



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: Amanda Whitmore, Historic Preservation Planner
DATE: August 13, 2024
RE: Amended Rules of Procedure

Issue:

Does the Historic Preservation Commission have any additional edits to the proposed amendments to its Rules of Procedure ([Attachment 1](#))?

Background and Discussion:

Bill No. 24-01 of the Frederick County Council, to amend the Frederick County Historic Preservation Ordinance, was approved by the County Council on April 16, 2024. Amendments to the Commission's Rules of Procedure are necessary to address the changes made to the ordinance. Proposed changes to the Rules of Procedure include:

- Updating definitions.
- Amending officer term limits.
- Including the Chair as a voting member.
- Condensing Sections 6 and 7 into one section regarding public hearing procedures.
- Adding economic hardship review and workshop procedures.
- Changing "Appropriateness" to "Approval."
- General cleanup and clarification.

Per the Rules of Procedure, proposed amendments may be introduced at any meeting of the Commission and voted at any subsequent regular meeting.

Recommendation:

Staff recommends the Commission review the proposed changes and discuss any additional edits to the document.

Attachment

Attachment 1: Draft Revision to Rules of Procedure 09.04.24