



# MINUTES

## Frostburg Planning Commission Meeting

Wednesday, July 19, 2023 - 7:00 PM

Frostburg Municipal Center Meeting Room - 37 Broadway

The Frostburg Planning Commission Meeting of the City of Frostburg was called to order on Wednesday, July 19, 2023, at 7:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

**PRESENT:**

Adam Ritchey, Commissioner of Public Works  
Conrad Best, Mr.  
Karen Krogh, Mrs.  
Jeff Snyder, Mr.  
Ray Rase, Mr.

**EXCUSED:**

Eric Stevens

### 1. CALL TO ORDER

#### 1.1. Per by the Bylaws of the Frostburg Planning Commission:

Section 4.7, Special Meetings. **Special meetings of the Planning Commission shall be held upon call of the Chairman and at such other times as the Planning Commission may determine by majority vote, provided that at least five (5) days' advance notice is given in writing which shall include email to each member.** The Planning Commission may, by majority vote conducted at a regular meeting, establish a special meeting date, time, and location that will require no advance written notice to the members of the Planning Commission. **No formal vote or public hearing shall be conducted at a special meeting which has not been subject to the public notification procedures set forth in Section 4.9 of these Bylaws.**

Section 4.9, Notice of Meetings. **Public notice of all meetings of the Planning Commission shall be provided through posting at Frostburg City Hall of a notice on a protected surface available to public view without entering City Hall at least five (5) days prior to the scheduled date of the meeting.** Such notice shall also be provided to the media at the time of posting, and shall state the date, time and location of the meeting and the actions to be taken by the Planning Commission. Public notices for all public hearings before the Planning Commission shall be provided in the form and manner prescribed by the applicable governing statute or local code and shall be in addition to the public notice for the regular meeting at which the hearing or hearings shall be conducted. If specific public notice procedures are not prescribed with respect to a matter for which the Planning Commission has determined to conduct a public hearing, then notice of the hearing shall be made by a one-time publication of a legal ad in the newspaper of local circulation within the City not less than fourteen (14) nor more than thirty (3) days prior to the date of the hearing. Such legal ad shall specify the time, date, and location of the meeting and provide a general description of the matter to be heard. Other forms of special notice for meetings of neighborhood-level interest shall be provided when directed by the Planning Commission as may include direct mail or other forms of direct contact of affected parties in addition to public notice procedures contained in this paragraph.

#### 1.2. Chair Best called the meeting to order at 7:00 PM.

**2. ROLL CALL**

Chair Conrad Best, Karen Krogh, Ray Rase, Adam Ritchey, and Jeff Snyder were present, constituting a quorum. Eric Stevens was absent.

**3. Chair's Procedural Statement; Comments; Announcements**

The Chair asks that anyone presenting business before the Commission, or any individuals who would like to comment on business before the Commission or other concerns, please come forward at the appropriate time and state your name and address for the record. Each meeting is recorded, so please speak clearly.

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

Minutes from both the July 12 and July 19 meetings will be reviewed at the August 2023 meeting of the Planning Commission.

**5. Citizen Comments**

From Floor; intended for topics unrelated to the current agenda items

**6. PROJECT PRESENTATIONS**

**6.1. Request for a Favorable Recommendation to the Board of Zoning**

**Appeals:**

Special Exception in the "C2" Highway Commercial Zoning District to permit a liquor store use 10701 New Georges Creek Road (Frostburg Plaza)

Representatives from Mountain City Liquors, led by Dr. Amit Shah, presented their request for a favorable recommendation to permit a liquor store at the Frostburg Plaza. Dr. Shah explained that the store will employ 6-8 individuals in addition to managerial staff, and detailed his company's other business endeavors in the region, including the nearby Dunkin Donuts that is currently under construction. He referenced the Frostburg Comprehensive Plan's focus on local economic development and job creation, and explained that an LOI is already in place with Pennmark Properties, who owns the Plaza.

As a point of discussion, Commissioner Rase noted that pedestrian and vehicular traffic are well managed and that adequate parking is in place to support such a use. With no further discussion, Commissioner Rase made a motion to forward a favorable recommendation to the Board of Zoning Appeals. Commissioner Ritchey seconded the motion, a vote was taken, and the favorable recommendation was granted unanimously.

Moved by Mr. Ray Rase, seconded by Commissioner of Public Works Adam Ritchey

*No public comment was received.*

Carried

**7. ADJOURNMENT**

Commissioner Snyder made a motion to adjourn, which was seconded by Commissioner Ritchey. Chair Best adjourned the meeting at 7:12 PM.

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Bethany Fife, Planner / Interim  
Community Development Director