



THE CITY OF FROSTBURG

Planning Commission Meeting Minutes

Wednesday, January 14, 2026 at 7:00 PM

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

1. Call to Order

Chair Best called the meeting to order at 7:01 P.M.

2. Roll Call

Chair Conrad Best, Karen Krogh, Ray Rase, Richard Russo, Jeff Snyder, and Adam Ritchey were present. Chad Paul 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. Approval of the Minutes

A. Minutes from the November 2025 Planning Commission Meeting.

Commissioner Snyder made a motion to approve the minutes for the November 2025 Planning Commission Meeting as presented. Commissioner Krogh 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

A. Final Plan Review - Vertical Converting Addition - Frostburg Industrial Park

Prior to the project presentation, Commissioner Rase addressed Chair Best to formally recuse himself from voting on the project, which was acknowledged by Chair Best.

Adam Felty, Vice President of Real Estate Development and Construction for Vertical Converting, and Brian Schama, President of Vertical Converting, both joined the meeting virtually to present the Final Site Plans for the proposed 168,000 square-foot expansion to the existing Vertical Converting facility, located along Hoffman Hollow Road and Quantum Circle in the Frostburg Industrial Park.

Mr. Felty gave an overview of the site and the proposed improvements, stating the site totals 12.2 acres, with a total proposed impervious area of 6.3 acres; the expansion would add 18 loading dock doors; the required amount of parking spaces will total 174 spaces, and this proposal will result in a total of 160 regular spaces, 5 ADA accessible spaces, and 31 large commercial truck spaces, with 60 future spaces planned for, if needed; stormwater management will comply with Maryland Department of the Environment requirements; ADA requirements will be met; and they are anticipating low impacts on existing wetlands.

Mr. Felty also stated that the proposed addition would add 4 additional paper product (paper towels and toilet paper) manufacturing lines, would result in the hiring of 25 new skilled employees, and would result in the hiring of 100 new employees over 5 years. He also stated

that there is no exact timeline for the start of construction, with construction potentially starting in 2026, but possibly in 2027.

After discussion, Commissioner Snyder made a motion to approve the plan as presented for preliminary approval. The motion was seconded by Commissioner Russo, a vote was taken, and the motion was successfully carried. Commissioner Rase abstained from the vote.

7. Discussion Items

By Chair and Members of the Commission

Commissioner Rase discussed Open Meetings Act training that he was required to take as being a member of a County level board, and he questioned whether it was mandatory for City Planning Commissioners to also attend those trainings. Commissioner Ritchey stated that it was only mandatory at the County level.

8. Administrative Business and Communication Received

9. Staff Reports

A. Comprehensive Plan Update

Staff gave an update on the status of the Comprehensive Plan. The consultant received the results of the third attempt at a Frostburg State student questionnaire, receiving 17 responses, with the most frequent responses stating the desire for more career opportunities, concerns regarding the job market, and also the desire for additional amenities in the City. The consultant is working on the Water Resources Element, and the Transportation, Natural Resources, and Mineral Resources chapters of the plan.

10. Adjournment

Commissioner Russo made a motion to adjourn, and Chair Best called the meeting to a close at 7:40 P.M.