



MINUTES

Frostburg Planning Commission Meeting

Wednesday, July 12, 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, July 12, 2023, at 7:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

PRESENT:

EXCUSED:

1. CALL TO ORDER

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

2. ROLL CALL

- 2.1. Chair Conrad Best, Karen Krogh, Ray Rase, Adam Ritchey, Jeff Snyder, and Eric Stevens were present, constituting a quorum.

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 Snyder made a motion to approve the minutes as presented. Commissioner Stevens seconded the motion, a vote was taken, and the motion carried with a vote of five in favor and one abstention.

5. Citizen Comments

No citizen comments were received.

6. PROJECT PRESENTATIONS

6.1. **Request for a Favorable Recommendation to the BOZA:**
Special Exception Use for a Biomedical Recycling Facility in the T-LI
Zoning District

[Clym's Biological Waste Disposal Services Information](#)

Charles Watts, President and Managing Member of Clym Environmental Services, gave a comprehensive presentation of Clym's full range of services and an overview of the services proposed at the site in question. After hearing the presentation and discussing amongst themselves, Commissioner Snyder recommended that access be provided from Laurel Hill Drive rather than Hoffman Hollow Road. the Commissioners determined that a biomedical waste recycling facility should be considered a principally permitted use because the process results in the creation of additional marketable raw materials which can be re-sold.

Commissioner Rase made a motion to approve the biomedical recycling facility as a principally permitted use in the T-LI district with no need to acquire further approvals from the Board of Zoning Appeals. Community Development staff will prepare a memo and advise the applicant on the next steps towards preparing the site plan for Planning Commission review at a future meeting.

The motion was seconded by Commissioner Stevens, a vote was taken, and the motion carried unanimously.

6.2. Request for a Favorable Recommendation to the BOZA - Variance to Permit an Electronic Messaging Center (EMC) in the C1 Zoning District

Let the record reflect that Commissioner Rase recused himself from the discussion and vote due to being a member of the First Congregational Church.

Pastor Ken Hamilton, on behalf of First Congregational Church, described his request for a favorable recommendation to the Board of Zoning Appeals to permit an Electronic Messaging Center (EMC) sign in the "C1" University Corridor/Mixed Use District. The Church's existing changeable copy sign was damaged during a wind storm last winter, and Church officials are interested in replacing the sign with electronically-managed messaging to eliminate the need for aging church members to modify the sign copy by hand. Pastor Ken has contracted Western Maryland Signs to prepare a rendering of the new sign and its proposed placement, which was provided to the Commissioners for their consideration. Specifications on the brightness, measured in both nits and lumens, were provided, and it was noted that the sign will be dimmed significantly at night.

After discussing, the Commissioners agreed that they were willing to issue a favorable recommendation to the BOZA provided that, if approved, the EMC follow the same requirements for electronic messaging centers that would apply in the "C2" zoning district, where these types of signs are principally permitted.

Commissioner Ritchey made a motion to approve the proposal, which was seconded by Commissioner Krogh. A vote was taken, and the motion carried with a vote of 5 in favor and one abstention. Commissioner Rase recused himself from the discussion and vote due to being a member of the First Congregational Church.

7. Discussion Items

By Chair and Members of the Commission

8. Administrative Business and Communications Received

8.1. Community Development Staffing Update & Commission Seat Vacancy

Bethany Fife has been appointed as the City's Director of Community Development, and applications are currently being solicited to fill the Planning and Zoning Specialist position. Once hired, the new employee will serve as staff support for the Planning Commission after a lengthy training and transition period. Ms. Fife will also be actively involved in the upcoming comprehensive planning process.

8.2. MPCA Training - Wednesday, July 19, 2023

Staff provided a reminder that the Maryland Planning Commissioners Association will be holding a regional workshop in Frostburg on Wednesday, July 19, 2023, at City Place.

9. Staff Reports

9.1. 157 W. First Street - Dissolution of Lot Lines

The property at 157 W. First Street contains two small and oddly-shaped parcels. The owner of record wishes to build a small residential unit with attached garage on the parcel, but this is not possible until the lot lines are dissolved. The attached plat shows the placement of the lots that will be combined to create one larger, buildable lot. Planning Commission review for lot line dissolution is not required.

10. ADJOURNMENT

Chair Best adjourned the meeting at 7:52 PM.

Bethany Fife, Planner / Interim
Community Development Director