



HISTORIC PRESERVATION COMMISSION FREDERICK COUNTY, MARYLAND

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Historic Preservation Commission Administrative Approval Guidelines

Residents and owners of properties designated to the County Register of Historic Places may obtain administrative approval from Historic Preservation Commission staff for select building and site work projects. The Historic Preservation Planner, as qualified under the Secretary of the Interior's Standards and Guidelines – Professional Qualifications Standards (Professional Qualifications – 36 CFR Part 61), will review the applications for an administrative Certificate of Appropriateness and issue an Administrative Certificate of Appropriateness prior to approving a building permit. Historic Preservation staff will base approval on the Historic Preservation Commission's *Design Guidelines* and *The Secretary of the Interior's Standards for the Rehabilitation of Historic Properties*.

General Guidelines and Procedures

A. Guidelines.

1. Administrative approval for the items included on Exhibit 1 of the Rules of Procedure and included below is authorized by the Commission only if the staff member approving the application is a qualified historic preservation planner who meets the Professional Qualifications referenced in 36 CFR¹ Part 61 in the fields of History, Architectural History, Archeology, Architecture, Historic Architecture, Historic Landscape Architecture, or Historic Preservation.
2. Administrative approval authority and changes to classifications of approvals shown on Exhibit 1 in the Rules of Procedure may be made at any public hearing of the Commission.
3. Staff will report administrative approvals to the Commission at its monthly meeting.
4. If Staff: (1) is uncertain whether or not the application meets the criteria for issuing an administrative approval, or (2) recommends denial of an application, or (3) determines that the application does not meet the criteria for administrative approval, the application will be placed on the next available Commission meeting agenda.

B. Procedures.

1. The applicant will file for administrative approval using an application for an Administrative Certificate of Appropriateness.
2. If the application fits within the administrative approval criteria, Staff will endeavor to review and act within five business days from the date that the application is deemed complete. Any complete application not acted upon after five business days will be placed on the next available

¹ Code of Federal Regulations

Commission meeting agenda, and will be subject to the publishing and notice requirements under Section 5.1 of the Rules of Procedure.

3. Staff will re-evaluate nominations to the County Register for contributing and non-contributing resources located on the property, if not previously determined in the nomination, prior to reviewing and acting upon an application for an Administrative Certificate of Appropriateness. Any resource for which Staff is unable to determine the contribution level will be reviewed by the Commission at the next available meeting for a determination.
4. If the application meets the appropriate guidelines for administrative approval, Staff may issue the Certificate of Appropriateness.

Classification of Administrative Approvals

Classification of Approvals by Scope of Work		
Type of Work	Administrative Review and Approval	HPC Review and Approval
I. Architectural Work		
a. New Construction		
i. New accessory structures no larger than 250 square feet	✓	
ii. Any new structure that is greater than 250 square feet		✓
b. Relocation of Structures		
		✓
c. Demolition		
i. Contributing structures		✓
ii. Non-contributing structures	✓	
d. Additions		
i. Addition of spaces such as rooms		✓
ii. Addition of front or side decks or porches or rear decks		✓
iii. Addition of rear porches	✓	
e. Windows and Doors		
i. Replacement of windows and exterior doors on contributing structures		✓
ii. Replacement of windows and exterior doors on non-contributing structures	✓	
iii. Installation or replacement of storm windows or doors on contributing structures		✓
iv. Installation or replacement of storm windows or doors on non-contributing structures	✓	
f. Roofs		
i. Roof repair or replacement where there is no change in material	✓	
ii. Alteration of roof form (including alteration, removal, or construction of dormers)		✓
iii. Installation of skylights		✓
iv. Installation of solar panels not on visible street facing or dominate elevations	✓	

v.	Construction of new or modification of existing chimneys		✓
vi.	Installation of gutters and downspouts where proposed change in style	✓	
g. Other Building Alterations			
i.	Repair or in-kind replacement of missing or deteriorated architectural details such as trim or other millwork, stairs or stoops, porch decking or ceilings, columns, railings, balusters, brackets, shutters, etc., that is more than the 25% routine maintenance	✓	
ii.	Removal of vinyl, aluminum, asbestos, or other artificial siding when the original siding is to be repaired and/or replaced in kind	✓	
iii.	Change in original cladding material or style		✓
iv.	Repair of masonry materials and repointing that matches existing or original materials	✓	
v.	Installation of vents or venting pipes in locations not visible from the public right-of-way	✓	
vi.	Installation of satellite dishes or antennas in areas not visible from the public right-of-way	✓	
II. Site Work			
a. Paved Areas			
i.	Construction or replacement of brick, stone, concrete, or gravel walkways, parking areas, patios, driveways, or other paved areas that are not readily visible from public right-of-way and/or are compatible in materials, location, and design with the visual character of the site and that do not significantly change their appearance or the material used	✓	
b. Fences & Walls			
i.	In-kind replacement of existing fences or minor alterations that do not significantly change the original appearance of the fence or involve a change in the material used	✓	
ii.	Removal of non-compatible fence types (such as chain link, vinyl)	✓	
iii.	Construction or repair of brick or stone walls where the new walls are compatible in material, height, location, and design with the visual character of the site or district or where the repair work uses in-kind materials and does not significantly change the appearance of the original	✓	
c. Landscaping			
i.	Removal of trees with a receipt of a letter from a certified arborist that the tree is dead, dying, or in a hazardous condition	✓	
ii.	Removal of invasive plant species as defined by the Maryland Department of Natural Resources	✓	
d. Lighting			

i.	Installation or replacement of exterior light fixtures that are compatible in material, height, location, and design with the character of the site or district	✓	
e. Utility and Mechanical Equipment			
i.	Installation, relocation, or removal of electric and gas meters, cable boxes, satellite dishes, 5G communication units, HVAC condensers, service meters, sprinkler systems, valves, pipes, and wiring not on principal façade or highly visible from the public right-of-way	✓	
ii.	Installation of security devices such as cameras, touch key plates, and control panels	✓	
f.	Major site work improvements		✓
III. Previously Approved COAs			
a.	Minor changes to Commission approved applications such as addressing code compliance or making minor modifications to building elevations or non-contributing building or site features that are in compliance with design guidelines	✓	
b.	Substantial amendments		✓
IV. Other			
a.	Any minor project for which the Maryland Historical Trust has approved the scope of work through the state and/or federal tax credit process or their easement review	✓	
b.	Work items not listed here for which a clear reference can be made for conformance with the review criteria	✓	
c.	Work items not listed here that are deemed by staff to be substantial in nature, precedent setting, not addressed by the review criteria, or not in conformance with the criteria		✓
V. Emergency Installations/Repairs			
a.	Installation of temporary features to protect a historic resource that do not permanently alter the resource	✓	

Any scope of work not listed on the chart will be reviewed by the Historic Preservation Commission.

Note that an item's invisibility from a public right-of-way does not exclude it from a review by either staff or the Commission.

These guidelines were adopted by the Historic Preservation Commission into their Rules of Procedure on July 1, 2020; revised September 2, 2020.