



# AGENDA

## Historic District Commission Meeting

6:00 PM - Monday, March 13, 2023

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.*

*Proposed New "Statement of 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, 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. [November 2022 HDC Minutes](#)

5 - 7

8. PROJECT PRESENTATIONS

**8.1. 52 W. Main Street - Proposed Fence Installation**

8 - 15

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.

[Application - 52 W. Main Street](#)

[Proposed Fence Diagram - 52 W. Main Street](#)

[Photo Array - 52 W. Main Street](#)

[Boundary Survey - 52 W. Main Street](#)

**8.2. 113-115 E. Main Street - Exterior HVAC Piping Installation (after-the-fact review)**

16

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.

[113-115 E. Main Street](#)



### 8.3. 147 E. Main Street - Façade Alterations

17 - 23

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.

[147 E. Main Street - Existing Conditions-1](#)

[147 E. Main Street - Existing Conditions-2](#)

[147 E. Main Street - Existing Conditions-3](#)

[147 E. Main Street - Existing Conditions-4](#)

[147 E. Main Street - Proposed Materials-1](#)

[147 E. Main Street - Proposed Materials-2](#)

[147 E. Main Street - Proposed Materials-3](#)

### 8.4. 64 E. Main Street - Exterior Alterations

24 - 28

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.2.c and 4.1.J.2.d.

[64 E. Main Street - Existing Conditions](#)

[64 E. Main Street - Proposed Facade Rendering](#)

[64 E. Main Street - Proposed Facade Materials](#)

[64 E. Main Street - Proposed Window Frame](#)

[E. Main Street facades - 1978](#)

## 9. OLD BUSINESS

## 10. NEW BUSINESS

### 10.1. Administrative Approvals *(presented by City Staff)*

- Commercial Sign: Runner's Wings, 18 E. Main Street
- In-Kind Roof Replacement: 226 E. Main Street

### 10.2. Municipal Historic Tax Credit Discussion

## 11. ADJOURNMENT





## MINUTES

### Historic District Commission Meeting

Monday, November 14, 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, November 14, 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.

**\*\*Please note that the audio recording that accompanies the video is unavailable for this meeting\*\***

#### 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

5.1. Chair Dawn Hein, Vice Chair Joseph Hoffman, William Determan, Robert Rephan, and Maureen Brewer 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, which was seconded by Commissioner Determan. A vote was taken, and the agenda was unanimously approved.

## 7. REVIEW AND APPROVAL OF THE MINUTES

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

## 8. PROJECT PRESENTATIONS

- 8.1. **131-133 E. Main Street - Proposed Rear Fencing Installation**  
*Presented by property owner, Kevin McKenzie*

Kevin McKenzie, owner of 131-133 E. Main Street, described the circumstances that have led to the necessity for a fence to be installed along the western property line between 131 E. Main Street and the neighboring property, the 7/11 convenience store. Mr. McKenzie wishes to install a 6' chain link fence for security purposes and to prevent unnecessary loitering and foot traffic through the parking lot in the rear of his building. A portion of the fencing is proposed to encroach on the property owned by 7/11; however, Mr. McKenzie has received verbal permission from the manager of the 7/11 store to install a small portion of fencing on the 7/11 property, and has also contracted a surveyor to determine the boundaries of his own property.

Moved by Dr. Joseph Hoffman, seconded by William Determan

*With no further discussion, Commissioner Hoffman made a motion to approve the 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.c."*

*A vote was taken and the motion passed unanimously.*

Carried

## 9. OLD BUSINESS

9.1. **45 Ormand Street Update**

Planner Bethany Fife gave a brief update on the status of 45 Ormand Street, a property the City obtained at tax sale. The structure has now been demolished and the lot leveled. The property transfer to the Semineros will soon be finalized.

**10. NEW BUSINESS**

10.1. **Staff Approval - Commercial Sign Updates**  
*48 Tam Terrace - Peace Healthcare*

Planner Bethany Fife detailed several administrative approvals issued to local businesses for updated signage. The HDC rubric grants City staff the authority to issue an administrative approval for commercial signage installations within the Historic District, as long as the signage complies with the City's sign regulations outlined in the Frostburg Zoning Ordinance.

10.2. **Staff Approval - Commercial Sign Updates**  
*4 S. Broadway - Gonzaga Health*

10.3. **Staff Approval - Commercial Sign Updates**  
*27 E. Main Street - Grey Mist Shoppe & Studio*

**11. ADJOURNMENT**

Commissioner Determan made a motion to adjourn. The motion was seconded by Commissioner Hoffman, and Chair Hein officially adjourned the meeting at 6:43 PM.

