



# AGENDA

## Historic District Commission Meeting

6:00 PM - Monday, September 12, 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. [August 2022 HDC Minutes](#)

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8. PROJECT PRESENTATIONS

8.1. **101 E. Main Street - Metal Roof over Rear Deck**

6 - 9

*Presented by Mr. Tom Farrell (CHS Contracting), on behalf of Property Owner*

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/disapprove] 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.

[101 E. Main Rear Porch Roof - Proposed](#)

[Existing Conditions-1](#)

[Existing Conditions-2](#)

[HD Inventory Sheet - 101 E. Main Street](#)

9. OLD BUSINESS

9.1. **45 Ormand Street**

10

[45 Ormand Street Memo](#)

10. NEW BUSINESS

10.1. **Building Improvement / ADA Upgrades Grant**

11 - 16

[FY2022 Building Improvement Grant Application Packet](#)

11. ADJOURNMENT



## MINUTES

### Historic District Commission Meeting

Monday, August 8, 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 Monday, August 8, 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

**EXCUSED:** Daniel Filer

#### 1. CALL TO ORDER

1.1. Chair Hein called the meeting to order at 6:01 PM.

#### 2. PLEDGE OF ALLEGIANCE

#### 3. Authority

*Frostburg's Historic District Commission implements the City's Historic Preservation Overlay, Section 4, of the Zoning Ordinance, adopted in 2014. This authority is granted by the Maryland Land Use Article, Section 8, of the Annotated Code of Maryland, adopted in 2012. 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

Commissioners Determan, Rephan, Brewer, Chair Hein, and Vice Chair Hoffman were present. Since a quorum was achieved, Alternate Member Daniel Filer was not required to attend.

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

6.1. Commissioner Brewer made a motion to approve the agenda as presented. The motion was seconded by Commissioner Determan, a vote was taken, and the agenda was approved unanimously.

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

- 7.1. Commissioner Hoffman made a motion to approve the minutes from the July 2022 meeting as presented. The motion was seconded by Commissioner Brewer, a vote was taken, and the minutes were approved unanimously.

**8. PROJECT PRESENTATIONS**

- 8.1. **Depot Gateway Public Art - Stretch of Sidewalk between Frostburg Depot and 102 E. Main Street**  
*Presented by FrostburgFirst*

Deirdre Robertson, Executive Director of FrostburgFirst, presented a proposal for a multi-faceted "Gateway Improvement" public art installation in the area of downtown where the Frostburg Train Depot meets Main Street. The proposal includes painting a mural on the "call box" near the Thrasher Carriage Museum staircase, a wall mural on the side retaining wall in the rear of 102 E. Main Street, and a painted sidewalk installation with a timeline of 10-12 milestones from Frostburg's history.

Artists were selected for the project through a contest, and the sidewalk timeline will be painted from stencils by FrostburgFirst staff using black outdoor acrylic paint. Commissioner Hoffman inquired whether the artwork would be protected by a clear top coat, and Ms. Robertson indicated that cement primer and an anti-graffiti top coat would be utilized to extend the life of the artwork. The estimated completion date is October 1, 2022.

Moved by Dr. Joseph Hoffman, seconded by Maureen Brewer

*With no further discussion, Commissioner Hoffman made a motion to approve the proposal as presented, 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 proposal was approved unanimously.*

Carried

**9. OLD BUSINESS**



9.1. **14 W. Main Street Wall Repair Update**

Bethany Fife, Community Development Planner, gave an overview of the closeout correspondence from the large-scale masonry repointing project at 14 W. Main Street initiated due to a structural collapse of the rear ground-level brick facade. While the masonry on a substantially large portion of the rear facade of the structure was repointed, the structural engineer contracted to implement a repair plan noted that the rest of the masonry should be repointed in the future in order to preserve the integrity of the facade.

