



AGENDA

Historic District Commission Meeting

6:00 PM - Monday, July 11, 2022

Frostburg Municipal Center Meeting Room - 37 Broadway

Page

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. AUTHORITY

The Frostburg Historic District Commission implements the City's Historic Preservation Overlay District, of the Frostburg Zoning Ordinance, Section 4, as adopted in 2014, pursuant to the authority granted by the Maryland Land Use Article, Section 8, as adopted in 2012, of the Annotated Code of Maryland. This meeting is open to the public and is conducted in compliance with the State of 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, William Determan, Robert Rephan, Maureen Brewer, Alternate Member Daniel Filer

6. REVIEW AND APPROVAL OF THE AGENDA

7. REVIEW AND APPROVAL OF THE MINUTES

7.1. [06.June 2022 HDC Minutes](#)

3 - 6

8. PROJECT PRESENTATIONS

8.1. **52 S. Broadway (St. John's Episcopal Church) - Louver
Repair/Replacement**

7 - 19

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/are not] compatible with the neighborhood because there [is/is not] a general compatibility of exterior design, scale, proportion, arrangement, texture, and materials to be used.

Based on these findings I move to [approve/deny] the proposal because the use of exterior materials [are/are not] closely similar in appearance to original materials or significant buildings in the District, pursuant to Section 4.1.J.1.c, and 4.1.J.2.g.

[52 S. Broadway HDC Application Packet](#)

9. OLD BUSINESS

10. NEW BUSINESS

10.1. **Staff Approval: Temporary Vinyl Window Cling Installation at 59 E.
Main Street**

20 - 23

[59 E. Main Street Staff Approval - Temporary Window Signs](#)

11. ADJOURNMENT



MINUTES

Historic District Commission Meeting

Thursday, June 23, 2022 - 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 Thursday, June 23, 2022, at 6:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

PRESENT:

Dawn Hein,
Maureen Brewer,
William Determan,
Joseph Hoffman, Dr.
Robert Rephan,
Daniel Filer

EXCUSED:

1. CALL TO ORDER

Chair Hein was not able to attend this meeting, and Vice-Chair Hoffman chaired the meeting in her absence. Commissioner Hoffman called the meeting to order at 5:59 PM.

2. PLEDGE OF ALLEGIANCE

3. Authority

The Frostburg Historic District Commission implements the City's Historic Preservation Overlay District, of the Frostburg Zoning Ordinance, Section 4, as adopted in 2014, pursuant to the authority granted by the Maryland Land Use Article, Section 8, as adopted in 2012, of the Annotated Code of Maryland. This meeting is open to the public and is conducted in compliance with the State of 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, William Determan, Robert Rephan, Maureen Brewer, Alternate Member Daniel Filer

- 5.1. Commissioners Hoffman, Determan, Rephan, and Brewer were present. Chair Hein was absent. Since a quorum was achieved, alternate member Daniel Filer was not required to attend.

6. REVIEW AND APPROVAL OF THE AGENDA

- 6.1. The applicant for agenda item 8.1 requested that the roof replacement project be removed from the agenda. Commissioner Brewer made a motion to approve the agenda as amended, Commissioner Determan seconded that motion, and the agenda was approved as amended unanimously.

7. REVIEW AND APPROVAL OF THE MINUTES

- 7.1. Commissioner Brewer made a motion to approve the minutes from the May 2022 agenda. Commissioner Rephan seconded the motion, a vote was taken, and the minutes were passed unanimously.

8. PROJECT PRESENTATIONS

- 8.1. **St. Michael Catholic Church - Roof Replacement**
Presented by Ed Jones
Please note that in lieu of photos of the proposed roof replacement material, Mr. Jones will be bringing a sample of the proposed synthetic slate material to the meeting

[Proposed Roofing Material](#)

This item was removed from the agenda per the applicant's request.

