



# AGENDA

## Historic District Commission Meeting

6:00 PM - Monday, November 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

5.1. 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. [September 2022 HDC Minutes](#)

3 - 5

8. PROJECT PRESENTATIONS

8.1. **133 E. Main Street - Proposed Rear Fencing Installation**

6 - 11

*Presented by property owner, Kevin McKenzie*

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.

[133 E. Main Street HDC Application](#)

[133 E. Main Street Proposed Fence Location](#)

[Existing Conditions - 133 E. Main Street](#)

[Existing Conditions - 133 E. Main Street](#)

[Existing Conditions - 133 E. Main Street](#)

9. OLD BUSINESS

9.1. **45 Ormand Street Update**

10. NEW BUSINESS

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

12 - 13

*48 Tarn Terrace - Peace Healthcare*

[Peace Healthcare Banner](#)

10.2. **Staff Approval - Commercial Sign Updates**

14

*4 S. Broadway - Gonzaga Health*

[Gonzaga Sign](#)

10.3. **Staff Approval - Commercial Sign Updates**

15

*27 E. Main Street - Greyy Mist Shoppe & Studio*

[Greyy Mist Shoppe Awning Relettering](#)

11. ADJOURNMENT



## MINUTES

### Historic District Commission Meeting

Monday, September 12, 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, September 12, 2022, at 6:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

**PRESENT:** Dawn Hein,  
Maureen Brewer,  
William Determan,  
Robert Rephan

**EXCUSED:** Joseph Hoffman, Dr.  
Daniel Filer

#### 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, William Determan, Robert Rephan, and Maureen Brewer were present. Vice Chair Joseph Hoffman 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. Commissioner Brewer made a motion to approve the agenda. The motion was seconded by Commissioner Determan, a vote was taken, and the motion passed unanimously.

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

- 7.1. Commissioner Determan made a motion to approve the minutes from the August 2022 meeting as presented. The motion was seconded by Commissioner Brewer, a vote was taken, and the motion passed unanimously.

**8. PROJECT PRESENTATIONS**

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

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

Tom Farrell, President and Owner of Cumberland-based CHS Contracting, presented a proposal on behalf of his client, the owner of 101 E. Main Street, for the installation of a metal pitched roof to cover the existing wooden rear deck. Currently, the structure is outfitted with the decking framework, but additional features, such as a roof, porch railing spindles, and stairway spindles, are proposed to be added.

Chair Hein inquired how the roof would be pitched, and Mr. Farrell clarified that the top of the roofline would be placed just under the third-story window. The roof would contain a cantilevered piece to cover the existing stairwell, and would contain a 12" overhang on the side of the deck facing Maple Street, and a 12" overhang facing the rear parking area. The eastern side of the structure would not contain an overhang, as it directly abuts a neighboring property.

The Commissioners inquired whether the open space under the deck would be enclosed or screened, and Mr. Farrell stated that he would make that recommendation to his client.

With no further discussion, Commissioner Determan made a motion to approve the project as presented. The motion was seconded by Commissioner Rephan, a vote was taken, and the project was unanimously approved.

Moved by William Determan, seconded by Robert Rephan

*Commissioner Determan made a motion to approve the project presentation, 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**



9.1. **45 Ormand Street**

Staff gave an update on the property at 45 Ormand Street, which was acquired by the City of Frostburg through the tax sale certificate foreclosure process. Upon acquisition, a lot line issue was discovered in which the City learned that the property sits on land owned by Mr. and Mrs. Seminerio. The City is currently under contract with the Seminerios, and the property will be transferred after the structure has been demolished. The City has opted for demolition, as the property has been subject to ongoing code enforcement violations due to both exterior and interior conditions. The property, while located within the outermost boundary of the Historic District, is a noncontributing resource to the District, and demolition has been determined the best method of curtailing its blighting effect on the surrounding neighborhood.

10. **NEW BUSINESS**

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

Staff updated the Commission on an active Facade Improvement & ADA Upgrades grant program currently being offered by the City of Frostburg. This program provides eligible applicants with matching funds for facade repairs and projects that enhance ADA accessibility. Commissioner Brewer recommended a few minor edits to the application packet.

On an unrelated note, Chair Hein notified the Commission of a Cemetery Preservation training program and asked that staff distribute information about the trainings to the Commissioners via email.

11. **ADJOURNMENT**

Commissioner Rephan made a motion to adjourn, which was seconded by Commissioner Determan. Chair Hein officially adjourned the meeting at 6:33 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: Kevin McKenzie  
Applicant's Address: 19731 National Hwy. N.W. Frostburg Md  
Phone Number(s): 301-689-1829 240-727-1380  
Property Owner Name: Kevin McKenzie  
Property Address and Location: 133 East Main Street  
Frostburg MD 21532

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

Work to be performed:

☐ PLANS – Architect, Engineer, or Other: \_\_\_\_\_  
☐ DEMOLITION - Contractor: \_\_\_\_\_  
☒ RENOVATION/CONSTRUCTION – Building Contractor(s): Installing  
materials myself.

