



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 February 13, 2024, in the Town Hall East Conference Room.

CALL TO ORDER

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

ROLL CALL

Present: Holly Rhodenhizer, Vice Chairman
Ellen Aders
Katherine Snyder
Gary Vaughan

Absent: Collin Waters, Chairman

Staff Present: Lauren Kopishke, Planning Director / Zoning Administrator
John Ware, Deputy Zoning Administrator
Connie Potter, Executive Assistant/Clerk for the Board of Architectural Review

APPROVAL OF MINUTES

- December 12, 2023, Regular Meeting

Vice Chairman Rhodenhizer moved, seconded by Mr. Vaughan to approve the meetings minutes as written.

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

ROLL CALL



- January 9, 2024, Regular Meeting

There was not a quorum of members who attended the January 9, 2024 meeting to vote on the minutes. The minutes will be voted on at the next regular meeting.

ELECTION OF OFFICERS

- Chairman (*to begin serving at the next regular BAR meeting*)

Vice Chairman Rhodenhizer moved, seconded by Mr. Vaughan to nominate Collin Waters as Chairman.

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

ROLL CALL

- Vice Chairman (*to begin serving at the next regular BAR meeting*)

Ms. Snyder moved, seconded by Vice Chairman Rhodenhizer to nominate Gary (Dewey) Vaughan as Vice Chairman.

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

ROLL VOTE

NEW BUSINESS

- **COA Application #2400032** – A Certificate of Appropriateness Application submitted by Rev. FR. Leonard Chukwujioke-Mbiha for exterior renovations to the contributing structure at 303 Blue Ridge Avenue, identified by Tax Map 20A8-13-1A. The property is zoned R-3, Residential District and is located in the Historic Overlay District.

Mr. Ware explained this was a request for 303 Blue Ridge Avenue to install a driveway off of Prospect Street, installation of a driveway off of Blue Ridge Avenue, addition of a walkway from Prospect Street to Blue Ridge Avenue, and handrails to the stairs on the porches on both the Prospect Street side and the Blue Ridge Avenue side of the building.

The estimated date of construction of this dwelling is 1880. Historic and current photographs were displayed on a virtual presentation. The applicant was sent a violation letter when Code



Enforcement discovered the installation of porch railings without a Zoning Permit or approval from the Board of Architectural Review.

After some discussion board members agreed they had many questions for the applicant regarding the application. Neither the applicant nor a representative for the applicant were present to answer questions. Board members agreed they would like to hear from the applicant or a representative before moving forward with a decision.

Mr. Vaughan moved, seconded by Ms. Snyder to postpone a decision until a representative could be present to answer questions.

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

VOICE VOTE

OTHER

- Town Emails

Ms. Kopishke explained the use of Town emails for each board member and how they are used on the Town’s website for the public to communicate with them by clicking on a tab that says “Board of Architectural Review” which will then be emailed to each board member, herself, and Ms. Potter.

Staff mentioned there would be two (2) applications coming to the Board of Architectural Review for the March regular meeting in addition to the application that was postponed at this meeting.

Ms. Aders asked for an update on the Blude Ridge Avenue property where the house had recently burned down. She contacted Warren County Fire and Rescue and was told they had not closed the investigation and that an insurance company was involved.

Mr. Ware said that staff would reach out to Fire and Rescue for an update.

Ms. Snyder mentioned that the applicant for 303 Blue Ridge Avenue is not a Priest under the Catholic Diocese of Arlington as stated on his letterhead that was submitted with the application. The applicant has asked to be under the Diocese but has been denied multiple times. She noted that the Diocese has been unable to confirm that he is in fact a Priest as stated on the letterhead and application.



ADJOURNMENT

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

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

VOICE VOTE

The meeting was adjourned at 7:58 p.m.

Approved by Board of Architectural Review
Date: 3/12/2024