



# THE CITY OF FROSTBURG

## Historic District Commission Meeting Minutes

Monday, August 11, 2025 at 6:00 PM

Frostburg Municipal Center Meeting Room 100  
37 S. Broadway, Frostburg, MD 21532

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### 1. Call to Order

Chair Dawn Hein called the meeting to order at 6:00 P.M.

### 2. Pledge of Allegiance

### 3. Authority

*The Maryland Land Use Article empowers Frostburg's Historic District Commission to implement the City's Historic Preservation Overlay District according to the regulations set forth in the Frostburg Zoning Ordinance. All meetings of this Commission are open to the public and are conducted in compliance with Maryland's Open Meetings Act.*

### 4. Statement of Purpose

*The Frostburg Historic District Commission is charged with the preservation of historic structures and the surroundings within the designated district in order to safeguard the heritage of the City, stabilize and improve property values, strengthen the local economy and foster civic beauty.*

### 5. Roll Call

Chair Dawn Hein, Vice Chair Joseph Hoffman, Robert Rephan, and Maureen Brewer were present. William Determan and Alternate Member Daniel Filer were absent.

### 6. Approval of the Agenda

#### A. Motion and Second to Approve the Agenda for the August 2025 Meeting.

Vice Chair Hoffman made a motion to approve the August 2025 agenda as presented. The motion was seconded by Commissioner Rephan, a vote was taken, and the agenda was unanimously approved.

### 7. Approval of the Minutes

#### A. Minutes from the June 2025 Meeting.

Motion and Second to Approve the Minutes for the June 2025 Meeting.

Vice Chair Hoffman made a motion to approve the June 2025 minutes as presented. The motion was seconded by Commissioner Rephan, a vote was taken, and the minutes were unanimously approved.

### 8. Project Presentations

#### A. 69 S. Broadway - New Building

Philip Van Newkirk, the owner of 69 S. Broadway, presented his proposal to construct a new garage on his property. Mr. Van Newkirk spoke about the history of the existing house on the property, stating that it was built in 1853 by Meshach Frost, in 1858 it was the home of Lord Francis Napier, British Envoy and Minister to the United States, and was the defacto headquarters of the local Red Cross during World War I. Mr. Van Newkirk stated that it was his intention for the garage to also have a second story living area, and that he intended for the exterior of the garage to match the brick facade, complete with arched carriage-style doors and copper roofing, of the existing residence.

After discussion, Vice Chair Hoffman made a motion to approve the proposal, stating "I have studied the application and all relevant documents and presentation related to this case, and I am familiar with the property in question. I find that:

The proposed changes are compatible with the neighborhood because there is a general compatibility of exterior design, scale, proportion, arrangement, texture, and materials to be used.

Based on these findings I move to approve the proposal because the use of exterior materials are closely similar in appearance to original materials or significant buildings in the District, pursuant to Section 4.1.J.1.c."

Commissioner Rephan seconded the motion, a vote was taken, and the project was unanimously approved.

## **9. Old Business**

## **10. New Business**

### **Discussion Items**

Vice Chair Hoffman brought up the topic of adding Mini Split HVAC Units to the Historic District Commission Review Rubric in order to address these newer types of HVAC technology that are becoming increasingly more popular in recent years. Chair Hein suggested that staff should prepare appropriate verbiage to address these units in the Review Rubric.

### **A. Administrative Approvals**

- 17 W. Main Street - Installation of a commercial projection sign utilizing existing hardware
- 4 Ormand Street - In-kind roof replacement
- 14 W. Main Street - Repainting of lower level building facade utilizing existing paint colors
- 167 E. Main Street - Installation of vinyl commercial wall signs
- 20 E. Main Street - Installation of a commercial projection sign

Staff gave an overview of the Administrative Approvals issued since the Commission's June 2025 meeting.

## **11. Adjournment**

Commissioner Brewer made a motion to adjourn the meeting. This motion was seconded by Commissioner Rephan, and Chair Hein officially adjourned the meeting at 6:27 P.M.