



MAYOR AND CITY COUNCIL OF FROSTBURG

Mayor W. Robert Flanigan

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

AGENDA

MAYOR AND COUNCIL MEETING

Thursday, February 17, 2022 at 7:00 PM

Frostburg Municipal Center Meeting Room - 37 Broadway

Page

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FROSTBURG BLESSING
4. ROLL CALL
5. APPROVAL OF THE AGENDA
6. APPROVAL OF THE MINUTES
 - 6.1. Minutes from the January Council Meeting. 3 - 15

Motion and Second to Approve the Minutes for the January Council Meeting.

[Mayor and Council Meeting - 18 Jan 2022 - Minutes - Pdf](#)
7. SPECIAL PRESENTATIONS AND REQUESTS
8. MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS
 - 8.1. Monthly Reports of the City Departments 16 - 67

Motion and Second to Approve Monthly Reports of the City Departments; Vote of the Mayor and City Council.

[January 2022 Monthly Report](#)
9. PUBLIC HEARINGS
 - 9.1. Combined Sewer Overflow Monthly Public Hearing. Hayden Lindsey, Director of Public Works
 - 9.2. **ORDINANCE 2022-01** Town and Gown Committee: removing sunset provisions, administrative changes. Elizabeth Stahlman, City Administrator. 68 - 71

[Ordinance 2022-01 Town Gown](#)

 - 9.3. **ORDINANCE 2022-02** To amend the Zoning Ordinance to update regulations for Bed and Breakfasts and include provisions for short-term vacation rentals. L.J. Bennett, Director of Community Development 72 - 88

[2022-02 B&B & Short-Term Rentals](#)

[2022-02 - Exhibit A](#)

[2022-02 - Exhibit B](#)

[2022-02 6.12.A - Off-Street Parking Requirements](#)

 - 9.4. **ORDINANCE 2022-03** To amend the Zoning Ordinance to update regulations for the Historic Preservation Overlay District. L.J. Bennett, Director of Community Development 89 - 101

[2022-03 Historic Pres. Overlay Dist.](#)

[2022-03 Exhibit A and B](#)

10. OLD BUSINESS

- 10.1. **ORDINANCE 2022-01** Town and Gown Committee: removing sunset provisions, administrative changes. Elizabeth Stahlman, City Administrator.

Motion and Second to Approve Ordinance 2022-01 on second reading; Vote of the Mayor and City Council.

- 10.2. **ORDINANCE 2022-02** To amend the Zoning Ordinance to update regulations for Bed and Breakfasts and include provisions for short-term vacation rentals. L.J. Bennett, Director of Community Development

Motion and Second to Approve Ordinance 2022-02 on second reading; Vote of the Mayor and City Council.

- 10.3. **ORDINANCE 2022-03** To amend the Zoning Ordinance to update regulations for the Historic Preservation Overlay District. L.J. Bennett, Director of Community Development

Motion and Second to Approve Ordinance 2022-03 on second reading; Vote of the Mayor and City Council.

11. NEW BUSINESS

- 11.1. **RESOLUTION 2022-03** Approve Lighting Agreement with Potomac Edison for a term of 10 years, at no additional cost to City. Hayden Lindsey, Director of Public Works 102

Motion and Second to Approve Resolution 2022-03; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-03 Potomac Edison Street Lighting Agreement](#)

- 11.2. **RESOLUTION 2022-04** Appoint member to the Frostburg Housing Authority 103

Motion and Second to Approve Resolution 2022-04; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-04 Housing Authority Appointment](#)

- 11.3. **RESOLUTION 2022-05** Appoint members to the Frostburg Recreation Commission. 104

Motion and Second to Approve Resolution 2022-03; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-05 Rec Commission Appointments](#)

12. REPORT OF THE FROSTBURG POLICE DEPARTMENT
Chief Nicholas Costello

13. OPEN PUBLIC COMMENT

14. ADJOURNMENT

REMINDER

Special Work Session to Discuss ARPA Funding: Monday, February 28, 3 pm, 37 Broadway



MINUTES

Mayor and Council Meeting

Tuesday, January 18, 2022 - 7:00 PM
Frostburg Municipal Center Meeting Room - 37 Broadway

The Mayor and Council Meeting of the City of Frostburg was called to order on Tuesday, January 18, 2022, at 7:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

PRESENT: Adam Ritchey, Commissioner of Public Works
Donny Carter, Commissioner of Finance
Kevin Grove, Commissioner of Public Safety
Nina Forsythe, Commissioner of Water, Parks, and Recreation
W. Robert Flanigan, Mayor

EXCUSED:

Page

1 CALL TO ORDER

2 PLEDGE OF ALLEGIANCE

3 FROSTBURG BLESSING

4 ROLL CALL

5 APPROVAL OF THE AGENDA

6 APPROVAL OF THE MINUTES

a) Minutes from the December Council Meeting.

5 - 9

Moved by Commissioner of Water, Parks, and Recreation Nina Forsythe,
seconded by Commissioner of Public Safety Kevin Grove

Motion and Second to Approve the Minutes for the December Council Meeting.

Carried

[Mayor and Council Meeting Minutes 12-16-21](#)

7 SPECIAL PRESENTATIONS AND REQUESTS

8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

- a) Monthly Reports of the City Departments

Moved by Commissioner of Finance Donny Carter, seconded by
Commissioner of Public Works Adam Ritchey

*Motion and Second to Approve Monthly Reports of the City Departments; Vote
of the Mayor and City Council.*

Carried

- b) FY 23 Budget Preparation Schedule. Commissioner Donny Carter

9 PUBLIC HEARINGS

- a) Combined Sewer Overflow Monthly Public Hearing - Hayden Lyndsey, Director
of Public Works gave the monthly report as required by law.

10 OLD BUSINESS

11 NEW BUSINESS

- a) **ORDINANCE 2022-01** Town and Gown Committee: removing sunset
provisions, administrative changes. Elizabeth Stahlman, City Administrator.

Moved by Commissioner of Public Safety Kevin Grove, seconded by
Commissioner of Water, Parks, and Recreation Nina Forsythe

*Motion and Second to Approve the Ordinance on First Reading, and set the
February 17, 2022 Council Meeting as an advertised Public Hearing; PUBLIC
COMMENT; Vote of the Mayor and City Council.*

Carried

- b) **ORDINANCE 2022-02** To amend the Zoning Ordinance to update regulations
for Bed and Breakfasts and include provisions for short-term vacation rentals.
L.J. Bennett, Director of Community Development

Moved by Commissioner of Finance Donny Carter, seconded by
Commissioner of Public Works Adam Ritchey

*Motion and Second to Approve the Ordinance on First Reading, and set the
February 17, 2022 Council Meeting as an advertised Public Hearing; PUBLIC
COMMENT; Vote of the Mayor and City Council.*

Carried

- c) **ORDINANCE 2022-03** To amend the Zoning Ordinance to update regulations for the Historic Preservation Overlay District. L.J. Bennett, Director of Community Development

Moved by Commissioner of Water, Parks, and Recreation Nina Forsythe, seconded by Commissioner of Public Safety Kevin Grove

Motion and Second to Approve the Ordinance on First Reading, and set the February 17, 2022 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

- d) **RESOLUTION 2022-01** Amend the FY 22 Budget mid-year. Elaine Jones, CPA, Director of Finance 10 - 12

Moved by Commissioner of Finance Donny Carter, seconded by Commissioner of Public Works Adam Ritchey

Motion and Second to Approve Resolution 2022-01; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-01 Amend FY 21-22 budget](#)

- e) **RESOLUTION 2022-02** Authorize a contract for the purchase of 167 Bowery Street. Elizabeth Stahlman, City Administrator 13

Moved by Commissioner of Public Works Adam Ritchey, seconded by Commissioner of Finance Donny Carter

Motion and Second to Approve Resolution 2022-02; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-02 167 Bowery St. Purchase](#)

12 REPORT OF THE FROSTBURG POLICE DEPARTMENT

Chief Nicholas Costello gave the December 2021 monthly report

- a) 2021 Annual Report of the Frostburg Police Department

13 OPEN PUBLIC COMMENT

14 ADJOURNMENT

There being no further business the meeting was adjourned at 7:13 pm.

Mayor and Council Meeting
January 18, 2022

Mayor

City Administrator



MINUTES

Mayor and Council Meeting

Thursday, December 16, 2021 - 7:00 PM
Frostburg Municipal Center Meeting Room - 37 Broadway

The Mayor and Council Meeting of the City of Frostburg was called to order on Thursday, December 16, 2021, at 7:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

PRESENT: Adam Ritchey, Commissioner of Public Works
Donny Carter, Commissioner of Finance
Kevin Grove, Commissioner of Public Safety
Nina Forsythe, Commissioner of Water, Parks, and Recreation
W. Robert Flanigan, Mayor

EXCUSED:

Page

1 CALL TO ORDER

2 PLEDGE OF ALLEGIANCE

3 FROSTBURG BLESSING

4 ROLL CALL

5 APPROVAL OF THE AGENDA

6 APPROVAL OF THE MINUTES

- a) Minutes from the November Council Meeting.

Moved by Commissioner of Water, Parks, and Recreation Nina Forsythe,
seconded by Commissioner of Public Safety Kevin Grove

Motion and Second to Approve the Minutes for the November Council Meeting.

Carried

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b) **SUMMARY OF CLOSED SESSION HELD ON NOVEMBER 15, 2021**

1. *Statement of the time, place, and purpose of the closed session:*

Time of closed session: 4:27 pm

Place (location) of closed session: 37 Broadway, Frostburg, MD, Room 100

Purpose of the closed session: To discuss the contract provisions of the City Administrator and discuss offers on real estate to be made by the City.

2. *Record of the vote of each member as to closing the session:*

Names of members voting aye: Forsythe, Ritchey, Carter, Grove, Flanigan

Members opposed: none Abstaining: none

3. *Statutory authority to close session:*

This meeting was closed under the following provisions of General Provisions
Art. § 3-305(b):

- o *Topic #1: § 3-305(b) (3) Topic #2: § 3-305(b) (1)*

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: Real estate transaction	Council, H. Lindsey, E. Jones, E. Stahlman	Stahlman may make offers to owners
#2: Compensation/contract provisions	Council, E. Stahlman	OK for Resolution to amend contract provisions at Council Meeting

7 SPECIAL PRESENTATIONS AND REQUESTS

- a) AFHNA Pollinator Resolution

8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

- a) Special Yard Waste and Garbage Collections for 2022. Commissioner Adam Ritchey.
- b) Change of Date for January 2022 Council Meeting due to conflict with PACE event in Annapolis to TUESDAY, JANUARY 18 at 7 PM.

c) Monthly Reports of the City Departments

Moved by Commissioner of Finance Donny Carter, seconded by
Commissioner of Public Works Adam Ritchey

*Motion and Second to Approve Monthly Reports of the City Departments; Vote
of the Mayor and City Council.*

Carried

9 PUBLIC HEARINGS

- a) Combined Sewer Overflow Monthly Public Hearing-Hayden Lyndsey, Director
of Public Works gave the monthly report as required by law.

10 OLD BUSINESS

11 NEW BUSINESS

- a) **RESOLUTION 2021-60** Authorize Contract with SPECS, Inc. for the
Engineering services for CSO Elimination Project Phase X-A. Hayden
Lindsey, Director of Public Works 6

Moved by Commissioner of Public Works Adam Ritchey, seconded by
Commissioner of Public Safety Kevin Grove

*Motion and Second to Approve Resolution 2021-60; PUBLIC COMMENT; Vote
of the Mayor and City Council.*

Carried

Res. 2021-60 CSO Project X-A

- b) **RESOLUTION 2021-61** Approve request to waive open container law for the
Cocoa Crawl Event. Elizabeth Stahlman, City Administrator 7

Moved by Commissioner of Public Safety Kevin Grove, seconded by
Commissioner of Water, Parks, and Recreation Nina Forsythe

*Motion and Second to Approve Resolution 2021-61; PUBLIC COMMENT; Vote
of the Mayor and City Council.*

Carried

Res. 2021-61 Temp Repeal Open Container

- c) **RESOLUTION 2021-62** Approve the purchase of a Ford F-250 in lieu of previously approved Ram 2500 for the Water Department. Elizabeth Stahlman, City Administrator. 8

Moved by Commissioner of Water, Parks, and Recreation Nina Forsythe, seconded by Commissioner of Public Safety Kevin Grove

Motion and Second to Approve Resolution 2021-62; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2021-62 Equity Lease of a Vehicle

- d) **RESOLUTION 2021-63** To Authorize the City Administrator to execute Participation Plans recommended by the City Attorney and Opioid Litigation Team in various settlements as part of the ongoing Opioid Litigation. Elizabeth Stahlman, City Administrator. 9

Moved by Commissioner of Finance Donny Carter, seconded by Commissioner of Public Works Adam Ritchey

Motion and Second to Approve Resolution 2021-63; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2021-63 Opioid Litigation

12 REPORT OF THE FROSTBURG POLICE DEPARTMENT

Chief Nicholas Costello gave the November 2021 report.

13 STATEMENT FROM THE FROSTBURG FIRE DEPARTMENT

Chief Matt McMorran announced that this will be his last meeting as Fire Chief. Nick Green will be appointed as next year's Chief. Chief McMorran stated that he will be a Logistics Chief. He made the announcement that he will be running for Public Safety Commissioner.

14 OPEN PUBLIC COMMENT

There were none.

15 ADJOURNMENT

There being no further business the meeting was adjourned at 7:22 pm.



Mayor

Mayor and Council Meeting
December 16, 2021


City Administrator

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RESOLUTION 2022-01

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING AN AMENDMENT TO THE FISCAL YEAR 2021-2022 BUDGET.

WHEREAS, The Mayor and Council approved the Operating Budget for Fiscal Year 2021/2022 in May 2021; and,

WHEREAS, During the course of the first half of Fiscal Year 2021/2022 certain revenues and expenses occurred that were not known at the time the budget was developed and approved or were otherwise affected by the ARPA funds; and,

WHEREAS, The Director of Finance has presented a proposed Budget Amendment that details the changes known as of the mid-point of the budget year to the Council for consideration.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby approve a Budget Amendment to the Fiscal 2021/2022 Operating Budget, which Amendment is attached hereto and made a part hereof this Resolution.

ADOPTED this 18th day of January, 2022.

Frostburg Mayor and Council

BY


W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

**CITY OF FROSTBURG
OPERATING BUDGET - PROPOSED AMENDMENTS
FOR THE YEAR ENDING JUNE 30, 2022**

Account	Account Description	Original Budget	Proposed Amendment	Amended Budget
Corporate Fund Revenues				
01-000-4002	PUBLIC UTILITY TAXES	\$ 140,000	\$ 60,000	\$ 200,000
01-000-4021	ADMISSION TAXES	100	15,000	15,100
01-000-4041	PARKING METERS	8,000	10,000	18,000
01-000-4045	FINES & FORFEITURES	11,000	4,000	15,000
01-000-4046	METER VIOLATIONS	400	1,600	2,000
01-000-4051	BUILDING PERMITS	1,000	1,500	2,500
01-000-4056	COMM DEV GRANT REVENUE	75,000	85,000	160,000
01-000-4304	MISCELLANEOUS REVENUE	3,000	110,000	113,000
01-000-4306	PROJECT REIMBURSEMENT	24,500	236,000	260,500
01-000-4315	PROCEEDS FROM FUND BALANCE	157,435	(157,435)	-
01-000-4317	SPECIAL REVENUE	-	672,000	672,000
01-000-4600	INTEREST INCOME	-	10,000	10,000
	Net Increase in Corporate Fund Revenue		\$ 1,047,665	
Corporate Fund Expenses				
<u>Administrative</u>				
01-110-5000	SALARIES	\$ 140,000	\$ 32,000	\$ 172,000
01-110-5001	SALARIES - BONUS	-	19,500	19,500
01-110-5010	SOCIAL SECURITY	10,700	3,900	14,600
01-110-5050	RESERVE FOR CONTINGENCIES	6,000	8,265	14,265
01-110-5230	COMPUTER EXP	10,000	7,500	17,500
01-110-5232	IT LICENSING AND FEES	20,000	5,000	25,000
01-110-5807	CAPITAL OUTLAY	-	175,000	175,000
<u>Community Development</u>				
01-130-5322	PLANNING	35,000	85,000	120,000
<u>Code Enforcement</u>				
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	6,500	16,000	22,500
<u>Public Works Admin</u>				
01-150-5342	PUBLIC WORKS	1,000	1,000	2,000
<u>Public Works - Street</u>				
01-170-5100	INSURANCE - AUTO	5,100	1,500	6,600
01-170-5713	STREET EQUIPMENT MAINTENANCE	74,000	20,000	94,000
01-170-5716	STREET SHOP EQUIPMENT	30,000	520,000	550,000
01-170-5800	CAPITAL OUTLAY	60,000	40,000	100,000
01-170-5861	STREET PAVING	135,000	60,000	195,000
<u>Recreation</u>				
01-180-5800	CAPITAL OUTLAY	-	53,000	53,000
	Net Increase in Corporate Fund Expenses		\$ 1,047,665	

**CITY OF FROSTBURG
OPERATING BUDGET - PROPOSED AMENDMENTS
FOR THE YEAR ENDING JUNE 30, 2022**

Account	Account Description	Original Budget	Proposed Amendment	Amended Budget
Water Fund Revenue				
02-000-4317	SPECIAL REVENUE	\$ -	\$ 442,000	\$ 442,000
02-000-4402	SALE OF METERS	2,400	2,150	4,550
	Net Increase in Water Fund Revenue		444,150	
Water Fund Expenses				
<u>Water - Filtration</u>				
02-192-5522	PURIFICATION PLANT MAINTENANCE	40,000	250,000	290,000
<u>Water - Supply</u>				
02-194-5506	HYDRO FACILITY EXPENSE	5,000	3,000	8,000
<u>Water - Distribution</u>				
02-196-5050	RESERVE FOR CONTINGENCIES	-	9,600	9,600
02-196-5191	COMMUNICATIONS	9,200	5,000	14,200
02-196-5700	DISTRIBUTION EXPENSE	90,000	20,000	110,000
02-196-5702	EQUIPMENT MAINTENANCE	5,000	1,550	6,550
02-196-5703	FIRE HYDRANTS EXPENSE	5,000	5,000	10,000
02-196-5740	METERS EXPENSE	40,000	150,000	190,000
	Net Increase in Water Fund Expenses		444,150	
Sewer Fund Revenues				
03-000-4317	SPECIAL REVENUE	-	600,000	600,000
03-000-4530	PROJECT REIMBURSEMENTS	211,000	(211,000)	-
	Net Increase in Sewer Fund Revenues		389,000	
<u>Sewer - Operating</u>				
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	258,000	389,000	647,000
	Net Increase in Sewer Fund Expenses		389,000	
Piney Surcharge Revenue				
04-000-4317	SPECIAL REVENUE	-	50,000	50,000
	Net Increase in Piney Surcharge Revenue		50,000	
Piney Surcharge Expenses				
04-200-5802	CAPITAL REPAIRS	49,700	50,000	99,700
	Net Increase in Piney Surcharge Expenses		50,000	

Note: Only accounts impacted by proposed budget amendments are presented. For the complete

RESOLUTION 2022-02

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG APPROVING THE PURCHASE OF A PROPERTIES ON BOWERY STREET AS THE REAL ESTATE IS REQUIRED FOR ROUNDABOUT CONSTRUCTION

WHEREAS, The City of Frostburg has been pursuing the construction of a roundabout with ARC Access Road Funds to improve the flow, safety, and appearance of the intersection at Braddock Road, Park Lane, and Bowery and Center Streets; and,

WHEREAS, The roundabout will serve as a “gateway” from I-68 to Main Street by way of Frostburg State University and the infrastructure improvements will facilitate economic development along the Center Street corridor; and,

WHEREAS, The property located at 167 Bowery Street is in close proximity to the intersection and is needed in order to construct the roundabout; and,

WHEREAS, The City anticipates Allegany County through their Community Enhancement Program will reimburse the City fully for the acquisition plus an additional \$12,000 toward demolition.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby approve the purchase of 167 Bowery Street for the appraised value of \$113,000 plus any closing costs and to authorize the Mayor or City Administrator to sign all related documents.

ADOPTED this 18th day of January, 2022.

Frostburg Mayor and Council

BX 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

City of Frostburg
Monthly Reports



For the month of January 2022
Reports from the Departments of:

Community Development
Finance
Grants
Parks and Recreation
Police
Street
Water

CITY OF FROSTBURG

Monthly Report: Community Development Department

For the Month of: January 2022

Submitted by: L.J. Bennett, Community Development Director, Taylor Richards, Rental Housing Program Coordinator, Bethany Fife, Planner

Permits

Please see attached permit report.

Rental Housing & Code Enforcement

Rental Housing:

- License submission reminders were sent to all rental owners and agents advising that the first License deadline of February 1 was approaching. All owners were given the option to request an extension through April 1, 2022 and advised it must be submitted with their License for by February 1, 2022.
- 131 Maple Street – Garage fire occurred, was contained and put out. A wood burner was installed unbeknownst to the property owner or manager. The property manager advised it was disconnected and the tenants were advised to use only the approved heat source provided.
- 167 Maple Street – Fire Dept. and Police were called for potential life-safety hazard at the property. The issues present were clutter, lack of heat due to clutter and items being stored too closely to the heaters, overloaded electrical sockets and 1 failing smoke alarm. The smoke alarm and heaters have been fixed except 1 heating unit on the second story. Parts have been ordered to fix the element.
- 123 Bowery Street – Fire Dept. was alerted to alarm. No issue present. Owner was advised to secure property after Fire Dept. had to let themselves in.
- Combined effort with Code Enforcement was made for non-compliant properties.
- Compliance was confirmed by RH and CE for transfers per our Finance Department's request for property transfers.
- Updates have been made to all systems reflecting property transfers and changes.
- The team at iWorQ is still in the process of getting the Licensing portion of the program up and running. However, inspection notices are anticipated to go out the second week of February and will continue to go out throughout the year until all inspection cycles are caught up with where they were prior to the Covid-19 pandemic.

Code Enforcement

- Detailed code enforcement action reports are attached.
- 205 McCulloh Street Nuisance Property: **CD Director was in communication with property owner, but owner has since vacated the premises and is now residing with relatives elsewhere in the City. Exterior cleanup on the front porch and front yard areas have begun. Staff continues to work with the mortgage servicing company to achieve compliance.**
- 216 W. First Street/Nuisance Property/Condemnation: **CD staff are in receipt of engineer-stamped renovation plans, plan review has been completed, and the renovation permit will be issued upon receipt of payment from the applicant.**
- SE Spring Street/Nuisance Property/Condemnation: **No status change since last report. However, a local realtor, Doug Macy, is working with clients who may be interested in the property.**

Boards and Commissions

- *Historic District Commission* – The Historic District Commission met virtually via Zoom on Monday, January 10, to review a proposal for a rear yard fencing installation at 26 Broadway, which was passed unanimously.
- *Planning Commission* – The Frostburg Planning Commission met on Wednesday, January 12, to review and vote on the final versions of two text amendments to the Frostburg Zoning Ordinance, one for Section 4.1, which pertains to the Historic Preservation Overlay District, and another for Section 8.4, which pertains to Bed and Breakfasts and short-term vacation rentals. Both text amendments were passed unanimously and received a preliminary review by the Mayor and Council at their January Work Session.
- *Board of Zoning Appeals* – The Board of Zoning Appeals did not hold any public hearings in January due to no applications received.