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

Install Chain Link Fence at wall  
between (133-135 E Main Str.) and 7-11.

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 NOV. 14 at 6:00, 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.*

Alvin E. H. Heji  
Signature

Oct. 31, 2022  
Date

FOR CITY USE ONLY

Approval to be granted by:



FROSTBURG HISTORIC DISTRICT



STAFF

Staff Review:



APPROVED

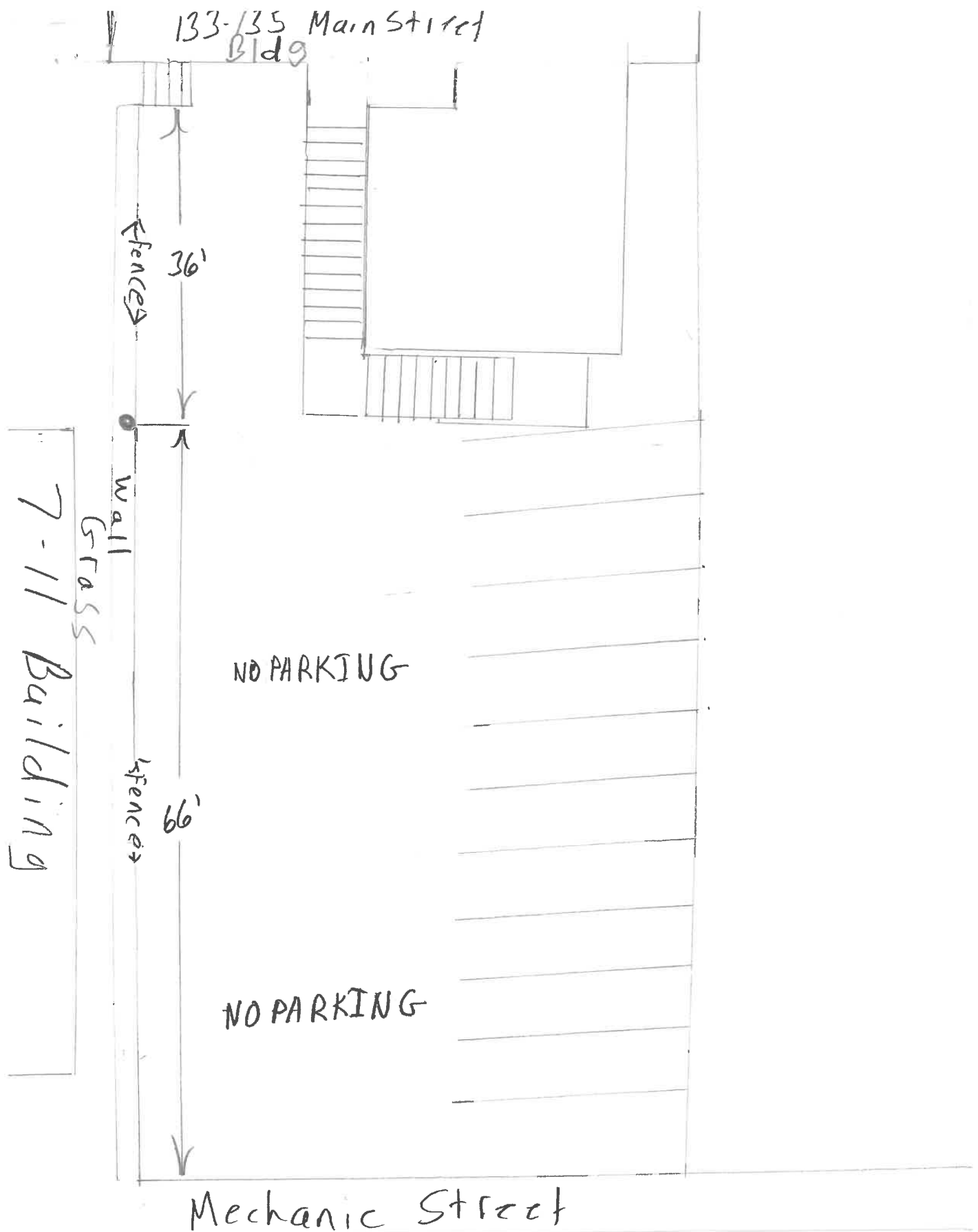


NOT APPROVED

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

SIGNATURE

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







07/10/2022 02:50 PM









07/10/2022 02:50 PM



KS-REV2

Building Sign

thinkGREEN



3' x 20' banner mounted to side of canopy

[kensign.com](http://kensign.com) | [electriciansignpros.com](http://electriciansignpros.com)

**UL LISTED**  
MANUFACTURER  
AND INSTALLER

**USSC**  
UNITED STATES  
SIGN COUNCIL

Job: Peace Healthcare Frostburg	Signature: _____	Comments: _____
Revision#: 2	Print Name: _____	_____
Date: 9-13-22	Title: _____	_____
	Date: _____	_____



**DESIGN  
BUILD  
INSTALL  
REPAIR**

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