



BOARD OF ARCHITECTURAL REVIEW
7:00 PM, Tuesday, December 10, 2024
TOWN HALL, 102 E. Main Street Front Royal, VA
2nd Floor, East Conference Room
Regular Meeting

AGENDA

I. CALL TO ORDER

II. APPROVAL OF MINUTES

- September 10, 2024 (Revised) – Regular Meeting
- October 8, 2024 – Regular Meeting
- October 23, 2024 – Work Session

III. NEW BUSINESS

- **COA Application #2400637** – A Certificate of Appropriateness Application submitted by Teddy Stout Construction, Inc. to construct a duplex at 240 Blue Ridge Avenue, identified by Tax Map 20A7-4-178. The property is zoned R-3, Residential District and is located in the Historic Overlay District.

IV. ADJOURNMENT

**MEETING MINUTES
SEPTEMBER 10, 2024 (REVISED)
REGULAR MEETING**



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 September 10, 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
Holly Rhodenhizer

Absent: Ellen Aders

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

APPROVAL OF MINUTES

- July 9, 2024 – Regular Meeting
- April 9, 2024 – Work Session
- May 14, 2024 – Work Session

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

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

VOICE VOTE

NEW 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 reviewed the requirements of Town Code Sections 175-89-C and D and Section 175-91.

This application is for an accessory structure at the rear of the lot at 241 Church Street. The existing house has vinyl siding and a standing seam metal roof and is listed as a contributing structure in the Historic District. The proposed garage will be very similar to the existing house with vinyl siding and a standing seam metal roof. Mr. Ware explained that the Board of Architectural Review is either approving or disapproving the materials and not the location of the structure on the lot. A Zoning Permit and Warren County Building Permit would be required before construction begins.

Chairman Waters asked how tall the pitch of the roof will be.

Mr. Ware noted that the accessory structure pitch is required to be less than the height of the main building. The existing house is a 2-story structure.

After some additional discussion the BAR agreed they would like to see plans/detailed drawings for the accessory structure before making a final decision.

Ms. Rhodenhizer moved, seconded by Vice Chairman Vaughan to table the application to allow the applicant to provide plans for the garage.

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

VOICE VOTE

- **COA Application #2400480** – A Certificate of Appropriateness Application submitted by Teddy Stout Construction, Inc. to construct a duplex at 240 Blue Ridge Avenue, identified by Tax Map 20A7-4-178. The property is zoned R-3, Residential District and is located in the Historic Overlay District.

Mr. Ware explained that COA Application 2400480 is a request to construct a new duplex on property located at 240 Blue Ridge Avenue. He noted this was the property that the Board of Architectural Review (BAR) previously approved demolition of the existing structure from fire damage. The BAR will need to take into consideration the new construction and focus on whether the plans are compatible with and enhance the historic or architectural value of the surrounding structures or surrounding area. Should the BAR desire to disapprove the application the BAR can make recommendations to the applicant which reflects the design, material, texture, etc.

Mr. Ware reviewed Town Chapter 175-91 – Guidelines and Criteria for Review in the Historic District listed below:



A. All reviewing bodies shall be guided by the following guidelines and criteria:

- a) The historic archaeological or architectural value and significance of a structure and its relationship to the historic value of the surrounding area.
- b) The age and character of the historic structure, its condition, and its probable life expectancy and the appropriateness of the proposed changes to the period or periods during which the structure was built.
- c) The general compatibility of the site plan and the exterior design arrangement, texture and materials proposed to be used.
- d) The view of the structure or area from a public street or road, present or future.
- e) The present character of the setting of the structure or area and its surroundings.
- f) The probable effect of proposed construction on trees, wooded areas or historic sites.
- g) Any other factors, including aesthetic factors, which the reviewing bodies deem to be pertinent.
- h) The appropriateness of the exterior architectural features of such building or structure to the compatibility with the exterior architectural features of landmarks, buildings or structures in the district, taking into consideration the following:
 - a. General design.
 - b. Character and appropriateness of design.
 - c. Form.
 - d. Proportion and scale.
 - e. Mass.
 - f. Configuration.
 - g. Arrangement.
 - h. Texture.
 - i. Material.
 - j. The permanent color of exterior materials (excluding paint).
 - k. The relationship of such elements to similar features of structures in the immediate surroundings.
 - l. Congruity with the character of the Historic District.

A scope of work was provided with the application and shown in a virtual presentation. Mr. Ware showed renderings provided by the applicant. The applicant is proposing one (1) driveway entrance on Prospect Street and the other driveway entrance off of Blue Ridge Avenue. Mr. Ware noted the BAR was not approving the location of the structure on the property.

The applicant is proposing to do architectural shingles, vinyl siding, a limestone water table in the front on both units and a standing seam black metal roof on the porches and bay windows only. There will be decorative trim pieces on the porch at the front door and some at the peak. The front elevation will be in a gable scallop or shake vinyl siding. Renderings were provided with the application. In addition, the applicant is proposing a 12' x 16' rear treated lumber deck with handrails, and a wooden 6' privacy fence. The front doors will be metal. The foundation, sidewalks and front steps will be concrete. Gutters and downspouts will be white aluminum, with white soffits and trim and double hung white vinyl windows with no grills. Each lot will be



landscaped with sod and installation of driveways. The applicants Teddy and Daryl Stout of Teddy Stout Construction, Inc. were present to answer questions.

