



FREDERICK COUNTY GOVERNMENT

DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jessica Fitzwater
County Executive

Deborah A. Carpenter, AICP, Division Director
Kimberly Gaines, Director

MEMORANDUM

TO: Historic Preservation Commission
FROM: Amanda Whitmore, Historic Preservation Planner
DATE: January 7, 2026
RE: Update of Administrative Approvals

Issue:

Staff have reviewed and approved administratively one Certificate of Approval application for the 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.

Under Section II.E.i., Utility and Mechanical Equipment, installation of HVAC condensers not on principal facades or highly visible from the public right-of-way may be administratively approved. The Libertytown Female Seminary administrative Certificate of Approval application was filed on November 30, 2025 and deemed complete December 10, 2025, for installing one mini split system on the east elevation and west elevation, respectively.

Staff found that the proposed work is not on the principal façade or highly visible from the public right-of-way, that the wires and tubing associated with the mini splits will be secured to the mortar and not the stone, and that any tubing will be in a color that blends with the wall. Staff approved the Libertytown Female Seminary application on December 10, 2025 (A-COA #25-12) (Attachment 1).

Attachments:

Attachment 1: Libertytown Female Seminary Certificate of Approval Letter