



# MINUTES

## Historic District Commission Meeting

Monday, May 8, 2023 - 6:00 PM

Frostburg Municipal Center Meeting Room - 37 Broadway

The Historic District Commission Meeting of the City of Frostburg was called to order on Monday, May 8, 2023, at 6:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

**PRESENT:**

Dawn Hein,  
Maureen Brewer,  
Joseph Hoffman, Dr.  
Robert Rephan

**EXCUSED:**

William Determan,  
Daniel Filer

**1. CALL TO ORDER**

Chair Hein called the meeting to order at 6:00.

**2. PLEDGE OF ALLEGIANCE**

**3. AUTHORITY**

*The Maryland Land Use Article empowers Frostburg's Historic District Commission to implement the City's Historic Preservation Overlay District according to the regulations set forth in the Frostburg Zoning Ordinance. All meetings of this Commission are open to the public and are conducted in compliance with Maryland's Open Meetings Act.*

**4. STATEMENT OF PURPOSE**

*The Frostburg Historic District Commission is charged with the preservation of historic structures and the surroundings within the designated district in order to safeguard the heritage of the City, stabilize and improve property values, strengthen the local economy and foster civic beauty.*

**5. ROLL CALL**

Chair Dawn Hein, Vice Chair Joseph Hoffman, Robert Rephan, and Maureen Brewer were present. William Determan was absent. Since a quorum was achieved, Alternate Member Daniel Filer was not required to attend.

**6. REVIEW AND APPROVAL OF THE AGENDA**

Commissioner Hoffman made a motion to approve the May 2023 agenda as presented. The motion was seconded by Commissioner Brewer, a vote was taken, and the motion passed unanimously.

**7. REVIEW AND APPROVAL OF THE MINUTES**

Commissioner Hoffman made a motion to approve the April 2023 meeting minutes as presented. The motion was seconded by Commissioner Rephan, a vote was taken, and the motion passed unanimously.

**8. PROJECT PRESENTATIONS**

**8.1. 125 E. Main Street - Commercial Signage / Façade Alterations**

Ken Padgett of Mid-Atlantic Permitting Services was present to describe the project. As part of the 7/11 company's nationwide re-branding, the company proposes to remove the existing striping and logo which currently spans the entire front facade and replace with a smaller company logo and bronze-colored ACM panels. Commissioner Hoffman inquired when the installation will begin, and Mr. Padgett indicated that work will begin immediately upon issuance of a Certificate of Appropriateness and municipal sign permit.

Moved by Maureen Brewer, seconded by Robert Rephan

*With no further discussion, Commissioner Brewer made a motion to approve the proposal, stating, "I have studied the application and all relevant documents and presentation related to this case, and I am familiar with the property in question. I find that the proposed changes are compatible with the neighborhood because the rebranding demonstrates a general compatibility of exterior design, scale, proportion, arrangement, texture, and materials to be used.*

*Based on these findings, I move to approve the proposal because the use of exterior materials are closely similar in appearance to original materials or significant buildings in the District, pursuant to Section 4.1.J.1.c."*

*The motion was seconded by Commissioner Rephan, a vote was taken, and the motion passed unanimously.*

Carried

8.2. **91 W. Main Street - Rear Retaining Wall & Driveway Improvements**

Property owner, Steven Moon, described his proposal to build a retaining wall at the base of his driveway facing W. First Street and re-surface the driveway with stone pavers. Mr. Moon has obtained permission from the neighboring property owner to tie the new retaining wall into the existing wall in the rear of his neighbor's property.

Moved by Dr. Joseph Hoffman, seconded by Maureen Brewer

*With no further discussion, Commissioner Hoffman made a motion to approve the proposal, stating, "I have studied the application and all relevant documents and presentation related to this case, and I am familiar with the property in question. I find that the proposed changes are compatible with the neighborhood because there is a general compatibility of exterior design, scale, proportion, arrangement, texture, and materials to be used.*

*Based on these findings, I move to approve the proposal because the use of exterior materials are closely similar in appearance to original materials or significant buildings in the District, pursuant to Section 4.1.J.1.c."*

*The motion was seconded by Commissioner Brewer, a vote was taken, and the project was unanimously approved.*

Carried

**8.3. 83 W. Main Street - Fence Installation**

Property owner, Joshua Delaney, described his proposal to install a 5' chain link fence around most of the perimeter of his rear yard. The plan includes an 8' double drive gate. There is currently a small segment of vinyl privacy fencing on the west side of the property. Since the proposal noted that Mr. Delaney's neighbor has a vinyl privacy fence as well, Commissioner Hoffman inquired about the height of the neighbor's fence. Mr. Delaney indicated the neighbor's fence is approximately 5' or 6' in height.

Moved by Robert Rephan, seconded by Maureen Brewer

*With no further discussion, Commissioner Rephan made a motion to approve the proposal, stating, "I have studied the application and all relevant documents and presentation related to this case, and I am familiar with the property in question. I find that the proposed changes are compatible with the neighborhood because there is a general compatibility of exterior design, scale, proportion, arrangement, texture, and materials to be used.*

*Based on these findings, I move to approve the proposal because the use of exterior materials are closely similar in appearance to original materials or significant buildings in the District, pursuant to Section 4.1.J.1.c."*

*Commissioner Brewer seconded the motion, a vote was taken, and the project was unanimously approved.*

Carried

**9. OLD BUSINESS**

**10. NEW BUSINESS**

**10.1. Building Improvement Grant Program Updates**

Staff provided the Commissioners with an update on the status of the Building Improvement Grant program. Applications were received from five property owners within the downtown district, and allocation announcements will be made in the next few weeks.

**10.2. Administrative Approval Rubric Discussion**

- MHT Approvals
- Commercial Signage in the Historic District

Staff expressed a desire to revisit the current Administrative Approval Rubric that was developed in 2021 to discuss possible updates. First, staff would like to verify that projects receiving a passing review from the Maryland Historical Trust were eligible for an Administrative Approval through the local historic district. The Commissioners unanimously agreed that this was still the case.

Staff also inquired whether the Commission would like to place a cap on the square footage of new commercial signage that was eligible for an Administrative Approval. This would require larger sign installations to undergo a full Commission review, rather than receiving an Administrative Approval from Community Development staff. The Commissioners agreed that they would like to mull this over and revisit the topic at their next meeting.

**11. ADJOURNMENT**

With no further discussion, Commissioner Hoffman made a motion to adjourn. The motion was seconded by Commissioner Brewer, and Chair Hein adjourned the meeting at 6:27 PM.

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Bethany Fife, Planner / Interim  
Community Development Director