**10. NEW BUSINESS**

10.1. **Staff Approval: FrostburgFirst Signage**  
37 E. Main Street

Bethany Fife described an administrative approval issued to FrostburgFirst for updated signage at their 37 E. Main Street location. The new signage includes a flat, wall-mounted decal adhered to the wooden frieze, as well as a projecting sign with the organization's logo. It was noted that the projecting sign would be mounted to the frieze, rather than to the stone facade as indicated in the signmaker's proposal.

10.2. **45 Ormand Street Update**

Bethany Fife informed the Commissioners that 45 Ormand Street, located just inside the Historic District boundary, had been obtained by the City of Frostburg at tax sale. Upon acquisition, a land records error was discovered and is currently being negotiated from a legal standpoint. Staff will continue to update the Commission on the status of the property as more information becomes available.

**11. ADJOURNMENT**

Commissioner Determan made a motion to adjourn, which was seconded by Commissioner Brewer. With no further discussion, Chair Hein adjourned the meeting at 6:36 PM.

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L.J. Bennett, Community  
Development Director

# CHS Contracting Company

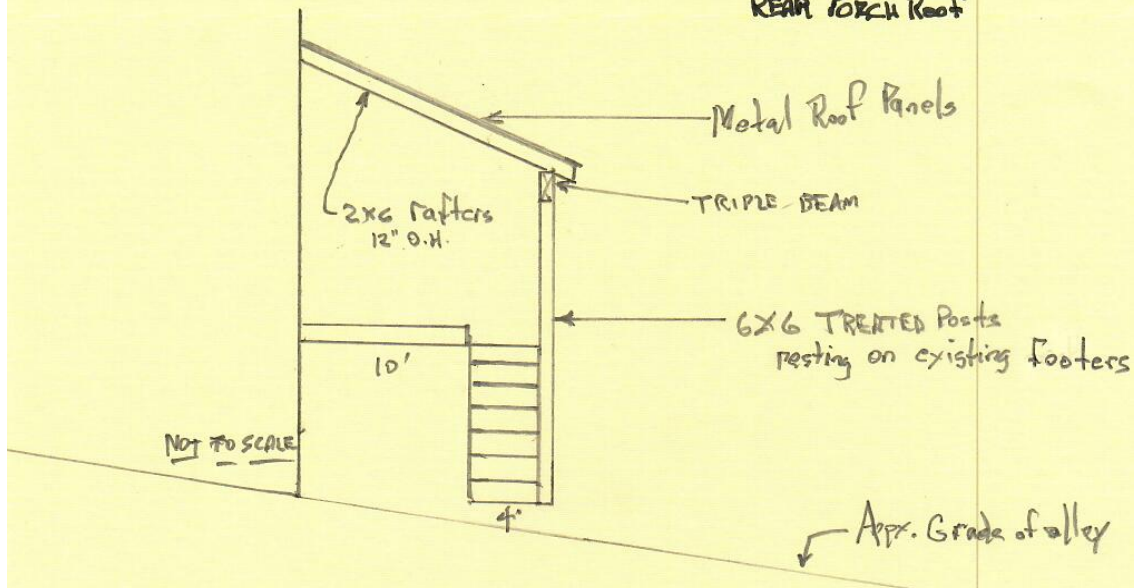
MD 45699  
PA 118011  
WV 060108

PHONE: 301-724-1909  
FAX: 301-722-2374  
www.chscontracting.net

414 N Centre Street  
Cumberland MD 21502

RE: 101 EAST MAIN ST  
REAR PORCH ROOF

August 26, 2022



SKETCH DRAWN BY  
TOM FARRELL  
CHS CONTRACTING











**FROSTBURG HISTORIC DISTRICT  
Historic Resource Inventory  
2013**

**Address:** 101 East Main Street **Date of Construction:** c.1890 **Status:** C



Image Number: FHD-236

This appears to have begun as a commercial building but the storefront has been infilled to include a single-leaf entry door and single-light fixed windows. Two stories in height, the building is of frame construction, finished in non-historic siding, with a 2-bay upper façade penetrated by flat-topped 1/1 windows with comparatively elaborate heads that include small brackets at the corners and a molded cap. A partial return of the cornice is present, with paired brackets and a single bracket at the peak of the pediment. This is a corner building, with at least one gable-proofed 2-story frame addition along the rear (south) elevation



