



# MINUTES

## Historic District Commission Meeting

Monday, May 13, 2024 - 6:00 PM

Frostburg Municipal Center Meeting Room - 37 Broadway

The Historic District Commission Meeting of the City of Frostburg was called to order on Monday, May 13, 2024, at 6:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

**PRESENT:**

Dawn Hein,  
Maureen Brewer,  
William Determan,  
Joseph Hoffman, Dr.  
Robert Rephan,  
Daniel Filer

**EXCUSED:**

**1. CALL TO ORDER**

Chair Hein called the meeting to order at 6:00 PM.

**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, and Robert Rephan were present. William Determan and Maureen Brewer were absent. Since a quorum was achieved through the regular membership, Alternate Member Daniel Filer was not required to attend.

**6. REVIEW AND APPROVAL OF THE AGENDA**

Vice Chair Joseph Hoffman made a motion to approve the May 2024 agenda as presented. The motion was seconded by Commissioner Rephan, a vote was taken, and the agenda was unanimously approved.

**7. REVIEW AND APPROVAL OF THE MINUTES**

- 7.1. Commissioner Hoffman made a motion to approve the December 2023 meeting minutes as presented. The motion was seconded by Commissioner Rephan, a vote was taken, and the minutes were unanimously approved.

## 8. PROJECT PRESENTATIONS

### 8.1. **46 Depot Road - Fence Installation** *Presented by Staff*

Property owner, Steven Bennett, was not present at the meeting to discuss his proposed project at 46 Depot Road; therefore, staff presented his project in his absence. The Commissioners raised various questions about the project, including questions regarding dimensions of the proposed fence and questions regarding the placement of the fence on Mr. Bennett's property. Staff was unable to sufficiently answer all of the Commissioners' questions without Mr. Bennett's knowledge of the project; therefore, Commissioner Rephan made a motion to table the project until the next scheduled meeting. Vice Chair Hoffman seconded the motion, a vote was taken, and the motion was unanimously approved.

## 9. OLD BUSINESS

## 10. NEW BUSINESS

### 10.1. **Administrative Approvals:**

- 21 Frost Avenue (Kroll Chiropractic) - Commercial sign
- 273 E. Main Street - Exterior paint
- 40 Bealls Lane - In-kind house and garage roof replacement

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

### 10.2. **Status of Alternate Commission Member**

Commissioner Hoffman enquired about the status of the Historic District Commission's Alternate Member Daniel Filer. The Commissioners stated that they had not seen him for a long period of time and were curious if he was still interested in serving on the Commission. Staff stated that they would check on his status.

### 10.3. **287 E. Main Street - Fence**

Commissioner Rephan inquired about a fence installation at 287 E. Main Street; staff stated that no permit had been applied for, and that they would reach out to the property owner regarding applications for a fence permit and approval from the Historic District Commission.

**10.4. Renovation of Main Street Buildings**

The Commissioners enquired about, and staff gave an update on, the status of the renovation projects for the Prichard Building, Nickel Building, and the Challenger Center, which was the former City Hall Building.

**11. ADJOURNMENT**

Commissioner Hoffman made a motion to adjourn. Commissioner Rephan seconded the motion, and Chair Hein closed the meeting at 6:29 PM.

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Bethany Fife, Planner / Interim  
Community Development Director