



# MINUTES

## Frostburg Planning Commission Meeting

Wednesday, January 11, 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, January 11, 2023, at 7:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

**PRESENT:** Adam Ritchey, Commissioner of Public Works  
Conrad Best, Mr.  
Jeff Snyder, Mr.  
Karen Krogh, Mrs.  
Ray Rase, Mr.

**EXCUSED:** Jayci Shaw Duncan, Mrs.

### 1. CALL TO ORDER

Chair Best called the meeting to order at 7:00 PM.

### 2. ROLL CALL

Chair Conrad Best, Karen Krogh, Ray Rase, and Adam Ritchey were present. Jeff Snyder arrived at 7:09 PM. Jayci Duncan was absent.

### 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 December 2022 meeting minutes as presented. The motion was seconded by Commissioner Ritchey, 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. Text Amendment: Restaurants as a Special Exception Use in the T-LI Zoning District**

The Commissioners reviewed the updated text amendment to permit restaurant as a Special Exception Use in the T-LI zoning district, so long as the front lot line abuts an arterial or collector road. The amended text was formed from existing definitions in the Zoning Ordinance and Subdivision and Land Development Regulations.

Adam Ritchey recused himself from the vote due to serving on the City Council. With no further discussion, Commissioner Rase made a motion to forward the text amendment to the Mayor and City Council. Commissioner Krogh seconded the motion, a vote was taken, and the motion was passed with a vote of four in favor and one recusal.

Moved by Mr. Ray Rase, seconded by Mrs. Karen Krogh

*Public Comment*  
*Motion*

Carried

**7. Discussion Items**

By Chair and Members of the Commission

**8. Administrative Business and Communications Received**

**8.1. Update on 121 McCulloh Street BOZA Hearing**

Planner Bethany Fife informed the Commissioners that a Special Exception and Variance for the expansion of an existing family daycare home was approved by the Board of Zoning Appeals at a public hearing on January 4.

**9. Staff Reports**

**9.1. 2022 Permit Detail Reports**

Planner Bethany Fife provided the Commissioners with detailed reports in regard to permit issuance for residential and commercial uses. Notably, 14 commercial Use & Occupancy permits were issued: four at the Frostburg Plaza, two for the Pop Up Frostburg business incubator program, and one expansion/relocation of an existing business. Residential permits included 7 building permits for single family homes and 8 residential use and occupancy permits. The first phase of development at Prichard Farms is now entirely complete, with all parcels developed and use and occupancy permits issued. Phases 2 and 3 are under construction now.

**10. ADJOURNMENT**

Commissioner Snyder made a motion to adjourn, Commissioner Ritchey seconded the motion, and Chair Best adjourned the meeting at 7:20 PM.

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L.J. Bennett, Community  
Development Director