Chairman Waters questioned that the BAR does not consider the location of where on the lot the structure will be placed.

Mr. Ware explained that Planning and Zoning staff will review the placement of the structure to meet Town Code required setbacks. He noted that the duplex will front Blue Ridge Avenue.

Chairman Waters stated the new duplex would be required to be out of line with the other houses on the street due to the required setbacks.

Mr. Ware explained that the BAR could make a recommendation to the Board of Zoning Appeals to grant a variance which is within Town Code. However, the BAR has no authority to approve or deny the application based on the setbacks.

Ms. Snyder asked if all the trees were still standing on the property prior to the demolition.

Mr. Stout stated that everything is still on the property. The demolition will not start until construction can start at the same time. He noted that some of the trees are “junk” trees in the rear of the property and will be removed and new decorative trees will be planted. Regarding comments related to the setback of the property...if the new structure was constructed at a setback of 22’ to 24’ there would not be room for off-street parking.

Mr. Ware noted that Town Code requires off-street parking to be 9’ x 18’ and off-street parking is required by Town Code for new construction.

A conversation ensued between staff, BAR members and the applicants regarding the location of parking, porches, placement of windows, possible changes to the entrance locations and materials to be used.

Chairman Waters asked if this was the only design the applicants had considered for this lot. Mr. Stout answered, “yes it works”. Mrs. Stout stated she had looked and that it was hard to find something that is for townhouses. Mr. Stout stated it was a “bought” design and they had used it for years, noting they had probably built this design thirty (30) times. BAR members questioned why not build a single-family dwelling vs. a duplex and Mr. Stout said it would not make money to build a single-family dwelling. Mrs. Stout asked BAR members what their suggestions would be to better fit into the neighborhood.

The following suggestions were expressed from BAR members:

- Setback of the house. The proposed setback disrupts the continuity looking down the street.
- Would like to see wood vs. vinyl siding (traditional materials).
- Add a front porch across the front of the duplex with a bay.



- Come up with a different design other than what was submitted that makes the duplex look like other houses on the street.
- Create a structure that looks like an old Victorian.

BAR members agreed they liked the standing seam metal roofs on the bays and the scalloped siding.

Chairman Waters stated he could not tell them what style house to build.

Mr. Stout said he could offer the following changes:

- Add two (2) windows upstairs on the gable end that would face Prospect Street and a street side bay window.
- Install Trex front porches with vinyl railings.
- Install 4' wide front porch that will wrap around the corner of each unit.
- Stone around the front of the structure and around the Prospect Street side in resemblance to the previous house on the lot.
- LP Smart siding that looks like wood. (Sample provided at the meeting.)
- Scallop siding.
- Black standing seam metal roof on the entire structure.
- Offset the duplexes from each other.

Ms. Snyder does not think a shingle roof is appropriate and does not like the design of the duplex.

Ms. Rhodenhizer expressed she was not happy with the materials and would like to see similar materials to what was on the previous structure.

Mr. Vaughan said the burnt structure needs to come down for the sake of safety and likes what the applicant is proposing with the concessions.

Mr. Stout expressed that he had offered everything the BAR had asked for as discussed. He noted that the BAR could not deny him to construct a duplex as this is a by-right use per Town Code.

Chairman Waters asked if the applicants had looked at any other plans where the duplex would look like a single-family dwelling.

Mrs. Stout stated she had researched that possibility for countless hours and was not able to find another design.

Board members agreed they wanted a different design.



Mr. Ware recommended to the Board that if they were denying the application they needed to be specific as to why they were denying the application.

Ms. Rhodenhizer mentioned that the applicant has offered some concessions, but they were not written in the application as submitted.

Mr. Stout offered to write them in, and Mrs. Stout stated the Board could approve the application with those conditions (concessions).

Mr. Ware stated that the BAR could make a motion for approval and list the conditions specifically.

Ms. Potter wrote down and read the concessions the applicant agreed to providing.

1. Black standing seam metal roof on the porches, bay windows and the main structure.
2. LP Smart Siding sage in color.
3. Duplex offset by two feet (2').
4. Front porches on the left front wrap around and right front wrap around with composite decking and vinyl railings.
5. Composite decking in the rear.
6. Bay windows and add two (2) windows to the Prospect Street side of the structure.

Ms. Snyder moved, seconded by Ms. Rhodenhizer to deny the application because it is not compatible in the design with the character of the Historic District or respectful of the surrounding historic buildings and because there has been no alternative design proposed other than just the one that they have given us.

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

VOICE VOTE

OTHER

There were no additional comments.

ADJOURNMENT

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

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

VOICE VOTE



The meeting was adjourned at 8:45 p.m.

