



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: November 21, 2022
RE: Update of Administrative Approval

Issue:

Staff has reviewed and approved administrative Certificate of Appropriateness applications for Rocky Springs Chapel and Schoolhouse (CR#21-01) and the Samuel Fleming House (CR #21-03).

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.iv) states that:

Repair of masonry materials and repointing that matches existing or original materials

Repair or in-kind replacement of missing or deteriorated architectural details such as...porch decking or ceiling...that is more than the 25% routine maintenance.

Rocky Springs Chapel and Schoolhouse's administrative Certificate of Appropriateness application was filed on October 25 and accepted as complete on October 27 for a mortar test patch ([Attachment 1](#)).

Samuel Fleming House's administrative Certificate of Appropriateness application was filed on November 7 and accepted as complete on November 9 for the in-kind replacement of the deteriorated wooden porch ceiling ([Attachment 2](#)).

Staff found that the proposed work will not destroy historic materials that characterize the properties, 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 Rocky Springs Chapel and Schoolhouse application on November 2, 2022 (A-COA

#22-09). Staff approved the Samuel Fleming House application on November 10, 2022 (A-COA #22-10).

Attachment:

Attachment 1: Rocky Springs Chapel and Schoolhouse Certificate of Appropriateness Application
Attachment 2: Samuel Fleming House Certificate of Appropriateness Application

Office Use Only	
Application # <u>A-22-09</u>	Complete App. <u>10</u> / <u>27</u> / <u>22</u>
CR # <u>21-01</u>	Approved <u>11</u> / <u>02</u> / <u>22</u>

APPLICATION FOR ADMINISTRATIVE APPROVAL FOR CERTIFICATE OF APPROVAL

Please note that upon reviewing an application for administrative approval, Staff may determine that a full application must be made to be heard at a public hearing before the HPC and cannot be administratively approved.

Address of Project: 7817 Rocky Springs Road, Frederick, MD 21702

Tax Map and Parcel Number: Tax Map 56; Parcel 450

Property Owner Information	Contractor's Information
Name <u>Historic Rocky Springs Chapel, Inc.</u>	Name <u>Fitzgerald's Heavy Timber Construction, Inc.</u>
Address <u>7817 Rocky Springs Road</u>	Address <u>10801 Powell Road</u>
City <u>Frederick</u> State <u>MD</u> Zip <u>21702</u>	City <u>Thurmont</u> State <u>MD</u> Zip <u>21788</u>
Day Phone <u>321-610-7246</u> Cell <u>912-492-4355</u>	Day Phone <u>301-898-9340</u> Cell _____
E-mail <u>debbymoone@gmail.com</u>	E-mail <u>joelubozynski@heavytimber.net</u>

Applicant Information (if other than owner)	Architect/Engineer Information
Name <u>Not Applicable.</u>	Name <u>Same as above.</u>
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Day Phone _____ Cell _____	Day Phone _____ Cell _____
E-mail _____	E-mail _____

NATURE OF PROPOSED WORK: *Please check all that apply*

- ☐ NEW CONSTRUCTION
- ☐ EXTERIOR ALTERATION: *Please check all that apply*
- ☐ doors
 ☐ porches
 ☐ siding
 ☐ roof
 ☐ windows
 ☐ trim
 ☒ other: Repair of stone walls & brickwork.
- ☐ DEMOLITION (Only non-contributing resources* will be considered with this application)
- ☐ SITE WORK

*Non-contributing resource is a building, site, structure, or object that does not add to the historic significance of a property or district.

