



MINUTES

Frostburg Planning Commission Meeting

Wednesday, June 8, 2022 - 7:00 PM

Frostburg Municipal Center Meeting Room - 37 Broadway

The Frostburg Planning Commission Meeting of the City of Frostburg was called to order on Wednesday, June 8, 2022, at 7:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

PRESENT:

Adam Ritchey, Commissioner of Public Works
Jayci Shaw Duncan, Mrs.
Jeff Snyder, Mr.
Karen Krogh, Mrs.
Kristan Carter, Mrs.
Ray Rase, Mr.

EXCUSED:

Conrad Best, Mr.

1. CALL TO ORDER

- 1.1. Please note that that Commissioner Rase served as the Chairman for this month's meeting in Chair Best's absence. As acting Chairman, Commissioner Rase called the meeting to order at 7:00 PM.

2. ROLL CALL

Commissioners Carter, Duncan, Krogh, Rase, Ritchey, and Snyder were present. Chair Best was absent from this meeting. With a majority of the members present, a quorum was achieved, and the meeting proceeded according to schedule.

3. Chair's Procedural Statement; Comments; Announcements

The Chair asks that anyone presenting business before the Commission, or any individuals who would like to comment on business before the Commission or other concerns, please come forward at the appropriate time and state your name and address for the record. Each meeting is recorded, so please speak clearly.

4. REVIEW AND APPROVAL OF THE MINUTES

- 4.1. After reviewing the minutes from the April 2022 Planning Commission meeting, Commissioner Krogh made a motion to approve the minutes as presented. Commissioner Ritchey seconded the motion, a vote was taken, and the motion passed unanimously.

5. Citizen Comments

From Floor; intended for topics unrelated to the current agenda items

6. PROJECT PRESENTATIONS

6.1. Lot Split, 58 Frost Avenue - Bennett, Brewer, and Associates

Please note that Commissioner Duncan recused herself from the discussion of this presentation.

Matt Brewer, of Bennett, Brewer, and Associates, described his clients' intention to subdivide the existing 2.59 acre parcel at 58 Frost Avenue into four separate parcels. Of the parcels created, "Lot 1" (.21 acres) and "Lot 2" (.24 acres) are proposed to be created with the intention of being developed with single family homes sometime in the future. A smaller .05 acre parcel will be combined to a neighboring, privately-owned lot in order to provide off-street parking. The remaining parcel, known as 58 Frost Avenue, will contain 2.10 acres.

Commissioner Snyder inquired whether setbacks would be met if the newly-created parcels were to be developed, and Community Development Planner, Bethany Fife, indicated that City staff had conducted a zoning review and determined that the proposed placement of the single-family dwellings would fall within the minimum setbacks for the R2 zoning district, in which the parcels are located.

Commissioner Rase inquired about where the utilities would tie in, and Mr. Brewer indicated that the lines would likely be run from College Avenue.

With no further discussion, Commissioner Snyder made a motion to approve the subdivision plat as presented, the motion was seconded by Commissioner Ritchey, a vote was taken, and the motion passed with 5 votes in favor and 1 recusal.

Moved by Mr. Jeff Snyder, seconded by Commissioner of Public Works Adam Ritchey

Public Comment
Motion

Carried

7. Discussion Items

By Chair and Members of the Commission

8. Administrative Business and Communications Received

Maryland Department of Planning Annual Report - accepted by the Mayor and Council, and submission to the MDP approved by Resolution 2022-14. Submission confirmed received via email.

- 8.1. Planner Bethany Fife updated on the status of the Annual Report for the Maryland Department of Planning, which was approved by the Commissioners in April 2022. Following the Planning Commission's approval, the annual report was reviewed and approved by the Mayor and Council, by Resolution, on May 19, 2022, and the report was submitted to the Maryland Department of Planning on May 20, 2022.

9. Staff Reports

9.1. Annual Commercial Development Report requested by Commissioner Rase

Ms. Fife explained the 2021 Commercial Permit report, which had been prepared per Commissioner Rase's request at the April meeting. The report contains commercial renovation/new construction data, mobile solicitor permit issuance, and use and occupancy permits issued, transferred, and updated in calendar year 2021.

The Commissioners were pleased with the report and requested that a similar report be prepared to reflect rental housing data.

10. ADJOURNMENT

Commissioner Duncan made a motion to adjourn, the motion was seconded by Commissioner Ritchey, and Acting-Chairman Rase officially closed the meeting at 7:11 PM.

L.J. Bennett, Community
Development Director