



# THE CITY OF FROSTBURG

## Historic District Commission Meeting Agenda

Monday, August 11, 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 August 2025 Meeting.

### 7. Approval of the Minutes

A. Minutes from the June 2025 Meeting.

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

### 8. Project Presentations

#### A. 69 S. Broadway - New Building

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

- 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

## **11. Adjournment**



# THE CITY OF FROSTBURG

## Historic District Commission Meeting Minutes

Monday, June 09, 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 6:02 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, William Determan, and Robert Rephan were present. Maureen Brewer and Alternate Member Daniel Filer were absent.

### 6. Approval of the Agenda

### 7. Approval of the Minutes

- A. Vice Chair Hoffman made a motion to approve the May 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. 1 E. Main Street - Alteration

Ben Harman, an owner and representative of Gravel Ridge, LLC, presented his proposal to replace two exterior doors at his property located at 1 E. Main Street, which is part of a larger renovation project throughout a majority of the structure. The proposed doors, one at the main entrance fronting on E. Main Street and the other at the entrance fronting on S. Broadway, would be plain metal doors, to replace the existing, non-original doors. As part of his presentation, Mr. Harman also provided additional historic photos of the building to the Commissioners.

In addition to the presentation by Mr. Harman, Deirdre Robertson, Executive Director of FrostburgFirst, also made comments on the businesses that will be occupying the newly renovated spaces in the building, and discussed the impact of the project and stated how the renovation of 1 E. Main Street will help transform what was once a vacant building into an active and vibrant area in downtown.

After discussion, Commissioner Determan 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, proportion and texture of 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 current 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**

**A. Administrative Approvals**

- 157 E. Main Street - In-kind roof replacement

Staff gave an overview of the lone Administrative Approval issued since the Commission's May 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 6:25 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: Philip VanNewkirk  
 Applicant's Address: 69 Broadway, Frostburg, MD 21532  
 Phone Number(s): (301) 689-3993  
 Property Owner Name: Philip VanNewkirk  
 Property Address and Location: 69 Broadway, Frostburg, MD 21532

Type of Change: ☐ Alteration ☐ Demolition ☐ Grading  
☐ Addition ☐ Repair ☐ Excavation  
☒ New Building ☐ Sign ☐ Other: \_\_\_\_\_

Work to be performed:

- ☒ PLANS – Architect or Engineer: CCM Building Services  
☐ DEMOLITION - Contractor: \_\_\_\_\_  
☒ RENOVATION/CONSTRUCTION – Building Contractor(s): Wharton Home Improvements LLC

Scope of Work (describe project in detail, list materials and dimensions):

Construction of garage, 26' x 26' x approx. 21' high;  
with recreation room above (detached from house)  
Brick facia on front to match appearance of house,  
Hardie-brand concrete board lap siding on sides  
and rear; standing seam metal roof to mimic  
appearance and slope of house. Garage doors  
carriage style, C.H.I. 5216 or equivalent.

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:** 69 South Broadway

**Date of Construction:** c.

**Status:** C



**Image Number:** FHD-724

5-bay brick-finished Colonial Revival-style house with a side-gable roof and a centered entry with a single-leaf entry door. The brickwork on the main house features recessed joints with tinted black mortar. Extending across the façade is an arcaded brick porch with corbeled brick trim and a forward-projecting center bay. Windows are flat-topped, mostly 6/6, with soldier-course brick lintels with brick drip labels, a window finish seen elsewhere in the district, including immediately to the north at 65 S. Broadway. On the façade are French windows with multi-light transoms.



# City of Frostburg

**W. Robert Flanigan**  
*Mayor*

**Commissioners**

**Brian Alderton**

*Commissioner of  
Water, Parks and  
Recreation*

**Donald L. Carter, Jr.**

*Commissioner  
of  
Finance*

**Walter P. Mackay**

*Commissioner  
of  
Public Safety*

**Woody Getz**

*Commissioner  
of  
Public Works*

**John R. Kirby, Jr.**

*City Administrator*

July 15, 2014

Philip Van Newkirk  
69 Broadway  
Frostburg, MD 21532

RE: HDC Garage Construction Project, 69 Broadway

Dear Mr. Van Newkirk:

On Monday, July 15, 2014, the Frostburg Historic District Commission considered your request at the above-referenced address, as follows:

A proposal to construct a 26' X 26' X 21' high (approximately) detached garage, with an excavated basement and second story recreation room was presented. The Historic District Commission particularly appreciated your detailed plans and presentation.