DESCRIPTION OF PROPOSED WORK: *Please describe the proposed work in detail (Additional pages may be attached)*

The project involves rebuilding portions of the stone walls, resetting loose stones, and rebuilding the brick cornice and brick chimney on

Rocky Springs School House (CR #21-01)(Certificate of Appropriateness No. COA# 22-01). In accordance with the attached letter

from MHT to HRSC dated July 25, 2022, a 4' x 4' test patch was prepared, photographed, and the photos submitted

to MHT in order for MHT to evaluate and ensure that any work match the existing masonry in appearance. According to the letter

HRSC received from the Frederick County Historic Preservation Planner on March 11, 2022, this same information must

be submitted to the Frederick County Historic Preservation Planner Staff for review and administrative approval, which is

the purpose of this request. More detail about the development of the test patch is provided on the attached page:

SUBMITTAL REQUIREMENTS:

At a minimum, you will need to include the following:

- Printed color photographs or digital photos of existing conditions must be submitted. Once your project is completed, photos of the completed work must be submitted within 60 days to the Historic Preservation Staff.
- Cut sheets/specifications on materials and methods to be used for the proposed replacement/repair.
- A site plan to scale indicating property lines and lot dimensions, adjacent street and curb cuts, and existing structures when proposal involves new construction, demolition, or additions.
- Elevation drawing and/or detail sketch.

Staff may request additional information as necessary to evaluate the application. Please refer to the relevant section of the *Design Guidelines* for further information on appropriate treatments.

Are there any easements or deed restrictions for the exterior of this building or the site? ☒ Yes ☐ No

If yes, submit a letter from the easement holder stating their approval of the proposed work.

Signature of owner or authorized agent

The applicant certifies & agrees as follows: (1) that they are authorized by the property owner to make this application; (2) that the information provided is true and correct; (3) that they will comply with all regulations and permit requirements of Frederick County which are applicable hereto; (4) that they will only perform work on the above property specifically approved; (5) that the issuance of an Administrative Certificate of Appropriateness is not an authorization to begin work, work may not commence until all necessary permits have been issued; (6) that they are authorized by the property owner to grant County officials the right to enter onto the property for the purpose of inspecting the work permitted.

Owner/Applicant signature Dohly E. Moore Date 10/25/2022
President, Board of Trustees

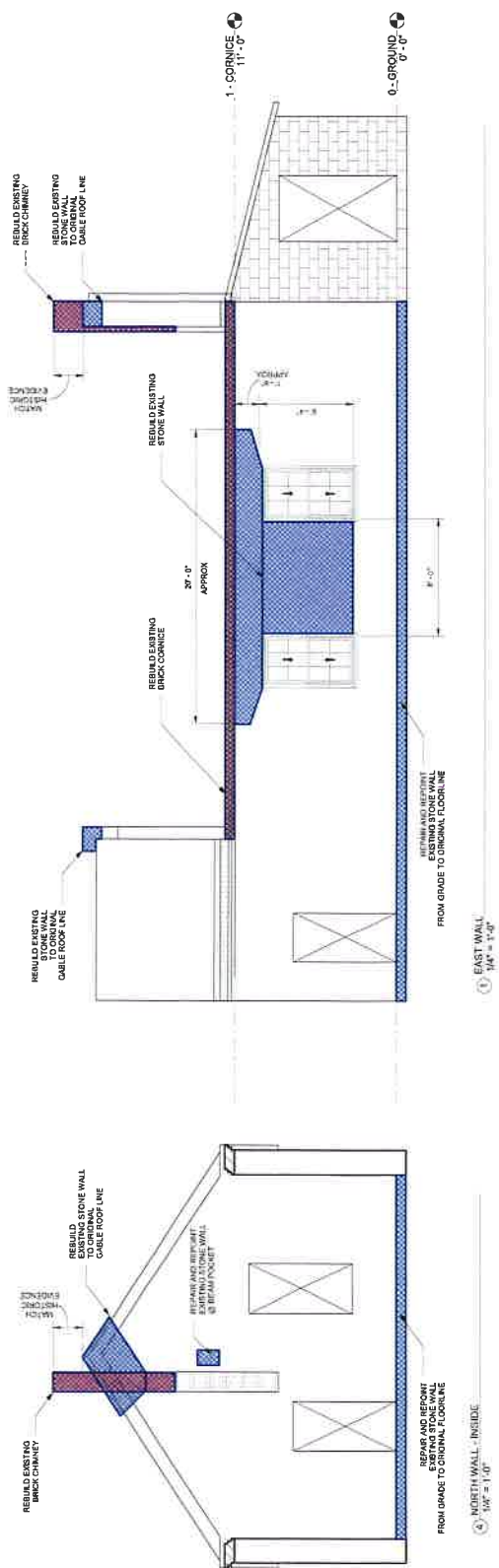
**APPLICATION FOR ADMINISTRATIVE APPROVAL FOR CERTIFICATE OF APPROVAL
(Continuation Sheet for application dated October 25, 2022)**

