

THE CITY OF FROSTBURG

Historic District Commission Meeting Agenda

Monday, April 14, 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

Chair Dawn Hein, Vice Chair Joseph Hoffman, William Determan, Robert Rephan, Maureen Brewer, Alternate Member Daniel Filer

6. Approval of the Agenda

7. Approval of the Minutes

A. Minutes from the February 2025 Meeting.

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

8. Project Presentations

A. 33 S. Water Street - Additions and Alterations

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, and 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

- 64 Frost Avenue Installation of an in-ground swimming pool
- 33 S. Broadway In-kind roof replacement

11. Adjournment



THE CITY OF FROSTBURG

Historic District Commission Meeting Minutes

Monday, February 10, 2025 at 6:00 PM

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

1. Call to Order

Vice Chair Joseph Hoffman called the meeting to order at 6:04 P.M.

2. Pledge of Allegiance

3. Authority

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4. Statement of Purpose

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5. Roll Call

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

6. Approval of the Agenda

Commissioner Maureen Brewer made a motion to approve the February 2025 agenda as presented. The motion was seconded by Commissioner Robert Rephan, a vote was taken, and the agenda was unanimously approved.

7. Approval of the Minutes

A. Commissioner Brewer made a motion to approve the July 2024 minutes as presented. The motion was seconded by Commissioner Rephan, a vote was taken, and the minutes were unanimously approved.

8. Project Presentations

A. 20 Depot Street - The Tunnel Hotel & Trail Inn Cafe - Sign Replacement and Deck Construction

Adam Forshee, owner of The Tunnel Hotel & Trail Inn Cafe, presented his proposal to construct a 38' x 12' composite deck along the front of the existing hostel and bath house building which is adjacent to the original Trail Inn building. The deck project is part of a conversion of the hostel and bath house to a pizza shop, which will include a garage door entrance from the deck into the building, as well as a brick pizza oven to be placed in front of the building where the existing snack shed is located. The deck will be constructed with Trex Select composite decking and will utilize stainless steel cables for railings. The project will require the removal of the existing ramp which connects the entrance of the hostel/bath house to ground level. Mr. Forshee stated that the new deck will connect to the second story deck of the Trail Inn building. Commissioner Brewer commented that the hostel/bath house was a noncontributing resource to the Historic District. Furthermore, Commissioner Brewer questioned

the staff as to whether there were any stipulations on the type of materials used for deck construction projects, for which staff answered that it was up to the Commissioners to determine whether the proposed materials were consistent with the character of the Historic District. Additionally, Mr. Forshee stated that he plans to replace the existing "Trail Inn" sign with a 2' x 15' sign which replicates the original "Tunnel Hotel" sign.

With no further discussion, Commissioner Brewer 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

A. Administrative Approvals

- 58 S. Broadway In-kind roof replacement
- 1 Standish Street In-kind roof replacement
- 259 E. Main Street In-kind porch roof replacement
- 49 Depot Terrace Grading for driveway construction
- 287 E. Main Street In-kind roof replacement
- 64 Frost Avenue In-kind roof replacement
- 183 E. Main Street Exterior paint selected from a historic palette
- 179 E. Main Street Wooden shed construction not visible from main right-of-way
- 126 E. Main Street Roof replacement to match existing rear roof

Staff gave an overview of the Administrative Approvals that have been issued since the Commission's July meeting.

11. Adjournment

Commissioner Rephan made a motion to adjourn the meeting. This motion was seconded by Commissioner Brewer, and Vice Chair Hoffman officially adjourned the meeting at 6:42 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 R. Coburn Applicant's Address: 155 G. Water Street 133 G. Water Street Phone Number(s): 240-362-1895 Property Owner Name: William R. Coburn Property Address and Location: 335 Water Street				
Type of Change: Alteration Demolition Grading Addition Repair Excavation New Building Sign Other:				
Work to be performed: PLANS – Architect or Engineer: DEMOLITION - Contractor: RENOVATION/CONSTRUCTION – Building Contractor(s): William R. Cubum (dunce)				
Scope of Work (describe project in detail, list materials and dimensions): Detailed plan with examples attached				

Is the property subject to an historic preservation easement?