Planning & Economic Development:

Routine attendance at monthly Board of Directors for meetings for Frostburg First. Community and Economic Development updates provided. Community Development Staff also serves on the Arts and Entertainment District Committee for Frostburg First. CD Staff has also been recruited to sit as Co-Chair on the Advisory Board and has actively assisted Frostburg First President Jenni Georgeson to conduct outreach to fill the Advisory Board with a diverse group of stakeholders to guide the corporation.

Routine attendance at the Allegany County Economic Development Roundtable initiated. No meetings held since Mr. Hildreth's departure from Allegany County Government. Regular updates and contacts provided to both Jeff Barclay of Allegany County and Deirdre Robertson of Frostburg First.

Subdivision and Land Use Regulations under review for rewrite and update by Planning Commission and CD Director. Completion of this document expected to be done in house and without consultation. Protection and maintenance of water taps discussed among Finance and Public Works departments and noted for update not only in S & LD Regulations, but also Article 6 of City Code.

Comprehensive Plan and Housing Element: Due in 2021, staff is attending MDP webinars in preparation for this update. Staff is actively working with MDP for support in this initiative since the budget drain for the consulting line item due to COVID-19 wiped out any possibility of consultation in 2020. Budget for next fiscal year includes a budget for consultation, and RFP documents are in preparation.

Ongoing Subdivision development occurring at Prichard Farms and Sand Spring Run Phase 1 as well as Phase 2. Ongoing coordination with Public Works and Allegany County on Connection Permits and addressing, respectively.

Ongoing development in the Industrial Park: Berkeley Springs Instruments (BSI) is complete and the water/sewer connection permits have been issued. Use and Occupancy has also been issued for BSI operations. The 58,000 SF addition to Sierra Hygiene is underway. Final plans for Smitty's fuel stop are on hold. We worked in conjunction with Allegany County to determine potential needs for stop lighting and intersection improvements at Rte. 36 and Village Parkway. An updated traffic study for a signal light warrant has been completed by Bennett, Brewer and Associates and no current warrants for signal lighting have been satisfied.

Community Development staff met with Grants Manager, Laura Michael, and has agreed to take over the DHCD Community Legacy grant application and management process to continue to develop façade and building improvement grant opportunities for our business district. We are currently in contact with our Regional Project Manager and working toward reimbursements.

Community Development Director participating in an Enterprise Zone Work Group led by Delegate Julie Palakovich Carr to determine how well the program is working, if it should be consolidated with another economic development program, or if it should remain as an independent credit. Or, should the income tax credit continue unchanged,

be reformed, eliminated, or consolidated with another credit. And, many other questions have arisen for consideration. Meetings are held once a month and updates will continue in this format. A legislative proposal is pending.

Collaboration underway with Allegany Arts Council, Allegany County Tourism, and Frostburg First to improve the Depot Gateway to the Business District. Application for funds made to DHCD, and Frostburg First is applying MSAC funds. Improvements currently based on public art projects including stenciling the sidewalk up to the business district with a timeline of Frostburg's history, improving way finding signage toward the business district, updating the "phone booth" adjacent to the turntable, and muralizing the wall below the Shogun rear deck area. Future plans include determining the best route to improve the rear deck area and building façade at the Shogun location.

CD Staff currently implementing software from iWorQ for web based tracking of permits, code enforcement, and rental housing. Software capabilities include, tracking processes, documenting requirements for inspections and follow ups, and generating notifications. CD and Finance are working out online payment options and reporting.

Attended Dunkin Donuts Grand Opening in LaVale, Saturday, January 22, 2022. Spoke with owner Mr. Parmar who advised engineered plans for the Frostburg location are in the works. Subsequently, spoke with the engineer who advised more demolition than was previously thought would be required. Communication with Cliff Bennett of MEGCO to determine extent of demolition and required inspections.



Case Activity Report

01/01/2022 - 01/31/2022

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
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Group: Issue Citation

1/5/2022	12/25/21	6 CHESTNUT ST	Fridge on front porch	Issue Citation	Citation Issued

Group Total: 1

Group: Phone Call/Email

1/3/2022	1/10/22	127 CENTER ST	Trash located in rear and side of property	Phone Call/Email	Verbal Warning
1/6/2022	12/29/2021	53 BOWERY ST	Pool installed without a permit or fencing	Phone Call/Email	On Hold
1/31/2022		143 BOWERY ST	Furniture in front yard	Phone Call/Email	Verbal Warning

Group Total: 3

Group: Re-Inspection

1/5/2022	12/31/2021	65 WASHINGTON ST	Back porch roof severely compromised	Re-Inspection	Resolved
1/5/2022	12/22/2021	44 S GRANT ST	Problem tree in back yard	Re-Inspection	Resolved
1/5/2022	12/13/2021, 12/31/2021	204 E MAIN ST	Furniture, untagged vehicle, broken third-story window	Re-Inspection	Resolved
1/5/2022	12/29/2021	53 BOWERY ST	Pool installed without a permit or fencing	Re-Inspection	On Hold

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
1/5/2022	01/01/2022	145 E COLLEGE AVE	Several detached gutters	Re-Inspection	Resolved
1/5/2022	02/04/2022	57 WASHINGTON ST	Gutters falling down and weeds covering house	Re-Inspection	Second Warning
1/5/2022	1/07/2022	82 BOWERY ST	Couch on the sidewalk	Re-Inspection	Resolved
1/5/2022	01/07/2022	128 CENTER ST	Couch in rear parking area	Re-Inspection	Resolved
1/5/2022	01/04/2022	130 CENTER ST	Loose trash in back yard	Re-Inspection	Resolved
1/21/2022	01/15/2022	114 Maple Terrace	Used appliance on back deck	Re-Inspection	Resolved
1/21/2022	01/12/2021	122 CENTER ST	Loose trash all over yard	Re-Inspection	On Hold

Group Total: 11

Group: Send Letter

1/5/2022	01/15/2022	114 Maple Terrace	Used appliance on back deck	Send Letter	Resolved
1/5/2022	01/12/2021	122 CENTER ST	Loose trash all over yard	Send Letter	On Hold
1/5/2022	everything must be corrected by 02/04/2022	1 Maple Drive	Furniture, solid waste, used appliances, and nuisance accumulation of rubbish	Send Letter	Final Warning

Group Total: 3

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Total Records: 18

2/3/2022



Case Detail Report

01/01/2022 - 01/31/2022

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
1/3/2022	1/10/22	127 CENTER ST	Trash located in rear and side of property	Verbal Warning
1/5/2022	everything must be corrected by 02/04/2022	1 Maple Drive	Furniture, solid waste, used appliances, and nuisance accumulation of rubbish	Final Warning
1/5/2022	01/12/2021	122 CENTER ST	Loose trash all over yard	On Hold
1/5/2022		56 GREEN ST	Referral to FPD	Referred to FPD
1/5/2022	01/15/2022	114 Maple Terrace	Used appliance on back deck	Resolved
1/5/2022	January 14, 2022	167 E. Main Street	Notice of Zoning Violations	Resolved
1/12/2022		210 W MAIN ST	Referral to FPD	Referred to FPD
1/13/2022	ASAP	48 W MECHANIC ST	Loose Trash	Resolved
1/31/2022		143 BOWERY ST	Furniture in front yard	Verbal Warning

Total Records: 9

2/3/2022



Permit Report

01/01/2022 - 01/31/2022

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Fence		26 S BROADWAY	4' Vinyl Fencing in Rear Yard & In-Kind Replacement of Front Yard Fence	Closed
Building	Renovation/Conversion	139 MAIN ST	Commercial Renovation & 128.25 sq. ft. Addition	Open
Use & Occupancy		19 WASHINGTON ST	Family Childcare Home	Closed
Building		111 HEARTWOOD DR	Single Family Dwelling	Open
Building		95 Candlewick Court	Single Family Dwelling	Open
Building	Addition	19 HOWARD ST	Garage Addition	Open
Grading	Major Grading		Major Grading for Infrastructure Installation, Prichard Farms, Phase 1-A-B	Closed

Total Records: 7

2/3/2022

2022

Assets		
01-000-1000	CASH	1,017,418.84
01-000-1001	OPERATING CASH - POLICE DEPT	100.00
01-000-1003	OPERATING CASH - TAX CLERK	200.00
01-000-1004	CASH - CORPORATE (STC)	7,531,849.16
01-000-1005	PETTY CASH	150.00
01-000-1006	RESTRICTED CASH CD - PLAYGROUND FUN	25,711.31
01-000-1007	RESTRICTED CASH CD - SANDSPRING	10,748.80
01-000-1050	INVESTMENTS - CDS	100,712.87
01-000-1100	ACCOUNTS RECEIVABLE	725,357.95
01-000-1101	ACCTS REC - POLICE TICKETS/CIT	13,880.00
01-000-1140	TAXES RECEIVABLE - REAL ESTATE	444,975.59
01-000-1141	TAXES RECEIVABLE - PERSONAL PROPERTY	1,475.43
01-000-1142	TAXES RECEIVABLE - PUBLIC UTILITY	86,952.90
01-000-1143	TAXES RECEIVABLE - CORPORATION	36,348.61
01-000-1200	PREPAID EXPENSE	12,847.60
01-000-1250	RECEIVABLE FROM BOND ISSUANCE	1,180,737.08
01-000-1500	FIXED ASSETS	22,190,157.20
01-000-1505	WIP - 37 BROADWAY	1,600.00
01-000-1506	WIP - GATEWAY IMPROVEMENT	371,784.56
01-000-1580	INTANGIBLE ASSETS	206,323.69
01-000-1600	RESERVE FOR DEPRECIATION	8,293,782.96-
01-000-1650	RESERVE FOR AMORTIZATION	61,897.08-
01-000-1900	DEFERRED FINANCING OUTFLOW	380,480.00
01-000-1910	DEFERRING FINANCING OUTFLOW - OPEB	56,473.00
01-999-9999	ESTIMATED REVENUE	1,047,665.00
	Total Assets	27,088,269.55
Liabilities & Fund Balance		
01-000-2005	CUSTOMER REFUND	1,375.81
01-000-2250	UNEARNED REVENUE	4,374,535.84
01-000-2251	UNEARNED REV - PLAYGROUND	25,711.31
01-000-2252	PERFORMANCE BOND LIABILITY	10,748.80
01-000-2450	DEFERRED FINANCING INFLOW	127,199.00
01-000-2451	DEFERRED FINANCING INFLOW - OPEB	6,393.00
01-000-2700	COMPENSATED ABSENCES	335,041.87
01-000-2855	OPEB OBLIGATION	410,162.00
01-000-2860	NET PENSION LIABILITY	1,310,819.00
01-000-2870	OTHER LIABILITIES	4,874.05
01-000-2901	BONDS PAYABLE	2,500,500.00
01-000-2905	BOND PREMIUM	277,690.03
01-999-2000	APPROPRIATED BUDGET	1,047,665.00
	Total Liabilities	10,432,715.71
01-000-3000	INVESTED IN FIXED ASSETS	12,824,946.90
01-000-3200	FUND BALANCE	2,712,396.35
	Total	15,537,343.25
	Revenue	4,209,661.38
	Less Expenses	3,091,450.79
	Net	1,118,210.59
	Total Fund Balance	16,655,553.84
	Total Liabilities & Fund Balance	27,088,269.55

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City of Frostburg
CORPORATE FUND
BALANCE SHEET
AS OF: 01/31/22

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2022

2022

Assets		
02-000-1000	CASH	330,129.50
02-000-1030	RESTRICTED CASH - WATERSHED IMPROVE	55,174.12
02-000-1100	ACCOUNTS RECEIVABLE	957.85
02-000-1102	WATER ACCOUNTS RECEIVABLE	109,412.16
02-000-1140	INTEREST RECEIVABLE - WATER	1,264.04
02-000-1500	FIXED ASSETS	3,589,055.82
02-000-1600	RESERVE FOR DEPRECIATION	2,875,113.86
02-000-1900	DEFERRED FINANCING OUTFLOW	66,907.00
02-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	10,110.00
02-999-9999	ESTIMATED REVENUE	444,150.00
	Total Assets	<u>1,732,046.63</u>
Liabilities & Fund Balance		
02-000-2450	DEFERRED FINANCING INFLOW	18,040.00
02-000-2451	DEFERRED FINANCING INFLOW - OPEB	1,132.00
02-000-2700	COMPENSATED ABSENCES	93,363.13
02-000-2855	OPEB OBLIGATION	79,778.00
02-000-2860	NET PENSION LIABILITY	201,742.00
02-999-2000	APPROPRIATED BUDGET	444,150.00
	Total Liabilities	<u>838,205.13</u>
02-000-3000	INVESTED IN FIXED ASSETS	713,941.96
02-000-3250	FUND BALANCE	93,067.82
	Total	<u>807,009.78</u>
	Revenue	782,261.02
	Less Expenses	<u>695,429.30</u>
	Net	<u>86,831.72</u>
	Total Fund Balance	<u>893,841.50</u>
	Total Liabilities & Fund Balance	<u>1,732,046.63</u>

2022

Assets		
03-000-1000	CASH	969,492.49
03-000-1040	BAY RESTORATION FUND CASH	21,984.23
03-000-1041	CSO CASH	99,596.50
03-000-1100	ACCOUNTS RECEIVABLE	191,056.00
03-000-1103	SEWER ACCOUNTS RECEIVABLE	211,898.61
03-000-1120	BAY RESTORATION FUND RECEIVABLE	26,729.35
03-000-1121	CSO SURCHARGE RECEIVABLE	49,634.08
03-000-1141	INTEREST REC - CSO SURCHARGE	1,801.91
03-000-1142	INTEREST RECEIVABLE - SEWER	2,217.52
03-000-1500	FIXED ASSETS	23,870,686.22
03-000-1529	WIP - CENTENNIAL PUMP STATION	35,961.87
03-000-1532	WIP - PHASE IX-A	2,700.00
03-000-1536	WIP - PHASE IX-B	1,257,762.05
03-000-1537	WIP - PHASE IX-C	45,755.97
03-000-1600	RESERVE FOR DEPRECIATION	7,921,050.81
03-000-1900	DEFERRED FINANCING OUTFLOW	57,336.00
03-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	7,225.00
	Total Assets	<u>18,930,786.99</u>
Liabilities & Fund Balance		
03-000-2450	DEFERRED FINANCING INFLOW	16,493.00
03-000-2451	DEFERRED FINANCING INFLOW - OPEB	809.00
03-000-2700	COMPENSATED ABSENCES	70,482.25
03-000-2855	OPEB OBLIGATION	56,943.00
03-000-2860	NET PENSION LIABILITY	162,045.00
03-000-2900	NOTES PAYABLE	262,965.33
	Total Liabilities	<u>569,737.58</u>
03-000-3000	INVESTED IN FIXED ASSETS	16,538,866.90
03-000-3200	FUND BALANCE	1,003,167.70
	Total	<u>17,542,034.60</u>
	Revenue	1,636,162.12
	Less Expenses	<u>817,147.31</u>
	Net	<u>819,014.81</u>
	Total Fund Balance	<u>18,361,049.41</u>
	Total Liabilities & Fund Balance	<u>18,930,786.99</u>

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City of Frostburg
PINEY SURCHARGE FUND
BALANCE SHEET
AS OF: 01/31/22

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2022

Assets		
04-000-1000	CASH	800,444.36
04-000-1130	SURCHARGE INTEREST RECEIVABLE	2,811.97
04-000-1131	WATER SURCHARGE RECEIVABLE	83,096.10
04-000-1500	FIXED ASSETS	28,414,129.14
04-000-1540	LAND	114,021.96
04-000-1600	RESERVE FOR DEPRECIATION	17,821,705.88
	Total Assets	<u>11,592,797.65</u>
Liabilities & Fund Balance		
04-000-2250	UNEARNED REVENUE	3,218.13
04-000-2900	NOTES PAYABLE	<u>4,360,278.13</u>
	Total Liabilities	4,363,496.26
04-000-3000	INVESTED IN FIXED ASSETS	6,319,842.33
04-000-3250	FUND BALANCE	<u>359,134.59</u>
	Total	6,678,976.92
	Revenue	587,486.73
	Less Expenses	<u>37,162.26</u>
	Net	550,324.47
	Total Fund Balance	<u>7,229,301.39</u>
	Total Liabilities & Fund Balance	<u>11,592,797.65</u>

2022

Assets		
05-000-1000	CASH	194,809.19
05-000-1135	TRASH & GARBAGE RECEIVABLE	62,560.65
05-000-1140	INTEREST RECEIVABLE - TRASH	3,219.20
05-000-1500	FIXED ASSETS	406,937.03
05-000-1600	RESERVE FOR DEPRECIATION	264,830.10
05-000-1900	DEFERRED FINANCING OUTFLOW	32,055.00
05-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	4,698.00
	Total Assets	<u>439,448.97</u>
Liabilities & Fund Balance		
05-000-2450	DEFERRED FINANCING INFLOW	8,575.00
05-000-2451	DEFERRED FINANCING INFLOW - OPEB	528.00
05-000-2700	COMPENSATED ABSENCES	29,852.31
05-000-2855	OPEB OBLIGATION	34,166.00
05-000-2860	NET PENSION LIABILITY	<u>104,320.00</u>
	Total Liabilities	177,441.31
05-000-3000	INVESTED IN FIXED ASSETS	142,106.93
05-000-3200	FUND BALANCE	<u>55,411.79</u>
	Total	197,518.72
	Revenue	268,867.97
	Less Expenses	<u>204,379.03</u>
	Net	<u>64,488.94</u>
	Total Fund Balance	<u>262,007.66</u>
	Total Liabilities & Fund Balance	<u>439,448.97</u>

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City of Frostburg
COMM DEVELOPMENT SPECIAL PROJECTS FUND
BALANCE SHEET
AS OF: 01/31/22

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2022

Assets		
07-000-1000	CASH	<u>72,146.04</u>
	Total Assets	<u><u>72,146.04</u></u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
07-000-3200	FUND BALANCE	<u>72,131.04</u>
	Total	<u>72,131.04</u>
	Revenue	15.00
	Less Expenses	<u>0.00</u>
	Net	<u>15.00</u>
	Total Fund Balance	<u>72,146.04</u>
	Total Liabilities & Fund Balance	<u><u>72,146.04</u></u>

CITY OF FROSTBURG
MONTHLY REPORT - TAXES
FOR THE MONTH ENDING JANUARY 31, 2022

Tax Type - Year	Principal Receivable at 12/31/21	Billings	Receipts Principal	Interest	Abatements/ Adjustments	Principal Receivable at 01/31/22
Real Estate - 16/17	\$ 206.08	\$ -	\$ -	\$ -	\$ -	\$ 206.08
Real Estate - 17/18	449.68	-	-	-	-	449.68
Real Estate - 18/19	1,258.18	-	-	-	-	1,258.18
Real Estate - 19/20	49,990.40	-	1,542.99	823.69	-	48,447.41
Real Estate - 20/21	100,907.00	-	1,298.40	440.63	-	99,608.60
Real Estate - 21/22	309,573.16	14,254.91	28,822.43	2,273.47	-	295,005.64
Real Estate - overpayments	(740.44)	-	683.86	-	1,424.30	-
Real Estate Total	<u>\$ 461,644.06</u>	<u>\$ 14,254.91</u>	<u>\$ 32,347.68</u>	<u>\$ 3,537.79</u>	<u>\$ 1,424.30</u>	<u>\$ 444,975.59</u>
Personal Prop - 18/19	\$ 20.96	\$ -	\$ -	\$ -	\$ -	\$ 20.96
Personal Prop - 19/20	146.72	-	-	-	-	146.72
Personal Prop - 20/21	293.45	-	-	-	-	293.45
Personal Prop - 21/22	1,068.00	-	53.70	-	-	1,014.30
Personal Property	<u>\$ 1,529.13</u>	<u>\$ -</u>	<u>\$ 53.70</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,475.43</u>
Public Utility - 21/22	<u>\$ 112,872.45</u>	<u>\$ -</u>	<u>\$ 25,919.55</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 86,952.90</u>
Corporation - 17/18	\$ 385.08	\$ -	\$ -	\$ -	\$ -	\$ 385.08
Corporation - 18/19	1,802.46	-	-	-	-	1,802.46
Corporation - 19/20	2,430.99	-	304.35	105.11	-	2,126.64
Corporation - 20/21	3,743.01	-	-	0.43	-	3,743.01
Corporation - 21/22	29,059.54	1,595.88	3,084.45	3.34	720.45	28,291.42
Corporation Total	<u>\$ 37,421.08</u>	<u>\$ 1,595.88</u>	<u>\$ 3,388.80</u>	<u>\$ 108.88</u>	<u>\$ 720.45</u>	<u>\$ 36,348.61</u>
NST - Returned Check Fee Taxes	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total	<u><u>\$ 613,466.72</u></u>	<u><u>\$ 15,850.79</u></u>	<u><u>\$ 61,709.73</u></u>	<u><u>\$ 3,646.67</u></u>	<u><u>\$ 2,144.75</u></u>	<u><u>\$ 569,752.53</u></u>

