of the approved preliminary subdivision plan and any final plans submitted for approval and recordation, are subject to approval by the Commission. Mr. James Piet, representing Woodhaven was recognized by Mr. Maguire. Mr. Piet stated that he and Mr. Hill are willing to offer the Town their assistance in addressing the wastewater treatment plant relocation and the inflow and infiltration issue. After discussion, **Commission member Amy Kalin motioned to approve the request for a twelve (12) month extension of the 2006 Revised/Updated Preliminary Plan for Jackson Ridge, Section One. Commission member Martin Ward seconded and the motion passed unanimously.** The twelve (12) month extension will expire on July 19, 2024. The Clerk-Treasurer, Dawn Metcalf will draft a letter of approval for the twelve (12) month extension. A copy of Mr. Cueman's memorandum and Mr. Piet's request letter is attached to and made a part of these minutes.

-Mr. Maguire reported that the GHD has prepared an internal draft Wastewater Treatment Plant (WWTP) Preliminary Engineering Report. This draft was sent to the Town for review. Comments from the Town were submitted to GHD and the report was refined and sent to Maryland Department of the Environment (MDE) for review. At this time Union Bridge is waiting for MDE to comment. Mr. Maguire stated that it wouldn't be appropriate for the Town to comment on the content of the report as it is still internal. The Town will continue to work on getting a final report that can be released. Once the final report is released the Town can focus on which alternative is best for the Town and how the project will be funded.

-Mr. Maguire updated the commission on the Board of Zoning Appeals (BZA) case #02-2022, 406 Lightner Street. Mr. Maguire stated that the BZA approved that the property be permitted as a legal nonconforming use, subject to the final approval and compliance with a site development plan by the Union Bridge Planning Commission. Commission members were given a copy of the BZA official decision for case #02-2022.

MICHAEL AND MARGO ADKINS – 406 LIGHTNER STREET

-Mr. Adkins introduced himself and his wife. Mr. Adkins supplied the P&Z Commission a preliminary site plan for information purposes only. Mr. Maguire informed the Adkins' that they will have to follow the site development plan review procedures and that the Zoning Administrator, Mike Reynolds and the Town's Planning and Zoning Consultant, Edmund Cueman can tell him what those procedures consist of. A copy of the Preliminary Site Plan is attached to and made a part of these minutes.

CARROLL COUNTY PLANNING INTRIM LIASON – ANDREW GRAY

-Mr. Gray introduced Randolph Mitchell. Mr. Mitchell will be Union Bridge's new Carroll County Planning Liaison.

-Mr. Gray updated the commission on items the Carroll County Planning office is working on. A copy of Mr. Gray's update is attached to and made a part of these minutes.

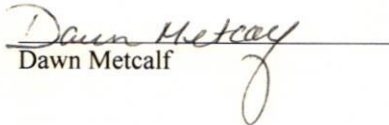
NEXT MEETING

The next Planning and Zoning meeting will be held on July 21, 2022 at 6:30 p.m.

ADJOURNMENT

Commission Member Amy Kalin motioned to adjourn the meeting. Commission Member Martin Ward seconded and the motion passed.

Respectfully Submitted


Dawn Metcalf