



THE CITY OF FROSTBURG

Historic District Commission Meeting Agenda

Monday, September 08, 2025 at 6:00 PM

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

1. Call to Order

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

6. Approval of the Agenda

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

7. Approval of the Minutes

A. Minutes from the August 2025 Meeting.

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

8. Project Presentations

A. 33 S. Water Street - Addition

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/are not] compatible with the neighborhood because there [is/is not] a general compatibility of [exterior design/scale/proportion/arrangement/texture/materials to be used].

Based on these findings I move to [approve/disapprove] the proposal because the use of exterior materials [are/are not] closely similar in appearance to original materials or significant buildings in the District, pursuant to Section 4.1.J.1.c.

9. Old Business

10. New Business

A. Administrative Approvals

- 60 S. Broadway - In-kind roof replacement

- 65 S. Broadway - In-kind roof replacement

11. Adjournment



THE CITY OF FROSTBURG

Historic District Commission Meeting Minutes

Monday, August 11, 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

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4. Statement of Purpose

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5. Roll Call

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

6. Approval of the Agenda

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

Vice Chair Hoffman made a motion to approve the August 2025 agenda as presented. The motion was seconded by Commissioner Rephan, a vote was taken, and the agenda was unanimously approved.

7. Approval of the Minutes

A. Minutes from the June 2025 Meeting.

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

Vice Chair Hoffman made a motion to approve the June 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. 69 S. Broadway - New Building

Philip Van Newkirk, the owner of 69 S. Broadway, presented his proposal to construct a new garage on his property. Mr. Van Newkirk spoke about the history of the existing house on the property, stating that it was built in 1853 by Meshach Frost, in 1858 it was the home of Lord Francis Napier, British Envoy and Minister to the United States, and was the defacto headquarters of the local Red Cross during World War I. Mr. Van Newkirk stated that it was his intention for the garage to also have a second story living area, and that he intended for the exterior of the garage to match the brick facade, complete with arched carriage-style doors and copper roofing, of the existing residence.

After discussion, Vice Chair Hoffman 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 compatible with the neighborhood because there is a general compatibility of exterior design, scale, proportion, arrangement, texture, and materials to be used.

Based on these findings I move to approve the proposal because the use of exterior materials are closely similar in appearance to original materials or significant buildings in the District, pursuant to Section 4.1.J.1.c."

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

9. Old Business

10. New Business

Discussion Items

Vice Chair Hoffman brought up the topic of adding Mini Split HVAC Units to the Historic District Commission Review Rubric in order to address these newer types of HVAC technology that are becoming increasingly more popular in recent years. Chair Hein suggested that staff should prepare appropriate verbiage to address these units in the Review Rubric.

A. Administrative Approvals

- 17 W. Main Street - Installation of a commercial projection sign utilizing existing hardware
- 4 Ormand Street - In-kind roof replacement
- 14 W. Main Street - Repainting of lower level building facade utilizing existing paint colors
- 167 E. Main Street - Installation of vinyl commercial wall signs
- 20 E. Main Street - Installation of a commercial projection sign

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

11. Adjournment

Commissioner Brewer made a motion to adjourn the meeting. This motion was seconded by Commissioner Rephan, and Chair Hein officially adjourned the meeting at 6:27 P.M.

CITY OF FROSTBURG
HISTORIC DISTRICT COMMISSION
CERTIFICATE OF APPROPRIATENESS APPLICATION



DEPARTMENT OF COMMUNITY DEVELOPMENT
FROSTBURG MUNICIPAL CENTER
37 BROADWAY, P.O. BOX 440
FROSTBURG, MD 21532

Applicant Name: William Loburn
Applicant's Address: 33 S. Water St.
Phone Number(s): 240-362-1895
Property Owner Name: William Loburn
Property Address and Location: _____

Type of Change: ☐ Alteration ☐ Demolition ☐ Grading
☐ Addition ☐ Repair ☐ Excavation
☐ New Building ☐ Sign ☐ Other: Air Con

Work to be performed:
☐ PLANS – Architect or Engineer: None
☐ DEMOLITION - Contractor: None
☐ RENOVATION/CONSTRUCTION – Building Contractor(s): None

Scope of Work (describe project in detail, list materials and dimensions):
Install Mini Splits 5 on home. 2 on Ormand St.
3 on opposite side

Is the property subject to an historic preservation easement? ☒ NO ☐ YES
Is the easement held by a third party organization other than the property owner? ☒ NO ☐ YES
If yes, please provide a copy.

**FROSTBURG HISTORIC DISTRICT
Historic Resource Inventory
2013**

Section 8, Item A.

Address: 35 South Water Street

Date of Construction: c. 1910 **Status:** C



Image Number: FHD-665

2½-story brick American Foursquare-derived house with a hipped roof, hipped dormers, and a hip-roofed brick front porch with brick piers that is enclosed with operable 1/1 sash and a centered single-leaf entry door. Windows are flat-topped, 3/1, with soldier course sills and lintels, set singly and in pairs, and the second story of the rear elevation contains a wood shingle-finished sleeping porch.









