



## MINUTES

### Frostburg Planning Commission Meeting

Wednesday, February 14, 2024 - 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, February 14, 2024, 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.  
Jeff Snyder, Mr.  
Karen Krogh, Mrs.  
Ray Rase, Mr.  
Richard Russo, Planning Commission

**EXCUSED:**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Chair Conrad Best, Karen Krogh, Ray Rase, Adam Ritchey, Richard Russo, and Jeff Snyder were present. 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**

4.1. Commissioner Krogh made a motion to approve the January 2024 meeting minutes as presented. Commissioner Snyder seconded the motion, a vote was taken, and the minutes were unanimously approved.

**5. Citizen Comments**

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

**6. PROJECT PRESENTATIONS**

**6.1. Prichard Farms Phase 1A - 4th Amended Subdivision Plat**

Matt Brewer, partner of Bennett, Brewer, and Associates, presented an overview of the 4th amended subdivision plat for the Prichard Farms Phase 1A. Mr. Brewer stated that in the previous amendment, number 3, the lot to be subdivided in this amendment was designated Lot 209, and will now be subdivided into nine smaller lots, and is a continuation of the existing construction and lot type that have already occurred at the site. After a brief discussion, Commissioner Rase made a motion to approve the plat as presented, the motion was seconded by Commissioner Ritchey, and the motion passed unanimously.

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

*Public Comment*  
*Motion*

Carried

**7. Discussion Items**

By Chair and Members of the Commission

**8. Administrative Business and Communications Received**

**9. Staff Reports**

**9.1. Update on Comprehensive Plan Consultant RFP**

Staff gave an update on the Comprehensive Plan Consultant RFP. Staff stated that the RFP was released at the end of January, with a proposal submission deadline of March 15. Staff also stated that they had received questions from one firm about the RFP, and that this firm also intends to submit a proposal.

**10. ADJOURNMENT**

Chair Best called the meeting to a close at 7:12 PM

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Bethany Fife, Planner / Interim  
Community Development Director