



THE CITY OF FROSTBURG

Historic District Commission Meeting Minutes

Monday, June 08, 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

Chair Dawn Hein, Vice Chair Joseph Hoffman, Robert Rephan, Maureen Brewer, and William Determan were present. Alternate Member Daniel Filer was absent.

6. Approval of the Agenda

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

Vice Chair Hoffman made a motion to approve the June 2026 agenda as presented. 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 May 2026 Meeting.

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

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

8. Project Presentations

9. Old Business

A. 76 Unboxed - Historic District Management Platform - Update

Representatives from JMA Resources, Inc. were not available to present an update on the 76 Unboxed Historic District Management Platform; therefore, no discussion was held on this topic.

B. Historic District Guidelines - Demolition Guidelines Update

Discussion was held regarding approval of the proposed updates to the Historic District Guidelines pertaining to Demolition, which had been reviewed and discussed at previous Historic District Commission meetings, the first of which being the February 2026 meeting.

Chair Hein stated that the inclusion of "Partial Demolition" is important as well, because there could be confusion if it was not called out, so that it's a good thing it has been included. Chair Hein also stated that the Commissioners were looking for a clear pathway when making an application for demolition, and believes that the proposed guideline updates include all of the steps, that they are very clear for the meeting and appeals procedures, and that they are complete and cover all the bases. She also stated that it's helpful for the Commission to have guidelines when there are applications for demolition, that the procedure is clear and consistent for both the applicant and the Commissioners.

Public comment was given by Kelly Mears of 58 Linden Street, stating that she agrees with the updates. Shawn Major of 95 Ormand Street stated that he feels the same.

Commissioner Rephan stated that demolition by neglect is the most pressing issue and what the Commission needs to be the most concerned about. Commissioner Determan stated that there are some houses that are currently in limbo if the updates are approved. Chair Hein stated that there would be a process that the Commission could request the City's Community Development department to take if that is the case, to notify the owner of what would need to be repaired or what maintenance would be necessary. Vice Chair Hoffman asked about the approval and adoption process and whether it would need to be approved by Mayor & Council, to which staff stated that the Historic District Guidelines are set by the Historic District Commission and would not need to be approved by Mayor & Council.

The Commissioners also discussed the need for keeping a list of neglected properties, and requesting that the Community Development Department start a list of these properties. Commissioner Brewer asked about the Certificate of Hardship and if there was any grant money available to help homeowners, to which staff stated that there is a grant from the Maryland Historical Trust, but they believe it is a 50/50 funding match.

Hearing no further discussion, Commissioner Brewer made a motion to accept the latest version of the Historic District Commission Demolition Guidelines, Section 9, Item B, to be included in the overall Historic District Guidelines. Vice Chair Hoffman seconded the motion, a vote was taken, and the proposal was unanimously approved.

10. New Business

A. Administrative Approvals

- 263 E. Main Street - In-kind Roof Replacement
- 236 E. Main Street - In-kind Retaining Wall Replacement

Staff gave an overview of the Administrative Approvals that were issued since the Commission's May 2026 meeting.

11. Adjournment

Commissioner Brewer made a motion to adjourn the meeting. This motion was seconded by Commissioner Determan, and Chair Hein officially adjourned the meeting at 6:49 P.M.