



The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com for a limited time.

A regular meeting of the Board of Architectural Review of the Town of Front Royal, Virginia was held on September 12, 2023, in the Town Hall East Conference Room.

CALL TO ORDER

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

ROLL CALL

Present: Collin Waters, Chairman
Katherine Snyder
Angela Toler
Gary Vaughan

Absent: Holly Rhodenhizer, Vice Chairman

Staff Present: John Ware, Deputy Zoning Administrator
Connie L. Potter, Executive Assistant
Jennifer Guevara, Finance

APPROVAL OF MINUTES

- May 16, 2023, Work Session

Ms. Toler moved, seconded by Chairman Waters to approve the May 16, 2023 minutes as written.

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

Mr. Vaughan had not yet arrived at the meeting to vote.



Mr. Vaughan arrived later in the meeting and the following minutes were voted on at that time.

- August 8, 2023, Regular Meeting

Ms. Toler moved, seconded by Chairman Waters to approve the meeting minutes as written.

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

VOICE VOTE

OLD BUSINESS

- **Application #2300418 – Grover Nogales.** A Certificate of Appropriateness application to add a second story addition and remove a chimney at 237 Church Street and identified on tax map 20A7-4-119. The property is zoned R-3, Residential District and is located in the Historic Overlay District.

Ms. Guevara from the Town of Front Royal Finance Department was present at the meeting to offer interpreter services.

Mr. Ware gave an overview of the application request stating this was a contributing structure located at 237 Church Street. The application is for the removal of the existing roof and roof components at the rear of the structure and add a second story addition to increase the residential floor area but will not increase the overall footprint of the building. The estimated date of construction of the house is 1910. As stated in the Historic Reconnaissance Survey the form and scale of this house does add to the neighborhood's historical architectural character. A virtual slide show was given to include drone pictures of the roof line, chimney to be removed and the porch where the second story addition is to be located. These pictures were also included in the meeting packets for each board member.

Board members held some discussion with the applicant regarding the layout of the second story addition and the roof line.

The applicant's son Javiern Nogales explained that the chimney that is being removed was for prior ventilation and not for a fireplace. He confirmed that the new roofing will be a standing seam metal roof.

There was some additional discussion regarding the windows, shutters, and stucco.



Ms. Toler moved, seconded by Mr. Vaughan to approve this application as submitted to add a second story addition to the rear of the home, remove the existing chimney and with this approval they will remove the chimney, maintain the material of the existing metal roof onto the new addition, continue like stucco material on the new addition and match the shutter configuration on the new addition.

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

VOICE VOTE

Mr. Ware explained the next steps for the applicant and asked the applicant to provide a digital copy of the engineered technical drawings for our records.

OTHER

Chairman Waters and Ms. Snyder shared about their meeting with the Diocese of Arlington Work Camp Program. A work camp is set up every year with hundreds of high school students, chaperones, support staff and local contractors affiliated with the Diocese participating in the program. These individuals go out for a week and work on decks, painting, windows, shingle roofs, etc. There is a window of time for applications to be submitted for properties seeking assistance. Board members discussed ways to notify Historic District property owners of the deadline dates should they wish to submit an application for assistance and the legalities of notifying the property owners.

Ms. Snyder said that the last work camp week included approximately eighty (80) homes.

Staff discussed the need for Town Council to approve the program.

ADJOURNMENT

Mr. Vaughan moved, seconded by Ms. Toler to adjourn the meeting.

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

VOICE VOTE

The meeting was adjourned at 7:40 p.m.

Approved by Board of Architectural Review
Date: 12/12/2023