



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
Daniel Wells, Code Enforcement – Property Maintenance Official

APPROVAL OF MINUTES

- December 10, 2024 - Regular Meeting

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

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

VOICE VOTE

NEW BUSINESS

- COA Application #2400693** – A Certificate of Appropriateness Application submitted by Shelly Cook for the installation of stairs, installation of 2nd level deck and railings, removal of windows and replace with a door on the second story accessing the deck, and



removal and replacement of the 2nd story front and side windows at 207 S. Royal Avenue, identified by Tax Map 20A7-4-106. The property is zoned C-1, Community Business District and is located in the Historic Overlay District. Work is complete.

Mr. Ware reviewed the Certificate of Appropriateness application request noting that a vast portion of the work was complete. Included in the meeting packet was a staff report, notice of violation, Certificate of Appropriateness application, and the Historic District Survey. Mr. Ware stated that the Board of Architectural Review needed to make a determination of the appropriateness for the following:

- Conversion of the window into a door on the upper rear of the structure that now accesses the second-floor deck.
- Removal of wood windows to vinyl windows.
- Addition of the second-floor rear deck and stairs.

Renderings of the rear elevation with the newly installed stairs and second-floor deck were shown virtually. Also shown was a wood window replaced with a vinyl window on the rear elevation, a removed window replaced with OSB siding covering the window, and front wood windows that have been replaced with vinyl windows. Work on the windows has not been 100% completed. In addition, the newly installed door that was previously a window was also shown on a virtual presentation.

The applicant did not obtain a Zoning Permit for the work to be done, nor did they come before the Board of Architectural Review for approval of the exterior renovations. This is the first step to bringing them into compliance with the Town Code.

The applicant, Shelly Cook stated that Dan Hotek was the engineer for the deck and worked with Warren County Building Inspections regarding the deck and certified that it met building code. Ms. Cook stated the door that was installed was previously a door that had been covered with a board and was not a window. She explained she had left this property, and her crew had installed the deck without her knowing. Once the boards were removed that were covering the front windows the air was flowing through them, so they were replaced. She noted that currently no windows are boarded up and have all been replaced.

Ms. Nash stated she had issue with the vinyl windows. Had the applicant come to the BAR first, they would have suggested the wood windows would be replaced with wood windows more appropriate to the period of the house. Board members agreed with Ms. Nash.

Chairman Waters asked Ms. Cook what trim would be placed around the windows.

Ms. Cook explained that composite siding would be placed on the structure which had already been approved. BAR members recalled they had not seen that request come before them for review.



Chairman Waters asked Ms. Cook if she was aware that she needed to come to the BAR for approval.

Ms. Cook explained she did not know she needed BAR approval for the windows. She stated she took full responsibility for the deck because the “crew” did it thinking permits had already been issued.

Chairman Waters asked if Ms. Cook had ever reviewed the Historic District Guidelines and Ms. Cook stated she had not.

BAR members agreed that at a minimum they would like to see a different style of window/window materials on the front windows.

Ms. Cook stated that if it comes down to it she will remove the vinyl windows and put the boards back up because it comes to a point that the building out ways fixing it up. She said there is not an energy efficient way to install a wood window. BAR members disagreed with that statement.

Ms. Kopishke updated the BAR and Ms. Cook that the previous approval for this structure was granted administratively on September 28, 2023 to change the paint color of the existing siding from barn red to yellow to match the adjoining structure. Repainting can be approved administratively by staff. If Ms. Cook is going to replace the existing siding rather than paint it as previously approved, she will be required to submit a Certificate of Appropriateness application to come before the BAR for review.

BAR members and Ms. Cook agreed she needed to come before the BAR to replace the existing siding. Ms. Kopishke noted that LP Smart Siding was previously approved for the adjacent house.

After further discussion of the application request the following motion was made.

Ms. Aders moved, seconded by Ms. Nash to approve application #2400693, approving the rear deck, the door, and vinyl windows throughout the structure except the front façade. Approval is conditional on the front two (2) windows being replaced with divided light, two over two, double-hung wooden windows complete with wooden sash, jam and sill.

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

VOICE VOTE



- **COA Application #2400694** – A Certificate of Appropriateness Application submitted by Shelly Cook/Cook Realty for a building to house an outdoor pizza oven at 201/205 S. Royal Avenue, identified by Tax Map 20A7-4-108 & 109. The property is zoned C-1, Community Business District and is located in the Historic Overlay District. The building has already been erected.

Mr. Ware explained that the Certificate of Appropriateness application was for a building to house an outdoor pizza oven at the rear of 201/205 S. Royal Avenue. The building has already been erected. Included in the meeting packet was the staff report and warning notice letter stating violations of Town Code 175-88, 175-89.1.A.2 and 175-134. The Town received notice from Warren County Building Inspections that a structure was being built without a county building permit. The Town Code Enforcement Officer conducted a field investigation which is how the structure next door and this building without having permits have been brought to the Board of Architectural Review (BAR). The 10' x 13' structure has been constructed at the rear of the existing historic structure. Currently there is OSB boarding on the sides of the constructed building. Virtual renderings were provided.

