

THE TOWN OF UNION BRIDGE  
PLANNING AND ZONING  
COMMISSION MEETING

March 21, 2024

The meeting of the Planning and Zoning Commission was called to order by Commission Chairman Tom Long, on Thursday, March 21, 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; Ed Williar and Tom Marble were present. Also in attendance Carroll County Planner Liaison, Randolph Mitchell. Commission members Logan Grossnickle, Alternate, Jeff Dowery and Town Attorney, Mandi Porter 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 February 15, 2024. 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 was absent.

PLANNING AND ZONING CONSULTANT – EDMUND CUEMAN

**Capital Improvement Program**

-Chairman Long recognized Mr. Cueman and asked if he had anything to report. Mr. Cueman distributed a copy of the proposed Capital Improvement Program (CIP) for Fiscal Years 2025 - 2030. A copy of the report and the items in it was reviewed by Mr. Cueman and discussed by the commission members. After discussion, **commission member Ed Williar motioned to recommend adoption by the Mayor and Town Council of the Capital Improvement Program for fiscal years 2025 - 2030 as written in Resolution 01-2024. Commission member Tom Marble seconded and the motion passed unanimously.** Commission members signed The Town of Union Bridge Capital Improvement Plan Resolution No. 01-2024. This resolution is to be forwarded to the Union Bridge Mayor and Town Council in conjunction with preparation of the FY 25 Town Budget by the Clerk Treasurer, Mayor and Council, which begins July 1, 2024 and ends June 30, 2025. A copy of the CIP and Resolution 01-2024 is attached to and made a part of these minutes.

**2024 Union Bridge Comprehensive Plan Review**

-Mr. Cueman distributed Map #3; #12; #13; #14 and #15 to each commission member. A copy of each of the maps Mr. Cueman distributed 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.

-There were no citizen comments on the 2024 Comprehensive Town Plan Review.

**Citizens Sub Division**

-Citizens is looking to convey land that they are not using for their solar panels. Prior to preparing and submitting a Preliminary Subdivision Plan, a concept plan of the proposed subdivision must be submitted for any direction or assistance the staff and commission might give. Citizen's supplied Mr. Cueman with a concept plan and once he and Town Attorney, John Maguire, reviewed and offered comment, Citizen's delivered to Union Bridge the revised concept plan for Union Bridge Solar Subdivision. A copy of the revised concept plan was reviewed by Mr. Cueman and discussed by the commission members. Mr. Cueman stated this is a minor subdivision with only three (3) lots as described: Lot 1 is where Mr. Green lives, Lot 2 is where the solar panels are located and Lot 3 is the land purchase option area for The Town of Union Bridge. Mr. Cueman informed the commission that the preliminary plan will be forth coming. A copy of the Revised Concept Plan is attached to and made a part of these minutes.

CARROLL COUNTY PLANNING LIASON – RANDOLPH MITCHELL

-Mr. Mitchell stated that is working on the Water/Sewer spring amendment cycle. The Bureau is accepting applications for any water/sewer amendments.

-Mr. Mitchell reported that the Economic Development land use study was completed earlier this year and the information is on the Bureau of Comprehensive Planning website.

-The Annual Report is underway, all data needed for Union Bridge has been collected.

-The Bureau of Comprehensive Planning had begun working on the Housing Study. Mr. Mitchell handed out information to explain the work scope of this project. Mr. Mitchell asked the Town to propose 2 – 3 potential meeting dates and times in the April and early May timeframe. A copy of Mr. Mitchell's hand out is attached to and made a part of these minutes.

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

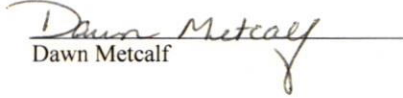
NEXT MEETING

The next Planning and Zoning meeting will be held on April 18, 2024 at 6:30 p.m.

ADJOURNMENT

**Commission member Tom Marble motioned to adjourn the March 21, 2024 Planning and Zoning meeting. Commission member Ed Williar seconded and the motion passed unanimously. Meeting adjourned.**

Respectfully Submitted

  
Dawn Metcalf