8.2. **St. Michael Catholic Church - ADA Access Ramp**
Presented by Greg Elliott of EADS Architects and Ed Jones

Greg Elliott of EADS Architects was present to describe the proposed alterations to the rear of St. Michael Catholic Church. Mr. Elliott explained that there is currently no ADA access to the lower-level, and a concrete ADA ramp with galvanized steel handrails, primed and painted in a color selected from a historic palette is proposed.

In order to accommodate the ramp, and existing window set in 2' thick stone will be removed and the opening will be enlarged to create a doorway to the lower-level interior. The existing doorway will be filled with stone to match the rest of the facade. Commissioner Brewer inquired whether stone removed from the window area could be re-used to fill the doorway, and Mr. Elliott indicated that the salvageable stone will be minimal.

In addition to the construction of the ADA ramp, the applicants also propose removing a small window with steel bars and filling the opening with stone. A small plywood "utility door" will also be removed and replaced with a custom-made insulated metal door, painted to match the surrounding brickwork. Finally, a portion of the existing sidewalk near the ADA ramp will be replaced with heated glycol sidewalk to assist with accessibility.

Commissioner Hoffman inquired about the timeline of the project, and Mr. Elliott indicated that he hopes the interior and exterior work will occur concurrently. The first step will be asbestos abatement from the existing flooring adhesive, then preparatory demolitions and restroom renovations will be the first construction projects to begin work.

Let the record show that Commissioner Determan recused himself from the vote on this presentation due to his involvement with the parish. With no further discussion, Commissioner Rephan made a motion to approve the project as presented. The motion was seconded by Commissioner Brewer, a vote was taken, and the motion carried with a vote of three in favor and one recusal.

Moved by Robert Rephan, seconded by Maureen Brewer

Commissioner Rephan made a motion to approve this project, 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.b, c, and d.

Carried

9. OLD BUSINESS

- 9.1. Commissioners briefly discussed several projects recently considered by the Commission that had been completed, including façade and signage improvements at 23 E. Main Street, a fence installation at 26 S. Broadway, and masonry repointing at 14 W. Main Street.

10. NEW BUSINESS

10.1. **Staff Update: MHT Commercial Tax Credit Program**

[Link to application and more information](#)

[GIS Map of Maryland Opportunity Zones](#)

[Map of Allegany County Opportunity Zones](#)

Planner Bethany Fife gave an overview of a competitive commercial tax credit program offered by the Maryland Historic Trust for the rehabilitation of income-generating properties.

11. ADJOURNMENT

Commissioner Determan made a motion to adjourn. The motion was seconded by Commissioner Brewer, and the meeting was adjourned at 6:53 PM.

L.J. Bennett, Community
Development Director

CITY OF FROSTBURG

HISTORIC DISTRICT COMMISSION

CERTIFICATE OF APPROPRIATENESS APPLICATION



DEPARTMENT OF COMMUNITY DEVELOPMENT

CITY HALL

59 E. MAIN STREET, P.O. BOX 440

FROSTBURG, MD 21532

Applicant Name: _____

Applicant's Address: _____

Phone Number(s): _____

Property Owner Name: _____

Property Address and Location: _____

Type of Change:	Alteration	Demolition	Grading
	Addition	Repair	Excavation
	New Building	Sign	Other: _____

Work to be performed:

PLANS – Architect, Engineer, or Other: _____

DEMOLITION - Contractor: _____

RENOVATION/CONSTRUCTION – Building Contractor(s): _____

Scope of Work *(describe project in detail, list materials and dimensions):*

Is the property subject to an historic preservation easement? NO YES

Is the easement held by a third party organization other than the property owner? NO YES

If yes, please provide a copy.

