



AGENDA

Frostburg Planning Commission Meeting

7:00 PM - Wednesday, December 14, 2022

Frostburg Municipal Center Meeting Room - 37 Broadway

Page

1. CALL TO ORDER

2. ROLL CALL

Chair Conrad Best, Jayci Duncan, Karen Krogh, Ray Rase, Adam Ritchey, and Jeff Snyder

3. CHAIR'S PROCEDURAL STATEMENT; COMMENTS; ANNOUNCEMENTS

- 3.1. 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

3 - 5

- 4.1. [June 2022 Planning Commission Meeting Minutes](#)

5. CITIZEN COMMENTS

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

6. PROJECT PRESENTATIONS

- 6 - 17 6.1. **121 McCulloh Street - Request for Favorable Recommendation to BOZA for Large Family Childcare Home and/or Private School**
Public Comment
Motion
[121 McCulloh Street BOZA Application](#)
[121 McCulloh Street House Plans](#)
[Lewis-Roach MSDE License](#)
[121 McCulloh Street - Letters of Support](#)
- 18 - 31 6.2. **Text Amendment: Principal Permitted Uses in the T-LI Zoning District**
[Text Amendment Proposal from Allegany County](#)
[Current Regulations - Sec. 3.11. T-LI Technology Light Industrial District](#)
[Current T-LI Regs - w. staff notes](#)
[1996 T-LI Regs - w. staff notes](#)
[1996 C2 Regs - w. staff notes](#)
[Redline Version - Sec. 3.11 T-LI Technology Light Industrial District](#)

7. DISCUSSION ITEMS

By Chair and Members of the Commission

8. ADMINISTRATIVE BUSINESS AND COMMUNICATIONS RECEIVED

- 32 8.1. **Planning Commission Vacancy - Recruitment Advertisement**
[City of Frostburg Seeks to Fill Seat on Planning Commission](#)

9. STAFF REPORTS

- 33 9.1. **2022 Permit Summary (YTD)**
[2022 Permit Summary](#)

10. ADJOURNMENT



MINUTES

Frostburg Planning Commission Meeting

Wednesday, June 8, 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, June 8, 2022, at 7:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

PRESENT: Adam Ritchey, Commissioner of Public Works
Jayci Shaw Duncan, Mrs.
Jeff Snyder, Mr.
Karen Krogh, Mrs.
Kristan Carter, Mrs.
Ray Rase, Mr.

EXCUSED: Conrad Best, Mr.

1. CALL TO ORDER

1.1. Please note that that Commissioner Rase served as the Chairman for this month's meeting in Chair Best's absence. As acting Chairman, Commissioner Rase called the meeting to order at 7:00 PM.

2. ROLL CALL

Commissioners Carter, Duncan, Krogh, Rase, Ritchey, and Snyder were present. Chair Best was absent from this meeting. With a majority of the members present, a quorum was achieved, and the meeting proceeded according to schedule.

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. After reviewing the minutes from the April 2022 Planning Commission meeting, Commissioner Krogh made a motion to approve the minutes as presented. Commissioner Ritchey seconded the motion, 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. **Lot Split, 58 Frost Avenue - Bennett, Brewer, and Associates**

Please note that Commissioner Duncan recused herself from the discussion of this presentation.

Matt Brewer, of Bennett, Brewer, and Associates, described his clients' intention to subdivide the existing 2.59 acre parcel at 58 Frost Avenue into four separate parcels. Of the parcels created, "Lot 1" (.21 acres) and "Lot 2" (.24 acres) are proposed to be created with the intention of being developed with single family homes sometime in the future. A smaller .05 acre parcel will be combined to a neighboring, privately-owned lot in order to provide off-street parking. The remaining parcel, known as 58 Frost Avenue, will contain 2.10 acres.

Commissioner Snyder inquired whether setbacks would be met if the newly-created parcels were to be developed, and Community Development Planner, Bethany Fife, indicated that City staff had conducted a zoning review and determined that the proposed placement of the single-family dwellings would fall within the minimum setbacks for the R2 zoning district, in which the parcels are located.

Commissioner Rase inquired about where the utilities would tie in, and Mr. Brewer indicated that the lines would likely be run from College Avenue.

With no further discussion, Commissioner Snyder made a motion to approve the subdivision plat as presented, the motion was seconded by Commissioner Ritchey, a vote was taken, and the motion passed with 5 votes in favor and 1 recusal.

Moved by Mr. Jeff Snyder, seconded by Commissioner of Public Works Adam Ritchey

*Public Comment
Motion*

Carried

7. **Discussion Items**

By Chair and Members of the Commission

8. **Administrative Business and Communications Received**

Maryland Department of Planning Annual Report - accepted by the Mayor and Council, and submission to the MDP approved by Resolution 2022-14. Submission confirmed received via email.

- 8.1. Planner Bethany Fife updated on the status of the Annual Report for the Maryland Department of Planning, which was approved by the Commissioners in April 2022. Following the Planning Commission's approval, the annual report was reviewed and approved by the Mayor and Council, by Resolution, on May 19, 2022, and the report was submitted to the Maryland Department of Planning on May 20, 2022.

9. Staff Reports

9.1. Annual Commercial Development Report requested by Commissioner Rase

Ms. Fife explained the 2021 Commercial Permit report, which had been prepared per Commissioner Rase's request at the April meeting. The report contains commercial renovation/new construction data, mobile solicitor permit issuance, and use and occupancy permits issued, transferred, and updated in calendar year 2021.

The Commissioners were pleased with the report and requested that a similar report be prepared to reflect rental housing data.

10. ADJOURNMENT

Commissioner Duncan made a motion to adjourn, the motion was seconded by Commissioner Ritchey, and Acting-Chairman Rase officially closed the meeting at 7:11 PM.

L.J. Bennett, Community
Development Director

CITY OF FROSTBURG BOARD OF ZONING APPEALS

FORMAL APPLICATION



DEPARTMENT OF COMMUNITY DEVELOPMENT
CITY HALL
59 E. MAIN STREET, P.O. BOX 440
FROSTBURG, MD 21532

Case # _____

Hearing Date: 1/4/2022

Application Type



Special Exception



Administrative Error



Variance



Other: _____

Applicant's Name: Siobhan Lewis-Roach

Applicant's Address: 121 McCulloh St Frostburg MD 21532

Phone No.: 301-997-8353

Property Location: 121 McCulloh St Frostburg MD 21532

Physical address or distance and direction from nearest intersection

Property Dimensions: Property Land: 8320 SQ FT

Property House: 2200 SQ Feet

Tax Map: 0202

Parcel: 0011

Lot: 109 52X160

Election District: 12

Current Zoning Classification: _____

Current Use: Residential Home / Family Daycare (8 children)

REQUEST:

I am requesting an exemption to have a USE and OCCUPANCY Permit that will allow for a large family daycare license. This will allow me to have one staff member and care for 12 children.

