

THE TOWN OF UNION BRIDGE  
PLANNING AND ZONING  
COMMISSION MEETING

February 15, 2024

The meeting of the Planning and Zoning Commission was called to order by Commission Chairman Tom Long, on Thursday, February 15, 2024, 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; Ed Williar and Town Attorney, Mandi Porter were present. Also in attendance Carroll County Planner Liaison, Randolph Mitchell. Commission members Tom Marble and Alternate Jeff Dowery 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 November 16, 2023. Hearing none, **Commission Chairman, Tom Long stated that the minutes will be adopted as distributed.**

COMMISSION MEMBER ANNOUNCEMENTS

-There were no commission comments.

TOWN ATTORNEY – MANDI PORTER

-Mandi Porter had no new business.

PLANNING AND ZONING CONSULTANT – EDMUND CUEMAN

**2023 Annual Report**

-Mr. Cueman reviewed data that he had prepared for the 2023 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 members were in agreement to authorize Chairman Long to sign the certification letter to be sent to the Secretary of the Maryland State Planning Department, David Dahlstrom, AICP. A copy of the letter and information template was given to Carroll County Planner, Randolph Mitchell to submit to Carroll County. A copy of the template and certification letter is attached to and made a part of these minutes.

**2024 Union Bridge Comprehensive Plan Review**

-Mr. Cueman presented his report on the water/sewer plan adjustments to the 2024 Union Bridge Comprehensive plan to the Union Bridge P&Z Commission. A copy of Mr. Cueman's Union Bridge 2024 Plan Update – Water/Sewer Plan Adjustments is attached to and made a part of these minutes.

-Mr. Cueman presented his 2024 Town Planned Major Streets: Realignment, Extensions, Deletions or Additions to the Union Bridge P&Z Commission. A copy of Mr. Cueman's 2024 Town Planned Major Streets: Realignment, Extension, Deletions or Additions is attached to and made a part of these minutes.

-Mr. Cueman distributed the Draft Union Bridge and Environs Priority Funding Area map and the Draft Union Bridge and Environs Municipal Growth Areas map to the Union Bridge Planning and Zoning Commission members. A copy of these maps is attached to and made a part of these minutes.

-2024 Town Plan Review/Update documents reviewed above inserted in attending Commission members 3-ring binders; copies of same held by Clerk for subsequent insertion by members absent.

CARROLL COUNTY PLANNING LIASON – RANDOLPH MITCHELL

-Mr. Mitchell informed the commission that Maryland Department of the Environment approved the 2023 Water and Sewer Master Plan. County is receiving applications for amendments for 2024.

-Mr. Mitchell reported that the housing study is ongoing.

-A copy of Mr. Mitchell's update is attached to and made a part of these minutes.

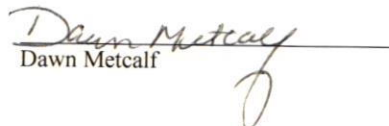
NEXT MEETING

The next Planning and Zoning meeting will be held on March 21, 2024 at 6:30 p.m.

ADJOURNMENT

**Commission member Ed Williar motioned to adjourn the February 15, 2024 Planning and Zoning meeting. Commission member Amy Kalin seconded and the motion passed unanimously. Meeting adjourned.**

Respectfully Submitted

  
Dawn Metcalf