Is the easement held by a third party organization other than the property owner? If yes, please provide a copy.







Section 8, Item A.

Requirements for Complete Ap	plication (TO B	E DETERMINED BY STAFF; IF CHE	CKED INCLUDE AS AN ATTACHMENT):
SITE PLAN OR ACCURATE	SCALED DRAV	VING DEPICTING PROPORTION	IS AND DISTANCES
CLEAR AND LEGIBLE SKE	TCH OF EXTER	OR DETAILS OR AREA TO BE	CHANGED
PHOTOGRAPH(S) OF ARE	A TO BE CHAN	GED	
MANUFACTURER'S SAMPI	ES OR TEAR SI	HEETS OF MATERIAL(S) PROPO	OSED TO BE USED
FOR NEW CONSTRUCTIO	N:		
SITE PLAN TO SO	ALE		
ELEVATION DRAY	VINGS		
MATERIAL SAMPI	ES/TEAR SHEE	TS	
CURRENT PHOTO	GRAPHS OF PR	OPERTY	
OTHER:			
_			
Optional Attachments:			
HISTORIC PHOTOGRAPH	S OR OTHER DO	OCUMENTATION	
You are encouraged to at	end the Fro	stbura Historic District	Commission meeting. The next
meeting is April 14th		_	at 6:00 pm at the Frostburg
Municipal Center, 37 Broad	lway, Frostb	ourg, Maryland. Failure t	o provide sufficient information
for review may result in an	unfavorable	recommendation by the	Historic District Commission.
PLEASE READ AND SIGN BELOW			
	•	, ,	owner of the property in regard to
			n represents an accurate description of Id be necessary for the Historic District
Commission's decision making	•	entionally offlitted that woul	a De Necessary for the Historic District
commodition a decision making	p. 0 0 0 0 0 0 1		
I understand that a favorable	review finding	by the Frostburg Historic Di	strict Commission does not constitute
approval of other require land	use or buildin	g permits obtained by a sep	arate application.
A/1			12/24/25
Signature			Date
5			
FOR CITY USE ONLY			
Approval to be granted by:	図	FROSTBURG HISTORIC DISTRIC	T STAFF
Approval to be granted by:	تظر	I WOSTDOWS HISTORIC DISTRIC	SIATE
Staff Review: APPROVE		NOT APPROVED	
_ _			
Staff Reviewer:	SIGNATURE		ate:

FROSTBURG HISTORIC DISTRICT Historic Resource Inventory 2013

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.





















Scope of Work: Front Porch and Home Renovations 33 S Water Street

Front Porch

- Removal of Two Windows and Front Door: The two windows on the left side of the
 porch and the front porch entrance door will be removed. These elements are not
 original to the structure and their removal will restore the historical character of the home
 as it was originally erected.
- Storage Area on Right Side: The windows on the right side of the porch will remain in place. A wooden frame will be constructed to allow for storage of items such as shovels and trash cans, keeping the area uncluttered and preserving the porch's historical aesthetic.
- New Exterior Door: A new wooden exterior door, designed to match the home's historical character, will be installed.
- Siding and Trim: High-quality fiber cement siding in green (sample provided) will
 replace existing plywood around the remaining porch windows, giving the home a more
 refined appearance.
- Window Trim: To match the new replacement windows on the main structure, the remaining two porch window trims will be painted black.
- **Upper Porch Finish**: The upper portion of the porch will be encased in wood to close any gaps and provide a finished look, with trim painted in blue-gray (sample provided).
- **Brick Cleaning**: Any caulking from the non-original windows and doors will be stripped from the brick, and the house will be power-washed to restore its original appearance.

