



Bill No. 24-01

Concerning: Update and Additions to the Historic Preservation regulations in the County Code.

Introduced February 6, 2024

Revised: _____ Draft No. _____

Enacted: _____

Effective: _____

Expires: May 6, 2024

Frederick County Code, Chapter 1-23

Section(s) 2-19

COUNTY COUNCIL FOR FREDERICK COUNTY, MARYLAND

By: Council Member Brad W. Young on behalf of County Executive Jessica Fitzwater

AN ACT to: amend Chapter 1-23 of the Frederick County Code (Historic Preservation) to update the text and add provisions related to: (1) delisting locally designated historic properties; (2) demolition review of non-designated historic properties; (3) archaeological resource and cemetery protections; (4) economic hardship; and (4) county-owned historic properties.

Date Council Approved: _____ Date Transmitted to Executive: _____

Executive: _____ Date Received: _____

Approved: _____ Date: _____

Vetoed: _____ Date: _____

Date returned to Council by County Executive with no action: _____

By amending:

Frederick County Code, Chapter 1-23 Section(s) 2-19

Other: _____

Boldface

Underlining

[Single boldface brackets]

Heading or defined term.

Added to existing law.

Deleted from existing law.

Existing law unaffected by bill.

2 The County Council of Frederick County, Maryland, finds it necessary and appropriate to
3 amend Chapter 1-23 of the Frederick County Code (Historic Preservation) to update the text and
4 add provisions related to: (1) delisting locally designated historic properties; (2) demolition review
5 of non-designated historic properties; (3) archaeological resource and cemetery protections; (4)
6 economic hardship; and (4) county-owned historic properties.

7

8 NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF
9 FREDERICK COUNTY, MARYLAND, that the Frederick County Code be, and it is hereby,
10 amended as shown on the attached Exhibit 1, and

11

12 BE IT FURTHER ENACTED THAT, §§ 1-23-8 and 1-23-11 BE IT FURTHER
13 ENACTED THAT, the following are exempt from the provisions of §§ 1-23-8 and 1-23-11,
14 subsections (A) through (I), of this Bill:

15

16 1) Applications for preliminary plans, site plans, concept plans, sketch plans, demolition
17 permits, or grading permits that were submitted to the Division of Planning and Permitting
18 ("Division") and were accepted for review by the Division prior to the effective date of this
19 Bill; and

20

21 2) Minor plan amendments, demolition permits, or grading permits filed with the County
22 after the effective date of this Bill, which are in substantial conformance with preliminary
23 plans or site plans that were approved or conditionally approved by the Planning
24 Commission or the Division prior to the effective date of this Bill.

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Brad W. Young, President
County Council of Frederick County,
Maryland

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CHAPTER 1-23: HISTORIC PRESERVATION (§§ 1-23-1 — 1-23-19 [14])**§ 1-23-1. AUTHORITY.**

The county derives authority for this chapter by virtue of its conformance with provisions of the State of Maryland Enabling Act for Historic Area Zoning (Md. Code Ann., Land Use Article, Title 8, as amended).

§ 1-23-2. PURPOSE.

(A) The preservation of sites, structures, and districts of historical, cultural, archaeological, or architectural significance, together with their appurtenances and environmental settings is a public purpose in the county.

(B) It is the further purpose of this article to:

(1) Safeguard the heritage of the county by preserving sites, structures, or districts which reflect elements of the county's cultural, social, economic, political, architectural, or archaeological history;

(2) Stabilize and improve property values of such sites, structures, or districts;

(3) Foster civic beauty;

(4) Strengthen the economy of the county;

(5) Preserve and enhance quality of life;

(6) Promote the preservation and appreciation of the sites, structures, and districts for the education and welfare of the residents of the county;

(7) Develop an awareness among property owners of the value of preserving, protecting, and restoring areas of historical, cultural, archaeological, or architectural significance; and

(8) Enable the county to identify and officially designate sites, structures, and districts of historical, cultural, archaeological, or architectural importance to the county in order to make such sites, structures, and districts eligible for specific benefits that may be available from various local, state, or federal programs.

(9) Establish and maintain the Frederick County Register of Historic Places as a list of those properties that meet the county's criteria for designation and have been approved for listing in the Register by the County Council.

§ 1-23-3. DEFINITIONS.

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them.

ALTERATION. Any exterior change that would affect the historic, cultural, archaeological, or architectural significance of a designated site or structure, any portion of which is visible or

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1 intended to be visible from a public way, including, but not limited to, construction, reconstruction,
2 moving, or demolition.

3 APPURTENANCES AND ENVIRONMENTAL SETTINGS. All that space of grounds and
4 structures thereon which surrounds a designated site, ~~[preservation]~~ historic district, or structure
5 and to which it relates physically or visually, and is within the designated boundary of the site,
6 ~~[preservation]~~ historic district, or structure. APPURTENANCES AND ENVIRONMENTAL
7 SETTINGS shall include, but not be limited to, walkways and driveways (whether paved or not),
8 trees, landscaping, pastures, croplands, waterways, open space, setbacks, parks, public spaces, and
9 rocks.

10 ARCHAEOLOGICAL DATA RECOVERY. Also known as Phase III data recovery, this involves
11 large-scale excavations designed to document the data from an archaeological resource before a
12 project proceeds and the resource is lost.

13 ARCHAEOLOGICAL EVALUATION STUDY. Also known as a Phase II survey, this study
14 requires the investigation of adequate portions of archaeological properties to evaluate the
15 significance of the resources. The investigated areas should be no larger than necessary to achieve
16 the research goals.

17 ARCHAEOLOGICAL IDENTIFICATION STUDY. Also known as a Phase I survey, the goal of
18 this study is to locate archaeological properties that may be significant in the area of potential
19 impact. This study involves development of research designs, archival and background research,
20 field survey, analysis, and reporting. An archaeological identification study involves some form
21 of sampling to permit the economical investigation of land with a high assurance that significant
22 archaeological resources have not been overlooked.

23 ARCHAEOLOGICAL RESOURCES. This resource type refers to any physical remains or
24 artifacts left behind by human activity that provide information about past cultures, civilizations,
25 and societies. These can include sites, features, artifacts, human remains, and other types of
26 material evidence that have been buried over time.

27 ARCHAEOLOGICAL RESOURCES MANAGEMENT PLAN. A plan prepared by a
28 Professional Archaeologist that is designed to manage and mitigate adverse effects on significant
29 archaeological resources within an area of potential impact and create a long-term management
30 plan for these archaeological resources.

31 AREA OF POTENTIAL IMPACT. The geographic area or areas within which a project actively
32 regulated by this chapter may directly, indirectly, or cumulatively cause changes in the character
33 or use of historic properties, if any such properties exist.

34 CEMETERY. Any land or structure, including any natural or prepared physical location, whether
35 originally located below, at, on, or above the surface of the earth, used for the interment of human
36 remains or deposit of funerary objects. The term "cemetery" shall include the terms "graveyard,"
37 "burial site," "burial ground," "ossuaries," "burial pits," and "burying ground."