**W. Robert Flanigan**  
*Mayor*

**Commissioners**

**Donald L. Carter, Jr.**  
*Commissioner of  
Finance*

**Kevin G. Grove**  
*Commissioner of  
Public Safety*


**Nina Forsythe**  
*Commissioner of  
Water, Parks and  
Recreation*

**Adam Ritchey**  
*Commissioner of  
Public Works*

**Elizabeth Stahlman**  
*City Administrator*

# City of Frostburg

## MEMORANDUM

TO: L.J. Bennett and Bethany Fife   
FROM: Elizabeth Stahlman  
DATE: August 26, 2022  
RE: 45 Ormand Street & Historic District Commission

The City acquired 45 Ormand Street through the tax sale certificate foreclosure process. As you know, this property is blighted, and has been an ongoing code enforcement issue due to exterior (broken windows, high grass) and interior (sanitation) conditions.

After foreclosing on the property, lot line issues were brought to the City's attention in which the house the City owns isn't exactly on the property owned by the City but rather sits mostly on land owned by Mr. and Mrs. Seminero. As such, in order to resolve several issues surrounding 45 Ormand, the City is under contract with the Semineros, in which the City will transfer the property to the Semineros after the structure has been demolished.

The structure sits at the boundary line of the Historic District Commission and is a non-contributing resource to the District. The structure is owned by the City and therefore will be razed as soon as possible to eliminate the ongoing blighting effect on the neighborhood.

Please let me know if you have any questions.



## CITY OF FROSTBURG

# BUILDING IMPROVEMENTS & ADA UPGRADES GRANT PROGRAM



### About the Program

The City of Frostburg's Building Improvements & ADA Upgrades Grant is available to owners of commercial properties within the City's Sustainable Community boundary. The purpose of this grant program is to provide financial incentives that will encourage upgrades that increase accessibility and appropriate, attractive improvements to downtown buildings. This will increase their longevity, raise property values, and enhance the streetscape aesthetics for residents and visitors to enjoy. This grant program is administered through the City's Community Development Department using funds awarded by the State of Maryland's Department of Housing and Community Development.

### Eligible Projects

- Framing, windows, accessibility, electric and plumbing upgrades, sprinkler installations, and necessary finish work to make/improve viable commercial or office space in currently unused or underutilized interior spaces.
- Exterior front or rear building façade improvement, including walls, windows, doors, entranceways, decorative features, signs, and other building frontage elements visible from a public street (not including side walls or roof work)
- Priority given to projects that increase ADA accessibility will be prioritized.

### Ineligible Projects

New construction, demolition, and site work may not be funded through this program. Also, certain business types are not eligible for project funding. State-prohibited beneficiary uses are: any pawn shop, gun shop, tanning salon, massage parlor, adult video/book shop, adult entertainment facility, check-cashing facility, gambling facility, tattoo parlor, or liquor store. Strictly religious (sectarian) uses are also not permitted by State regulation.

### Terms & Conditions

The Frostburg Building Improvement program is a grant of up to 50% of total cost for general maintenance projects. Improvements related to ADA accessibility are eligible to receive up to 75% of the cost of those elements. The applicant shall not proceed with construction until an agreement is signed with the City and all required approvals have been obtained. All work must be completed by a Maryland licensed contractor.

### Reimbursement

The City will reimburse the owner up to 50% of approved project costs (75% of ADA elements) upon the City's receipt of documentation of expenditures, including invoices and canceled checks (typically 2-3 weeks). Expenditure of private funds must be documented to the City's satisfaction before reimbursement. No design costs will be reimbursed.

