



MINUTES

Frostburg Planning Commission Meeting

Wednesday, April 13, 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, April 13, 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.
Jeff Snyder, Mr.
Karen Krogh, Mrs.
Ray Rase, Mr.

EXCUSED: Jayci Shaw Duncan, Mrs.
Kristan Carter, Mrs.

1. CALL TO ORDER

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

2. ROLL CALL

Commissioners Krogh, Rase, Ritchey, and Chair Best were present. Commissioner Snyder joined the meeting approximately five minutes late. With five members present, a quorum was achieved, and the meeting continued as scheduled.

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. ***Please note that the minutes from the last regular meeting (January 12, 2022) and the special meeting to discuss principal permitted uses in the T-LI zoning district (February 16, 2022) were reviewed at the April meeting.***

Commissioner Rase made a motion to approve the January 2022 minutes as presented. Commissioner Ritchey seconded the motion, and the minutes were approved.

Commissioner Krogh made a motion to approve the minutes from the special Planning Commission meeting held on February 16, 2022. Commissioner Ritchey seconded the motion, and the minutes were approved.

5. Citizen Comments

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

6. PROJECT PRESENTATIONS

****Please note that the order of the project presentations was reversed from the originally-published order to accommodate the delayed arrival of one Commissioner, whose vote was necessary in the discussion of 101 Pearson Street.****

6.1. Request for Approval of the 2021 Annual Report to be submitted to the Maryland Department of Planning

Commissioners reviewed the annual report for single-family homes constructed in the calendar year 2021. Last year 9 permits were issued for the construction of single-family homes in City limits, compared to 6 issued in 2020. Commissioner Rase requested that staff create a similar report reflecting commercial development in 2021. With no further discussion, Commissioner Rase made a motion to approve the report. The motion was seconded by Commissioner Ritchey, a vote was taken, and the motion passed unanimously.

6.2. **101 Pearson Street - Request for a recommendation to the BOZA for a Special Exception - Multifamily Unit Expansion**

Please note that Commissioner Rase recused himself from the project discussion and the vote.

Justin Tippen, contractor and owner's agent for the owner of the above-referenced property, described his request to add one rental unit to the existing multifamily structure. 101 Pearson Street is located in the R2-A zoning district, where multifamily units are permitted by Special Exception only, and, as the property is considered an existing non-conformity, further contributions to its nonconforming status requires a Special Exception from the Board of Zoning Appeals. Mr. Tippen requested a favorable recommendation from the Planning Commission to support his case to the Board of Zoning Appeals.

The property currently is equipped with four apartment units, with three one-bedroom units on the main level of the structure, and a large four-bedroom unit on the basement level. Mr. Tippen proposes to divide the lower unit into two two-bedroom units. The building is already equipped with a sprinkler system, a requirement for facilities containing four or more dwelling units. Commissioner Snyder inquired if up-to-code egress windows currently exist, and Mr. Tippen responded that four egress windows will be added to satisfy the requirements of both the International Residential Code and the Frostburg Rental Housing Code.

Chair Best inquired how expanding the number of units would affect the density, and Commissioner Krogh added that adding a rental unit may have an impact on the surrounding neighborhood. It was explained that, while the number of units would increase by one, the density would remain the same. Community Development Director L.J. Bennett showed an aerial view of the surrounding neighborhood, which demonstrates a large amount of natural, undeveloped land.

With no further discussion, Commissioner Krogh made a motion to grant Mr. Tippen a favorable recommendation to the Board of Zoning Appeals for the expansion of this multifamily unit. Commissioner Snyder seconded the motion, a vote was taken, and the motion carried with a vote of 4 votes in favor, 0 against, and 1 abstention.

7. **Discussion Items**

By Chair and Members of the Commission

8. **Administrative Business and Communications Received**

9. **Staff Reports**

10. **ADJOURNMENT**

The meeting was adjourned at 7:23 PM.

L.J. Bennett, Community
Development Director