Approved by Board of Architectural Review

Date: _____

DRAFT

MEETING MINUTES
OCTOBER 8, 2024 - REGULAR MEETING



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: _____

**MEETING MINUTES
OCTOBER 23, 2024 WORK SESSION**



The following minutes are a summary of items on the agenda.

A work session of the Board of Architectural Review of the Town of Front Royal, Virginia was held on October 23, 2024, in the Town Hall East Conference Room.

CALL TO ORDER

Chairman Waters called the Board of Architectural Review work session to order at 11:40 a.m.

ROLL CALL

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

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

DISCUSSION

- Historic District Guidelines

BAR members would like to see a more “robust” process for applicants coming to them for new construction within the Historic District.

Ms. Aders shared Warrenton, Virginia’s webpage and the flow of finding items on their website related to their Historic District and guidelines. Virtually she compared the Town of Front Royal’s webpage vs. Warrenton’s page.

Ms. Snyder also had been researching Warrenton’s website and guidelines and made a call to them. Everything on their website is hyperlinked. They have a section of frequently asked questions that would also be beneficial on our website. In Warrenton’s guidelines related to new construction they used the word “shall” so that there is no way around complying with the guidelines.

Ms. Aders referred to page 99 in the Warrenton guidelines regarding “visual guidelines”. She referred to the statement regarding setbacks and noted she wasn’t sure it was much different



than what Ms. Kopishke stated at the Town Council meeting...”generally speaking, the setbacks should be within 10% of adjacent setbacks.

Ms. Kopishke stated the Town requirements states that the setback shouldn’t be greater than the average of the adjoining properties.

Ms. Aders thought that language should be brought into our guidelines.

Discussion ensued regarding setbacks and their requirements for different zoning districts.

Ms. Kopishke said that the existing guidelines on page 2 where it states “important legal facts” references back to Town Code Chapter 175-82 through 98 which connects the guidelines to the Zoning Ordinance.

Action Items:

- Bring items from the Zoning Ordinance that are specific to the Historic District into the guidelines.
- Visual styles of houses, shape, size, setbacks.
- Have a preparatory/preliminary meeting/work session with application(s) for primary new dwelling construction and accessory structures over 526 square feet.
 - Review the guidelines and process with the applicant (s).
 - Preliminary design review (nonbinding) (wording taken from Town Code Section 148 plan detail requirements).
 - Informal discussion.
 - Actual submittal.
 - BAR meeting.

BAR members asked if state code allowed for a public hearing for new construction.

Public hearings are only allowed by state code for demolition of a historic structure.

Mr. Ware said staff would need to discuss with the Town Attorney whether or not there could be input from the public if not a public hearing. State code has to be followed on who can and cannot speak at a meeting.

Action Items:

- Staff speak with Town Attorney on how the BAR could receive input from the public regarding new construction.



- Create language for a zoning text amendment related to new construction in the Historic District.
- BAR members review the draft Zoning Ordinance related to the Historic District and provide feedback to the Planning Commission.

BAR members would like there not to be an option to deviate from setback requirements.

Mr. Ware reiterated that setback requirements are related to the zoning districts not the Historic District.

BAR members discussed possibly rezoning the districts within the Historic District and what would that zoning be.

Ms. Kopishke stated that the Historic District is zoned as neighborhood-commercial in the current Comprehensive Plan. One of the problems of the C-2 zoning district within the Historic District is that it allows the conversion of residential or commercial structures into a greater number of dwelling units.

BAR members agreed they would like to see the entire Historic District possibly rezoned to only R-1 within the Historic District.

Ms. Kopishke stated this would knock every property in the Historic District into legally nonconforming because the lot sizes would not line up. She felt the underlying zoning does not need to be changed. In zoning you are required to hold to the stricter standards. Therefore, you put stricter standards in the Zoning Ordinance under the Historic District. There would need to be a GIS analysis to determine the average lot size of vacant lots and place your parameters around lot size and appropriate setbacks.

Mr. Ware noted and confirmed by Vice Chairman Vaughan there were not many vacant lots remaining in the Historic District.

The BAR would like to see any new construction regardless of the lot size, allowed only to be single-family dwelling units regardless of the zoning in a residential area.

Mr. Ware noted this would need to be discussed with the Town Attorney.

Mr. Ware said you could say all new construction in the Historic District (regardless of zoning classification) all new construction has to be reserved to a single-family or a two-



family dwelling (one lot with a two-family dwelling on it either side by side or over top each other but could not be sold separately).

Action Item:

- Focus on amending the residential zoning districts at this time.

Ms. Kopishke stated she would work on the language for a zoning text amendment. She said the BAR could meet jointly with the Planning Commission when this portion of the draft zoning ordinance is reviewed.

When the BAR wants to see certain things in the guidelines use the word “shall”.

