



THE CITY OF FROSTBURG

Historic District Commission Meeting Minutes

Monday, May 11, 2026 at 6:00 PM

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

1. Call to Order

Chair Dawn Hein called the meeting to order at 6:01 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

6. Approval of the Agenda

A. Motion and Second to Approve the Agenda for the May 2026 Meeting.

Vice Chair Hoffman made a motion to approve the May 2026 agenda as presented. The motion was seconded by Commissioner Brewer, a vote was taken, and the agenda was unanimously approved.

7. Approval of the Minutes

A. Minutes from the April 2026 Meeting.

Motion and Second to Approve the Minutes for the April 2026 Meeting.

Commissioner Rephan made a motion to approve the April 2026 meeting minutes as presented. The motion was seconded by Commissioner Brewer, a vote was taken, and the minutes were unanimously approved.

8. Project Presentations

9. Old Business

A. 76 Unboxed - Historic District Management Platform - Update

Rachel Thompson and Yumi McClellan of JMA Resources, Inc. were in attendance to give an update on the 76 Unboxed website. Additionally, discussion was held regarding potential ways to increase usage of the website, including social media posts, promotion of the website at local events, partnering with the Frostburg Museum, and placing informational door hangers on individual properties. Ms. Thompson and Ms. McClellan stated that door hangers are in the process of being created. They also stated that they are offering to provide individual one-on-one sessions with property owners to guide them through the sign up process and navigating the website.

B. Discussion on Updates to the Historic District Guidelines

Staff and Commission members discussed the proposed updates to the Historic District Guidelines pertaining to Demolition, as had been discussed at previous HDC meetings over the past several months. Staff presented the proposed updated Demolition Guidelines document, which was adapted from the City of Cumberland's Demolition Guidelines.

The Commissioners made comments and suggestions for edits to the proposed Guidelines, which consisted of adding additional language in the opening paragraph regarding demolition being a last resort; adding language referring to the Board of Zoning Appeals and the appeals process; including missing information that was omitted in the "Required Supplemental Information for a Demolition Application"; adding clarifying information that photos should be submitted on acid-free archival paper; and including a statement that photos are retained as a permanent record of the property.

Hearing no further discussion, the Commissioners asked that staff make edits to the Guidelines document and to email the revised document to the Commissioners for their review ahead of the June HDC meeting, where the revised Guidelines will be considered for adoption.

10. New Business

A. Administrative Approvals

- 18 S. Broadway - Installation of a Commercial Projection Sign

Staff gave an overview of the lone Administrative Approval that was issued since the Commission's April 2026 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 6:40 P.M.