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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: Darrin Broadwater

Applicant's Address: 52 W Main St.

Phone Number(s): 202-320-5180

Property Owner Name: Darrin Broadwater

Property Address and Location: 52 W Main St.

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

Work to be performed:

☐ PLANS – Architect, Engineer, or Other: \_\_\_\_\_  
☐ DEMOLITION - Contractor: \_\_\_\_\_  
☒ RENOVATION/CONSTRUCTION – Building Contractor(s): Overland Fence Co.

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

Previously approved landscaping resulted in new walkways, requiring new fencing and gates to contain an active dog. Propose to keep existing wire fencing and replace temporary/uninstalled 3' iron fence acquired by previous owner with similar, properly installed 4' aluminum fencing (See Attachment 2) and 3 gates: 1 at walkway on front corner of house, 1 at top of driveway, and 1 at rear of yard (See Attachment 1 - New Fence Diagram and Attachment 2 - Photo Array.)

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?  
If yes, please provide a copy.

☒ NO

☐ YES



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:

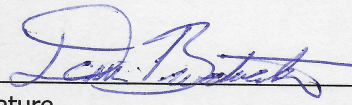
- ☐ HISTORIC PHOTOGRAPHS OR OTHER DOCUMENTATION

**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

2/27/23  
Date

FOR CITY USE ONLY

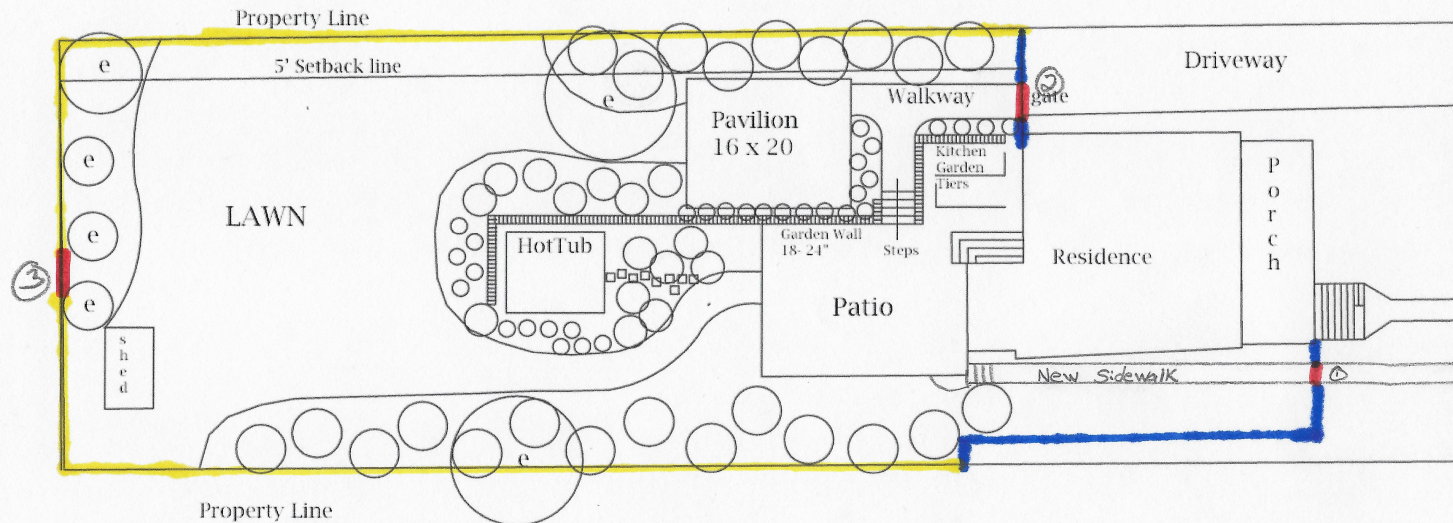
Approval to be granted by: ☐ FROSTBURG HISTORIC DISTRICT ☐ STAFF

Staff Review: ☐ APPROVED ☐ NOT APPROVED

Staff Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_  
SIGNATURE



# Proposed Fencing Additions



Existing Wire  
Fence

Proposed  
Gate (3)