38 CERTIFICATE OF APPROVAL [APPROPRIATENESS]. A certificate issued by the Historic
39 Preservation Commission indicating its approval of plans for construction, alteration,

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1 reconstruction, moving, or demolition of an individually designated landmark, site, or structure or
2 of a site or structure within a designated [preservation] historic district.

3 CULTURAL RESOURCES. Cultural resources are any prehistoric or historic remains or
4 indicators of human activities, including artifacts, sites, structures, landscapes, and objects of
5 importance to a culture or community for scientific, traditional, religious, or other reasons.

6 DEMOLITION BY NEGLECT. Any [willful] neglect in the maintenance and repair of an
7 individually designated landmark, site, or structure, or a site or structure within a designated
8 [preservation] historic district that results in the gradual deterioration of these historic resources.
9 [that does not result from an owner's financial inability to maintain and repair such landmark, site,
10 or structure, and which results in any of the following conditions:

11 — (1) The deterioration of the foundations, exterior walls, roofs, chimneys, doors, or windows
12 so as to create or permit a hazardous or unsafe condition to exist, as determined by the current
13 building code of Frederick County, or

14 — (2) The deterioration of the foundations, exterior walls, roofs, chimneys, doors, or windows,
15 the lack of adequate waterproofing, or the deterioration of interior features which will or could
16 result in permanent damage, injury, or loss of or loss to foundations, exterior walls, roofs,
17 chimneys, doors, or windows.]

18 ECONOMIC HARSHSHIP. Extreme economic impact on an individual property owner resulting
19 from application of the provisions of this chapter.

20 DIVISION. The Frederick County Division of Planning and Permitting.

21 EXTERIOR FEATURES. The architectural style, design, and general arrangement of the exterior
22 of an historic structure, including the nature and texture of building material, and the type and style
23 of all windows, doors, light fixtures, signs, or similar items found on or related to the exterior of
24 an historic structure.

25 GOOD FAITH. Describes a level of review, the provision of information, or type of action(s) taken
26 with respect to requirements under this chapter that are characterized by honesty, objectivity,
27 timeliness, reasonableness, and lacking the intent to mislead.

28 HISTORIC INTEGRITY. The ability of a property to convey its historical associations or
29 attributes. Seven aspects or standards are used to evaluate the integrity of properties: location,
30 setting, design, materials, workmanship, feeling, and association.

31 HISTORIC PROPERTY. Historic properties are any historical, archaeological, architectural, or
32 cultural resources designated or eligible for designation by the Frederick County Historic
33 Preservation Commission as a historic resource.

34 LANDMARK. Any [designated] site or structure designated by Frederick County outside the
35 boundaries of a [preservation] historic district that is of [exceptional] historic, cultural,
36 archaeological, or architectural significance.

37 [PRESERVATION DISTRICT or] HISTORIC DISTRICT. A significant concentration, linkage,
38 or continuity of sites, structures, or objects united historically, culturally, or aesthetically by plan

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1 or physical development. A ~~PRESERVATION DISTRICT or~~ HISTORIC DISTRICT shall
2 include all property within its boundaries as defined and designated by the county.

3 PROFESSIONAL ARCHAEOLOGIST. An archaeologist who meets or exceeds the professional
4 qualifications in archaeology as outlined by the Secretary of the Interior's Professional
5 Qualifications Standards.

6 RECONSTRUCTION. The process of reproducing by new construction the exact form and detail
7 of a vanished structure, or part thereof, as it appeared at a specific period of time.

8 REHABILITATION. The process of making possible a compatible use for a property through
9 repair, alterations, and additions while preserving those portions or features which convey its
10 historical, cultural, or architectural values.

11 RENOVATION. See REHABILITATION.

12 RESOURCE. Any building, structure, site, or object that is part of or constitutes an historic
13 property.

14 RESTORATION. The process of accurately recovering the form and details of a property as it
15 appeared at a specific period of time by means of removal of later work and the replacement of
16 work missing from that period.

17 SITE. The location of an event of historic significance, a significant landscape, or a structure,
18 whether standing or ruined, which possesses historic, architectural, archaeological, or cultural
19 significance.

20 STRUCTURE. A combination of material to form a construction that is stable, including but not
21 limited to buildings, stadiums, reviewing stands, platforms, stagings, observation towers, radio
22 towers, water tanks and towers, trestles, bridges, piers, paving, bulkheads, wharves, sheds, coal
23 bins, shelters, fences, and display signs visible or intended to be visible from a public way. The
24 term STRUCTURE shall be construed as if followed by the words "or part thereof."

25 UNANTICIPATED DISCOVERY. A discovery made when ground disturbance uncovers
26 archaeological resources or evidence of a cemetery.

27 UNUSUAL HISTORIC VALUE. A property eligible for designation under this chapter with the
28 added requirement that the property represent an outstanding or exceptional aspect of federal, state,
29 or local history, culture, architecture or archaeology that is not otherwise represented within the
30 Frederick County Register of Historic Places, the loss of which would cause irreparable harm to
31 the public interest as stated in § 1-23-2 of this chapter.

32 **§ 1-23-4. HISTORIC PRESERVATION COMMISSION.**

33 (A) Historic Preservation Commission. The county hereby creates a Commission to be called
34 the Frederick County Historic Preservation Commission.

35 (B) Membership.

36 (1) The Historic Preservation Commission shall consist of ~~[11]~~ 7 ~~[full]~~ members appointed
37 by the County Executive and confirmed by the County Council. ~~[Two alternate members shall also~~
38 ~~be appointed by the County Executive and confirmed by the County Council. The alternate~~

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1 members shall vote on matters before the Historic Preservation Commission in the absence of any
2 full members in accordance with the Commission's rules of procedure.] All members of the
3 Commission shall have a demonstrated interest in Frederick County and no more than three
4 members shall be non-residents of Frederick County. [be residents and/or property owners of the
5 County of Frederick.] All members shall possess a demonstrated special interest, specific
6 knowledge, or professional or academic training in such fields as history, architecture, architectural
7 history, planning, archaeology, anthropology, curation, conservation, landscape architecture,
8 historic preservation, urban design, or related disciplines. The County Executive may consult other
9 private societies or agencies to request the names for possible members on the Commission.
10 Geographic diversity within the county shall be a goal.

11 (2) At least 2 members of the Commission shall possess professional or academic training in
12 1 or more of the above-listed fields in accordance with the minimum professional requirements of
13 the United States Department of the Interior for certifying local governments under 36 C.F.R. Part
14 61. A good-faith effort to locate and appoint such professionals will be made and documentation
15 as to how this effort was accomplished shall be retained by the county.