Windows

- Full Window Replacement: All windows will be replaced with black vinyl replacement windows instead of white vinyl, which detracts from the home's historical character.
- Historic District Precedent: Other buildings in the historic district, such as the Vapor Room on Water Street, have installed darker-colored windows to enhance the visual impact of the brick and architectural features.
- Trim Work: All windows will be encased in new PVC trim, painted in blue-gray (sample provided), to match the trim on the front porch. PVC trim is rot-resistant, low-maintenance, and has been successfully used in other historic district properties, such as the Armstrong-owned ambulance building and the Vapor Room.

Rear of House

- Siding and Insulation: The non-original cedar shake siding will be removed down to the studs, allowing for insulation installation to improve the home's energy efficiency. It will be replaced with fiber cement siding in the same green color as the front porch.
- Window Replacement: All windows will be replaced with black vinyl windows to match the rest of the home.
- New Rear Entry Door: One set of windows (two total) on the back right side of the home will be replaced with a 36-inch single full-glass steel door, painted blue-gray (sample provided).
- **Small Porch and Stairs**: A small, code-compliant 4x4-foot wooden porch with stairs will be constructed, leading to the existing non-original back porch, which will be removed and replaced with a deck landing while retaining the existing porch roof.
- Decking and Railing: Trex composite decking in a natural wood tone (sample provided)
 will be used. The steps will feature a code-compliant handrail, with options for wood or
 black aluminum railing. Similar railing has been used in other historic district properties,
 such as Frost Avenue.
- Rear Second-Story Exit (Fire & Safety Concern): The second story of the home
 currently has only one exit, presenting a safety hazard. The proposed rear stairway will
 provide a critical fire and emergency exit for second-story residents. The staircase will
 be placed at the rear of the home, on non-original sections of the house, ensuring
 minimal impact on the home's historic integrity.

Backyard and Parking

- Fence Installation: A wooden post and metal fencing (as specified in the material list) will be installed to enclose the backyard and protect the family's golden retriever.
 - The fence will stretch from each rear corner of the home and extend approximately 40 feet toward the rear parking area, spanning about 22 feet in width.
 - The fence design has precedent in the historic district, with a similar style installed near the Frost Mansion (photos provided).

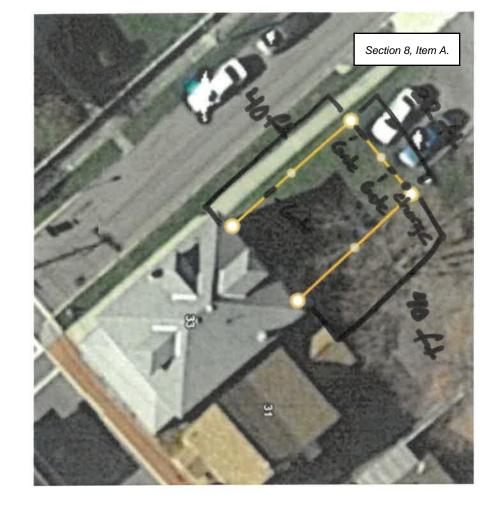
Gates:

- One small gate for easy sidewalk access on Ormand Street.
- One small gate for access to the rear parking area.
- One larger, vehicle-sized gate to allow maintenance vehicle access (e.g., for mulch delivery in spring).