In the draft Zoning Ordinance Ms. Kopishke stated the Historic District is located in Division 7.2 that includes:

- Statement of Intent
- Actions Requiring Administrative Review
- Exemptions from Review
- Guidelines and Criteria

Action Items:

- Ms. Kopishke stated that where it talks about reviewing new construction, wording needs to state “in accordance with” 7.2.13 and place the new standards in that section.
- The BAR would like to site areas in the Historic District for derelict and unmaintained structures.
- Add to Town Code a statement that Property Maintenance shall actively be enforced in the Historic District.
- Add requirements in the guidelines to state setbacks “shall” match the setbacks of the adjacent structures for new construction.
- Determine what materials are allowed for new construction.
- Page 14 of the existing guidelines states “wood that appears to be in bad condition because of peeling paint or separated joints can often be repaired”. When enforcing maintenance issues include this statement in the notice of violation. Emphasize it is less expensive to fix it while it is still able to be fixed instead of letting it rot and replacing it with vinyl.
- BAR members review Town Code (historic section) to see if they want any changes.



- In the existing guidelines under the paragraph about planning a new construction project insert language from the Town Code (if approved) that explains what can be built back on the site.

Action Items:

- Concentrate on Town Code amendments.
- Decide where you want to use the wording “shall”.
- Add language in the R-3 zoning district requirements only allowing single-family and two-family dwelling units for new construction.
- Schedule another work session during the day to work on guideline changes.

Recap:

- Connie Potter email Word version of Historic District Guidelines.
- Connie Potter email historic district section of the existing Town Code and the proposed Town Code.
- Determine what items you want to say “shall”.
- Lauren work on verbiage for new standards in 7.2.13 of new zoning ordinance:
 - Limiting new development to single family and 2 family home construction in the Historic District.
 - Standards for preliminary historic design.
 - Building review with the BAR prior to a COA determination.
 - Look into whether or not property maintenance can be actively enforced in the Historic District.

ADJOURNMENT

Vice Chairman Vaughn moved, seconded by Ms. Snyder to adjourn the meeting.

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

VOICE VOTE

The meeting was adjourned at 1:28 p.m.

Approved by Board of Architectural Review
Date: _____

COA APPLICATION #2400637– A CERTIFICATE OF APPROPRIATENESS APPLICATION SUBMITTED BY TEDDY STOUT CONSTRUCTION, INC. TO CONSTRUCT A DUPLEX AT 240 BLUE RIDGE AVENUE, IDENTIFIED BY TAX MAP 20A7-4-178. THE PROPERTY IS ZONED R-3, RESIDENTIAL DISTRICT AND IS LOCATED IN THE HISTORIC OVERLAY DISTRICT.



**TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING**

**STAFF REPORT FOR THE
BOARD OF ARCHITECTURAL REVIEW
DECEMBER 10, 2024**

APPLICATION #:

Certificate of Appropriateness
Application #2400637

APPLICANT:

TEDDY STOUT CONSTRUCTION, INC.

APPLICATION SUMMARY:

A Certificate of Appropriateness (COA) Application submitted by Teddy Stout Construction, Inc. for the construction of a duplex located at 240 Blue Ridge Avenue.

GENERAL INFORMATION:

Site Addresses	240 Blue Ridge Avenue
Owner(s)	Teddy Stout Construction, Inc.
Zoning District	R-3, Residential
Historic District	Front Royal Historic Overlay District
Tax Identification	20A7-4-178
Location	The subject building is located at the northeast corner of the intersection of Blue Ridge Avenue and East Prospect Street.

Vicinity - Aerial (Warren County GIS)



Photo 1 – Front Elevation – Reconnaissance Survey 10/05/1996



Photo 2 – Front Left Elevation – Warren County GIS – April 8, 2014



Photo 3 – Front Elevation – Google Maps – September 2023



Photo 4 – Front Left Elevation – Google Maps – September 2023



SUPPLEMENTAL INFORMATION:

Legal Authority	The Board of Architectural Review (BAR) is established by the legal authority of Virginia Code §15.2-2306 and Sections 175-82 through 175-98 of the Town Code. The Town Code gives review authority to the BAR for major projects within the Historic Overlay District. The Historic Overlay District consists of the areas and structures identified within the Front Royal Historic District. Town Code, Section 175-82, states that the purposes of establishing the historic resource overlay areas include the following: 1. To preserve and improve the quality of life for residents of the Town of Front Royal by protecting familiar and treasured visual elements in the area. 2. To promote tourism by protecting historical and cultural resources attractive to visitors and thereby supporting local business and industry. 3. To stabilize and improve property values by providing incentive for the upkeep and rehabilitation of older structures and by encouraging desirable uses and forms of economic development. 4. To educate residents on the local cultural and historic heritage as embodied in the Historic District Overlay Areas and to foster a sense of pride in this heritage. 5. To promote local historic preservation efforts and to encourage the identification and nomination of qualified historic properties to the National Register of Historic Places and the Virginia Landmarks Register. 6. To prevent the encroachment of additions or new buildings and structures that are architecturally incongruous with their environs within areas of architectural harmony and historic character. Except where administrative review authority is granted under Section 175-89.1, and where review is exempt under Section 175-90, the BAR is responsible for reviewing major projects in the Historic Overlay District in accordance with the guidelines found under Section 175-91 of the Town Code. These guidelines are listed at the end of this report.
Historic Information	The building (circa 1890) is a contributing building to the Front Royal Historic District. Below are notes about the structure, as found within the Historic District records. A full copy of the report is attached. Architectural Description ----- Three-story corner tower w/conical roof and ball finial. Windows have multiple small panes around outside edge. Two-story bay window on side. 1-story, 6-bay wrap-around porch w/ turned posts, spindle frieze, sawn brackets. Double front doors. ARCHITECTURAL AND HISTORICAL STATEMENT ===== Good example of Queen Anne style dwelling. One of the finest examples of this style in Front Royal. Original wooden shingles may be underneath later asphalt shingles. The house anchors an prominent corner and the corner makes a significant gesture towards the intersection. The site also includes nice trees.