16 [(3) ~~Not more than 5 of the Commission members shall be selected from nominations~~
17 ~~submitted by the County Chamber of Commerce, the County Builders' Association, the County~~
18 ~~Bar Association, the County Board of Realtors, the Farm Bureau and the Pomona Grange #11.~~
19 ~~These organizations shall have the right not to submit nominations, in which case the County~~
20 ~~Executive shall select members as necessary to meet the other requirements in this section.~~ The
21 ~~County Executive may consult other private societies or agencies to request the names of possible~~
22 ~~members on the Commission. Geographic diversity within the county shall be a goal.]~~

23 (C) Commission membership qualification criteria. The requirement for Commission
24 membership under the category of demonstrated special interest may be satisfied by formal
25 training in 1 or more of the fields listed in paragraph (B). The requirement for membership under
26 the category of specific knowledge may be satisfied by formal post secondary education,
27 employment or practical experience in 1 or more of the above-listed fields. The requirement for
28 Commission membership under the category of professional or academic training may be satisfied
29 by, at a minimum, 2 years' experience as a professional or a bachelor's degree in one or more of
30 the above-listed fields.

31 (D) Terms. Commission members [and alternates] shall be appointed for terms of 3 years [5
32 except that the terms of the initial appointments shall be staggered so that 4 members shall serve
33 terms of 3 years, 4 members shall serve terms of 2 years, and 3 members shall serve terms of 1
34 year, and 1 alternate shall serve for 3 years and the second alternate shall serve for 2 years, so that
35 not more than 5 appointments shall expire in a given year. Commission members] and may be
36 reappointed. Terms shall be staggered.

37 (E) Commission officers. The Commission shall elect, from its membership, a Chairperson and
38 Vice-Chairperson. The Chairperson and Vice-Chairperson shall serve for 1 year terms and shall
39 be eligible for reelection but may not serve more than four [4] consecutive years in the same office.

40 (F) Vacancy. Any vacancy in the membership of the Commission caused by the expiration of
41 a term, resignation, death, incapacity to discharge duties, removal for cause, or any other reason,
42 shall be filled for a new term, or for the remainder of the term for which there is a vacancy, as the

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1 case may be, in the same manner as provided herein for the appointment of the initial members of
2 the Commission. Any vacancy on the Commission shall be filled by the appointing authority
3 within 60 days. In the case of expiration of term, a member may continue to serve until the
4 member's successor is appointed. Unexcused absences at 3 consecutive meetings shall constitute
5 resignation by the member and shall create a vacancy.

6 (G) Removal for cause. A member may be removed by the County Executive from the
7 Commission for cause, upon written charges, and after a public hearing, by the County Executive
8 or designee.

9 (H) Compensation. Commission members shall serve with the compensation that the county
10 governing body deems appropriate, as the county governing body provides in the annual budget.

11 (I) Meetings. The Commission shall hold such regular meetings and hearings as necessary to
12 discharge its duties.

13 (J) Staff. Consistent with the county's policies and procedures, employees may be assigned to
14 the Commission, and such services and facilities shall be made available as the county deems
15 necessary or appropriate for the proper performance of its duties.

16 **§ 1-23-5. POWERS AND DUTIES.**

17 (A) As part of its powers and duties, the Historic Preservation Commission:

18 (1) Shall adopt rules for the organization and conduct of meetings;

19 (2) Shall act upon all applications for certificates of approval [appropriateness];

20 (3) Shall submit information regarding Frederick County historic, architectural,
21 archaeological, and cultural resources to the Maryland Historical Trust for the purposes of
22 updating and maintaining [maintain and update] the Maryland Inventory of Historic Properties
23 [Frederick County];

24 (4) Shall review all petitions for designation to the Frederick County Register of Historic
25 Places and submit recommendations to the county governing body;

26 (5) For areas which are located within a designated historic site, structure, or district, or which
27 have historic preservation easements held by the County, the Commission shall review any
28 application for a zoning text or map amendment, conditional use, variance, site plan or subdivision
29 approval, and any legislation or other proposals, including preparation and amendment of master
30 plans, and may make recommendations thereon to the appropriate authorities;

31 (6) Shall have the right to accept and use gifts and services for the exercise of its functions
32 which are given to the county specifically for use by the Historic Preservation Commission;

33 (7) Shall adopt rehabilitation and new construction design guidelines and criteria for
34 construction, alteration, reconstruction, repair, moving and demolition of property in designated
35 districts or individually designated sites or landmarks which are consistent with the Secretary of
36 the Interior's Standards for Treatment of Historic Properties. Guidelines may include design
37 characteristics intended to meet the needs of particular types of sites, structures, and districts, and
38 may identify categories of changes that do not require review by the Commission because they are
39 minimal in nature and do not affect historic, archaeological, or architectural significance. These

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1 design guidelines shall be used in the Historic Preservation Commission's review of applications
2 for certificates of approval [appropriateness];

3 ~~(8) May, at the request of an owner or applicant, offer consultation with respect to changes
4 to interior features; and~~

5 (8) [9] Shall review and recommend for action by the county governing body the acquisition
6 of historic preservation easements on designated landmarks, structures, or sites and, when deemed
7 appropriate by the Commission, sites or structures located in, or adjacent to, a designated district,
8 consistent with the county's ordinances, resolutions, local public law, policies and procedures;[.]

9 (9) Shall review any grant programs or tax incentives that will aid historic preservation as
10 approved by the County Council or County Executive and review any applications based on those
11 programs.

12 (B) In addition, the Historic Preservation Commission shall have all the powers and authority
13 enumerated in Md. Code Ann., Land Use Article, Title 8, as presently codified and as may be
14 amended from time to time.

15 **§ 1-23-6. DESIGNATION.**

16 (A) Designation. The county governing body may designate boundaries for landmarks, sites,
17 structures, or districts of historic, cultural, archaeological, or architectural significance after a
18 public hearing thereon, consistent with adopted criteria for such designation.

19 (B) Criteria for designation. In considering any property for designation to the Frederick
20 County Register of Historic Places, the reviewing agencies, boards, or commissions shall consider
21 the following criteria.

22 (1) Historic, archaeological, and cultural significance:

23 (a) The property has significant character, interest, or value as part of the development,
24 heritage, or cultural characteristics of the county, state, or nation;

25 (b) The property is the site of an historic event;

26 (c) The property is identified with a person or group of persons who influenced society; or

27 (d) The property exemplifies the cultural, economic, social, political, or historic heritage of
28 the county and its communities.

29 (2) Architectural and design significance:

30 (a) The property embodies the distinctive characteristics of a type, period, design style, or
31 method of construction of landscape architecture, engineering, public art, or architecture;

32 (b) The property represents the work of a master craftsman, architect, landscape architect,
33 engineer, artist, or builder;

34 (c) The property possesses significant artistic value;

35 (d) The property represents a significant and distinguishable entity whose components may
36 lack individual distinction;

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1 (e) The property represents an established and familiar visual feature of the neighborhood,
2 community, or county, due to its singular physical characteristics, landscape, or historical event;
3 or

4 (f) The property is a rare example of a particular period, style, material, or construction
5 technique.

6 (C) Procedure for petitioning for designation.

7 (1) Petitions for designation or expansion shall be filed with, and on forms provided by, the
8 ~~Frederick County Department of Planning and Development Review Division of Planning and~~
9 Permitting [“Division”].

10 (2) The Division [~~Department of Planning and Development Review~~] shall refer the petition
11 to the Historic Preservation Commission to determine if the property contained in the petition
12 meets the requirements for historic designation. The Division [~~Department of Planning and~~
13 ~~Development Review~~] shall also notify other appropriate agencies for comment.