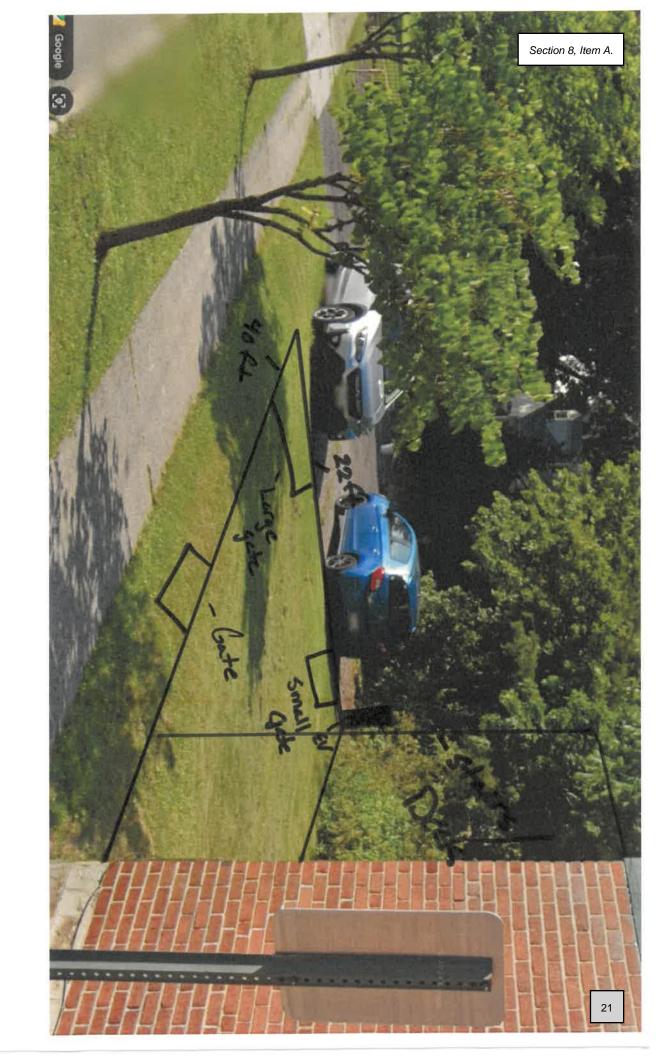
Electric Vehicle Charging Station

- Conduit Installation: A small trench (20 inches deep, 1 foot wide, 40 feet long) will be dug to lay conduit and electrical cable for an EV charging station.
- Charger Placement: A small black pedestal (sample provided) will house the charger and cable near the vehicle parking area.
- **Site Restoration**: After installation, the trench will be refilled with soil and reseeded to restore the yard to its original state.
- Utility Clearance: 811 has been contacted, and no obstacles or utilities interfere with the planned excavation.

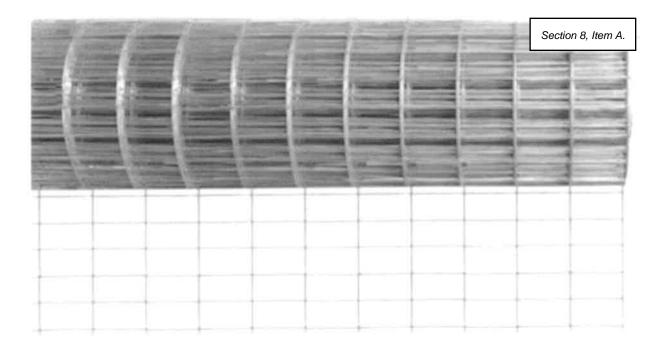
This comprehensive renovation will restore and enhance the home's historical character while improving safety, functionality, and energy efficiency.



