



MINUTES

Frostburg Planning Commission Meeting

Wednesday, January 12, 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, January 12, 2022, 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.
Jayci Shaw Duncan, Mrs.
Ray Rase, Mr.

EXCUSED:

Jeff Snyder, Mr.
Karen Krogh, Mrs.
Kristan Carter, Mrs.

1. CALL TO ORDER

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

2. ROLL CALL

Commissioners Duncan, Rase, Ritchey, and Chair Best were present. Commissioners Carter, Krogh, and Snyder were absent. With four members present, a quorum was achieved, and the meeting continued as scheduled.

3. Chair's Procedural Statement; Comments; Announcements

4. REVIEW AND APPROVAL OF THE MINUTES

4.1. Commissioner Ritchey made a motion to approve the October 2021 minutes as presented. Chair Best seconded the motion. Commissioners Duncan and Rase abstained from the vote.

5. Citizen Comments

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

6. PROJECT PRESENTATIONS

6.1. **Text Amendment to the Zoning Ordinance - Section 4.1, Historic Preservation Overlay District**

Community Development Director, LJ Bennett, gave an overview of the final redline version of proposed changes to Section 4.1 of the City's Zoning Ordinance pertaining to the Historic Preservation Overlay District. Commissioner Rase recommended updating the definition of "Alley" to include the phrase "maximum right-of-way of 20 feet," and Director Bennett agreed the update would be made. With no further discussion, Commissioner Rase made a motion to approve the proposed text amendments with the updating of the "Alley" definition. Commissioner Ritchey seconded the motion, a vote was taken, and the motion passed unanimously.

Moved by Mr. Ray Rase, seconded by Commissioner of Public Works Adam Ritchey

Public Comment
Motion

Carried

6.2. Text Amendment: Short-Term Vacation Rentals

Community Development Director, LJ Bennett, gave an overview of the history of short-term vacation rental ordinances and why City staff feel these updates and text amendments are relevant. She also gave an overview of the changes proposed and noted that the City Attorney has reviewed the proposed text amendments as well.

Commissioner Duncan inquired about the use of "traditional" before "bed and breakfast" in sub-section C of the proposed ordinance. She noted that the phrase "traditional bed and breakfast" is not used elsewhere in the ordinance and should perhaps be removed. Director Bennett agreed that the word "traditional" should be removed. Chair Best also recommended that Section A. be named "Definitions," and that Section C. should be re-lettered.

Commissioner Rase inquired what would happen if a code violation were to take place at a short-term vacation rental property. Director Bennett advised that the violation would be handled the same way a Rental Housing violation would be, in which a warning letter is issued to the property owner and the designated owner's agent. She also noted that a provision is included which requires short-term vacation rental operators to comply with the Rental Housing Ordinance.

Commissioner Duncan questioned the 45-day time limit on short term vacation rentals and how the 45-day determination was made. Director Bennett offered that the 45-day timeframe was set by staff trying to delineate between maximum "traditional" bed (2 weeks, generally) and breakfast stays and residential renting situations (one semester, or 3 months, to 1 year are standard lease periods in our college town). The 45-day timeframe was also agreed upon due to feedback from current AirBnb operators in Frostburg.

Commissioner Rase asked for clarification about the provision pertaining to outdoor advertising signs. Director Bennett indicated that real estate signs are not regulated by the Zoning Ordinance, but that rental housing signs are regulated. Building identification signs would not be included in this provision.

Commissioner Duncan noted that with the current trends in the travel and tourism industries, this text amendment is timely and appropriate.

With no further discussion, Commissioner Duncan made a motion to approve the proposed text amendments with the edits and clarification points discussed. Commissioner Rase seconded the motion, a vote was taken, and the motion passed unanimously.

7. Discussion Items

By Chair and Members of the Commission

8. Administrative Business and Communications Received

9. Staff Reports

- 9.1. Director Bennett provided the update that the Building and Residential Housing Units Report had just been completed for the U.S. Census. In CY 2021, the City issued 9 building permits for single family dwellings with a combined value of \$6,665,000, an average value of \$200,000 per home. In 6 months, a report will be submitted to the Maryland Department of Planning showing the same values.

10. ADJOURNMENT

The meeting was adjourned at 7:33 PM.

L.J. Bennett, Community
Development Director