CITY OF FROSTBURG
JANUARY 2022 BUDGET REPORT

Account Id	Account Description	Amended Budget	Jan 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-000-4000	TAXES-REAL ESTATE	2,484,000	14,254.91	2,523,672.80	101.6
01-000-4001	PERSONAL PROPERTY TAXES	12,000	-	10,246.13	85.4
01-000-4002	PUBLIC UTILITY TAXES	200,000	-	200,149.80	100.1
01-000-4003	CORPORATION TAXES	130,000	1,595.88	104,976.98	80.8
01-000-4004	PRIOR YEAR TAXES	2,000	-	-	-
01-000-4005	TRAILER TAX	1,600	420.00	840.00	52.5
01-000-4010	INTEREST ON TAXES	50,000	3,625.29	20,758.00	41.5
01-000-4011	TAX CREDITS	(2,000)	-	(2,597.00)	129.9
01-000-4012	TAX ABATEMENTS	(3,500)	-	(557.67)	15.9
01-000-4013	ENTERPRISE ZONE CREDIT REIMBURS	1,000	-	-	-
01-000-4020	MARYLAND INCOME TAXES	545,000	3,364.93	261,497.70	48.0
01-000-4021	ADMISSION TAXES	15,100	6,625.33	16,638.48	110.2
01-000-4022	HOTEL MOTEL TAX	110,000	14,925.36	74,597.57	67.8
01-000-4023	HIGHWAY USE TAX	310,000	53,741.76	102,012.26	32.9
01-000-4024	COAL TAX	2,000	-	-	-
01-000-4025	HOUSING AUTHORITY	12,000	-	-	-
01-000-4027	PAYMENT IN LIEU OF TAXES	3,900	-	-	-
01-000-4031	LIQUOR LICENSES	7,000	-	33.25	0.5
01-000-4032	TRADERS LICENSES	7,000	42.12	729.82	10.4
01-000-4040	POLICE GRANTS	28,000	2,194.36	9,124.36	32.6
01-000-4041	PARKING METERS	18,000	-	8,746.44	48.6
01-000-4043	POLICE PROTECTION GRANTS	135,000	34,103.75	68,207.50	50.5
01-000-4045	FINES & FORFEITURES	15,000	1,200.00	9,265.00	61.8
01-000-4046	METER VIOLATIONS	2,000	40.00	1,725.00	86.3
01-000-4047	FROSTBURG STATE UNIV - MOU	200,000	-	100,000.00	50.0
01-000-4049	SCHOOL RESOURCE REIMBURSEMENT	30,000	-	15,000.00	50.0
01-000-4050	PERMITS, PLANNING, ETC	2,000	150.00	1,375.00	68.8
01-000-4051	BUILDING PERMITS	2,500	250.00	1,290.00	51.6
01-000-4052	RENTAL REGISTRATION	74,000	37,760.00	41,240.00	55.7
01-000-4054	CONSTRUCTION INSPECTIONS	12,000	1,375.00	12,895.00	107.5
01-000-4055	CODE ENFORCEMENT CITATIONS	1,750	-	750.00	42.9
01-000-4056	COMM DEV GRANT REVENUE	160,000	10,000.00	65,000.00	40.6
01-000-4060	SWIMMING POOL	44,000	-	28,805.24	65.5
01-000-4062	DAY CAMP REGISTRATIONS	12,000	-	9,790.00	81.6
01-000-4063	RECREATION ACTIVITIES	14,000	2,420.00	10,465.85	74.8
01-000-4200	OPERATING TRANSFER - WATER FUND	105,200	8,766.75	61,367.25	58.3
01-000-4201	OPERATING TRANSFER - SEWER FUND	235,440	19,620.00	137,340.00	58.3
01-000-4202	OPERATING TRANSFER - GARBAGE FUND	16,815	1,401.25	9,808.75	58.3
01-000-4250	NSF FEES	-	30.00	250.00	-
01-000-4301	RENTS	97,500	8,125.86	56,876.02	58.3
01-000-4302	HRD APPROPRIATION	10,200	850.00	4,250.00	41.7
01-000-4303	FRANCHISES - GAS, TV, ETC	88,000	-	22,613.89	25.7
01-000-4304	MISCELLANEOUS REVENUE	113,000	565.00	114,763.20	101.6
01-000-4306	PROJECT REIMBURSEMENT	260,500	10,000.00	96,235.00	36.9
01-000-4313	GAIN ON DISPOSAL OF ASSETS	-	3,201.50	4,201.50	-
01-000-4317	SPECIAL REVENUE	672,000	-	-	-
01-000-4600	INTEREST INCOME	10,000	573.62	5,278.26	52.8
CORPORATE FUND Revenue Total		6,246,005	241,222.67	4,209,661.38	
EXECUTIVE					
01-100-5000	SALARIES	22,200	1,850.00	12,950.00	58.3
01-100-5010	SOCIAL SECURITY	1,700	141.55	990.85	58.3
01-100-5012	WORKERS COMP	175	14.75	136.25	77.9
01-100-5050	LEGISLATIVE CONTINGENCIES	5,000	192.67	3,795.69	75.9

CITY OF FROSTBURG
JANUARY 2022 BUDGET REPORT

Account Id	Account Description	Amended Budget	Jan 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-100-5104	INSURANCE - PUBLIC OFFICIALS	10,000	-	8,332.00	83.3
01-100-5150	TRAINING	2,500	-	455.00	18.2
01-100-5160	TRAVEL	3,500	-	683.73	19.5
01-100-5185	PROFESSIONAL FEES	5,000	-	4,560.93	91.2
Department Total		50,075	2,198.97	31,904.45	

ADMINISTRATIVE					
01-110-5000	SALARIES	172,000	13,999.61	90,643.48	52.7
01-110-5001	SALARIES - BONUS	19,500	-	19,500.00	100.0
01-110-5010	SOCIAL SECURITY	14,600	1,045.28	8,222.33	56.3
01-110-5011	PENSION	12,800	-	11,623.02	90.8
01-110-5012	WORKERS COMP	400	(108.50)	203.50	50.9
01-110-5013	INSURANCE - HEALTH	25,425	1,358.18	13,269.20	52.2
01-110-5014	INSURANCE - HEALTH RETIREE	30,825	1,922.97	20,577.59	66.8
01-110-5050	RESERVE FOR CONTINGENCIES	14,265	(4,067.34)	10,747.92	75.3
01-110-5100	INSURANCE - AUTO	600	-	428.00	71.3
01-110-5102	INSURANCE - GEN LIAB	100	-	92.00	92.0
01-110-5105	INSURANCE - PROPERTY	5,500	-	7,200.76	130.9
01-110-5106	INSURANCE - AD&D AND LIFE	4,200	312.00	2,454.00	58.4
01-110-5111	CONTRIBUTIONS - TOURISM	74,500	2,000.00	51,155.73	68.7
01-110-5150	TRAINING	1,500	-	-	-
01-110-5160	TRAVEL	500	-	64.54	12.9
01-110-5185	PROFESSIONAL FEES	1,100	-	150.00	13.6
01-110-5191	COMMUNICATIONS	13,320	612.13	4,934.69	37.1
01-110-5192	CITY CODE HOSTING	3,000	-	1,771.98	59.1
01-110-5200	ADVERTISING	6,000	1,087.56	2,977.93	49.6
01-110-5205	LEGAL	34,500	6,845.42	16,061.30	46.6
01-110-5207	PENSION ADMINISTRATIVE FEE	8,000	-	3,537.38	44.2
01-110-5210	OFFICE SUPPLIES	11,000	1,245.44	6,099.30	55.5
01-110-5220	POSTAGE	14,000	2,000.00	6,793.57	48.5
01-110-5230	COMPUTER EXP	17,500	707.00	10,668.01	61.0
01-110-5232	IT LICENSING AND FEES	25,000	-	20,428.33	81.7
01-110-5235	DIGITAL ENGAGEMENT	15,000	87.00	5,643.99	37.6
01-110-5300	BOARD EXPENSE	9,500	-	10,413.00	109.6
01-110-5301	ELECTION	8,000	-	-	-
01-110-5391	PRINCIPAL AND INTEREST ON DEBT SVC	155,050	-	26,098.71	16.8
01-110-5500	BUILDING - ARMORY	12,000	1,446.86	3,701.81	30.9
01-110-5502	BUILDING MAINTENANCE	19,000	1,140.57	7,633.09	40.2
01-110-5550	UTILITIES - BUILDING	14,000	2,328.61	8,326.54	59.5
01-110-5807	CAPITAL OUTLAY	175,000	-	-	-
Department Total		917,685	33,962.79	371,421.70	

FINANCE					
01-120-5000	SALARIES	65,500	5,083.61	36,103.20	55.1
01-120-5010	SOCIAL SECURITY	5,000	376.38	2,670.37	53.4
01-120-5011	PENSION	6,000	-	5,422.00	90.4
01-120-5012	WORKERS COMP	200	16.75	155.25	77.6
01-120-5013	INSURANCE - HEALTH	14,500	783.74	6,624.04	45.7
01-120-5102	INSURANCE - GEN LIAB	100	-	92.00	92.0
01-120-5105	INSURANCE - PROPERTY	2,700	-	2,700.29	100.0
01-120-5150	TRAINING	700	-	-	-
01-120-5185	PROFESSIONAL FEES	650	-	372.00	57.2
01-120-5310	AUDITING	47,000	41,561.00	41,561.00	88.4
01-120-5311	ACTUARIAL STUDY	4,000	-	1,967.00	49.2

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Account Id	Account Description	Amended Budget	Jan 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-120-5313	TAX COLLECTION	200	6.00	209.00	104.5
Department Total		146,550	47,827.48	97,876.15	
	COMMUNITY DEV				
01-130-5000	SALARIES	54,000	4,420.80	30,220.24	56.0
01-130-5010	SOCIAL SECURITY	4,125	329.36	2,245.53	54.4
01-130-5011	PENSION	4,900	-	4,470.00	91.2
01-130-5012	WORKERS COMP	150	12.50	115.50	77.0
01-130-5013	INSURANCE - HEALTH	14,350	936.05	4,959.57	34.6
01-130-5102	INSURANCE - GEN LIAB	100	-	92.00	92.0
01-130-5105	INSURANCE - PROPERTY	4,950	-	3,600.39	72.7
01-130-5150	TRAINING	400	-	-	-
01-130-5160	TRAVEL	400	-	-	-
01-130-5185	PROFESSIONAL FEES	600	-	50.00	8.3
01-130-5320	ECONOMIC DEVELOPMENT	15,500	-	1,000.00	6.5
01-130-5322	PLANNING	120,000	10,000.00	75,117.01	62.6
01-130-5323	PUBLIC ART	2,000	-	-	-
01-130-5820	COMMUNITY LEGACY PROJECTS	75,000	-	-	-
Department Total		296,475	15,698.71	121,870.24	
	CODE ENFORCEMENT				
01-140-5000	SALARIES	68,000	5,539.20	39,300.33	57.8
01-140-5010	SOCIAL SECURITY	5,200	397.38	2,808.72	54.0
01-140-5011	PENSION	6,200	-	5,629.00	90.8
01-140-5012	WORKERS COMP	200	16.75	155.25	77.6
01-140-5013	INSURANCE - HEALTH	23,350	1,561.16	12,395.00	53.1
01-140-5102	INSURANCE - GEN LIAB	100	-	92.00	92.0
01-140-5105	INSURANCE - PROPERTY	3,000	-	2,700.29	90.0
01-140-5150	TRAINING	200	-	-	-
01-140-5160	TRAVEL	300	-	-	-
01-140-5185	PROFESSIONAL FEES	-	-	50.00	-
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	22,500	99.00	16,192.90	72.0
01-140-5330	CODE ENFORCEMENT	3,500	-	75.00	2.1
01-140-5331	CONSTRUCTION INSPECT	14,000	3,365.09	8,510.09	60.8
01-140-5332	RENTAL INSPECTION	28,550	1,000.00	1,700.00	6.0
Department Total		175,100	11,978.58	89,608.58	
	PUBLIC WORKS ADMIN				
01-150-5000	SALARIES	51,000	3,982.57	32,751.07	64.2
01-150-5010	SOCIAL SECURITY	3,900	295.78	2,447.69	62.8
01-150-5011	PENSION	4,700	-	4,222.00	89.8
01-150-5012	WORKERS COMP	200	16.75	155.25	77.6
01-150-5013	INSURANCE - HEALTH	19,500	509.86	3,681.74	18.9
01-150-5102	INSURANCE - GEN LIAB	100	-	92.00	92.0
01-150-5105	INSURANCE - PROPERTY	2,000	-	1,800.20	90.0
01-150-5150	TRAINING	500	-	-	-
01-150-5160	TRAVEL	1,000	-	42.42	4.2
01-150-5185	PROFESSIONAL FEES	500	-	13.25	2.7
01-150-5193	ONE CALL CONCEPTS	1,000	57.10	528.91	52.9
01-150-5340	ENGINEERING EQUIPMENT	3,000	-	451.59	15.1
01-150-5341	MAPPING SUPPLIES	7,500	2,676.03	3,076.03	41.0
01-150-5342	PUBLIC WORKS	2,000	-	1,350.88	67.5
Department Total		96,900	7,538.09	50,613.03	

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Account Id	Account Description	Amended Budget	Jan 2022 Rev/Expd	YTD Rev/Expd	% of Budget
	PUBLIC SAFETY				
01-160-5000	SALARIES	973,000	79,065.92	518,667.79	53.3
01-160-5002	SALARIES - POLICE GRANTS	25,000	1,878.22	17,283.48	69.1
01-160-5003	COURT TIME	13,000	102.60	5,384.42	41.4
01-160-5010	SOCIAL SECURITY	77,300	5,967.05	39,855.64	51.6
01-160-5011	PENSION	128,000	2,000.24	97,482.70	76.2
01-160-5012	WORKERS COMP	136,500	11,476.00	106,158.00	77.8
01-160-5013	INSURANCE - HEALTH	221,000	18,285.03	117,149.90	53.0
01-160-5018	UNEMPLOYMENT	500	-	-	-
01-160-5100	INSURANCE - AUTO	5,300	-	4,716.00	89.0
01-160-5102	INSURANCE - GEN LIAB	700	-	732.00	104.6
01-160-5103	INSURANCE - POLICE PROFESSIONAL	11,300	-	10,759.00	95.2
01-160-5105	INSURANCE - PROPERTY	5,900	-	4,451.40	75.5
01-160-5150	TRAINING	20,000	567.00	17,221.31	86.1
01-160-5170	UNIFORMS	15,000	24.93	8,874.29	59.2
01-160-5180	SAFETY EQUIPMENT	900	-	79.95	8.9
01-160-5181	LAW ENFORCEMENT EQUIPMENT	14,000	410.40	5,598.78	40.0
01-160-5191	COMMUNICATIONS	30,160	1,698.52	14,473.89	48.0
01-160-5206	C3I CLERICAL SUPPORT	6,000	-	-	-
01-160-5210	OFFICE SUPPLIES	5,000	215.00	2,179.02	43.6
01-160-5350	FSU MOU	25,000	-	10,000.00	40.0
01-160-5390	MISCELLANEOUS EXPENSE	4,000	161.18	2,262.19	56.6
01-160-5400	GAS, OIL, GREASE	26,000	1,812.06	10,754.73	41.4
01-160-5401	AUTO EXPENSE	18,000	297.92	9,284.21	51.6
01-160-5420	FLEET LEASE	22,000	2,629.46	13,071.49	59.4
01-160-5502	JAIL AND OFFICE MAINTENANCE	4,000	583.16	2,526.08	63.2
01-160-5550	UTILITIES - PUBLIC SAFETY	10,000	916.68	3,860.47	38.6
01-160-5700	PARKING METERS	2,000	222.52	222.52	11.1
01-160-5705	TRAFFIC CONTROL	2,000	-	-	-
01-160-5850	AMBULANCE FINANCING	30,000	7,500.00	22,500.00	75.0
01-160-5851	FIRE DEPT APPROPRIATION	223,760	55,940.00	167,820.00	75.0
	Department Total	2,055,320	191,753.89	1,213,369.26	
	PUBLIC WORKS - STREET				
01-170-5000	SALARIES	219,000	17,631.85	116,843.78	53.4
01-170-5010	SOCIAL SECURITY	16,750	1,271.43	8,388.84	50.1
01-170-5011	PENSION	20,100	-	18,128.00	90.2
01-170-5012	WORKERS COMP	13,675	1,150.00	10,637.00	77.8
01-170-5013	INSURANCE - HEALTH	74,275	5,468.99	38,316.47	51.6
01-170-5018	UNEMPLOYMENT	500	-	823.60	164.7
01-170-5100	INSURANCE - AUTO	6,600	-	5,528.00	83.8
01-170-5102	INSURANCE - GEN LIAB	500	-	458.00	91.6
01-170-5105	INSURANCE - PROPERTY	5,300	-	4,130.20	77.9
01-170-5150	TRAINING	1,000	-	-	-
01-170-5170	UNIFORMS	8,000	248.79	2,299.28	28.7
01-170-5180	SAFETY EQUIPMENT	7,200	-	2,673.15	37.1
01-170-5191	COMMUNICATIONS	70,600	172.67	66,390.29	94.0
01-170-5210	OFFICE SUPPLIES	1,000	-	-	-
01-170-5400	GAS, OIL, GREASE	16,000	1,336.23	7,116.37	44.5
01-170-5420	FLEET LEASE	32,000	2,378.28	16,647.96	52.0
01-170-5550	UTILITIES - BUILDING	6,000	1,077.31	2,936.37	48.9
01-170-5711	SALT & ABRASIVES	150,000	-	8,449.63	5.6
01-170-5712	SIGN MAINTENANCE	8,000	-	1,583.32	19.8
01-170-5713	STREET EQUIPMENT MAINTENANCE	94,000	6,940.46	60,430.88	64.3

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01-170-5714	STREET LIGHTING	155,000	19,571.52	92,690.21	59.8
01-170-5715	STREET MAINTENANCE REPAIRS	95,625	431.86	55,940.20	58.5
01-170-5716	STREET SHOP EQUIPMENT	550,000	1,318.46	10,451.73	1.9
01-170-5800	CAPITAL OUTLAY	100,000	-	74,157.11	74.2
01-170-5861	STREET PAVING	195,000	-	169,196.47	86.8
01-170-5865	PARKING LOT MAINTENANCE	15,000	-	2,750.00	18.3
Department Total		1,861,125	58,997.85	776,966.86	

RECREATION					
01-180-5000	SALARIES	164,000	13,308.80	92,262.72	56.3
01-180-5010	SOCIAL SECURITY	12,550	959.52	6,618.61	52.7
01-180-5011	PENSION	15,000	-	13,575.00	90.5
01-180-5012	WORKERS COMP	10,275	863.75	7,990.25	77.8
01-180-5013	INSURANCE - HEALTH	55,300	4,465.08	29,749.78	53.8
01-180-5018	UNEMPLOYMENT	1,000	-	-	-
01-180-5100	INSURANCE - AUTO	1,800	-	1,712.00	95.1
01-180-5102	INSURANCE - GEN LIAB	400	-	365.00	91.3
01-180-5105	INSURANCE - PROPERTY	10,500	-	8,991.40	85.6
01-180-5160	TRAVEL	750	-	-	-
01-180-5170	UNIFORMS	4,000	152.40	2,061.60	51.5
01-180-5180	SAFETY EQUIPMENT	400	-	411.60	102.9
01-180-5400	GAS, OIL, GREASE	6,500	290.74	2,297.99	35.4
01-180-5503	ARMORY EXPENSE - GYM	10,500	1,077.31	3,509.66	33.4
01-180-5504	COMMUNITY CENTER	11,000	1,255.53	4,719.95	42.9
01-180-5720	BEAUTIFY THE BURG EXPENSE	2,000	-	-	-
01-180-5721	REC EQUIPMENT MAINTENANCE	19,000	-	1,567.77	8.3
01-180-5722	REC LEAGUE APPROPRIATIONS	3,000	-	1,250.00	41.7
01-180-5723	REC PARK MAINTENANCE EXPENSE	63,500	1,996.91	33,046.56	52.0
01-180-5724	STREET TREE MAINTENANCE	8,500	-	6,621.08	77.9
01-180-5725	TRAILHEAD MAINTENANCE EXPENSE	2,500	-	-	-
01-180-5726	RECREATIONAL PROGRAMS	9,000	-	6,837.76	76.0
01-180-5800	CAPITAL OUTLAY	53,000	2,266.98	13,787.10	26.0
Department Total		464,475	26,637.02	237,375.83	

RECREATION-POOL					
01-181-5000	SALARIES	62,000	-	36,584.36	59.0
01-181-5010	SOCIAL SECURITY	4,700	-	2,798.70	59.6
01-181-5012	WORKERS COMP	4,100	344.75	3,189.25	77.8
01-181-5018	UNEMPLOYMENT	500	-	-	-
01-181-5507	POOL OPERATING	41,500	647.10	20,526.48	49.5
Department Total		112,800	991.85	63,098.79	

RECREATION - DAY CAMP					
01-182-5000	SALARIES	19,500	-	12,490.66	64.1
01-182-5010	SOCIAL SECURITY	1,500	-	955.55	63.7
01-182-5012	WORKERS COMP	1,300	109.00	1,009.00	77.6
01-182-5018	UNEMPLOYMENT	500	-	-	-
01-182-5507	DAY CAMP OPERATIONS	500	-	133.38	26.7
Department Total		23,300	109.00	14,588.59	

RECREATION - SEASONAL					
01-183-5000	SALARIES	40,000	927.00	19,226.25	48.1
01-183-5010	SOCIAL SECURITY	3,050	70.92	1,470.81	48.2
01-183-5012	WORKERS COMP	2,650	222.75	2,060.25	77.8

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01-183-5108	UNEMPLOYMENT	500	-	-	-
	Department Total	46,200	1,220.67	22,757.31	
	CORPORATE FUND Expenditure Total	6,246,005	398,914.90	3,091,450.79	
02-000-4000	WATER SERVICE REVENUE	1,420,000	136,009.29	758,385.52	53.4
02-000-4001	INTEREST EARNED - WATER	1,500	147.98	800.30	53.4
02-000-4317	SPECIAL REVENUE	442,000	-	-	-
02-000-4402	SALE OF METERS	4,550	1,800.00	5,450.00	119.8
02-000-4403	TAPPING FEES	3,000	1,500.00	4,700.00	156.7
02-000-4404	SUNDRY SALES	18,000	110.00	12,186.74	67.7
02-000-4408	SUNDRY SALES - CASH BASIS	-	727.00	727.00	-
02-000-4600	INTEREST INCOME	-	5.15	11.46	-
	WATER FUND Revenue Total	1,889,050	140,299.42	782,261.02	
	WATER - ADMIN				
02-190-5000	SALARIES	53,000	4,256.41	29,306.48	55.3
02-190-5010	SOCIAL SECURITY	4,050	313.16	2,150.72	53.1
02-190-5011	PENSION	4,800	-	4,387.00	91.4
02-190-5012	WORKERS COMP	160	13.50	124.50	77.8
02-190-5013	INSURANCE - HEALTH	15,000	783.77	6,475.06	43.2
02-190-5370	FMHA BOND	750	-	666.00	88.8
02-190-5600	CORPORATE OVERHEAD	105,200	8,766.75	61,367.25	58.3
	Department Total	182,960	14,133.59	104,477.01	
	WATER - FILTRATION				
02-192-5102	INSURANCE - GEN LIAB	800	-	915.00	114.4
02-192-5105	INSURANCE - PROPERTY	11,200	-	8,153.78	72.8
02-192-5106	INSURANCE - BOILER & MACHINERY	3,500	-	4,410.94	126.0
02-192-5521	PUMPING SYSTEM EXPENSE	60,000	1,684.99	33,645.55	56.1
02-192-5522	PURIFICATION PLANT MAINTENANCE	290,000	11,940.30	58,902.84	20.3
02-192-5710	FILTRATION CONTRACT PAYMENT	512,000	-	170,390.79	33.3
	Department Total	877,500	13,625.29	276,418.90	
	WATER - SUPPLY				
02-194-5000	SALARIES	26,500	2,078.40	14,994.64	56.6
02-194-5010	SOCIAL SECURITY	2,025	159.00	1,147.11	56.7
02-194-5011	PENSION	2,400	-	2,194.00	91.4
02-194-5012	WORKERS COMP	1,700	143.00	1,323.00	77.8
02-194-5506	HYDRO FACILITY EXPENSE	8,000	-	1,181.98	14.8
02-194-5550	UTILITIES / WATER SUPPLY	5,000	621.22	2,193.82	43.9
02-194-5730	WATER SUPPLY EXPENSE	50,000	1,940.48	8,982.87	18.0
	Department Total	95,625	4,942.10	32,017.42	
	WATER - DISTRIBUTION				
02-196-5000	SALARIES	204,000	15,329.60	111,596.22	54.7
02-196-5010	SOCIAL SECURITY	15,600	1,116.82	8,117.94	52.0
02-196-5011	PENSION	18,700	-	16,886.00	90.3
02-196-5012	WORKERS COMP	12,650	1,064.00	9,841.00	77.8
02-196-5013	INSURANCE - HEALTH	52,375	4,580.30	29,915.80	57.1
02-196-5050	RESERVE FOR CONTINGENCIES	9,600	-	9,600.00	100.0
02-196-5100	INSURANCE - AUTO	3,500	-	2,568.00	73.4
02-196-5102	INSURANCE - GEN LIAB	1,000	-	915.00	91.5
02-196-5105	INSURANCE - PROPERTY	3,100	-	2,038.44	65.8
02-196-5150	TRAINING	500	-	-	-