offence layout offence materials offence materials

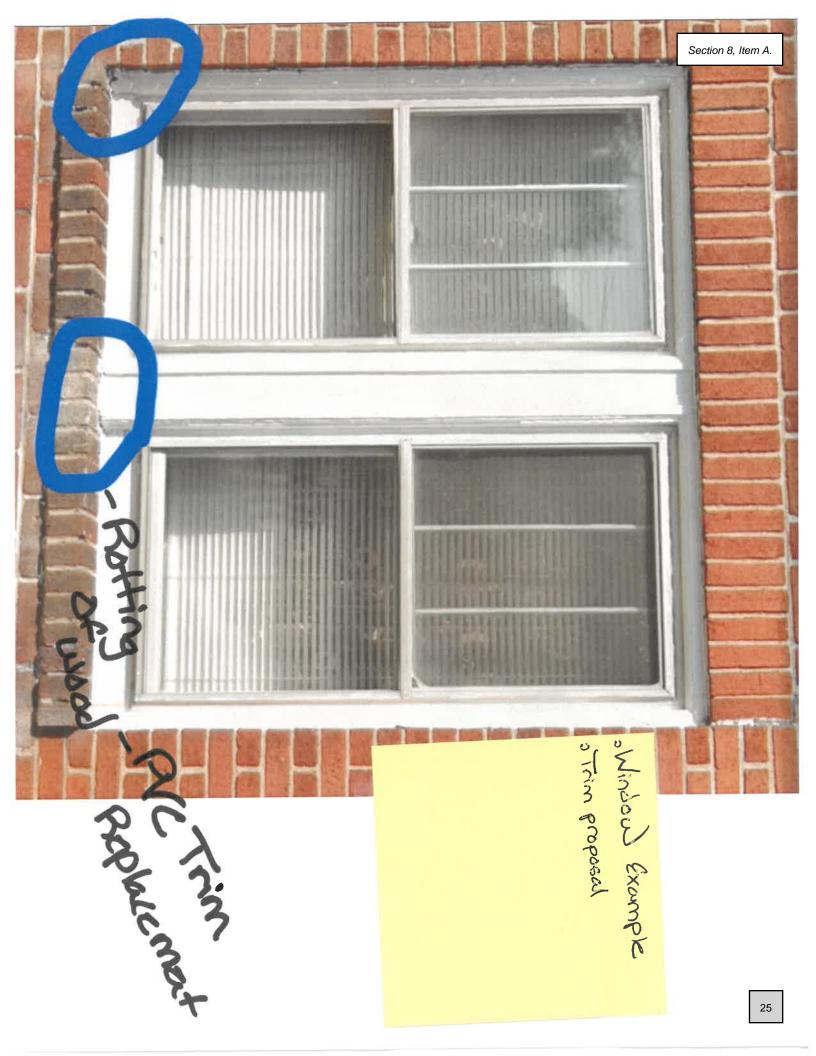


