

THE TOWN OF UNION BRIDGE
PLANNING AND ZONING
COMMISSION MEETING

March 20, 2025

The meeting of the Planning and Zoning Commission was called to order by Commission Chairman Tom Long, on Thursday, March 20, 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. Also in attendance, Town Attorney, Mandi Porter; Planning and Zoning Consultant, Edmund Cueman and DMW, Inc. Mark Crissman. Commission members Tom Marble was absent. The attendance sheet is attached to and made a part of these minutes.

Chairman Long asked if there were any additions or corrections to the Planning and Zoning minutes for December 19, 2024. Hearing none, Chairman Long stated the minutes will be approved as distributed.

COMMISSION MEMBER ANNOUNCEMENTS

-There were no commission comments.

PLANNING AND ZONING CONSULTANT – EDMUND CUEMAN

FY 26 Capital Improvement Program

-Mr. Cueman provided an overview of the proposed FY 26/31 Capital Improvement Plan (CIP), which is attached to and made a part of these minutes.

2024 Annual Report

-Mr. Cueman reviewed data that he had prepared for the 2024 Annual Report template to be included in the into the County Annual Report to the Maryland Department of Planning. Mr. Cueman's completed template had been transmitted to Commission members for review prior to the meeting. The information being submitted needs to be approved by the Planning Commission along with a signed certification letter. **Commission member Ed Williar motioned to authorize Chairman Long to sign the certification letter to be sent to the Secretary of Maryland State Planning Department, David Dahlstrom, AICP. Commission member Logan Grossnickle seconded and the motion passed unanimously.** A copy of the letter was given to Carroll County Planner, Javier Toro to submit to Carroll County. A copy of the template and certification letter is attached to and made a part of these minutes.

Union Bridge Solar Preliminary Subdivision Plan

-Mr. Cueman introduced Mark Crissman, Project Engineer/Surveyor, for the Union Bridge Solar Subdivision. Mr. Cueman distributed the Preliminary Subdivision Plan to the commission members and pointed out some very important details as follows:

- 1) When the private sewer and/or private well fails on Lot 1, as determined by the Carroll County Health Department or the Town of Union Bridge or their respective successors, Lot 1 will be required to hook up to public water and public sewer at no expense to The Town of Union Bridge, subject to the prevailing benefit assessments, hook-up fees, and associated costs.
- 2) The "30'-wide private utility easement" crossing Lot 2, for the benefit of Lot 1 for the future connection to public water/sewer services, shall be granted and conveyed by the owner of Lot 2 prior to the recording of the plat, and shall contain provisions running with the land for payment by Lot 2 for the costs for installation and connection of water and sewer facilities for Lot 1 to hook up to the public water and sewer if required. (Town Attorney, John Maguire is in the process in drawing up legal instruments that will back up these general notes.)
- 3) Note No. 13 re: amendment to Option to Purchase to add 21,376 sq. ft. as part of Lot 3 which is in the Conservation Zone, as part of the Option Property
- 4) Parcel "A" (.843 acres) is to be conveyed to the Town of Union Bridge for a road right-of-way by deed to be recorded.
- 5) A private utility easement crossing the adjacent Union Bridge Church of The Brethren property will be recorded prior to or simultaneously with the record plat.

A copy of the Union Bridge Solar Preliminary Subdivision Plan is attached to and made a part of these minutes and will be on the Commissions April 17, 2025, meeting agenda for review and appropriate action.

TOWN ATTORNEY – MANDI PORTER

-Town Attorney, Mandi Porter introduced Resolution 02-2025, which refers to the previously discussed CIP for FY 26/31, that it is a benefit to the public and is recommended for adoption by the Town Council. The resolution, upon signing, would be forwarded for adoption by the Town Council at the upcoming Town Council meeting to be held on Monday, March 24, 2025. **Commission member Amy Kalin motioned to approve the CIP for FY 26/31 and approve Resolution 02-2025 and send the item to the Town Council with recommendation to approve at the Town Council meeting on Monday, March 24, 2025.**

Commission member Ed Williar seconded and the motion passed unanimously. A copy of Resolution 02-2025 is attached to and made a part of these minutes.

CARROLL COUNTY PLANNING LIASON – JAVIER TORO

-Mr. Toro reported that the County is finalizing the Water/Sewer Master Plan, the Housing Study has been completed, Master Plan is still in progress and the Annual Report is pending tonight Union Bridge P&Z commission action.

-Mr. Toro is the point of contact concerning annexations.

PUBLIC COMMENTS AND CONCERNS

-There were no public comments or concerns.


NEXT MEETING

The next Planning and Zoning meeting will be held on April 17, 2025 at 6:30 p.m.

ADJOURNMENT

Commission member Amy Kalin motioned to adjourn the March 20, 2025, Planning and Zoning meeting. Commission member Logan Grossnickle seconded and the motion passed unanimously. Meeting adjourned.

Respectfully Submitted


Dawn Metcalf