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02-196-5170	UNIFORMS	4,000	178.99	1,475.07	36.9
02-196-5180	SAFETY EQUIPMENT	4,100	51.84	880.94	21.5
02-196-5191	COMMUNICATIONS	14,200	578.94	12,431.88	87.6
02-196-5210	OFFICE SUPPLIES	500	-	134.70	26.9
02-196-5390	MISCELLANEOUS EXPENSE	1,000	-	217.58	21.8
02-196-5400	GAS, OIL, GREASE	8,000	725.65	4,911.63	61.4
02-196-5420	FLEET LEASE	14,500	651.37	4,559.59	31.5
02-196-5505	CRESTVIEW PUMPING STATION EXPENSE	12,500	333.53	1,841.95	14.7
02-196-5550	UTILITIES - WATER DISTRIBUTION	2,600	555.12	1,557.29	59.9
02-196-5700	DISTRIBUTION EXPENSE	110,000	2,060.12	41,601.15	37.8
02-196-5701	DISTRIBUTION PIPE EXPENSE	5,000	-	600.00	12.0
02-196-5702	EQUIPMENT MAINTENANCE	6,550	-	5,637.12	86.1
02-196-5703	FIRE HYDRANTS EXPENSE	10,000	1,379.72	6,842.00	68.4
02-196-5704	TRANSMISSION MAINS EXPENSE	12,000	-	-	-
02-196-5740	METERS EXPENSE	190,000	4,026.67	8,346.67	4.4
Department Total		715,975	32,632.67	282,515.97	
WATER FUND Expenditure Total		1,872,060	65,333.65	695,429.30	
03-000-4000	SEWER CHARGES	1,925,000	174,781.53	922,853.66	47.9
03-000-4001	INTEREST EARNED - SEWER	2,700	299.25	1,667.25	61.8
03-000-4317	SPECIAL REVENUE	600,000	-	-	-
03-000-4404	SUNDRY SALES	1,000	308.52	1,317.47	131.8
03-000-4501	BAY RESTORATION FUND REVENUE	-	17,855.00	123,955.12	-
03-000-4503	SEWER TAP FEES	4,000	1,500.00	7,500.00	187.5
Department Total		2,532,700	194,744.30	1,057,293.50	
03-220-4520	CSO SURCHARGE REVENUE	390,000	35,966.00	265,886.76	68.2
03-220-4521	INTEREST EARNED - CSO SURCHARGE	1,000	137.48	689.86	69.0
03-220-4530	PROJECT REIMBURSEMENTS	2,675,000	48,518.00	312,292.00	11.7
Department Total		3,066,000	84,621.48	578,868.62	
SEWER FUND Revenue Total		5,598,700	279,365.78	1,636,162.12	
SEWER - ADMIN					
03-210-5000	SALARIES	53,000	4,256.41	29,306.48	55.3
03-210-5010	SOCIAL SECURITY	4,050	313.16	2,150.72	53.1
03-210-5011	PENSION	4,800	-	4,387.00	91.4
03-210-5012	WORKERS COMP	160	13.50	124.50	77.8
03-210-5013	INSURANCE - HEALTH	15,000	783.77	6,500.95	43.3
Department Total		77,010	5,366.84	42,469.65	
SEWER - OPERATING					
03-211-5000	SALARIES	139,000	14,370.91	96,338.15	69.3
03-211-5010	SOCIAL SECURITY	10,625	1,037.41	6,907.22	65.0
03-211-5011	PENSION	12,800	-	14,312.00	111.8
03-211-5012	WORKERS COMP	8,975	754.50	6,979.50	77.8
03-211-5013	INSURANCE - HEALTH	38,350	4,094.70	31,824.78	83.0
03-211-5100	INSURANCE - AUTO	1,600	-	1,712.00	107.0
03-211-5102	INSURANCE - GEN LIAB	500	-	458.00	91.6
03-211-5105	INSURANCE - PROPERTY	4,500	-	3,887.94	86.4
03-211-5150	TRAINING	1,000	-	-	-
03-211-5170	UNIFORMS	3,000	101.94	836.24	27.9
03-211-5180	SAFETY EQUIPMENT	1,000	-	323.98	32.4
03-211-5191	COMMUNICATIONS	2,400	134.97	830.10	34.6
03-211-5396	BAY RESTORATION FUND EXPENSE	-	42,616.66	74,651.91	-

CITY OF FROSTBURG
JANUARY 2022 BUDGET REPORT

Account Id	Account Description	Amended Budget	Jan 2022 Rev/Expd	YTD Rev/Expd	% of Budget
03-211-5400	GAS, OIL, GREASE	8,000	579.93	3,452.93	43.2
03-211-5520	PUMPING STATION MAINTENANCE	6,000	-	1,659.00	27.7
03-211-5600	CORPORATE OVERHEAD	235,440	19,620.00	137,340.00	58.3
03-211-5761	SANITARY COMMISSION CHARGES	1,220,000	-	358,318.42	29.4
03-211-5762	SANITARY COMM-TRANSMISSION PROJECTS	11,800	-	5,858.10	49.6
03-211-5763	SEWER OPERATING EXPENSE	55,000	525.00	12,305.01	22.4
03-211-5764	SEWER PUMPING EXPENSE	6,000	91.01	2,050.13	34.2
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	647,000	1,544.28	19,420.47	3.0
Department Total		2,412,990	85,471.31	779,465.88	
CSO					
03-220-5391	INTEREST EXPENSE	3,865	1,320.43	1,756.06	45.4
03-220-5392	DEBT REDEMPTION	22,925	22,927.00	22,927.00	100.0
03-220-5800	CAPITAL OUTLAY	3,080,000	-	460,511.45	15.0
Department Total		3,106,790	24,247.43	485,194.51	
SEWER FUND Expenditure Total		5,596,790	115,085.58	1,307,130.04	
04-000-4000	WATER TAP SURCHARGE	885,000	80,278.70	586,385.92	66.3
04-000-4001	INTEREST EARNED SURCHARGE	1,600	225.18	1,100.81	68.8
04-000-4315	PROCEEDS FROM FUND BALANCE	12,425	-	-	-
04-000-4317	SPECIAL REVENUE	50,000	-	-	-
PINEY SURCHARGE FUND Revenue Total		949,025	80,503.88	587,486.73	
WATER SURCHARGE					
04-200-5391	INTEREST EXPENSE	97,225	1,066.77	35,021.88	36.0
04-200-5392	DEBT REDEMPTION	752,100	17,271.25	26,324.76	3.5
04-200-5802	CAPITAL REPAIRS	99,700	-	2,140.38	2.2
PINEY SURCHARGE FUND Expenditure Total		949,025	18,338.02	63,487.02	
05-000-4000	TRASH & GARBAGE CHARGES	368,000	37,914.00	267,026.03	72.6
05-000-4001	INTEREST EARNED - TRASH	1,200	194.31	941.94	78.5
05-000-4315	PROCEEDS FROM FUND BALANCE	2,225	-	-	-
05-000-4404	SUNDRY SALES	500	300.00	900.00	180.0
GARBAGE FUND Revenue Total		371,925	38,408.31	268,867.97	
GARBAGE ADMIN.					
05-230-5000	SALARIES	53,000	4,256.38	30,037.83	56.7
05-230-5010	SOCIAL SECURITY	4,050	313.16	2,206.69	54.5
05-230-5011	PENSION	4,800	-	4,387.00	91.4
05-230-5012	WORKERS COMP	160	13.50	124.50	77.8
05-230-5013	INSURANCE - HEALTH	15,000	783.78	6,475.11	43.2
Department Total		77,010	5,366.82	43,231.13	
GARBAGE OPERATING					
05-232-5000	SALARIES	78,900	6,794.15	45,541.03	57.7
05-232-5010	SOCIAL SECURITY	6,025	488.68	3,250.97	54.0
05-232-5011	PENSION	7,300	-	6,531.00	89.5
05-232-5012	WORKERS COMP	5,350	449.75	4,160.25	77.8
05-232-5013	INSURANCE - HEALTH	23,400	1,818.06	15,026.60	64.2
05-232-5100	INSURANCE - AUTO	2,000	-	1,712.00	85.6
05-232-5102	INSURANCE - GEN LIAB	350	-	275.00	78.6
05-232-5105	INSURANCE - PROPERTY	3,200	-	2,797.97	87.4
05-232-5170	UNIFORMS	3,075	268.22	840.07	27.3
05-232-5180	SAFETY EQUIPMENT	500	-	315.98	63.2

CITY OF FROSTBURG
JANUARY 2022 BUDGET REPORT

Account Id	Account Description	Amended Budget	Jan 2022 Rev/Expd	YTD Rev/Expd	% of Budget
05-232-5210	OFFICE SUPPLIES	500	-	82.33	16.5
05-232-5400	GAS, OIL, GREASE	10,000	871.08	3,431.32	34.3
05-232-5600	CORPORATE OVERHEAD	16,815	1,401.25	9,808.75	58.3
05-232-5770	ASH DUMPSTER	3,500	-	1,078.07	30.8
05-232-5771	BULK CLEANUP EXPENSE	10,000	-	-	-
05-232-5772	LANDFILL CHARGES	107,000	10,479.38	62,616.04	58.5
05-232-5773	SANITATION OPERATING EXPENSE	17,000	53.83	3,680.52	21.7
Department Total		294,915	22,624.40	161,147.90	
GARBAGE FUND Expenditure Total		371,925	27,991.22	204,379.03	

CITY OF FROSTBURG

Monthly Report: Grants/ Administration

For the Month of: January, 2022

Submitted by: Laura Beeman, Grant Manager

Frostburg Municipal Center Project:

\$ 500,000 **MD State Capital Projects Grant** (No required match)

\$ 100,000 **MD State Bond- Senate** (\$100,000 Match required)

\$ 100,000 **MD State Bond- House** (No required match)

\$ 160,000 **City Cash** (approximate)

\$ 2,800,000 **CDA Loan – MD DHCD** (Excess funds will be allocated to FY22 Projects)

The Capital grant and both Bond bills have been approved by the BPW. The Department of General Services (DGS) has approved the construction contract and final change order, and a reimbursement eligibility letter was forwarded to the Comptroller's office for signatures. Reimbursement will be requested upon receipt of the eligibility letters for each grant/ bond bill. Full reimbursement of the \$ 500,000 Capital Grant was received this month, and work continues to access the two bond bills.

2020 Frostburg Building Improvements and ADA Upgrades:

\$ 50,000 **FY20 DHCD Community Legacy Funding**

(Participating property owners/ businesses provide matching funds)

This grant supports various projects in the Frostburg business district to make general building improvements, with priority to those including Americans with Disability Act (ADA) compliant components. Over \$ 225,000 of improvements have been leveraged from the \$ 50,000 grant within Frostburg's business district. All funds have been allocated at this time and ten projects are currently in various stages of completion.

2022 Frostburg Façade and Building Improvements Program:

\$ 50,000 **FY22 DHCD Community Legacy Funding**

(Participating property owners/ businesses provide matching funds)

This grant will fund the continuation of the Façade Program in 2022-2023.

Frostburg Gateway Improvement Project- Phase I: Design (No required match)

\$ 450,000 **Appalachian Regional Commission** – The Preliminary Design (PI) phase

(30% completion) documents for the roundabout have been approved by MDOT-SHA. The 90% design completion or advertising point is expected to be reached in late 2022, with construction planned to begin in spring 2023. Phase I is complete, and Phase II is now underway.

Frostburg Gateway Improvement Project- Phase II: Construction (No required match)

\$ 1,500,000 **Appalachian Regional Commission** – Funding for the second phase of the Gateway project was awarded to support construction of the roundabout and associated improvements. Due to increased scope during the design phase, \$ 450,000 of Phase II construction funds were reallocated to support design and MDOT-SHA administrative fees. The NEPA environmental package for Design was approved and Final Design is now underway. Design is expected to be

complete in late 2022, and the project will likely be advertised for construction in early 2023. A second NEPA approval must be sought prior to construction.

Frostburg Gateway Improvement Project- Phase III: Construction (No required match)

\$ 1,000,000 **Appalachian Regional Commission** - The third phase of the Gateway project will fund construction of the roundabout and associated improvements in addition to partial funds from Phase II. Efforts continue to identify other sources to bridge the gap in funding prior to construction, which is anticipated to begin in 2023.

CSO Elimination Project Phase IX-A: Charles St. Corridor

\$ 2,033,199 Total Project / \$ 1,779,049 MDE/ \$ 254,150 City Cash

The final inspection was completed and the project is in the process of being closed out.

CSO Elimination Project Phase IX-B: Stoyer St. Corridor

\$ 2,578,000 Total Project / \$ 2,255,750 MDE/ \$ 322,250 City Cash

The project was approximately 68% complete at winter shutdown, and reimbursement requests in the amounts of \$ 48,518.36 and \$ 307,679.81 were processed in January and should be received soon.

CSO Elimination Project Phase IX-C: Beall St. Corridor

\$ 1,582,500 Total Project / \$ 1,384,688 MDE/ \$ 197,812 City Cash

Low bidder for Phase IX-C was Braddock Construction at a cost of \$ 1,267,535.00 for the base bid. A Pre-Construction meeting was held and supplies have been ordered but construction will not begin until spring 2022.

CSO Elimination Project Phase X-A: George's Creek Headwaters

Proposed Budget: \$ 1,121,500 Total Project/ \$ 981,312.50 MDE/ \$ 140,187.50 City Cash

Phase X-A addresses the swamp area near the bottom of Green Street that is a major source of Inflow and Infiltration to the George's Creek Interceptor line. It will seal the interceptor and repair sections of sewer line where significant leaks have been identified through recent field studies. The project is in the final design phase and will begin construction in summer 2022.

Maryland Smart Energy Communities (MSEC) 2021:

\$ 55,000 – **Talcott Pumping Station Replacement** – Replacement of pumps and motors with energy efficient upgrades; addition of a natural gas backup generator to power the station during outages.

\$ 16,777.30 – **Renewable Energy Installation for Pumping Station** – including solar panels, inverter, and electrical components.

In addition to the MSEC grants, the balance of construction costs will be paid with stimulus funds. The project was advertised for bidding and the contract was awarded to low bidder, Carl Belt, at a cost of \$ 822,813. Considering current lead times for materials, construction will likely begin in mid-2022.

Maryland Smart Energy Communities (MSEC) 2020:

\$ 10,000 – The City was awarded a grant to support the purchase of a Chevy Bolt Electric Vehicle (EV) Police Cruiser and charging hardware for the Frostburg Police Department. The EV is currently in service, being used primarily as the School Resource Officer Vehicle and at events to increase visibility. Work continues to establish baseline fuel usage data and begin recording savings to support the City's fuel reduction policy. A spreadsheet is in development to establish the baseline fuel usage and the project will require continued tracking of fuel usage over the next 2-4 years. The grant funds were received in full in January.

59 East Main Building Improvements:

\$ 75,000 **FY21 DHCD Community Legacy Funding**

[Matching funds to be provided by Frostburg State University (FSU)]

This grant supports improvements to the former City Hall building including the preparation of an architectural and engineering study to determine the necessary changes for its new intended use. The grant agreement was received and staff met with project partner, FSU, to discuss the timeline and plan for the pre-construction activities that will be funded by the grant. Staff continued to coordinate with FSU and the first invoices were received in December and January.

East End Park Improvements:

\$ 26,250 – **FY21 Community Parks and Playgrounds (CP&P)**

\$ 9,563 – **FY22 Program Open Space (POS) funding**

\$ 956.30 – **City cash match (POS match) The match requirement will likely be eliminated.**

Unknown amount to be funded by Local Parks & Playgrounds Infrastructure (LPPi) to reduce City match dollars.

This project includes interior improvements to the East End Park kitchen and bathroom in the existing building, energy efficient upgrades such as a high efficiency tankless hot water heater, LED lighting, and associated electrical upgrades, and construction of a pavilion. The City recently received word that Allegany County forwarded the application for funding approval through another POS-related program that requires no match, therefore it is likely that no City funds will be invested in the project, but approval of this grant is pending.

Transit Hub at Frostburg State University (FSU):

\$ 210,000, funded through Allegany County (20% Match required, 10% of which is in-kind) – The City is partnering with Allegany County and FSU on this project to establish an innovative transit hub in the Guild Center lot. The hub will facilitate several modes of public transportation, including County Transit buses, BayRunner shuttles, and other potential additions. Design of the shelter for the hub was completed by Bennett, Brewer, & Associates (BB&A). Additional funding is currently being sought to cover the balance of construction costs.

East End Pedestrian Connector Study: BB&A has designed a second partner project with Allegany County, which proposed safer walking and biking facilities for citizens travelling to the shopping plazas, call centers, and other large employers on the east end of Frostburg, with an extension to Hoffman Park. The design was finalized based on feedback from the County and City, however construction is on hold until additional planning occurs to separate the project into a phased approach and secure funding for each stage.

Center Street Redevelopment:

\$ 180,000 FY19 DHCD Community Legacy Funding

\$ 120,000 FY20 DHCD Strategic Demolition

\$ 412,000 Allegany County Community Enhancement Grants

All grant funds for the project have been expended and reimbursed at this time. Demolition of the structures is complete, and work continues to secure a developer for the site. A Request for Proposals for development of the site will be advertised later in 2022.

Pending Approval**CSO Elimination Project Phase X-B: Cemetery Lane**

Proposed Budget: \$ 3,398,000.00 Total Project/ \$ 2,973,250.00 MDE/ \$ 424,750.00 City

Phase X-B addresses sewer and water line issues that are a major source of Inflow and Infiltration in the neighborhood from Sleeman Street west to Mountain Ridge High School.

Phase X-B was presented at the virtual PACE meeting, and followed up with an application submitted to MDE for funding in January 2021. **Phase X-B received an offer of funding in the form of a loan with 50% forgiveness, which was declined. Staff are working with MDE to apply for an alternate funding source through MDE/EPA called the Sewer Overflow and Stormwater Reuse Grant Program (OSG), and the application will be submitted in June.**

CSO Elimination Project Phase X-C: East Washington Street

Proposed Budget: \$ 4,067,000.00 Total Project/ \$ 3,558,625 MDE/ \$ 508,375 City

Phase X-C addresses sewer and water line issues that are a major source of Inflow and Infiltration in the neighborhood from the boundaries of Phase X-B east to Mountain Ridge High School. Phase X-C was presented at the virtual PACE meeting, and followed up with an application submitted to MDE for funding in January 2022.

Frostburg Armory Field LED Retrofit:

\$ 38,920.00 Total Project Cost / \$ 26,544.00 Potomac Edison SBDI Rebate / \$ 12,376.00 Proposed **FY22 Community Parks & Playgrounds (CP&P)**

An application was submitted to fund the retrofit of the stadium lights at the Armory Field to energy efficient LED lighting. CP&P grants are typically awarded in the late winter season, and if received, the project would be completed in spring or summer 2022.

CITY OF FROSTBURG

Parks and Rec Monthly report

For the Month of: January, 2022

Submitted by: [Gene Bittinger maintenance Supervisor]

January 3 2022

Checked parks

Worked at Police Dept.

Picked up supplies for Police Dept.

Built new cloths rack for Police Dept.

January 4 2022

Checked parks

Worked on cloths rack and drywall at Police Dept.

Meant with water dept. at East End

Put elephants in the barn with help from Water Dept.

January 5 2022

Checked parks

Finished working in Police Dept.

Worked on plumbing at East End

Picked up supplies for East End

January 6 2022

Checked parks

Run water lines at East End

Got trucks ready for snow storm

Put coat rails up at Police Dept.

