



THE CITY OF FROSTBURG

Planning Commission Meeting Minutes

Wednesday, August 14, 2024 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 7:00 P.M.

2. Roll Call

Chair Conrad Best, Karen Krogh, Ray Rase, Richard Russo, Jeff Snyder, and Eric Stevens were present. Adam Ritchey 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. Commissioner Krogh made a motion to approve the July 2024 meeting minutes as presented. Commissioner Stevens 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. Seminerio Lot Split - 33 Water Street / 45 Ormand Street

Matt Brewer of Bennett, Brewer and Associates presented the Seminerio Lot Split Plan, located at 33 Water Street / 45 Ormand Street. Mr. Brewer stated that this plan was for a transfer of an approximately 1,800 square-foot portion of a parcel that fronts on Ormand Street to a landlocked parcel to create frontage for the landlocked parcel. The Commissioners discussed the need for the depiction of setbacks on the plan. Hearing no further discussion, Commissioner Rase made a motion for a favorable recommendation for the lot split contingent on a plat revision that shows the setbacks for all lots. Commissioner Stevens seconded the motion, a vote was held, and the motion was carried unanimously.

B. Allegany Coal & Land Co. Minor Subdivision - New Hope Road / Great Allegheny Passage

Matt Brewer from Bennett, Brewer and Associates presented the Allegany Coal & Land Co. Minor Subdivision, located along New Hope Road / Great Allegheny Passage. Mr. Brewer stated that there is a 4.2 acre portion of land located between the property that Allegany County owns and the property the Railroad owns; this 4.2 acre portion of land will be transferred from Allegany Coal & Land Co. to the City of Frostburg. Additionally, staff read into record an email from Elizabeth Stahlman, City Administrator, City of Frostburg, which provided background on the history of this property; she stated that this portion of land was acquired as an easement in 2003 for the purpose of constructing the switchback trail to connect the Frostburg Depot to the Great Allegheny Passage and that this subdivision will transfer ownership of the land within that easement to the City of Frostburg through deed. Hearing no

further discussion, Commissioner Stevens made a motion to approve the subdivision. Commissioner Snyder seconded the motion, a vote was taken, and the motion was successfully carried. Commissioner Rase abstained from the vote.

C. Clym Environmental Services, LLC Site Plan Review - Frostburg Industrial Park

Matt Brewer from Bennett, Brewer and Associates presented the Clym Environmental Services, LLC Site Plan, located within the Frostburg Industrial Park. Mr. Brewer stated that the Clym Environmental Services facility will be utilized for the processing of medical waste. Commissioner Krogh asked about landscaping at the site; Mr. Brewer stated that no formal landscaping plan would be provided. The driveway will be constructed off of Laurel Hill Drive; the commissioners discussed ownership and control of the connection to the Laurel Hill Drive right-of-way. Hearing no further discussion, Commissioner Snyder made a motion to approve the final plat as submitted, with the caveat and knowledge that the property will be split out, with Allegany County retaining the Laurel Hill Drive right-of-way. Commissioner Krogh seconded the motion, a vote was taken, and the motion carried unanimously.

D. Request for a Favorable Recommendation to the Board of Zoning Appeals

Special Exception Use for a Self-Storage Facility in the T-LI Zoning District - 12 Village Parkway

Sharri Frenzel spoke on behalf of Rick, Craig, and Brooke Neilson to request a favorable recommendation to the Board of Zoning Appeals for a Special Exception Use in the T-LI Zoning District for the purpose of constructing a Self-Storage Facility at 12 Village Parkway. After discussion, the Commissioners stated that the use is compatible with a Special Exception use in the T-LI District; however, the site plan presented by the Neilsons was inadequate and a site plan would need to be prepared by a licensed surveyor prior to their case being presented before the Board of Zoning Appeals. Commissioner Rase made a motion that the use of self-storage units is compatible with Frostburg's Comprehensive Plan and has no negative impacts on the area in question and that a site plan shall be presented to the Board of Zoning Appeals for their approval. Commissioner Snyder seconded the motion, a vote was held, and the motion was unanimously carried.

7. Discussion Items

By Chair and Members of the Commission

A. Proposed Body Art Studio - 6 E. Main Street

Staff discussed a proposed Body Art Studio at 6 E. Main Street and, with the knowledge of the likely imminent passing of a Text Amendment to the Zoning Ordinance allowing Body Art Studios as permitted uses in the C3 District, sought guidance on whether the business should be allowed to operate without the need to go through a formal Board of Zoning Appeals hearing to approve the business as a Special Exception Use in the C3 District. Additional discussion was held regarding Home Occupation Businesses and whether they should be permitted uses in this District. After discussion, the Commissioners stated that they are fine with the operation of Body Art Studios in the C3 District; however, they felt that this matter should be determined by Mayor and Council and not by the Planning Commission.

8. Administrative Business and Communication Received

A. Text Amendment to the Frostburg Zoning Ordinance

An Ordinance to Amend the City's Zoning Ordinance to Add Body Art Studios to the Uses Permitted in the Primary District Regulations, Subject to Specified Conditions

Staff presented a proposed Text Amendment to the Frostburg Zoning Ordinance to add Body Art Studios to the Uses Permitted in Primary District Regulations. Staff stated that this text amendment originated from discussion at last month's Planning Commission Meeting regarding Body Art Studios being treated equally under the Zoning Ordinance as a Beauty

Salon. Staff stated that the proposed text amendment went before Mayor and Council at the Work Session meeting and the feeling from staff is that Mayor and Council would approve the text amendment at the upcoming Council Meeting, provided that the Planning Commission provides a favorable recommendation for its approval. Hearing no further discussion, Commissioner Rase made a motion to approve the proposed Text Amendment to the Frostburg Zoning Ordinance. Commissioner Russo seconded the motion, a vote was held, and the motion carried unanimously.

9. Staff Reports

A. Comprehensive Plan Update

Staff gave a brief update on the status of the Frostburg Comprehensive Plan. We have completed two lengthy scoping and data collection questionnaires that were provided by the consultant, our responses are under review by their staff, and we are awaiting their response. The consultant also provided a draft of community survey questions, the City Administrator is currently reviewing those questions, and we should have a finalized version for release in September. Finally, we have almost finalized the steering committee roster, and will schedule the first meeting in approximately 2-3 weeks.

10. Adjournment

Commissioner Rase made a motion to adjourn, the motion was seconded by Commissioner Snyder, and Chair Best called the meeting to a close at 8:13 P.M.