



# THE CITY OF FROSTBURG

## Planning Commission Meeting Minutes

Wednesday, August 12, 2026 at 7:00 PM

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

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### 1. Call to Order

Chair Best called the meeting to order at 7:00 P.M.

### 2. Roll Call

Chair Conrad Best, Ray Rase, Jeff Snyder, and Karen Krogh were present. Richard Russo and Chad Paul were 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. Minutes from the August 2026 Planning Commission Meeting.

Commissioner Rase made a suggestion to ensure the meeting attachments are included and kept with the meeting minutes. Commissioner Snyder made a motion to approve the minutes for the August 2026 Planning Commission Meeting as presented, with the addition of, going forward, including meeting attachments with the meeting minutes. Commissioner Rase seconded the motion, a vote was taken, and the minutes were approved. Commissioner Krogh abstained from the vote.

### 5. Citizen Comments

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

### 6. Project Presentations

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

Ray Burns of Triad Engineering was on hand to present the preliminary 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 stated that the overall parking lot footprint would remain relatively the same, with only a few minor changes from the existing site layout. He also stated that there would be updates to the stormwater management system.

Chair Best asked if the entrances and exits would remain the same, with Mr. Burns stating that they would. Commissioner Rase asked what updates are proposed for stormwater management, which Mr. Burns stated they will be adding a bioretention swale to the front of the lot, which will alter the drainage patterns a small amount. Commissioner Rase mentioned the access road to the neighboring plaza and to ensure there is a stop sign at this location. Chair Best mentioned the new traffic light poles that have been installed at the intersection along New Georges Creek Road, and Commissioner Rase suggested reaching out to MD State Highway District 6 to ensure the plan drawings are accurate.

Commissioner Krogh stated that she would like to see larger Shade Trees included in the southwest corner of the property. Commissioner Rase stated that the design should include trees from the MD Street Tree List, which is not a requirement, but would be nice.

Commissioner Snyder mentioned the curb on the intersection near Mountain Ridge and how it sticks out into the access drive, suggesting that the curb be cut back to be in alignment with the other curbing for better and safer access. Commissioner Rase stated that it might be a good idea to assign a street name to the plaza access road. Commissioner Snyder asked if the impervious surface will change, to which Mr. Burns stated it would be less.

Commissioner Krogh asked if the number of parking spaces will be greater than the existing amount, to which Mr. Burns stated it is roughly the same, but is over what is required.

Commissioner Rase asked if there are provisions for extended trailer parking, to which Mr. Burns stated there are not. Commissioner Krogh asked if parking is allowed along the entry road, and Commissioner Rase stated no, but that road is not owned by Sheetz. Commissioner Rase mentioned maintaining the existing setbacks, the 3 foot setback distance from the plaza building, and that the plans should show actual property lines.

Staff mentioned the need to include bicycle parking at the site, especially with Frostburg being a trail town, to which Commissioner Rase stated that they will need to include bicycle parking.

Commissioner Rase stated that stop signs and stop bars will need to be called out on the drawings. Commissioner Rase asked about the site lighting plan, to which Mr. Burns stated that it might not have been completed yet because it is provided by a separate company.

Commissioner Rase stated that the photometrics will need to be provided to the City.

Commissioner Rase asked if there will be a snow push area, to which Mr. Burns stated that it had not been planned out. Commissioner Rase stated that snow is not to be pushed into the rain garden and that it could be pushed into an area just east of the rain garden.

Commissioner Snyder stated that it might be possible to reconfigure the bioretention area instead of reconfiguring parking spots to accommodate the snow pile.

Hearing no further discussion, Commissioner Rase made a motion for preliminary plan approval, provided that the Planning Commission's comments and recommendations are included in the final site plan, along with obtaining all local and state approvals. The motion was seconded by Commissioner Krogh, 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. Accessory Dwelling Units - Model Ordinance Discussion**

Staff presented MD House Bill 1466, which requires that municipalities adopt specific regulations pertaining to Accessory Dwelling Units (ADU), including regulations on the maximum size of an ADU in relation to the primary dwelling unit and lot coverage maximums, amongst other regulations. These regulations are to be adopted by municipalities by October 1, 2026.

Discussion was held between the Commissioners and staff regarding the adoption of the model ordinance which was provided to municipalities by the State of MD. Commissioner Rase and Commissioner Snyder discussed the need for separate utility connections for ADUs, and how it should be handled differently when dealing with an attached vs. a detached ADU. Discussion was held on how utility connections should be handled, and how it would likely be best to handle them through the building code and permitting process, rather than through the Zoning Ordinance.

Staff stated that they would prepare a draft ordinance for presentation and approval at the next Planning Commission meeting.

## **9. Staff Reports**

### **A. Comprehensive Plan Update**

Staff gave an update on the current status of the Comprehensive Plan update. Staff stated that 8 of 13 draft chapters were essentially finalized. A few items still remained which required additional City staff input, which would be provided this week to the consultant, which will allow the remaining draft chapters to be finalized into a complete draft plan document.

Commissioner Krogh asked if there was a timeline on when the plan would be completed, to which staff stated there is no definite timeline in place, but that they anticipate plan adoption in Spring 2027.

## **10. Adjournment**

Hearing no further discussion, Chair Best called the meeting to a close at 7:52 P.M.