Requirements for Complete Application *(TO BE DETERMINED BY STAFF; IF CHECKED INCLUDE AS AN ATTACHMENT)*:

SITE PLAN OR ACCURATE SCALED DRAWING DEPICTING PROPORTIONS AND DISTANCES

CLEAR AND LEGIBLE SKETCH OF EXTERIOR DETAILS OR AREA TO BE CHANGED

PHOTOGRAPH(S) OF AREA TO BE CHANGED

MANUFACTURER'S SAMPLES OR TEAR SHEETS OF MATERIAL(S) PROPOSED TO BE USED

FOR NEW CONSTRUCTION:

SITE PLAN TO SCALE

ELEVATION DRAWINGS

MATERIAL SAMPLES/TEAR SHEETS

CURRENT PHOTOGRAPHS OF PROPERTY

OTHER: _____

Optional Attachments:

HISTORIC PHOTOGRAPHS OR OTHER DOCUMENTATION

You are encouraged to attend the Frostburg Historic District Commission meeting. The next meeting is _____, at 4:15 pm at the Frostburg Library, 65 E. Main St., Frostburg, Maryland. Failure to provide sufficient information for review may result in an unfavorable recommendation by the Historic District Commission.

PLEASE READ AND SIGN BELOW

I hereby certify that I am the owner of the property or I have advised to owner of the property in regard to the proposed work. Further, the information provided by this application represents an accurate description of the proposed work and nothing has been intentionally omitted that would be necessary for the Historic District Commission's decision making process.

I understand that a favorable review finding by the Frostburg Historic District Commission does not constitute approval of other require land use or building permits obtained by a separate application.

Signature

Date

FOR CITY USE ONLY

Approval to be granted by:

FROSTBURG HISTORIC DISTRICT

STAFF

Staff Review:

APPROVED

NOT APPROVED

Staff Reviewer: _____ Date: _____

SIGNATURE

Page 2 of 2

MARVIN 



As Viewed From The Exterior

Entered As: FS
FS 29 3/4" X 105"
RO 30 3/4" X 105 17/32"
Egress Information
No Egress Information available

Stone White Clad Exterior
Painted Interior Finish - White - Pine Interior
Ultimate Direct Glaze Round Top - RT46
Frame Size 29 3/4" X 105"
Unit Is Not WDMA Certified
Frame Size Springline from bottom: 83"
Rough Opening 30 3/4" X 105 17/32"
Rough Opening Springline from bottom: 83"
#SPRINGLINE APPROVED FOR MANUFACTURING
IG
1/4" Tempered Low E2 w/Argon
Black Perimeter and Spacer Bar
1 15/16" SDL - With Spacer Bar - Black
Rectangular - Special Cut 1W2H
2 Rect Lites
Stone White Clad Ext - Painted Interior Finish - White - Pine Int
4 9/16" Jambs
Casing with Subsill
Stone White Thorton Enclosed A1909 Clad Casing
#ERROR APPROVED- JEREMY T- 6D16QP3- 6/10/2022
Stone White A1450 Subsill
No Installation Method
Non system generated Pricing
***Note: When installing units with casing, always install, flash, and seal
(including the use of backer rod in masonry applications) the window or door
per the installation instructions included with the unit.
***Note: Unit Availability and Price is Subject to Change
***Note: Errors approved by JEREMY THOMPSON on Friday, June 10, 2022 @ 12:06:24
PM

MARVIN 

Stone White Clad Exterior
Painted Interior Finish - White - Pine Interior
Ultimate Direct Glaze Round Top - RT46
Frame Size 29 3/4" X 125 1/4"
Unit Is Not WDMA Certified
Frame Size Springline from bottom: 103"
Rough Opening 30 3/4" X 125 51/64"
Rough Opening Springline from bottom: 103"
#SPRINGLINE APPROVED FOR MANUFACTURING
IG
1/4" Tempered Low E2 w/Argon
Black Perimeter and Spacer Bar
1 15/16" SDL - With Spacer Bar - Black
Rectangular - Special Cut 1W2H



As Viewed From The Exterior

Entered As: FS
FS 29 3/4" X 125 1/4"
RO 30 3/4" X 125 51/64"
Egress Information
No Egress Information available.

