



## MINUTES

### Frostburg Planning Commission Meeting

Wednesday, May 10, 2023 - 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, May 10, 2023, at 7:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

**PRESENT:**

Conrad Best, Mr.  
Jeff Snyder, Mr.  
Karen Krogh, Mrs.  
Eric Stevens

**EXCUSED:**

Adam Ritchey, Commissioner of Public Works  
Jayci Shaw Duncan, Mrs.  
Ray Rase, Mr.

**1. CALL TO ORDER**

Due to technical difficulties, the meeting was called to order at 7:03 PM.

**2. ROLL CALL**

Chair Conrad Best, Karen Krogh, Jeff Snyder, and Eric Stevens were present. Jayci Duncan, Ray Rase, and Adam Ritchey were absent. With four out of 7 members present, a quorum was achieved.

**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. Commissioner Krogh made a motion to approve the January 2023 minutes as presented. Commissioner Snyder seconded the motion. A vote was taken, and the minutes were approved with a vote of three in favor and one abstention. (Commissioner Stevens abstained from the vote, as he had not yet been appointed to the Commission during the January meeting and thus was not in attendance.)

**5. Citizen Comments**

No citizen comments were received.

**6. PROJECT PRESENTATIONS**

**6.1. 47 Ormand Street / 18 Park Street - Minor Subdivision**

Matt Brewer, proprietor of Bennett, Brewer, and Associates, phoned in to discuss this project. The project had previously been identified as a "lot split"; however, Mr. Brewer chose to present the project as a minor subdivision.

Currently, the property at 47 Ormand Street contains two single family dwellings on one parcel. The owners of record wish to divide the parcel in order to sell the single family dwelling in the rear of the parcel, a property commonly known as 18 Park Street. The structure at 18 Park Street is recognized as an existing non-conforming structure. Mr. Brewer explained that the newly-created parcel will continue to exist as a non-conforming lot of record. Mr. Brewer also noted that the water and sewer utilities currently servicing 18 Park Street are run from the structure at 47 Ormand Street, and that, as part of the subdivision and subsequent sale of the property, new water and sewer connections will be established from the mains on Ormand Street, and a perpetual utility easement through the parcel at 47 Ormand Street will be established.

With no further questions or discussion, Commissioner Krogh made a motion to approve the project. Commissioner Stevens seconded the motion, a vote was taken, and the project was unanimously approved.

**6.2. 10811 New Georges Creek Road - Preliminary Site Plan Review**

Brandon Rowe, Associate of Bohler Engineering, was present to discuss the details of the proposed development of a vacant parcel in the Frostburg Plaza. If approved, the site will be home to an O'Reilly Auto Parts retail store. Mr. Rowe discussed plans for parking lot design, dumpster screening, landscaping, and stormwater management, and noted that the existing access easement providing entry to the parcel behind it will be shifted slightly to the south to allow additional room for parking and access to the parcel in question. The stormwater management plan also proposed to cover the existing culvert ditch which runs along the western border of the parcel.

Commissioner Snyder expressed concern about enclosing the culvert ditch, as possible flooding conditions could be created due to the volume of water that collects in the culvert during heavy precipitation events. Mr. Rowe agreed to reassess the proposed covering of the culvert.

Commissioner Krogh noted as a minor point that more diversity in the proposed plantings would be ideal because if any single tree/shrub becomes subject to pests or disease, all of the vegetation would be affected. Mr. Rowe agreed to be mindful of this in preparing the final site plan.

With no further discussion, Commissioner Snyder made a motion to approve the preliminary site plan. Commissioner Krogh seconded the motion, a vote was taken, and the motion carried unanimously.

**6.3. MD Department of Planning - Annual Report**

Staff presented a draft of the annual report for new residential construction in City limits which is proposed for submission to the Maryland Department of Planning pending Frostburg Planning Commission and Mayor and Council approval. The report indicates 7 new single family dwellings constructed in calendar year 2022.

Commissioner Krogh made a motion to forward the report to the Mayor and Council for final approval. Commissioner Snyder seconded the motion, a vote was taken, and the report was approved unanimously.

**7. Discussion Items**

No items were brought forward for discussion.

**8. Administrative Business and Communications Received**

SAVE THE DATE:

MPCA Planning Commissioners Training

July 19, 2023, 1:00 - 4:00 PM

City Place

**9. Staff Reports**

There were no staff reports for review this month.

**10. ADJOURNMENT**

Commissioner Stevens made a motion to adjourn, a vote was taken, and the meeting was adjourned at 7:31 PM.

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Bethany Fife, Planner / Interim  
Community Development Director