



## 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:** April 28, 2025  
**RE:** Update of Administrative Approvals

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#### **Issue:**

Staff have reviewed and approved administrative one Certificate of Approval application for Clemmont House (CR #21-06).

#### **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.

#### Clemmont House

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 Clemmont House administrative Certificate of Approval application was filed and deemed complete April 22, 2025, to do an in-kind roof replacement.

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 Clemmont House application on April 23, 2025 (A-COA #25-07) (Attachment 1).

#### **Attachments:**

Attachment 1: Clemmont House Certificate of Approval Letter