



# MINUTES

## Historic District Commission Meeting

Monday, July 10, 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, July 10, 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**

Due to technical difficulties, Chair Hein did not call the meeting to order until 6:06 PM.

**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 with the regular membership, Alternate Member Daniel Filer was not required to attend.

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

- 6.1. Commissioner Hoffman made a motion to approve the July 2023 agenda. The motion was seconded by Commissioner Rephan, a vote was taken, and the agenda was approved unanimously.

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

- 7.1. Commissioner Brewer made a motion to approve the June 2023 meeting minutes as presented. The motion was seconded by Commissioner Rephan, a vote was taken, and the agenda was approved unanimously.

**8. PROJECT PRESENTATIONS**

**8.1. 7 W. Main Street - Exterior Lighting w/ Commercial Signage**

Donny Carter, owner of 7 W. Main Street, presented his proposal to install a 17' x 3' commercial sign on the front facade of the building and use the existing facade wiring to install four gooseneck light fixtures to illuminate the new sign. Each of the four light fixtures will be approximately 3.5 feet apart. Custom Concepts is manufacturing the sign, and the light fixtures will be self-installed.

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."*

Carried

8.2. **32 Frost Avenue - Fence Installation**

*No HD Inventory Sheet available*

Homeowner Katie Horacek indicated that she purchased the property at 32 Frost Avenue last month and would like to install fencing to contain her pet dog. In the front yard, the fencing will be 4' aluminum spear pickets, and along the side and rear yards, black chain link fencing will be installed. The Commissioners asked staff whether the City requires setbacks for fence installations, and Community Development Director, Bethany Fife, indicated that fencing may be placed directly on the property line, although we do not advise this due to the potential for damage from snow plows, snow blowers, and other road/sidewalk vehicles.

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."*

Carried

8.3. 78 Frost Avenue - Roof Replacement (Second Review)

During last month's review of this project, the Commissioners requested a material sample and an artistic rendering of the finished product before they felt comfortable issuing a Certificate of Appropriateness for the project. The applicant provided the materials requested, and Commissioner Rephan noted that most of the new roofing would not be visible from the front.

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.*

Carried

**9. OLD BUSINESS**

There was no old business for discussion this month.

**10. NEW BUSINESS**

10.1. Staff Report: Administrative Approvals

Staff provided an update on an Administrative Approval issued to the owners of 26 S. Broadway for the replacement of the existing wooden porch columns that have rotted. The columns will be replaced with fiberglass columns that are identical in appearance to the existing columns.

10.2. Community Development Staffing Update

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. At this time, it is unclear whether Ms. Fife or the new employee will serve as staff support for the Historic District Commission; however, this update will be shared once more information becomes available.

10.3. Brainstorming: Outreach to Property Owners in the Historic District

In recent years, the Commission has seen an increase in after-the-fact reviews, in which the Commissioners review work that has already been completed without prior approval. Staff would like to conduct a widespread outreach campaign to all property owners within the Historic District, and several ideas were discussed, including a water bill insert, a feature in the FrostburgFirst newsletter, and reinvigorating the Project of the Year award program. Discussions will continue at future meetings.

10.4. Rubric Discussion/Update: Exterior Lighting Installations

Last year, the Commissioners developed a rubric which serves to guide staff on the appropriate type of review for different projects. The rubric currently does not address exterior lighting installations. The City of Frostburg Historic District Guidelines specify that backlit commercial signs are not appropriate for the district; however, there is no guidance available pertaining to other types of exterior lighting for both residential and commercial properties. The Commissioners requested that staff conduct further research and report back at next month's meeting.

**11. ADJOURNMENT**

11.1.

The meeting was adjourned at 6:58 PM.

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Bethany Fife, Director of  
Community Development