



THE CITY OF FROSTBURG

Planning Commission Meeting Agenda

Wednesday, May 13, 2026 at 7:00 PM

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

1. Call to Order

2. Roll Call

3. Chair's Procedural Statement; Comments; Announcements

The Chair asks that anyone presenting business before the Commission, or any individuals who would like to comment on business before the Commission or other concerns, please come forward at the appropriate time and state your name and address for the record. Each meeting is recorded, so please speak clearly.

4. Approval of the Minutes

A. Minutes from the January 2026 Planning Commission Meeting.

Motion and Second to Approve the Minutes for the January 2026 Planning Commission Meeting.

5. Citizen Comments

From Floor; intended for topics unrelated to the current agenda items

6. Project Presentations

7. Discussion Items

By Chair and Members of the Commission

8. Administrative Business and Communication Received

A. MD Sustainable Growth Implementation Guide

B. MD Department of Planning - Annual Report for CY2025

9. Staff Reports

A. Comprehensive Plan Update

10. Adjournment



THE CITY OF FROSTBURG

Planning Commission Meeting Minutes

Wednesday, January 14, 2026 at 7:00 PM

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

1. Call to Order

Chair Best called the meeting to order at 7:01 P.M.

2. Roll Call

Chair Conrad Best, Karen Krogh, Ray Rase, Richard Russo, Jeff Snyder, and Adam Ritchey were present. Chad Paul was absent.

3. Chair's Procedural Statement; Comments; Announcements

The Chair asks that anyone presenting business before the Commission, or any individuals who would like to comment on business before the Commission or other concerns, please come forward at the appropriate time and state your name and address for the record. Each meeting is recorded, so please speak clearly.

4. Approval of the Minutes

A. Minutes from the November 2025 Planning Commission Meeting.

Commissioner Snyder made a motion to approve the minutes for the November 2025 Planning Commission Meeting as presented. Commissioner Krogh seconded the motion, a vote was taken, and the minutes were unanimously approved.

5. Citizen Comments

From Floor; intended for topics unrelated to the current agenda items

6. Project Presentations

A. Final Plan Review - Vertical Converting Addition - Frostburg Industrial Park

Prior to the project presentation, Commissioner Rase addressed Chair Best to formally recuse himself from voting on the project, which was acknowledged by Chair Best.

Adam Felty, Vice President of Real Estate Development and Construction for Vertical Converting, and Brian Schama, President of Vertical Converting, both joined the meeting virtually to present the Final Site Plans for the proposed 168,000 square-foot expansion to the existing Vertical Converting facility, located along Hoffman Hollow Road and Quantum Circle in the Frostburg Industrial Park.

Mr. Felty gave an overview of the site and the proposed improvements, stating the site totals 12.2 acres, with a total proposed impervious area of 6.3 acres; the expansion would add 18 loading dock doors; the required amount of parking spaces will total 174 spaces, and this proposal will result in a total of 160 regular spaces, 5 ADA accessible spaces, and 31 large commercial truck spaces, with 60 future spaces planned for, if needed; stormwater management will comply with Maryland Department of the Environment requirements; ADA requirements will be met; and they are anticipating low impacts on existing wetlands.

Mr. Felty also stated that the proposed addition would add 4 additional paper product (paper towels and toilet paper) manufacturing lines, would result in the hiring of 25 new skilled employees, and would result in the hiring of 100 new employees over 5 years. He also stated

that there is no exact timeline for the start of construction, with construction potentially starting in 2026, but possibly in 2027.

After discussion, Commissioner Snyder made a motion to approve the plan as presented for preliminary approval. The motion was seconded by Commissioner Russo, a vote was taken, and the motion was successfully carried. Commissioner Rase abstained from the vote.

7. Discussion Items

By Chair and Members of the Commission

Commissioner Rase discussed Open Meetings Act training that he was required to take as being a member of a County level board, and he questioned whether it was mandatory for City Planning Commissioners to also attend those trainings. Commissioner Ritchey stated that it was only mandatory at the County level.

8. Administrative Business and Communication Received

9. Staff Reports

A. Comprehensive Plan Update

Staff gave an update on the status of the Comprehensive Plan. The consultant received the results of the third attempt at a Frostburg State student questionnaire, receiving 17 responses, with the most frequent responses stating the desire for more career opportunities, concerns regarding the job market, and also the desire for additional amenities in the City. The consultant is working on the Water Resources Element, and the Transportation, Natural Resources, and Mineral Resources chapters of the plan.

10. Adjournment

Commissioner Russo made a motion to adjourn, and Chair Best called the meeting to a close at 7:40 P.M.



