



THE CITY OF FROSTBURG

Planning Commission Meeting Minutes

Wednesday, September 09, 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 7:03 P.M.

2. Roll Call

Chair Conrad Best, Ray Rase, Jeff Snyder, Karen Krogh, Richard Russo, Chad Paul, and Will Coburn were present.

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 August 2026 Planning Commission Meeting.

Commissioner Krogh made a motion to approve the minutes for the August 2026 Planning Commission Meeting as presented. Commissioner Rase seconded the motion, a vote was taken, and the minutes were approved. Commissioners Russo, Paul, and Coburn abstained from the vote.

5. Citizen Comments

From Floor; intended for topics unrelated to the current agenda items

6. Project Presentations

A. Final Plan Review - Sheetz Store Rebuild - 10601 New Georges Creek Rd

Ray Burns of Triad Engineering was on hand to present the Final Site Plan for the Sheetz Store Rebuild project, located at 10601 New Georges Creek Road. The proposed project consists of demolition of the existing Sheetz store and gas canopy, to be replaced by a new 4,959 square foot store structure, a new gas canopy with 12 pumping stations, and 44 paved parking spaces (which includes 2 ADA accessible spaces). Mr. Burns discussed the revisions to the site plan that were requested at the August 2026 Planning Commission meeting; these changes consist of showing the property boundary on the site plan, realignment of curbing in the southwest corner of the site, including stop bars and stop signs at both the southwest entrance and at the traffic light intersection entrance, and including a stop sign at the bottom of the plaza access road. Commissioner Rase stated that the plaza access drive is a one-way drive, so no stop sign is needed there, and that the stop sign at the traffic light intersection is also not needed because it is already a controlled access.

Continuing the discussion of plan revisions, Mr. Burns stated that 6 bicycle parking stalls were added to the sidewalk on the northeast side of the building, and the inclusion of a snow push area. Chair Best asked if the new traffic light poles along New Georges Creek Road were added to the plan, to which Mr. Burns stated that the new light poles are shown on the plan. Mr. Burns stated that they also changed out the originally proposed shade trees for some larger shade trees, which are proposed to be Red Maples. Commissioner Krogh stated that

Red Maples tend to heave pavement because they have superficial roots. Mr. Burns stated that they chose Red Maples based off of the Sheetz approved tree list and the Maryland Department of the Environment's approved tree list.

Commissioners Russo, Rase, and Snyder discussed the pedestrian crosswalk and questioned how pedestrians would be able to access the site. They discussed extending the sidewalk onto the property with a crosswalk tying into the ADA parking area. Commissioner Rase questioned why there were detectable warning strips only in one area of the sidewalk, to which Mr. Burns stated that they aren't necessary and that the other sidewalk areas are graded 2% and are flush with the pavement.

Staff made the comment that Hayden Lindsey, Director of Public Works, had a question regarding whether there was going to be an inside water meter, or an outdoor meter pit. Mr. Burns stated that Sheetz usually does an inside meter due to backflow prevention, and that he will check to make sure that it is an inside meter and let the City know.

Hearing no further discussion, Commissioner Rase made a motion for final plan approval, to include the discussed changes. The motion was seconded by Commissioner Russo, a vote was taken, and the motion was unanimously approved.

7. Discussion Items

By Chair and Members of the 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 include updated regulations and term definitions pertaining to Accessory Dwelling Units.

Staff presented a proposed Text Amendment to the Frostburg Zoning Ordinance to include specific regulations pertaining to Accessory Dwelling Units (ADU), including regulations on the maximum size of an ADU in relation to the primary dwelling unit, amongst other ADU specific regulations.

The Commissioners had concerns related the setback requirements, specifically that ADUs would be required to follow the same setback requirements as all other accessory structures, and that an ADU could be constructed 5 feet from side property lines or 3 feet from property lines along alleys. Staff stated that the State mandated ADU regulations would not allow for stricter requirements pertaining to ADUs only. Staff suggested that an additional text amendment could be proposed which adjusts the setback requirements for all accessory structures, or structures over a certain height or square footage. Commissioner Rase agreed that the way to regulate the setback distance would be through square footage and height of the structure, and by making the approval by Special Exception.

Commissioner Rase stated that it would be wise to bring up any potential changes to accessory structure setback requirements with the Mayor & Council, prior to proposing a text amendment for those changes. Commissioner Krogh asked for clarification regarding the exemption of ADUs from calculation of density for the lot. To which staff and other Commissioners stated that it pertains to the number of dwelling units in relation to square footage of the lot. Commissioner Rase asked if there were any changes proposed to parking for ADUs, to which staff stated that if additional parking regulations for ADUs were to be introduced, a parking study would need to be completed prior to making any changes. As it stands, ADUs are already accounted for in the City's parking regulations and are treated the same as other dwelling units.

Hearing no further discussion, Commissioner Rase made a motion to approve the proposed text amendment to be forwarded on to the Mayor & Council. The motion was seconded by Commissioner Paul, a vote was taken, and the motion was unanimously approved.

9. Staff Reports

A. Comprehensive Plan Update

Staff gave a brief update on the current status of the Comprehensive Plan. Staff stated they had provided all of the information that the consultant had requested in order to complete the draft document of the plan. At this point, we are waiting on them to complete the draft of the plan and will provide more information once the plan is ready.

10. Adjournment

Hearing no further discussion, Chair Best called the meeting to a close at 7:57 P.M.