



THE CITY OF FROSTBURG

Planning Commission Meeting Agenda

Wednesday, October 08, 2025 at 7:00 PM

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

1. Call to Order

2. Roll Call

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

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 2025 Planning Commission Meeting.

Motion and Second to Approve the Minutes for the September 2025 Planning Commission Meeting.

5. Citizen Comments

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

6. Project Presentations

A. Request for a Favorable Recommendation to the Board of Zoning Appeals

Special Exception to Section 6.6.C.(a) of the Frostburg Zoning Ordinance for the use of Shipping Containers as Permanent Building Material - 120 Bowery Street

7. Discussion Items

By Chair and Members of the Commission

8. Administrative Business and Communication Received

A. Text Amendment to the Frostburg Zoning Ordinance

An Ordinance to Amend the City's Zoning Ordinance to Move Artisan/Small-Scale Manufacturing from a Special Exception Use to a Permitted Use in the Primary District Regulations for Commercial Districts, Subject to Specified Conditions

9. Staff Reports

A. Comprehensive Plan Update

10. Adjournment



THE CITY OF FROSTBURG

Planning Commission Meeting Minutes

Wednesday, September 10, 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 7:01 P.M.

2. Roll Call

Chair Conrad Best, Karen Krogh, Ray Rase, Richard Russo, Jeff Snyder, and Chad Paul 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 April 2025 Planning Commission Meeting.

Commissioner Snyder made a motion to approve the April 2025 meeting minutes. Commissioner Russo 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. Prichard Farms Phase 1A - 5th Amended Major Subdivision Plat

Matt Brewer, partner of Bennett, Brewer, and Associates, presented an overview of the 5th Amended Subdivision Plat for the Prichard Farms Phase 1A. Mr. Brewer stated that this amended subdivision involves 7.562 acres of land to be developed, with 2.678 acres dedicated to the public right-of-way, and 1.42 acres of open space. Mr. Brewer stated that the amended plan will include features such as a dog park, a gazebo, a playground and pavilion area, as well as entrance enhancements off of Cherry Lane.

After discussion and questions, Commissioner Rase made a motion for preliminary approval of the plat, subject to Commissioners' comments, the motion was seconded by Commissioner Snyder, and the motion passed unanimously.

7. Discussion Items

By Chair and Members of the Commission

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. Currently, the consultant has been working on drafting the various chapters that will comprise the Plan. Also, the draft of

the Public Engagement Report has been completed and was posted to the City's website. Staff also discussed the most recent Steering Committee meeting, which involved discussion about drafting a vision statement for the Comprehensive Plan.

10. Adjournment

Commissioner Rase made a motion to adjourn, and Chair Best called the meeting to a close at 7:39 P.M.

- A. The City recognizes manufacturing that produces goods to serve the immediate community and/or custom goods regardless of sale location, which are small by nature, are important for its economic development. The standards in this section are intended to provide opportunities for artisans' and artists' workshops, studios and similar facilities as well as small-scale manufacturing within the City while at the same time protecting the community from negative impacts that could be associated with the conduct of such uses. It is the City's goal to:
- (1) To accommodate mixed uses in commercial zones.
 - (2) To allow flexibility for smaller businesses that have not yet grown to need the floor space that could be provided within a larger commercial building or facility.
 - (3) To create opportunities for local and regional artists and artisans to have galleries, studios, workshops and similar facilities that would allow them to perform their work and present exhibitions and shows that can take advantage of local and state incentives and programs that exist in the City's Arts and Entertainment District, if located therein.
 - (4) To attract entrepreneurial businesses that have the potential to grow with time and to create employment opportunities within the City and the immediately surrounding area.
- B. General Standards.
- (1) Small-scale manufacturing uses must be small in nature and shall not include any type of manufacturing that involves assembly line production. Rather, such uses shall provide the opportunity for producers to create custom or unique valued-added products.
 - (2) Artisan/small-scale manufacturing shall not include artist studios and other uses permitted in Residential Districts as home occupations under Section 8.1 of this Ordinance.
 - (3) An artisan/small-scale manufacturing use may be the principal use or accessory use of a property.
- C. Examples of artisan/small-scale manufacturing include, but are not limited to:
- (1) Commercial woodworking, metalworking, blacksmithing.
 - (2) Commercial 3-D printing and computerized numerical control machining.
 - (3) Commercial pottery/ceramics.
 - (4) Indoor agriculture (excluding greenhouses) for local/regional distribution only.
 - (5) Taxidermy.
 - (6) Beer, wine, and spirit manufacturing.
 - (7) Artisan textile, leather, glass and similar goods manufacturing.
 - (8) Value-added food production.
 - (9) Custom printing and publishing.

- (10) Space for exhibitions and galleries.
- (11) Custom or artisan furniture production.
- (12) Similar uses as determined by the Development Coordinator.

D. Site-Related Standards.

- (1) Artisan/small-scale manufacturing will have limited deliveries and shipments and truck traffic shall not adversely affect the surrounding neighborhood, including volume, frequency, and time of deliveries.
- (2) No loading docks are permitted. Garage bays used for shipments and deliveries are permitted.
- (3) Noise associated with any manufacturing process shall not be audible at adjacent properties.
- (4) Odors, fumes, dust, or similar pollutants shall not encroach upon neighboring properties.
- (5) Sale of product or goods produced on site is permitted, subject to any other City, county or state laws, ordinances or regulations which may apply.

(Ord. No. 2019-04, § 2, 5-16-2019)