



# AGENDA

## Historic District Commission Meeting

6:00 PM - Monday, February 14, 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 Daniel Filer
6. REVIEW AND APPROVAL OF THE AGENDA
7. REVIEW AND APPROVAL OF THE MINUTES
  - 7.1. [January 2022 HDC Minutes](#)
8. PROJECT PRESENTATIONS

3 - 5

8.1. **23 E. Main Street - Façade Repairs**

6 - 11

*Matt Brewer: Bennett, Brewer, & Associates*

*\*\*Additional photos and window spec sheets are forthcoming\*\**

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, J.2.c, and J.2.g.

[23 East Main HDC Application](#)

[Facade Repair Invoice - 23 E. Main St](#)

[Facade Photos - Sign band and windows](#)

[Historic Resource Inventory - 23 E Main](#)

9. OLD BUSINESS

10. NEW BUSINESS

10.1. **Staff Approval - Commercial Sign Installation**

12

*167 E. Main Street, DeDi's Kitchen*

[Spec Sheet - Commercial Sign - DeDi's](#)

11. ADJOURNMENT



## MINUTES

### Historic District Commission Meeting

Monday, January 10, 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, January 10, 2022, at 6:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

**PRESENT:** Dawn Hein, Mrs.  
Maureen Brewer, Mrs.  
William Determan, Mr.  
Joseph Hoffman, Dr.  
Robert Rephan, Mr.

**EXCUSED:** Daniel Filer, Mr.

#### 1. CALL TO ORDER

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

5.1. Commissioners Hoffman, Rephan, Brewer, Determan, and Chair Hein were present. Since a quorum was reached, 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 January 2022 agenda as presented. Commissioner Brewer seconded the motion, a vote was taken, and the motion passed unanimously.

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

- 7.1. Commissioner Brewer made a motion to approve the December 2021 meeting minutes as presented. Commissioner Hoffman seconded the motion, a vote was taken, and the motion passed unanimously.

**8. PROJECT PRESENTATIONS**

- 8.1. **26 S. Broadway Alteration - Alteration - Fence Installation**  
*Kathy Stewart Shupe*

Property owners, Mark and Kathy Shupe, were present to request approval for the installation of new vinyl picket fencing in the rear yard of their home at 26 S. Broadway. An aerial view showing the proposed location of the new fencing was presented, along with a contractor estimate showing the fencing material. The property owners described where the gate would be placed in relation to the adjacent alley running along the south side of the property line. The Shupes also noted that they would be demolishing the front picket fencing and replacing it with pressure-treated lumber picket fencing, as close in appearance to the existing fencing as possible.

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

Moved by Dr. Joseph Hoffman, seconded by Mr. William Determan

*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."*

*Commissioner Determan seconded the motion, a vote was taken, and the motion passed unanimously.*

Carried

**9. OLD BUSINESS**

- 9.1. Community Development Director, LJ Bennett, gave a brief reminder that the proposed text amendment to Section 4.1 of the Zoning Ordinance pertaining to the Historic Preservation Overlay District was postponed and will be reviewed and voted upon by the Frostburg Planning Commission on Wednesday, January 12.

9.2. **Staff Update:** Coal Miner Memorial

Community Development Planner, Bethany Fife, described communications with Barb Armstrong on behalf of the Foundation for Frostburg pertaining to the proposed Coal Miner Memorial installation near the Frostburg Depot. At this time, Mrs. Armstrong is awaiting an updated site plan and materials list and is not ready to present the proposal before the Commission at this time; however, the Commissioners should expect to see the updated proposal in February.

**10. NEW BUSINESS**

- 10.1. No new business was brought forward for consideration.

**11. ADJOURNMENT**

- 11.1. Commissioner Rephan made a motion to adjourn. The motion was seconded by Commissioner Determan, and the meeting was adjourned by Chair Hein at 6:25 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: 23 EAST MAIN, LLC

Applicant's Address: 23 EAST MAIN, LLC

Phone Number(s): 301-687-0494

Property Owner Name: SAME

Property Address and Location: SAME

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): RUBY'S INDUSTRIAL CONTRACTING, INC.

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

REPLACE FRONT WINDOW ON 2<sup>ND</sup> FLOOR

REPLACE ALUMINUM SIGN BACKING ON 1<sup>ST</sup> FLOOR

\* WHEN REPAIR IS MADE, KENNY SIGNS  
WILL PUT SIGN LETTERING BACK

Is the property subject to an historic preservation easement?



YES

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



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

01/04/22  
Date

FOR CITY USE ONLY

Approval to be granted by:

☐

FROSTBURG HISTORIC DISTRICT

☐

STAFF

Staff Review:

☐

APPROVED

☐

NOT APPROVED

Staff Reviewer: \_\_\_\_\_

SIGNATURE

Date: \_\_\_\_\_

**Ruby's Industrial Contracting, Inc.**  
**12224 Upper Georges Creek RD, SW**  
**Frostburg, MD 21532**  
**PH 301-689-1990**  
**Fax 301-689-6121**

