



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 October 8, 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 and Zoning Director/Zoning Administrator
John M. Ware, Deputy Zoning Administrator
Connie Potter, Executive Assistant/Clerk for the Board of Architectural Review

APPROVAL OF MINUTES

- September 10, 2024 – Regular Meeting

Ms. Snyder offered a correction to the minutes to add wording to the discussion for 240 Blue Ridge Avenue stating Chairman Waters asked the applicant “if they had considered any other designs for the duplex”. The applicant stated they had not, and they were using the design they always use because that’s what sells.

Ms. Snyder moved, seconded by Vice Chairman Vaughan to revisit this at the next meeting.

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

VOICE VOTE

NEW BUSINESS

Mr. Ware explained that agenda items under new business and old business were for accessory structures in the Historic District. Mr. Ware reviewed several sections, of the Town Code related



to accessory structures in the Historic District and the steps required for approval. Below are the following sections of Town Code reviewed by Mr. Ware:

- Chapter 175-89.A.2 – Major actions requiring Board review.
- Chapter 175-89.C – The BAR shall give reasons for its decisions... For plans involving new construction the Board's concern shall focus on whether such plans are compatible with and enhance the historic or architectural value of surrounding structures or the surrounding area.
- Chapter 175-91.B – Guidelines and Criteria for Review (Historic District). The reviewing bodies shall not adopt or impose any specific architectural style in the administration of this Article.

From Chapter 175-89 Mr. Ware also reviewed the following:

- Site Improvements – Garages, Outbuildings, and Site Features.
- New Construction – Planning a New Construction Project:
 - Foundation
 - Materials and Textures
 - Height and Width
 - Massing and Building Footprint
 - Roof
 - Roof Forms and Pitches
 - Roof Materials
- **COA Application #2400533** – A Certificate of Appropriateness Application submitted by Clement S. Palazzo and Dede B. Nash to construct a 20' x 48' garage at 116 Virginia Avenue, identified by Tax Map 20A5-13-134-3A. The property is zoned R-3, Residential District and is located in the Historic Overlay District.

Mr. Ware explained that the application was for new construction of a 20' x 48' garage at 116 Virginia Avenue. The property is zoned R-3, Residential District and is located in the Historic Overlay District. The existing house on the property was new construction in 2016 and therefore does not have a Historic District Survey. Renderings provided by the applicant show the scale of the accessory structure to the house. Placement of the garage will be at the rear of the property and within the building setback lines. Renderings were provided showing the south elevation with 3-bay garage doors and a side door and a view of the east elevation of the rear of the garage with the windows. Materials were provided of the siding and would be the same as the siding on the existing house that was approved by the Board of Architectural Review in 2016 for the main dwelling. The proposal of the structure states it will be a one-story, 3-bay garage totaling 960 square feet. The garage and the house together will occupy 18% of the lot which is under the maximum amount required. The applicants are proposing a concrete slab, clapboard siding and a standing seam metal roof. The applicants provided renderings of the proposed garage doors, windows and siding. Materials of the garage doors were also provided.



After a brief discussion Board members agreed it was a great design and made the following motion. They also thanked the applicant for providing a great application and detail of the proposed structure.

Ms. Snyder moved, seconded by Vice Chairman Vaughan to approve the application as submitted.

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

VOICE VOTE

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- **COA Application #2400575** – A Certificate of Appropriateness Application submitted by the Town of Front Royal to install an ADA accessible railing at the Town’s Gazebo on E. Main Street, identified by Tax Map 20A8-5-2. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District.

Mr. Ware explained this was an application to install an ADA accessible railing at the Town’s Gazebo on Main Street and reviewed portions of Town Code related to the application in determining if the proposed railing is appropriate. Things to consider is the historic archeological or architectural value and significance of the structure and its relationship to the historic value of the surrounding area. The gazebo was built prior to having the Historic District Guidelines. There are concrete steps in a circular pattern going up to the gazebo, a herring bone pattern of brick surrounding the gazebo, and a copper roof on the gazebo. The gazebo is set predominately in Town and is a focal point of the downtown area. The proposed railing is metal and approximately 7 feet 10-1/2 inches long for access to the gazebo up the steps.

