



# FREDERICK COUNTY GOVERNMENT

Jessica Fitzwater  
County Executive

**DIVISION OF PLANNING & PERMITTING**  
Livable Frederick Planning & Design Office

Deborah A. Carpenter, AICP, Division Director  
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## MEMORANDUM

**TO:** Historic Preservation Commission  
**FROM:** Beau Lockard, Historic Preservation Planner  
**DATE:** August 31, 2023  
**RE:** Update of Administrative Approvals

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### **Issue:**

Staff has reviewed and approved administrative Certificate of Appropriateness applications for the Beatty Cramer House (CR#21-02) and the Reed-Stitley House (CR#22-10).

### **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.

#### Beatty Cramer House

Under Section I.g.i., Other Building Alterations, states repair or in-kind replacement of missing or deteriorated architectural details...that is more than the 25% routine maintenance may be administratively approved. The Beatty Cramer House administrative Certificate of Appropriateness application ([Attachment 1](#)) was filed on July 31, 2023, and accepted as complete on August 1, 2023, for the in-kind repair and replacement of various components of up to 15 wood windows.

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, is minimal in nature, and will not affect historic, archeological, or architectural significance. Staff approved the Beatty Cramer House application on July 12, 2023 (A-COA #23-01).

#### Reed-Stitley House

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 Reed-Stitley House administrative Certificate of Appropriateness application ([Attachment 2](#)) was filed on August 10, 2023, and deemed complete on August 15, 2023, for the in-kind replacement of historic house's metal roof.

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, is minimal in nature, and will not affect historic, archeological, or architectural significance. Staff approved the Reed-Stitley House application on August 16, 2023 (A-COA #23-11).

Under Section I.g.i., Other Building Alterations, states repair or in-kind replacement of missing or deteriorated architectural details...that is more than the 25% routine maintenance may be administratively approved. The Reed-Stitley House administrative Certificate of Appropriateness application ([Attachment 3](#)) was filed on August 10, 2023, and deemed complete on September 6, 2023, for the in-kind repair and restoration of the historic springhouse.

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, is minimal in nature, and will not affect historic, archeological, or architectural significance. Staff approved the Reed-Stitley House application on September 11, 2023 (A-COA #23-13).

**Attachment:**

Attachment 1: Beatty Cramer House Certificate of Appropriateness Application (A-COA #23-10)  
Attachment 2: Reed-Stitley House Certificate of Appropriateness Application (A-COA #23-11)  
Attachment 3: Reed-Stitley House Certificate of Appropriateness Application (A-COA #23-13)