PLEASE EXPLAIN WHY YOU BELIEVE THE BOARD SHOULD GRANT YOUR REQUEST (use attachments as needed):

Quality daycare and PreK options are lacking in the City of Frostburg. Many daycares in the area are full with a waiting list, mine included. This would allow me to care for more children and help city residents and FSU employees remain in work and have care for their children. Please see additional support letters and attachments.

Please read and sign below:

As specified under Section 115.07 of the City of Frostburg Zoning Ordinance, any Application for Special Exception or Variance must be presented to the Frostburg Planning Commission for review prior to the hearing date. The Planning Commission may enter a formal recommendation to the Board of Appeals to include an assessment of the impact that the Variance or Special Exception will have in respect to the City's Comprehensive Plan. The recommendation of the Commission is not binding upon the Board of Appeals.

You are encouraged to attend the Planning Commission Meeting. The next meeting is December 14th, 2022, at 7:00 pm at the Frostburg Community Center, 27 S Water St., Frostburg, Maryland. Failure to attend or to provide sufficient information for review by the Planning Commission could result in an unfavorable recommendation by the Planning Commission.

Applicant's Signature: _____

Date: 11-26-22

Information Required for Appeal, if applicable (*drawings must be to scale*):



Parking Site Plan



Floor Plan



Site Plan



Survey



Other: _____

FOR CITY USE ONLY

Board of Zoning Appeals Fee: \$ 250

Payment Type



Cash



Check No.: _____

Application Date: _____ Taken by: _____

Status:



APPROVED

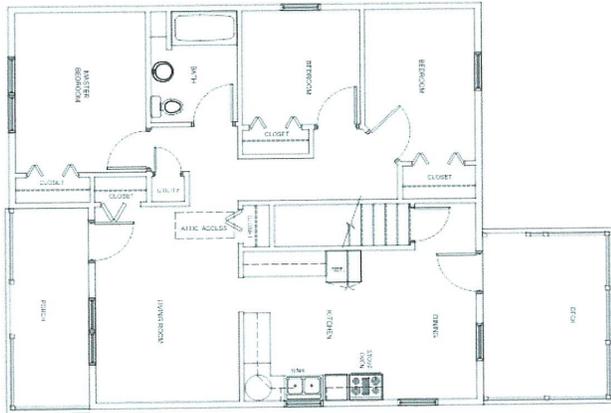


DENIED

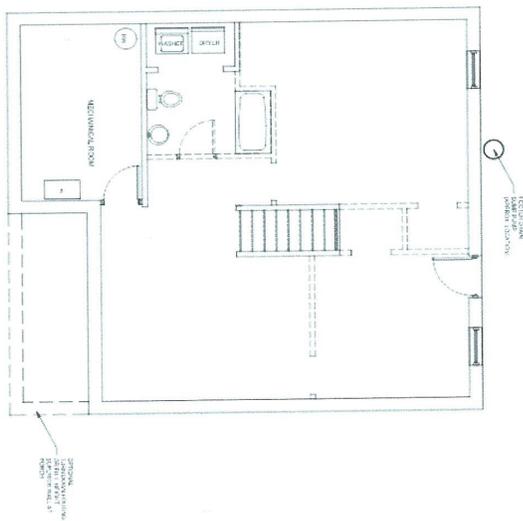
Permit Issue Date: _____ Issued by: _____

