



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 December 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
Ellen Aders
Dede Nash

Absent: Katherine Snyder

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

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

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

VOICE VOTE

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.



Mr. Ware reviewed the application request and gave an overview of Town Code Chapter 175-89.A.2 that was pertinent to this application in the Historic District. The property is zoned R-3 which allows duplexes, single-family homes, and town homes. This application requires action from the Board and can not be approved administratively by Town staff.

Board concerns for major actions for new construction are:

- Focus on whether the plans are compatible with and enhance the historic or architectural value of the surrounding structures or area.
- Make a final decision and briefly state your findings.
- Follow the guidelines listed in Town Code Chapter 175-91A.8.a-l. These guidelines should be used to determine approval or denial with an application for new construction.
 - 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.

Mr. Ware continued to review portions of Town Code related to the application stating that common roof materials in the historic districts include metal, slate and asphalt shingles. In using asphalt shingles, do not use light colors. Consider using darker textured shingles that resemble slate or wood shingles.

Porches are a prominent part of the historic district. Most of Front Royals historic homes have some type of porch. There is much variety in size, location and type of porches and this variety relates to different residential architectural styles.

The proposed duplex will meet Town Code parking requirements. Setbacks have been adjusted to align with the adjoining property to the north and are in line with Town Code.

Renderings of the proposed structure were provided in a power point presentation. Mr. Ware reviewed the Scope of Work provided by the applicant which is shown below.



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

Ms. Aders expressed concerns regarding the interpretation of Town Code regarding roof materials. Board members and staff agreed wording can be addressed when revising the Zoning Ordinance which is currently being reviewed by the Planning Commission in draft form.

George Cline discussed porches in the historic district. He referred to a property he owned on Chester Street explaining he had demolished the old wood porch and constructed a new porch with a wood frame wrapped in white vinyl, installed the “same” columns with white vinyl. He installed the same pickets but in a vinyl material and the floor was made of gray Trex. Mr. Cline noted he did that project ten (10) years ago and when looking at it today it looks exactly like it did ten (10) years ago which is why applicants would prefer to use vinyl vs. wood products. He believes that it is better to use vinyl products that aren’t going to rot in 10 years like wood will do.

Board members held a discussion with the applicant and requested changes to the Scope of Work. Discussion items included roof materials, window style/type, handrails and the addition of two (2) second floor windows on the north facade. Board members and the applicant agreed upon the following changes to the Scope of Work.



Ms. Aders reviewed the amended Scope of Work to be the following:

- 30-Year Architectural Shingles – Black in color on the main roof.
- LP Smart Siding (sage in color) on the entire house – wood look.
- Limestone faux stone water table on front of both units.
- Standing Seam Black Metal Roof over porches and bay windows, and eyebrow (lunette).
- Front elevation in a gable scallop or shake vinyl siding.
- 10' x 16' rear Trex deck and vinyl handrails and 6-foot privacy wall in vinyl separating units.
- 6-foot wood privacy fence along rear property line with green giant/evergreen trees.
- Front door to be six (6) panel fiberglass - wood grain.
- Concrete foundation and sidewalks.
- Concrete foundation painted to match siding.
- Front porch Trex. Same material as rear deck.
- White aluminum gutters, downspout, and white soffit/trim.
- Double hung white vinyl windows with no grills - slim-line with wood trim as indicated on rendering.
- Add two (2) windows to the side of prospect street and bay window – slim-line with wood trim as indicated on rendering.
- Sod yard/landscape in front of each unit.
- Driveway – blacktop.
- Front porch columns craftsman style as indicated on rendering.
- Two (2) second floor windows on the north façade – slim-line with wood trim as indicated.

Ms. Aders moved, seconded by Vice Chairman Vaughan to approve the Scope of Work as amended.

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

VOICE VOTE

Ms. Stout expressed that it would be a good idea to include one or two individuals from the Builders Association to contribute to the rewording of the Historic District Guidelines.

OTHER

Board members agreed to hold a work session at 5 p.m. before the regular BAR meeting at 7 p.m. on January 14, 2025 to discuss revisions to the Historic District Guidelines. Staff noted there should be a COA application for review at the regular BAR meeting in January.



ADJOURNMENT

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

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

VOICE VOTE

The meeting was adjourned at 8:03 p.m.

Approved by Board of Architectural Review
Date: 1/14/2025