This request was approved as submitted.

This letter represents the Commission's Certificate of Appropriateness for your project.

Thank you for your cooperation and dedication to historical preservation. Please feel free to call me if you have any questions. I can be reached at 301-689-6000, Extension 17.

Sincerely,

A handwritten signature in blue ink, appearing to read "Laura J. McBride".

Laura J. McBride  
Community Development Specialist

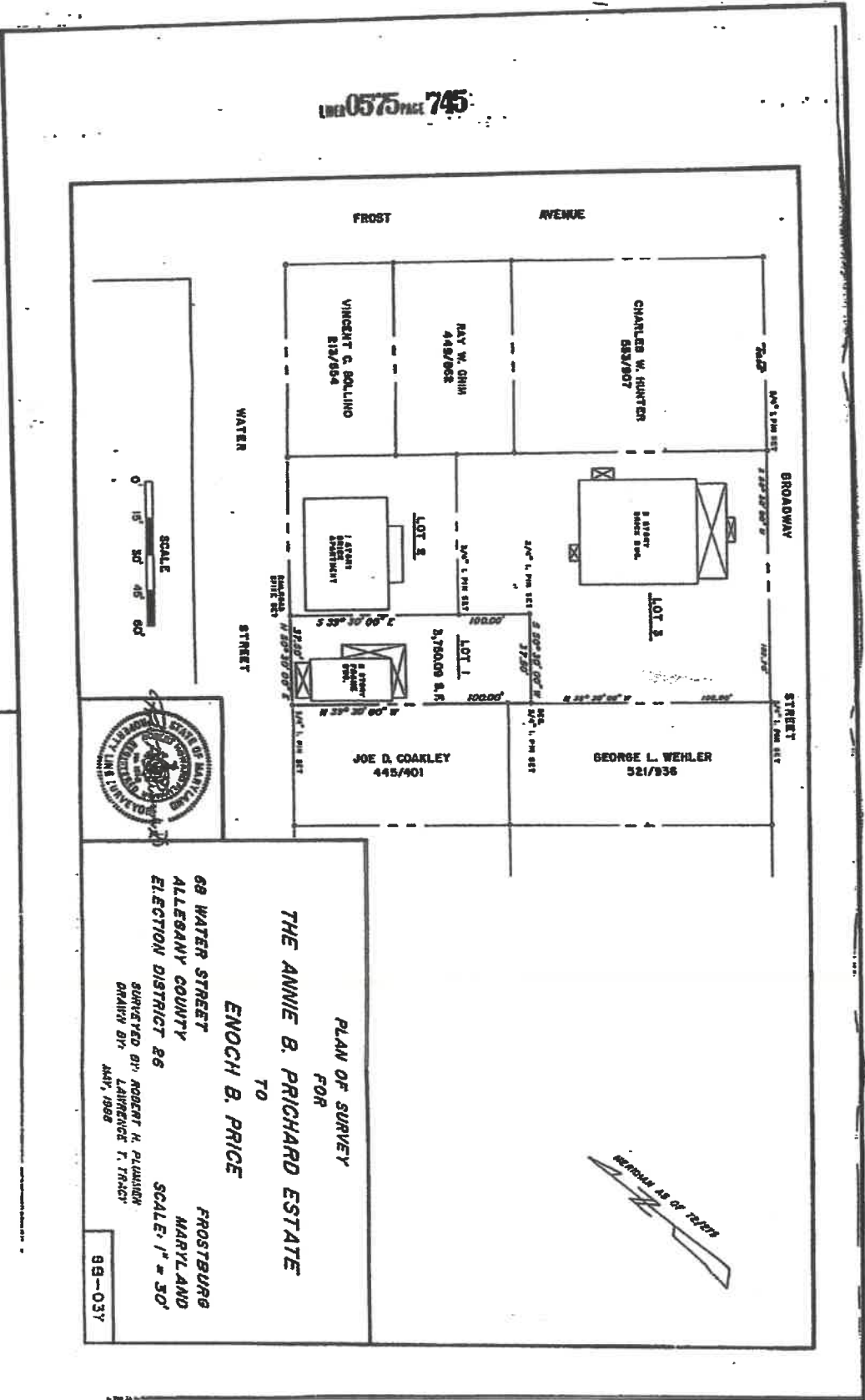
CC: Kristan Carter, HDC Chair





