



# THE CITY OF FROSTBURG

## Planning Commission Meeting Agenda

Wednesday, March 12, 2025 at 7:00 PM

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

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**1. Call to Order**

**2. Roll Call**

Chair Conrad Best, Commissioners Karen Krogh, Ray Rase, Adam Ritchey, Richard Russo, Jeff Snyder, and Eric Stevens

**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 2024 Planning Commission Meeting.**

Motion and Second to Approve the Minutes for the November 2024 Planning Commission Meeting.

**5. Citizen Comments**

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

**6. Project Presentations**

**A. Sketch Plan Review - Center Street Mixed Use Infill Development Proposal**

David den Daas - ModulBox Representative

\*Materials Forthcoming\*

**7. Discussion Items**

By Chair and Members of the Commission

**8. Administrative Business and Communication Received**

**9. Staff Reports**

**A. Update on the Comprehensive Plan and the Community Survey Launch**

Community Survey Link: <https://www.surveymonkey.com/r/H9R8G5W>

**10. Adjournment**



# THE CITY OF FROSTBURG

## Planning Commission Meeting Minutes

Wednesday, November 13, 2024 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 7:02 P.M.

### 2. Roll Call

Chair Conrad Best, Karen Krogh, Ray Rase, Richard Russo, Jeff Snyder, and Eric Stevens were present. Adam Ritchey 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 September 2024 Planning Commission Meeting.

Motion and Second to Approval the Minutes for the September 2024 Planning Commission Meeting.

Commissioner Krogh made a motion to approve the September 2024 meeting minutes as presented. Commissioner Stevens 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. Sketch Plan Review - Vertical Converting Addition - Frostburg Industrial Park

Adam Felty, the Director of Construction at Vertical Converting, presented the proposed 168,000 square-foot building addition to their existing building located at 11201 Hoffman Hollow Road. The proposed addition is intended to expand their current operations, with 84,000 square-feet of the expansion dedicated to manufacturing and 84,000 square-feet dedicated to storage. The proposed manufacturing and storage expansions would be separated by a firewall. The building expansion would disturb 9.1 acres of the 12.2 acre property. Currently there are 56 parking spaces; after the expansion, the amount of parking spaces would total 114 spaces, with a future 60 space lot proposed, if needed. The proposed amount of parking spaces would be well above the required amount to meet zoning requirements. Mr. Felty stated that they expect approximately 25 trucks per week, with 12 trucks per day if they are operating at full capacity. Truck visits would be split between the existing entrance along Hoffman Hollow Road and the newly proposed entrance along Quantum Circle.

Commissioner Krogh inquired about proposed landscaping as part of the project; Commissioner Rase, who had designed the site plan, stated that would be a Landscaping Plan as part of the final set of plans and that they will keep as many trees as they can,

however, with it being in an industrial park, there would likely be very little added landscaping. Commissioner Rase also stated that there would not be landscaped parking lot islands due to large truck maneuverability and circulation, and that there would be numerous stormwater management ponds throughout the site. Commissioner Krogh also inquired about trash service at the site; Mr. Felty stated that they will contract with an independent trash collection service and would not be serviced by City trash collection.

With no further discussion, Commissioner Snyder made a motion to approve the plan as presented for preliminary approval. The motion was seconded by Commissioner Krogh, 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 stated that with the recent developments in the Industrial Park, the City is almost out of industrially zoned space. Commissioner Snyder stated that during the upcoming Comprehensive Plan, we should look at targeted areas for annexation along Rt. 36 in order to increase the City's industrial zoned land.

**8. Administrative Business and Communication Received**

**9. Staff Reports**

**A. Comprehensive Plan Update**

Staff gave a brief update on the status of the Comprehensive Plan. We held a kickoff meeting for the Steering Committee on October 31. Michael Bayer from Wallace Montgomery led the meeting, which went over the proposed work plan, the Steering Committee members' roles and responsibilities, and the upcoming community survey. Staff stated that the survey has been prepared and is ready to go out to the public in the upcoming week. Chair Best and Commissioner Rase, both members of the Steering Committee, also gave brief remarks about the kickoff meeting.

**10. Adjournment**

Commissioner Rase made a motion to adjourn, the motion was seconded by Commissioner Snyder, and Chair Best called the meeting to a close at 7:44 P.M.