January 7 2022

Came in early to clear snow from sidewalks and lots

Left early went hunting

January 10 2022

Checked parks

Put new drill press together

Worked on East End building

January 11 2022

Checked parks

Salted lots and sidewalks

Worked on East End building

January 12 2022

Checked parks

Worked on East End building

January 13 2022

Checked parks

Worked on East End building

January 14 2022
Getting all equipment ready for the snow storm
Checked all parks
Worked East End Park
January 17 2022
Came in early cleared lots and sidewalks
January 18 2022
Checked parks
Plowed lots and sidewalks and salted
January 19 2022
Checked parks
Worked on filters at City Hall
Worked on East End building
January 20 2022
Checked parks
Worked on East Ed building
Picked up steel for East End building
January 21 2022
Checked parks
Clear snow from Rifle range road for F S U
Worked on East End building
Fixed tire chains on bobcat
January 24 2022
Checked parks
Worked on East End building
Fixed step on backhoe for Water Dept.
Salted lots and sidewalks
January 25 2022
Checked parks
Picked up new ladder from Lowe's
Worked on East End building
January 26 2022
Checked parks
Worked on East End building
Put cushions on back board at Gym
January 27 2022
Checked parks
Worked on East End building
January 28 2022
Checked parks
Worked on East End building
Salted lots and sidewalks

January 31 2022

Checked parks

Worked on East End building

Put Christmas trees away

Picked up supplies for East End

Hung more wires for snowflakes

Fixed bathroom dividers at Bureau of mines

CITY OF FROSTBURG

Monthly Report: Police Department

For the Month of: January 2022

Submitted by: PCO Mary Gracie & Chief Nicholas Costello

IDENTIFIED INCIDENTS & COMPLAINTS for the Month of		<u>January</u>
2021	582	2022
		524
ARRESTS	On-View/Citations	5
	Warrants Served	3
	Summonses Served	2
	Juvenile Arrests & Citations	1
	TOTAL	11
CIVIL CITATIONS	State Law	0
	Municipal	0
C3I INVESTIGATIONS	Cases	1
PARKING	Parking Violations	76
PRISONERS	Custodial Arrests	7
PUBLIC SERVICE	Well-Being Checks	30
	Emergency Petitions	4
	Assist Other Agency	17
	Request for Officer	17
	Follow-Ups	5
	Disturbance (Multiple Inc. Types)	24
TRAFFIC	M/V Crashes	10
	Traffic Details	75
	DWI/DUI Arrests	0
TRAFFIC STOPS	Total Number of Stops	34
	Citations	8
	Warnings	28
	SEROs	0
COLLECTIONS	Parking Meter Fines	\$40.00
	Other Parking Fines	\$1,335.00
	Parking Meter Collections	\$0.00
	Municipal Infractions Paid	\$100.00
	Parking Permits	\$0.00
	Miscellaneous	\$40.00
This month year prior:	\$3,558.93	TOTAL \$1,515.00

Respectfully Submitted,



Chief of Police

CITY OF FROSTBURG

Monthly Report: Street Department

For the Month of: January 2022

Submitted by: Shane Elliott & Tony Frenzel

January 1, 2022 – Saturday

- Checked all CSO's

January 2, 2022 – Sunday

- Checked all CSO's

January 3, 2022 – Monday

- Checked and emptied city trash cans where needed
- Removed litter off Main Street
- Made new monthly report and sent out old one
- Removed dead animal in roadway on Main Street
- Had old garbage truck towed from landfill to Grantsville Truck & Trailer for repairs on rear axels
- Checked on sewer/water in basement complaint on Main Street
- Picked up Christmas trees around town and took them to dump site
- Ran sewer robot camera in sewer main on Barnard Street due to sewer complaint
- Unlocked sets of steps and had ash dumpster emptied and brought back to dump site
- Checked all sewer pumping stations
- Made contact with plumber to make appointment to run sewer snake and inspect homeowner sewer tap in city street for issues
- Ran sewer camera in sewer main on Main Street
- Marked miss utility tickets and checked them in on computer
- Washed off all sewer camera equipment after use

P.2

January 4, 2022 – Tuesday

- Picked up garbage route on west end of town
- Checked on sewer complaint on West Main Street
- Marked miss utility tickets and checked them in on computer
- Filled fuel tanks on plow trucks and checked fluids
- Picked up litter on Main Street
- Trimmed bushes over hanging roadway on First Street
- Picked up new bobcat bucket from American Rent-All in Cumberland
- Checked all sewer pumping stations
- Ran robot sewer camera in sewer line just off Barnard Street and on West Main Street
- Met with Cutters Sewer Service on Frost Avenue
- Picked up supplies from Ruby's Welding shop
- Ran jetter in sewer main on Frost Avenue
- Dye tested several locations in the sewer and storm systems
- Plugged off old drainage pipe in Alley #10 with concrete
- Washed off all sewer camera equipment after use
- Cleaned up broken glass in roadway on College Avenue

January 5, 2022 – Wednesday

- Picked up garbage route on east end of town
- Took snow plow and tire chains off truck #4
- Removed litter on Main Street
- Called in an emergency miss utility ticket for sewer line repair
- Marked miss utility tickets and checked them in on computer
- Calling in order for gravel for sewer line repair
- Straightened sign post on Mechanic Street
- Checked all sewer pumping stations
- Started digging up sewer clog on Frost Avenue and replacing sewer tap
- Met with Gas Company to discuss gas line locations on Barnard Street and Allegany Street
- Hauled several loads of debris to Miller Bottom
- Met with Potomac Plumbing and ran sewer camera and cutter bit in sewer tap on Barnard Street
- Inspected sewer main on Barnard Street – popped manholes in several location to check for flow issues in sewer main
- Cones and taped off work area on Frost Avenue

P.3

January 6, 2022 – Thursday

- Picked up garbage route in center section of town
- Took Christmas lights off tree in front of High School
- Checked all sewer pumping stations
- Picked up trash that was set out behind garbage truck on lower end of town
- Removed litter on Main Street
- Checked on signage complaint on Broadway
- Filled all the fuel tanks and checked fluids in all the plow trucks in preparation of today/tonight's weather event
- Marked miss utility ticket and checked them in on computer
- Hauled loads of debris to Miller Bottom from Frost Avenue repair site
- Installed plow and chains on truck #4
- Worked on Frost Avenue making repairs to the clogged sewer line
- Installed snow plows on one ton dump trucks
- Met with Miller Pipeline to discuss winter weather instructions to cover open ditch lines and mark work areas
- Removed dead animal in roadway on Charles Street
- Picked up trash on Spring Street that had been put out behind garbage route
- Washed off all equipment used in sewer line repair
- Plowed and salted streets throughout the evening

January 7, 2022 – Friday

- Plowed and salted streets most of the day
- Checked all sewer pumping stations
- Marked miss utility tickets and checked them in on computer
- Checked and emptied all City trash cans where needed
- Used V-plows to plow all Alleyways
- Cleaned up bathroom, breakroom and office area
- Plowed off parking lot with bobcat
- Opened culvert inlet on Hampton Drive
- Straightened sign post that had been hit
- Plowed and salted roadways for Frostburg Memorial Park
- Checked on a few complaints
- Made repairs to plow chains where needed
- Filled fuel tanks and checked other fluids in all plow trucks
- Washed salt off loader after use
- Called in a 200-ton salt order

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January 8, 2022 – Saturday

January 9, 2022 – Sunday

- Salted all streets and alleyways

January 10, 2022 – Monday

- Emptied city trash cans where needed on Main Street
- Made repairs to plow rigging on truck #6 – welded damaged areas
- Checked all sewer pumping stations
- Adjusted rear brakes on plow truck #4
- Removed dead animal in roadway on Centennial Street
- Made repairs to truck #4 windshield sprayer
- Worked on spreader box issues on truck #350
- Removed dead deer on Armstrong Avenue
- Cleaned snow from parking lot
- Removed busted garbage bags and litter on Center Street
- Used bobcat to clean up debris around salt dome and in front of garage bays
- Marked miss utility tickets and checked them in on computer
- Removed debris in roadway on Chestnut Street
- Emptied and washed out the bed of the one-ton dump truck #350
- Called back out to salt streets

January 11, 2022 – Tuesday

- Worked throughout the night salting streets
- Picked up west end of town garbage route
- Removed litter on Main Street
- Fueled up all plow trucks and loader
- Checked all sewer pumping stations
- Picked up supplies from Frostburg Rental
- Marked miss utility tickets and checked them in on computer
- Inspected a buried manhole that Northern Pipeline had found on East Street
- Greased all snow plows and spreader boxes
- Inspected new sewer tap in Braddock Heights
- Collected a water sample from a basement on Main Street and had it tested
- Tightened chains and replaced plow bolts where needed on plow trucks
- Checked on plow damage complaint on Barnard Street

P.5

January 12, 2022 – Wednesday

- Picked up garbage route on east end of town
- Checked all sewer pumping stations
- Washed off work trucks
- Marked miss utility tickets and checked them in on computer
- Pushed up salt deliveries as they arrived
- Installed new plow markers on snow plows
- Picked up litter on Main Street where visible
- Greased rear locks on garbage truck and checked fluids
- Picked up plow parts from Ruby's Welding shop
- Straightened plow blade on truck #4
- Patched a few hot holes with cold patch
- Cleaned up debris on Barnard Street and First Street
- Washed off loader after use
- Replaced street sign on Mechanic Street
- Checked on plow damage complaint on west end of town – cleaned up sod from around area
- Pushed up grit pile and premixed salt & grit mixture

January 13, 2022 – Thursday

- Picked up garbage route in center section of town
- Tightened leaky hydraulic fittings on truck #4
- Checked all sewer pumping stations
- Met with Gas Company on Allegany Street
- Pushed up salt deliveries as they arrived
- Removed litter on Main Street
- Checked on sewer complaint on Main Street – Ran camera and found issue to be on the homeowner
- Marked miss utility tickets and checked them in on computer
- Helped Police Department take meter guts out of meters
- Installed V- plow on Chevy one ton dump truck
- Took invoices to be paid to city hall
- Washed off camera equipment after use
- Put Napa delivery away
- Washed off loader before putting away
- Picked up supplies from Frostburg Carquest

P.6

January 14, 2022 – Friday

- Checked all sewer pumping stations
- Picked up Christmas trees all around town
- Marked Miss Utility tickets and checked them in on computer
- Pushed off ash dumpster with loader
- Loaded up all plow trucks before snow event
- Patched a few holes around town with cold patch
- Removed dead animal in roadway on Main Street
- Picked up old garbage truck after repairs from Grantsville Truck and Trailer
- Checked on Northern Pipeline on east end of town
- Ran sewer camera in sewer main on First Street
- Washed off all sewer camera equipment after use
- Pushed up salt deliveries as they arrived
- Worked on electrical short on plow truck
- Replaced plow lights on truck #4
- Washed off loader after use
- Make sure all snow plowing equipment was ready for incoming storm
- Checked on sewer issue off First Street

January 15, 2022 – Saturday

January 16, 2022 – Sunday

- Plowed and salted streets

January 17, 2022 – Monday – **Martin Luther King Day**

- Plowed and salted streets

P.7

January 18, 2022 – Tuesday

- Picked up garbage rout on west end of town
- Marked miss utility tickets and checked them in on computer

- Plowed and salted all Alleys in town
- Checked all sewer pumping stations
- Plowed and salted City Streets all night long and most of the day
- Checked and filled fluids where needed in all plow trucks
- Mixed up anti-skid and salt in the salt dome
- Plowed parking lot at the Street Department
- Worked on truck #8 leave springs
- Measured fuel tanks at the shop to see if an order is needed
- Removed tire chains and plow from truck #8 and took it to Cumberland to be repaired
- Picked up parts for the Bobcat at American Rental
- Ordered 200 tons of salt
- Pushed up salt deliveries as they arrived and cleaned up around grit pile
- Washed off loader after use

January 19, 2022 – Wednesday

- Picked up garbage route on east end of town
- Salted icy spots around town
- Leveled off ash dumpster with backhoe
- Took snow plow to Ruby's for repairs
- Plowed alleyways where needed
- Checked all sewer pumping stations
- Removed busted trash bag and debris off Main Street
- Marked miss utility tickets and checked them in on computer
- Installed cutting edge and side plates on bobcat
- Cleared snow from around ash dumpster
- Plated and welded plow rigging on truck #6
- Checked on plow damage complaint
- Installed new lift cylinder and hydraulic line on truck #6
- Greased all auger boxes and plow fittings
- Put Kimball Midwest delivery away
- Worked on air leak on garbage truck
- Checked on sewer complaint on east end of town around plaza

P.8

January 20, 2022 – Thursday

- Picked up garbage route in center section of town
- Finished installing air line and valves on garbage truck
- Checked all sewer pumping stations
- Worked on budget worksheet

- Used V-plow to push back intersection
- Marked miss utility tickets and checked them in on computer
- Plowed alleyways where needed with V-plow
- Had special garbage pick up on Hill Street
- Installed new plow markers on truck #6
- Salted slick spots around town
- Picked up a package over at MDE building
- Straightened bent sign post on Mechanic Street
- Tightened tire chains on all plow trucks
- Installed new rear brakes and drums on truck #4
- Washed off loaded before putting away
- Plowed and salted employee parking area along Taylor Street
- Installed new plow bolts in cutting edges where needed

January 21, 2022 – Friday

- Emptied all plow trucks into salt dome
- Checked all sewer pumping stations
- Filled fuel tanks and checked fluids in all snow removal equipment
- Marked miss utility tickets and checked them in on computer
- Greased loader and bobcat fittings
- Checked and emptied all city trash cans where needed on Main Street
- Picked up new trip cylinder from Ruby's welding shop
- Cleaned up around the garage and emptied shop trash cans
- Used loader to push up slat and grit into salt dome
- Removed dead animal in roadway on Center Street
- Checked on sewer complaint on McCulloh Street
- Replaced busted hydraulic line and fittings on plow truck
- Salted slick spots around town where needed
- Washed off loader after use
- Picked up plow truck from International Trucks in Cumberland after being repaired

P.9

January 22, 2022 – Saturday

- Called in to salt streets

January 23, 2022 – Sunday

- Called in to salt streets

January 24, 2022 – Monday

- Removed snow off Main Street, Depot Street and parts of Broadway and Water Street throughout the night
- Removed dead animal in roadway on Main Street
- Used bobcat to push off snow piles at the city parking lot just off First Street
- Salted streets and alleyways around town
- Emptied off the one-ton dump truck due to salt mixture freezing solid
- Checked all sewer pumping stations
- Replaced curb finder and bolts on truck #4
- Marked miss utility tickets and checked them off computer
- Picked up sewer supplies from Ternent's in Lonaconing
- Fixed tire chains where needed on plow trucks
- Salted sidewalk down Depot Street to train station
- Repaired hydraulic leak on spreader box auger
- Called out to salt streets throughout the evening

January 25, 2022 – Tuesday

- Come out early to haul snow off Broadway and Water Street
- Picked up west end of town garbage route
- Salted Water Street and Broadway after snow was removed
- Checked all sewer pumping stations
- Turned in invoices to be paid to city hall
- Checked alleyways and salted where needed
- Marked miss utility tickets and checked them in on computer
- Cleaned up grit and salt in parking area and around dome
- Salted several streets on west end of town
- Worked on replacing fuel tank straps and anchor points on truck #6
- Greased all plow trucks and filled fluids where needed

P.10

January 26, 2022 – Wednesday

- Picked up garbage route on east end of town
- Worked on budget worksheet
- Checked all sewer pumping stations
- Pushed up salt deliveries as they arrived into salt dome
- Marked miss utility tickets and checked them in on computer
- Salted a few areas around town

- Removed litter on Main Street where visible
- Adjusted rear brakes on plow truck
- Picked up a special garbage pickup on Mechanic Street
- Washed off loader after use
- Adjusted auger on spreader box on truck #4
- Checked sewer main on Mechanic Street for issues
- Installed brakes and drums on truck #8
- Checked on sewer complaint on Linden Street – Ran sewer camera in sewer main and found no issues
- Replaced bearing on spreader box on truck #14
- Washed salt off bobcat after use

January 27, 2022 – Thursday

- Picked up garbage route in the center section of town
- Trimmed tree limb away from roadway on Depot Street
- Checked all sewer pumping stations
- Filled jetter water tank and checked fluids
- Marked Miss Utility tickets and checked them in on computer
- Ran jetter in sewer main just off Broadway due to sewer clog
- Worked on electrical issues on loader
- Removed dead animal in roadway on Mechanic Street
- Pushed up salt deliveries as they arrived
- Inspected several manholes around the Frostburg Village
- Picked up street sign laying along roadway on Center Street
- Tried making repairs to the loaders broken seat
- Had new fitting installed on jetter hose at Carquest
- Straightened bed pans on truck #4
- Painted fuel straps and brackets for truck #6
- Charged up batteries on the old garbage truck

P.11

January 28, 2022 – Friday

- Checked and emptied city trash cans on Main Street where needed
- Removed dead animal on Main Street
- Salted all city streets where needed
- Took garbage truck up to Water Department to dispose of some junk around garage area
- Picked up litter on Main Street where visible
- Fueled up all plow trucks and checked fluids
- Checked all sewer pumping stations

- Took all invoices to be paid to city hall
- Marked miss utility tickets and checked them in on computer
- Finished installing new hangers and brackets on truck #6
- Washed off loader after use
- Cleaned lunch room, rest room and swept out garage bays
- Salted all city streets throughout the evening due to snow event

January 29, 2022 – Saturday

January 30, 2022 – Sunday

January 31, 2022 – Monday

- Checked and emptied city trash cans where needed
- Worked on spreader box on the ford one ton dump truck
- Checked with Northern Pipeline on issues on east end of town
- Filled potholes with cold patch around town – Bowery Street, Water Street and Stoyer Street
- Removed tree limb in roadway on Russell Avenue
- Worked on electrical issues on old garbage truck
- Checked all sewer pumping stations
- Removed litter where visible all over town
- Installed new starter and electrical connections on old garbage truck
- Marked miss utility tickets and turned them in on computer
- Checked sewer main off Green Street for any flow issues or obstructions
- Started a list of catch basins in need of repair
- Marked emergency miss utility ticket for sewer repair
- Cleaned up salt and grit from around salt dome and parking lot

City of Frostburg

Monthly Report: Water Department

For the Month of: January, 2022

Submitted by: Jim Williams, Supervisor

January 3, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reads
- Final reading Bowery St
- Reread 2 meters due to high usages or possible leak
- Data log on S.Water St. & Washington St.

January 4, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reads
- Cleaned up the shop
- Hauled trash away
- Repaired Curb box McCulloh St.
- Checked water pressure East end for Rec. Dept. 180 lb
- Assiseted Rec. Dept With Xmas lights in front of Mt. Ridge

January 5, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets

- Read quarterly meter reads
- Read monthly master meters
- Hauled old meters to scrap yard
- Assisted with County Representative on reading monthly master meters
- Final reading Frost Ave. & Warn's Lane
- Reread 4 meters due to high usage or possible leak

January 6, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reads
- Repaired leaking meter Teaberry Lane
- Installed curb box new sand spring Development

January 7, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reads
- Final reading Maple St.
- Regular reading E.Main St. & made sure water was off
- Data Log Federal St.
- Cleared snow @ shop & plant

January 10, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reads
- Reread meter E.College Ave. due to busted pipes

- Data Log shopping plaza
- Checked water pressure Prichard Farm 185 lb
- New meter Hill St.
- Tharon passed his C.D.L. driving test

January 11, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reads
- Met plumber on Bowery St. turn water off
- Cleaned shop

January 12, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reads
- Chart out looking for leak
- Regular reading Center St.
- Turn water off on Center St. requested by homeowner

January 13, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reads
- Installed new meter on Bowery St.
- Tried to check meter on W.Mechanic could not get to it due to trash piled up beside it
- Checked water meter on E.College Ave. & got reading
- Tried to installed new meter on Grant St. homeowner needs a plumber

January 14, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reads
- Regular reading Wood St.
- Data log on Mt.Pleasant St. & Wood St.
- Made sure all the equipment is ready for snow storm
- Installed new meter on Bowery

January 17, 2022 City Holiday

January 18, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Plowed snow @ shop & savage
- Shovel snow from around fire hydrants
- Final reading W.Main St.
- Worked on this year's budget

January 19, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utilities
- Installed three new meters
- Worked on this year's budget
- Shovel snow from around fire hydrants
- Data log S.Water St.
- Final reading E.College Ave.

January 20, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Missed Utility Tickets
- Worked on this year's budget
- Cleaned shop
- Data log Allegany St.
- Faxed meter sheets to Deborah regarding new meter reading system
- Reread meter Armstrong Ave. possible leak

January 21, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Turned water off Hill St. basement full of water
- Repaired valve box Victoria lane

January 23, 2022

- Repaired leak Victoria Lane and East First St.

January 24, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Data log Allegany St.
- Installed new meter Hill Top Drive
- Did some touch up painting @ the police dept.
- Turn water back on Hill St.

January 25, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Cleaned the shop
- Hauled trash away
- Final reading on Bowery St.
- Had to dig up curb box on Hill St. because the rod was broken
- Installed new driving lights on backhoe
- Had oil changed in truck 17 @ Red Ridge

January 26, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Reread water meter on Hill St. due to busted pipes
- Final reading W.College Ave.

January 27, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Maple St.
- Cleaned up all the garbage from up stairs from the water meters
- Met with Hayden to go over budget

January 28, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading E.College Ave.
- Had the street dept. bring up garbage truck for us

January 31, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading New Georges Creek Rd. Pizza Hut
- Regular readings @ Frostburg Shopping Center
- Repaired water meters @ Mt. Ridge High School

ORDINANCE 2022-01

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG ENTITLED “AN ORDINANCE TO REPEAL AND REENACT ARTICLE 13 OF THE FROSTBURG CODE (2018 EDITION) PERTAINING TO THE CREATION, COMPOSITION, APPOINTMENT, TERMS, AND DUTIES OF THE TOWN AND GOWN COMMITTEE.”

WHEREAS, The City of Frostburg is a municipal corporation of the State of Maryland, organized and operating under a charter adopted in accordance with Article XI-E of the Constitution of Maryland and the Local Government Article of the Annotated Code of Maryland, as amended from time to time;

WHEREAS, Article V, Section 502(9) of the City Charter empowers the Mayor and City Council to appoint such boards, commissions and committees as may be necessary for the health, welfare and safety of City residents;

WHEREAS, as is set forth in Article 13 of the Frostburg Code, the Mayor and City Council created a Town and Gown Committee to consider programs and policies to foster harmonious relations between City residents and the Frostburg State University community; and

WHEREAS, the purpose of this Ordinance is to amend provisions pertaining to the scope of its duties, the individuals who will serve as its members, the applicability of the Maryland Open Meetings Act, and the removal of restrictions on the duration of its existence.

NOW, THEREFORE:

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, MARYLAND, that Article 13 of the Frostburg Code is hereby repealed and reenacted to read as follows:

Article 13

TOWN AND GOWN COMMITTEE

Sec. 13-1. *Creation of Town and Gown Committee; purposes, duties.*

A Town and Gown Committee (referred to in this article as the “Committee”) is hereby established for the purpose of advising the Mayor and City Council on matters concerning the relationship between the City and Frostburg State University. In carrying out its purpose, the Committee may make recommendations to the Mayor and City Council regarding:

- (i) Programs and policies to improve the relations between City residents and the University community;
- (ii) Projects or programs to enhance the community of Frostburg; and

-
- (iii) Other tasks consistent with the purpose of the Committee.

Sec. 13-2. *Composition; rules of procedure.*

(a) *Composition.* The Committee shall consist of five (5) members: the Mayor, the Chief of the Police Department or the Chief's designee, the President of Frostburg State University or the President's designee, a representative from the Frostburg State University Student Government Association, and a representative from the Frostburg Community Coalition.

(b) *Rules of procedure.* The Committee may establish its own rules of procedure. At each meeting, or less frequently if its rules allow, the Committee shall select a chairperson from its membership to preside over the meeting.

Sec. 13-3. Meetings.

The Committee shall hold meetings in March and October of each year. It may schedule additional meetings upon the agreement of a majority of its members. The meetings are open meetings, subject to the terms of the Maryland Open Meetings Act, including, but not limited to, those applicable to advance notice of such meetings and the conduct thereof.

Introduced: _____
Public Hearing: _____
Adopted: _____
Effective: _____

MAYOR AND CITY COUNCIL OF
FROSTBURG

By: _____
W. Robert Flanigan, Mayor

ATTEST:

Elizabeth Stahlman, City Administrator

FOR INFORMATION PURPOSES ONLY FORMER VERSION OF ARTICLE 13

Article 13 TOWN AND GOWN COMMITTEE

Sec. 13-1. Creation of Town and Gown Committee; purposes, duties.

A Town and Gown committee (referred to in this article as the "Committee") is hereby established for the purpose of advising the Mayor and City Council on matters concerning the relationship between the City and Frostburg State University. In carrying out its purpose, the Committee may make recommendations to the Mayor and City Council regarding:

- (1) Programs and policies to limit the impact of off-campus student housing on non-student residents;
- (2) Programs and policies to improve the relations between City residents and the university community;
- (3) Other projects and tasks consistent with the purpose of the Committee.

(Ord. No. 2018-06, § 1, 1-17-2019)

Sec. 13-2. Composition; terms; rules of procedure.

- (a) *Composition.* The Committee shall consist of five (5) members. A representative from the Mayor and City Council shall serve on the Committee. The Chief of the Police Department shall appoint a police officer to serve on the Committee. The President of Frostburg State University, the Frostburg State University Student Government Association, and the Frostburg Community Coalition shall each appoint one (1) member to represent the interests of their respective organizations.
- (b) *Terms.* The initial members of the Committee shall serve from the date of their appointment (as soon as practicable following the effective date of this article) through May 15, 2019. Thereafter, the members shall serve for one-year terms. In the case of a vacancy, an appointment to fill the unexpired term shall be made as soon as practicable.
- (c) *Rules of procedure.* The Committee may establish its own rules of procedure. At each meeting, or less frequently if its rules allow, the Committee shall select a chairperson from its membership to preside over the meeting.

(Ord. No. 2018-06, § 1, 1-17-2019)

Sec. 13-3. Meetings.

The Committee shall hold meetings in March and October of each year. It may schedule additional meetings upon the agreement of a majority of its members.

(Ord. No. 2018-06, § 1, 1-17-2019)

Sec. 13-4. Sunset.

Three (3) years from the date of the approval of this article, the Mayor and City Council shall review the activities of the Committee in order to ascertain whether to retain this article as a part of the Code. Subsequent reviews shall occur every three (3) years thereafter.

