



## 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:** August 25, 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 #21-08).

#### **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, this in-kind reconstruction may be administratively approved. The Hamilton Shafer Farm administrative Certificate of Approval application was filed and deemed complete July 17, 2025, for stabilization and in-kind reconstruction of the stone meat dryhouse while recreating the existing massing and pattern of the stone structure.

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 August 6, 2025 (A-COA #25-11) (Attachment 1).

#### **Attachments:**

Attachment 1: Hamilton Shafer Farm Certificate of Approval Letter