



# THE CITY OF FROSTBURG

## Historic District Commission Meeting Minutes

Tuesday, October 14, 2025 at 6:00 PM

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

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### 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, William Determan, and Maureen Brewer were present. Alternate Member Daniel Filer was absent.

### 6. Approval of the Agenda

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

Vice Chair Joseph Hoffman made a motion to approve the October 2025 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 September 2025 Meeting.

#### Motion and Second to Approve the Minutes for the September 2025 Meeting.

Commissioner Brewer made a motion to approve the September 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. 7 Frost Avenue - Demolition

Prior to any presentation or discussion, Commissioner Maureen Brewer announced to Chair Hein that she would need to recuse herself due to a connection to this request. Chair Hein acknowledged Commissioner Brewer's recusal.

Matt Brewer, owner of the property located at 57 S. Broadway, presented his proposal to demolish 7 Frost Avenue, which neighbors 57 S. Broadway, after purchasing the 7 Frost Avenue property from the current owners. His presentation included photos showing the structure's state of disrepair and neglect. He stated that due to the state of the structure, it is beyond saving and would not be feasible to rehabilitate structure.

Discussion was held regarding the proposal. Chair Hein questioned if he was intending to build another structure on the property after demolition, to which Mr. Brewer stated that he intends to leave the property vacant and be an extension of his yard. Vice Chair Hoffman asked if the property would be transferred prior to demolition to which Mr. Brewer stated yes, he would purchase the property and have it transferred in his name prior to demolition of the structure.

Chair Hein made a general comment regarding the current guidelines for demolition in the Historic District, stating that, in the future, the Commission and staff will need to look into fleshing out the existing Historic District guidelines pertaining to demolitions. She also stated that demolition of structures creates holes in the integrity of the Historic District and should only be a last resort when structures are unable to be saved.

Hearing no further discussion, Commissioner Determan made a motion to approve the proposal, stating "because of the condition of the home, we are going to allow demolition instead of rehabilitation, pursuant to section Section 4.1.J.2.e. Approval will be contingent on Mr. Brewer having the property transferred into his name, with a signed agreement and documentation of sale from the current property owner, and approval will extend only to Mr. Brewer and not to any future owner of the property."

Vice Chair Hoffman seconded the motion, a vote was taken, and the motion passed with 4 votes in favor, 0 against, and 1 abstention.

## **9. Old Business**

## **10. New Business**

The Commissioners and staff held a discussion regarding demolition guidelines for the Historic District. Vice Chair Hoffman suggested researching how demolitions are handled in historic districts in other communities. The Commissioners discussed past demolitions of historic properties and the importance of retaining special features of historic properties if they are to be demolished.

Commissioner Determan questioned the staff regarding the enforceability of the Historic District Commission's decisions. Staff stated that the Commission's decisions are enforceable under the regulations in the Frostburg Zoning Ordinance, unless an applicant were to object to the Commission's decision, at which point the decision could be appealed to the Board of Zoning Appeals.

Further discussion was held regarding the difficulty of ensuring that property owners adequately maintain their properties so that they don't fall into disrepair. Commissioner Brewer stated that it would be beneficial if the City could provide a facade grant for homeowners to assist with maintaining their historic properties. Vice Chair Hoffman stated that the Commission could potentially identify problem areas or areas of focus for historic properties in need of renovation and provide that information to the City.

### **A. Administrative Approvals**

- 7 Ormand Street - In-kind roof replacement

Staff gave an overview of the lone Administrative Approval issued since the Commission's September 2025 meeting.

## **11. Adjournment**

Vice Chair Hoffman made a motion to adjourn the meeting. This motion was seconded by Commissioner Determan, and Chair Hein officially adjourned the meeting at 6:48 P.M.