Community Development Signature: _____

CASE NO. _____



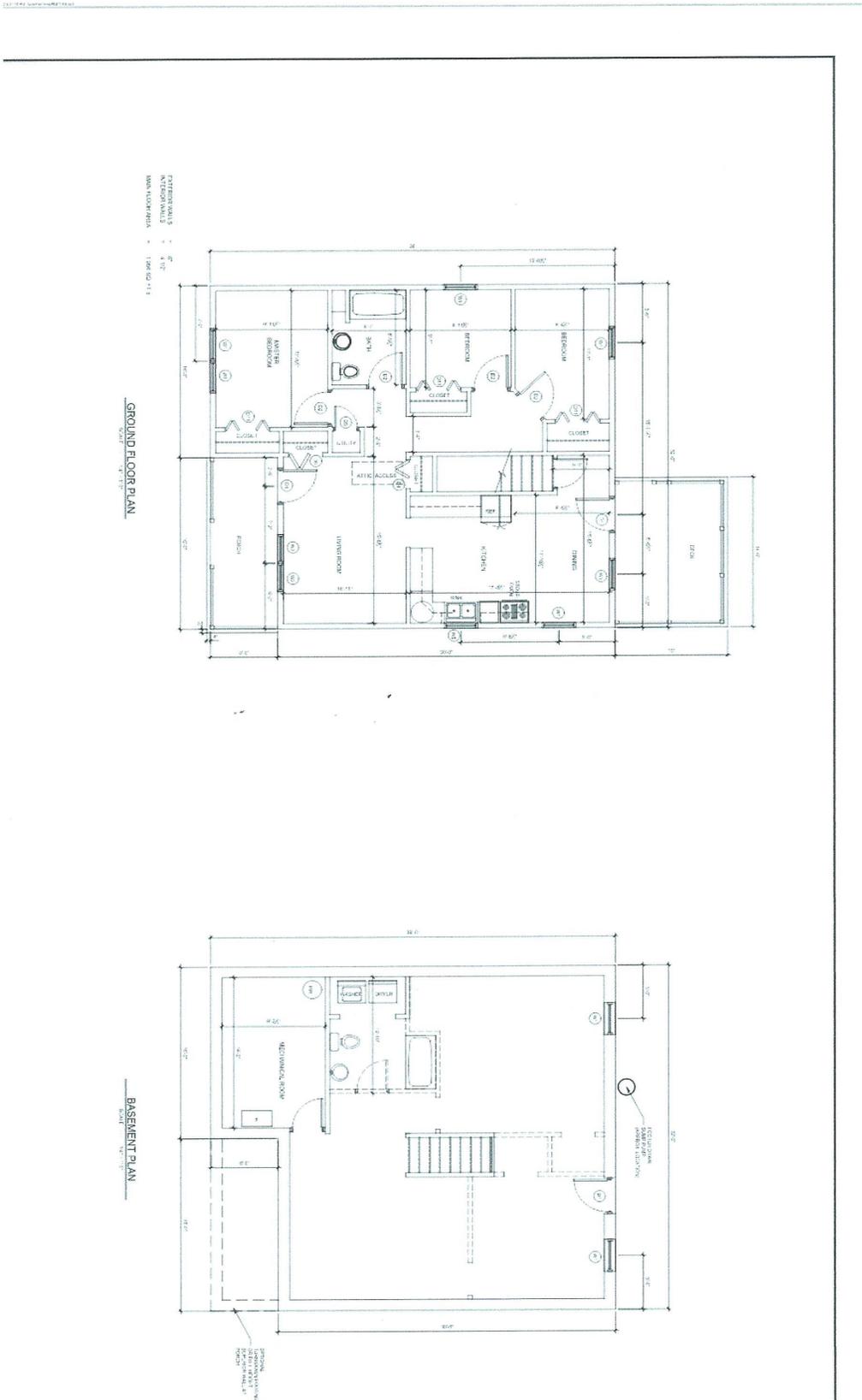
GROUND FLOOR PLAN

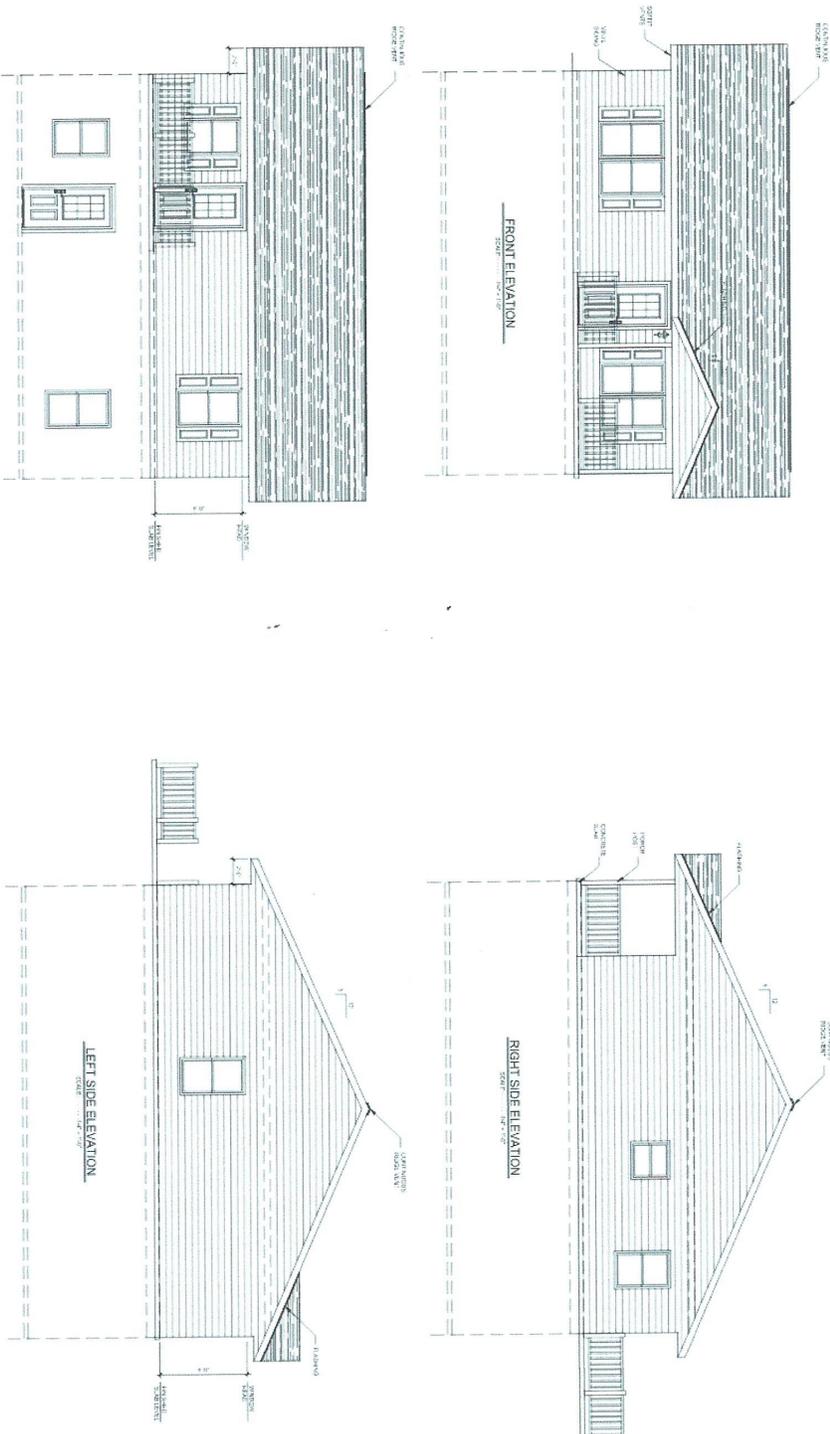


BASEMENT PLAN

SYMBOLS :
 DIMENSIONS : 1/8" = 1'-0"
 SCALE : 1/8" = 1'-0"

D3S-03SWB	DIMENSIONED PLAN
Copyright 2021 Habitat for Humanity of Allegany County	
REVISIONS	
1	1/24/22 SEE DRAWING FOR REVISION







POST IN CONSPICUOUS PLACE - This Certificate of Registration is not transferable to another person, address, or location.

State of Maryland - Department of Education
 Division of Early Childhood
 Office of Child Care
CERTIFICATE OF REGISTRATION
 Region: 7
 County: 1 Allegany
 Registration Number: 256044
 First License/Registration Issued: 12/04/2019

This certifies that **Siobhan Lewis-Roach** is registered to operate a Family Child Care Home
 at **121 McCulloh Street, Frostburg, MD 21532**

The Office of Child Care issues this Certificate of Registration pursuant to Education Article, Sections 9-5-101 through 9-5-110, Sections 9-5-301 through 9-5-321 and COMAR 13A.05.01.15.

Current Status of Registration:	Issued on: 12/01/2021
	Revised on:
	Status: Continuing - Full

Approved Ages of Children in Care:	Under 2 years old *	2
	2 years through 5 years old	YES
	5 years through 12 years old	YES
	13 years through 30 years old	YES

Maximum number of family child care children approved for care at one time: **7**

Approved Hours of Operations:	Days:	YES
	Evenings:	YES
	Overnight:	NO
	Weekends:	NO

Accreditation:	Accredited:	NO
	Accrediting Agency:	

This Certificate of Registration is issued to the provider named above on condition that the provider agrees to comply with all applicable family child care laws and regulations. Failure to comply with applicable laws and regulations may result in an enforcement action against the Certificate of Registration, including but not limited to suspension or revocation of the Certificate or denial of a new Certificate. The provider must surrender this Certificate to the Office of Child Care upon suspension, revocation, voluntary closure, or denial of a new Certificate.

*No more than two children under the age of two, including the provider's own children, may be in care at any time unless approved in advance by OCC.

RESTRICTIONS/COMMENTS: Restrictions include active basement, deck, front of house for catching and exiting. Anniversary month is NOVEMBER.
 Co-Providers:

Mohammed Choudhury
 State Superintendent of Schools
 Maryland State Department of Education



December 2, 2020

Greetings,

I am writing to you today in support of Ms. Siobhan Lewis-Roach's application to expand her child care business. As the Executive Director for the Family Child Care Alliance of Maryland, I can speak to the importance of this expansion in light of recent legislation passed in Annapolis.