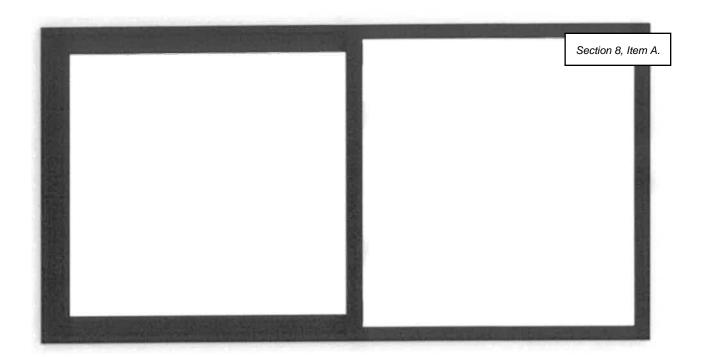




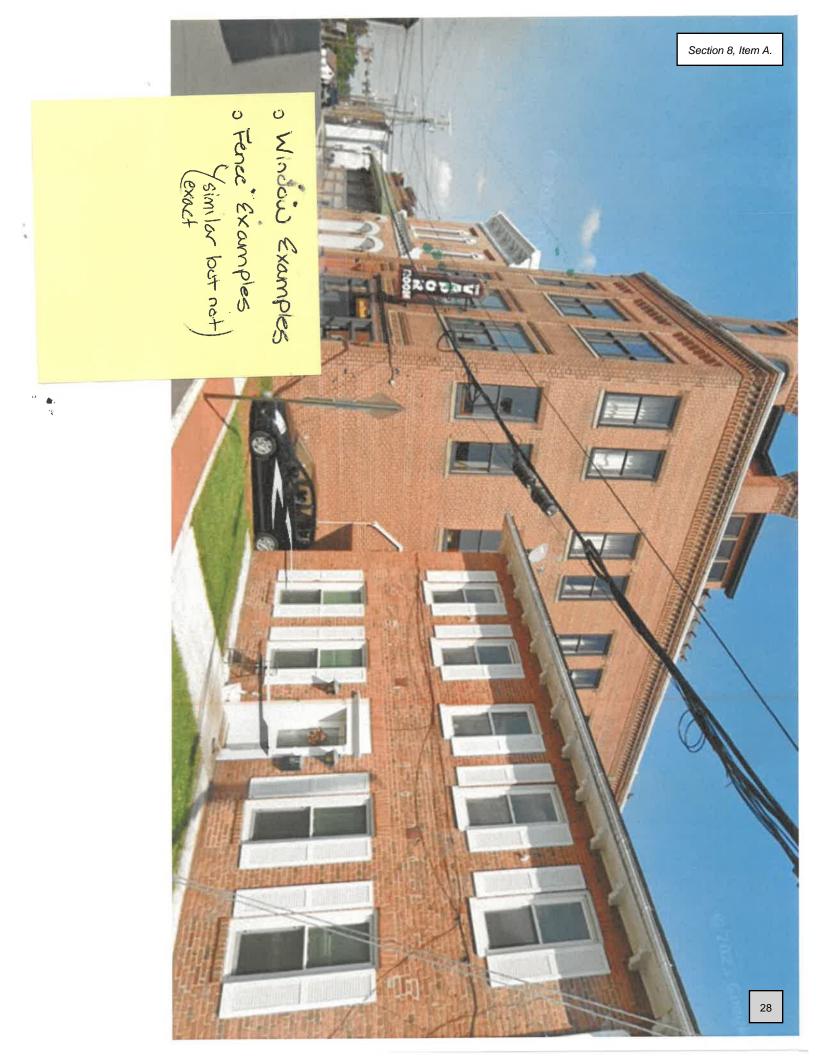
Section 8, Item A.



