



# THE CITY OF FROSTBURG

## Historic District Commission Meeting Minutes

Monday, April 14, 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, William Determan, Robert Rephan, and Maureen Brewer were present. Alternate Member Daniel Filer was absent.

### 6. Approval of the Agenda

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

### 7. Approval of the Minutes

A. Commissioner Brewer made a motion to approve the February 2025 minutes as presented. The motion was seconded by Commissioner Determan, a vote was taken, and the minutes were unanimously approved.

### 8. Project Presentations

#### A. 33 S. Water Street - Additions and Alterations - Front Porch and Windows

Resident William Coburn presented his proposed project to make alterations to the front porch and replacement of windows at his property at 33 S. Water Street.

After discussion, Commissioner Brewer 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. I would also like to amend the motion to make sure that the mullions on the new windows are consistent with the design of the existing windows"

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

**B. 33 S. Water Street - Additions and Alterations - Rear of House**

Resident William Coburn presented his proposed project to construct a second-story deck on the rear of the house, add a new rear-entry door, and replace siding on his house at 33 S. Water Street.

After discussion, Commissioner Brewer 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.

**C. 33 S. Water Street - Additions and Alterations - Backyard and Parking Lot**

Resident William Coburn presented his proposed project to construct a wood and metal fence in his backyard, which includes three gates, and to add an Electric Vehicle charging station adjacent to the parking lot at the rear of 33 S. Water Street.

After discussion, Commissioner Brewer 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 for the backyard and parking area, which includes a fenced installation with wooden posts and metal fencing as specified in the material list, and gates, including one small gate for access on the Ormand Street side, one small gate for the access to the rear parking area, one larger vehicle-sized gate to allow maintenance vehicles access and an electric vehicle charging station with conduit installation which would be trenched in place, and charger placement on a small black pedestal housing the charger and cable near the vehicle parking area and after installation the trench will be refilled with soil and seeded, and utility clearance has been contacted and no obstacles are there to interfere with the planned excavation. I will amend the motion that the gates in question would be made of wood and the fencing would be a total of five feet high."

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

**9. Old Business**

**10. New Business**

**A. Administrative Approvals**

- 64 Frost Avenue - Installation of an in-ground swimming pool
- 33 S. Broadway - In-kind roof replacement

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

#### **11. Adjournment**

Vice Chair Hoffman made a motion to adjourn the meeting. This motion was seconded by Commissioner Brewer, and Chair Hein officially adjourned the meeting at 6:58 P.M.