In 2021, Maryland passed a "landmark piece of legislation...which includes comprehensive changes to nearly every aspect of Maryland's public schools and early childhood programs." Among its many components, the Blueprint for Maryland's Future legislation encourages the development of private, high-quality PreK programs such as those operated by Ms. Lewis-Roach. By 2031, the legislation mandates that most of Maryland's four-year-olds (and many three-year-olds) will have access to free or low-cost PreK programs. In addition, to help persevere the child care infrastructure, the legislation also mandates that by 2031, half of Maryland's PreK children should be in non-public school programs such as family child care homes offering PreK and center-based PreK programs.

In order to meet that mandate, it is imperative that we collectively work to develop and support high-quality PreK programs in child care centers and family child care businesses. The ASPIRE program was created by the Family Child Care Alliance of Maryland to help achieve that goal. Through a rigorous vetting process, the Alliance selects family child care providers across the state that are committed to delivering high-quality PreK instruction as defined by the state. Ms. Lewis-Roach was selected to join the program as she has demonstrated her commitment to this shared goal. She has a master's degree and currently holds a PreK to 3rd-grade teaching certification from the state, which would allow her to work in any public school system as a PreK teacher.

Rather than work in a public school, she has chosen a different path and is creating a high-quality PreK program within her family child care business. These small businesses are crucial to our ability to accommodate all of the children coming into the PreK system over the next ten years. School districts, by mandate, will not be able to serve all of those children, so it is imperative that we build the supply of PreK programs in family child care businesses and centers.

It is also relevant to mention that Ms. Lewis-Roach's business is the only PreK program of its kind in Allegany county. Given the city's desire to bring more employees into the city, the availability of high-quality PreK and child care are key components in all such efforts.

We are deeply supportive of the family child care option for families with young children because it is one that many families prefer over other pay-for-care options. Parents like the convenience of a local neighborhood care option. They love that their children are in small, home-like environments and not in

large classrooms with up to twenty other children. Most importantly, parents have the opportunity to develop deep relationships with their family child care providers, unlike in many other settings. This creates an environment in which parents and the provider can become true partners in the nurturing of the child.

Please do not hesitate to contact me if you have any questions regarding my comments or the ASPIRE program.

Best regards,

A handwritten signature in black ink, appearing to read 'Bill Hudson', with a long horizontal flourish extending to the right.

Bill Hudson
Executive Director
Bill.Hudson@fccamd.org

www.fccamd.org



November 30, 2022

City of Frostburg
37 S Broadway
Frostburg, MD 21532

To Whom It May Concern:

We are pleased to offer this letter of support for the opening of a Large Family Child Care home in Frostburg, MD. As the local child care resource and referral agency, Child Care Choices (CCC) assists parents with finding child care solutions every day.

Ms. Roach's request to open a Large Family Child Care home will not only serve the growing child care needs of the area, but provide much needed educational and support services to the children and families that are served.

According to the Maryland Family Network 2022 Report on Child Care Demographics and Trends, the number of family child care homes in Allegany County, MD has dropped from 55 to 42 since 2017. The report also shows an estimated total available capacity for regulated child care in Allegany County to be 1,468 children. According to the 2020 US Census, the population of children under the age of 5 is 3,115 (4.6% of the total population of 67,729).

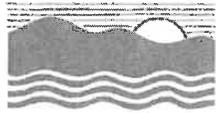
Currently Frostburg has 5 regulated family child care homes and 1 center based program serving children birth to 5. High quality, regulated child care programs are an essential part of the economic development and stability of the communities in which they are located. Children are able to grow and learn in safe, enriching environments while parents are able to work to support their families. We enthusiastically support Ms. Roach's desire to increase the availability of childcare in this underserved area.

Sincerely,

Program Director

Mental Health Association of Frederick County
226 South Jefferson Street, Frederick MD 21701
301.662.4549, www.fcmha.org





University of Maryland
CENTER FOR ENVIRONMENTAL SCIENCE
APPALACHIAN LABORATORY

November 28, 2022

Dear City of Frostburg Board of Zoning Appeals,

I am writing in support of a special exception allowing a Large Family Child Care Home within Frostburg City limits for Roots Learning Center (RLC). After an 8 month search for childcare, my daughter has attended RLC for the past 3 months. Access to this childcare has been critical for my wife and myself to continue working our respective full time jobs. In our experience with RLC, it has also been apparent that our child receives a very high quality of care with a strong focus on early childhood education. Our family hopes RLC operations continue to grow and contribute similarly to other families in the Frostburg area.

As an Assistant Professor at the UMCES Appalachian Laboratory, this daycare has been critical to my family. Moreover, there are limited local childcare options which meet rigorous requirements of MSDE certification. In this regard, I expect RLC will contribute to Frostburg's overall appeal as a permanent place of residence for other UMCES and Frostburg State University faculty and staff.

Siobhan Lewis-Roach has invested an incredible amount of time, resources, education, and capital into establishing Roots Learning Center. She has an extensive background in Early Childhood Education, including a Masters Degree in Education, and several local, state, and federal certifications. Additionally, according to checkccmd.org, where parents go to find licensed childcare providers in Maryland, Siobhan Lewis-Roach is one out of only two childcare homes in Frostburg with a Level 3 Maryland EXCELS score and has submitted documentation for levels 4 and 5.

Roots Learning Center will continue to expand the childcare capacity in the City, which will "allow Frostburg to provide basic services" and "promote a successful and livable small city" in accordance with section 129 of the Frostburg City Plan.

Thank you very much for your consideration.

Sincerely,

Rodney Richardson
Assistant Professor
Appalachian Laboratory
University of Maryland Center for Environmental Science
301 Braddock Road, Frostburg, MD 21532
rodney.richardson@umces.edu

APPALACHIAN LABORATORY CHESAPEAKE BIOLOGICAL LABORATORY HORN POINT LABORATORY
INSTITUTE OF MARINE AND ENVIRONMENTAL TECHNOLOGY MARYLAND SEA GRANT COLLEGE

AN INSTITUTION OF THE UNIVERSITY SYSTEM OF MARYLAND

November 28, 2022

Dear City of Frostburg Board of Zoning Appeals,

My name is Karen Kerns, and I am writing on behalf of Roots Learning Center to enthusiastically support the special exception to allow a Large Family Child Care Home in Frostburg City limits. I work at FSU and my grandchildren go here and I am very happy with the care they receive. I would very much like to see Roots Learning Center grow so other families in Frostburg can benefit from the wonderful care they would receive.

This daycare facility will contribute to Frostburg's appeal as a permanent place of residence for Frostburg State University staff, since there are limited childcare options available that meet the rigorous requirements of MSDE certification. I have worked at FSU for over 22 years and when my own children were very small it would have been very beneficial to have a more childcare options especially a large family child care facility like Roots Learning Center.

Siobhan Lewis-Roach has invested an incredible amount of time, resources, education, and capital into establishing Roots Learning Center. She has an extensive background in Early Childhood Education, including a Masters Degree in Education, and several local, state, and federal certifications. Additionally, according to checkccmd.org, where parents go to find licensed childcare providers in Maryland, Siobhan Lewis-Roach is one out of only two childcare homes in Frostburg with a Level 3 Maryland EXCELS score and has submitted documentation for levels 4 and 5.

