

THE TOWN OF UNION BRIDGE
PLANNING AND ZONING
COMMISSION MEETING
April 17, 2025

The meeting of the Planning and Zoning Commission was called to order by Commission Chairman Tom Long, on Thursday, April 17, 2025, 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; Logan Grossnickle and Ed Williar were present. Tom Marble was unable to attend.

Also in attendance, Town Attorney John Maguire, Town Planning Consultant Edmund Cueman; Mark Crissman, DMW representing Citizens UB Solar, LLC; Andrew Gray and Javier Toro; Carroll County Bureau of Comprehensive Planning; and James Piet, representing Woodhaven—all pertaining to the meeting agenda. Mayor Jones and Council President Laura Conaway, Councilman Brett Grossnickle and former Council President Donald Wilson were in attendance.

Chairman Long opened the meeting and asked if there were any additions or corrections to the Planning and Zoning minutes for March 20, 2025. Hearing none, the Chairman declared the minutes approved as distributed.

COMMISSION MEMBER ANNOUNCEMENTS

- There were no announcements.

CARROLL COUNTY BUREAU OF COMPREHENSIVE PLANNING –Andrew Gray

-Spring 2025 Union Bridge Amendment to the 2023 Carroll County Water & Sewer Master Plan

Mr. Gray presented the Report on the above, noting the Commission had requested same in conjunction with its review and update of the Town's *2008 Union Bridge & Environs Community Comprehensive Plan, as amended*, (most recently) in February 2025. He called attention to the revised Water and Sewer Service Area Maps, the addition of 3 new goals and recalculations of data in the tables given the revisions in service areas. Following brief discussion, Chairman Long asked for a motion to execute a requested letter to MDE, **certifying the Spring 2025 Amendment being consistent with the recently updated Town Comprehensive Plan**. Whereupon, **motion was duly made by Ed Williar, seconded by Logan Grossnickle and carried, that the Chairman execute the requested certification**. A copy of the amendment is attached to and made a part of these minutes

TOWN PLANNING CONSULTANT- EDMUND CUEMAN

-Jackson Ridge Sec. 1 Revised & Updated Preliminary Subdivision Plan -12 Month Extension (request)

Mr. Cueman referred to his memorandum report in the Commission meeting package, noting the importance to the applicant as well as to the Town of the requested extension and that no changes had been made to the land use designations or zoning districts as a result of the Town's recent review of the Town Plan that would affect the approved preliminary subdivision plan. Mr. Piet, representing Woodhaven, was recognized and was present to support the extension. On **motion of Logan Grossnickle**

Seconded by Amy Kalin and carried, the Commission approved a 12- month extension to begin July 18, 2025. A copy of the request letter is attached to and made a part of these minutes.

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Union Bridge Solar Preliminary Subdivision Plan (Town File: # S-24-3 mixed); County File: # M-24-0030)

-Mr. Cueman presented the Report on the above (previously included in the Commission agenda package), and requested same be made a part of these minutes as the preliminary plan is now before the Commission for approval subject to conditions. He noted the subdivision would create 3 lots and 1

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Parcel: Lot 1, 30.77 acres consisting of a primary and an accessory dwelling; Lot 2, 41.38 acres containing solar panels; and, Lot 3, 11.46 acres of unimproved farm land on which the Town has an Option to Purchase Agreement.

Mr. Cueman made reference to the Report which covers the background of Developer's involvement with the Property being subdivided; the preliminary plan's review by several agencies and entities of jurisdiction over a period of time and the **Recommendation for approval of the Preliminary Subdivision Plan subject to four (4) conditions pertaining to the recordation of the Final Record Plat with associated legal instruments (documents) required to be recorded either prior to or simultaneously with the Record Plat in the Land Records of Carroll County.** Mr. Cueman noted the 'ministerial process' to recordation upon the Commission's approval of the Preliminary Subdivision Plan. Mr. Maguire noted mechanics in execution of required legal instruments. Mr. Crissman, DMW, Land Surveyor and representing Citizens UB Solar, LLC, briefly addressed the Commission, and took no exception to the Report. Following discussion, a **motion was made by Ed Williar, seconded by Logan Grossnickle and carried that the said Preliminary Subdivision Plan be approved as Recommended subject to the detailed conditions in the Report.**

Fourth Amendment to 2008 Union Bridge Community Comprehensive Plan.

-Mr. Cueman distributed hard copies of the **2024 Plan Update Supplement Amending the 2008 Plan** to each Commission member present as well as the Clerk, Town Attorney and Town Zoning Administrator. (Copies for the Mayor and Council are set aside for distribution by the Clerk). Hard and e-copies are being sent to the Maryland State Planning Department. Mr. Cueman recognized Corian White, GIS Technician for her extensive work on the set of maps. Chairman Long is sending a thank you note to Corian on behalf of the Commission and Town. Mr. Cueman indicated he would do likewise for Sandra Baber, GIS Supervisor who authorized Corian's involvement at the outset in the 14-month Plan review process.

PUBLIC COMMENTS AND CONCERNS

-Prior to closing the meeting, Chairman Long recognized Mayor Jones who presented Mr. Cueman with a Certificate of Appreciation in recognition of his 19 years of service to Union Bridge.

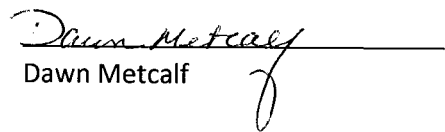
NEXT MEETING

Date of next meeting May 15, 2025

ADJOURNMENT

-The meeting was adjourned on **motion of Ed Williar seconded by Logan Grossnickle and carried;** then followed by sandwiches, refreshments and a special cake and with best wishes extended for Mr. Cueman's upcoming retirement.

Respectfully Submitted


Dawn Metcalf