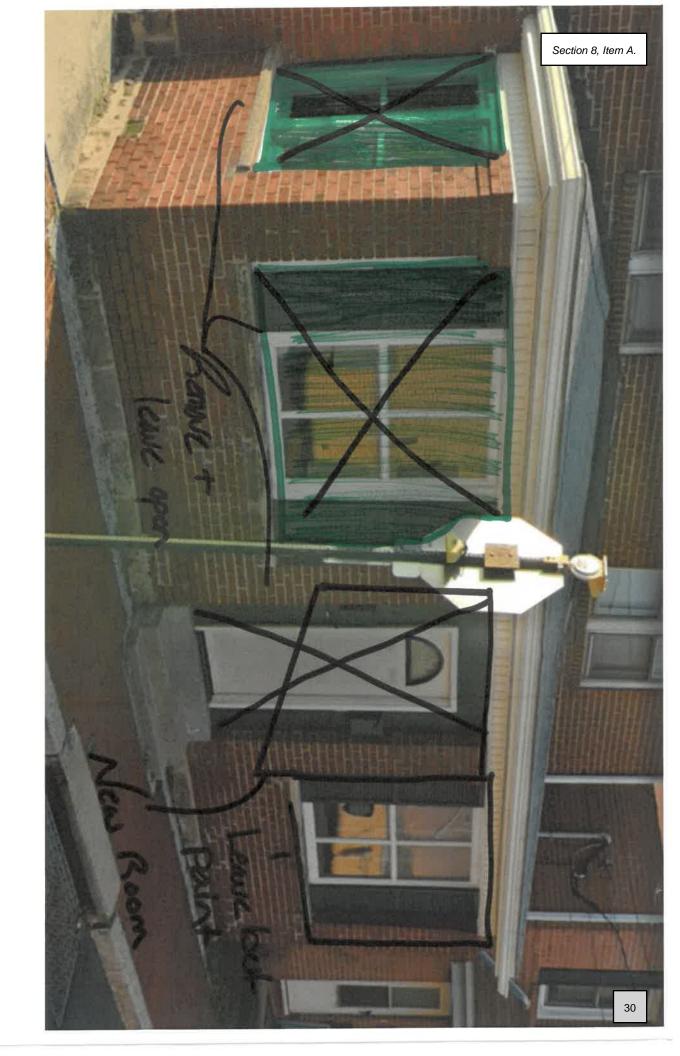






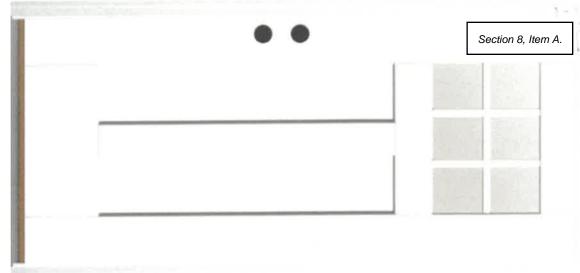








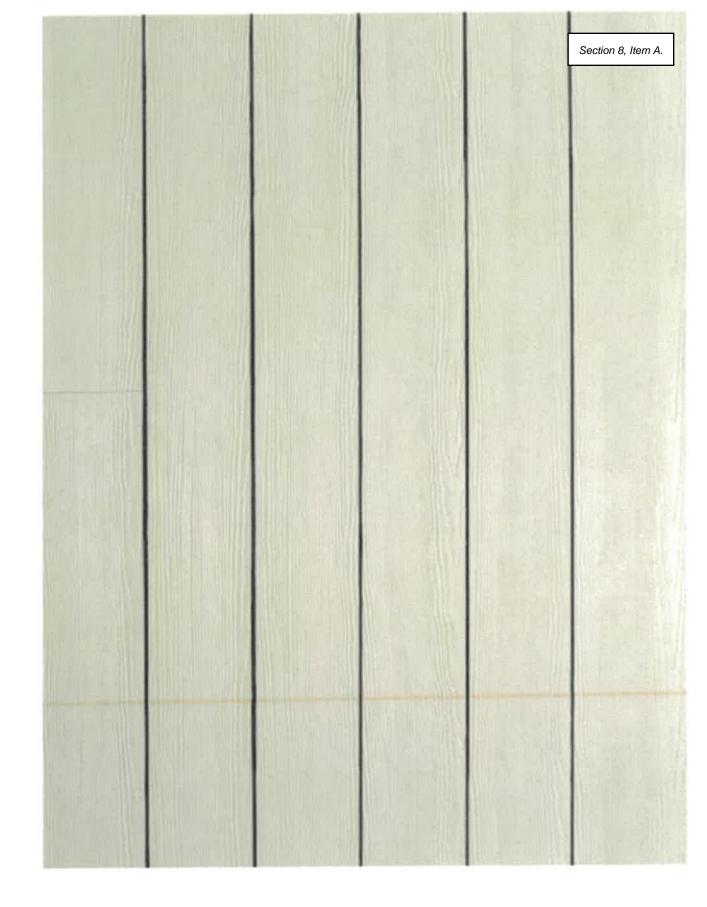




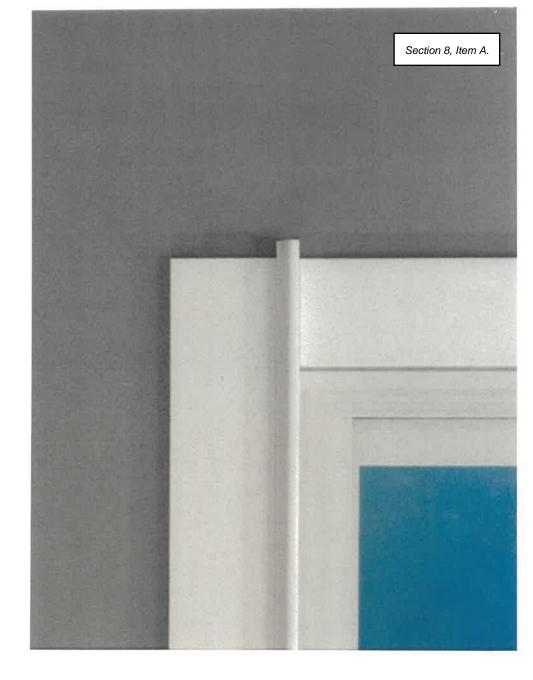
- Right side enclosure éxample dour



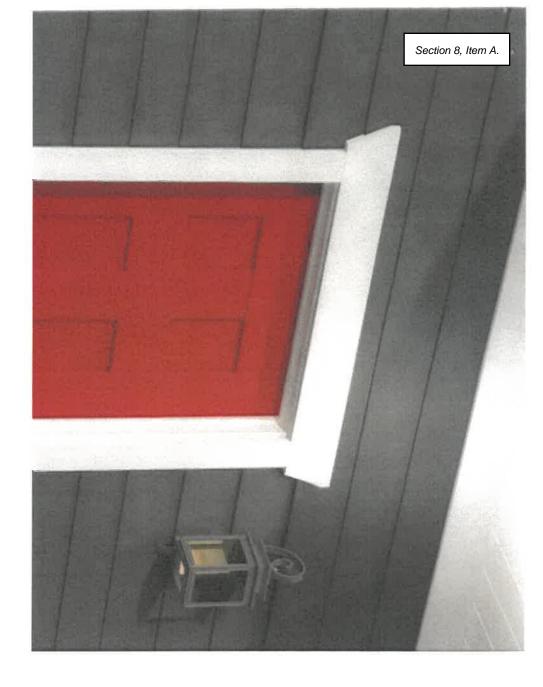
- Frant Door replacement