City of Frostburg • 37 Broadway • PO Box 440 • Frostburg, MD 21532

[www.frostburgcity.org](http://www.frostburgcity.org) • 301-689-6000

## Grant Process

- 1 Interested property owners/commercial tenants should contact Community Development staff prior to starting work. No expenses that predate the grant award shall be eligible for reimbursement.
- 2 Application forms are available online at [www.frostburgcity.org](http://www.frostburgcity.org) or at the Frostburg Municipal Center.
- 3 Complete application forms with all attachments (including MD-licensed contractor/vendor quotes, photographs, drawings, and color samples) are due by **Friday, September 30, 2022**. Incomplete applications will not be reviewed. They will be returned to the applicant.
- 4 Any proposed exterior improvements and methods will be required to meet certain design guidelines and to follow best practices. Design standards applicable to most structures in Downtown Frostburg include local Historic District standards, and the US Secretary of the Interior's Standards for Rehabilitation of historic structures. Community Development staff can provide the applicant with some information resources and contact information for experienced tradespeople. The applicant will be required to show evidence of approval from the Historic District Commission for the proposed improvements and methods prior to beginning work.
- 5 If requests exceed \$50,000, projects will be ranked by the Building Improvements Committee. Projects including ADA Upgrades will be prioritized, followed by rating based upon the grant program rubric (see Page 5).
- 6 After projects have been selected for funding, the projects must be reviewed by the Maryland Historical Trust and the Frostburg Historic District Commission for consistency with laws protecting historic resources; in some cases, building plans may also be reviewed by State and local agencies (This process typically takes 60 days). No work other than design may be done until these reviews are completed and the City provides official approval and permission to begin the project work through a signed agreement.
- 7 The signed agreement between the property owner and the City will specify a start work date and a performance period in which work must be completed (typically 1 year). The Owner contracts directly with a Maryland licensed contractor and supervises all work to their satisfaction. Contractor provides detailed invoices and owner pays contractor in full.
- 8 Grant funds are distributed on a reimbursement basis only. All documents must be provided to the City's satisfaction in order to receive reimbursement for eligible costs.

## Submission Checklist

### Project Type:

- ☐ General Improvement / Façade Repair  
☐ ADA Upgrade

### Is the applicant the Owner of Record of the property?

- ☐ Yes  
☐ No *If no, provide written confirmation from property owner giving consent to the project.*

### Is the application complete?

- ☐ Yes *If yes, proceed to the next question.*  
☐ No *If no, contact City staff for guidance.*

### Was the application submitted prior to starting work?

- ☐ Yes *If yes, proceed to the next question.*  
☐ No *If no, project is not eligible for grant funding.*

### Was the application submitted by the due date?

- ☐ Yes *If yes, proceed to the next question.*  
☐ No *If no, application will be held for next round of funding.*

### Was the estimate prepared by a MD licensed contractor?

- ☐ Yes *If yes, provide the contractor's MHIC license #.*  
☐ No *If no, only material costs are eligible for reimbursement.*

### Will the proposed improvements require a permit?

- ☐ Yes *If yes, attach a copy of the building permit application.*  
☐ No *If no, provide a confirming statement from Community Development staff in letter or email format*

### Is the project located in the Historic District?

- ☐ Yes  
☐ No *If no, skip the next question.*

### If yes, will the proposed improvements comply with the US Secretary of the Interior's Standards for Rehabilitation?

- ☐ Yes *If yes, evidence of HDC approval is required prior to issuing reimbursement.*  
☐ No *If no, attach explanation why improvements will not comply.*

## Have questions about this grant program?

**Contact Bethany Fife at  
301-914-1790 • [bfife@frostburgcity.org](mailto:bfife@frostburgcity.org)**



**BUILDING IMPROVEMENTS &  
ADA UPGRADES  
GRANT APPLICATION**



## Applicant Information

APPLICANT NAME:

BUSINESS NAME OR BUILDING NAME:

BUSINESS ADDRESS:

EMAIL ADDRESS:

PHONE NUMBER:

TYPE OF BUSINESS

DATE/YEAR BUSINESS OPENED:

.....

