



**TOWN OF FRONT ROYAL
BOARD OF ARCHITECTURAL REVIEW - WORK SESSION AGENDA**

5:00 pm, Tuesday, March 11, 2025

102 East Main Street, Front Royal, VA – 2nd Floor East Conference Room

I. CALL TO ORDER

II. DISCUSSION

- 217 Lee Street – Previous COA Application 2400340
- 24 Stonewall Drive – Previous COA Application 2400126
- George Sonnett – Enforcement Procedures
- Historic District Guidelines

III. ADJOURNMENT

BOARD OF ARCHITECTURAL REVIEW - REGULAR MEETING AGENDA

7:00 PM, Tuesday, March 11, 2025

I. CALL TO ORDER

II. APPROVAL OF MINUTES

- January 14, 2025 – Regular Meeting

III. NEW BUSINESS

- **COA Application #2400691** – A Certificate of Appropriateness Application submitted by Cloverdale LLC to re chink the log cabin and possible replacement of any damaged logs depending on their condition at 123 Chester Street, identified by Tax Map 20A8-2-4B. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District.
- **COA Application #2500047** – A Certificate of Appropriateness Application submitted by Hyo K. Bang to replace eighteen (18) existing wood windows with vinyl windows at 507 E. Main Street, identified by Tax Map 20A8-7-4. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District. Work has started.

IV. ADJOURNMENT

BOARD OF ARCHITECTURAL REVIEW
WORK SESSION – 5 P.M. – FEBRUARY 11, 2025

217 LEE STREET

COA APPLICATION #2400340

Zoning Approval

Town of Front Royal

102 E. Main Street

Front Royal, VA 22630

540-635-4236

Permit Number: 2400340



Job Location: 217 LEE ST
City, State, Zip: FRONT ROYAL, VA 22630
Tax Map #: 20A7 4 85
Square Feet: [Square Feet]
Valuation:
Status: Issued

Plan Type: Certificate of Appropriateness - Board of Architectural Review
Work Class:
Project:
District: Front Royal
Completion Date: 07/10/2024

Request Description: Re-habbing and Extending Existing Garage

Company Name:
Applicant Name: Litvok, Fianna
Address: 217 Lee St
City, State, Zip: Front Royal VA 22630
Phone: (917) 704-7090
Email: fianna@ymail.com

Owner: LITVOK FIANNA R
Address: 217 LEE ST
City, State, Zip: FRONT ROYAL, VA 22630
Phone: (917) 704-7090
Email: fianna@ymail.com

REVIEW INFORMATION		Pass/Fail
Department of Planning and Zoning Review		Approved
Board of Architectural Review At their regular meeting on July 9, 2024, the Board of Architectural Review approved COA Application #2400340 as presented.		Approved

Contractors:

Fee	Amount	Payment Date	Amount
Board of Architectural Review Request	\$100.00	05/28/2024	\$100.00
Total Fee: \$100.00		Total Paid: \$100.00	

This permit 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.



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

TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

CERTIFICATE OF APPROPRIATENESS APPLICATION TOWN OF FRONT ROYAL

- ☐ New Construction ☐ Rehabilitation ☐ Demolition* ☐ Sign
☒ Other Amendment to Approved Project

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: Fianna Litvak

Address of Applicant: 217 Lee St
Front Royal VA 22630

Phone Number: 917-704-7090 **E-Mail:** FIANNA@gmail.com

Property in Question:
Street Address: 217 Lee St, 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:

Warren County Building Dept

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):

I just wanted to let you know
that I am changing the
pitch of my roof from 12x12
to 8x12.