(Ord. No. 2018-06, § 1, 1-17-2019

ORDINANCE 2022-02

AN ORDINANCE TO REPEAL AND REENACT SECTION 8.4 OF THE CITY ZONING ORDINANCE (APPENDIX A OF THE FROSTBURG CODE) FOR THE PURPOSE OF (I) ESTABLISHING A SHORT-TERM VACATION RENTAL USE SO AS TO DISTINGUISH SUCH USE FROM A BED AND BREAKFAST USE, (II) REVISING THE STANDARDS APPLICABLE TO BED AND BREAKFASTS, (III) ESTABLISHING STANDARDS AND REQUIREMENTS APPLICABLE TO SHORT-TERM VACATION RENTALS; (IV) ESTABLISHING OTHER STANDARDS AND CRITERIA APPLICABLE TO SHORT-TERM VACATION RENTALS; TO AMEND SECTION 2.1 OF THE ZONING ORDINANCE TO REVISE THE DEFINITION FOR BED AND BREAKFASTS AND ESTABLISH A DEFINITION FOR SHORT-TERM VACATION RENTALS; TO AMEND THE PRIMARY DISTRICT REGULATIONS IN PART 3 OF THE ZONING ORDINANCE TO IDENTIFY THE ZONING DISTRICTS SHORT-TERM VACATION RENTALS ARE PERMITTED AS A MATTER OF RIGHT OR BY SPECIAL EXCEPTION; AND TO AMEND SECTION 6.12 OF THE ZONING ORDINANCE TO SET FORTH PARKING REQUIREMENTS APPLICABLE TO SHORT-TERM VACATION RENTALS.

WHEREAS, the City of Frostburg is a municipal corporation of the State of Maryland, organized and operating under a charter (“Charter”) adopted in accordance with Article XI-E of the Constitution of Maryland and Article 23-A of the Annotated Code of Maryland, as amended.

WHEREAS, Article V, Sections 501 and 502 of the Charter empowers the City of Frostburg to regulate matters of zoning within the City.

WHEREAS, the City of Frostburg Zoning Ordinance (the “Zoning Ordinance”) is set forth in Appendix A of the Frostburg Code.

WHEREAS, the Department of Community Development proposed changes for the purposes set forth in the title to this Ordinance.

WHEREAS, the Department of Community Development proposed these changes due to the growing markets for the rental of entire homes or portions thereof for short-term rental, such as those advertised on-line through Airbnb, Flipkey, Home Away, and VRBO. For zoning purposes, the City treated short-term vacation rentals as bed and breakfasts even though they are different uses. Staff recognized that the traditional bed and breakfast model was not intended to accommodate short-term vacation rentals and that the Code should be amended so as to separately regulate such uses.

WHEREAS, the Frostburg Planning Commission reviewed the proposed text changes during its Wednesday, January 12, 2022, public meeting and voted to recommend that the Mayor and Council adopt them.

WHEREAS, this Ordinance implements the Planning Commission’s proposals, subject to minor changes correcting non-substantive grammatical and typographical errors and otherwise adjusting the recommended language.

NOW, THEREFORE:

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG that section 4.1 of the Zoning Ordinance is repealed and reenacted to read as is set forth in the Exhibit A attached hereto. [NOTE: Exhibit B is a text edited version of Section 4.1 which shows the change made to its terms.]

SECTION 2: BE IT FURTHER ORDAINED that the definition of *bed and breakfast* set forth in Section 2.1 of the Zoning Ordinance is deleted and replaced with the following language:

Bed and Breakfast: A private owner-occupied, single-family detached residential dwelling containing as the primary use, an aggregate of lodging rooms offered for rent with breakfast service to transient guests within a setting reflecting a residential rather than commercial character.

SECTION 3: BE IT FURTHER ORDAINED that Section 2.1 of the Zoning Ordinance is amended by adding a definition for *short-term vacation rental* which shall read as follows:

Short Term Vacation Rental: A dwelling unit in which the entire unit or separate portions thereof is available for rent for periods of less than forty-five (45) consecutive days to transient guests. A short-term vacation rental shall conform to all applicable requirements set forth in the short-term vacation rental regulations set forth in Section 8.4 of the Zoning Ordinance.

SECTION 4: BE IT FURTHER ORDAINED that the primary district regulations set forth in Part 3 of the Zoning Ordinance are amended as follows:

§ 3.2. “R2” Neighborhood Residential District

- Add short term vacation rentals as a use permitted by special exception

§ 3.3. “R2-A” Town Residential District

- Add short term vacation rentals as a principal permitted use

§ 3.4. “R3” General Residential District

- Add short term vacation rentals as a principal permitted use

§ 3.5. “R4” Gateway Residential District

- Add short term vacation rentals as a use permitted by special exception

§ 3.6. “RO” Residential Office District

- Add short term vacation rentals as a principal permitted use

§ 3.7. “C1” University Corridor/Mixed-Use District

- Add short term vacation rentals as a principal permitted use

§ 3.8. “C2” Highway Commercial District

- Add short term vacation rentals as a principal permitted use

§ 3.9. “C3” Town Center District

- Add short term vacation rentals as a principal permitted use

The Use Regulations Table set forth at the beginning of Part 3 of the Zoning Ordinance shall be amended consistent with the foregoing terms of this section of this Ordinance,

SECTION 5: BE IT FURTHER ORDAINED that the off-street parking requirements of Section 6.12 of the Zoning Ordinance are amended by adding short-term vacation rentals to the residential portion of the table in section 6.12.A.

Passed this _____ day of _____, 2022.

Introduced: _____
 1st Hearing: _____
 Adopted: _____
 Effective: _____

MAYOR AND CITY COUNCIL OF FROSTBURG

By: _____
 W. Robert Flanigan, Mayor

ATTEST:

 Elizabeth Stahlman, City Administrator

Sec. 8.4. Bed and breakfasts and Short Term Vacation Rentals.

A. Definitions

- a. *Bed and Breakfast*: A private owner-occupied, single-family detached residential dwelling containing as the primary use, an aggregate of lodging rooms offered for rent with breakfast service to transient guests within a setting reflecting a residential rather than commercial character.
- b. *Short Term Vacation Rental*: A furnished dwelling unit in which the entire unit or separate portions thereof is available for rent for periods of less than forty-five (45) consecutive days to transient guests. A short term vacation rental shall conform to all applicable requirements set forth in the short term vacation rental regulations proposed in Section 8.4 of the Zoning Ordinance.

B. General Provisions

- a. Bed and Breakfasts are permitted by type and by district, as specified in the table below

Zoning District	R1	R2	R2-A	R3	R4	RO	C1	C2	C3	C4	T-LI
Bed and Breakfast		¥	¥	¥	¥	◆	◆	◆	◆		
Short-Term Vacation Rental		¥	○	○	¥	○	○	○	○		

Key:

◆ Principal permitted use, Commercial Use & Occupancy permit required
○ Short-Term Vacation Rental License is required

¥ Special Exception by Board of Zoning Appeals required, and Zoning Occupancy Permit required

- b. Property owners who rent their property, or part of their property, for bed and breakfast or short-term vacation rental lodging are responsible for collecting and remitting Lodging Tax to the Allegany County Finance Office, in accordance with the Annotated Code of Maryland, Division IV. Local Finance, Title 20. Taxes and Development Impact Fees, Subtitle 4. Hotel Rental Taxes, Part I. County Hotel Rental Taxes.
- c. No bed and breakfast or short-term vacation rental shall contain more than five (5) sleeping rooms.
- d. Only designated rooms shall be used for sleeping.
- e. No more than four (4) adult persons shall simultaneously occupy any one (1) guestroom.
- f. Property owners who rent their property, or part of their property, for bed and breakfast or short-term vacation rental lodging must provide one (1) off-street parking space per bedroom, plus one, in accordance with Section 6.12.A.

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(Supp. No. 3)

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- C. Bed and breakfasts shall meet the following standards:
- a. A minimum of one (1) full lavatory, toilet and shower or tub or combination thereof shall be available for every two (2) guestrooms as well as one (1) for the owner occupant.
 - b. No guestroom shall contain more than two (2) beds.
 - c. No cooking facilities shall be permitted in any guestroom.
 - d. Upon conversion of an existing dwelling to a bed and breakfast, no additional entrance shall be permitted in the front facade.
 - e. No guest shall be permitted to stay in a bed and breakfast for more than ~~ten (10)~~ fourteen (14) consecutive nights.
 - f. An owner or full-time manager must live in the bed and breakfast.
 - g. There shall be no more than two (2) nonresident employees in or about the bed and breakfast.
 - h. Signs shall comply with the regulations applicable to home occupation signs. See Section 7.5E.
 - i. Meal service shall be limited to overnight guests.
 - j. The bed and breakfast shall not be used as a gathering place, meeting hall or dining facility.
- D. Short-Term Vacation Rentals
- a. Short-Term Vacation Rental License Required
 - i. Short-Term Vacation Rentals must be licensed as such. These licenses are issued by the Community Development Director and/or their designees pursuant to the requirements set forth in this chapter and any applicable requirements set forth in the Rental Housing Ordinance. As part of this license, a Short-Term Vacation Rental host must:
 - 1. Provide documentation and a signed declaration of compliance attesting to compliance with subsections (2) through (8);
 - 2. Comply with all applicable City, State, and federal laws;
 - 3. Ensure that all dwelling units have approved working smoke alarms and carbon monoxide alarms in every bedroom and/or on every level of the dwelling unit as required by the Rental Housing Ordinance;
 - 4. Post the following information in a conspicuous place within each dwelling unit or part thereof used as a Short-Term Vacation Rental:
 - a. Emergency contact information;
 - b. Contact information for the Short-Term Vacation Rental host and/or designated Owner's Agent;
 - c. Street address;
 - d. Floor plan indicating fire exits and escape routes;
 - e. The owner rules and regulations;
 - f. Community Development Department contact information; and
 - g. City of Frostburg rules regarding parking, noise, and trash;
 - 5. Maintain and keep readily available for inspection, a guest registry that includes, at a minimum:

-
- a. The name of each renter/guest;
 - b. Check in/out dates; and
 - c. Rent paid.
 - 6. Post valid license number on all listings advertising the Short-Term Vacation Rental;
 - 7. Remit all local taxes and required fees; and
 - 8. Submit proof of notification to all neighboring property owners sharing a property line of the intent to apply for a short-term vacation rental license.
 - ii. Upon receipt of a properly completed application and the associated license fee, the Community Development Director and/or their designee(s) shall issue a rental housing or short-term vacation rental license and shall cause an inspection to be made of the premises described in the application. The license shall be posted in a conspicuous place on the premises or maintained in the custody of the property owner and/or Owner's Agent
 - b. Short-term vacation rentals must comply with all provisions detailed in the City's Rental Housing Ordinance, as well as all applicable property maintenance, electrical, plumbing, and building codes.
 - c. Properties hosting a short-term vacation rental must have no outstanding taxes or liens, and the property must remain free from violations **of the City Code, Zoning Ordinance, and Rental Housing Ordinance.**
 - d. Short-term vacation rentals shall be inspected annually.
 - e. No guest shall be permitted to stay in a Short-Term Vacation Rental for more than forty-five (45) consecutive nights.
 - f. Hourly rentals or rentals for less than one overnight stay are prohibited.
 - g. Once a Short-Term Vacation Rental license has been obtained, property owners are required to post their license number on AirBnb or other short-term rental websites along with their listing to rent their home or a room in their home
 - h. The Owner's Agent must reside within 25 miles of the unit and be accessible for the entirety of any contract where the property owner is not present
 - i. The Owner's Agent is responsible for responding within one hour to complaints regarding the condition, operation, or conduct of occupants of the Short-Term Vacation Rental and taking remedial action to resolve any such complaints
 - j. No outdoor advertising signs related to the Short-Term Vacation Rental shall be allowed on the property.

Sec. 8.4. Bed and breakfasts and Short Term Vacation Rentals.

A. ~~See definition, Section 2.1.~~ Definitions

- a. *Bed and Breakfast*: A private owner-occupied, single-family detached residential dwelling containing as the primary use, an aggregate of lodging rooms offered for rent with breakfast service to transient guests within a setting reflecting a residential rather than commercial character.
- b. *Short Term Vacation Rental*: A furnished dwelling unit in which the entire unit or separate portions thereof is available for rent for periods of less than forty-five (45) consecutive days to transient guests. A short term vacation rental shall conform to all applicable requirements set forth in the short term vacation rental regulations proposed in Section 8.4 of the Zoning Ordinance.

B. General Provisions

- a. Bed and Breakfasts are permitted by type and by district, as specified in the table below

Zoning District	R1	R2	R2-A	R3	R4	RO	C1	C2	C3	C4	T-LI
Bed and Breakfast		¥	¥	¥	¥	◆	◆	◆	◆		
Short-Term Vacation Rental		¥	○	○	¥	○	○	○	○		

Key:

- ◆ Principal permitted use, Commercial Use & Occupancy permit required
- Short-Term Vacation Rental License is required

¥ Special Exception by Board of Zoning Appeals required, and Zoning Occupancy Permit required

- b. Property owners who rent their property, or part of their property, for bed and breakfast or short-term vacation rental lodging are responsible for collecting and remitting Lodging Tax to the Allegany County Finance Office, in accordance with the Annotated Code of Maryland, Division IV. Local Finance, Title 20. Taxes and Development Impact Fees, Subtitle 4. Hotel Rental Taxes, Part I. County Hotel Rental Taxes.
- c. No bed and breakfast or short-term vacation rental shall contain more than five (5) sleeping rooms.
- d. Only designated rooms shall be used for sleeping.
- e. No more than four (4) adult persons shall simultaneously occupy any one (1) guestroom ~~in a bed and breakfast.~~
- f. Property owners who rent their property, or part of their property, for bed and breakfast or short-term vacation rental lodging must provide one (1) off-street parking space per bedroom, plus one, in accordance with Section 6.12.A.

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- C. Bed and breakfasts shall meet the following standards:
- a. ~~No bed and breakfast shall contain more than six (6) sleeping rooms.~~
 - b. ~~Only designated rooms shall be used for sleeping.~~
 - c. A minimum of one (1) full lavatory, toilet and shower or tub or combination thereof shall be available for every two (2) guestrooms as well as one (1) for the owner occupant.
 - d. No guestroom shall contain more than two (2) beds.
 - e. No cooking facilities shall be permitted in any guestroom.
 - f. Upon conversion of an existing dwelling to a bed and breakfast, no additional entrance shall be permitted in the front facade.
 - g. No guest shall be permitted to stay in a bed and breakfast for more than ~~ten (10)~~ fourteen (14) consecutive nights.
 - h. ~~No more than four (4) adult persons shall simultaneously occupy any one (1) guestroom in a bed and breakfast.~~
 - i. An owner or full-time manager must live in the bed and breakfast.
 - j. There shall be no more than two (2) nonresident employees in or about the bed and breakfast.
 - k. Signs shall comply with the regulations applicable to home occupation signs. See Section 7.5E.
 - l. Meal service shall be limited to overnight guests.
 - m. ~~A sidewalk shall be placed connecting the parking area to the main building.~~
 - n. The bed and breakfast shall not be used as a gathering place, meeting hall or dining facility.
- D. Short-Term Vacation Rentals
- a. Short-Term Vacation Rental License Required
 - i. Short-Term Vacation Rentals must be licensed as such. These licenses are issued by the Community Development Director and/or their designees pursuant to the requirements set forth in this chapter and any applicable requirements set forth in the Rental Housing Ordinance. As part of this license, a Short-Term Vacation Rental host must:
 - 1. Provide documentation and a signed declaration of compliance attesting to compliance with subsections (2) through (8);
 - 2. Comply with all applicable City, State, and federal laws;
 - 3. Ensure that all dwelling units have approved working smoke alarms and carbon monoxide alarms in every bedroom and/or on every level of the dwelling unit as required by the Rental Housing Ordinance;
 - 4. Post the following information in a conspicuous place within each dwelling unit or part thereof used as a Short-Term Vacation Rental:
 - a. Emergency contact information;
 - b. Contact information for the Short-Term Vacation Rental host and/or designated Owner's Agent;
 - c. Street address;
 - d. Floor plan indicating fire exits and escape routes;

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- e. The owner rules and regulations;
 - f. Community Development Department contact information; and
 - g. City of Frostburg rules regarding parking, noise, and trash;
 - 5. Maintain and keep readily available for inspection, a guest registry that includes, at a minimum:
 - a. The name of each renter/guest;
 - b. Check in/out dates; and
 - c. Rent paid.
 - 6. Post valid license number on all listings advertising the Short-Term Vacation Rental;
 - 7. Remit all local taxes and required fees; and
 - 8. Submit proof of notification to all neighboring property owners sharing a property line of the intent to apply for a short-term vacation rental license.
- ii. Upon receipt of a properly completed application and the associated license fee, the Community Development Director and/or their designee(s) shall issue a rental housing or short-term vacation rental license and shall cause an inspection to be made of the premises described in the application. The license shall be posted in a conspicuous place on the premises or maintained in the custody of the property owner and/or Owner's Agent
- b. Short-term vacation rentals must comply with all provisions detailed in the City's Rental Housing Ordinance, as well as all applicable property maintenance, electrical, plumbing, and building codes.
 - c. Properties hosting a short-term vacation rental must have no outstanding taxes or liens, and the property must remain free from violations of the City Code, Zoning Ordinance, and Rental Housing Ordinance.
 - d. Short-term vacation rentals shall be inspected annually.
 - e. No guest shall be permitted to stay in a Short-Term Vacation Rental for more than forty-five (45) consecutive nights.
 - f. Hourly rentals or rentals for less than one overnight stay are prohibited.
 - g. Once a Short-Term Vacation Rental license has been obtained, property owners are required to post their license number on AirBnb or other short-term rental websites along with their listing to rent their home or a room in their home
 - h. The Owner's Agent must reside within 25 miles of the unit and be accessible for the entirety of any contract where the property owner is not present
 - i. The Owner's Agent is responsible for responding within one hour to complaints regarding the condition, operation, or conduct of occupants of the Short-Term Vacation Rental and taking remedial action to resolve any such complaints
 - j. No outdoor advertising signs related to the Short-Term Vacation Rental shall be allowed on the property.

Sec. 6.12. Off-street parking requirements.

A. *Numbers of Parking Spaces.* There shall be provided at the time of change of use, erection or enlargement of any principal building or structure, the following minimum off-street parking spaces, with adequate provision for ingress and egress:

- (1) The City recognizes that the uses listed for parking requirements may not be comprehensive. In instances not specifically listed herein, the parking requirement of the most similar use, as determined by the Community Development Director, shall apply. No building or occupancy permit shall be issued for any new use until the required parking has been evaluated and the requirements satisfied.

<i>Residential</i>	
Dwelling Unit	1/occupant >e; 18 years old + 1/each unrelated person >e; 18 years old
Bed and Breakfasts	1/bedroom + 1
Boarding Units	1/two occupants
Group Home	1/two occupants
Short Term Vacation Rentals	1/bedroom + 1
Treatment Center	1/two occupants
Home Occupations (Accessory Use)	2 + required dwelling unit spaces
<i>Institutional</i>	
Adult Day Care Center	1/four clients
Assisted Living Centers or Nursing Homes	1/five beds
Childcare Centers	1/four clients
Churches and Places of Worship	1/four persons permitted by State Fire Marshal
Civic & Service Clubs, Fraternal Organizations	1/three persons permitted by State Fire Marshal
Colleges, Trade or Hobby Schools	1/200 sq ft
Community Centers	1/three persons permitted by State Fire Marshal
Funeral Homes	1/50 sq ft
Hospices	1/five beds
Hospitals	1/five beds
Libraries	1/400 sq ft
Primary School	1/ten classroom seats
Secondary School	1/eight classroom seats
<i>Retail & Amusement</i>	
Adult Use	1/300 sq ft
Auction Houses	1/400 sq ft
Bars, Lounges, Taverns	1/three persons permitted by State Fire Marshal
Bowling Alleys, Billiard Parlors, Arcades & similar indoor amusement	3/lane
Building/Lumber Sales and Storage	1/300 sq ft of retail or 1/1,000 sq ft of storage, whichever is greater
Clubs and Lodges, Dance Halls, Nightclubs	1/three persons permitted by State Fire Marshal
Country Clubs, golf, tennis, & swim clubs	1/three persons permitted by State Fire Marshal
Restaurants (with drive-through service)	1/100 sq ft (not including kitchen/storage areas)
Restaurants (without drive-through service)	1/100 sq ft (not including kitchen/storage areas)
Retail	1/250 sq ft
Supermarkets, Farmers Markets, and Grocery	1/300 sq ft

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Theatres	1/three persons permitted by State Fire Marshal
<i>Service</i>	
Animal Groomers	1/200 sq ft
Automobile Service Stations and Repair Garages	1/300 sq ft + adequate space for service/fueling
Banks/Financial Institutions (with drive-through service)	1/200 sq ft
Banks/Financial Institutions (without drive-through service)	1/200 sq ft
Beauty shop, barber shop, nail salon, tanning, spas	1/100 sq ft
Body Art Studios	1/300 sq ft
Cleaners, Laundromats, etc.	1/200 sq ft
Contractor Offices	1/500 sq ft
Fitness Centers	1/200 sq ft
Kennels	1/300 sq ft of indoor kennel space
Medical Laboratories	1/200 sq ft
Medical or Dental Services	1/200 sq ft
Motels and Hotels	1/sleeping room + 2
Personal service	1/300 sq ft
Professional Offices	1/300 sq ft
Sales, Service, Commercial Washing of Motor Vehicles	1/300 sq ft + adequate space for service/fueling
Truck Stops and Rest Areas	1/300 sq ft + adequate space for service/fueling
Veterinary Services	1/300 sq ft
<i>Industrial/Technology</i>	
Light wholesale and distribution establishments	1/2,000 sq ft
Manufacturing and Incidental Sales	1/1,000 sq ft
Research, Experimental, or Testing Laboratories	1/500 sq ft
Technological or Communication Enterprises	1/300 sq ft
Warehousing	1/2,000 sq ft

B. *Town Center Parking Requirements.*

- (1) Town Center. In the C3 Town Center district, additional numbers of off-street parking spaces are not required to be provided unless:
 - (a) A new principal building or building expansion of over five thousand (5,000) square feet of total floor area is constructed or
 - (b) The number of dwelling units or rooming house units on the lot would be increased.
 - (i) Required off-street parking shall be provided to accommodate only the newly added square footage or dwelling units.

C. *University Corridor Parking Requirements.*

- (1) University Corridor.
 - (a) Commercial Uses. In the C1 University Corridor district, required off-street parking spaces for commercial uses may be reduced by up to fifty percent (50%) of the requirements specified in Section 6.12A.
 - (b) Residential Uses. In the C1 University Corridor district, required off-street parking spaces for residential uses shall meet the requirements as set forth in Section 6.12A.

