

**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 November 8, 2022, in the Town Hall East Conference Room.

Present: Holly Rhodenhizer
Katherine Snyder
Collin Waters

Absent: Angela Toler, Chairman
Gary Vaughan, Vice Chairman

Staff: John Ware, Deputy Zoning Administrator
Connie L. Potter, Clerk for the Board of Architectural Review

CALL TO ORDER

As the Chairman and Vice Chairman were not in attendance of the meeting, Ms. Potter opened the meeting at 7 p.m. and asked for nominations for Chairman and Vice Chairman.

ELECTION OF OFFICERS

- Chairman

Ms. Rhodenhizer moved, seconded by Ms. Snyder to nominate Collin Waters as Chairman.

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

VOICE VOTE

- Vice Chairman

Chairman Waters moved, seconded by Ms. Snyder to nominate Holly Rhodenhizer as Vice Chairman.

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

VOICE VOTE

APPROVAL OF MINUTES

- September 20, 2022, Regular Meeting.

Vice Chairman Rhodenhizer moved, seconded by Ms. Snyder to approve the minutes as written.

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

VOICE VOTE

NEW BUSINESS

- **Application # 2200380** - A Certificate of Appropriateness (COA) Application submitted by Buracker Construction on behalf of David and Rhonda McDaniel for exterior renovations to remove and replace the existing black iron staircase with pressure treated wood stairs, partially remove vinyl siding around staircase to locate and repair the leak area and install new vinyl siding to match as close as possible due to age at 301 E . Main Street.

Mr. Ware explained that water is leaking into the building. The applicant is making a request to remove a portion of the siding, find and repair the leak and then install new siding to match the existing siding. The applicant is also requesting to replace the existing metal stairs with wood because the metal stairs are deteriorating.

After a brief discussion Board members agreed the stairs needed to be replaced and that the leak needed to be found and fixed.

Vice Chairman Rhodenhizer moved, seconded by Ms. Snyder to approve replacing the metal stairs with wood stairs, pulling back the siding and fixing the leak and replace the siding.

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

VOICE VOTE

OLD BUSINESS

- None

OTHER

Vice Chairman Rhodenhizer expressed concern about educating homeowners when they move into the Historic District and what their responsibilities are when they own a Historic District property.

Various options were discussed as possibilities to inform property owners when they are located in the Historic District. The following suggestions were made as possible ways to communicate to existing and new property owners: Letters to area realtors, something in the closing papers, a mass mailing to property owners or possibly something in the Town Newsletter that is included in utility bills. This concern will be looked into further.

ADJOURNMENT

Ms. Snyder moved, seconded by Vice Chairman Rhodenhizer to adjourn the meeting.

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

VOICE VOTE

The meeting adjourned at 7:31 p.m.

Approved by Board of Architectural Review
Date: 12/13/2022