I grew up in the Frostburg and is where I graduated from high school. The city has grown over the years and more and more people find it to be a safe community and a place they want to raise their children. More child care resources would be a wonderful benefit as Frostburg grows and expands.

Roots Learning Center will continue to expand the childcare capacity in the City, which will "allow Frostburg to provide basic services" and "promote a successful and livable small city" in accordance with section 129 of the Frostburg City Plan.

Thank you very much for your consideration.

Sincerely,

Karen Kerns

Karen Kerns
346 Allegany Street
Frostburg, MD 21532
240-920-7084

November 28.2022

Dear City of Frostburg Board of Zoning Appeals,

My name is Jennifer Georgeson, and I am writing on behalf of Roots Learning Center to enthusiastically support the special exception to allow a Large Family Child Care Home in Frostburg City limits.

This daycare facility will contribute to Frostburg's appeal as a permanent place of residence for Frostburg State University staff, since there are limited childcare options available that meet the rigorous requirements of MSDE certification. We moved to Frostburg in 2017 for my husband to teach at Frostburg State University, and he received official tenure for the 2022-2023 school year. With four growing children and my work in digital marketing, we have looked for daycare options for several years, and this in-home facility is the most appealing in terms of convenience of location, knowledgeable staff, and flexible hours to accommodate changing schedules.

Siobhan Lewis-Roach has invested an incredible amount of time, resources, education, and capital into establishing Roots Learning Center. She has an extensive background in Early Childhood Education, including a Masters Degree in Education, and several local, state, and federal certifications. Additionally, according to checkccmd.org, where parents go to find licensed childcare providers in Maryland, Siobhan Lewis-Roach is one out of only two childcare homes in Frostburg with a Level 3 Maryland EXCELS score. She is seeking to surpass this level and apply for federal funding as it is a federal priority to increase access to childcare.

I love Frostburg and I am dedicated to nurturing growth opportunities for a more sustainable future. I am currently serving as the President of the Board of Directors for FrostburgFirst, and I also volunteer at Beall Elementary as a coach for the First Lego League team, sponsored through REACT Allegany. I am the parent representative on the Local Management Board for Allegany County, and I have also served on the Board of Directors for Wholesome Harvest Co-op. As an active community member in the Frostburg community, I am fully in favor of this endeavor, which will allow several families more opportunities to contribute to workforce shortages across many sectors

Roots Learning Center will continue to expand the childcare capacity in the City, which will "allow Frostburg to provide basic services" and "promote a successful and livable small city" in accordance with section 129 of the Frostburg City Plan.

Thank you very much for your consideration.

Sincerely,

Jennifer Georgeson

To City Planning and Zoning Committee,

I have worked at Roots Learning Center since August of this year. I am a current Early Childhood and Elementary Education major at Frostburg State University. While working at Roots Learning I have learned what it takes to open up a school and provide appropriate care to young children. While I have learned a lot in my studies at FSU I have gained invaluable lessons from my time at Roots and learning first hand on the job. I have gained so much training and knowledge I can use in educating children here and in the future at potentially my own location. Siobhan works with FSU and communicates with professors there in the education department to allow for us to have opportunities to do our observations in a real world location with children of an appropriate age. FSU no longer houses the children's center for us to do this and often we are left observing in older elementary classes and Siobhan allows us the appropriate age range and classroom set up to complete our work needed for our degree.

Please consider allowing her to have the appropriate licenses so she and I may continue this work with the young children we work with.

Erin Bryce
PreK Teacher at Roots Learning Center



October 10, 2022

The Honorable Frostburg Mayor and City Council
c/o Elizabeth Stahlman, County Administrator
37 Broadway
Frostburg, Maryland 21532

RE: Frostburg Business Park

Dear Mayor and Council Members:

Allegany Economic and Community Development has been assisting Smitty's Tire & Truck Service with expanding their business to include a Truck Fuel Stop and Cafe/Restaurant at 101 Frostburg Industrial Park Road in the Frostburg Business Park. The idea is that truckers stopping for repair and/or fuel would like the convenience of grabbing a bite to eat while they are stopped. It also occurred to us that as the business park continues to expand, other employees and customers in the park could also enjoy the close proximity of grabbing lunch, etc.

Please accept this letter as a formal proposal to introduce a change in the Technology-Light Industrial(T/LI) Zoning District by Text Amendment to include a Café/Restaurant as is consistent and acceptable with the adjacent C2 Zoning District. Thank you for your favorable consideration.

Sincerely,

A handwritten signature in black ink that reads "Jeffrey S. Barclay".

Jeffrey S. Barclay, Director

t: 301-777-5967 | f: 301-777-2194 | 701 Kelly Road | Cumberland, Maryland 21502

alleganyworks.org

Sec. 3.11. "T-LI" Technology/Light Industrial District.

- A. *Purpose.* To provide for commercial and light industrial uses which are compatible with residential, commercial and institutional uses in adjacent areas of the City. This district is designed to accommodate planned business parks or substantial tracts of land suitable for business and industry with a focus on the technology sector. This district shall provide for flexibility, but requires well-planned access and design.
- B. *Principal Permitted Uses and Structures.* The following principal uses and structures are permitted in the "T-LI" district:
- (1) Group homes consistent with Section 8.5.
 - (2) Treatment centers.
 - (3) Adult day care centers.
 - (4) Assisted living centers and nursing homes.
 - (5) Colleges, trade or hobby schools.
 - (6) Hospices and hospitals.
 - (7) Building material sales yard, including the sale of rock, sand, gravel, and the like, and tradesperson's equipment storage yard or headquarters.
 - (8) Contractor offices.
 - (9) Fitness centers.
 - (10) Medical laboratories.
 - (11) Wholesale business, warehouse, trucking terminals, and similar non-processing storage and distribution uses, but not including prohibited uses.
 - (12) Manufacturing, compounding, processing, or packaging of food and food products, and cosmetics, toiletries, and pharmaceuticals.
 - (13) Manufacturing, compounding or assembling of articles using the following or similar prepared materials: bone or shell, cellophane, fur, glass, leather, plastic, precious or semiprecious metals or stones, rubber, textiles or cloth products, tobacco, wood or wood products.
 - (14) Manufacturing of ceramic or glass products.
 - (15) Manufacturing or assembling from prepared materials of the following or similar items: musical instruments, clocks or watches, toys or novelties, electrical appliances, scientific or electronic devices, light sheet metal products, machine tool, office equipment.
 - (16) Incidental sales of products manufacturing or stored on the premises.
 - (17) Technological or communication based enterprises.
 - (18) Agriculture, limited to cropland, nurseries and greenhouses.
- C. *Special Exceptions.* The following principal uses are permitted as special exceptions after approval by the Board of Zoning Appeals:
- (1) Adult uses.
 - (2) Gambling establishments.
 - (3) Body art studios.

