



## FREDERICK COUNTY GOVERNMENT

### DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jan H. Gardner  
County Executive

Steven C. Horn, Division Director  
Kimberly Golden Brandt, Director

### MEMORANDUM

**TO:** Historic Preservation Commission  
**FROM:** Beau Lockard, Historic Preservation Planner  
**DATE:** September 22, 2022  
**RE:** Update of Administrative Approvals

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#### **Issue:**

Staff has reviewed and approved one administrative Certificate of Appropriateness application, for the Hamilton W. Shafer Farm (CR #21-07).

#### **Background and Discussion:**

Per the Frederick County Historic Preservation Commission Rules of Procedure, Section 13.4C, staff will provide an update of administrative approvals to the Commission at its monthly meeting. Exhibit 1, *Classification of Approvals by Scope of Work*, in the Rules of Procedure outlines the areas of work where administrative approval may be granted.

Other Building Alterations (Section I.g.i) states that:

Repair or in-kind replacement of missing or deteriorated architectural details such as trim or other millwork, stairs or stoops, porch decking or ceilings, columns, railings, balusters, brackets, shutters, etc., that is more than the 25% routine maintenance.

Hamilton W. Shafer Farm's administrative Certificate of Appropriateness application was filed on September 9 and accepted as complete on September 13 for stabilizing and in-kind replacement of rotten wooden sill and studs on the summer kitchen behind the farmhouse (Attachment 1).

Staff found that the proposed work will not destroy historic materials that characterize the property, is in keeping with the Secretary of the Interior's Standards for Rehabilitation and is minimal in nature and will not affect historic, archeological, or architectural significance. Staff approved the Hamilton W. Shafer Farm application on September 14, 2022 (A-COA #22-07).

#### **Attachment:**

Attachment 1: Hamilton W. Shafer Farm Certificate of Appropriateness Application