***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: Gabe Zitrow Date 10/31/2024

Signature of Representative (if applicable): _____

\$100.00 Fee **BAR Review** Receipt # _____ Date _____

\$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 _____ BAR Meeting Date: _____

Action Taken: _____

Zoning Administrator

#2400340

**CERTIFICATE OF APPROPRIATENESS
APPLICATION
TOWN OF FRONT ROYAL**

☐ New Construction ☐ Rehabilitation ☐ Demolition* ☐ Sign
☒ Other Accessory structure

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: FIANNA LETVOK

Address of Applicant: 217 Lee St
FRONT ROYAL, VA 22630

Phone Number: 917-704-7090 E-Mail: FIANNA@YMAIL.COM

Property in Question:

Street Address: 217 Lee St, Front Royal, VA 22630

Business Name (if applicable) _____

Tax Map Number: 20A7 4 85

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:

RECEIVED
MAY 15 2024

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):

Please see separate sheets (Attached)

****Please submit seven (7) complete application packages. If color photos are submitted, please submit seven (7) complete sets of colored photographs.***

****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: Gienne Istok Date 5/24/2024

Signature of Representative (if applicable): _____

\$100.00 Fee **BAR Review** Receipt # 01002004861 Date 5-24-24

\$200.00 Fee **Demolition of Historically Significant Structure** **CK# 2240**

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 _____ BAR Meeting Date: _____

Action Taken: _____

Zoning Administrator

Fianna's Garage Project - Overview

My detached garage is in poor condition. I need to rebuild it, and I would like to add to it.

I will not be making it wider – just longer.

My plan is to make it longer on the far side (the side farthest from the house). In other words, it will extend into my driveway (towards the alley). I have plenty of room to do so. (Please see attached survey, my projected plan, and pictures.)

I would also like to add a loft to the structure, for extra storage room.

The current garage is 16'W x 24'L and sits on a cement slab. The slab is in very good condition. (The garage is not, however.)

We plan to fix/rebuild the existing structure and extend it an additional 22'. The width will not change.

We will pour additional concrete for the extra 22', so that the entire structure will sit on a solid cement slab on grade.

The dimension of the new building will be 16'W x 46'L.

Setbacks

End of Garage

From the end of the proposed garage to the alley road the setback is 31.0'. (Here, "end" is defined as the part of the garage farthest from the house, and closest to the alley way.)

NOTE: The setbacks on the back of my property are the only ones that will change, since the change we're making affects only the back side of the house.

Sides

To the left of the driveway is my neighbor, and there is a setback of 5'.

To the right of the driveway is my other neighbor, and there is a setback of 34.2'.

NOTE: This project does not affect these setbacks, so they will remain as is.

Front

The setback from the beginning of the garage to the deck is 20.5'.

The setback from the beginning of the garage to the actual main structure of the house is 31.6'.

The setback from the beginning of the garage to the sidewalk (in front of the house) is 79.59'.

(Here, "beginning" is defined as the side of the garage closest to the house.)

NOTE: This project does not affect these setbacks, so they will remain as is. We are not extending the house from the "beginning" section, but rather, only from the "end" section.

General Building Plan/Materials

Foundation

- Concrete Slab, 16' x 46'

Interior Framing

- Wood Frame
- 2x4 exterior framing walls
- 12D common framing nails
- Pressure treat for bottom plates
- Foam Seal Seal (for concrete slab and wall)
- 8" wall anchor bolts (8" bolt for every 4')
- 2x8 to frame rafters
- Hurricane straps for 2 x 8 rafters
- 1/2 OSB Board for roofing & exterior wall
- Vinyl rake and fascia board

Exterior

- Yellow Vinyl siding (4" double lap siding; to match house)
- Brown architect shingles
- White vinyl windows
- Tyvec wrap around the house
- 8' metal garage door

Additional Details

The existing structure has electric in it. I plan to add it back into the new building (after securing required permits), and I plan to add a small bathroom (after securing required permits).

Please let me know if you have any questions!

Thanks!