**Bennett, Brewer & Associates**

**November 8, 2021**

**Attn: Steve Bennett**

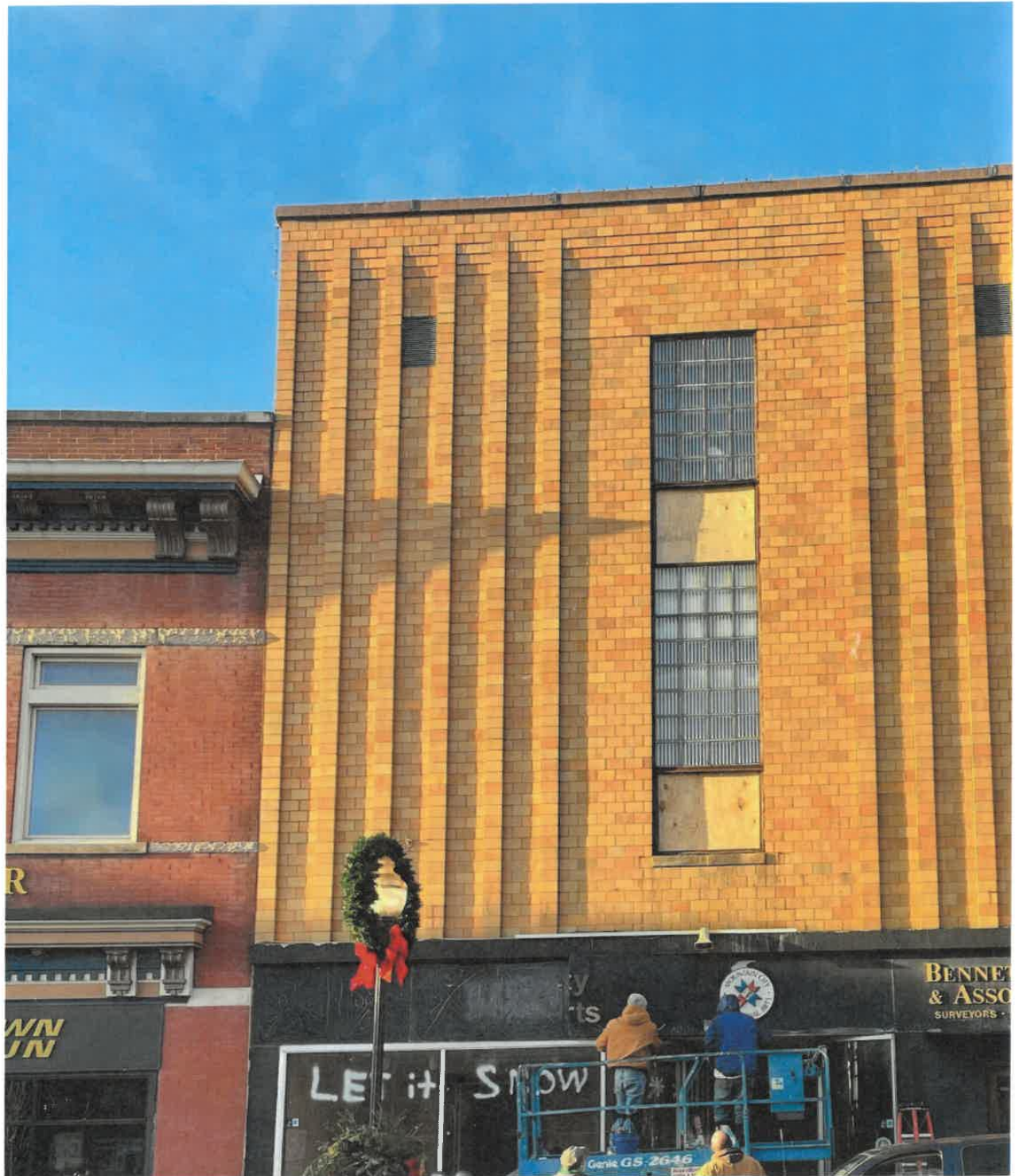
**RE: Main Street Office Building in Frostburg, MD**

**ESTIMATE**

<b>Remove and Install (2) 7700 Double Hung Windows</b>	<b>\$ 2,450.00</b>
<b>Fabricate and install aluminum drip pan with drain hose</b>	<b>\$ 1,500.00</b>
<b>Fabricate, paint Satin black and install aluminum sign</b>	
<b>    Face on front of building – No Letters</b>	<b>\$ 5,250.00</b>
<b>Demo drywall ceiling and lights; Install new drywall,</b>	
<b>    Finish and paint</b>	<b>\$ 2,500.00</b>
<b>Sub Total</b>	<b>\$ 11,700.00</b>
<b>MD Sales Tax</b>	<b><u>702.00</u></b>
<b>Total</b>	<b>\$ 12,402.00</b>

**Submitted by: Andy Ruby**









**FROSTBURG HISTORIC DISTRICT  
Historic Resource Inventory  
2013**

**Address:** 23-25 East Main Street

**Date of Construction:** c.1930

**Status:** C



Image Number: FHD-255, 256 (below)



This is the Hafer Building, long-time home of a furniture store/funeral parlor. The building is distinctive in the historic district, Art Deco in style, built of red brick with a façade of yellow tile. Geometric patterns on the façade are created by corbeled vertical bands of tile and a corbel table near the roofline. Centered on the upper façade is a flat-topped opening penetrated by glass block and a 1/1 window on each of the upper floors. The storefront has been sensitively remodeled, retaining the traditional window-to-wall ratio.



**48" circle**  
**1/2" PVC Signboard**  
**Matte Finish Print**  
**Six #10 Wood Screws per sign fastened to exterior of building.**

