



# FREDERICK COUNTY GOVERNMENT

Jessica Fitzwater  
County Executive

**DIVISION OF PLANNING & PERMITTING**  
Livable Frederick Planning & Design Office

Deborah A. Carpenter, AICP, Division Director  
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## MEMORANDUM

**TO:** Historic Preservation Commission  
**FROM:** Amanda Whitmore, Historic Preservation Planner  
**DATE:** June 23, 2025  
**RE:** Update of Administrative Approvals

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### **Issue:**

Staff have reviewed and approved administratively one Certificate of Approval application for the Historic Rocky Springs Chapel (CR #21-01).

### **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.

Under Section I.f., Roofs, it states that the “roof repair...where there is no change in material” and “installation of gutters and downspouts” may be administratively approved. The Historic Rocky Springs Chapel administrative Certificate of Approval application was filed on June 4, 2025 and deemed complete June 6, 2025, to paint the metal roof on the chapel and re-install half round gutters and round downspouts.

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 Historic Rocky Springs Chapel application on June 6, 2025 (A-COA #25-09) (Attachment 1).

### **Attachments:**

Attachment 1: Historic Rocky Springs Chapel Certificate of Approval Letter