



## FREDERICK COUNTY GOVERNMENT

### DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jessica Fitzwater  
County Executive

Deborah A. Carpenter, AICP, Division Director

Kimberly Gaines, Director

### MEMORANDUM

**TO:** Historic Preservation Commission  
**FROM:** Beau Lockard, Historic Preservation Planner  
**DATE:** October 24, 2023  
**RE:** Update of Administrative Approvals

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#### **Issue:**

Staff has reviewed and approved administrative Certificate of Appropriateness application for the Stevens House (CR#23-02).

#### **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.

#### Stevens House

Under Section I.g.i., Other Building Alterations, it states repair or in-kind replacement of missing or deteriorated architectural details such as trim...that is more than the 25% routine maintenance may be administratively approved. The Stevens House administrative Certificate of Appropriateness application (Attachment 1) was filed on August 14, 2023, and deemed complete on October 3, 2023, to repair the window glass, in-kind replacement of rotten wood on the porches and window sills, and repair of storm windows and doors.

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 Stevens House application on October 6, 2023 (A-COA #23-12).

#### **Attachment:**

Attachment 1: Stevens House Administrative Certificate of Appropriateness Approval Letter (A-COA #23-12)