



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 March 12, 2024, 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
Gary Vaughan, Vice Chairman
Katherine Snyder
Ellen Aders

Absent: Holly Rhodenhizer

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

- January 9, 2024, Regular Meeting

Chairman Waters moved, seconded by Vice Chairman Vaughan to approve the meeting minutes as written.

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

VOICE VOTE



- February 13, 2024, Regular Meeting

Ms. Aders moved, seconded by Ms. Snyder to approve the meeting minutes as written.

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

VOICE VOTE

NEW BUSINESS

- **COA Application #2400122** – A Certificate of Appropriateness Application submitted by EverGro FS, c/o Wesley Harmon to install a 122 square foot static cling window sign to a noncontributing structure at 50 Water Street, identified by Tax Map 20A8-6-B-8. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District.

Mr. Ware explained that Application #2400122 is for signage at 50 Water Street. The lot is located in the Historic District, however because the building in question was constructed in 1999 it is not part of the Historic Preservation Surveys as those were done before 1999. The Certificate of Appropriateness (COA) is for a static cling window sign that has been installed without a Sign Permit or the COA. Mr. Ware gave a brief history of the building and noted that it is located in the floodplain. The COA is needed to bring the applicant into compliance with the Town Code. Photographs were displayed of the existing signage that has been installed. Town Code states that permanent window signs “shall be limited in area to twenty-five percent (25%) of the window area or twenty-five (25) square feet, whichever is less, and shall be included in the sign area calculations”. Within the Historic Overlay District, the BAR has the authority to waive some sign requirements. Administratively staff can only approve a window sign with 25% of the window area or 25 square feet, which ever is less. Currently the installed signage is plus/minus 127 square feet. The applicant was present to answer questions.

Chairman Waters confirmed with Mr. Ware that in no case can the window sign exceed 60 square feet if the 25% and 25 square foot requirement is waived by the Board.

Mr. Ware said that was correct.

Chairman Waters commented that the four (4) window/doors would basically be sixty (60) square feet.

Mr. Ware said that was correct.



Board members agreed they were fine with the four (4) doors and sixty (60) square feet of signage noting that although the building is located in the Historic Overlay District it is not a historic structure.

The applicant stated they were fine with sixty (60) square feet.

Ms. Aders moved, seconded by Vice Chairman Vaughan to approve the applicants' request for signage within the sixty (60) square foot guidelines that the Town Code sets forth within the Town.

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

VOICE VOTE

- **COA Application #2400126** – A Certificate of Appropriateness Application submitted by The Minick Group, LLC to replace the wood siding on all sides of the building with vinyl siding (work is complete) and replace the existing mix of vinyl and wood windows with vinyl windows to the contributing structure at 24A W. Stonewall Drive, identified by Tax Map 20A7-4-91. The property is zoned R-3, Residential District and is located in the Historic Overlay District.

Mr. Ware explained that Application #24000126 at 24A W. Stonewall Drive is requesting to replace wood siding with vinyl siding, install vinyl fascia and soffit over existing material. He noted that this work is already complete. In addition, the applicant would like to replace a mixture of wood and vinyl windows with double hung vinyl windows throughout the house.

The estimated date of construction of this building was 1890-1900. The Historic District Survey stated that this structure is one of three (3) contributing houses on the section of Stonewall Drive, S. Royal Avenue and Lee Street.

The applicant Emily Minick said the proposed use of the house would be a rental for affordable housing. Ms. Minick stated that the home's interior renovations were almost complete. She explained they had tried painting the wood siding twice however water was penetrating in. Part of the siding was wood, and part was T1-11 (exterior paneling). They placed vinyl over the wood to preserve the integrity of the structure. The applicant would like to replace the mix of wood and vinyl windows with energy efficient double hung vinyl windows.



After some discussion Board members agreed they would like to see the windows replaced with six (6) pane wood windows. Ms. Aders mentioned she would like to have seen an estimate to repair the wood siding vs. replacing it with vinyl. Commission members agreed with Ms. Aders.

Chairman Waters expressed concern with setting a precedent of allowing vinyl siding on historic homes, which is an ongoing concern of the Board. There needs to be a balance between affordability and historic preservation.

Chairman Waters moved, seconded by Ms. Aders to approve the vinyl siding as installed on the condition that windows that are not salvageable for restoration are restored in kind to include frames, jams, sash, and sill, with no vinyl wrap with a follow up inspection by staff.

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

VOICE VOTE

OLD 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.

This application was continued from the last BAR meeting on February 13, 2024 to allow the applicant to be present to answer questions.

Mr. Ware reviewed the application and gave a visual presentation.

Once again the applicant was not present at this meeting to answer questions.

Board members expressed concern of continuing the application month after month if the applicant does not attend the meetings.

Ms. Snyder moved, seconded by Ms. Aders to table voting on the application until the next regular meeting and if the applicant does not make an appearance or a representative make an appearance the application will be denied.

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

VOICE VOTE



ADJOURNMENT

Chairman Waters moved, seconded by Vice Chairman Vaughan to adjourn the meeting.

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

VOICE VOTE

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

Approved by Board of Architectural Review
Date: 4/9/2024