



## 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:** January 22, 2025  
**RE:** Update of Administrative Approvals

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**Issue:**

Staff has reviewed and approved an administrative Certificate of Approval application for the Samuel Fleming House (CR# 21-03).

**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 II.e.i., Utility and Mechanical Equipment, it states that the "installation...of...valves, pipe, and wiring not on principal façade or highly visible from the public right-of-way" may be administratively approved. The Samuel Fleming House administrative Certificate of Approval application was filed and deemed complete on December 5, 2024, to install a vent and PVC piping for Radon remediation on an elevation not visible from the public right-of-way.

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 the Samuel Fleming application on December 10, 2024 (A-COA #24-12) (Attachment 1).

**Attachments:**

Attachment 1: Samuel Fleming House Certificate of Approval Application and Letter

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