<i>Incentives for Rehabilitation</i>	• Partial Real Estate Tax Exemption. Pursuant to Section 175-97 of the Town Code, owners that engage in approved rehabilitation projects have the ability to seek a 10-year tax exemption equal to the increase in assessed value resulting from the rehabilitation. • State Tax Income Credit. The Virginia Rehabilitation Tax Credit Program allows property owners who complete a certified rehabilitation project to receive an income tax credit on 25% of their eligible expenses and an additional 20% credit through the Federal Rehabilitation Tax Credit Program.		
<i>Historic Overlay District Guidelines</i>	GUIDELINES WORKSHEET FOR BAR EVALUATION		
	1	The historic archaeological or architectural value and significance of a structure and its relationship to the historic value of the surrounding area	
	2	The age and character of the historic structure, its condition, and its probable life expectancy and the appropriateness of the proposed changes to the period or periods during which the structure was built	
	3	The general compatibility of the site plan and the exterior design arrangement, texture and materials proposed to be used	
	4	The view of the structure or area from a public street or road, present or future	
	5	The present character of the setting of the structure or area and its surroundings	
	6	The probable effect of proposed construction on trees, wooded areas, or historic sites	
	7	Any other factors, including aesthetic factors, which the reviewing bodies deem to be pertinent	
	8	The appropriateness of the exterior architectural features of such building or structure to the compatibility with the exterior architectural features of landmarks, buildings, or structures in the district, taking into consideration the following: a. General design b. Character and appropriateness of design c. Form d. Proportion and scale e. Mass f. Configuration g. Arrangement. h. Texture. i. Material. j. The permanent color of exterior materials (excluding paint). k. The relationship of such elements to similar features of structures in the immediate surroundings. l. Congruity with the character of the Historic District.	

Additional Guidelines:

- The reviewing bodies shall not adopt or impose any specific architectural style in the administration of this Article.
- The reviewing bodies shall also be guided by the purposes for which landmarks, landmark sites and historic districts are designated and by the standards and considerations contained in the Secretary of the Interior's Standards for Rehabilitation.
- See Demolition Review Guidelines Addendum for demolition of structures.

STAFF COMMENTS:

The Historical guidelines provide direction as to which exterior materials would be most appropriate. Typically, from a historical context, vinyl siding and asphalt shingle roofs are not appropriate for this district. Exterior window and door materials should be historically accurate as well. It is well within the BARs purview to determine which materials should be used. The BAR shall not weigh into Zoning matters outside of their authority. The type of construction is not a consideration, the BAR is simply determining whether the exterior features presented with this new construction are appropriate in this district.

This home, unfortunately, experienced a fire which rendered the structure unsafe and a nuisance to the public. The remnants of the structure have been approved for demolition by Town Zoning and the Warren County Building Department.

The applicant has submitted a duplex plan, with a steeper pitch roof and craftsman style details that are aligned with traditional facades.

Staff recommends the BAR highlight the historically accurate details which they desire to maintain. Be detailed and concise when stating what features the applicant is to retain, i.e. the craftsman style taper of the front porch columns, split shake shingle details in the gable of the roof, stone water table across the façade and base of the taper columns. Make a determination as to what roof and siding materials will be most appropriate.

Attachments:

- Certificate of Appropriateness Application and Supporting Documents
- Historic Reconnaissance Survey

COA # 2400637



TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING AND ZONING
102 EAST MAIN STREET, PO BOX 1560
FRONT ROYAL, VA 22630

Main 540-6235-4236 Fax 540-631-2727
www.frontroyalva.com

CERTIFICATE OF APPROPRIATENESS APPLICATION TOWN OF FRONT ROYAL

☒ New Construction ☐ Rehabilitation ☐ Demolition* ☐ Sign
☐ Other _____

Application is hereby made for a Certificate of Appropriateness and is made subject to the local Historic District Ordinance, other local ordinances, and State laws which are presently in force or that may hereafter be enacted affecting or regulating thereto. The undersigned applicant agrees to these requirements which are a necessary condition for approval of this certificate.

This application for a Certificate of Appropriateness may be approved administratively in accordance with Section 175-89.1 of the Town Code.