**Certificate of Appropriateness No. COA# 22-01
Rocky Springs Chapel and School House (CR #21-01)**

The mockup is located on Rocky Springs School House on the interior side of the west wall at the south corner. The pointing was done one afternoon, then three days were allowed for the mortar to fully cure. Prior to creating the mockup the preservation contractor, Fitzgerald's Heavy Timber Construction, Inc. (FHTC), sent out a sample of the original mortar for a color simulation. That took about two weeks and although the color provided was close to the original it was unsatisfactory by FHTC standard. After that FHTC ordered five different natural earth pigments to make its own color simulations. Five color simulations were made by mixing various amounts of pigments to the natural hydraulic lime mortar. Five more color simulations were made, finally the desired color match was achieved. FHTC would have had the mockup ready for review by Maryland Historical Trust (MHT) weeks ago, however matching the original mortar color was an essential step in the process. With colder weather approaching, an expedited review and approval of the pointing mockup would be an advantage for the masonry restoration. HRSC will forward MHT's response regarding the pointing mockup on Rocky Springs School House to the Frederick County Historic Preservation Planner as soon as it is received.

ATTACHMENTS:

1. Elevation Drawings of Rocky Springs School House
2. Letter from MHT dated July 15, 2022
3. Letter & COA Frederick County Historic Preservation Planner dated March 11, 2022
4. Photo Log for Pointing Mockup
5. 11 Photographs pertaining to the Pointing Mockup





- [illegible]

Larry Hogan, Governor
Boyd Rutherford, Lt. Governor



Robert S. McCord, Secretary
Sandy Schrader, Deputy Secretary

Maryland
DEPARTMENT OF PLANNING
MARYLAND HISTORICAL TRUST

July 25, 2022

Debby Ellen Moone
Historic Rocky Springs Chapel, Inc.
7817 Rocky Springs Rd.
Frederick, MD 21702

Re: Rocky Springs Schoolhouse, Frederick County – Change/Alteration
Maryland Historical Trust Preservation Easement
FY23 MHAA Grant

Dear Ms. Moone:

We are in receipt of your request for a six-month extension of an approved change or alteration to the Rocky Springs Schoolhouse in Frederick County.

As you know, the request to rebuild portions of the tops of the stone walls where stone is missing, rebuild the east and west stone walls where leaning, reset and repoint loose stones, rebuild the brick chimney, and re-install the EPDM membrane where it currently exists was conditionally approved via Director's Letter on January 27, 2022, provided the following conditions are met:

- In keeping with Standard #6, any new replacement masonry units must match the historic masonry units in-kind, matching the size, texture, finish, color, and scale. Photographs of the proposed new material against the existing masonry must be submitted for comparison for review and approval prior to any replacement.
- Repointing mortar must match the existing historic mortar in size, design, color, texture, composition, strength, joint width, joint profile, and other visual qualities.
- A 4' x 4' test patch should be prepared in order to evaluate the proposed repointing method and ensure that any work match the existing masonry in appearance. Photographs of the completed test panel should be submitted for MHT's review and approval prior to completing any further repointing.
- The extant EPDM rubber membrane is approved with the understanding that it is a temporary solution only. Any future request to construct roof framing and/or a new roof should be submitted on a separate Change/Alteration application for MHT prior review and approval.

This work was found to be consistent with the Secretary of the Interior's *Standards for the Treatment of Historic Properties, General Rehabilitation Standards 5, 6, & 9.*

Maryland Historical Trust • 100 Community Place • Crownsville • Maryland • 21032

Tel: 410.697.9591 • toll free 877.767.6272 • TTY users: Maryland Relay • MHT.Maryland.gov

It is our understanding that project is in progress and the scope of work remains the same. I therefore grant a six-month extension of approval for the abovementioned project, valid until January 25, 2023.

Should you have any questions regarding this letter, please contact me at (410) 697-9545 or by email at casey.squyres@maryland.gov.

Sincerely,

Casey T. D. Squyres

Casey Squyres
Easement Administrator
Maryland Historical Trust

cc: Andrew Arvizu, MHT



FREDERICK COUNTY GOVERNMENT

DIVISION OF PLANNING & PERMITTING

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

March 11, 2022

Historic Rocky Springs Chapel, Inc.
Attn: Ms. Debby Moone, President
7817 Rocky Springs Road
Frederick, Maryland

Re: Certificate of Appropriateness No. COA# 22-01
Rocky Springs Chapel and School House (CR #21-01)

Dear Ms. Moone:

This letter is to inform you that on March 2, 2022, the Frederick County Historic Preservation Commission (HPC), **conditionally approved** the Certificate of Appropriateness application (COA #22-01) for the rebuilding of portions of the stone walls, resetting loose stones, and rebuilding the brick cornice and brick chimney at the school house. The following conditions were included with the approval:

- 1) The conditions outlined by the MHT Easement Committee are met.
- 2) Copies of the photographs provided to MHT are also provided to Staff for review and administrative approval.

A Certificate of Appropriateness window card (Attachment 1) is included and should be displayed alongside any building or site improvement permit necessary to complete the work. **Please note this COA is not a building permit and you should apply with the Permits and Inspections Department, 30 N. Market Street, to obtain any permits for the proposed work.** For information on the building permit process, call 301-600-2313. Please submit photographs of the completed project within 60 days to the Historic Preservation Planner.

If you have any questions please contact me by phone at 301-600-1147 or by email at awhitmore@frederickcountymd.gov.

Sincerely,

Amanda K. Whitmore
Historic Preservation Planner

Attachment 1: Certificate of Appropriateness Window Card



CERTIFICATE OF APPROPRIATENESS

Issued by the Frederick County, Maryland Historic Preservation Commission

THIS DOCUMENT MUST BE POSTED AT ALL TIMES

COA Approval Date: March 2, 2022

Premises: 7817 Rocky Springs Road, Frederick

Name (as listed in FCRHP): Rocky Springs Chapel and
School House

Applicant: - Same as Owner -

COA #22-01

Owner: Historic Rocky Springs Chapel, Inc.

FCRHP #: CR-21-01

WORK APPROVED:

Rebuild portions of the tops of the stone walls where stone is missing on the east wall and the peaks of the north and south gable walls, portions of the walls that are leaning, the brick cornice on the east side and south west corner of the building, and the missing portion of the brick chimney. Reset and repoint loose stones in portions of the east, west, and south walls and at the north and south beam pockets, rebuilding. Salvaged stone and brick will be reused where possible and new bricks of similar size will be used. Following completion of the work the EPDM membrane will be reinstalled where work was completed by fastening the membrane with screws in joints where possible.

WORK MAY COMMENCE ONLY AFTER ALL PERMITS ARE OBTAINED AND ALL ZONING REQUIREMENTS ARE SATISFIED. ALL WORK SHALL BE IN COMPLIANCE WITH ALL BUILDING CODES AND OTHER REGULATIONS OF FREDERICK COUNTY, MARYLAND.

Signed

A handwritten signature in cursive script, appearing to read "Amanda Whitmore".

Amanda Whitmore - HPC Staff

Date: 03/11/2022



ROCKY SPRINGS SCHOOL HOUSE

Pointing Mockup Photos

NHL3.5	Saint Astier NHL 3.5 bag
Mortar color wet	NHL3.5 with 4% brown ocher wet
Mortar color cured	NHL3.5 with 4% brown ocher fully cured, with fragment of original mortar
Pointing mockup 1	View of pointing mockup in place
Pointing mockup 2	Arms-length view of pointing mockup
Pointing mockup 3	Close up view of pointing mockup
Pointing mockup 4	Close up of new pointing with fragment of original mortar
Pointing mockup 5	Close up of color 5B mortar on right side and natural color NHL3.5mortar on left side
East wall	East wall with original pointing
East wall close up	Close up of original pointing on east wall
South wall	Original pointing on south wall at west corner

Mockup Procedure

Mortar color simulations were made by adding natural earth pigments to a mortar mix consisting of two parts sand and one part natural hydraulic lime. Color 5B was made by the addition of the pigment equal to four percent of the weight of the lime. Brown ocher produced a mortar color matching a fragment of the original mortar. The fragment of the original mortar was taken from the interior of the stone wall at the southwest corner. Brown ocher is a natural earth pigment that is lime and cement color stable.

JAL

PHOTO LOG-RSSH Pointing Mockup.docx

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FREDERICK COUNTY GOVERNMENT

DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jan H. Gardner
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Steven C. Horn, Division Director
Kimberly Golden Brandt, Director

November 2, 2022

Historic Rocky Springs Chapel, Inc.
Attn: Ms. Debby Moone, President
7817 Rocky Springs Road
Frederick, Maryland

Re: Administrative Certificate of Appropriateness No. A- COA# 22-09
Rocky Springs Chapel and School House (CR #21-01)

Dear Ms. Moone:

This letter confirms your certificate of appropriateness application regarding a 4' x 4' mortar test patch on the school house was received and deemed complete on October 27, 2022. Review of the application indicates that the proposed work can be administratively approved as classified under Exhibit 1, I.G.iv in the Historic Preservation Commission's Rules of Procedure.

Staff finds that the proposed mortar on the 4' x 4' test patch is in keeping with the Secretary of the Interior's Standards for Rehabilitation #6 so long as the new work matches the old in design, color, texture and, where possible, materials; that this proposed work will not destroy historic materials that characterize the property; and that the proposed work is minimal in nature and will not affect historic, archeological, or architectural significance at the property. Since the property is also under a Maryland Historical Trust (MHT) easement, the approval is conditioned on MH's easement committee approval. Please forward correspondence from MHT regarding their comments on the test patch.

A Certificate of Appropriateness window card is included and should be displayed alongside any building or site improvement permit necessary to complete the work. **Please note this COA is not a building permit and you should apply with the Permits and Inspections Department, 30 N. Market Street, to obtain any permits for the proposed work.** For information on the building permit process, call 301-600-2313. Please submit photographs of the completed project within 60 days to the Historic Preservation Planner.

If you have any questions, please contact me by phone at 301-600-1147 or by email at awhitmore@frederickcountymd.gov.

Sincerely,

Amanda K. Whitmore
Historic Preservation Planner

Attachment:

Attachment 1: Certificate of Appropriateness Window Card

Office Use Only

Application # A-22-10 Complete App. 11 / 09 / 22
 CR # 21-03 Approved 11 / 10 / 22

APPLICATION FOR ADMINISTRATIVE APPROVAL FOR CERTIFICATE OF APPROVAL

Please note that upon reviewing an application for administrative approval, Staff may determine that a full application must be made to be heard at a public hearing before the HPC and cannot be administratively approved.

Address of Project: 7127 Autumn Leaf Lane, Frederick, MD 21702

Tax Map and Parcel Number: 057H 0268

Property Owner Information

Name Eric and Gwen Gleysteen
 Address 7127 Autumn Leaf Lane
 City Frederick State MD Zip 21702
 Day Phone (301) 943-3373 Cell (301) 943-3373
 E-mail eric.gleysteen@gmail.com

First Contractor's Information

Name Colonial Renovations
 Address 6234 White Oak Drive
 City Frederick State MD Zip 21701
 Day Phone (301) 788-1930 Cell _____
 E-mail camovers@comcast.net

Applicant Information (if other than owner)

Name _____
 Address _____
 City _____ State _____ Zip _____
 Day Phone _____ Cell _____
 E-mail _____

Second Contractor's Information

Name _____
 Address _____
 City _____ State _____ Zip _____
 Day Phone _____ Cell _____
 E-mail _____

