



## 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:** July 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 Hamilton Shafer Farm (CR #21-07).

#### **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.g.i., Other Building Alterations, it states that the “repair or in-kind replacement of missing or deteriorated architectural details...that is more than 25% of routine maintenance” may be administratively approved. Under Section II.d.i., Lighting, it states that, “installation or replacement of exterior light fixtures that are compatible in material, height, location, and design with the character of the site” may be administratively approved.

The Hamilton Shafer Farm administrative Certificate of Approval application was filed and deemed complete July 17, 2025, to do stabilization work and in-kind replacement of the carriage shed, and the installation and replacement of exterior lighting

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 Hamilton Shafer Farm application on July 22, 2025 (A-COA #25-10) (Attachment 1).

#### **Attachments:**

Attachment 1: Hamilton Shafer Farm Certificate of Approval Letter