Name of Applicant: Teddy Start Construction, Inc

Address of Applicant: PO BOX 1489

Front Royal, VA 22630

Phone Number: 540-660-5538 E-Mail: Daryl@teddystart.com

Property in Question:

Street Address: 240 Blue Ridge Ave Front Royal, VA 22630

Business Name (if applicable) _____

Tax Map Number: _____

Historic District: ☒ Downtown Residential Area

☐ Downtown Business Area

Are there any other applications relevant to this property or the proposed modifications being considered by any other regulatory or administrative agency?

☐ Yes ☒ No

If Yes, please describe:

Revised 8-20-2024

RECEIVED
NOV 12 2024

PLEASE COMPLETE REVERSE SIDE

TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

Description of Proposal, including materials and colors used with each modification (List for foundation, walls, doors, windows, trim gutters/downspouts, roofing, sign, lighting, sidewalk, fencing and gutters as applicable) (attach separate sheets if necessary):

See attached

***One (1) set of material samples shall be provided together with the application.**

Also include the following as applicable:

- _____ Attached map with property under consideration marked
- _____ Site Plan
- _____ Sketch, drawing, elevations
- _____ Photographs or slides showing property in question

*** NOTE: A public hearing is required for demolition work. The names and addresses of property owners immediately adjacent and opposite the property must be submitted.**

Signature of Applicant: Dan Stolt Date 11/7/24

Signature of Representative (if applicable): _____

\$100.00 Fee **BAR Review** Receipt # 194344 Date 11/2/24

\$200.00 Fee **Demolition of Historically Significant Structure**

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

OFFICE USE ONLY

Date Received 11/12/24 BAR Meeting Date: 12/10/24

Action Taken: _____

Zoning Administrator



Duplex-Blue Ridge Ave Scope of Work

30 year Architectural Shingles- Black in color

LP Smart Siding (sage in color) entire house

Limestone faux stone water table on front of both units

Standing Seam Black Metal Roof over front porches and bay windows

Front Elevation in A gable scallop or shake vinyl siding (see pic and samples)

10X16 Rear Trex Deck and Vinyl Handrails and 6ft privacy wall in Vinyl separating units

6 Foot Wood Privacy Fence along rear Property Line with green giant/evergreen trees

Front Door to be Black Metal (see photo)

Concrete foundation and sidewalks

Front porch trex same material as rear deck

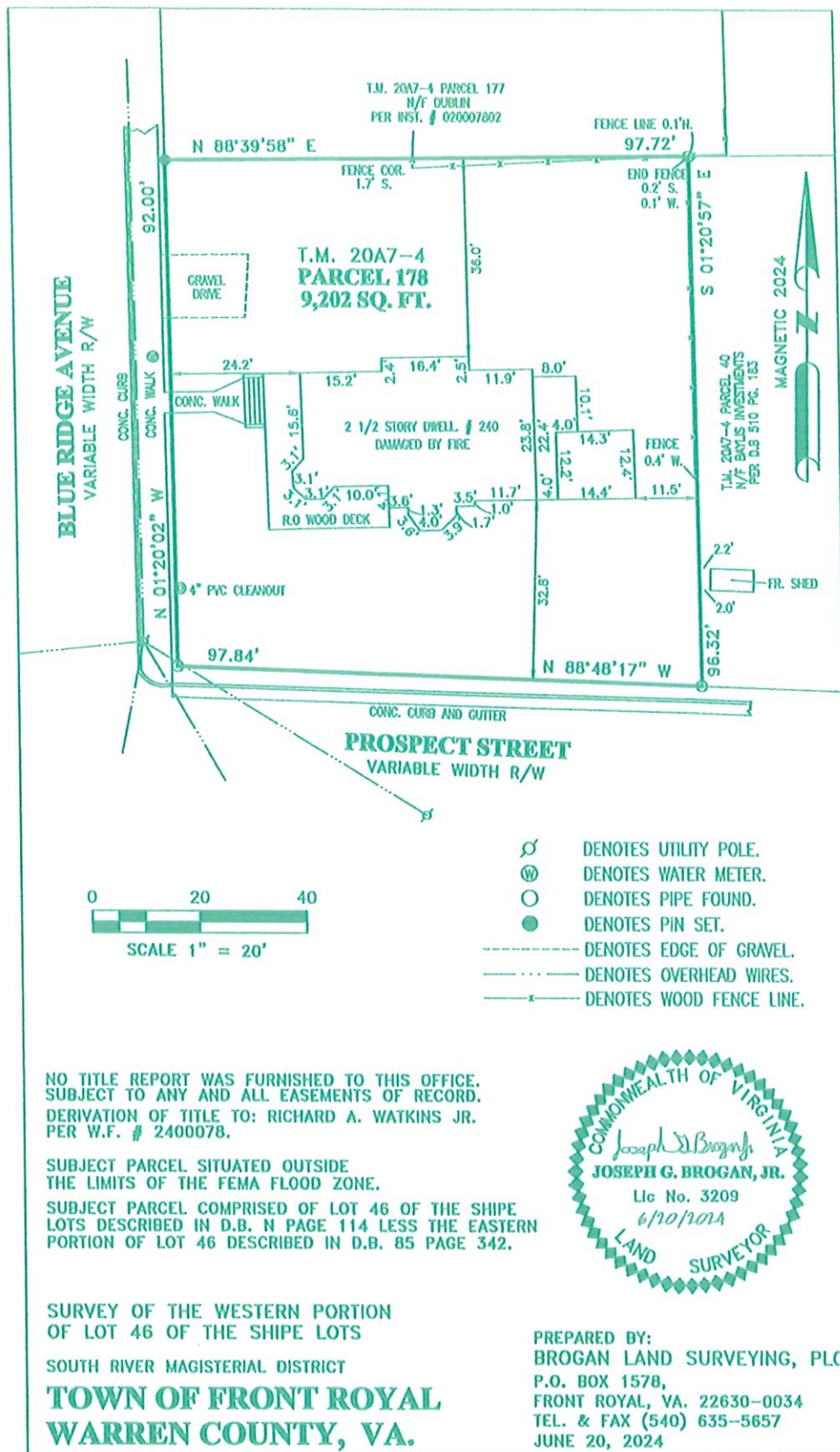
White Aluminum gutters, downspout, and white soffit/trim

