



*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](http://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 December 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  
Holly Rhodenhizer, Vice Chairman  
Gary Vaughan

Absent: Ellen Aders

Staff Present: Lauren Kopishke, Planning Director / Zoning Administrator  
John Ware, Deputy Zoning Administrator  
Connie L. Potter, Executive Assistant

## **APPROVAL OF MINUTES**

- September 12, 2023, Regular Meeting

***Mr. Vaughan moved, seconded by Ms. Snyder to approve the minutes as written.***

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

VOICE VOTE



## NEW BUSINESS

*Ms. Snyder moved, seconded by Mr. Vaughan to move the application for Joe Gillette as the first item on the agenda.*

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

VOICE VOTE

- **COA Application #2300749** – A Certificate of Appropriateness Application submitted by Joseph D. Gillette for exterior renovations at 415 E. Main Street and identified by tax map 20A8-8-6. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District.

Mr. Ware explained that the application was for exterior renovations at 415 E. Main Street. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District. He noted that the Board of Architectural Review has previously approved work on this building. The applicant's request is to remove the stucco on the existing building wall on the Blue Ridge Avenue side of the structure and replace it with hardiplank siding. Mr. Ware gave a brief history of prior uses of the building. Currently the applicant has permits for interior renovations, renovations to the three (3) 2<sup>nd</sup> floor dwelling units and a previously approved rear addition. The applicant was present to answer questions.

Mr. Gillette said the deteriorating stucco is overtop wood siding with metal lathe behind it. Because the new rear addition is covered in hardiplank, and it looked good they wanted to replace the stucco with hardiplank on the Blue Ridge Avenue side of the building to match the addition.

Some Board members expressed concern about setting a trend by removing and replacing the stucco with a different product. But because the replacement is not in the front of the building they believed it to be appropriate.

*Chairman Waters moved, seconded by Mr. Vaughan to approve the removal of the stucco on the Blue Ridge Avenue side of 415 E. Main Street with hardiplank to match the rear addition.*

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

VOICE VOTE



- **COA Application #2300717** – A Certificate of Appropriateness Application submitted by Rob MacDougall for exterior renovations at 131 E. Main Street and identified by tax map 20A7-4-37. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District.

Mr. Ware explained the application request was for numerous exterior renovations at 131 E. Main Street and gave a brief review of the history of the building known as the “Murphy Theater”. He then gave a visual presentation of the proposed plans for the building.

#### East and Rear Par of Building

1. Stucco will be placed over the existing terra-cotta tiles and the color will match.

Architect for the project, Lisa Dall’Olio explained that the terra-cotta block was never meant to be exposed as they have been. They will be applying the stucco directly to the blocks.

2. New exterior insulated steel doors on the east side of the building. Replace mismatched doors.
3. Replacement of the awning roofs. The awning roofs will change to a shed style roof design and use metal roofing materials. This is a change to the type of roof and material.
4. New wood and glass doors to be located at the theater entrance.
5. New 6 panel door to match adjacent door.
6. New concrete stoop and railing. The door will be reduced to grade.
7. Replace three (3) existing picture windows with double hung windows.

#### West Side of Building

8. New stucco applied to the terra-cotta tiles on the west elevation.
9. Restore three (3) existing windows.
10. Removal of existing small window and infill with brick to stabilize the arch window above.
11. Install three (3) new insulated steel doors to include expanding one of the doors opening size.



12. Remove existing door and replace with picture window and infill with stucco.

13. Remove the existing chimney.

Board members had questions regarding the roof.

Ms. Dall'Olio answered those questions stating they will be coating the roof and do any repairs that may be required. They believe the roof can be salvaged, reused, and recoated. She explained that the existing asphalt shingles will be replaced with asphalt shingles with a single line of snowbirds. For safety reasons they did not want a metal roof at the highest part of the structure. Snow and ice sliding from a metal roof at that height would be very dangerous for pedestrians below.

Two additional items below were added to the application after discussion at the meeting.

14. Adding 6" half round gutters at the roof edge and round downspouts.

15. Match seam height, drip edge, and pan width to replace some of the metal roof. Will replace in kind if needed.

It was noted that signage for the theater and signs for the front of the building will come to the Board at a later date for review.