Proposed 4'  
Aluminum  
Fence

A.C. Armstrong Design Group  
**Design-Build**  
Cutting Edge Landscape Design

10 Village Parkway Suite B  
Frostburg, MD 21532  
ph: 301.689.2030  
www.acdesigngroup.com

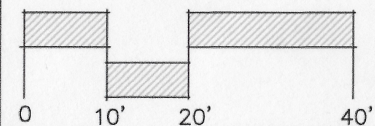
Project

**BROADWATER RESIDENCE**  
**LANDSCAPE DESIGN**

52 West Main St  
Frostburg, MD

Project	Jimmerfield
Date	08-2020
Dwg. Scale	1" = 20'
Dwg.	LSP
Drawn by	AWA

GRAPHIC SCALE





52 W. Main St. – Fence Proposal

**Photo 1:** View of walkway from Main Street; site of proposed fence with gate 1



**Photo 2:** Front view of temporary fencing at top of walkway without gate access





## 52 W. Main St. – Fence Proposal

**Photo 3:** Rear view of existing temporary fencing at top of walkway



**Photo 4:** View of temporary fencing with makeshift gate at top of driveway (Proposed gate 2)





52 W. Main St. – Fence Proposal

**Photo 5:** View of existing wire fencing



**Photo 6:** View of existing fence at rear of yard; site of proposed gate 3

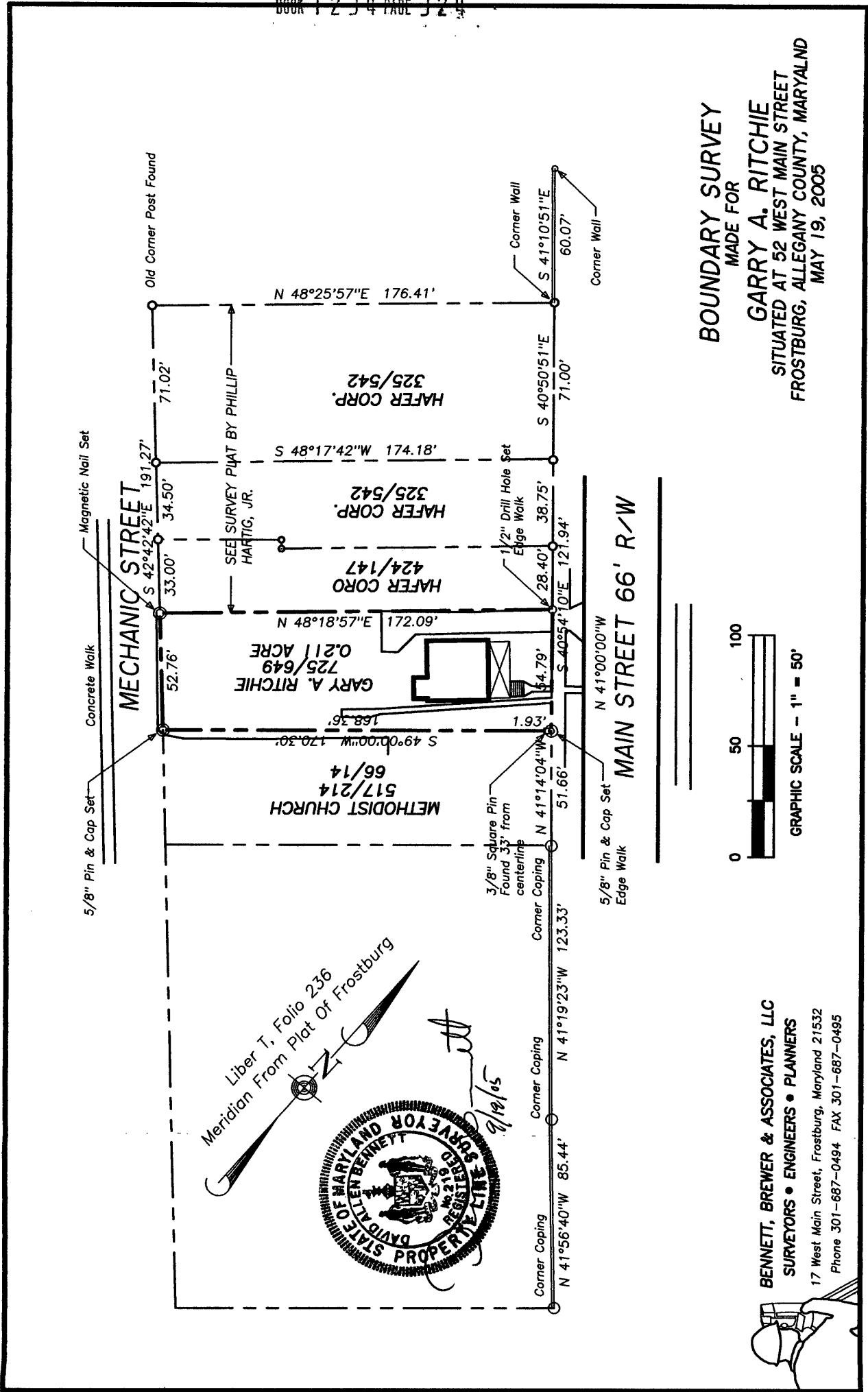


52 W. Main St. – Fence Proposal

**Photos 7 & 8:** Sample of proposed 4' fence with spear tips





























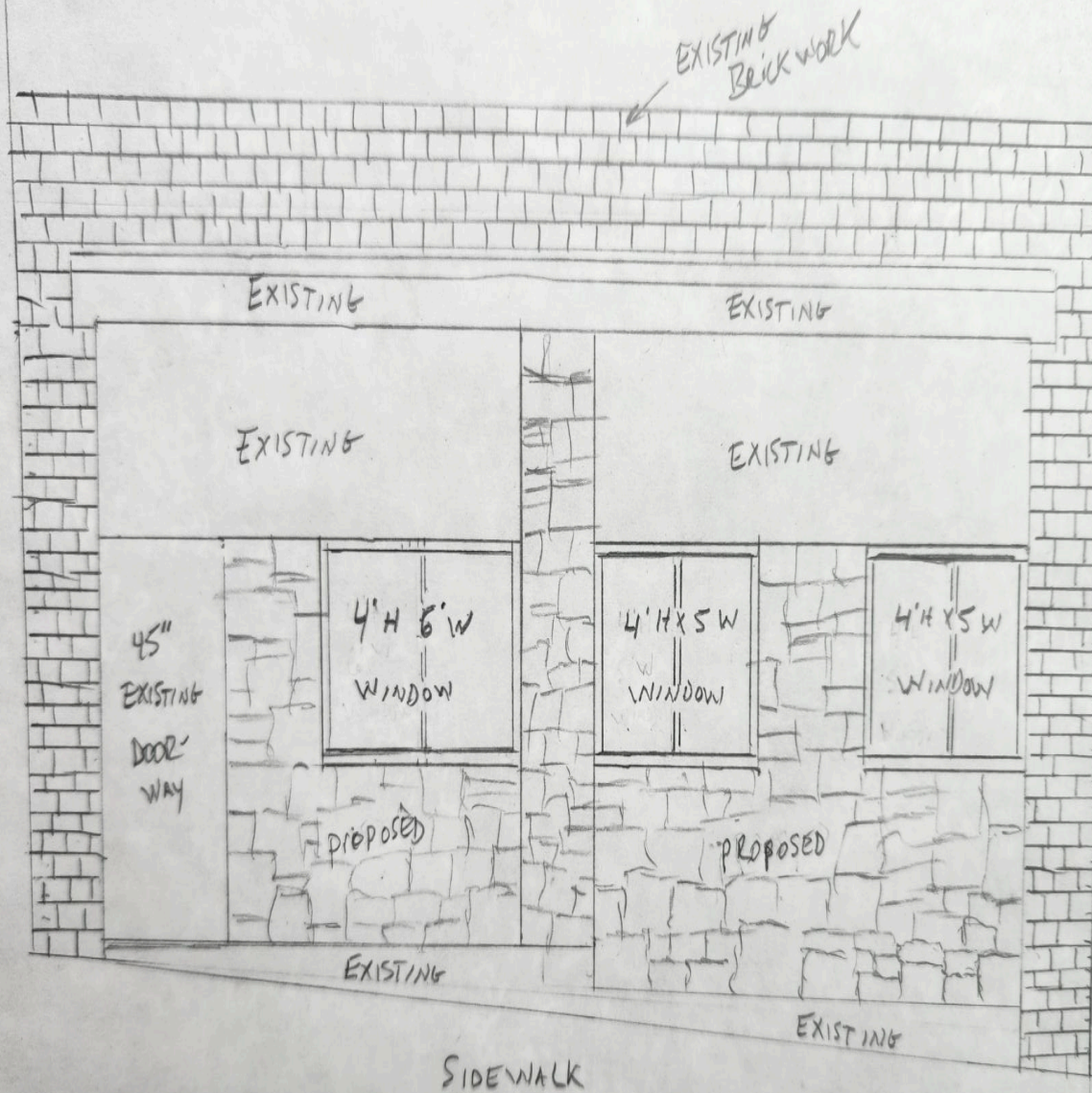












64 E MAIN ST.

SCALE -  $\frac{1}{4}'' = 1'-0''$

*[Signature]*

Lavel Broadwater

301-707-8117 (Cell)











