



## FREDERICK COUNTY GOVERNMENT

### DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jessica Fitzwater  
County Executive

Deborah A. Carpenter, AICP, Division Director

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### MEMORANDUM

**TO:** Historic Preservation Commission  
**FROM:** Beau Lockard, Historic Preservation Planner  
**DATE:** April 2, 2025  
**RE:** Update of Administrative Approvals

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**Issue:**

Staff has reviewed and approved administrative Certificate of Approval applications for Henry Smeltzer Farmstead (CR# 24-05), William Downey Farm (CR# 20-04), Judge William Stoner Farmhouse (CR# 23-05), Needwood Farm (CR# 24-02), and Libertytown Female Seminary (CR# 24-03).

**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.

**Henry Smeltzer Farmstead**

Under Section I.f.i., Roofs, it states that the “roof repair or replacement where there is no change in material” may be administratively approved. Additionally, under Section I.g.i., Other Building Alterations, it states that the “Repair or in-kind replacement of missing or deteriorated architectural...that is more than 25% routine maintenance” may be administratively approved. The Henry Smeltzer Farmstead administrative Certificate of Approval application was filed and deemed complete March 14, 2025, to do an in-kind replacement of the garage roof, stabilize the masonry walls, and to do an in-kind replacement of rotten wooden elements.

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 Henry Smeltzer Farmstead application on March 14, 2025 (A-COA #25-02) (Attachment 1).

William Downey Farm

Under Section I.g.iii., Other Building Alterations, it states that the “Repair of masonry materials and repointing that matches existing or original materials” may be administratively approved. The William Downey Farm administrative Certificate of Approval application was filed and deemed complete on March 19, 2025, to repoint the masonry on the north and east elevations using type N mortar that will match the existing mortar in size, color, texture, and finish.

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 William Downey Farm application on March 20, 2025 (A-COA #25-03) (Attachment 2).

Judge William Stoner Farmhouse

Under Section I.f.i., Roofs, it states that the “roof repair or replacement where there is no change in material” may be administratively approved. The Judge William Stoner Farmhouse administrative Certificate of Approval application was filed and deemed complete on March 18, 2025, to do an in-kind roof replacement of the metal roof and an in-kind reconstruction of the brick chimneys.

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 Judge William Stoner Farmhouse application on March 20, 2025 (A-COA #25-04) (Attachment 3).

Needwood Farm

Under Section I.f.i., Roofs, it states that the “roof repair or replacement where there is no change in material” may be administratively approved. The Needwood Farm administrative Certificate of Approval application was filed and deemed complete on March 19, 2025, to do an in-kind rehabilitation of the flashing around the dormers, replace snow boards, replace slate roof tiles, and scrape and paint 5v roofing

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 Needwood Farm application on March 21, 2025 (A-COA #25-05) (Attachment 4).

**Libertytown Female Seminary**

Under Section I.g.iii., Other Building Alterations, it states that the “Repair of masonry materials and repointing that matches existing or original materials” may be administratively approved. The Libertytown Female Seminary administrative Certificate of Approval application was filed and deemed complete on March 21, 2025, to repoint the masonry on the north elevations that will match the existing mortar in size, color, texture, and finish.

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 Libertytown Female Seminary application on March 21, 2025 (A-COA #25-06) (Attachment 5).

**Attachments:**

Attachment 1: Henry Smeltzer Farmstead Certificate of Approval Application and Letter

Attachment 2: William Downey Farm Certificate of Approval Application and Letter

Attachment 3: Judge William Stoner Farmhouse Certificate of Approval Application and Letter

Attachment 4: Needwood Farm Certificate of Approval Application and Letter

Attachment 5: Libertytown Female Seminary Certificate of Approval Application and Letter