It is the BARs responsibility to determine the appropriateness of the building. The BAR is to make the determination if the cladding and design of the structure is appropriate. Another issue with the building is that it was built across the property line, which is another violation of the Town Code. The applicant has rectified the violation by vacating the property line and creating one lot vs. two lots. It is not in violation of the building setbacks at this time.

Ms. Cook explained she was told to stop construction. She called Warren County before she started the project where she was told as long as it was under 260 square feet she would not need a permit. After a visit from Warren County and Code Enforcement she was told she could not proceed because the new structure was touching the existing structure. It was considered an addition. In the future she plans to place the pizza oven in another existing structure which is the next application for review. The County wanted her to install an 18" x 24" footer underneath the structure. Ms. Cook stated she could not do that and noted that the structure is a temporary structure.

Chairman Waters expressed concern that the current shed style roof was directing water directly at the building it is up against.

Ms. Cook shared that the County gave her six (6) months to move the building.

BAR members agreed they would like to see the building painted and installation of a gutter since it is a temporary structure.



Ms. Aders moved, seconded by Ms. Nash to approve application #2400694 with the following conditions:

- 1. Paint to match as closely as possible to the existing structure.***
- 2. Gutter along the back side.***
- 3. Not to exceed longer that twelve (12) months from today (January 14, 2025).***

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

VOICE VOTE

- **COA Application #2400710** – A Certificate of Appropriateness Application submitted by Cook Realty/Shelly Cook for exterior renovations to house the future kitchen for a restaurant located behind 201 and 205 S. Royal Avenue, at 10 W. Stonewall Drive (address #10 to be assigned) identified by Tax Map 20A7-4-108 & 109. The property is zoned C-1, Community Business District and is located in the Historic Overlay District.

Mr. Ware reviewed the application request stating it was for exterior renovations to house a future kitchen located behind 201 and 205 S. Royal Avenue. This would be for the existing the restaurant. The structure will be assigned the address of 10 W. Stonewall Drive. With the boundary line vacation of the two (2) lots the new lot number will be 108.

Included in the meeting packet was the staff report, Certificate of Appropriateness application, and the Historic District Survey. The warehouse building was listed as a contributing structure in the Historic District Survey. Renderings were shown virtually.

The applicant proposes a rollup garage door on the parking lot side, replacement of boarded up windows, and an additional rollup door on the W. Stonewall Drive side of the building. Ms. Cook provided a list of proposed changes. The BAR needs to determine the appropriateness of the cladding material for the structure, removal of the rollup door and replace it with a standard door, replace the existing windows which the majority are boarded up and remove the front rollup door and replace it with a new glass, wood and metal rollup door. A rendering was provided of what the project could look like with the proposed changes. Work has not started on this project.

Ms. Cook stated she chose something that would be minimally evasive to change. She will keep the concrete floor and cinderblock walls. The pizza oven will be placed on the interior rear of the building.

Mr. Ware explained if the roof is going to be replaced with standing seam metal roofing which is there now, it could be approved administratively by staff.



Ms. Cook said she is installing the same metal roof that was installed on the yellow house at 201 S. Royal Avenue.

Ms. Kopishke stated that what the BAR was making a motion on was the following:

1. If the rollup metal and glass garage door with black frame is appropriate.
2. Is it appropriate to enlarge the window opening to a metal and glass door.
3. Specify casement windows that are historically accurate either metal or wood.

Ms. Cook said that due to the kitchen location the door in the rear would need to be changed somewhat because they have to close in that area. She stated she would be using cinderblock to close it in.

Ms. Aders moved, seconded by Vice Chairman Vaughan to approve application #2400710 as submitted on condition of the following:

- 1. A standing seam metal roof.***
- 2. Metal or wood casement style windows with six (6) lights per sash.***
- 3. Infill the rear rollup door with cinderblock and add a standard door per building code.***
- 4. Replace the front rollup door with a metal and glass black frame door.***
- 5. Replace the east window on the front façade with a door and side light to match the rollup keeping to the current width of the existing window, height adjusted as needed.***
- 6. Add Dutch Lap cedar siding, 5” to 7” to the front façade, not to exceed the height of the rollup door and paint black above the cedar siding.***
- 7. The addition of up to two (2) black lantern style lights above the entrance for people.***

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

VOICE VOTE

OTHER

Vice Chairman Waters stated the BAR would hold a work session in February at 5:00 p.m. before the regular meeting at 7:00 p.m.

Ms. Aders asked Ms. Kopishke to email Shelly Cook the Historic District Guidelines.

Ms. Aders requested that the local store “Architectural Old House Parts” be added to the website list of resources for historic building supplies.

Ms. Nash asked if the list of resources could also be sent to Ms. Cook.



Ms. Kopishke stated when she emailed the Guidelines to Ms. Cook she would copy BAR members.

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 8:28 p.m.

Approved by Board of Architectural Review
Date: 3/11/2025