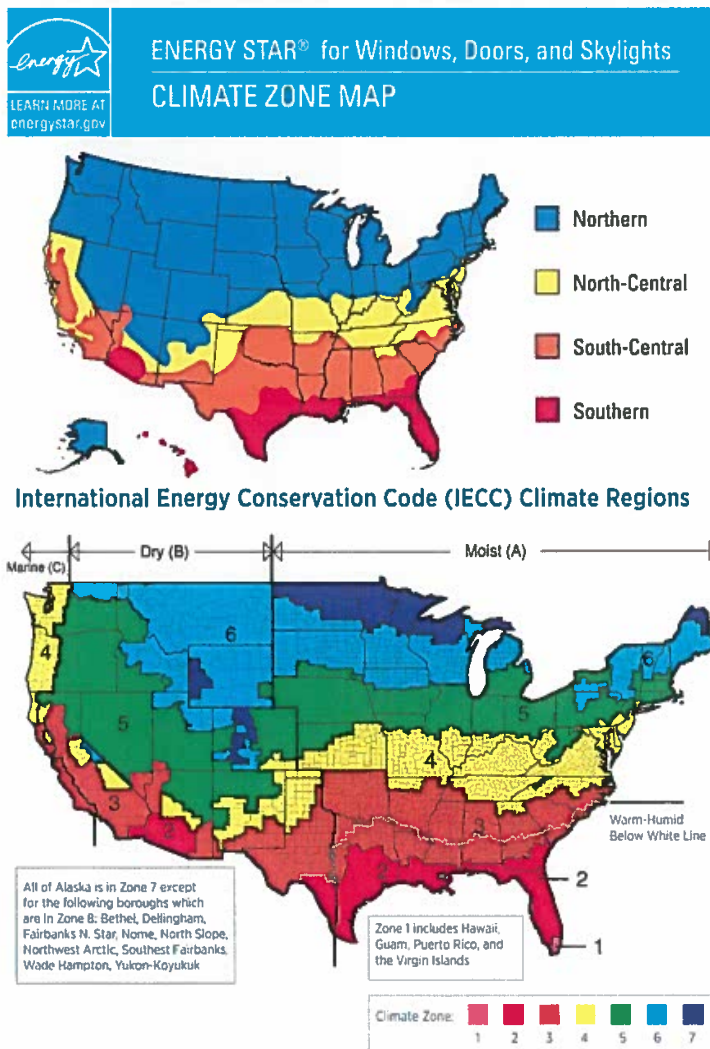
2 Rect Lites
Stone White Clad Ext - Painted Interior Finish - White - Pine Int
4 9/16" Jamb
Casing with Subsill.....
Stone White Thorton Enclosed A1909 Clad Casing
#ERROR APPROVED- JEREMY T- 6D16QP3- 6/10/2022
Stone White A1450 Subsill.....
No Installation Method
Non system generated Pricing
***Note: When installing units with casing, always install, flash, and seal
(including the use of backer rod in masonry applications) the window or door
per the installation instructions included with the unit.
***Note: Unit Availability and Price is Subject to Change
***Note: Errors approved by JEREMY THOMPSON on Friday, June 10, 2022 @ 12:04:21
PM

PRODUCT AND PERFORMANCE INFORMATION

NFRC energy ratings and values may vary depending on the exact configuration of glass thickness used on the unit. This data may change over time due to ongoing product changes or updated test results or requirements.

The National Fenestration Rating Council (NFRC) has developed and operates a uniform national rating system for the energy performance of fenestration products, including windows and doors. For additional information regarding this rating system, see www.nfrc.org.

Review the map below to determine if your units meet ENERGY STAR for your location.



Project Overview

St John's Episcopal Windows

6/21/2022

To perform work at:
52 S Broadway
Frostburg, MD 21532

Hello Kit,

Thank you for allowing us the opportunity to provide pricing for the work at the location referenced. We propose to furnish all necessary labor, equipment, and supervision to perform the following scope of work as outlined below.