14 (3) A petition for a proposed individual [site] landmark shall be filed by, or with the written
15 consent of, the legal owner of such [site] landmark.

16 (4) A petition for a proposed historic district shall be filed by a legal owner or owners of
17 property within the district.

18 (5) (a) The Historic Preservation Commission, in a public meeting, shall determine if the
19 property contained in the petition meets the requirements for historic designation as set forth in
20 this section. If the requirements are so met, the Historic Preservation Commission shall
21 recommend historic designation to the county governing body. Legal property owners within a
22 proposed historic district shall be notified of the nomination by certified mailing.

23 (b) The recommendation for an historic district shall proceed to the county governing body
24 if, within 60 days of the Historic Preservation Commission finding, concurrence is obtained from
25 both:

26 1. Owners of at least 51% of the assessed valuation of the real property located within the
27 proposed historic district; and

28 2. At least 51% of the owners of the real property located within the proposed historic
29 district.

30 (c) In determining the owner(s) of real property for purposes of this section:

31 1. Multiple owners of a single parcel are treated as 1 owner; and

32 2. A single owner of multiple parcels is treated as 1 owner.

33 (6) If a property or district within Frederick County shall be deemed by the Historic
34 Preservation Commission to possess unusual ~~[and special]~~ historic value to the citizens of
35 Frederick County, the Historic Preservation Commission may initiate a petition for historic
36 designation. In this instance, the petition shall first be sent to the Maryland State Historic
37 Preservation Officer for their ~~[his or her]~~ concurrence that said property has unusual ~~[and special]~~
38 historic value. If the Maryland State Historic Preservation Officer does concur with the Historic

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1 Preservation Commission, then the petition shall proceed to the county governing body. A petition
2 for designation of an area of unusual historic value ~~[special merit]~~ shall require a favorable vote of
3 the County Council ~~[and the concurrence of the property owner(s) in the proposed area of special~~
4 ~~merit]~~ to receive historic designation.

5 (D) Limitations on filing of petitions. If the county declines to designate a property proposed
6 for designation, the identical petition for designation may not be refiled within 1 year of the final
7 decision by the county. If the county declines to expand the boundary of a previously designated
8 historic property, a petition for expansion which is identical to the rejected petition may not be
9 refiled within 1 year of the final decision by the county.

10 **§1-23-6.1 DELISTING PROPERTIES FROM HISTORIC DESIGNATION**

11 (A) In order to delist (remove) a property or a Historic District from the County Register, the
12 Historic Preservation Commission must find, and the County Council must confirm, that the
13 property or properties have ceased to meet the criteria for historic designation as set forth in 1-23-
14 6(B) because the qualities that caused the property or properties to be included in the original
15 designation have been lost or destroyed.

16 (B) In addition to the requirements of subsection (A) above, delisting of an entire historic district
17 will require approval by: (1) owners of at least the same percentage of the assessed valuation of
18 the real property located within the historic district as initially approved the designation of the
19 historic district; and (2) owners of at least the same percentage of the real property located within
20 the historic district that initially approved the designation of the historic district.

21 (C) Delisting applications will not be considered in cases of demolition by neglect or other self-
22 created hardships.

23 **§ 1-23-7. APPLICATION FOR CERTIFICATE OF APPROVAL [APPROPRIATENESS]** 24 **AND COMMISSION REVIEW.**

25 (A) Application for certificate of approval ~~[appropriateness]~~. Before the construction, alteration,
26 reconstruction, moving, or demolition is undertaken of a designated landmark, site, or structure,
27 or site or structure within a designated district, if an exterior change is involved which would affect
28 the historic, archaeological, or architectural significance of a designated landmark, site, or
29 structure, or site or structure within a designated district, the person, individual, firm, or
30 corporation proposing to make the construction or change shall file an application for a certificate
31 of approval ~~[appropriateness]~~ with the Commission for permission to construct, alter, reconstruct,
32 move, or demolish the landmark, site, or structure. Every application shall be referred to and
33 considered by the Commission and accepted or rejected by the Commission. An application which
34 is identical to a rejected application may not be resubmitted within a period of 1 year after the
35 rejection. No certificate of approval ~~[appropriateness]~~ shall be granted until the Commission has
36 acted thereon as hereinafter provided.

37 (B) Application review.

38 (1) In reviewing applications, the Commission shall give consideration to the historic,
39 archaeological, or architectural significance of the landmark, site, or structure and its relationship
40 to the historic, archaeological, or architectural significance of the surrounding area; the

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1 relationship of the exterior architectural features of a landmark or structure to the remainder of the
2 landmark or structure and to the surrounding area; the general compatibility of proposed exterior
3 design, scale, proportion, arrangement, texture, and materials to the landmark, site, or structure
4 and to the surrounding area; and any other factors, including aesthetic factors which the
5 Commission deems to be pertinent.

6 (2) The Commission shall consider only exterior features of a landmark or of a structure
7 within a ~~preservation~~ historic district, and its appurtenances and environmental setting, and shall
8 not consider any interior arrangements.

9 (3) The Commission shall not disapprove an application except with respect to the several
10 factors specified in paragraph (1) above.

11 (4) The Commission shall be strict in its judgment of plans for sites or structures determined
12 by research to be of historic, archaeological, or architectural significance. The Commission shall
13 be lenient in its judgment of plans for sites or structures of little historic, archaeological, or
14 architectural significance, or of plans involving new construction, unless in the Commission's
15 judgment such plans would seriously impair the historic, archaeological, or architectural
16 significance of surrounding sites or structures. The Commission is not required to limit
17 construction, reconstruction, or alteration to the architectural style of any 1 period.

18 ~~(5) (a) If an application is submitted for construction, reconstruction, or alteration affecting
19 a site or the exterior of a structure or for the moving or demolition of a structure, the preservation
20 of which the Commission considers to be of unusual importance to Frederick County or of unusual
21 importance to the state or the nation, the Commission shall attempt to formulate an economically
22 feasible plan with the owner(s) of the site or structure for the preservation of the site or structure.
23 Unless the Commission is satisfied that the proposed construction, alteration, or reconstruction
24 will not materially impair the historic, archeological, or architectural significance of the site or
25 structure, the Commission shall reject the application, filing a copy of its rejection with the
26 Department of Permits and Inspections, where required.~~

27 ~~(b) 1. If an application is submitted for construction, reconstruction, or alteration, or for
28 the moving or demolition of a site or structure that the Commission considers to be of unusual
29 importance and no economically feasible plan can be formulated, the Commission shall have 90
30 days, from the time it concludes that no economically feasible plan can be formulated, to negotiate
31 with the owner and other parties in an effort to find a means of preserving the site or structure.~~

32 ~~2. In the case of a site or structure considered to be valuable for its historic, archeological,
33 or architectural significance, the Commission shall approve the proposed construction,
34 reconstruction, alteration, moving, or demolition despite the provisions of subsection (B)(5) of this
35 section if:~~

36 ~~a. The site or structure is a deterrent to a major improvement program which will be of
37 substantial benefit to the county;~~

38 ~~b. Retention of the site or structure would cause undue financial hardship to the owner;
39 or~~

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1 c. ~~Retention of the site or structure would not be in the best interests of a majority of~~
2 ~~persons in the county.]~~

3 (C) Commission decision. The ~~[Commission]~~ Division Staff shall issue a letter to the applicant
4 ~~[file with the Department of Permits and Inspections a certificate]~~ documenting its the
5 Commission's approval, modification, continuance, or rejection of each application and plans
6 submitted to the Commission for review. The Division Staff shall issue a certificate documenting
7 the Commission's approval or modification of each application and plans submitted to the
8 Commission for review. Work shall not be commenced and no building permit shall be issued on
9 any project until notification of approval of a certificate of approval ~~[appropriateness]~~ has been
10 received by the Department of Permits and Inspections ~~[from the Commission]~~. The failure of the
11 Commission to act upon a completed application within 45 days from the date the completed
12 application was filed shall be deemed to constitute automatic approval of the proposed changes
13 unless an extension of this 45 day period is agreed upon mutually by the applicant and the
14 Commission or the application has been withdrawn.

15 (D) Routine maintenance. Nothing in this chapter shall be taken or construed to prevent
16 maintenance that will have no material effect on the exterior fabric or features of a designated
17 landmark, site, structure, or district, or to prevent customary farming operations or landscaping
18 that will have no material effect on the historic, archaeological, or architectural significance of a
19 designated landmark, site, structure, or district.

20 (E) This section shall not apply to areas within a designated district which have been identified
21 as advisory due to existing agricultural preservation easements.

22 **§ 1-23-8. RELOCATION OR DEMOLITION OF NON-DESIGNATED SITES OR** 23 **STRUCTURES**

24 (A) Applicability. This section applies to:

- 25 (1) All applications for Type 1 site plans, preliminary plans, grading plans, individual
26 zoning map amendments, floating zone reclassifications, concept plans, and sketch
27 plans (hereinafter a "Plan" or "Plans") that include a proposal to move or demolish all
28 or a portion of a non-designated site or structure that is 50 years old or older, whichever
29 Plan is submitted first.
- 30 (2) Any revised Plan that includes a proposal to move or demolish all or a portion of a non-
31 designated site or structure that is 50 years old or older, whichever Plan is submitted
32 first.
- 33 (3) An application (that does not involve any of Plan or Plans described in subsection
34 (A)(1) above) submitted to the Department of Permits and Inspections for the moving
35 or demolition of all or a portion of a non-designated site or structure that is 50 years
36 old or older.

37 (B) Assessment of Significance.

- 38 (1) If a Plan or application is submitted for the moving or demolition of all or a portion of
39 a non-designated site or structure that is 50 years old or older, the Plan or application

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1 will be forwarded to Historic Preservation staff to determine whether the site or structure
2 has historical, cultural, architectural, or archaeological significance. A property has
3 historical, cultural, architectural, or archaeological significance if it meets the criteria in
4 §1-23-6(B) above. If no significance is determined, the Plan or application for moving
5 or demolition of all or a portion of the site or structure may move forward. If the site or
6 structure is determined to be significant, Historic Preservation staff shall forward the
7 Plan or application to the Commission for review and recommendation.

8 (2) If the Commission considers the preservation of the site or structure to be of unusual
9 historic value to Frederick County, the State, or the nation, the Commission or their
10 designee shall attempt to formulate an economically feasible plan with the owner(s) of
11 the site or structure, who will act in good faith, for the preservation of the site or
12 structure.

13 (3) If a Plan or application is submitted for the moving or demolition of a site or structure
14 that the Commission considers to be of unusual historic value and no economically
15 feasible plan can be formulated, the Commission or their designee shall have 90 days,
16 from the time it concludes that no economically feasible plan can be formulated, to
17 negotiate with the owner and other parties in good faith in an effort to find a means of
18 preserving the site or structure. If no means of preserving the site or structure is agreed
19 upon, the Plan or application shall be approved unless §1-23-6 (6) applies. If §1-23-6
20 (6) applies, the Plan or application shall be reviewed under §1-23-7.

21 (C) *Special Merit Exception.* Even if a non-designated site or structure that is 50 years old or
22 older is considered to be valuable for its historic, cultural, archaeological, or architectural
23 significance, the Commission may approve a Plan or application that proposes moving or
24 demolition of the site or structure if:

25 (1) the site or structure is a deterrent to a major improvement program that will be of
26 substantial benefit to the local jurisdiction; or

27 (2) the retention of the site or structure would:
28 (a) cause undue financial hardship to the owner; or
29 (b) not be in the best interests of a majority of persons in the community.

30 **§ 1-23-9. ECONOMIC HARDSHIP**

31 Any owner seeking an exemption from the operation of the provisions of this chapter due to
32 economic hardship has the burden of proof to show by clear and convincing evidence that the
33 owner does not have the financial ability to comply with the requirements of this chapter. In
34 making its determination, the Historic Preservation Commission shall consider a justification
35 statement and any additional evidence submitted by the owner. A finding of economic hardship
36 shall not be made in cases of intentional owner neglect or other self-created financial hardship or
37 undercapitalization.

38 **§ 1-23-10 [8]. DEMOLITION BY NEGLECT.**

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1 (A) The purpose of this section is to prevent the gradual deterioration of designated historic
2 resources on the Frederick County Register of Historic Places due to a failure to provide normal
3 and customary maintenance such that the unique attributes and character of the historic resource
4 or district might be lost due to decay, deterioration, or structural defects.

5 (B) The property owner of an individually designated landmark, site, or structure, or of a site
6 or structure within a designated historic district shall not permit such landmark, site, or structure
7 to fall into a state of disrepair which may result in the deterioration of any exterior appurtenance
8 or architectural feature so as to produce or tend to produce, in the judgment of the Commission, a
9 detrimental effect upon the character of the district as a whole or the life and character of the
10 landmark, site, or structure in question, including:

- 11 (1) Deterioration of exterior walls, foundations, or other vertical support that causes
12 leaning, sagging, splitting, listing, or buckling;
- 14 (2) Deterioration of flooring or floor supports, roofs, or other horizontal members that
15 cause leaning, sagging, splitting, listing, or buckling;
- 17 (3) Deterioration of external chimneys that causes leaning, sagging, splitting, listing, or
18 buckling;
- 20 (4) Deterioration or crumbling of exterior plasters or mortars;
- 22 (5) Ineffective waterproofing of exterior walls, roofs, and foundations, including broken
23 windows or doors;
- 25 (6) Defective protection or lack of weather protection for exterior wall and roof coverings,
26 including lack of paint, or weathering due to lack of paint or other protective covering;
- 28 (7) Deterioration of exterior stairs, porches, handrails, window and door frames, cornices,
29 entablatures, wall facings, and architectural details that causes delamination,
30 instability, loss of shape and form, or crumbling;
- 32 (8) Deterioration of landscape features relevant to the historic integrity of the structure or
33 site, including but not limited to: fences, gates, and accessory structures.

34 [(A)] (C) In the event of demolition by neglect, the Commission may request the Director of the
35 Department of Permits and Inspections or their designee to notify, in writing, the property owner
36 of record as reflected on the tax rolls of Frederick County, and the occupant or other person
37 responsible for the maintenance of the property, of the deterioration. The notice shall specify the
38 minimum items of repair or maintenance necessary to correct the deterioration or prevent further
39 deterioration.

40 [(B)](D) Prior to the issuance of a written notice, the Commission may request that Division Staff
41 [the Department of Permits and Inspections] establish a record of demolition by neglect. Such a
42 record may include dated materials such as photographs and written reports of the condition of the
43 property so as to record or measure the deterioration.

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1 [~~(E)~~] (E) The notice shall provide that corrective action shall commence within 30 days of the
2 receipt of said notice and be completed within a reasonable time thereafter. The notice shall state
3 that the owner of record of the property, or any person of record with any right, title, or interest
4 therein, may, within 10 days after the receipt of the notice, request a hearing on the necessity of
5 the items and conditions contained in the notice. In the event a public hearing is requested, it shall
6 be held by the Commission upon 30 days' written notice being mailed to all persons of record with
7 any right, title, or interest in the property and to all citizens and organizations which the
8 ~~Commission~~ Director of the Department of Permits and Inspections or their designee determines
9 may have an interest in the proceedings.

10 [~~(D)~~] (1) If, after the public hearing, the Commission determines that the corrective actions
11 remain necessary, the Commission may request ~~the Director of the~~ Department of Permits
12 and Inspections to issue a final notice [~~corrective action~~] to comply with the corrective
13 action notice within 30 days of the date of the Commission's determination.

14 [~~(E)~~] (2) Upon failure, neglect, or refusal of the property owner or other responsible
15 person, duly notified, to take the corrective action specified in the corrective action notice
16 within the time required, the Commission may request that ~~the Director of the~~ Department
17 of Permits and Inspections or their designee enter the building or premises affected by the
18 order and cause the building or premises to be repaired, or cause any dangerous condition
19 to be remedied, as the case may be, at the expense of the owner [institute any of the
20 remedies and penalties provided by law for such violations].

21 (3) If the property owner fails to repay the County for expenses incurred under subsection
22 (D)(2) above within thirty (30) days after written demand has been mailed to their last
23 known address, the Director of Permits and Inspections shall notify the County Treasurer
24 and a tax lien in favor of the County for the amount of the expenses incurred under
25 subsection (D)(2) shall attach to the property. The property may be sold at tax sale to satisfy
26 the lien.

27 (4) Failure to comply with the original or final correction notice shall constitute a violation
28 of this chapter for each day that such violation continues and shall be punishable as set
29 forth in § 1-23-16 of the Frederick County Code.

30 **§ 1-23-11. ARCHAEOLOGICAL PROTECTION**

31 (A) Archaeological Resources. The purpose of this section is to identify, evaluate, and protect
32 archaeological resources in Frederick County, which are defined in §1-23-3 above. Archaeological
33 resources are non-renewable resources that tangibly connect the County's history across hundreds
34 and thousands of years.

35 (B) Applicability. This section applies to:

36 (1) All applications for Type 1 site plans, preliminary plans, individual zoning map
37 amendments, and floating zone reclassifications (hereinafter a "Plan" or "Plans") that are
38 submitted to the Division or to the Planning Commission for consideration. Compliance
39 with this section is recommended for concept plans and sketch plans.

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(2) For Type 1 site plans, preliminary plans, floating zone reclassifications, and individual zoning map amendments, compliance with this section must be completed prior to a Plan being scheduled for Planning Commission review.

(3) Any revised Plan that extends the limits of disturbance of the original Plan may also be subject to this section. Applicants should contact the Division to determine if the revisions constitute a need for additional archaeological review.

(4) This review process cannot be completed in lieu of any state or federal review process that a project may be subject to.

(C) Administration. This section shall be administered by the Division, which may adopt reasonable procedures for its administration, consistent with applicable law. All reviews will be conducted by a Professional Archaeologist working for the Division and whose professional qualifications meet or exceed those established by the Secretary of the Interior.

(1) All archaeological work must be designed and completed by a Professional Archaeologist in accordance with the *Standards & Guidelines for Archaeological Investigations in Maryland*. Failure to submit the required materials for archaeological review may cause delays in the plan review process.

(D) Archaeological significance. The significance of archaeological resources identified within the area of potential impact will be evaluated by a Professional Archaeologist working for the Division, applying the National Register of Historic Places Criteria for Evaluation (Criteria). The archaeological resources will be considered significant if they possess one or more of the qualities of significance as defined by the Criteria, can be associated with a historic context, and retains historic integrity.

The National Register of Historic Places Criteria for Evaluation state that the quality of significance in American history, architecture, archaeology, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

(1) Criteria A: That are associated with events that have made a significant contribution to the broad patterns of our history; or

(2) Criteria B: That are associated with the lives of persons significant in our past;
or

(3) Criteria C: That embody the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

(4) Criteria D: That have yielded, or may be likely to yield, information important in prehistory or history.

(E) Assessment of Archaeological Potential. Prior to the submission of any applicable Plans to the Division, applicants must participate in a scoping meeting with the Division's Professional

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1 Archaeologist to discuss the archaeological potential of the property and the scope of any potential
2 archaeological studies.

3 (1) At least 45 days prior to the scoping meeting, the applicant must submit a request for
4 an assessment of archaeological potential for the proposed project. This request includes,
5 but is not limited to, full and accurate information about all ground disturbing activities
6 proposed at the site, existing conditions survey, a contour map of the project area,
7 photographs of the site, and any known historic resources on the site.

8 (2) Following the submission of the above information by the applicant, the Division will
9 research and perform on-site inspection to create an assessment of the archaeological
10 potential of the proposed project area, which will be presented to the applicant at the
11 scoping meeting. The applicant will coordinate with the Division's Professional
12 Archaeologist for site visits as needed. No archaeological identification study should be
13 started prior to the review of the archaeological potential of the proposed project area by
14 the Division's Professional Archaeologist.

15 (3) Exemptions may be made at the discretion of the Division's Professional Archaeologist
16 if the area of potential impact is less than 5,000 square feet, if the area has significant
17 existing disturbance that has already destroyed potential archaeological sites, or if a
18 previously conducted survey unrelated to the Plan being applied for has concluded that
19 archaeological resources are non-existent.

20 (F) Archaeological Studies. Following the archaeological assessment scoping meeting, if the
21 applicant was not granted an exemption, the applicant must:

22 (1) Undertake an archaeological identification study (Phase I) and an archaeological
23 evaluation study (Phase II), as determined in the scoping meeting, by a Professional
24 Archaeologist for the area determined in the scoping meeting to identify and evaluate intact
25 archaeological resources in accordance with standards outlined in the most current edition
26 of the *Standards and Guidelines for Archeological Investigations in Maryland*. A copy of
27 the archaeological identification and evaluation report and completed or updated Maryland
28 Inventory of Historic Properties (Archaeology) forms must be submitted to the Division
29 for review and comment.

30 (2) The Division shall have 30 days to comment on the materials submitted by the
31 applicant. After the Division's comments have been addressed by the applicant and their
32 Professional Archaeologist, a final copy of the archaeological identification or evaluation
33 report and a copy of the Maryland Inventory of Historic Properties (Archaeology) forms
34 must be submitted to the Division. A copy of the report and forms shall be forwarded by
35 the Division to the Maryland Historical Trust. A redacted copy of the archaeological
36 identification or evaluation report must be submitted to the Division.

37 (a) If no archaeological resources are identified as the result of the
38 archaeological identification and evaluation studies, a summary letter of
39 negative findings must be submitted to the Division by the applicant's
40 Professional Archaeologist.

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(b) If archaeological testing identifies archaeological resources, but determines that they are not significant, in accordance with subsection (D) above, then the archaeological identification and evaluation report must be submitted to the Division. The Division will have 30 days to confirm that the identified resources are not significant, in accordance with subsection (D) above.

(c) If archaeological testing identifies significant archaeological resources in accordance with subsection (D) above, an archaeological resource management plan must be submitted to the Division. The Division will render a determination in writing regarding the acceptability of the proposed archaeological resource management plan within 30 days after receipt of the studies and management plan, unless written consent to extend such period is given by the applicant. The applicant maintains the right to amend their application to avoid areas of high archaeological potential or known archaeological resources.

(3) The County will treat archaeological resource locations and reports with discretion.

(G) Archaeological identification and evaluation report and resource management plan.

(1) When required under the provisions of this section, the applicant must submit, as part of the Plan application an archaeological identification report, an evaluation study, and archaeological resource management plan, as necessary, prepared by a Professional Archaeologist. All archaeological investigations, reports, and plans will conform with the most current edition of the *Standards and Guidelines for Archaeological Investigations in Maryland*.

(2) An archaeological identification and evaluation report must include a detailed evaluation of the archaeological significance of the archaeological resources on the property, specifically addressing the proposed disturbance within the Plan area, including a detailed assessment of the information potential of identified resources according to the criteria outlined in subsection (D) above.

(3) An archaeological resource management plan must include reasonable measures for the preservation or mitigation of adverse effects on significant archaeological resources within the Plan's area of proposed disturbance, including but not limited to additional archaeological testing, archaeological data recovery (Phase III), site construction monitoring, archaeological resource avoidance, field recording, photography, laboratory analysis, conservation of organic and metal artifacts, curation of the collection (e.g., artifacts, notes, photographs), public interpretation, and the preparation of reports.

(4) The archaeological resource management plan must provide reasonable measures for further archaeological study, stabilization, conservation, curation of recovered artifacts by an appropriate public or private curation facility or museum, and in situ preservation of archaeological resources found within the site plan area, as required by the Planning Commission.

(H) Review of archaeological evaluation report and resource management plan. The archaeological identification and evaluation studies and archaeological resource management plan

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1 must be reviewed and approved, disapproved, or approved with modifications or conditions, as
2 part of the applicable plan review process.

3 (1) This review will be completed and summarized in writing by the Division's
4 Professional Archaeologist. In the case of a substantive disagreement between the County
5 and the applicant regarding the findings, the County can request a review by and
6 consultation with the Maryland Historical Trust. The findings by the Maryland Historical
7 Trust will be nonbinding.

8 (I) *Appeal.* An applicant has 30 days from the date of the Division's final determination to file
9 an appeal for a hearing with the Division Director. The Division Director will use best efforts to
10 hold the hearing within 30 days of the appeal request. If an applicant is still aggrieved by the
11 Division Director's decision, they may appeal to the Circuit Court, pursuant to Maryland Rules
12 Title 7, Chapter 200.

13 (J) *Unanticipated Discoveries.* If the applicant or the applicant's employees or assignees
14 uncover unanticipated discoveries during soil disturbance, work in the immediate vicinity must
15 cease immediately and the Division must be notified. Construction activities in the vicinity must
16 not resume until such time that all relevant parties have agreed upon a course of action. If any
17 human remains, funerary objects, or other features or artifacts associated with a cemetery are
18 uncovered, refer to the procedure in §1-23-12 (F).

19 § 1-23-12. CEMETERIES

20 (A) *Preamble.* Burial sites, human remains, and funerary objects are significant cultural
21 resources and should be treated with dignity and respect in all circumstances. Disturbing or
22 disinterring burial sites, human remains, or funerary objects, when not requested by descendants,
23 associated indigenous people, or required by applicable law or regulation, should not be pursued
24 unless there are no other alternatives available, and only after consultation with descendants or
25 other legally authorized individuals or groups and fully considered avoidance of impact and
26 preservation in place. The burial sites, human remains, and funerary objects of certain groups of
27 people, including but not limited to indigenous people and enslaved persons and their descendants,
28 have a higher probability of being unmarked and undocumented and are thus more likely to be
29 affected by development activity.

30 (B) *Applicability.* This section applies to all preliminary plans, site plans, plats, concept plans,
31 sketch plans, and grading permits for properties that have a cemetery on the site.

32 (C) *Cemetery identification.* The location and boundary of an onsite cemetery must be
33 determined by one of the following methods, in consultation with the Division:

34 (1) a survey using professionally acceptable methods and techniques performed by a
35 professional, including archival research, professional archaeology, geophysical survey
36 methods, and/or other nondestructive approved techniques; or
37 (2) observations in the field including visible gravestones or markers, a pattern of
38 depressions indicative of graves, or associated fence boundaries; or
39 (3) reference to a modern map or plat or evidence found on historic maps or documents.

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1 (D) Preservation. A property owner/developer must preserve an onsite cemetery by meeting
2 the following requirements:

3 (1) grading, construction, or subsurface disturbance within 25 feet of the known cemetery
4 boundary is prohibited; however, if a developer professionally surveys the cemetery as
5 described in subsection (C)(1) above, the boundary of no disturbance may be decreased to
6 15 feet from the surveyed cemetery boundary;

7 (2) appropriate measures must be taken to protect the cemetery during construction, such
8 as a field-delineated limit of disturbance zone, orange blaze safety fencing, or other
9 appropriate physical markings;

10 (E) Reinterment. If a property owner/developer disinters and reinters human remains at a
11 burial site or sites, they must follow reinterment law outlined in the Criminal Law Article of the
12 Maryland Code, specifically, Title 10: Crimes Against Public Health, Conduct, and Sensibilities,
13 Subtitle 4: Crimes Relating to Human Remains, §10-402 (d-f) and, if applicable, consult with the
14 Maryland Historical Trust as outlined in Real Property article of Maryland Code §14-121.1. Proper
15 treatment of burial site in existence for more than 50 years.

16 (F) Discovery. If any person discovers the existence of previously unknown human remains,
17 grave markers, funerary objects, or other evidence of a cemetery which reasonably indicates the
18 presence of a cemetery in the course of grading, construction, or work of any kind, that person
19 must stop work immediately in the discovery area and must give notice of the discovery within 24
20 hours to the State's Attorney, the Division and, if applicable, consult with the Maryland Historical
21 Trust as outlined in Real Property Article of Maryland Code §14-121.1. Proper treatment of burial
22 site in existence for more than 50 years. All permits issued relating to the discovery area will be
23 suspended and the property owner/developer must stop all work in the discovery area until a
24 determination is made pursuant to subsection (C) above. If reasonably identifiable, the property
25 owner will notify the nearest descendent of the discovery.

26 (1) Determination. The Division will determine, in consultation with the State's Attorney
27 Office, if the discovery area is a cemetery. In making this determination, the Division may
28 require the property owner to comply with the cemetery identification portions of
29 subsection (C) above. If the Division determines that the area is not a cemetery, the stop-
30 work order will be lifted, and the suspended permits released by the Division.

31 (2) Cemetery protection. If it is determined that the discovery area is a cemetery, the
32 property owner must comply with the requirements of cemetery preservation listed in
33 subsection (C) of this section and any requirements from the State's Attorney Office.

34 (G) Subdivision and Site Development Plan Review

35 (1) Inventory of Cemetery Elements and Cemetery Narrative Descriptions. An inventory
36 of existing cemetery elements (such as walls, gates, landscape features, and grave markers,
37 including a record of their inscriptions) and their condition must be submitted as part of
38 any preliminary plan or site development plan application. All plan submissions are
39 required to provide a narrative description and map identifying the location of cemeteries
40 and known historic and archaeological resources on the site.

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(2) Establish a Permanent Fence. When a proposed preliminary plan or site plan includes a known cemetery within the site, the applicant must provide and maintain an appropriate fence or wall constructed of stone, brick, metal, or wood to delineate the cemetery boundaries. The design of the proposed enclosure and a construction schedule must be approved by the Planning Commission, or its designee, prior to the issuance of any permit. The Division may waive this requirement on a case-by-case basis.

(3) Right of Way. A 15-foot right-of-way from the nearest public or private road will be required to maintain family or person of interest access to the cemetery.

(4) Non-buildable and Open Space Lots. Property owners or developers must accommodate the cemetery within a major subdivision by: i) placing the cemetery in a non-buildable lot with a cemetery designation; ii) dedicating the cemetery to a homeowner's association or a preservation, conservation, or religious organization; iii) providing that the cemetery remains as a cemetery in perpetuity; and iv) providing individuals related by blood or marriage or a person of interest access to the cemetery. Any land placed in a non-buildable cemetery lot designation pursuant to this section may be counted towards open space requirements. Alternatively, a property owner or developer may transfer the cemetery to the private ownership and care of a family member or descendant group.

(H) Grading permit review. All grading permit submissions are required to provide a narrative description and map identifying the location of known cemeteries, the distance from the grading activity to the known cemetery boundary, and known historic and archaeological resources on the site.

(I) Plat review. All submitted plats must include the known boundaries of all known cemeteries within the plat.

§ 1-23-13. COUNTY-OWNED HISTORIC PROPERTIES.

Division Historic Preservation staff will be consulted for any alteration to a County-owned property that is designated as historic or eligible for historic designation, per §1-23-6, to determine if the proposed alteration would affect that property's historic integrity.

§ 1-23-14 [9]. MARYLAND HISTORICAL TRUST.

The Commission may designate the Maryland Historical Trust to make an analysis of and report recommending the preservation of sites, structures, or districts of historic, archaeological, architectural, or cultural significance within the county. The report may include proposed boundaries of sites, structures, or districts, as well as recommendations for the identification and designation of particular sites, structures, or districts to be preserved.

§ 1-23-15 [10]. APPEALS.

In the event that any party is aggrieved by a decision of the Commission or the county, the party has the right of appeal to the Circuit Court in accordance with the Maryland Rules of Procedure 7-201 and following and in accordance with the provisions of Md. Code Ann., Land Use Article.

§ 1-23-16 [11]. VIOLATIONS.

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1 (A) A violation of this chapter shall be subject to enforcement by the Division Director or their
2 designee ("Enforcement Official"), pursuant to §1-1-9 of the Code.

3 (B) The Enforcement Official is not required to issue a warning notice.

4 (C) A first offense shall be deemed a Class C civil offense. Each subsequent offense by the
5 same individual or property owner(s) shall be cited at the next highest Class of offense.

6 (D) The Enforcement Official may, in consultation with the County Attorney, seek additional
7 legal remedies as appropriate under the circumstances.

8 [(A) Any person, firm, or corporation, or agent of such, who violates a provision of this
9 chapter by willfully performing or allowing to be performed any construction, alteration, moving,
10 demolition (including demolition by neglect) or repair of any structure within a historic district
11 without first obtaining a certificate of appropriateness (as required), failing to comply with any
12 final notice issued pursuant to this subtitle, or disobeying or disregarding a decision of the Historic
13 Preservation Commission, may be liable for a civil monetary fine of \$100, and each days' violation
14 of the provision hereof shall constitute a separate offense.

15 (B) In addition to other remedies and penalties, where there is any violation of this chapter, the
16 Department of Permits and Inspections, the Historic Preservation Commission, and the Zoning
17 Administrator shall institute appropriate action, where applicable, to prevent, enjoin, abate or
18 remove such violations.]

19 **§ 1-23-17 [12]. CHANGES AND AMENDMENTS.**

20 (A) The Historic Preservation Commission will review this chapter every 5 years to ensure that
21 its provisions meet the current needs of Frederick County. If the Commission determines that
22 changes need to be made, they will be submitted to the County Executive for a decision as to
23 whether to send the proposed changes to the County Council.

24 [In addition, this chapter may from time to time be amended, supplemented, changed, modified,
25 or repealed by the county governing body. Any person or officer, department, board, commission
26 or bureau of the county may petition for such change or amendment; however, no such change or
27 amendment shall become effective until after a public hearing in relation thereto, at which parties
28 in interest and citizens shall have an opportunity to be heard. At least 14 days notice of the time
29 and place of such hearing shall be heard. At least 14 days notice of the time and place of such
30 hearing shall be published in a newspaper of general circulation in the county.]

31 (B) The County Council [county governing body] shall, prior to any public hearing, refer all
32 proposed changes and amendments to this chapter to the Historic Preservation Commission for
33 review [report] and recommendations, except if §1-23-17(A) applies.

34 **§ 1-23-18 [13]. SEVERABILITY.**

35 If any provision of this chapter or the application thereof to any person or circumstances is held
36 invalid for any reason, such invalidity shall not affect the other provisions or any other application
37 of this chapter [article] which can be given effect without the invalid provision or application, and
38 to this end, all the provisions of this chapter are hereby declared to be severable.

39 **§ 1-23-19 [14]. APPLICABILITY.**

Underlining indicates matter added to existing law.

[Single brackets] and ~~Strikethrough~~ indicate matter deleted from existing law.

***** - indicates existing law unaffected by bill.

Bill No. 24-01

1 The provisions of this chapter shall apply to all unincorporated lands within the territorial limits
2 of the county.

3

4

Underlining indicates matter added to existing law.

[Single brackets] and ~~Strikethrough~~ indicate matter deleted from existing law.

***** - indicates existing law unaffected by bill.

Bill No. 24-01