NATURE OF PROPOSED WORK: *Please check all that apply*

- ☐ NEW CONSTRUCTION
- ☒ EXTERIOR ALTERATION: *Please check all that apply*
- ☐ doors ☒ porches ☐ siding ☐ roof
☐ windows ☐ trim ☐ other: _____
- ☐ DEMOLITION (Only non-contributing resources* will be considered with this application)
- ☐ SITE WORK

**Non-contributing resource is a building, site, structure, or object that does not add to the historic significance of a property or district.*

DESCRIPTION OF PROPOSED WORK: *Please describe the proposed work in detail (Additional pages may be attached)*

We are looking for an Administrative Approval to replace the non-original wood panel material on the porch ceiling. Before the project began, we had a theory that the ceiling material was possibly original, but after removing some of it an assessment was made that the material is not original and more likely dates to the 70s or 80s (for example, it only has 2 coats of paint on it and was not tongue in groove as originally thought). The material is cheap, thin, generally compromised (warped, damaged, swollen with moisture, etc.), and would require an unjustifiable expense to match (we would have to custom mill each replacement piece and a lot of replacement is needed) with what we expect would not be a very good result (even with best intentions the consensus is it's likely that the new material is going to really stand out and not look entirely like the older "crummier" material we would be trying to match). The proposal is therefore to remove all of the non-original wood ceiling paneling and replace it with better quality tongue in groove wood slats, a more historically appropriate approach than what was last done with the paneling material. The ceiling will last longer, look handsomer, and be more authentic with this approach than trying to preserve the non-original material from the 70s/80s.

SUBMITTAL REQUIREMENTS:

At a minimum, you will need to include the following:

- Printed color photographs or digital photos of existing conditions must be submitted. Once your project is completed, photos of the completed work must be submitted within 60 days to the Historic Preservation Staff.
- Cut sheets/specifications on materials and methods to be used for the proposed replacement/repair.
- A site plan to scale indicating property lines and lot dimensions, adjacent street and curb cuts, and existing structures when proposal involves new construction, demolition, or additions.
- Elevation drawing and/or detail sketch.

Staff may request additional information as necessary to evaluate the application. Please refer to the relevant section of the *Design Guidelines* for further information on appropriate treatments.

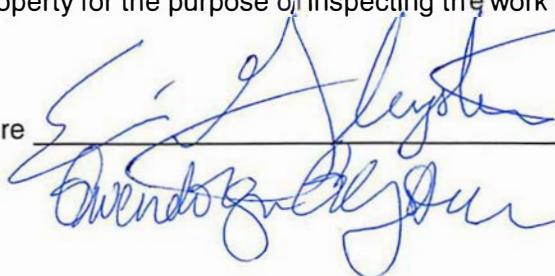
Are there any easements or deed restrictions for the exterior of this building or the site? ☐ Yes ☒ No

If yes, submit a letter from the easement holder stating their approval of the proposed work.

Signature of owner or authorized agent

The applicant certifies & agrees as follows: (1) that they are authorized by the property owner to make this application; (2) that the information provided is true and correct; (3) that they will comply with all regulations and permit requirements of Frederick County which are applicable hereto; (4) that they will only perform work on the above property specifically approved; (5) that the issuance of an Administrative Certificate of Appropriateness is not an authorization to begin work, work may not commence until all necessary permits have been issued; (6) that they are authorized by the property owner to grant County officials the right to enter onto the property for the purpose of inspecting the work permitted.

Owner/Applicant signature



Date

10/24/22



Eric Gleysteen <eric.gleysteen@gmail.com>

Porch Ceiling

1 message

Cam Overs <camovers@comcast.net>
To: Eric Gleysteen <eric.gleysteen@gmail.com>

Mon, Nov 7, 2022 at 7:23 AM

Good morning Eric,
Below and attached is a photo of the porch material.
The material is commonly referred to as 'porch ceiling'
It is tongue and groove yellow pine;
primed on all surfaces;
3 1/4" wide by 3/4" thick;
each piece provides 3" of coverage when assembled
It is beaded in the middle with a turned edge so that when assembled, there is a double bead.