Fianna Litvok
917-704-7090





Top Plate

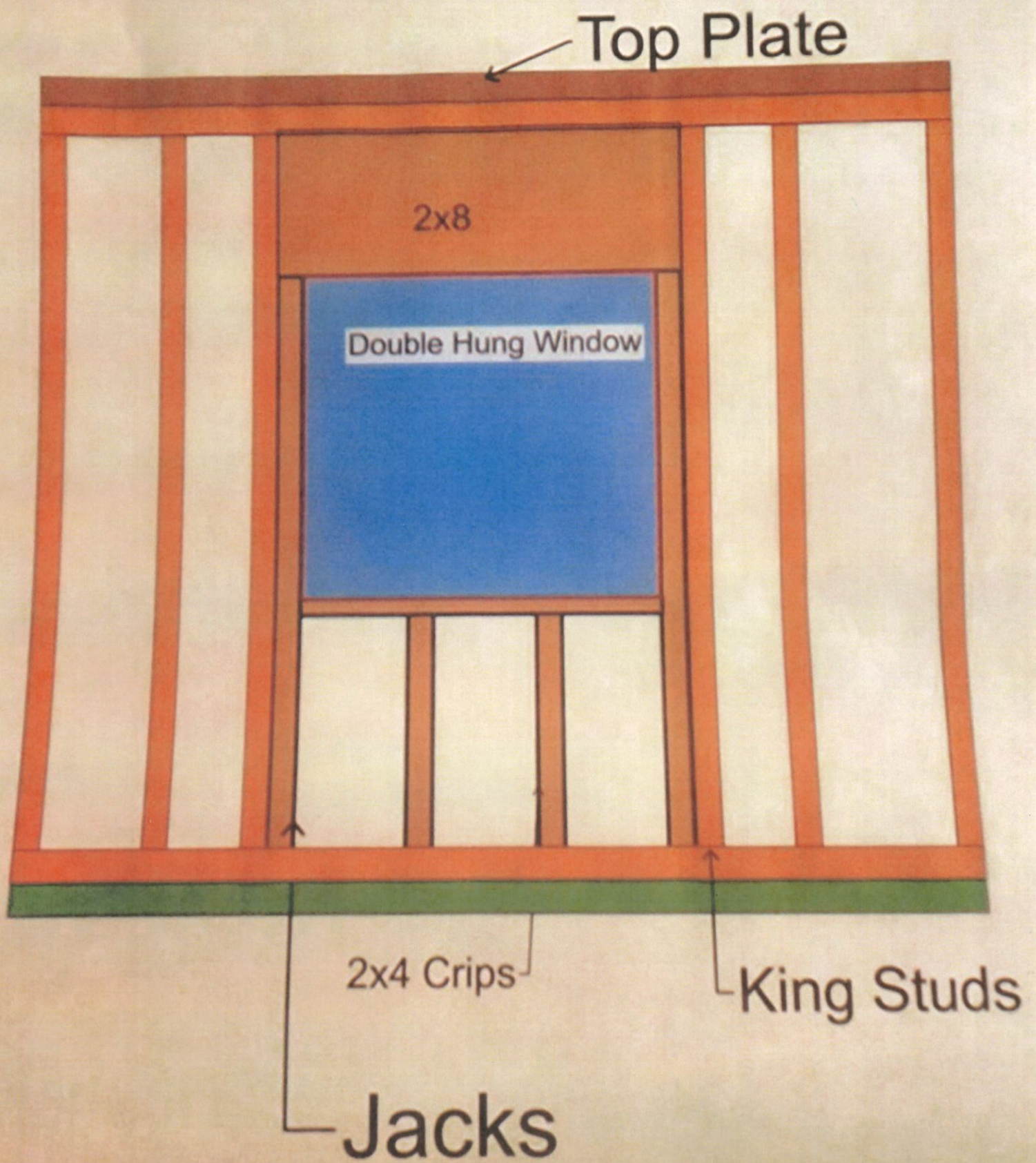
2x8

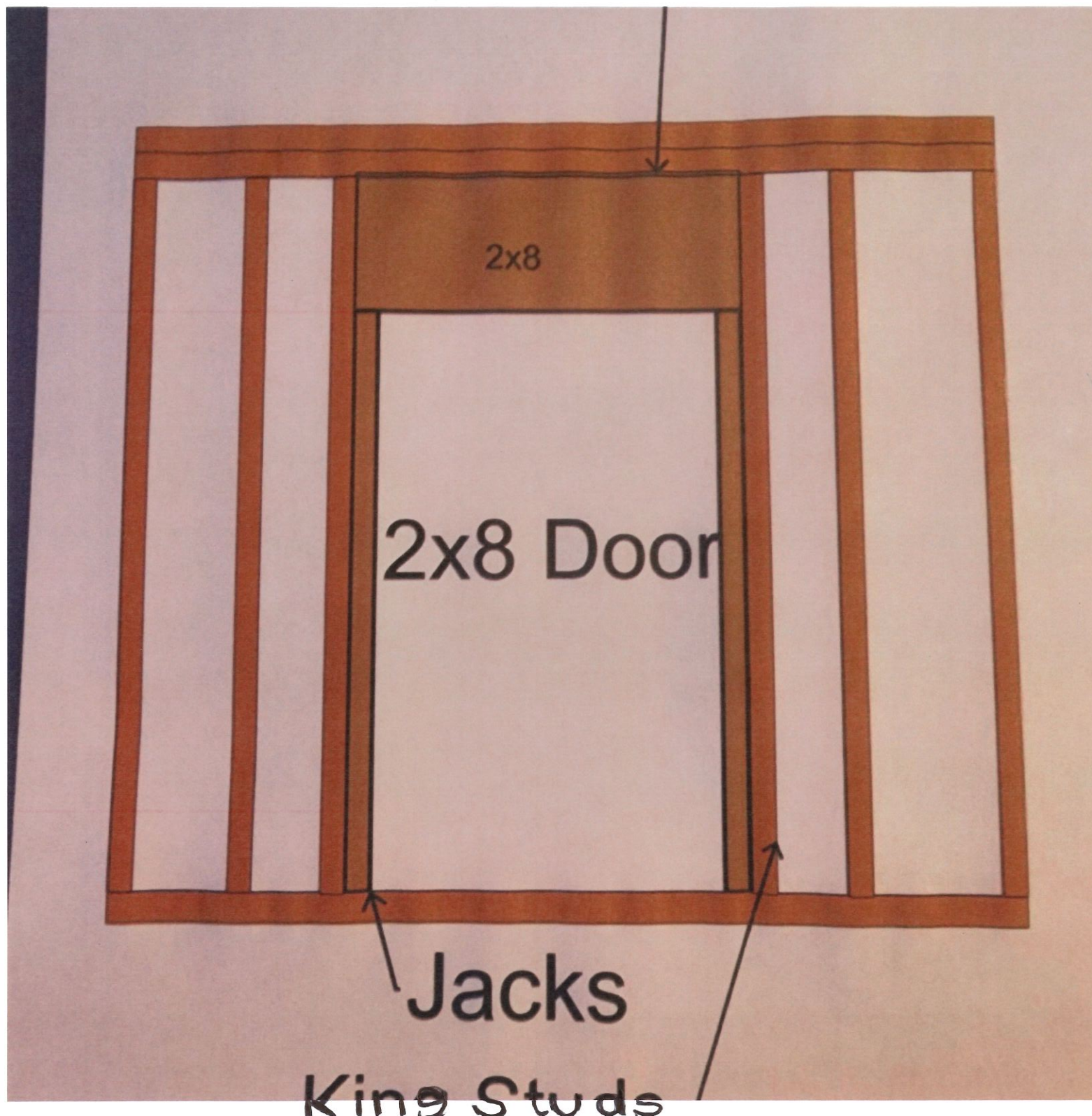
Double Hung Window

2x4 Crips

King Studs

Jacks





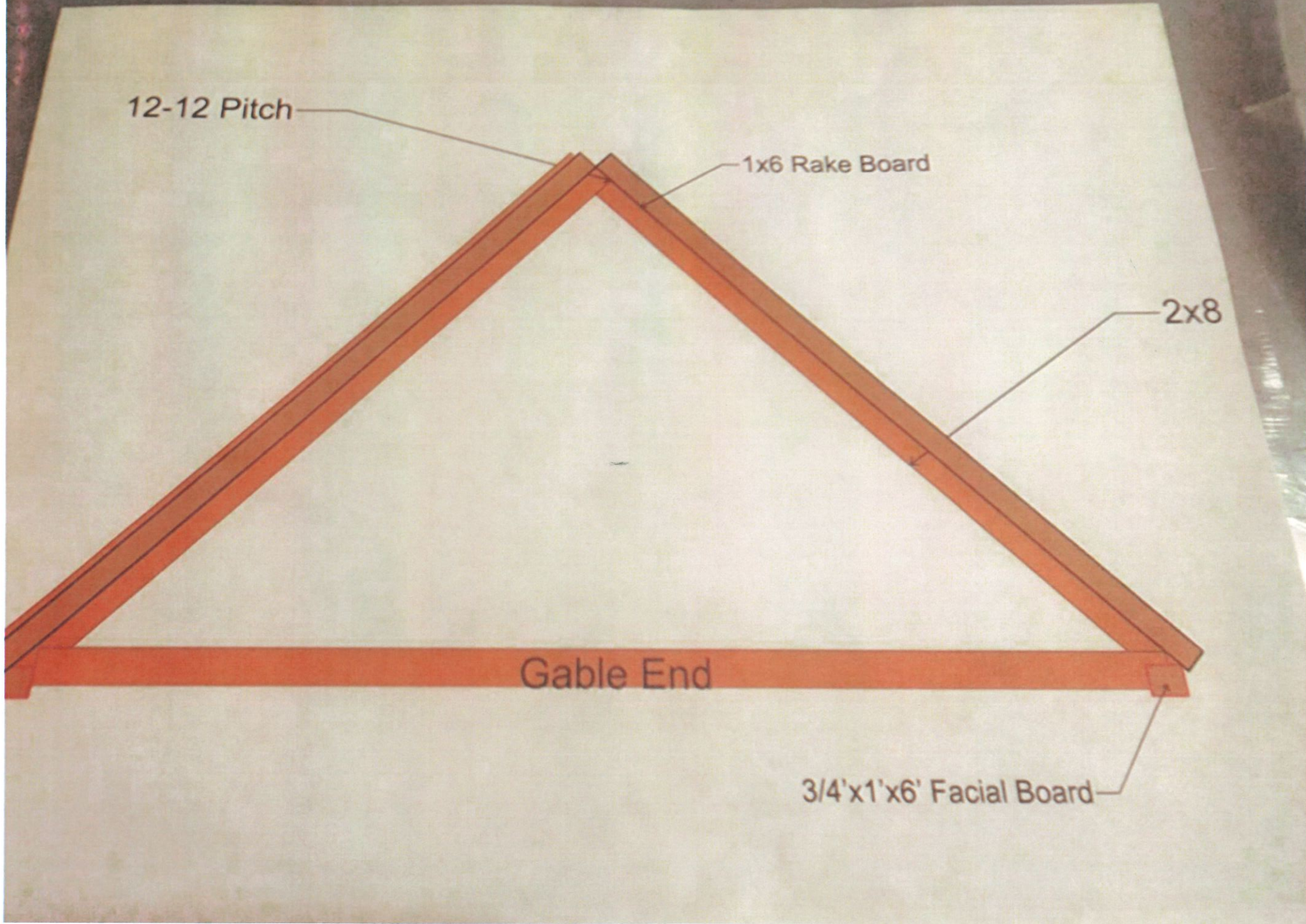
12-12 Pitch

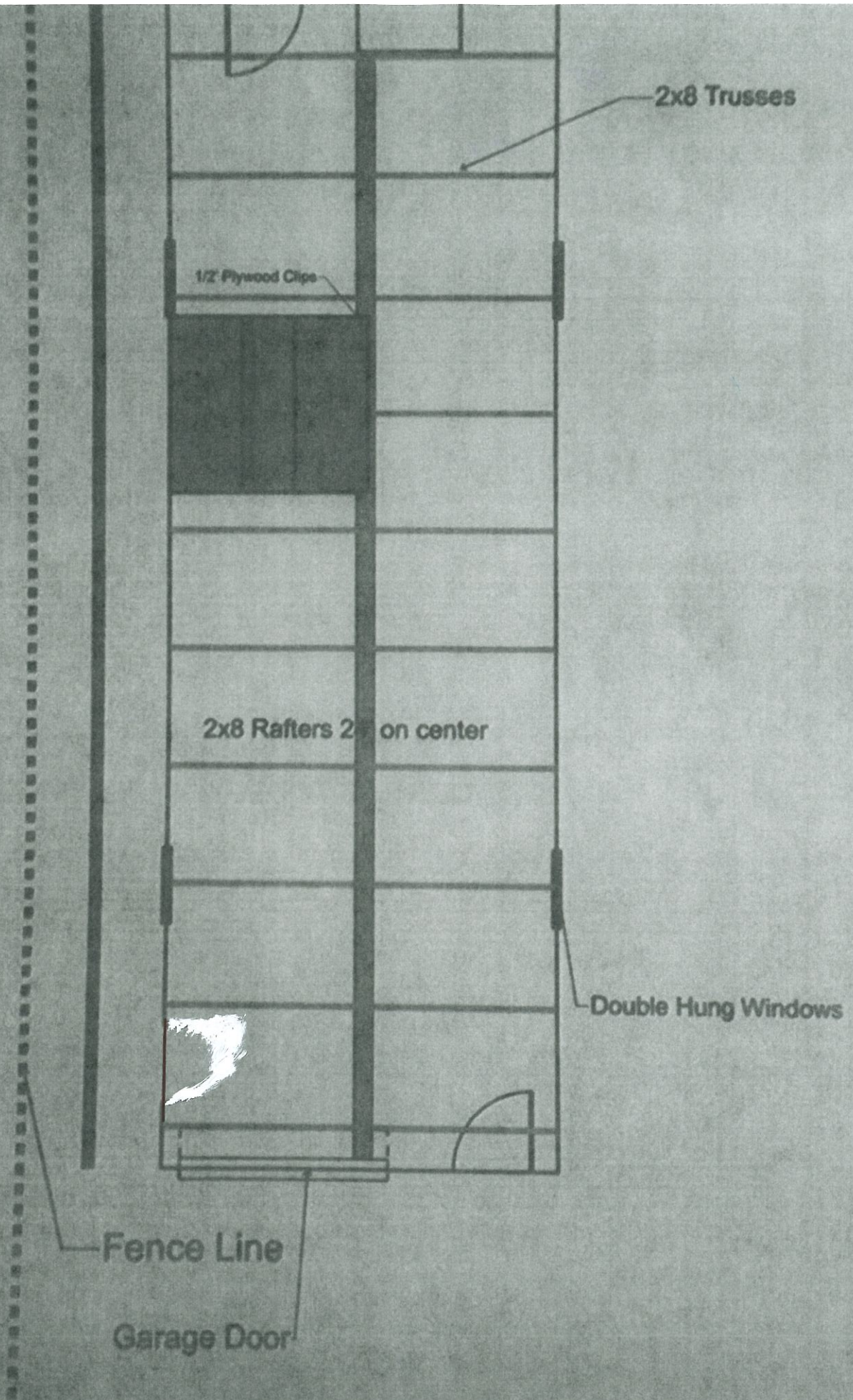
1x6 Rake Board

