



THE CITY OF FROSTBURG

Historic District Commission Meeting Minutes

Monday, September 08, 2025 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 6:00 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, Robert Rephan, William Determan, and Maureen Brewer were present. Vice Chair Joseph Hoffman and Alternate Member Daniel Filer were absent.

6. Approval of the Agenda

A. Motion and Second to Approve the Agenda for the September 2025 Meeting.

Commissioner Rephan requested to include discussion of the Columbus Day meeting date under New Business. Commissioner Brewer made a motion to approve the September 2025 agenda with the addition of the Columbus Day discussion under New Business. The motion was seconded by Commissioner Determan, a vote was taken, and the agenda was unanimously approved.

7. Approval of the Minutes

A. Minutes from the August 2025 Meeting.

Motion and Second to Approve the Minutes for the August 2025 Meeting.

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

8. Project Presentations

A. 33 S. Water Street - Addition

Will Coburn, the owner of 33 S. Water Street, presented his proposal to install four Mini Split HVAC units to the facade of his home. Chair Hein stated that she had concerns with the units damaging historic material and that the units should be anchored to mortar. Mr. Coburn stated that the units will be anchored to the mortar. Chair Hein also stated her concern with the facade of the structure facing Ormand Street, and mentioned the Secretary of the Interior's Guidelines with respect to mini split units on historic structures, and stated that the units

should be hidden as much as possible. Commissioner Rephan asked if the units would be painted, to which Mr. Coburn stated he would not be painting the units. Commissioner Determan asked if the electric box would be painted, to which Mr. Coburn stated that he possibly would paint the electric box. Mr. Coburn also stated that he would be placing a covering over the wires to hide them as much as possible.

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 acceptable after review of the Department of Interior Guidelines on the installation of Mini Splits and the installation is sensitive to historic materials.

Based on these findings I move to approve the proposal, pursuant to Section 4.1.J.1.c."

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

9. Old Business

10. New Business

Discussion Items

The Commissioners discussed the scheduling of the October meeting due to the regularly scheduled date falling on Columbus Day. The Commissioners agreed that the date should be changed to the following day, Tuesday, October 14 at 6:00pm.

A. Administrative Approvals

- 60 S. Broadway - In-kind roof replacement
- 65 S. Broadway - In-kind roof replacement

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

11. Adjournment

Commissioner Determan made a motion to adjourn the meeting. This motion was seconded by Commissioner Rephan, and Chair Hein officially adjourned the meeting at 6:26 P.M.