A discussion ensued and BAR members agreed the proposed railing was not acceptable. They would like to have an ADA compliant historic looking railing.

Ms. Aders moved, seconded by Ms. Snyder to table this application to our next meeting to receive information on the number of rails, provide an alternate material of the railing and placement of the railing.

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

VOICE VOTE

OLD BUSINESS

- **COA Application #2400479** – A Certificate of Appropriateness Application submitted by Julie Wise to construct a 25’ x 35’ garage and connect it to the house by a covered



walkway at 241 Church Street, identified by Tax Map 20A7-4-119A. The property is zoned R-3, Residential District and is located in the Historic Overlay District.

Mr. Ware asked if the BAR would like him to review Town Code that he had shared earlier in the meeting related to accessory structures in the Historic District. BAR members did not want that review.

Chairman Waters stated that at the previous meeting when this application was heard BAR members wanted to see a scale of the building and how it would line up with the existing house.

Ms. Wise spoke from the audience and provided a revised drawing at the meeting that had not been received in the Planning and Zoning office prior to the meeting.

A gentleman spoke on behalf of the applicant holding a discussion directly with Chairman Waters explaining the plan before the BAR.

Mr. Ware asked BAR members if they wanted staff to do a presentation of the application request.

Chairman Waters stated he thought they got it the last time. Discussion continued between the gentleman and Chairman Waters regarding pitch of the roof. Chairman Waters expressed it would be best to have one consistent roof pitch.

Ms. Potter asked the gentleman to state his name which he responded David Foushee.

Ms. Snyder asked for clarification of the garage connection to a walkway. Mr. Foushee stated it would be a covered walkway connected to the garage.

Ms. Aders moved, seconded by Vice Chairman Vaughn to approve the application as submitted.

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

VOICE VOTE

OTHER

- Historic District Guidelines

Mr. Vaughan expressed the need for wording changes to the guidelines so that applicants, realtors and buyers completely understand exactly what the BAR wants to see specifically related to new construction.



BAR members agreed they would like to have a “preapplication” for new construction so that they have a month to review the application and time to discuss the application with the applicant(s).

Ms. Aders proposed calling a 3-to-4-hour work session to work on the guidelines. She mentioned adding a preapplication clause under new construction in the guidelines.

Mr. Ware asked if they were asking to revise the guidelines or amend the Town Code.

Chairman Waters responding saying at a minimum they needed to revise the guidelines. Ideally they would like to revise Town Code.

Ms. Aders questioned if asking for a preapplication would be amending the code.

Mr. Ware stated that would be a code amendment. Any changes to Town Code are required to go before the Planning Commission and Town Council.

BAR members agreed to hold a work session on October 23, 2024 starting at 11:30 a.m.

Ms. Aders discussed setbacks for new construction and referred to the application that had previously come before them. She believes there needs to be more specifics in the guidelines related to complying with setback requirements for new construction and the wording that states “or adjacent with the adjoining property” needs better clarification.

Mr. Ware explained that setback requirements depend on the zoning district.

Some discussion ensued regarding zoning districts within the Historic District and the setback requirements for each district. After a request by BAR members Mr. Ware explained the different zoning districts and provided a brief description of each one. BAR members discussed changing the entire Historic District to only residential zoning. Mr. Ware said this would require a Comprehensive Plan amendment depending on the extent of the revisions in the zoning districts. BAR members agreed this should be discussed at a future work session.

ADJOURNMENT

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

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

VOICE VOTE

The meeting was adjourned at 7:53 p.m.

Approved by Board of Architectural Review
Date: 12/10/2024