



FREDERICK COUNTY GOVERNMENT

DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jessica Fitzwater
County Executive

Steven C. Horn, Division Director
Kimberly Gaines, Director

MEMORANDUM

TO: Historic Preservation Commission
FROM: Amanda Whitmore, Historic Preservation Planner
DATE: January 20, 2023
RE: Fiscal Year 2022 Certified Local Government Annual Report

Issue:

Staff has submitted the Fiscal Year 2022 Certified Local Government (CLG) Annual Report to the Maryland Historical Trust ([Attachment 1](#)).

Background and Discussion:

Frederick County is a CLG. This program, which recognizes counties and municipalities that have made a special commitment to preservation, has the following purposes, as set forth in the National Historic Preservation Act (NHPA) (54 USC 300100 et seq.):

- (1) to ensure the broadest possible participation of local governments in the national historic preservation program while maintaining standards consistent with the NHPA and the Secretary of the Interior's [Standards and Guidelines for Archeology and Historic Preservation](#);
- (2) to enrich, develop, and help maintain local historic preservation programs in cooperation and coordination with the State Historic Preservation Officer (SHPO); and
- (3) to provide financial and technical assistance to further these purposes.

Each year we are required to submit an annual report to the SHPO regarding our activities. The annual report is provided to the Commission for information purposes.

Attachments:

Attachment 1: FY 22 Certified Local Government Annual Report

DRAFT

**CLG ANNUAL REPORT DATA SHEET
FREDERICK COUNTY
OCTOBER 1, 2021 – SEPTEMBER 30, 2022**

PART I: PROGRAM CHANGES

6. Has the Commission changed its designation criteria or adopted new criteria for designation?

No

7. If you answered “Yes” to the previous question, please describe the change(s) here. You may cut and paste language directly from the ordinance.

N/A

8. Has the Commission limited or expanded its ability to review archeological sites, cultural landscapes or other non-architectural features?

Yes

9. If you answered “Yes” to the previous question, please describe the change(s) here. You may cut and paste language directly from the ordinance.

The Commission voted at their April 9, 2022 to allow for a tiered review in the proposed Peace & Plenty Rural Historic District. Most of the properties in this district have existing agricultural easements which presented concerns to the easement holders. To reduce any potential conflicts of interest, the Commission agreed to limit their review to areas just around the farm complexes and let the surrounding agricultural land be reviewed under advisory only. In order to allow for this limited review, a change to the ordinance was proposed and approved by the Commission at the April 9, 2022 meeting. These changes are working through the legislative process now and are anticipated to be adopted in early 2023. The proposed change to the ordinance is to add the following language to section 1-23-7 of the Historic Preservation Chapter in the Frederick County Code:

This section shall not apply to areas within a designated district which have been identified as advisory due to existing agricultural preservation easements.

10. Has the Commission adopted or made substantial revisions to its design guidelines?

No

11. If you answered “Yes” to the previous question, please describe the change(s) here and include a link to your design guidelines.

N/A

12. Has the Commission created or made substantial changes to its local tax credit program or other financial incentives?

No

13. If you answered “Yes” to the previous question, please describe the change(s) here and include a link to your program information.

N/A

14. Has the Commission changed its member make-up or qualifications?

No

15. If you answered “Yes” to the previous question, please describe the change(s) to the Commission requirements here.

N/A

16. Has the Commission made any other changes to its ordinance, program, or procedures? Please describe.

No

PART 2: SUMMARY OF ACTIVITIES/DESIGN AND DEVELOPMENT REVIEW

17. How many staff does your Commission have?

Two

18. Please enter the number of cases approved by your Commission. (Please do not include approvals given due to expiration of time.)

Alteration: 8

Demolition: 0

New Construction: 3

19. Please enter the number of cases denied by your Commission.

Alteration: 0

Demolition: 0

New Construction: 0

20. Please enter the number of Commission decisions appealed.

Alteration: 0

Demolition: 0

New Construction: 0

21. If you conduct reviews for archeological resources, please list the number of cases completed.

N/A

22. How many alterations, demolitions or new construction projects were approved at the staff level?

Alterations: 4

Demo: 0

New Construction: 0

23. How many cases were automatically approved through expiration of time limit for review?

0

24. How many National Register nominations did your Commission review?

1

25. How many new or revised Maryland Inventory of Historic Properties (MIHP) forms did your Commission submit to MHT?

0

26. Were all the MIHP forms submitted by your Commission approved by MHT?

N/A

27. How many new or revised Maryland Archeological Site Survey (MASS) forms did your Commission submit to MHT?

0

28. Were all the MASS forms submitted by your Commission approved by MHT?

N/A

29. Please list any new local designations made during this fiscal year. In your answer, please include the name of each designated site, property or district; the relevant MIHP or MASS number; and the number of resources included in each designation.