-
- (4) Wind energy systems complying with regulations found in Section 8.8.
 - (5) Self-storage facilities, subject to the provisions set forth in Section 8.9.
 - (6) A use or structure that the applicant proves to the satisfaction of the Board of Zoning Appeals to be of the same general character as the above permitted uses and special exception uses, in accordance with the provisions of Section 1.18C(3), but not including uses that are specifically prohibited in this district.
- D. *Accessory Uses and Structures.* The following accessory uses and structures shall be permitted in the "T-LI" district:
- (1) Temporary buildings and structures in accordance with Section 6.6.
 - (2) Signs in accordance with Part 7 of this Ordinance.
 - (3) Accessory uses and structures that are clearly customarily accessory and directly incidental to the permitted principal uses and structures.
- E. *Lot, Yard and Height Requirements:* The following minimum requirements shall apply to all uses and structures in the "T-LI" district, except as superseded by more restrictive provisions of this Ordinance.

	Commercial Use
Minimum Lot Area	6,000 sq. ft.
Minimum Front Yard	30 ft.
Minimum Rear Yard	10 ft.
Minimum Side Yard	Adjoining a C district: None, or if side yard provided a minimum of 10 ft.; Adjoining a R district: 10 ft.
Minimum Lot Width	street line: 50 ft.; front building line: 50 ft.
Maximum Lot Coverage	80%
Maximum Height	4 stories/50 feet

(Ord. No. 2018-02, §§ 2, 8, 9, 5-17-2018; Ord. No. 2019-04, § 1, 5-16-2019)

Sec. 3.11. - "T-LI" Technology/Light Industrial District.

- A. *Purpose.* To provide for commercial and light industrial uses which are compatible with residential, commercial and institutional uses in adjacent areas of the City. This district is designed to accommodate planned business parks or substantial tracts of land suitable for business and industry with a focus on the technology sector. This district shall provide for flexibility, but requires well-planned access and design.
- B. *Principal Permitted Uses and Structures.* The following principal uses and structures are permitted in the "T-LI" district:
- (1) Group homes consistent with Section 8.5.
 - (2) Treatment centers. SE previously
 - (3) Adult day care centers.
 - (4) Assisted living centers and nursing homes.
 - (5) Colleges, trade or hobby schools.
 - (6) Hospices and hospitals.
 - (7) Building material sales yard, including the sale of rock, sand, gravel, and the like, and tradesperson's equipment storage yard or headquarters.
 - (8) Contractor offices.
 - (9) Fitness centers.
 - (10) Medical laboratories.
 - (11) Wholesale business, warehouse, trucking terminals, and similar non-processing storage and distribution uses, but not including prohibited uses.
 - (12) Manufacturing, compounding, processing, or packaging of food and food products, and cosmetics, toiletries, and pharmaceuticals.
 - (13) Manufacturing, compounding or assembling of articles using the following or similar prepared materials: bone or shell, cellophane, fur, glass, leather, plastic, precious or semiprecious metals or stones, rubber, textiles or cloth products, tobacco, wood or wood products.
 - (14) Manufacturing of ceramic or glass products.
 - (15) Manufacturing or assembling from prepared materials of the following or similar items: musical instruments, clocks or watches, toys or novelties, electrical appliances, scientific or electronic devices, light sheet metal products, machine tool, office equipment.
 - (16) Incidental sales of products manufacturing or stored on the premises.
 - (17) Technological or communication based enterprises.
 - (18) Agriculture, limited to cropland, nurseries and greenhouses. SE previously

- C. *Special Exceptions.* The following principal uses are permitted as special exceptions after approval by the Board of Zoning Appeals:
- (1) Adult uses.
 - (2) Gambling establishments.
 - (3) Body art studios.
 - (4) Wind energy systems complying with regulations found in Section 8.8.
 - (5) Self-storage facilities, subject to the provisions set forth in Section 8.9.
 - (6) A use or structure that the applicant proves to the satisfaction of the Board of Zoning Appeals to be of the same general character as the above permitted uses and special exception uses, in accordance with the provisions of Section 1.18C(3), but not including uses that are specifically prohibited in this district.
- D. *Accessory Uses and Structures.* The following accessory uses and structures shall be permitted in the "T-LI" district:
- (1) Temporary buildings and structures in accordance with Section 6.6.
 - (2) Signs in accordance with Part 7 of this Ordinance.
 - (3) Accessory uses and structures that are clearly customarily accessory and directly incidental to the permitted principal uses and structures.
- E. *Lot, Yard and Height Requirements:* The following minimum requirements shall apply to all uses and structures in the "T-LI" district, except as superseded by more restrictive provisions of this Ordinance.

	Commercial Use
Minimum Lot Area	6,000 sq. ft.
Minimum Front Yard	30 ft.
Minimum Rear Yard	10 ft.
Minimum Side Yard	Adjoining a C district: None, or if side yard provided a minimum of 10 ft.; Adjoining a R district: 10 ft.
Minimum Lot Width	street line: 50 ft.; front building line: 50 ft.
Maximum Lot Coverage	80%

Maximum Height	4 stories/50 feet
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(Ord. No. 2018-02, §§ 2, 8, 9, 5-17-2018; Ord. No. 2019-04, § 1, 5-16-2019.)

- | | |
|-------------------------------------|---|
| 4. Side Yard Depth, each side | |
| a. Adjoining a Residential district | The same side yard as required in the adjoining district. |
| b. Adjoining any other district | None, but if provided side yard will be at least three feet. |
| 5. Lot Width at Front building line | 10 feet |
| 6. Maximum Height of Buildings | 4 stories or 50 feet, whichever is more restrictive, except institutional uses or public utilities may be 6 stories or 75 feet if approved by the Board of Appeals. |
| 7. Occupancy | Each dwelling unit shall be limited to occupancy by a single "family" (as defined by Section 121), unless permitted otherwise by Section 120.05.7. |

SECTION 209 "C/LI" COMMERCIAL/ LIGHT INDUSTRIAL DISTRICT

209.01 Purposes: To provide for commercial and light industrial uses which are compatible with residential, commercial and institutional uses in adjacent areas of the City. This district recognizes that all portions of the City are within relative close proximity to residential and institutional uses - which limits the suitability for the heaviest industrial uses.

209.02 Principal Permitted Uses and Structures: The following principal uses and structures are permitted in the "C/LI" district:

1. Wholesale business, warehouse, trucking terminals, and similar non-processing storage and distribution uses, but not including prohibited uses.
2. Manufacture, compounding, processing, or packaging of food and food products, and cosmetics, toiletries, and pharmaceuticals.
3. Manufacture, compounding or assembling of article using the following or similar prepared materials: bone or shell, cellophane, fur, glass, leather, plastic, precious or semiprecious metals or stones, rubber, textiles or cloth products, tobacco, wood or wood products.
4. Manufacture of ceramic or glass products.
5. Manufacture or assembling from prepared materials of the following or similar items: Musical instruments, clocks or watches, toys or novelties, electrical appliances, scientific or electronic devices, light sheet metal products, machine tool, office equipment.