Scope of Work – Remove and replace 8 windows and 4 louvers

- We will mobilize this project onsite with labor, materials, equipment, and supervision to perform work per OSHA guidelines and in a safe manner.
- Access the bell tower and remove existing 4 wooden louvers.
- Shop fabricate 4 new louvers with .040 aluminum Kynar 500 finish (White).
- Install interior screening to the new louvers.
- Install new aluminum louvers and seal outside edges to the masonry.
- Remove existing 8 windows at the bell tower only.
- Provide and install new Marvin windows per manufacturer's specifications. **Note that windows will have standard clear glass.**
- Seal all exterior edges of windows to the existing masonry.
- Clean up and remove any debris caused by this work.
- Provide owner with Houck 2-year workmanship warranty.

Proposal Price: \$98,600.00

Notes:

These windows and louver designs are based on the fact that this location is within the HDC and all materials will need to be approved by the historical committee. This material will be provided with Houck's best attempt to match existing close as possible. Materials proposed are considered maintenance free to avoid reoccurring maintenance costs in the future.



7464 Linglestown Road / Harrisburg, PA 17112-9432
717.657.3302 / 800.458.2122 / Houcks.com

Exclusions:

- Building permit
- Masonry work
- Asbestos removal
- Plumbing, electrical, and mechanical work
- Anything not in the above Scope(s) of Services

If any questions arise or additional information is needed, please feel free to contact us.
I trust the above meets with your approval and look forward to hearing from you soon.

Most respectfully,
Houck Services, Inc.

Jason Staley

Jason Staley

Operations Manager – Roofing

Houck Services, Inc. | 301 S. Antrim Way, Suite #5 Greencastle, PA 17225

| c. 717.512.5882 | www.houcks.com

Acceptance of Proposal

Roofing Work at; St Johns Episcopal, Frostburg

Scope of work – replace 4 louvers and 8 windows **\$98,600.00** ☐

By signing or approving this proposal, you agree to the attached, Houck Standard Terms and Conditions.

Authorized Signature

Purchase Order #

Job Reference #

Date



7464 Linglestown Road / Harrisburg, PA 17112-9432
717.657.3302 / 800.458.2122 / Houcks.com













Historic District Commission: Administrative Approval

City of Frostburg

37 Broadway

Frostburg, MD 21532

301-689-6000

Permit Number: 2022108



06/28/2022

Frostburg State University c/o John T. Short
101 Braddock Road
Frostburg, MD 21532

RE: Historic District Commission Certificate of Appropriateness for 59 E MAIN ST

Dear Mr. Short,

Your application for a Certificate of Appropriateness from the Historic District has been received by the Community Development office for review, and Staff have considered your request at the above-referenced address, as follows:

- Installation of temporary vinyl window clings to be affixed to the interior of the street-level windows at the above-referenced property while the building is being prepped for renovation

Sec. 4.1. - "HP" Historic Preservation Overlay District of the City of Frostburg's Zoning Ordinance defines routine maintenance as follows:

"Work that does not alter the exterior fabric or features of a site or structure and has no material effect on the historic, archeological or architectural significance of the historical site or structure."

And, Section 4.1, R states:

"Routine Maintenance Not Affected. Completion of Work Under Prior Permit.

Nothing in this Section 4.1 shall be taken or construed to prevent "routine maintenance," customary farming operations or landscaping which will have no material effect on the historic or architectural significance of a designated site, structure or district. Nothing in this Section 4.1 affects the right to complete any work covered by a permit issued prior to the date upon which such historic district(s) or designation(s) was established."

The Zoning Ordinance principally permits your proposal for the alteration, citing routine maintenance does not require Historic District Commission approval.

No Certificate of Appropriateness for your project is required.

Due to the temporary nature of this signage installation, this project is approved at the administrative level, and no further action on your part is required. You may install the temporary signage at your convenience.