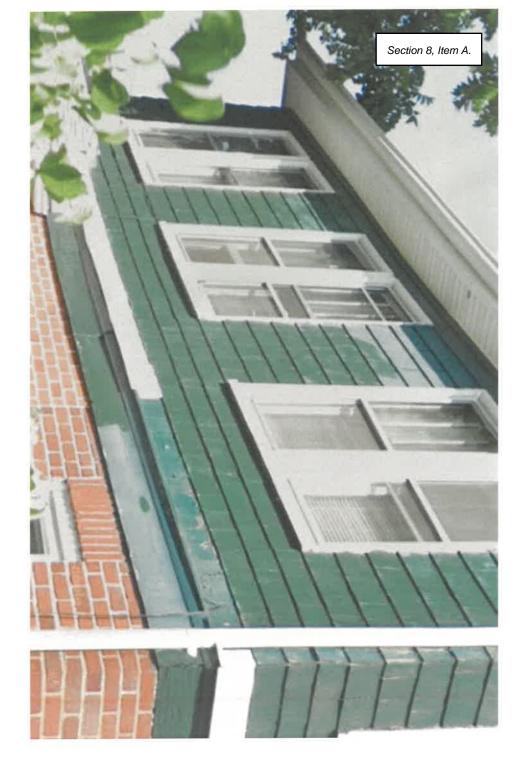


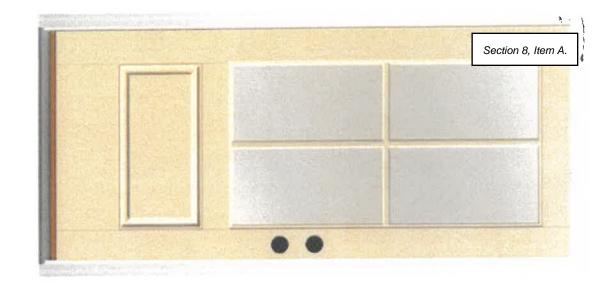
o Stairmans Example
o doighnal image
o Sample materials
o Tap siding materials
o doors

o Lights

40







- Rear top deck door

Section 8, Item A.

- Rear Battom Deck Door





- Example