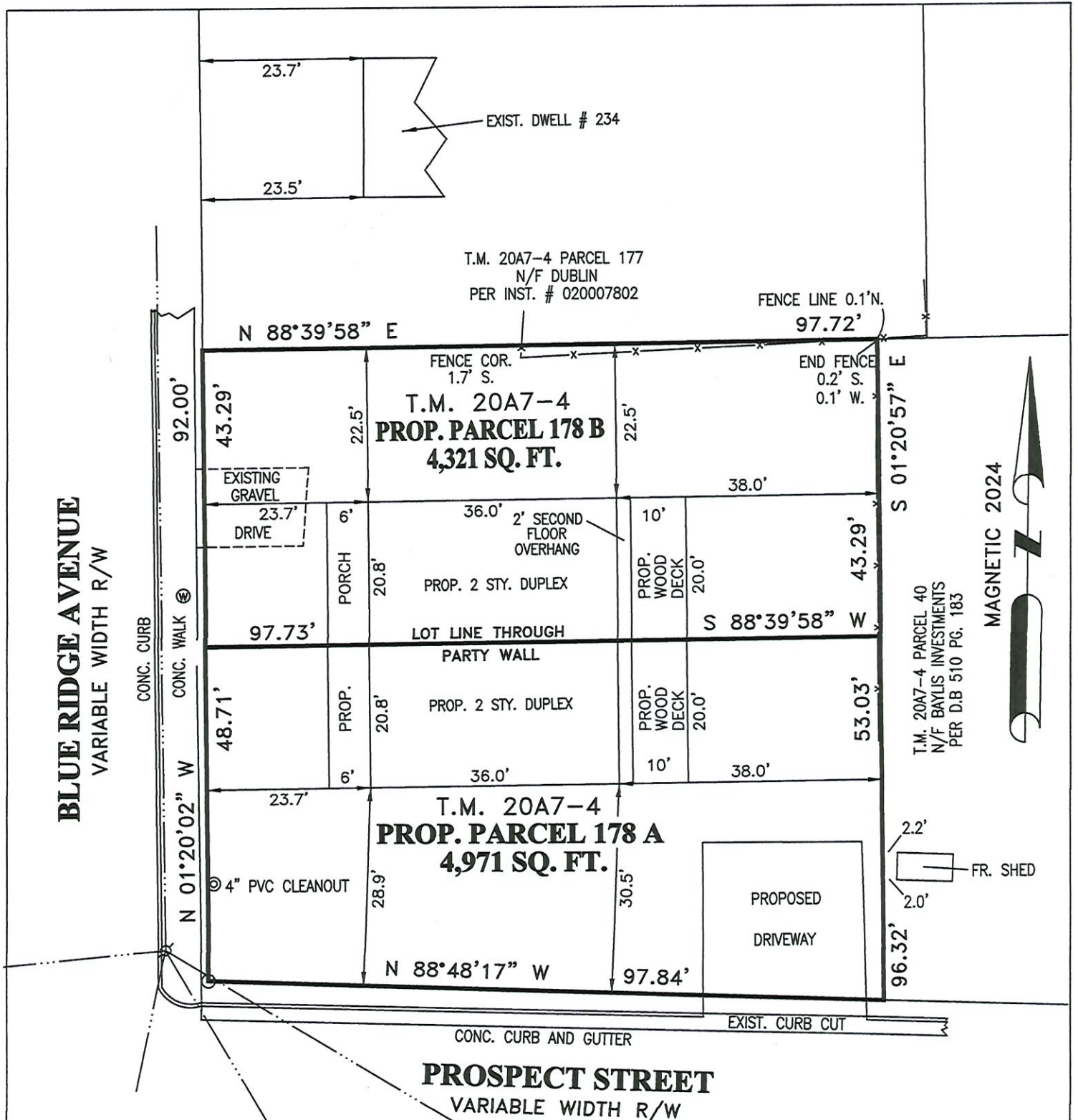
Double Hung White Vinyl windows with no grills (see sample provided)

Add 2 windows to side of prospect street and bay window

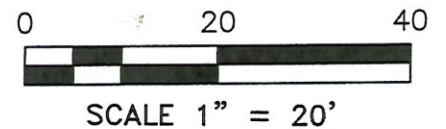
Sod Yard/ landscape in front of each unit (see pic)

Driveway- Blacktop





- DENOTES UTILITY POLE.
- DENOTES WATER METER.
- DENOTES PIPE FOUND.
- DENOTES PIN SET.
- · — · — DENOTES OVERHEAD WIRES.
- x — DENOTES WOOD FENCE LINE.



NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: TEDDY STOUT CONSTRUCTION, INC.
PER INST. # 240002545.

SUBJECT PARCEL SITUATED OUTSIDE
THE LIMITS OF THE FEMA FLOOD ZONE.

SUBJECT PARCEL COMPRISED OF LOT 46 OF THE SHIPE
LOTS DESCRIBED IN D.B. N PAGE 114 LESS THE EASTERN
PORTION OF LOT 46 DESCRIBED IN D.B. 85 PAGE 342.

PLAT SHOWING PROPOSED DUPLEX
ON LOT 46 OF THE SHIPE LOTS

SOUTH RIVER MAGISTERIAL DISTRICT

TOWN OF FRONT ROYAL
WARREN COUNTY, VA.



PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578,
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
NOVEMBER 4, 2024



Stone water table across front of units









RECONNAISSANCE SURVEY FORM

IDENTIFICATION
=====

VDHR IDENTIFICATION #: 112-0055-248

Property Names

House, 240 Blue Ridge AveCommon

NR Resource Type: Building
VDHR Historic Context: Domestic

ADDRESS/LOCATION
=====

Addresses

240Blue Ridge AvenueCurrent

Vicinity of: Municipality: Front Royal
County/Independent City: Warren
State: VA ZIPCode 22630
Magisterial District: South River District
USGS Quad Name: FRONT ROYAL

Local Tax Code: Section Parcel
20A74-178

Location: northeast corner of intersection of Blue Ridge Avenue and
Prospect Street

Name of Historic District:
Name of Potential Historic District: Front Royal Historic District

SITE DESCRIPTION
=====

Site plan on file at VDHR? Yes

Physical Character of General Surroundings: Town
Physical Character of Immediate Setting: Residential

Site Description Notes/Notable Landscape Features

The house sits at the front of a flat lot that includes
several mature trees.

CLASSIFICATION AND COUNT
=====

NR Resource Type: BuildingOwnership Categories: P

NR Resource Count

1 Building	Contributing	TOTAL:	1
		Contrib:	1
		Non-Contrib:	0

1 Single Dwelling	Contributing	TOTAL:	1
		Contrib:	1
		Non-Contrib:	0

=====

Condition: Good Threat: None

Component	#	Type or Form	Materials	Treatment
Bay window	0	2-story	Wood	
Door	0	Double	Wood	Panel/Transom
Foundation	0	Solid		
Porch	0	Wrap-around	Wood	Queen Anne
Roof	0	Hipped-complex	Metal	Standing Seam
Roof	0	Conical	Metal	Pressed Shingle
Tower	0	Corner	Wood	Queen Anne
Walls	0	Frame	Asphalt	Shingle
Windows	0	Sash, double-hung	Wood	Queen Anne sash

of Bays Wide: 2

Architectural Style/Derivation: Queen Anne

Interior Description

Accessed?	If not, why not?:
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Interior Description:

Architectural Description

Three-story corner tower w/conical roof and ball finial.
Windows have multiple small panes around outside edge.
Two-story bay window on side. 1-story, 6-bay wrap-around
porch w/ turned posts, spindle frieze, sawn brackets. Double
front doors.

SECONDARY RESOURCES DESCRIPTION

=====

An outbuilding exists on the property which may or may not be a
contributing resource. Regardless, this structure needs to be
documented photographically.

SIGNIFICANCE

=====

Year Built: 1890 Source of Year Built: Site Visit

ARCHITECTURAL AND HISTORICAL STATEMENT

=====

Good example of Queen Anne style dwelling. One of the finest examples of
this style in Front Royal. Original wooden shingles may be underneath
later asphalt shingles. The house anchors an prominent corner and the
corner makes a significant gesture towards the intersection. The site
also includes nice trees.

BIBLIOGRAPHIC DATA

=====

GRAPHIC DOCUMENTATION

=====

Medium	Media	ID#	Frame(s)	

B&W 35mm Photos	12820		37 0	2/ /1993

CURRENT OWNERSHIP INFORMATION

=====

SURVEYOR'S NOTES

=====

CULTURAL RESOURCE MANAGEMENT

=====

Date	CRM Event	Agency/Individual	Assoc ID#
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