Thank you for your cooperation and dedication to historic preservation. Please feel free to call me if you have any other questions or concerns. I can be reached at 301-689-6000, Extension 110.

Sincerely,

Bethany Fife
Community Development Planner

CC: Dawn Hein, HDC Chair; Dr. Joseph Hoffman, HDC Vice-Chair

CITY OF FROSTBURG

HISTORIC DISTRICT COMMISSION

CERTIFICATE OF APPROPRIATENESS APPLICATION



DEPARTMENT OF COMMUNITY DEVELOPMENT

CITY HALL

59 E. MAIN STREET, P.O. BOX 440

FROSTBURG, MD 21532

Applicant Name: Frostburg State University c/o John T. Short, Jr., Vice President for University Advancement

Applicant's Address: 101 Braddock Road, Frostburg, MD 21532

Phone Number(s): 301-687-4068

Property Owner Name: Frostburg State University (pending final conveyance)

Property Address and Location: 59 East Main Street, Frostburg, MD 21532

Type of Change: ☐ Alteration ☐ Demolition ☐ Grading
☐ Addition ☐ Repair ☐ Excavation
☐ New Building ☒ Sign ☐ Other: _____

Work to be performed:

- ☐ PLANS – Architect, Engineer, or Other: _____
☐ DEMOLITION - Contractor: _____
☐ RENOVATION/CONSTRUCTION – Building Contractor(s): _____

Scope of Work *(describe project in detail, list materials and dimensions):*

Installation of temporary signage (vinyl cling) to be affixed to the first
floor interior windows at 59 East Main Street, Frostburg, while the
building is being prepped for renovation.

Is the property subject to an historic preservation easement?

☒ NO

☐ YES

Is the easement held by a third party organization other than the property owner?

☒ NO

☐ YES

If yes, please provide a copy.

Requirements for Complete Application (TO BE DETERMINED BY STAFF; IF CHECKED INCLUDE AS AN ATTACHMENT):

- ☐ SITE PLAN OR ACCURATE SCALED DRAWING DEPICTING PROPORTIONS AND DISTANCES
- ☐ CLEAR AND LEGIBLE SKETCH OF EXTERIOR DETAILS OR AREA TO BE CHANGED
- ☒ PHOTOGRAPH(S) OF AREA TO BE CHANGED
- ☐ MANUFACTURER'S SAMPLES OR TEAR SHEETS OF MATERIAL(S) PROPOSED TO BE USED
- ☐ FOR NEW CONSTRUCTION:
 - ☐ SITE PLAN TO SCALE
 - ☐ ELEVATION DRAWINGS
 - ☐ MATERIAL SAMPLES/TEAR SHEETS
 - ☐ CURRENT PHOTOGRAPHS OF PROPERTY
- ☐ OTHER: _____

Optional Attachments:

- ☐ HISTORIC PHOTOGRAPHS OR OTHER DOCUMENTATION

You are encouraged to attend the Frostburg Historic District Commission meeting. The next meeting is _____, at 4:15 pm at the Frostburg Library, 65 E. Main St., Frostburg, Maryland. Failure to provide sufficient information for review may result in an unfavorable recommendation by the Historic District Commission.

PLEASE READ AND SIGN BELOW

I hereby certify that Frostburg State University will be the owner of the property in regard to the proposed work. Further, the information provided by this application represents an accurate description of the proposed work and nothing has been intentionally omitted that would be necessary for the Historic District Commission's decision making process.

I understand that a favorable review finding by the Frostburg Historic District Commission does not constitute approval of other require land use or building permits obtained by a separate application.



Signature

6/22/2022

Date

John T. Short, Jr., Vice President for University Advancement

FOR CITY USE ONLY

Approval to be granted by:

☐ FROSTBURG HISTORIC DISTRICT

☒ STAFF

Staff Review: ☒ APPROVED

☐ NOT APPROVED

Staff Reviewer: 

SIGNATURE

Date: 6/28/2022