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- D. *Front Yard Requirements.* All new vehicle parking spaces shall be located outside of the minimum required front yard. On a corner lot, such restriction shall only apply the front yard adjacent to the street more frequently traveled, as determined by the Community Development Director.
- E. *Location of Parking.* Required off-street parking spaces shall be located on the same lot where the principal buildings or structures are located, except as provided for herein:
- (1) *Off-Site Parking.* In situations where on-site parking cannot be accommodated due to landscape limitations, the parking requirements may be met through provision of off-site parking on nearby land owned by the property owner or through a lease effective throughout the duration of the use.
 - (a) Prior to issuance of an occupancy permit or acceptance of a rental housing registration, a copy of the lease must be provided to the Community Development Department.
 - (b) Off-site parking areas shall be subject to the following restrictions:
 - (i) Required parking spaces serving residential uses may be placed up to two hundred (200) feet from the lot containing the residential uses;
 - (ii) Required parking spaces serving nonresidential uses may be placed up to four hundred (400) feet from the lot containing such uses; and
 - (iii) Required parking spaces serving nonresidential uses in the C3 Town Center District may be located up to eight hundred (800) feet from the lot containing such uses.
 - (c) Revocation of permits. Failure to maintain a lease of the required parking as specified in this subsection shall constitute a violation of this Code and may be cause for revocation of a certificate of occupancy.
 - (2) *Shared Parking.* At the request of the developer(s) and owner(s), shared parking facilities may be permitted by the Community Development Director the following structures constructed after the effective date of this Ordinance: buildings housing multiple uses, mixed-use developments, shopping centers, and/or accessory structures relative to the foregoing.. A parking impact study shall be provided by the developer(s) or owner(s) establishing that the estimated peak demand for parking required by the users will be satisfied due to differing hours of peak demand. A shared parking plan approved by the Community Development Director shall be enforced through a written covenant.
 - (a) *Covenant for shared parking plan.* A notarized copy of the written covenant made by the owner(s) of record shall be submitted to the Community Development Director, who shall forward a copy to the City Attorney for review. Proof of recordation of the covenant shall be presented to the Community Development Director prior to issuance of a certificate of occupancy. The agreement shall:
 - (i) List the name(s) and ownership interest of all parties to the agreement and contain the signatures of those parties;
 - (ii) Provide a legal description of the land;
 - (iii) Include a site plan showing the area of the parking lot;
 - (iv) Describe the area of the parking lot and designate and reserve it for shared parking unencumbered by any conditions which would interfere with its use;
 - (v) Ensure the continued availability of the spaces for joint use and provide assurance that all spaces will be usable to all participating uses;
 - (vi) Describe the obligations of each party, including the maintenance responsibility for the parking area and any open space.

- (vii) Incorporate the parking impact study by reference; and
- (viii) Describe the method by which the covenant shall, if necessary, be revised or terminated contingent upon approval from the Community Development Director.
- (b) Change in use. Should any of the shared parking uses be changed, or should the Community Development Director find that any of the conditions described in the approved parking impact study or agreement no longer exist, the owner shall have the option of submitting a revised parking impact study and an amended shared parking covenant in accordance with the standards of this subsection, or if necessary, provide the number of spaces required for each use as if computed separately.
- (c) Revocation of permits. Failure to comply with the shared parking provisions of this subsection shall constitute a violation of this Code and may be cause for revocation of a certificate of occupancy.

F. *Parking Lot Design and Construction.*

- (1) Any parking lot consisting of six (6) or more parking spaces that is to be constructed shall be subject to the City of Frostburg Subdivision and Land Development Regulations in addition to the regulations set forth herein.
- (2) All parking areas and driveways shall be surfaced with a dustless and durable material and shall be graded to prevent the accumulation of surface water. If there are six (6) or more parking spaces on a lot, all of the parking spaces shall be paved in asphalt, concrete or paving block.
- (3) The first ten (10) feet of length of a driveway measured from the edge of paved roadway shall be paved in asphalt or concrete. Asphalt shall not be placed over a concrete sidewalk.
- (4) Required parking spaces shall be arranged to allow each vehicle to be moved onto a street or alley without requiring the movement of any other vehicle. This requirement shall not apply to a lot with a single dwelling unit in Zoning Districts where occupancy is limited to two (2) unrelated persons.

Aisle Width	Parking Angle				
	0	30	45	60	90
One-Way Traffic	15	15	16	18	24
Two-Way Traffic	22	22	22	23	24

- (5) No more than two (2) spaces on a lot shall be configured in a manner that will cause a vehicle to back onto a street. No more than three (3) spaces on a lot shall be configured in a manner that will cause a vehicle to back on to an alley.

G. *Parking Space and Aisle Sizes.*

- (1) Each required off-street parking space shall consist of a minimum rectangle of nine (9) by eighteen (18) feet. However, within the C3 Town Center, a maximum of thirty percent (30%) of the required parking spaces may each be a minimum rectangle of eight and a half (8.5) by sixteen (16) feet, provided they are clearly marked as being for "Compact Cars Only."
- (2) In configurations in which drive aisles will be created between parking spaces, the parking area drive aisle widths shall conform to the following table, which varies the width requirement according to the angle of parking.
- (3) Drive aisles providing access to parking lots shall be not less than ten (10) feet or exceed fifteen (15) feet in width for one-way traffic and less than eighteen (18) feet or exceed thirty (30) feet in width for two-way traffic, except that ten (10)-feet-wide driveways are permissible for two-way-traffic when a.)

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the drive aisle is not longer than fifty (50) feet, and b.) it provides access to not more than six (6) commercial, or ten (10) residential spaces, and c.) sufficient turning space is provided so the vehicles need not back onto a public street.

- H. *Handicapped Parking.* Handicap Parking spaces shall be provided in accordance with the Maryland Accessibility Code Regulations; COMAR 05.02.02.
- I. *Bicycle Parking.* Any new use required to provide six (6) or more new off-street parking spaces shall include a suitable area for the parking of bicycles, at a quantity equal to ten percent (10%) of the parking space count or two (2) bicycle spaces, whichever is greater. Such area should allow for locking of bicycles to a secure feature, but shall not result in obstructions to fire exits or handicapped access.
- J. *Off-street Loading.*
- (1) All permitted uses requiring truck loading and unloading space for normal operations shall provide adequate loading space so that no vehicle being loaded or unloaded in connection with the normal operations shall stand in or project into any public street.
 - (2) Size. The minimum loading space size should be twelve (12) feet by thirty (30) feet.
 - (3) Number. The standards for minimum required off-street loading spaces are as follows:
 - (a) For assisted living centers; nursing homes; colleges, trade, or hobby schools; community centers; hospices; hospitals; primary and secondary schools; auction houses; building/lumber yards sales and storage; general retail; supermarkets and grocery stores; all industrial/technology uses; and other similar uses.

Building area	Minimum off-street loading spaces required
Less than 6,000 square feet	0
6,000 to 25,000 square feet	1
25,000 to 75,000 square feet	2
Greater than 75,000 square feet	1 space per additional 50,000 square feet

- (b) For bars, lounges, and taverns; clubs and lodges, dance halls, and nightclubs; country clubs; restaurants; theatres; cleaners, Laundromats; contractor offices; medical laboratories; motels and hotels; and other similar uses:

Building area	Minimum off-street loading spaces required
Less than 25,000 square feet	0
25,000 square feet to 100,000 square feet	1
100,000 square feet to 175,000 square feet	2
Greater than 175,000 square feet	1 space per additional 75,000 square feet

- (c) The number of off-street loading spaces are standardized requirements. The applicant may provide evidence acceptable to the Community Development Director that the standard number of required off-street loading spaces exceeds the requirements of the proposed use, and that the proposed number of spaces will be sufficient for the proposed use.
 - (d) A reduction in the required off-street loading spaces in the C3, Town Center District, may be made by the Community Development Director, provided the applicant offers evidence that the space(s) are unnecessary or loading/unloading can otherwise be accommodated.

K. *Parking Lot Landscaping.*

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- (1) Any parking lot that will include six (6) or more parking spaces, or as otherwise specified by this Ordinance, shall be required to provide shade trees within or adjacent to paved areas.
- (2) One deciduous tree shall be required for every six (6) required off-street parking spaces.
- (3) Trees required by this section shall meet the following standards:
 - (a) Type of Trees Permitted. Required trees shall be chosen from the list of approved street trees shown on the following page.
 - (i) A tree not listed on the approved street tree list may be planted if the applicant demonstrates to the Community Development Director or Planning Commission that another type of tree is native, would shade paved areas, be resistant to disease, road salt and air pollution and be attractive.

RECOMMENDED TREES TO MEET ORDINANCE REQUIREMENTS						
	Scientific Name	Common Name	Plant Characteristics			
			Soil Compaction	Salt Tolerant	Shade Tolerant	Roots
	Large Canopy Trees		40'-70' Height			
	Acer rubrum	Red Maple	moderate	high	moderate	shallow
	Acer Saccharum	Sugar Maple	low	low	moderate	fibrous
	Celtis jessoensis	Jesso Hackberry				
	Celtis occidentalis	Common Hackberry	high	high	moderate	moderate
	Fraxinus americana	White Ash	high	moderate	moderate	deep
	Fraxinus pennsylvanica	Green Ash	high	moderate	moderate	deep
	Ginko biloba	Ginko	high	moderate	low	fibrous
	Gleditsia triacanthos	Honey Locust "Moraine" or "Shademaster"	high	high	low	fibrous
	Gymnocladus dioicus	Kentucky Coffee Tree		low	low	deep
	Liquidamber styraciflua	Sweet Gum	high	miderate	low	fibrous
	Platanus acerifolis	London Plane Tree	high	low	moderate	deep
	Quercus alba	White Oak	moderate	moderate	low	deep
	Quercus robur	English Oak	low	high	moderate	deep
	Quercus rubra	Red Oak	low	med	low	deep
	Tilia cordata specxies	Littleleaf Linden	moderate	moderate	moderate	fibrous
	Ulmus parvifolia	Chinese Elm	moderate		low	shallow
	Zelkova serrata	Japanese Zelkova			moderate	deep
	Medium Canopy Trees		25'-40' Height			
	Acer campestre	Hedge Maple	moderate	moderate	moderate	fibrous
	Crataegus lavellei	Carrier Hawthorn	moderate		moderate	deep
	Crataegus oxyacantha	English Hawthorn			low	deep
	Crataegus phaenopyrum	Washington Hawthorn	high	high	low	deep
	Prunus accolade	Flowering Cherry			low	
	Prunus serrulata	Japanese Cherry			low	
	Sorbus aucuparia	Mountain Ash	low	high	low	fibrous
	Sophora Japonica	Japanese Pagoda Tree	high	high	low	shallow
	Syringa amurensis japonica	Japanese Tree Lilac		moderate	low	fibrous
	Small Canopy Trees		< 25' Height			
	Acer ginnala	Amur Maple		moderate	low	shallow
	Acer platanoides 'Globosum"	Globe Norway Maple	high	high	low	shallow
	Amelanchier alnifolia	Saskatoon Serviceberry			moderate	fibrous
	Koelreuteria paniculata	Golden Rain Tree			moderate	fibrous
	Malus species	Crabapple	high	high	low	fibrous
	Prunus cerasifera	Flowering Plum	moderate	moderate	low	fibrous
	Pyrus calleryana 'Bradford'	Bradford Pear	moderate	moderate	low	deep

- (b) Quality of Trees. Required trees shall be of symmetrical growth and free of insect pests and disease.

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- (c) Minimum Size. The trunk shall be a minimum of one (1) inch DBH (diameter at breast height).
Note- This section only regulates the species of trees that are used to meet requirements of the Parking Regulations per the City's Zoning Ordinance.
- (d) Planting and Maintenance. Required trees shall be:
- (i) Selected based on minimum tree lawn (the area between the curb and the sidewalk) requirement:
 - Three (3)-foot lawn - small trees.
 - Three (3)- to six (6)-foot lawn - medium trees.
 - Six (6)- to eight (8)-foot lawn - large trees.
 - (ii) Planted in conformance with good landscaping practices, with adequate unpaved surface around each for water and air,
 - (iii) Properly protected by raised curbs, distance or other devices from damage from vehicles, and
 - (iv) Surrounded by a minimum of sixteen (16) square feet of pervious ground that is properly maintained for plant growth.
- (e) Where there are overhead wires, trees expected to reach a maximum height of less than twenty-five (25')-thirty (30') in height, should be used. Larger trees can be planted on lots with overhead wires if space is available between buildings and the sidewalk or street. Planting near underground power lines should be avoided.
- (f) Trees should not obstruct the vision of drivers at intersections (the setback depends on the size, shape, and growth pattern of the tree.).
- (g) A required tree(s) shall not be removed without being replaced within eight (8) months by the current landowner by another tree(s) that meets the requirements of this section.
- L. *Buffering of Parking and Loading Areas.*
- (1) Buffering of Parking: Any new or expanded parking lot consisting of six (6) or more new parking spaces, shall be buffered from view from any primarily residential use on an immediately abutting lot with a row of evergreen plants. Such plants shall be of a species that can reasonably be expected to reach a height of six (6) feet within four (4) years.
 - (2) Where insufficient room exists for such plants or upon the written request of the adjoining property owners, the Community Development Director may allow the installation of an attractive mostly solid weather-resistant wood fence or decorative masonry wall in place of the plants.
- M. *Parking as a Principal Use.* In instances where parking will be the primary principal use of a lot comprised of six (6) or more new parking spaces, the parking lot shall also be buffered from view from the street. The selected plant species should be able to reach a height of six (6) feet within four (4) years. The plants may be placed in the required front yard subject to visibility requirements.
- N. *Main Street.* If any new or expanded parking lot results in the development of six (6) or more spaces adjacent to and visible from Main Street, it shall be buffered from Main Street by an attractive planting strip or a decorative masonry wall.
- O. *Loading Areas.* If any new or expanded loading or unloading area routinely involves the parking of two (2) or more tractor-trailer trucks, such area shall be buffered from view from any primarily residential use on an adjacent lot or across the street by a row of attractive evergreen plants. Such plants shall be of a species that can reasonably be expected to reach a height of six (6) feet within four (4) years.

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- P. Where insufficient room exists for such plants, the Community Development Director may allow the installation of an attractive mostly solid weather-resistant wood fence or attractive masonry wall in place of the plants.

ORDINANCE 2022-03

AN ORDINANCE TO AMEND THE CITY’S ZONING ORDINANCE TO MAKE CHANGES TO SECTION 4.1 OF THE ZONING ORDINANCE PERTAINING TO THE HISTORIC PRESERVATION DISTRICT FOR THE PURPOSE OF REVISING CERTAIN TEXT AND ADDING DEFINITIONS FOR THE SAKE OF CONSISTENCY AND CLARITY.

WHEREAS, the City of Frostburg is a municipal corporation of the State of Maryland, organized and operating under a charter (“Charter”) adopted in accordance with Article XI-E of the Constitution of Maryland and Article 23-A of the Annotated Code of Maryland, as amended;

WHEREAS, Article V, Sections 501 and 502 of the Charter empowers the City of Frostburg to regulate matters of zoning within the City;

WHEREAS, the City of Frostburg Zoning Ordinance (the “Zoning Ordinance”) is set forth in Appendix A of the Frostburg Code;

WHEREAS, the Department of Community Development proposed changes to the Zoning Ordinance to revise text and add definitions for the sake of consistency and in order to clarify section 4.1 related to the Historic Preservation District; and,

WHEREAS, the Frostburg Planning Commission reviewed the proposed text changes during its Wednesday, January 12, 2022 public meeting and voted to recommend to the Mayor and Council that it adopt the proposed text changes.

NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG that section 4.1 of the Zoning Ordinance is amended to read as is set forth in the Exhibit A attached hereto. [NOTE: Exhibit B is a text edited version of Section 4.1 which shows the change made to its terms.]

Passed this _____ day of _____, 2022.

Introduced: _____
1st Hearing: _____
Adopted: _____
Effective: _____

MAYOR AND CITY COUNCIL OF FROSTBURG

by: _____
W. Robert Flanigan, Mayor

ATTEST:

Elizabeth Stahlman, City Administrator

EXHIBIT A

Sec. 4.1. "HP" Historic Preservation Overlay District.

A. *Historic District Definitions.*

Administrative Approval: An approval granted by Community Development Staff for minor alterations, as defined by the Administrative Approval Guidelines developed by the Historic District Commission, to noncontributing resources, in accordance with Zoning Ordinance Section 4.1.J.4.

Alley: A public way that primarily provides a means of access or travel between abutting properties and which has a maximum right-of-way of less than twenty (20) feet.

Alteration: Any exterior change that would affect the historic, archeological, or architectural significance of a designated site or structure, any portion of which is visible or intended to be visible from a public ~~way~~ street, including, but not limited to, construction, reconstruction, moving or demolition.

Certificate of Appropriateness: A certificate issued by Community Development Staff on behalf of the Historic District Commission showing approval of plans for construction, alteration, demolition, or relocation of structures that would affect a designated historic structure, landmark, or district.

Commission: For the purposes of Section 4.1, shall mean the Historic District Commission of the City of Frostburg, Allegany County, Maryland.

Contributing Resource: Structures or physical features within a site or district which help to define the historic significance or architectural character of that site or district and may be associated with events that have made a significant contribution to the broad patterns of local, state, or national history, or may be associated with the lives of persons significant in the City's past.

Demolition: Any willful neglect in maintenance and repair of a structure that does not result from financial inability to maintain and repair the structure and that threatens to result in any substantial deterioration of the exterior features of the structure.

Demolition by Neglect: Improper maintenance or lack of maintenance of any property in a historic district, or any historic landmark or landmark site, which results in substantial deterioration of such a property and threatens its continued stability and preservation.

Historic District: A designated area with a significant concentration, linkage or continuity of sites, structures or objects united historically or aesthetically by plan or physical development.

Noncontributing Resource: Structures or physical features that may exist within a historic site or district, but are not of historic significance per se; however, the relationship of these structures with the surrounding contributing structures may be important in the preservation of the site or district.

Replacement In Kind: A process of rehabilitation utilized in which deteriorated materials or features are repaired in a manner that matches the original in design, materials, color, texture, other visible qualities or any combination of the foregoing, based on physical evidence of essential form and detailing of historic materials, or features in-situ (in context), or through photographic documentation.

Routine Maintenance: 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.

Site: The location of an event of historic significance or a structure, whether ruined or standing, which possesses historic or architectural significance.

Street, Public: A street that is, or will be at the conclusion of construction, a City of Frostburg right-of-way, in which the street is, or will be, maintained by the City.

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Structure: A combination of materials to form a construction that is stable, including, but not limited to, buildings, communications towers, water tanks, paving, sheds, shelters, fences and display signs visible or intended to be visible from a street. The term shall be construed as if followed by the words "or part thereof".

- B. *Purpose.* It is the intent hereof to provide as authorized by Title 8 of the Maryland Land Use Article of the Annotated Code of Maryland, for the preservation of structures in the City of Frostburg which have historic value and/or significance together with their appurtenances and environmental settings in order to:
- (1) Safeguard the heritage of the City by preserving the sites, structures or district(s) therein which reflect elements of its cultural, social, economic, political, or architectural history
 - (2) Stabilize and improve property values of such sites, structures and district(s);
 - (3) Foster civic beauty;
 - (4) Strengthen the local economy; and
 - (5) Promote the preservation and appreciation of the sites, structures and district(s) for the education and welfare of the residents of the City.
- C. *Power to Establish Districts.* For the purposes of this section, the Mayor and Council may designate boundaries for sites, structures or districts which are deemed to be of historic, archeological or architectural significance, following the procedures which are set forth in Section 1.9 of this Ordinance for the reclassification of zoning. Such districts may include structures, lots, and tracts of land, as well as portions thereof.
- D. *Provisions are in Addition to Other District Provisions.* The provisions of this Part relative to the HP district are in addition to the district regulations set forth in the other portions of this Ordinance. In all cases of conflicting requirements, the provision which represents the greater restriction upon the property or higher standard shall govern.
- E. *Membership of Historic District Commission.* The Historic District Commission shall have either five (5) or seven (7) members, appointed by the Mayor and Council.
- (1) *Qualifications.* Each member appointed after the adoption of this Ordinance shall possess a demonstrated special interest, specific knowledge or professional or academic training in such fields as history, architecture, architectural history, planning, archaeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design or related disciplines.
 - (a) The requirement for Commission membership under the category of demonstrated special interest may be satisfied either by formal training in one (1) of the above-listed fields, or active membership in a preservation-related organization, or past or present membership on a Historic District Commission or Planning Commission or City Council or Board of Zoning Appeals, or active participation in activities or proceedings of a Historic District Commission, or active membership in downtown or neighborhood-based community activities and programs.
 - (b) The requirement for membership under the categories of specific knowledge or professional or academic training may be satisfied by post-secondary education, employment and/or practical experience in one (1) or more of the above-listed fields.
 - (2) *Residency.* A majority of the members of the Commission shall be residents of the City of Frostburg. The City may grant preference in membership to residents of the City.
 - (3) *Compensation.* The members shall serve without compensation.
 - (4) *Terms.* The Commission members shall be appointed for staggered terms of three (3) years each, with existing terms of office being continued. Members of the Historic District Commission shall be eligible for reappointment. Any vacancy on the Historic District Commission shall be filled by the Mayor and

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Council for the unexpired term of the particular position. The Mayor and Council may consult private societies, agencies, or organizations to request the names of possible members to serve on the Historic District Commission.

- (5) *Finances.* The Historic District Commission shall have the right to accept and use grants and gifts from whatever source for the exercise of its functions. The Mayor and Council will have final approval of the Historic District Commission's budget.
- F. *Powers and Duties.* The Historic District Commission shall have the following powers and duties:
 - (1) To direct studies, reports, and surveys to identify historical, archeological, or architecturally significant sites, structures, and districts that exemplify the cultural, social, economic, political, or architectural history of the City of Frostburg;
 - (2) Consistent with the City's Charter, ordinances, resolutions, local public law, policies and procedures regarding the acceptance and use of gifts by public officials, to accept and use gifts for the exercise of its functions;
 - (3) To prescribe appropriate rules and regulations for transaction of its business;
 - (4) To recommend for adoption by the Mayor and Council rehabilitation and new construction design guidelines and criteria for construction, alteration, reconstruction, moving, and demolition of designated landmarks, sites, structures, and districts which are consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties (36 CFR Part 68). Guidelines may include design characteristics intended to meet the needs of particular types of sites, structures, and districts, and may identify categories of changes that, because they are minimal in nature do not affect historic, archeological, or architectural significance, do not require review by the Commission. These guidelines shall be used in the Commission's review of applications.
 - (5) Consistent with the City's Charter, ordinances, resolutions, local public law, policies and procedures governing the acquisition of easements, to accept or otherwise acquire historic preservation easements on designated landmarks, structures, or sites and, when deemed appropriate by the Commission, sites or structures located in, or adjacent to, a designated district; and to undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or the implementation of the purpose of this article.
- G. *Report by Maryland Historical Trust.* The Maryland Historical Trust may be designated by the Historic District Commission to make an analysis of and recommendation concerning the preservation of structures of historic and architectural value/significance within the area served by the Historic District Commission. Such report may include proposed boundaries of districts as well as identify and designate particular structures recommended to be preserved and protected.
- H. *Architectural Easements.* The Historic District Commission may acquire easements in connection with individual sites or structures located in or adjacent to any historic district. Such easement may grant to the Historic District Commission, the residents of the historic district, and the general public, the perpetual right to ensure that any site or structure and surrounding property upon which it is applied is protected, in perpetuity, from changes which would affect its historic, archeological or architectural significance.
- I. *Application for Permission to Alter a Site or Structure.* Before the construction, alteration, reconstruction, or demolition of any site or structure or portion thereof as defined in Section 4.1A, including additions to or moving of an existing structure, is begun within the Historic Preservation Overlay District, if any changes are involved which would affect the exterior appearance of said site or structure that are visible or intended to be visible from a public street, the person proposing to make the construction or change shall file with the Historic District Commission an application for permission to build, alter, reconstruct, move, demolish, or construct the addition.