Porch Ceiling material.png
149K

Samuel Fleming House Photograph Digest

Building and Site View Images from Public Way:

01 Site View 1 North Elevation

02 Site View 2 East Elevation – Front of house

03 Site View 3 South Elevation

04 Site View 4 West Elevation

Representative Images:

Old Porch Material

05 Few Layers of Paint – That there are so few layers of paint means this material was not installed when the porch was built. Based on the style quality and layers of paint, we believe this material was more likely installed in the 80's.

06 Not Tongue in Groove – We would have to mill a large quantity of material to match this and for the same cost we can get a much better tongue in groove quality replacement that will hold up longer and be more accurate to what would have originally been on the porch ceiling.

07 Warped - We originally thought this might be tongue in groove material, but without that characteristic, the material has little to no integrity in terms of holding its shape and staying straight as it continues to age.

08 Not in Great Shape – This piece of material is representative of the state of the existing slat wood in the porch ceiling. The contractors were trying to salvage as much as they could, but as they began to prime what they were salvaging, it was explained to us that the material was not original and that we were going to a lot of trouble to preserve ceiling materials that were not quality in the first place when they were put in the 80's, and that it was going to cost a lot more than expected to match the material as it would all have to be custom milled. For that reason, we bring forward this administrative approval application seeking to replace the problematic, low-quality material completely with something better quality and of more authentic character to the porch.

Much of the Porch Ceiling Removed Already

09 South Elevation – The amount of milling needed to match what was left of the 80's ceiling material is problematic and therefore costly. Also, the framing was cheated in a number of cases with shims and to make the ceiling material seem right, but over time that approach has aged poorly as materials warp, droop, and lose their shape due to inconsistent execution. With the much stiffer replacement tongue in groove material we have chosen, the entire porch ceiling should hold its shape and look right without the need for shimming it so much.

10 Corner – I included this image because it's a close-up of how the materials that were being salvaged really weren't much to look at. Even after priming, they're full of inconsistencies, swelling, and blemishes.

11 East Elevation – This is a good example of how even the best of the material wasn't always straight anymore...one can see here the lines aren't right, but sometimes wavy, swollen, not staying straight, etc.

Porch Ceiling Replacement Material

12 Beaded Tongue in Groove Yellow Pine – This is a sample of what we would replace with. It is better quality, slightly thicker, tongue in groove, beaded, and will last much longer than the 80's materials we would be trying to match. There was a lot of concern about how much the old material was going to stand out against the new material, because it just wasn't going to be a perfect match, even with the milling. The milling cost didn't make sense with an inferior result all but assured.



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November 10, 2022

Mr. and Mrs. Eric and Gwen Gleysteen
7127 Autumn Leaf Lane
Frederick, Maryland 21702

Re: Administrative Certificate of Appropriateness No. A-COA 22-10
Samuel Fleming House (CR #21-03)

Dear Mr. and Mrs. Eric and Gwen Gleysteen:

This letter confirms your application for administrative approval for a certificate of appropriateness (A-COA) was received and deemed complete on November 9, 2022. Review of the application indicates that the in-kind replacement of the porch ceiling with tongue and groove wood slats can be administratively approved.

Since this proposed work is in-kind rehabilitation, administrative approval is granted for the proposed work in A-COA 22-10. A Certificate of Appropriateness window card is included and should be displayed alongside any building or site improvement permit necessary to complete the work. **Please note this COA is not a building permit and you should apply with the Permits and Inspections Department, 30 N. Market Street, to obtain any permits for the proposed work.** For information on the building permit process, call 301-600-2313. Please submit photographs of the completed project within 60 days to the Historic Preservation Planner.

If you have any questions, please contact me by phone at 301-600-1149 or by email at clockard@frederickcountymd.gov.

Sincerely,

C. Beau Lockard
Historic Preservation Planner

Attachment 1: Copy of Administrative COA Application
Attachment 2: Certificate of Appropriateness Window Card