

THE TOWN OF UNION BRIDGE  
PLANNING AND ZONING  
COMMISSION MEETING

May 19, 2022

The meeting of the Planning and Zoning Commission was called to order by Commission Chairman Tom Long, on Thursday, May 19, 2022, 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; Amy Kalin; Ed Williar; Martin Ward; Town Attorney, Mandi Porter and Town Planning and Zoning Consultant Edmund Cueman were present. Also in attendance Carroll County Planner Liaison, Abigail Rogers and Carroll County Planner, Price Wagoner. The attendance sheet is attached to and made a part of these minutes. Commission member Bret Grossnickle, and Commission Alternate Tom Marble was absent.

Chairman Tom Long asked if there were any additions or corrections to the minutes of the meeting for March 17, 2022. 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 – MANDI PORTER

-Ordinance 317, Solar Energy Conversion Facilities, amending certain zoning provision in Union Bridge Code Chapter 220, Article 4, to establish criteria and procedures for the review, approval and use of certain Solar Energy Conversion Facilities within the Town's municipal limits. This ordinance concentrates on size limits, setbacks, height limits, electrical connections, appearance, landscaping buffers for ground-mounted facilities. Roof-mounted facilities shall be limited to the size of the roof. There is also language that includes provisions for large scale solar conversion facilities. A decommission plan is also included for large scale solar conversion facilities. Mr. Cueman stated on page 2, Section 4.24 (c.2.b) be revised to remove "Industrial General". After discussion, **Commission member Ed Williar motioned to recommend Ordinance 317 with the revision to the Union Bridge Mayor and Council. Commission member Amy Kalin seconded and the motion passed unanimously.** A copy of the proposed Ordinance 317 is attached to and made a part of these minutes.

TOWN PLANNING AND ZONING CONSULTANT – EDMUND CUEMAN

-Mr. Cueman noted the county report and map to amend the County W/S Master Plan for the Union Bridge: Existing Service Area to include the small area encompassing the two (2) existing dwellings along with a connecting easement, is a pre-requisite to facilitating the eventual connection of these recently annexed dwelling onto the public water and sewer system. The matter of public utility involvement has been discussed at the Town's pre-submittal conference in anticipation of Citizen's UB filing an application for Preliminary Subdivision Plan approval.

Thereafter, Mr. Cueman conferred with Price Wagoner in the County Planning Dept. regarding reflecting the necessary adjustment in the W/S Master Plan. Certifying to consistency as requested by the county is appropriate and recommended. A few editorial clarifications re: the County Staff Report. Heading Re: Union Bridge Water and Sewer Service Area. Ditto 1st para and map reference. Also, the line of division is anticipated to abut the north side of the entrance drive into the 2 dwellings and then follow the edge of the landscape buffer westerly as shown on the approved site development plan.

-Mr. Cueman reported that Maryland Board of Public Works approved grant funding in the amount of \$99,800.00 for the Union Bridge Wastewater Treatment Plant Enhanced Nutrient Removal (ENR) Upgrade project study.

-With the help of Senator Ready and Governor Hogan Union Bridge has been given \$5,000,000.00 to fund upgrading the Town's sewer plant and move it out of the flood plain.

CARROLL COUNTY PLANNING LIASON – ABIGAIL ROGERS

-Carroll County Planning staff is compiling information for the 2021 Annual Report, which will be turned into the Maryland Department of Planning (MDP) by July 1, 2022.

-The County's Department of Public Safety has been working with multiple County departments to create the 2022 Carroll County Hazard Mitigation Plan (HMP) and has begun meeting with the municipalities for input on the HMP.

- Ms. Rogers report is attached to and made a part of these minutes.

CARROLL COUNTY PLANNING – PRICE WAGONER

-Mr. Wagoner presented the Spring 2022 Amendment to the Carroll County Water and Sewer Master Plan for both the Union Bridge water service area and the sewer service area. Union Bridge received a request to move 526 Green Valley Road and 536 Green Valley Road from Long Range Planning for water and sewer to the Existing Service Area on the Union Bridge Water Service Area Map and the Sewer Service Area Map. The property was recently annexed into the Town of Union Bridge. This request will amend the 2019 Carroll County Water and Sewer Master Plan. The request will pertain to changes to both the Union Bridge Sewer Service Area Map and the Union Bridge Water Service Area Map. Carroll County staff recommends approval of the map amendments. Carroll County staff is recommending that the Carroll County Planning Commission certify this request as consistent with the 2014 Carroll County Master Plan, amended 2019 and the 2008 Union Bridge Environs Community Comprehensive Plan, Amended 2014. Mr. Wagoner asked that the commission certifies that the 2022 Spring Amendment to the 2019 Carroll County Water and Sewer Master Plan as it pertains to the Town of Union Bridge is consistent with the 2008 Union Bridge Community Comprehensive Plan, Third Amended 2014. **Commission member Amy Kalin motioned to approve the 2022 Spring Amendment, to the 2019 Carroll County Water and Sewer Master Plan, as it pertains to Union Bridge and to authorize Chairman Long to sign the certification letter. Commission member Martin Ward seconded and the motion passed unanimously.** The signed certification letter was given to Mr. Wagoner. Copies of Carroll County Department of Planning Staff Reports for the Union Bridge Sewer and Water Service Area along with a copy of the certification letter is attached to and made a part of these minutes.


NEXT MEETING

The next Planning and Zoning meeting will be held on June 16, 2022 at 6:30 p.m.

ADJOURNMENT

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

Respectfully Submitted

  
Dawn Metcalf