



FREDERICK COUNTY GOVERNMENT

Jessica Fitzwater
County Executive

DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Steven C. Horn, Division Director
Kimberly Gaines, Director

MEMORANDUM

TO: Historic Preservation Commission
FROM: Amanda Whitmore, Historic Preservation Planner
DATE: May 25, 2023
RE: Update of Administrative Approvals

Issue:

Staff has reviewed and approved administrative Certificate of Appropriateness applications for Samuel Fleming House (CR#21-03) and Crown Rose (CR #16-01).

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.

Samuel Fleming House

Under Section II.e.i., Utility and Mechanical Equipment, it states installation of HVAC condensers not on a principal façade or highly visible from the public right-of-way may be administratively approved. The Samuel Fleming House administrative Certificate of Appropriateness application ([Attachment 1](#)) was filed and accepted as complete on May 16, 2023 for the installation of a HVAC unit behind the non-contributing garage.

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 Samuel Fleming application on May 18, 2023 (A-COA #23-05).

Crown Rose

Under Section I.f.i., Roofs, it states that roof repair or replacement where there is no change in material may be administratively approved. The Crown Rose administrative Certificate of Appropriateness application ([Attachment 2](#)) was filed on May 10, 2023 and accepted as complete on May 18 for the replacement of the asphalt shingles over the main house with replacement asphalt shingles.

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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 Crown Rose application on May 23, 2023 (A-COA #23-06).

Attachment:

Attachment 1: Samuel Fleming Certificate of Appropriateness Application

Attachment 2: Crown Rose Certificate of Appropriateness Application