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6. Building material sales yard, including the sale of rock, sand, gravel, and the like, and tradesperson's equipment storage yard or headquarters.
7. Research, experimental, or testing laboratories.
8. Public utilities uses, such as electric substations, storage of materials and trucks, repair facilities, office and electric generating plants.
9. Automobile parking lots and decks, as a principal or accessory use.
10. Incidental sales of products manufactured or stored on the premises.

11. All other uses listed as Permitted Uses in the C2 General Commercial District, except residential uses shall be prohibited, other than a Group Home within a lawful existing dwelling unit or a Treatment Center (as provided below).

* See C2 regs (Z.O. 1996 - Sec. 207.02)

209.03 Special Exceptions: The following principal use is permitted as a special exception after approval by the Board of Appeals:

1. Any other industrial, institutional or commercial use which the applicant proves to the satisfaction of the Board of Appeals:
 - a. will not cause significant nuisances to adjacent properties or to hazards to the public health and safety, considering odors, gases, dust, noise, and vibration, and danger of fire or explosion, and proposed method of addressing traffic congestion and safety issues, and
 - b. will be similar in character and impacts to permitted uses.

* 2. Treatment Center, meeting the requirements of Section 315.

3. Adult Use, meeting the requirements of Section 316

* 4. Agriculture, provided all structures or areas for the concentrated containment to handling of poultry or livestock shall be not less than 200 feet from all property lines.

209.04 Prohibited Uses: If a use is not listed as permitted, it is prohibited. Specifically, the following uses are prohibited in the C/LI district:

1. Bulk storage, manufacture or processing of highly hazardous chemicals, petroleum products, and other flammable, explosive, or noxious material.
2. Animal rendering.

209.05 Accessory Uses and Structures: The following accessory uses and structures shall be permitted in the "C/LI" district:

1. Temporary buildings and structures as provided for and regulated by Section 309.

City of Frostburg Zoning Ordinance

2. Signs complying with Section 311.
3. Uses and structures that are clearly customarily accessory and directly incidental to the permitted principal uses and structures.
- X 4. Home occupation as accessory to a lawful existing dwelling. See Section 314.

209.06 Lot, Yard and Height Requirements: The following minimum requirements shall apply to all uses and structures in the "C/LI" district, except as superseded by more restrictive provisions of this Ordinance.

- | | |
|--|---|
| 1. Lot area | 6,000 square feet |
| 2. Front Yard Depth | 30 feet |
| 3. Rear Yard Depth | 10 feet |
| 4. Side Yard Depth, each side | 10 feet |
| 5. Lot width at front lot line | 50 feet |
| 6. Maximum Lot Coverage | 80 percent |
| 7. Maximum Building Height | 4 stories or 50 feet, whichever is more restrictive |
| 8. Minimum Percentage of a Lot Maintained in Landscaping | 15 percent for any lot created after the adoption of this Ordinance |

City of Frostburg Zoning Ordinance

8. Occupancy

Each dwelling unit shall be limited to occupancy by a single "family" (as defined by Section 121), unless permitted otherwise by Section 120.05.7.

SECTION 207 - "C2" GENERAL COMMERCIAL DISTRICT

207.01 Purposes: To provide for a wide range of commercial uses, to serve the needs of travelers and the local and regional population.

207.02 Permitted Uses. Only the following principal uses and structures are permitted in the "C2" district, not including any "Adult Use":

1. Parks, playgrounds and other recreational facilities and cemeteries;
2. Churches and similar places of worship.
3. Veterinary clinic, animal hospitals and kennels providing the use is located at least 200 feet from all property lines.
4. Motels, hotels and bed and breakfast uses.
5. Banks and other financial institutions, which may include drive-through service.
6. Offices for professional, governmental or business purposes, including but not limited to medical, law, real estate, insurance, and manufacturer's representatives offices.
7. Restaurants, with drive-through service permitted by special exception.
8. Automobile service stations and/or vehicle repair garages.
9. Automobile parking lots and decks, as an accessory or principal use.
10. Sales, repair, and/or storage of automobiles, mobile homes, recreational trailer and vehicles, boats and farm machinery, appliances, implements and supplies.
11. Building materials, and lumber yard sales offices and storage facilities.
12. Utility structures and services other than essential services as defined in Section 119. Such structures shall be set back and landscaped so as to be inconspicuous and the finished site shall be compatible with the surrounding area.
13. Uses and structures that are customarily accessory and directly incidental to the permitted principal uses and structures.
14. Home occupations. See Section 314.

City of Frostburg Zoning Ordinance

15. All residential uses allowed in the R3 district, under the same restrictions as would apply in the R3 district.

16. Retail stores, not including any "Adult Use."

207.03 Special Exceptions: The following uses are permitted as special exceptions after approval by the Board of Appeals:

1. Drive-through service for a restaurant or other commercial use (other than a financial institution), provided that ingress and egress points are satisfactory in relation to the major access street and nearby residential areas, and that suitable turning lanes are provided from the access roads.

2. Light wholesaling and distributing facilities and not involving the bulk storage or processing of highly hazardous chemicals, petroleum products and other flammable, explosive or noxious materials.

3. Cocktail lounges, bars, dance halls, bowling alleys, and similar places of amusement.

4. Lodging and boarding houses with accommodations for no more than eight persons and containing not less than 200 square feet of livable floor area for each occupant. For purposes of complying with the lot area requirements of this district, off-street parking areas and loading areas shall be included in addition to areas covered by buildings.

5. Clubs and lodges, not including a fraternity or sorority.

6. A use or structure that the applicant proves to the clear satisfaction of the Board of Appeals to be of the same general character as above permitted uses, in accordance with the provisions of Subsection 115.03.

207.04 Specifically Prohibited Uses: The following uses are specifically prohibited within the C2 district:

1. Adult Uses
2. Off-Premises Advertising Signs
3. Junkyard

207.05 Lot, Yard, and Height Requirements: The following minimum requirements shall apply to all uses and structures in the "C2" district, except as superseded by more restrictive provisions of this Ordinance:

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|---------------------|---|
| 1. Lot Area | 6,000 square feet |
| 2. Front Yard Depth | 30 feet, 10 feet of which may include an unenclosed front porch |

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|---------------------------------------|---|
| 3. Rear Yard Depth | 20 feet |
| 4. Side Yard Depth, each side | |
| a. Adjoining a "C" or "C/LI" district | None, except if provided side shall be at least 3 feet |
| b. Adjoining an "R" district | The same side yard as required in the adjoining district. |
| 5. Lot Width at front building line | 50 feet |
| 6. Maximum Lot Coverage | 80 percent |
| 7. Maximum Building Height | 4 stories or 50 feet, whichever is more restrictive, except institutional uses or public utilities may be 6 stories or 75 feet if approved by the Board of Appeals. |
| 8. Occupancy | Each dwelling unit shall be limited to occupancy by a single "family" (as defined by Section 121), unless permitted otherwise by Section 120.05.7. |

SECTION 208 "C3" TOWN CENTER DISTRICT

- 208.01 Purposes: To provide for a strong town center that includes a balanced mix of commercial, office, institutional and residential uses, while emphasizing a pedestrian-orientation, and while avoiding intense auto-related uses that would harm the urban fabric of the Downtown.
- 208.02 Principal Permitted Uses and Structures: Only the following principal uses and structures are permitted in the "C3" district, not including any "Adult Use":
1. Retail stores, including but not limited to, hardware, grocery, appliance, office supplies, furniture, apparel, books, florist, drug, variety, liquor, sporting goods, baked goods, antiques, and crafts, but not including any use that is specifically prohibited.
 2. Personal service businesses such as shoe repair, appliance repair, beauty parlors, barbers, and self-service laundries and dry cleaning which are pick-up stations only.
 3. Banks and other financial institutions.
 4. Offices.
 5. Motels, hotels and bed and breakfast uses.
 6. Bowling alleys, billiard parlors, theaters, and similar places of indoor amusement.