Board members agreed the proposed plans were a good package and felt the proposed materials were appropriate.

***Vice Chairman Rhodenhizer moved, seconded by Ms. Snyder to approve as submitted for 131 E. Main Street.***

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

VOICE VOTE

- **COA Application #2300760** – A Certificate of Appropriateness Application submitted by KEE Construction Services Inc. on behalf of the property owner the First Baptist Church for exterior renovations at 32 N. Royal Avenue and identified by tax map 20A5-11-16. The property is zoned C-2, Downtown Business District and is a contributing structure in the Historic Overlay District.

Mr. Ware explained this was a Certificate of Appropriateness application for numerous exterior renovations of a contributing structure located in the Downtown Business District at 32 N. Royal Avenue and gave a brief history of the building. Mr. Ware noted that because very few



alterations had been made to the building it has left it with a high degree of integrity. The Board of Architectural Review will need to determine if the following renovations are appropriate.

1. Single Window Replacements.
  - a. Replace all single hung windows on the rear and side of the church with new windows of some type of composite material.
2. Chimney Demolition.
  - a. The chimney is proposed to be demolished to a lower position to remove existing damaged area and will be capped off. The chimney is non-operable and currently has no heating source to function.
3. Bell Tower Louvers.
  - a. Restoration and repainting of existing louvers.
4. Exterior Trim.
  - a. Restoration and repainting of existing trim.
5. Exterior Masonry.
  - a. Repair and repoint masonry.
6. Stained Glass Windows (Phase 1).
  - a. Repair and maintenance of existing stained-glass windows #7 through #16 and #31 through #36.
7. Stained Glass Window (Phase 2).
  - a. Repair and maintenance of existing stained-glass windows #1 through #6, #17 through #30, #37 and #38.

### **Project 1 – Single Window Replacements.**

Mark McKee from KEE Construction stated that all the windows would be Anderson wood windows. Because the windows are located in the alleyway the applicant would like to install vinyl windows if the Board felt it would be appropriate.

Mr. Hensley stated the windows would have a thermal value being energy efficient double pane windows. The existing windows are single pane. Many of the existing windows do not close well and the new windows will make the space more energy efficient and more presentable to the Town.

Board members asked if the new windows would be four over four as they are now. Mr. Hensley stated they were open to doing that or could install clip in mullions or mullions that are between the panes.

**Project 2 – Chimney.**

The applicant is proposing to lower the chimney due to damage at the top of the chimney and then cap it off. Currently the chimney has no heating source in order to function. The Board needs to determine if the chimney is significant to the appearance of the structure.

Mr. Hensley explained they will keep the chimney above the roofline. There are large fissures that are forming that freeze and thaw and have made the chimney unstable. He confirmed that the boiler had been decommissioned and drained and they had switched to electric heat. Mr. Hensley noted that water had come into the chimney and caused some damage to the foundation.

**Project #3 – Existing Bell Tower Louvers.**

Mr. Hensley said the louvers may have to be removed one at a time and taken to the shop for repair. They will scale off the peeling paint, fix the individual slats that have been damaged, and repaint them.

**Project #4 – Fixing the Exterior Trim.**

They will be scraping and repainting the existing trim.

**Project #5 – Exterior Masonry.**

Mr. Ware stated this was for exterior masonry repair and repointing. The new mortar will match the existing mortar.

Mr. Hensley said they will clean the concrete caps and match it the best they can. The brick will all be cleaned and repointed.

**Project #6 and 7 – Window Repair of the Stained Glass Windows (38 Windows).**

Mr. Ware explained the stained-glass window repair would occur in two (2) phases. A diagram was provided to the Board labeling all the windows. He noted again which windows would be addressed in each phase.

Mr. Hensley spoke about the company they would be using to repair the windows and the process in doing so.

After some additional discussion the Board made the following motion.

***Mr. Vaughan moved, seconded by Chairman Waters to replace the windows with composite windows on Union Street and that closely matches the existing windows and everything else as submitted with a follow-up by staff after installation.***



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

VOICE VOTE

## OTHER

There was no other business for discussion.

## ADJOURNMENT

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

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

VOICE VOTE

The meeting was adjourned at 8:05 p.m.

Approved by Board of Architectural Review  
Date: 2/13/2024