City of Frostburg

Todd J. Logsdon
Mayor

Maryland Department of Planning
Planning Best Practices
Attn: David Dahlstrom, AICP

Re: Annual Report Calendar Year (CY2025)

Commissioners

Dear Mr. Dahlstrom:

Donald L. Carter, Jr.
Commissioner of Finance

The Frostburg Planning Commission approved the following annual report for the reporting year 2025 as required under [§1-207\(b\)](#) and [§1-208\(c\)\(1\)\(i\) and \(c\)\(3\)\(ii\)](#) of the Land Use Article on May 13, 2026. In addition, this report has been filed with the local legislative body.

Kevin G. Grove
Commissioner of Public Safety

1. Number of new Residential Permits Issued inside and outside of the Priority Funding Area (PFA):

Table 1: New Residential Permits Issued Inside and Outside the Priority Funding Area (PFA)

Residential – Calendar Year 2025	PFA	Non - PFA	Total
# New Residential Permits Issued	9	0	9

Nina Forsythe
Commissioner of Water, Parks and Recreation

2. Maryland’s [Sustainable Growth Planning Principles \(Principles\)](#) were signed into law by Governor Moore on April 8, 2025, following the Maryland General Assembly approval of [House Bill 286](#). The use of the Principles will now be required for all new comprehensive plans and comprehensive plan updates. Has the planning commission reviewed these new requirements and the [Sustainable Growth Implementation Guide](#)?

Y N

Adam Ritchey
Commissioner of Public Works

Patrick O’Brien
City Administrator

3. Is your jurisdiction scheduled to update the comprehensive plan or submit a 5-Year Mid-Cycle review report this year?

Y N

4. Were there any growth-related changes, including land use changes, zoning ordinance changes, rezonings, new schools, changes in water or sewer service, or municipal annexations that changed municipal and unincorporated boundaries? **Yes; temporary water service extension to Lonaconing due to their water treatment plant being offline.**

Y N

If yes, please list the annexation resolution(s), describe or attach a map of the changes, and provide a description of consistency of internal, state or adjoining local jurisdiction plans. Have you submitted copies of each adopted resolution been to: Georgeanne Carter, Legislative Counsel Municipal Resolution Reposition Department of Legislative Services, 90 State Circle, Annapolis MD, 21401-1991. MDP would like to inform municipalities of 2025’s [Senate Bill 245](#) - Municipalities – Annexation Resolutions – Submission to the Department of Planning. This bill, effective October 1, 2025, requires municipalities to send a copy of the signed annexation resolution(s) to MDP within 10 days of when the resolution(s) take effect. This is an addition to the existing list of entities outlined in Section 4-414 of the Local Government Article. To meet this requirement and expedite MDP’s updating of the PFA status, please send Daniel Mullinix (daniel.mullinix@maryland.gov) a copy of the notification transmitted to the Department of Legislative Services.

5. To expedite MDP’s updating of the PFA status, please send Daniel Mullinix (daniel.mullinix@maryland.gov) a copy of the notification transmitted to the Department of Legislative Services.

Y N

6. Did your municipality identify and/or implement recommendations related to the following general planning topics, to improve the local planning and/or development process? Please select all that apply.

Y N

<input type="checkbox"/> Green Infrastructure	<input checked="" type="checkbox"/> Revitalization and Infill
<input type="checkbox"/> Zoning Reform	<input checked="" type="checkbox"/> Bike/Ped Planning
<input type="checkbox"/> Climate Change	<input checked="" type="checkbox"/> Commercial Redevelopment
<input type="checkbox"/> Affordable/Workforce Housing	<input checked="" type="checkbox"/> Sustainable Growth
<input type="checkbox"/> Equity	<input type="checkbox"/> Placemaking
<input type="checkbox"/> Resilience	<input type="checkbox"/> Aging Population
<input checked="" type="checkbox"/> Water/Air Quality	<input type="checkbox"/> Sensitive Area Preservation
<input type="checkbox"/> Water/Sewer Capacity	<input type="checkbox"/> Expedited Review for Preferred Projects
<input type="checkbox"/> Brownfield Remediation	

Please describe any other planning improvements identified or implemented in CY2025.

N/A

7. Are there any issues that MDP can assist you with in 2026? If yes, please describe.
Guidance related to MD House Bill 805.

Y N

8. Have all Planning (Commission/Board) and Board of Appeals members completed the [Maryland Planning Commissioners Association \(MPCA\)](#) training course?

Y N

Sincerely,

Jon Miller
Director of Community Development