



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: July 30, 2024
RE: Update of Administrative Approvals

Issue:

Staff has reviewed and approved administrative Certificate of Appropriateness applications for the Libertytown Seminary (CR #24-03), Needwood Farm (CR #24-02), and Thornbrook (CR #03-01).

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.

Libertytown Seminary

Under Section I.g.iv., Other Building Alterations, it states repair of masonry materials and repointing that matches existing or original materials may be administratively approved. The Libertytown Seminary administrative Certificate of Appropriateness application was filed and deemed complete on June 12, 2024, to repoint the stone north elevation of the seminary building.

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, archaeological, or architectural significance. Staff approved Libertytown Seminary application on June 12, 2024 (A-COA #24-05) (Attachment 1).

Needwood Farm

Under Section I.g.i., Other Building Alterations, it states that repair or in-kind replacement of missing or deteriorated architectural details such as trim or other millwork, ... that is more than the 25% routine maintenance may be administratively approved. Also, 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 Needwood Farm administrative Certificate of Appropriateness application was filed and deemed complete on June 12, 2024, to do in-kind rehabilitation of the

boxed gutters system and in-kind replacement of the metal roof on the central tower on the south elevation.

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, archaeological, or architectural significance. Staff approved Needwood Farm application on June 17, 2024 (A-COA #24-07) ([Attachment 2](#)).

Thornbrook

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 Thornbrook administrative Certificate of Appropriateness application was filed and deemed complete on June 14, 2024, to do an in-kind replacement of the bank barn's metal roof and the chicken coop wooden shingle 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, archaeological, or architectural significance. Staff approved Thornbrook application on June 20, 2024 (A-COA #24-08) ([Attachment 3](#)).

Attachment:

Attachment 1: Libertytown Seminary Administrative Certificate of Appropriateness Approval Letter (A-COA #24-06)

Attachment 2: Needwood Administrative Certificate of Appropriateness Approval Letter (A-COA #24-07)

Attachment 3: Thornbrook Administrative Certificate of Appropriateness Approval Letter (A-COA #24-08)