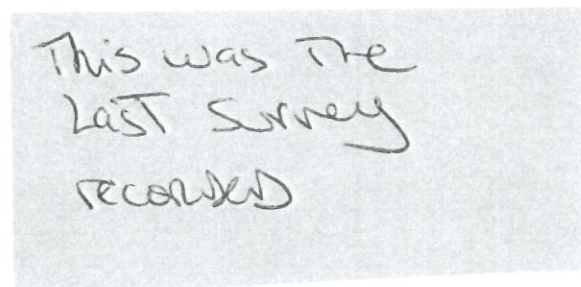
2x8

Gable End

3/4"x1"x6' Facial Board







Alley

Driveway
31.0

Fence

garage door

Door

5.0

proposed
garage
extension

46.0

5.0

repaired
existing
garage

YARD

YARD

Door

curtain
for
tree

20.5

31.6

Deck

Back of
House

79.59

24 STONEWALL DRIVE
COA APPLICATION #2400126

Zoning Approval

Town of Front Royal

102 E. Main Street

Front Royal, VA 22630

540-635-4236

Permit Number: 2400126



Job Location: 24 W STONEWALL DR
City, State, Zip: FRONT ROYAL, VA 22630
Tax Map #: 20A7 4 91
Square Feet: [Square Feet]
Valuation:
Status: Preliminary Approval

Plan Type: Certificate of Appropriateness - Board of Architectural Review
Work Class:
Project:
District: Front Royal
Completion Date:

Request Description: Changed dark blue wood siding to cream colored vinyl siding, vinyl fascia and soffit board, and a request to replace all windows with double hung windows.

