

**BOARD OF ARCHITECTURAL REVIEW
Town Hall Council Chambers
Regular Meeting**

A regular meeting of the Board of Architectural Review of the Town of Front Royal, Virginia was held on May 10, 2022, in the Town Hall Council Chambers.

Present: Angela Toler, Chairman
Holly Rhodenhizer
Collin Waters
Katherine Snyder

Absent: Gary Vaughan, Vice Chairman

Staff: Lauren Kopishke, Planning Director
Connie L. Potter, Clerk for the Board of Architectural Review

CALL TO ORDER:

Chairman Toler called the Board of Architectural Review meeting to order at 7:00 p.m..

APPROVAL OF MINUTES:

- January 11, 2021

Ms. Rhodenhizer moved, seconded by Mr. Waters to approve the meeting minutes as written.

VOTE: Yes – Toler, Rhodenhizer, Waters, Snyder
No – N/A
Abstain – N/A
Absent – Vaughan

VOICE VOTE

NEW BUSINESS:

- **FRCOA-3066-2022**, A Certificate of Appropriateness Application submitted by Quality Title, LLC to erect a ground mounted double post sign at 109 Chester Street. The proposed sign will be illuminated.

Ms. Kopishke reviewed the application stating the proposed ground mounted sign is to be illuminated. The applicant provided a graphic of the signage. Staff finds no issue with the proposed sign which meets Town Code requirements for signage.

The applicant, Will Carroll explained the sign will be illuminated from the ground either by electricity or solar.

Ms. Rhodenhizer moved, seconded by Mr. Waters to approve the double post 4 x 4 sign with landscape lighting to illuminate the sign.

VOTE: Yes – Toler, Rhodenhizer, Waters, Snyder
No – N/A
Abstain – N/A
Absent – Vaughan

VOICE VOTE

- **FRCOA-3080-2022**, A Certificate of Appropriateness Application has been submitted by Pablo Gutierrez and Scott Shutt for exterior renovations to the contributing structure at 233 Blue Ridge Avenue. The proposed renovations include the replacement of existing windows.

Ms. Kopishke explained that the replacement of the existing windows would be with Pella Aluminum Clad wood windows. The windows will be white and have 2/2 or 4/4 grid pattern which is currently there. No other structural changes are proposed.

The applicant, Mr. Shutt explained that the inside and outside trim will remain wood. The existing windows are single pain and are painted shut. In addition, some of the ropes have rotted.

There was some discussion with the applicant about restoring the windows vs. replacing them. The applicant said that was no possible. Mr. Gutierrez said some of the windows are original and some are not. The windows are not rotted but are painted shut with lead paint. The applicants would like all the windows to be new. The applicants explained they either wanted to replace all 25 windows with the Pella Aluminum Clad wood windows or not replace any windows.

Commission members agreed they would like to see the windows restored or replaced with wood windows.

Ms. Rhodenhizer moved, seconded by Mr. Waters to deny the application for Aluminum Clad windows.

VOTE: Yes – Toler, Rhodenhizer, Snyder, Waters
No – N/A
Absent – Vaughan
Abstain – N/A

VOICE VOTE

OLD BUSINESS:

There were no items for old business.

OTHER:

Ms. Kopishke said the Property Maintenance division would be starting July 1, 2022. There will be an online complaint-based system for tenants that will allow them to remain anonymous.

The gathering information stage of the Comprehensive Plan is complete. There will be three (3) public input sessions that are scheduled for Friday, May 20th from 12:00 p.m. to 2:00 p.m., Saturday, May 21st from 10:00 am to 12:p.m. and from 2:00 p.m. to 4:00 p.m.. She asked that the BAR members try to attend one of the sessions. The session will be a charette style gathering with all 15 Land Use Maps displayed and available to make comments on. Representatives from the Virginia Regional Transit will be present to discuss transportation, bike, and pedestrian planning. Summit will also be present. Some discussion topics to consider are if the Town wants to extend the Historic District to Riverton, expand the Historic District to South Street and/or extend to more addresses on N. Royal Avenue.

The Short-Term Rental Ordinance passed, and the Planning & Zoning Department has currently received four (4) applications.

ADJOURNMENT:

Ms. Rhodenhizer moved, seconded by Mr. Waters to adjourn the meeting.

VOTE: Yes – Toler, Rhodenhizer, Waters, Snyder

No – N/A

Absent – Vaughan

Abstain – N/A

VOICE VOTE

The meeting adjourned at 7:43 p.m.

Approved by Board of Architectural Review

Date: 9/20/2022