PROPERTY OWNER:

OWNER'S MAILING ADDRESS:

OWNER SIGNATURE

DATE:

OWNER PRINTED NAME

TITLE:

Proof of property owner's permission for the project is required. Property owner can sign above to indicate their permission OR you may attach written proof of permission from property owner.

## Project Information

ESTIMATED COST OF IMPROVEMENTS:

APPLICANT MATCHING FUND SOURCE(S):

(Attach a detailed contractor's cost estimate and design drawing/sketch plan)

MATCHING FUND AMOUNT:

(Minimum of 50% of general improvement costs, minimum of 25% of ADA element costs):

GRANT FUNDING REQUESTED (GENERAL PROJECTS):

GRANT FUNDING REQUESTED (ADA UPGRADES):

(up to 50% of general improvements, 75% of ADA elements):

CONTRACTOR:

MHIC LICENSE NUMBER:

DESIGN PROFESSIONAL (IF APPLICABLE):

**NEXT ➡**

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**BUILDING IMPROVEMENTS &  
ADA UPGRADES  
GRANT APPLICATION**



## Description of Project

USE SPACE BELOW. ATTACH SUPPLEMENTARY INFORMATION INCLUDING DRAWINGS, COLORS, AND MATERIAL SAMPLES.

## Certification & Signature

I, the undersigned, certify that all information presented is truthful and accurate, to the best of my knowledge and belief. I understand that a complete application includes this application, a detailed project description, sketch or drawing of proposed improvements, pictures of existing conditions, and a formal estimate from a MD licensed contractor. I acknowledge that incomplete applications may not be considered.

I hereby accept and agree to all terms and conditions presented above. I understand that grant funds applied for under this program must be used for the project described above and that funds will be disbursed on a reimbursement basis only, after successful completion and inspection of the project. I further understand that the City of Frostburg reserves the right to reject any or all grant applications and to waive informalities.

APPLICANT SIGNATURE:

APPLICANT PRINTED NAME:

DATE:

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TO BE COMPLETED BY CITY STAFF:

☐ APPLICATION APPROVED FOR



☐ APPLICATION DENIED.

REASON: \_\_\_\_\_

☐ MHT SUBMISSION DATE: \_\_\_\_\_

☐ MHT APPROVAL DATE: \_\_\_\_\_

☐ HDC APPROVAL DATE: \_\_\_\_\_

☐ PERMIT ISSUE DATE: \_\_\_\_\_

☐ REIMBURSEMENT AMOUNT: \_\_\_\_\_

☐ REIMBURSEMENT DATE: \_\_\_\_\_

STAFF NOTES:

**Submit completed application to:**

City of Frostburg • 37 Broadway • PO Box 440 • Frostburg, MD 21532

www.frostburgcity.org • 301-689-6000



## Building Improvements & ADA Upgrade Grant Program Application Ranking Rubric

The Department of Housing and Community Development Division of Neighborhood Revitalization awarded the City \$50,000 in Building Improvement grant funding for the 2022-23 project year.

The City's Community Development Department will receive and process applications, and if requests exceed \$50,000, projects will be ranked by the Building Improvements Committee. Projects focusing on ADA Upgrades will be prioritized, followed by rating based upon the following factors:

Points Awarded:

- 1** Increase in Square Footage renovated - Restores and/or preserves historic integrity (25 points)
- 2** Potential Occupancy – Economic development impact (25 points)
- 3** Expected Increase in Income – Aesthetic impact (20 points)
- 4** Private leverage (10 points)
- 5** Potential effect to increase assessed tax value (10 points)
- 6** Past performance, if applicable (10 points)  
10 points will be assigned to first-time applicants
- Total Project Score*

