



# FREDERICK COUNTY GOVERNMENT

Jessica Fitzwater  
County Executive

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

Deborah A. Carpenter, AICP, Division Director  
Kimberly Gaines, Director

### MEMORANDUM

**TO:** Historic Preservation Commission  
**FROM:** Beau Lockard, Historic Preservation Planner  
**DATE:** February 26, 2024  
**RE:** Update of Administrative Approvals

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#### **Issue:**

Staff has reviewed and approved administrative Certificate of Appropriateness applications for the Samuel Fleming House (CR #21-03) and Reed-Stitely 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.

#### Samuel Fleming 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 Fleming House administrative Certificate of Appropriateness application (Attachment 1) was filed and deemed complete on February 5, 2024, to do in-kind rehabilitation of the window headers and sills listed on the application.

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 Samuel Fleming House application on February 6, 2024 (A-COA #24-02).

#### Reed-Stitely House

Under Section IV.a., Other, it states any minor project for which the Maryland Historical Trust has approved the scope of work through the state and/or federal tax credit process or their easement review, and Section III.a., Previously Approved COAs, states that minor changes to Commission approved applications may be administratively approved. The Reed-Stitely House

administrative Certificate of Appropriateness application (Attachment 2) was filed and deemed complete on February 8, 2024, to change the window type from the COA 23-06 application.

Staff found that since the window type change is not a change in material, is aligned with Maryland Historical Trust's Easement approval, 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 Reed-Stitely House application on February 8, 2024 (A-COA #24-03).

**Attachment:**

Attachment 1: Samuel Fleming House Administrative Certificate of Appropriateness Approval Letter (A-COA #24-02)

Attachment 2: Reed-Stitely House Administrative Certificate of Appropriateness Approval Letter (A-COA #24-03)