Sec. 3.11. "T-LI" Technology/Light Industrial District.

- A. *Purpose.* To provide for commercial and light industrial uses which are compatible with residential, commercial and institutional uses in adjacent areas of the City. This district is designed to accommodate planned business parks or substantial tracts of land suitable for business and industry with a focus on the technology sector. This district shall provide for flexibility, but requires well-planned access and design.
- B. *Principal Permitted Uses and Structures.* The following principal uses and structures are permitted in the "T-LI" district:
- (1) Group homes consistent with Section 8.5.
 - (2) Treatment centers.
 - (3) Adult day care centers.
 - (4) Assisted living centers and nursing homes.
 - (5) Colleges, trade or hobby schools.
 - (6) Hospices and hospitals.
 - (7) Building material sales yard, including the sale of rock, sand, gravel, and the like, and tradesperson's equipment storage yard or headquarters.
 - (8) Contractor offices.
 - (9) Fitness centers.
 - (10) Medical laboratories.
 - (11) Wholesale business, warehouse, trucking terminals, and similar non-processing storage and distribution uses, but not including prohibited uses.
 - (12) Manufacturing, compounding, processing, or packaging of food and food products, and cosmetics, toiletries, and pharmaceuticals.
 - (13) Manufacturing, compounding or assembling of articles using the following or similar prepared materials: bone or shell, cellophane, fur, glass, leather, plastic, precious or semiprecious metals or stones, rubber, textiles or cloth products, tobacco, wood or wood products.
 - (14) Manufacturing of ceramic or glass products.
 - (15) Manufacturing or assembling from prepared materials of the following or similar items: musical instruments, clocks or watches, toys or novelties, electrical appliances, scientific or electronic devices, light sheet metal products, machine tool, office equipment.
 - (16) Incidental sales of products manufacturing or stored on the premises.
 - (17) Technological or communication based enterprises.
 - (18) Agriculture, limited to cropland, nurseries and greenhouses.
 - (19) **Restaurants.**
- C. *Special Exceptions.* The following principal uses are permitted as special exceptions after approval by the Board of Zoning Appeals:
- (1) Adult uses.
 - (2) Gambling establishments.

-
- (3) Body art studios.
 - (4) Wind energy systems complying with regulations found in Section 8.8.
 - (5) Self-storage facilities, subject to the provisions set forth in Section 8.9.
 - (6) A use or structure that the applicant proves to the satisfaction of the Board of Zoning Appeals to be of the same general character as the above permitted uses and special exception uses, in accordance with the provisions of Section 1.18C(3), but not including uses that are specifically prohibited in this district.
- D. *Accessory Uses and Structures.* The following accessory uses and structures shall be permitted in the "T-LI" district:
- (1) Temporary buildings and structures in accordance with Section 6.6.
 - (2) Signs in accordance with Part 7 of this Ordinance.
 - (3) Accessory uses and structures that are clearly customarily accessory and directly incidental to the permitted principal uses and structures.
- E. *Lot, Yard and Height Requirements:* The following minimum requirements shall apply to all uses and structures in the "T-LI" district, except as superseded by more restrictive provisions of this Ordinance.

	Commercial Use
Minimum Lot Area	6,000 sq. ft.
Minimum Front Yard	30 ft.
Minimum Rear Yard	10 ft.
Minimum Side Yard	Adjoining a C district: None, or if side yard provided a minimum of 10 ft.; Adjoining a R district: 10 ft.
Minimum Lot Width	street line: 50 ft.; front building line: 50 ft.
Maximum Lot Coverage	80%
Maximum Height	4 stories/50 feet

(Ord. No. 2018-02, §§ 2, 8, 9, 5-17-2018; Ord. No. 2019-04, § 1, 5-16-2019)

For more information, please contact:
Bethany Fife
City of Frostburg
301-689-6000 ext. 110
bfife@frostburgcity.org

FOR IMMEDIATE RELEASE:

City of Frostburg Seeks to Fill Seat on the Planning Commission

The Frostburg Mayor and City Council are currently looking to fill one vacant position on the Frostburg Planning Commission. The role of the Planning Commission is to make formal recommendations to the Mayor and City Council on matters regarding land use and community planning.

The Planning Commission is a citizen board composed of seven members appointed by the Mayor and City Council who serve for three-year terms at staggered intervals. Members must be residents within the City Limits of Frostburg, MD.

Duties of the Planning Commission include:

1. Assisting in the preparation, development, and adoption of the Frostburg Comprehensive Plan;
2. Review and approve or disapprove subdivision applications, variance requests, plans, plats, and commercial/industrial/multifamily site plans
3. Formulate zoning regulations

These include enforcement of the Frostburg Zoning Ordinance and the procedures set forth in the Subdivision and Land Development Regulations, ensuring consistency with the Frostburg Comprehensive Plan, and assisting in the preparation of text amendments to the Zoning Ordinance as needed.

Members generally have an interest in comprehensive community planning, zoning and development of land, protection of the environment, and a desire to assist the City of Frostburg with land-use policies to protect the health, safety and welfare of its residents.

Applicants must have the skills necessary to interact with the public, including patience and communication. Generally, the PC meets during evening hours on an as-needed basis when applications are submitted to the Community Development Department.

Any interested persons may submit a resume to the Community Development Department, attention Bethany Fife, by mail at P.O. Box 440, Frostburg, MD 21532, or by email to bfife@frostburgcity.org. For more information you may contact the Interim Community Development Director, Bethany Fife, at 301-689-6000, ext. 110 or bfife@frostburgcity.org.

2022 Permit Type Report

Permit Date

01/01/2022 to 12/01/2022

Description	Permits
Building	61
Burning	25
Certificate of Appropriateness	19
Demolition	3
Dumpster - Temporary	2
Fence	17
Grading	11
Sign	14
Solicitor - Door-to-Door	1
Solicitor - Long-Term Mobile	2
Solicitor - Seasonal Mobile	1
Solicitor - Short-Term Mobile	1
Use & Occupancy	27
Utilities	1
Total	185

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