

THE TOWN OF UNION BRIDGE
PLANNING AND ZONING
COMMISSION MEETING

March 19, 2026

The meeting of the Union Bridge Planning and Zoning Commission was called to order by Commission Chairman Tom Long, on Thursday, March 19, 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; Ed Williar; Town's Attorney, Mandi Porter and Commission chairman, Thomas Long present. Commission member, Amy Kalin and alternate Kate Kotowski were absent. Also in attendance was Town Planning and Zoning Administrator, Mike Reynolds. The attendance sheet is attached to and made a part of these minutes.

**Correction at the 6-18-26 Meeting - Note Tom Marble attended the March 19, 2026 Meeting*

Commission Chairman Tom Long asked if there were any additions or corrections to the minutes of the meeting for February 16, 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 – MIKE REYNOLDS

Capital Improvement Program

Commission Chairman Long recognized Mr. Reynolds and asked if he had anything to report. Mr. Reynolds distributed a copy of the proposed Capital Improvement Program for FY 2027 – 2032. A copy of the report and the items in it were reviewed by Mr. Reynolds and discussed by the commission members. After discussion, **Commission Member Logan Grossnickle motioned to recommend adoption by the Mayor and Town Council of the Capital Improvement Program for fiscal years 2027 – 2032 as written in Resolution 01-2026.**

Commission Member Ed Williar seconded and the motion passed unanimously. Commission members signed the Town of Union Bridge Capital Improvement Plan Resolution No. 01-2026. This resolution is to be forwarded to the Union Bridge Mayor and Town Council in conjunction with preparation of the FY27 Town Budget by the Clerk/Treasurer, May and Council, which begin July 1, 2026 and ends June 30, 2027. A copy of the CIP and Resolution 01-2026 is attached to and made part of these minutes.

REVIEW OF WRE COMMENT PACKET

Ms. Brenda Dinne, Special Projects Coordinator with the Carroll County Dept. of Planning and Land Management provided an overview of any comments received on the current draft of the Water Resources Element plan. Ms. Dinne distributed bound copies of the "Planning Commissions Comment Packet" stating that there were no comments specific to Union Bridge. Ms. Dinne did add that she had added information regarding current status of the town's ENR Upgrade project stating that the preliminary engineering report was completed and approved by MDE and that the plan is to relocate the WWTP out of the flood plain. Council Member Logan Grossnickle commented that the work "Preliminary" should be inserted in the verbiage regarding the design. Ms. Dinne stated that the next step would be for the Planning Commission to approve the plan as distributed and sign a resolution to approve and certify the WRE. A copy of Ms. Dinne's comment packet and Resolution 02-2026 is attached to and made part of these minutes.

TOWN ATTORNEY – MANDI PORTER

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

PUBLIC COMMENTS

Mr. Kwame Turner spoke to the Commission regarding a proposed adult daycare facility to be opened on the first floor of the former PNC Bank located at 18 N. Main Street. Mr. Turner presented an overview document of the plan which is attached to and made part of these minutes. After discussion, the Commission thanked Mr. Turner for the information and asked for a final set of plans to be presented to the town zoning administrator, Mike Reynolds for final review. The anticipation is for the business to be ready to open in approximately one month. Zoning

administrator Mike Reynolds stated that he has received a zoning certificate application and payment of fees from the building owner and is ready to sign off after final plan review and provision of a copy of the business license.

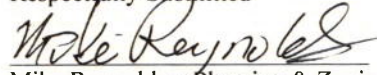
NEXT MEETING

The next Planning and Zoning meeting will be held on April 16, 2026 at 6:30 p.m.

ADJOURNMENT

**Commission Member Ed Williar motioned to adjourn the meeting.
Commission Member Tom Marble seconded and the motion passed.**

Respectfully Submitted

A handwritten signature in cursive script that reads "Mike Reynolds". The signature is written in black ink and is positioned above a horizontal line.

Mike Reynolds - Planning & Zoning Administrator