



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 work session of the Board of Architectural Review of the Town of Front Royal, Virginia was held on May 14, 2024, in the Town Hall East Conference Room.

CALL TO ORDER

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

ROLL CALL

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

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

DISCUSSION

- Historic District Property Owners

Board members agreed on the verbiage in the letter written by Chairman Waters and for staff to send it out to Historic District property owners. Board members suggested adding a QR Code to the letter with a link to the website.

- Historic District Guidelines

Action Items:

- Ms. Kopishke will create a spreadsheet with each BAR members comments once received.
- Place the Historic District map on BAR page on the Town website.
- Need clarification of the Historic District map boundaries.

BAR members briefly discussed the Warrenton Historic District Guidelines.



Comments on the sign section:

Under temporary window signs where it states the quantity should cover no more than 25% of the window should be placed under the size section.

On page 4 move the “Certificate of Appropriateness” section to the beginning of the sign section on page 3 and remove the first paragraph currently under signs.

Obtain new photographs of signs.

Possibly create a palette or color wheel for “Color” section.

Have a section called “Design” to take the place of “General Placement” to include the following:

- Sign design must be compatible with the architecture of the building and the streetscape (Taken from General Placement)
- Color
- Sign messages may be creative but shall not include offensive language (Taken from General Placement)
- Location or placement
- Size
- Lighting
- Materials

Include examples (photographs) of types of signs.

“Cornices and Roofing” Section:

Change section title to “Roofing, Gutters and Cornices”.

At the beginning of the entire document and each individual section there needs to be a clear statement of the requirement to obtain a Certificate of Appropriateness either Administrative or by the Board of Architectural Review.

Add a gutter section to the document.

Create a list of questions to ask your contractor.

Provide a list of contractors related to historic restoration.



Action items:

Ms. Kopishke send language from the draft sign ordinance.

Ms. Aders take pictures of signs.

Chairman Waters provides pictures of cornices, roofing and gutters.

Ms. Kopishke send Google document of the Guidelines for Board members to edit.

Include a section about mature trees.

Charles Hutching resend Town emails with instructions for use.

ADJOURNMENT

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

VOTE: Yes – Vaughan, Rhodenhizer, Snyder, Waters, Aders

No – N/A

Abstain – N/A

Absent – N/A

VOICE VOTE

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

Approved by Board of Architectural Review

Date: 9/10/2024