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- (1) Every such application shall be submitted in accordance with the Rules of Procedure of the Historic District Commission. This application shall be accepted or rejected by the Historic District Commission as provided herein.

J. *Factors for Consideration in Reviewing Plans for Construction or Alteration.*

- (1) In reviewing the plan for any such construction or change, the Historic District Commission shall give consideration to:
 - (a) The historic or architectural significance of the building and its relationship to the historic and architectural significance of the surrounding area
 - (b) The relationship of the exterior architectural features of a building to the remainder of the structure and to the surrounding area;
 - (c) The general compatibility of exterior design, scale, proportion, arrangement, texture, and materials proposed to be used; and
 - (d) The appearance or view of proposed changes from the street.
 - (e) Any other factors including aesthetic factors which the Historic District Commission deems to be pertinent.
- (2) The Historic District Commission shall also consider the following design guidelines and criteria, as applicable:
 - (a) The Secretary of the Interior's Standards for the Treatment of Historic Properties (36 CFR Part 68), as amended, which are hereby incorporated by reference, and accompanying explanatory guidelines and reports, as officially issued by the National Park Service;
 - (b) The proportional relationship between the width and the height of the front of the building;
 - (c) The proportional relationship between the width and the height of windows and location of windows;
 - (d) The maintenance of a rhythm and ratio of solid wall areas and windows and doors;
 - (e) The maintenance of any rhythm of building masses to spaces between them, if such a rhythm exists along a street;
 - (f) The maintenance of a rhythm of entrances and building projections and roof lines;
 - (g) The use of exterior materials that are closely similar in appearance to original materials of significant buildings in the District;
 - (h) The discouragement of the use of colors that are clearly and seriously incompatible;
 - (i) The maintenance and continuance of architectural details, such as cornices, arches, chimneys, porch railings, and other porch details;
 - (j) The use of compatible roof shapes and lines;
 - (k) The continuance of building setbacks from the street that are similar to historic buildings along that block;
 - (l) The continuance of any predominately vertical or horizontal orientation of windows, doors and building shape;
 - (m) The use of units of construction and architectural details that provide a scale related to the size of people; and
 - (n) The avoidance of building walls that have few or no windows or doors along sidewalks.

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- (3) The Commission may establish additional written guidelines and criteria to provide guidance in its decisions.
 - (4) In specific cases, such as where the proposed work involves substantially identical replacement "in kind," or as delegated by the Commission, the staff of the Department, in consultation with the Community Development Director, may determine that an application meets all requirements of these regulations, in which case a historic district Certificate of Appropriateness may be issued at the administrative level and Commission review and approval shall not be required.
- K. *Limitations on Regulations.*
- (1) The Commission shall not regulate features that are not visible or intended to be visible from a public street or sidewalk, and shall not regulate interior arrangements, but may offer preservation advice in such matters.
 - (2) Features that are only visible from an alley shall not be regulated by this Section 4.1.
 - (3) The Commission may not stipulate colors, but colors shall be chosen from a manufacturer's collection of historic colors, or be a palette approved by the Commission. Use of bright, metallic, or other non-historic colors is generally not acceptable. The Commission shall not disapprove an application except in consideration of some or all of the factors specified in this Section 4.1.
- L. *Strictness and Leniency in Judgment of Plans.* Limiting Architectural Style to one (1) Period: The Historic District Commission shall be strict in its judgment of plans for sites or structures determined by research to be of historic or architectural significance. The Historic District Commission shall be lenient in its judgment of plans for sites or structures of little historic or architectural significance, or for plans involving new construction, unless such plans would seriously impair the historic or architectural significance of surrounding sites or structures. The Historic District Commission is not required to limit construction, reconstruction, or alteration to the architectural style of any one (1) period.
- M. *Application for Changes to Structures of Unusual Importance.*
- (1) If an application under Section 4.1I affects a site or the exterior of a building that the Historic District Commission considers to be of unusual importance to the County or the City or unusual importance to the entire State or nation, the Historic District Commission shall:
 - (a) Attempt with the owner of the building to formulate an economically feasible plan for the preservation of the site or building.
 - (b) Reject the application unless the Commission is satisfied that the proposed construction, alteration or reconstruction will not materially impair the historic or architectural significance of the site or building.
 - (i) In such case, if the application is rejected, the Commission shall file a copy of its rejection with the Community Development Director.
 - (2) For a site or building that the Commission determines to be of unusual importance, if the Historic District Commission concludes that no economically feasible plan can be formulated, the Commission shall have 90 days from the time it so concludes to negotiate further with the owner, and other parties, in an effort to find a means of preserving the site or building.
- N. *Approval under Certain Circumstances.* In the case of a site or building considered to be valuable for its historic or architectural significance, the Historic District Commission may approve the proposed construction, reconstruction, alterations, moving, or demolition despite the provisions of Section 4.1M if:
- (1) The site or structure is a deterrent to a major improvement program which will be of substantial benefit to the City;

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- (2) Retention of the site or structure would cause undue financial hardship to the owner, and the level of rehabilitation required is so extensive and costly that it could be construed as a "taking." Financial hardship is not related to the income or wealth of the applicant, nor is it applicable when a property owner has willfully neglected his or her property; or
 - (3) The retention of the site or structure would not be to the best interest of a majority of persons in the City as determined through an advertised public hearing. .
 - O. *Commission Meetings.* The Commission shall adopt such rules and regulations as may be necessary for the proper transaction of its business. Any interested person or a person's representative is entitled to appear and be heard at any public hearing conducted by the Commission.
 - P. *Certificate of Appropriateness.* Modification or Rejection of Application and Plans. The Historic District Commission shall file with the Community Development Director a certificate of its approval, modification or rejection of applications and plans submitted to it for review. Work shall not be commenced on any such change project until such a Certificate of Appropriateness has been filed, and no building permit for such change or construction shall be issued unless and until such a Certificate of Appropriateness has been received.
 - (1) The failure of the Historic District Commission to act upon a completed application within forty-five (45) days from the date the completed application was filed shall be deemed to constitute automatic approval of the proposed change unless an extension of this forty-five (45)-day period is agreed upon mutually by the applicant and the Historic District Commission.
 - (2) The Commission may request that the Community Development Director institute any of the remedies and penalties provided by law for any violation of this Section 4.1.
 - Q. *Limit on Approval Period.*
 - (1) Certificate of Appropriateness shall only be valid for a period of twenty-four (24) months.
 - (a) Extension. A Certificate of Appropriateness may be extended for no more than one (1) additional six (6)-month period for a good cause as determined by the Development Staff.
 - (2) If a permit is required, the permit shall be obtained prior to the expiration of the Certificate of Appropriateness.
 - R. *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" (as defined below), 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.
 - S. *Appeals.* An applicant may appeal a decision from the Historic District Commission to the Board of Zoning Appeals on the sole grounds of alleged "hardship." Any other appeal of a decision from the Historic District Commission or any decision regarding "hardship" by the Board of Zoning Appeals may be appealed to the courts in the same manner as any other appeal of a decision by the Board of Zoning Appeals.
 - T. *Violations.*
 - (1) Any willful violation of the provisions of this article, by willfully performing or allowing any work to be performed without first obtaining a Certificate of Appropriateness, or for failing to comply with a Final Notice issued pursuant to this article, or disregarding a decision of the Commission will be in violation of this Ordinance. Violations are subject to the penalties defined in Section 1.21.

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EXHIBIT B

Sec. 4.1. "HP" Historic Preservation Overlay District.

A. Historic District Definitions.

Administrative Approval: An approval granted by Community Development Staff for minor alterations, as defined by the Administrative Approval Guidelines developed by the Historic District Commission, to noncontributing resources, in accordance with Zoning Ordinance Section 4.1.J.4.

Alley: A public way that primarily provides a means of access or travel between abutting properties and which has a maximum right-of-way of less than twenty (20) feet.

Alteration: Any exterior change that would affect the historic, archeological, or architectural significance of a designated site or structure, any portion of which is visible or intended to be visible from a public ~~way~~ street, including, but not limited to, construction, reconstruction, moving or demolition.

Certificate of Appropriateness: A certificate issued by Community Development Staff on behalf of the Historic District Commission showing approval of plans for construction, alteration, demolition, or relocation of structures that would affect a designated historic structure, landmark, or district.

Commission: For the purposes of Section 4.1, shall mean the Historic District Commission of the City of Frostburg, Allegany County, Maryland.

Contributing Resource: Structures or physical features within a site or district which help to define the historic significance or architectural character of that site or district and may be associated with events that have made a significant contribution to the broad patterns of local, State, or national history, or may be associated with the lives of persons significant in the City's past.

Demolition: Any willful neglect in maintenance and repair of a structure that does not result from financial inability to maintain and repair the structure and that threatens to result in any substantial deterioration of the exterior features of the structure.

Demolition by Neglect: Improper maintenance or lack of maintenance of any property in a historic district, or any historic landmark or landmark site, which results in substantial deterioration of such a property and threatens its continued stability and preservation.

Historic District: A designated area with a significant concentration, linkage or continuity of sites, structures or objects united historically or aesthetically by plan or physical development.

Noncontributing Resource: Structures or physical features that may exist within a historic site or district, but are not of historic significance per se; however, the relationship of these structures with the surrounding contributing structures may be important in the preservation of the site or district.

Replacement In Kind: A process of rehabilitation utilized in which deteriorated materials or features are repaired in a manner that matches the original in design, materials, color, texture, and other visible qualities or any combination of the foregoing, through a process based on physical evidence of essential form and detailing of historic materials, or features in-situ (in context), or through photographic documentation.

Routine Maintenance: 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.

Site: The location of an event of historic significance or a structure, whether ruined or standing, which possesses historic or architectural significance.

Street, Public: A street that is, or will be at the conclusion of construction, a City of Frostburg right-of-way, in which the street is, or will be, maintained by the City, dedicated for the public use and accepted by the City for that purpose. a City of Frostburg right of way, in which the street is, or will be, maintained by the City.

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Structure: A combination of materials to form a construction that is stable, including, but not limited to, buildings, communications towers, water tanks, paving, sheds, shelters, fences and display signs visible or intended to be visible from a street. The term shall be construed as if followed by the words "or part thereof".

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- (1) Safeguard the heritage of the City by preserving the sites, structures or district(s) therein which reflect elements of its cultural, social, economic, political, or architectural history
 - (2) Stabilize and improve property values of such sites, structures and district(s);
 - (3) Foster civic beauty;
 - (4) Strengthen the local economy; and
 - (5) Promote the preservation and appreciation of the sites, structures and district(s) for the education and welfare of the residents of the City.
- C. *Power to Establish Districts.* For the purposes of this section, the Mayor and Council may designate boundaries for sites, structures or districts which are deemed to be of historic, archeological or architectural significance, following the procedures which are set forth in Section 1.9 of this Ordinance for the reclassification of zoning. Such districts may include structures, lots, and tracts of land, as well as portions thereof.
- D. *Provisions are in Addition to Other District Provisions.* The provisions of this Part relative to the HP district are in addition to the district regulations set forth in the other portions of this Ordinance. In all cases of conflicting requirements, the provision which represents the greater restriction upon the property or higher standard shall govern.
- E. *Membership of Historic District Commission.* The Historic District Commission shall have either five (5) or seven (7) members, appointed by the Mayor and Council.
- (1) *Qualifications.* Each member appointed after the adoption of this Ordinance shall possess a demonstrated special interest, specific knowledge or professional or academic training in such fields as history, architecture, architectural history, planning, archaeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design or related disciplines.
 - (a) The requirement for Commission membership under the category of demonstrated special interest may be satisfied either by formal training in one (1) of the above-listed fields, or active membership in a preservation-related organization, or past or present membership on a Historic District Commission or Planning Commission or City Council or Board of Zoning Appeals, or active participation in activities or proceedings of a Historic District Commission, or active membership in downtown or neighborhood-based community activities and programs.
 - (b) The requirement for membership under the categories of specific knowledge or professional or academic training may be satisfied by post-secondary education, employment and/or practical experience in one (1) or more of the above-listed fields.
 - (2) *Residency.* A majority of the members of the Commission shall be residents of the City of Frostburg. The City may grant preference in membership to residents of the City.
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F. *Powers and Duties.* The Historic District Commission shall have the following powers and duties:

- (1) To direct studies, reports, and surveys to identify historical, archeological, or architecturally significant sites, structures, and districts that exemplify the cultural, social, economic, political, or architectural history of the City of Frostburg;
- (2) Consistent with the City's Charter, ordinances, resolutions, local public law, policies and procedures regarding the acceptance and use of gifts by public officials, to accept and use gifts for the exercise of its functions;
- (3) To prescribe appropriate rules and regulations for transaction of its business;
- (4) To recommend for adoption by the Mayor and Council rehabilitation and new construction design guidelines and criteria for construction, alteration, reconstruction, moving, and demolition of designated landmarks, sites, structures, and districts which are consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties (36 CFR Part 68). Guidelines may include design characteristics intended to meet the needs of particular types of sites, structures, and districts, and may identify categories of changes that, because they are minimal in nature do not affect historic, archeological, or architectural significance, do not require review by the Commission. These guidelines shall be used in the Commission's review of applications.
- (5) Consistent with the City's Charter, ordinances, resolutions, local public law, policies and procedures governing the acquisition of easements, to accept or otherwise acquire historic preservation easements on designated landmarks, structures, or sites and, when deemed appropriate by the Commission, sites or structures located in, or adjacent to, a designated district; and to undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or the implementation of the purpose of this article.

G. *Report by Maryland Historical Trust.* The Maryland Historical Trust may be designated by the Historic District Commission to make an analysis of and recommendation concerning the preservation of structures of historic and architectural value/significance within the area served by the Historic District Commission. Such report may include proposed boundaries of districts as well as identify and designate particular structures recommended to be preserved and protected.

H. *Architectural Easements.* The Historic District Commission may acquire easements in connection with individual sites or structures located in or adjacent to any historic district. Such easement may grant to the Historic District Commission, the residents of the historic district, and the general public, the perpetual right to ensure that any site or structure and surrounding property upon which it is applied is protected, in perpetuity, from changes which would affect its historic, archeological or architectural significance.

I. *Application for Permission to Alter a Site or Structure.* Before the construction, alteration, reconstruction, or demolition of any site or structure or portion thereof as defined in Section 4.1A, including additions to or moving of an existing structure, is begun within the Historic Preservation Overlay District, if any changes are involved which would affect the exterior appearance of said site or structure that are visible or intended to be visible from a public street, the person proposing to make the construction or change shall file with the Historic District Commission an application for permission to build, alter, reconstruct, move, demolish, or construct the addition.

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- (1) Every such application shall be submitted in accordance with the Rules of Procedure of the Historic District Commission. This application shall be accepted or rejected by the Historic District Commission as provided herein.

J. *Factors for Consideration in Reviewing Plans for Construction or Alteration.*

- (1) In reviewing the plan for any such construction or change, the Historic District Commission shall give consideration to:
 - (a) The historic or architectural significance of the building and its relationship to the historic and architectural significance of the surrounding area
 - (b) The relationship of the exterior architectural features of a building to the remainder of the structure and to the surrounding area;
 - (c) The general compatibility of exterior design, scale, proportion, arrangement, texture, and materials proposed to be used; and
 - (d) The appearance or view of proposed changes from the street.
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- (2) The Historic District Commission shall also consider the following design guidelines and criteria, as applicable:
 - (a) The Secretary of the Interior's Standards for the Treatment of Historic Properties (36 CFR Part 68), as amended, which are hereby incorporated by reference, and accompanying explanatory guidelines and reports, as officially issued by the National Park Service;
 - (b) The proportional relationship between the width and the height of the front of the building;
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 - (f) The maintenance of a rhythm of entrances and building projections and roof lines;
 - (g) The use of exterior materials that are closely similar in appearance to original materials of significant buildings in the District;
 - (h) The discouragement of the use of colors that are clearly and seriously incompatible;
 - (i) The maintenance and continuance of architectural details, such as cornices, arches, chimneys, porch railings, and other porch details;
 - (j) The use of compatible roof shapes and lines;
 - (k) The continuance of building setbacks from the street that are similar to historic buildings along that block;
 - (l) The continuance of any predominately vertical or horizontal orientation of windows, doors and building shape;
 - (m) The use of units of construction and architectural details that provide a scale related to the size of people; and
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- (3) The Commission may establish additional written guidelines and criteria to provide guidance in its decisions.
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 - (2) Features that are only visible from an alley shall not be regulated by this Section 4.1.
 - (3) The Commission may not stipulate colors, but colors shall be chosen from a manufacturer's collection of historic colors, or be a palette approved by the Commission. Use of bright, metallic, or other non-historic colors is generally not acceptable. The Commission shall not disapprove an application except in consideration of some or all of the factors specified in this Section 4.1.
- L. *Strictness and Leniency in Judgment of Plans.* Limiting Architectural Style to one (1) Period: The Historic District Commission shall be strict in its judgment of plans for sites or structures determined by research to be of historic or architectural significance. The Historic District Commission shall be lenient in its judgment of plans for sites or structures of little historic or architectural significance, or for plans involving new construction, unless such plans would seriously impair the historic or architectural significance of surrounding sites or structures. The Historic District Commission is not required to limit construction, reconstruction, or alteration to the architectural style of any one (1) period.
- M. *Application for Changes to Structures of Unusual Importance.*
- (1) If an application under Section 4.1I affects a site or the exterior of a building that the Historic District Commission considers to be of unusual importance to the County or the City or unusual importance to the entire State or nation, the Historic District Commission shall:
 - (a) Attempt with the owner of the building to formulate an economically feasible plan for the preservation of the site or building.
 - (b) Reject the application unless the Commission is satisfied that the proposed construction, alteration or reconstruction will not materially impair the historic or architectural significance of the site or building.
 - (i) In such case, if the application is rejected, the Commission shall file a copy of its rejection with the Community Development Director.
 - (2) For a site or building that the Commission determines to be of unusual importance, if the Historic District Commission concludes that no economically feasible plan can be formulated, the Commission shall have 90 days from the time it so concludes to negotiate further with the owner, and other parties, in an effort to find a means of preserving the site or building.
- N. *Approval under Certain Circumstances.* In the case of a site or building considered to be valuable for its historic or architectural significance, the Historic District Commission may approve the proposed construction, reconstruction, alterations, moving, or demolition despite the provisions of Section 4.1M if:
- (1) The site or structure is a deterrent to a major improvement program which will be of substantial benefit to the City;

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- (2) Retention of the site or structure would cause undue financial hardship to the owner, and the level of rehabilitation required is so extensive and costly that it could be construed as a "taking." Financial hardship is not related to the income or wealth of the applicant, nor is it applicable when a property owner has willfully neglected his or her property; or
- (3) The retention of the site or structure would not be to the best interest of a majority of persons in the City as determined through an advertised public hearing. .
- O. *Commission Meetings.* The Commission shall adopt such rules and regulations as may be necessary for the proper transaction of its business. Any interested person or a person's representative is entitled to appear and be heard at any public hearing conducted by the Commission.
- P. *Certificate of ~~Approval Appropriateness~~.* Modification or Rejection of Application and Plans. The Historic District Commission shall file with the Community Development Director a certificate of its approval, modification or rejection of applications and plans submitted to it for review. Work shall not be commenced on any such change project until such a ~~C~~ertificate of ~~approval Appropriateness~~ has been filed, and no building permit for such change or construction shall be issued unless and until such a ~~C~~ertificate of ~~approval Appropriateness~~ has been received.
- (1) The failure of the Historic District Commission to act upon a completed application within forty-five (45) days from the date the completed application was filed shall be deemed to constitute automatic approval of the proposed change unless an extension of this forty-five (45)-day period is agreed upon mutually by the applicant and the Historic District Commission.
- (2) The Commission may request that the Community Development Director institute any of the remedies and penalties provided by law for any violation of this Section 4.1.
- Q. *Limit on Approval Period.*
- (1) Certificate of ~~Approval Appropriateness~~ shall only be valid for a period of twenty-four (24) months.
- (a) Extension. A Certificate of ~~Approval Appropriateness~~ may be extended for no more than one (1) additional six (6)-month period for a good cause as determined by the Development Staff.
- (2) If a permit is required, the permit shall be obtained prior to the expiration of the Certificate of ~~Approval Appropriateness~~.
- R. *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" (as defined below), 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.
- S. *Appeals.* An applicant may appeal a decision from the Historic District Commission to the Board of Zoning Appeals on the sole grounds of alleged "hardship." Any other appeal of a decision from the Historic District Commission or any decision regarding "hardship" by the Board of Zoning Appeals may be appealed to the courts in the same manner as any other appeal of a decision by the Board of Zoning Appeals.
- T. *Violations.*
- (1) Any willful violation of the provisions of this article, by willfully performing or allowing any work to be performed without first obtaining a Certificate of Appropriateness, or for failing to comply with a Final Notice issued pursuant to this article, or disregarding a decision of the Commission will be in violation of this Ordinance. Violations are subject to the penalties defined in Section 1.21.

RESOLUTION 2022-03

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING LIGHTING AGREEMENT WITH POTOMAC EDISON.

WHEREAS, Potomac Edison provides certain street lighting in the City of Frostburg; and,

WHEREAS, Potomac Edison is responsible for the installation and maintenance of the fixtures and the City is obligated to pay the electric bill for the lights; and,

WHEREAS, Potomac Edison is upgrading the bulb fixtures to LED at the request of the City and in effort to achieve energy efficiency.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor and Council do hereby authorize the City Administrator to execute a Lighting Agreement with Potomac Edison for a period of 10 years.

ADOPTED this 17th day of February, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-04

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION
OF THE STATE OF MARYLAND APPOINTING A MEMBER OF THE BOARD OF
COMMISSIONERS FOR THE HOUSING AUTHORITY**

WHEREAS, The City of Frostburg, in compliance with a long standing Agreement, is the Appointing Authority for the Board of Commissioners and Executive Staff of the Housing Authority of the City of Frostburg; and

WHEREAS, The Board Chair of the Housing Authority has submitted a written request for the Council to consider an appointment for a vacancy on their Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby appoint Ms. Nancy L. Hughes be appointed to the Frostburg Housing Authority Board to serve a five-year term to begin March 2022.

ADOPTED this 17th day of February, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-05

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG APPOINTING MEMBERS TO THE RECREATION COMMISSION.

WHEREAS, the City of Frostburg has a number of Boards and Commissions established for specific purposes; and,

WHEREAS, certain vacancies and expired terms have been identified in the Frostburg Recreation Commission; and,

WHEREAS, staff have verified the interest of certain residents or, where appropriate, technical specialists, for appointment to the Recreation Commission.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby approve the following appointments to the Frostburg Recreation Commission:

- Bob Stevenson, 2-Year Term Ending February 16, 2024
- Christena Kreiling, 2-Year Term Ending February 16, 2024

ADOPTED this 17th day of February, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator