



# THE CITY OF FROSTBURG

## Planning Commission Meeting Agenda

Wednesday, April 09, 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 March 2025 Planning Commission Meeting.**

Motion and Second to Approval the Minutes for the March 2025 Planning Commission Meeting.

**5. Citizen Comments**

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

**6. Project Presentations**

**A. MD Department of Planning - Annual Report for CY2024**

\*report forthcoming\*

**7. Discussion Items**

By Chair and Members of the Commission

**8. Administrative Business and Communication Received**

**9. Staff Reports**

**A. Comprehensive Plan Update**

**10. Adjournment**



# THE CITY OF FROSTBURG

## Planning Commission Meeting Minutes

Wednesday, March 12, 2025 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 7:00 P.M.

### 2. Roll Call

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

### 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.

Commissioner Stevens made a motion to approve the November 2024 meeting minutes 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. Sketch Plan Review - Center Street Mixed Use Infill Development Proposal

David den Daas - ModulBox Representative

David den Daas, a representative of ModulBox, presented a slideshow giving an overview of their proposed mixed-use infill development project to be located along Center Street between American Avenue and Oak Street. The proposal is for a mixed-use building composed of prefabricated modular units that are flat-packed and shipped to the site to then be assembled on-site. The proposed building would include retail storefronts on the first floor and approximately 35-40 residential units on the second and third floors. The site would include a paved parking lot with 67 spaces, with the potential for additional on-street parking along Center Street. To help increase the amount of parking available to the businesses and residents, an agreement with Frostburg State University would be pursued to utilize shared parking in the existing university parking lot opposite the site across Center Street. The developer also stated that they could potentially pursue the closing of a portion of American Avenue that is located between Center Street and Alley 33.

Chair Best questioned whether there would be interior stairs, to which Mr. den Daas stated that the residential units would have them, along with an elevator. Commissioner Snyder stated that he thought that there were plans to widen American Avenue between Center Street

and Alley 33, and that it might be better to potentially eliminate the portion of Oak Street between American Avenue and Alley 33. Commissioner Rase stated that there could be a problem with students parking all day in the on-street spaces and that to meet the amount of required parking for the proposed retail businesses, about 30 additional parking spaces would be needed. Commissioner Krogh inquired about any landscaping mock-ups or tree plantings, stating that trees are essential, to which Mr. den Daas stated that they would have landscaping at the site and the presented drawings were only preliminary drawings. Commissioner Rase questioned how they would handle stormwater runoff, stating that any stormwater management would require water treatment, to which Mr. den Daas stated that they have discussed stormwater with Hayden Lindsey, Director of Public Works for the City of Frostburg, and that they would likely capture runoff on the roof and connect to the storm sewer system through a lateral connection. Commissioner Krogh questioned the structural integrity of the modular construction, especially during high wind, to which Mr. den Daas stated that the units would be stiffer than a wood building, and Commissioner Rase stated that the modular building code requirements would exceed the requirements of the City's adopted building code.

Commissioner Rase stated that he liked this plan and that it is exciting to see these types of projects in the City. Commissioner Rase also stated that because this is an infill development project, the project would also need to follow the infill development design review process.

**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>

Staff gave an update on the Comprehensive Plan. We recently launched the community survey and have received over 200 responses so far. Commissioner Krogh asked about how people who are not online would be able to access the survey, to which staff stated that a small amount of paper copies of the survey are available, which can be obtained either by stopping at City Hall or at the Frostburg Library. We've also been holding stakeholder meetings regarding distribution of the survey. Additionally, the consultant has been working on GIS mapping and preliminary drafting of the plan. Staff stated that after the close of the survey, the consultant will take a week or two to process the survey responses and will compile them into a report that will be shared with the Planning Commission.

**10. Adjournment**

Commissioner Rase made a motion to adjourn, the motion was seconded by Commissioner Ritchey, and Chair Best called the meeting to a close at 8:08 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 2024

Commissioners

Dear Mr. Dahlstrom:

**Donald L. Carter, Jr.**  
Commissioner of  
Finance

The Frostburg Planning Commission approved the following annual report for the reporting year 2024 as required under §1-207(b) and §1-208(c)(1)(i) and (c)(3)(ii) of the Land Use Article on 4/9/2025. 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 2024	PFA	Non - PFA	Total
# New Residential Permits Issued	8	0	8

**Nina Forsythe**  
Commissioner of  
Water, Parks and  
Recreation

- 2. Is your jurisdiction scheduled to complete and submit to Planning a 5-Year Mid-Cycle comprehensive plan implementation review report this year? If yes, please submit the 5-Year Report as an attachment.

Y  N

**Adam Ritchey**  
Commissioner of  
Public Works

Note: To find out if your jurisdiction is scheduled to submit this report, please consult the Transition Schedule section located at: <https://planning.maryland.gov/pages/OurWork/compPlans/ten-year.aspx>

**Hayden Lindsey  
& Lydia Claar**  
Acting City  
Administrators

- 3. 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? **No.**

- 4. 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?

Y  N

5. 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 type="checkbox"/> Sustainable Growth
<input type="checkbox"/> Equity	<input type="checkbox"/> Placemaking
<input type="checkbox"/> Resilience	<input type="checkbox"/> Aging Population
<input type="checkbox"/> Water/Air Quality	<input type="checkbox"/> Sensitive Area Preservation
<input checked="" 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 2024.

N/A

6. Are there any issues that MDP can assist you with in 2025? If yes, please describe. Y  N   
Comprehensive Planning and guidance related to MD House Bill 805

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

Sincerely,

Bethany Fife  
Director of Community Development