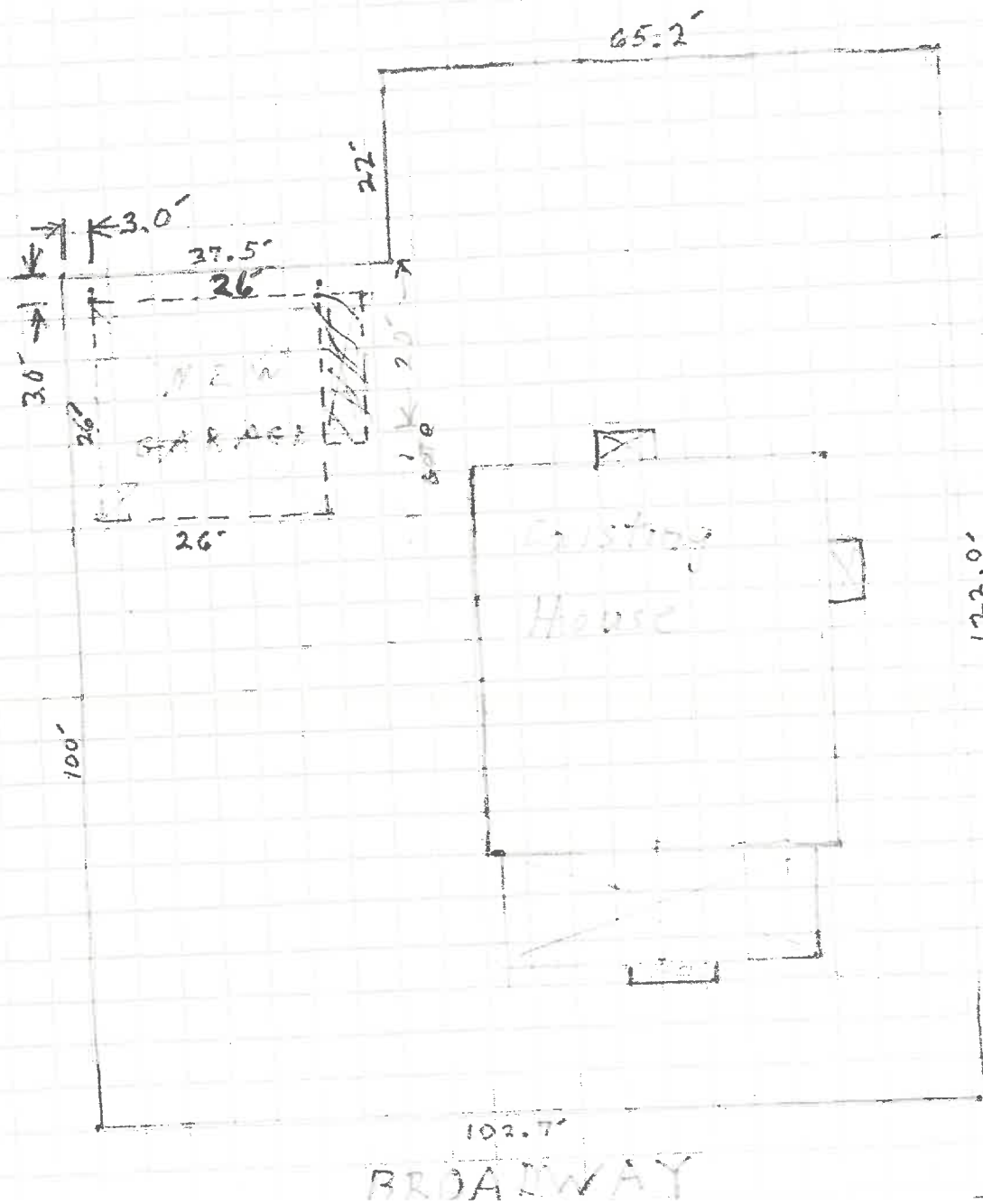


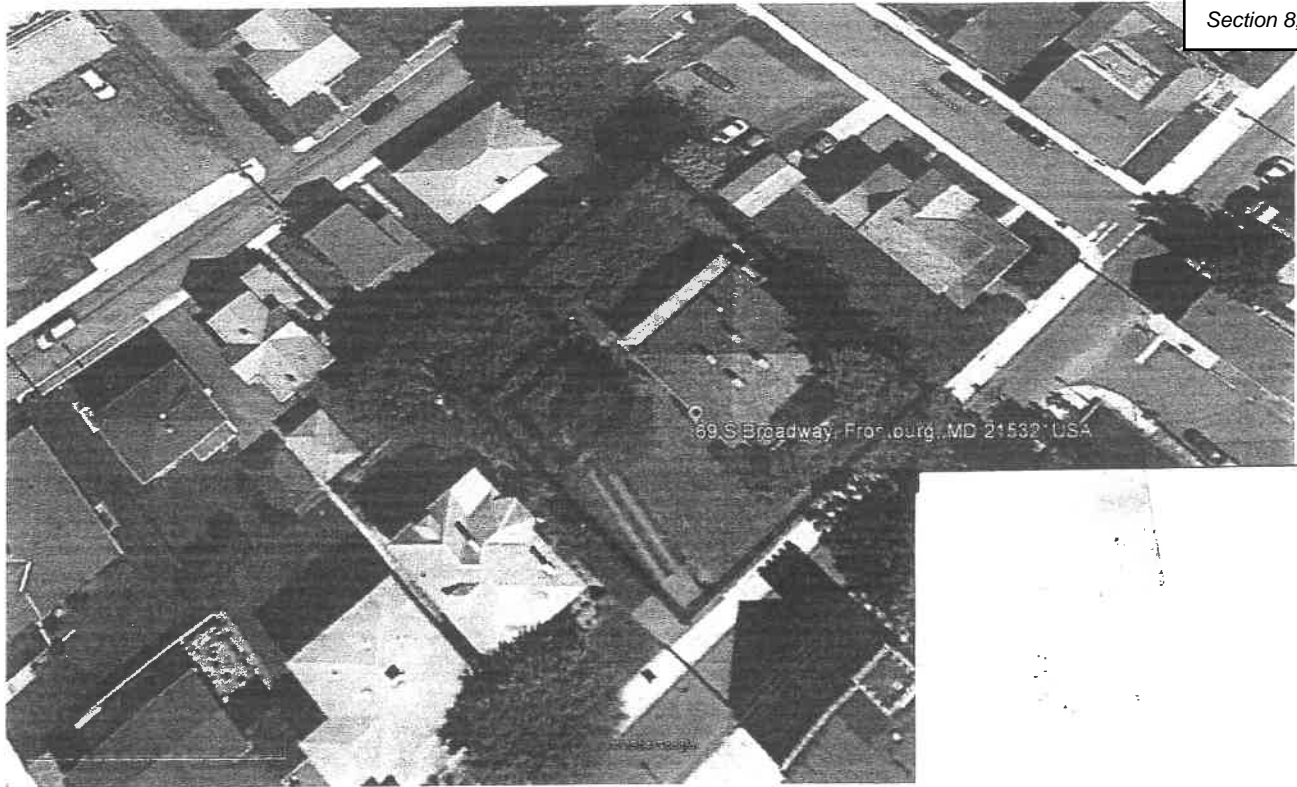




be  
In  
T  
Te  
Ph  
R  
H  
P  
h  
f  
l  
c  
l  
l  
l

LAW OFFICE  
GIBBERTY, MCMAHON,  
PAYE & BETTY  
CONRADLAND  
MARYLAND





Google earth      feet      100  
meters

