



# MINUTES

## Frostburg Planning Commission Meeting

Wednesday, December 14, 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, December 14, 2022, at 7:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

**PRESENT:**

Adam Ritchey, Commissioner of Public Works  
Jeff Snyder, Mr.  
Karen Krogh, Mrs.  
Ray Rase, Mr.

**EXCUSED:**

Conrad Best, Mr.  
Jayci Shaw Duncan, Mrs.

**1. CALL TO ORDER**

- 1.1. Chair Best was unable to attend the meeting, so Commissioner Snyder served as Chair in his absence. Commissioner Snyder called the meeting to order at 7:00 PM.

**2. ROLL CALL**

Karen Krogh, Ray Rase, Adam Ritchey, and Jeff Snyder were present. Chair Conrad Best and Jayci Duncan were absent.

**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**

- 4.1. Commissioner Rase made a motion to approve the June 2022 Planning Commission 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. **121 McCulloh Street - Request for Favorable Recommendation to BOZA for Large Family Childcare Home and/or Private School**

Property Owner Siobhan Lewis-Roach presented a request for a variance from the Home Occupation standards outlined in Section 8.1 of the Frostburg Zoning Ordinance in order to expand the occupancy and capacity of her existing Family Home Daycare. Specifically, Ms. Lewis-Roach requests permission to allow more than one nonresident employee on-site and to use more than 500 square feet of the dwelling unit for the Home Occupation use. Additionally, Ms. Lewis-Road is requesting a Special Exception to permit a small-scale private school on the premises.

The applicant explained that the nature of the private school would be focused on students with special needs. Educational instruction would be offered five days per week, Monday through Friday. She requests permission to expand the daycare occupancy to twelve children in her care at one time, with the option to provide private instruction to an additional 3-6 students receiving educational instruction, for a maximum total occupancy of 15-18 children in her care at any given time. To support this increased occupancy, Ms. Lewis-Roach requests to be permitted to hire two nonresident employees and to utilize more than 500 square feet of the residence for the Home Occupation use.

Commissioner Snyder inquired where the drop-off points would be located, and Ms. Lewis-Roach explained that she has a 100-foot driveway which is utilized for drop-offs and pick-ups.

With no further discussion, Commissioner Krogh made a motion to provide a favorable recommendation to the Board of Zoning Appeals, noting that daycare services are much-needed in our area. The motion was seconded by Commissioner Ritchey, a vote was taken, and the motion passed unanimously.

Moved by Mrs. Karen Krogh, seconded by Commissioner of Public Works Adam Ritchey

*No public comment received.*  
*Motion to Approve*

Carried

**6.2. Text Amendment: Principal Permitted Uses in the T-LI Zoning District**

Jeff Barclay, Allegany County Director of Economic Development, described his request for a text amendment to the T-LI zoning district regulations to add restaurants as a principally permitted use within the district. Mr. Barclay noted that recent commercial expansions and developments in the Frostburg Business Park created a need for dining options for the employees of the businesses located in that vicinity.

Commissioner Snyder provided a bit of background on the formation of the T-LI district regulations, and Commissioner Rase noted that when the regulations were drafted, the intent was to permit restaurant uses along major roadways where they would be more easily accessible. Commissioner Ritchey also noted that Village Parkway, in particular, is in need of infrastructure improvements in order to support increased vehicular traffic.

Commissioner Rase stated that a special exception process for restaurant uses within the T-LI district would be more appropriate, and made a motion to table the discussion until next month's meeting, when a revised redline version of the proposed text amendment can be reviewed. The motion was seconded by Commissioner Ritchey, and it was unanimously voted to table the discussion until January 2023's meeting.

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

*No public comment received.*

*Motion to table until next month's meeting*

Carried

**7. Discussion Items**

By Chair and Members of the Commission

**8. Administrative Business and Communications Received**

**8.1. Planning Commission Vacancy - Recruitment Advertisement**

Planner Bethany Fife informed the Commission that applications to fill the vacant seat on the Planning Commission were being solicited via the newspaper, City website, and City social media account.

**9. Staff Reports**

**9.1. 2022 Permit Summary (YTD)**

Planner Bethany Fife presented an at-a-glance permit report for CY2022. The Commissioners will receive a more detailed report at the January 2023 meeting.

**10. ADJOURNMENT**

Commissioner Rase made a motion to adjourn. The motion was seconded by Commissioner Ritchey, and Commissioner Snyder adjourned the meeting at 7:40 PM.

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Bethany Fife, Interim Community  
Development Director