Henry Brandenburg House (F-4-155) 5 resources

Adam Koogle House (F-4-44) 3 resources

Jacob Smith Tavern (F-3-112) 2 resources

Clemmont Farm 7 resources

Shafer Farm (F-4-17-A-1) 5 resources

Forgeman's House (F-6-148) 1 resource

Carty-Miller House (F-6-45) 1 resource

Collier's Log House (F-6-46) 1 resource

30. Have you conducted survey or inventory work that did not result in MIHP or MASS forms? If so, please describe.

N/A

31. What are your top three priorities for survey and/or designation in the coming year?

1. Complete the survey work in the northern areas of the county.
2. Designate the rural historic district Peace & Plenty.
3. Begin African American context study for the entire County

32. How many historic properties were assisted through the local tax credit program?

0

33. How many projects involving historic properties were reviewed as a result of local government undertakings (i.e. a “local Section 106” review)? (If you are not required to review local government undertakings, write “N/A”)

N/A

34. How many historic properties were assisted through local grant or loan programs? (If you do not have local grant or loan programs, write “N/A”)

7

35. How many historic properties were acquired, in whole or in part, by the local government?

None

PART 3: COMMISSION QUALIFICATIONS AND PROCEDURES

36. Please describe your Commission by listing each member (Last Name, First Name) and documented area of interest.

Baker, Gary – SOI – historic architecture

Bastian, Tyler – archeology and anthropology (term expired 6/20/2022)

Thompson, Mary – architectural history and historic preservation

Lynch, Jack – archeology

Ballweber, Hettie – SOI – archeology (resigned 5/14/2022)

Hoffmann, Blaine – history (deceased 8/19/2022)

Davidson, Alec – history

37. If you have vacancies, please list the type of vacancy (qualified or not) and the duration.

We have 9 vacancies at the close of FY 22. Seven are regular voting members and two are alternate positions. One regular position is for a qualified SOI profession. Two have been vacant since 2017, one since 2019, two since 2021 (including the SOI position), and four in 2022.

38. Please list the trainings and/or educational sessions attended by each member (Last Name, First Name) in this fiscal year.

Baker, Gary: Statewide CLG CAMP Training December 6 & 8, 2021

MAHDC 2022 Annual Symposium May 21, 2022

Thompson, Mary: NAPC Advocacy and Grassroots Preservation, January 20, 2022

Bastian, Tyler: Statewide CLG CAMP Training December 6 & 8, 2021

Lynch, Jack: NAPC Reading Plans Webinar October 7, 2021

MAHDC 2022 Annual Symposium May 21, 2022

Ballweber, Hettie: Statewide CLG CAMP Training December 6 & 8, 2021

Hoffmann, Blaine: Statewide CLG CAMP Training December 6 & 8, 2021

Davidson, Alec:

39. Number of meetings held:

12

40. How are regular meetings advertised?

County web site; Frederick County Government cable channel notices of upcoming County public meetings; Social Media

41. How are special meetings advertised?

County web site; Frederick County Government cable channel notices of upcoming County public meetings; Social Media

42. How are meeting minutes made available to the public?

The video recording of the meeting is made available on the County's FCGTV webpage. Additionally, meetings are typically televised on the Frederick County government cable channel. Summary minutes of each meeting are also written and available online.

43. How are the Commission's rules and procedures made available to the public?

Rules and Procedures are available online and are printed upon request.

PART 4: GENERAL FEEDBACK

44. Please describe any great projects you completed or successes you achieved during this federal fiscal year.

We continued our partnership with the African American Resources Cultural Heritage Society and Catoctin Furnace Historical Society to identify African American resources and develop a historic context statement in northern Frederick County. Fourteen resources were surveyed and documented as part of this project and due to CLG funds that were passed through to the Catoctin Furnace Historical Society.

Additionally, the County awarded just under \$300,000 to seven locally designated properties for historic preservation projects. This program also has increased the number of property owners designating their properties. We have gone from averaging 1-2 designations a year to designating eight in this past fiscal year. This is double what was designated in federal Fiscal year 2021.

45. Please describe any major new projects or plans anticipated for the coming year.

The County along with the African American Resources Cultural Heritage Society applied and were awarded Non-Capital grant funds from MHT to complete a county-wide historic context study of African American history. The consultant will be selected and well underway when FFY 2023 ends.

Additionally, the Commission recommended the County's first rural historic district be designated to the County Register of Historic Places in 2020. We have been working through some issues and questions since then and should have the district designated this fiscal year as well.

Finally, the County's historic preservation ordinance has not undergone a comprehensive update since its initial adoption in 1998. The County has selected a consultant to help with the update and we anticipate to have an updated ordinance by the end of the federal fiscal year.

46. Do you have any training or educational needs that are not met by existing offerings from the Maryland Association of Historic District Commissions or the Maryland Historical Trust?

47. Please share any concerns, issues or additional comments you may have about the Certified Local Government program or preservation in your jurisdiction.

Email Nell Ziel:

- **Maps showing newly designated properties**
- **Resumes of new Commission members**
- **Any other material you wish to share**