Company Name: The Minick Group LLC
Applicant Name:
Address: 830 Sawgrass Dr
City, State, Zip: Charles Town WV 25414
Phone: (703) 594-9427
Email: minickproperty@yahoo.com

Owner: THE MINICK GROUP LLC
Address: 830 SAWGRASS DR
City, State, Zip: CHARLES TOWN, WV 25414
Phone: (703) 594-9427
Email: minickproperty@yahoo.com

REVIEW INFORMATION

	Pass/Fail
Department of Planning and Zoning Review	Pending
Board of Architectural Review At their regular meeting on March 12, 2024, the Board of Architectural Review the following motion: Chairman Waters moved, seconded by Ms. Aders to approve the vinyl siding as installed on the condition that windows that are not salvageable for restoration are restored in kind to include frames, jams, sash, and sill, with no vinyl wrap with a follow up inspection by staff. VOTE: Yes – Vaughan, Aders, Waters, Snyder No – N/A Abstain – N/A Absent – Rhodenhizer	Approved

Contractors:

Fee	Amount	Payment Date	Amount
Board of Architectural Review Request	\$200.00	02/21/2024	\$250.00
Zoning Permit - Residential	\$50.00		
Accessories/Additions			
Total Fee: \$250.00		Total Paid: \$250.00	

This permit 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.

2/21/2024 – iWorq Review Comment:

Emily Minick needs to turn in a Zoning Application. She wrote check #194 for \$250.00. The \$200.00 is for the COA Application and the \$50.00 is for the Zoning Application not yet turned in. Transfer the \$50.00 to the new permit once application is turned in.

2400126

**CERTIFICATE OF APPROPRIATENESS
APPLICATION
TOWN OF FRONT ROYAL**

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

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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: The Minick Group, LLC
Address of Applicant: 24 A West Stonewall Dr
Front Royal, VA 22630
Phone Number: 703-594-9427 E-Mail: minickproperty@yahoo.com
Property in Question:
Street Address: 24 A W Stonewall Dr
Business Name (if applicable) The Minick Group LLC
Tax Map Number: 20A7 4 91
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:

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):

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- _____ Site Plan
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- _____ 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:  Date 2/13/24

Signature of Representative (if applicable): 

\$100.00 Fee Receipt Number _____ Date _____

x2

Pd. \$200.00 on 2-13-24 CK# 194

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 _____ BAR Meeting Date: _____

Action Taken: _____

Zoning Administrator

Proposal:

#1: Due to the age of the property and the condition of the wood siding, water was entering the property behind the wood and entering the interior of the property causing damage to the walls and floors. The wood siding was mix matched material, with some pieces not original to the house (some T1-11 and 1x material).

To preserve the integrity of the structure, cream colored vinyl siding was placed over the existing wood siding on all sides of the building.

#2: Vinyl fascia and soffit board were installed over the existing material to preserve the integrity of the structure.

#3: Many of the windows over the years prior to the LLC's ownership were replaced. Some windows in the property are vinyl and some are wood with different grid designs. The glass windows are not uniform throughout the house.

The LLC would like to make the property uniform and replace all windows with double hung vinyl windows.

Property Identification Card

Record Number: 11846

COUNTY OF WARREN

Property Information (Map: 20A7 4 91)

Owner: THE MINICK GROUP LLC	Legal Description(s): L91 LEE & SHIPE STS MINOR SUBDIV RESIDUAL LR22-3613
Owner Address: 830 SAWGRASS DR CHARLES TOWN, WV 25414	Zoned: R3
Total Land Area: .1147 Acres	Prior Assessment: \$85,400
Property Address: 24 STONEWALL DR FRONT ROYAL, VA 22630	Magisterial District: FORK - TOWN
	Instrument: 19 0005817
	Remarks: 9101-20 INT ALT;9102-20 DEMO SHED 22-3613 INT ALT COMPL 22/GR

Assessment Values (Map: 20A7 4 91)

Building 1:	\$56,000
Land Value:	\$57,500
Other Improvements:	\$0.00
Total Value:	\$113,500

Acreage Description (Map: 20A7 4 91)

Size In Acres:	.1147
Description:	Homesite
Lump Sum or Per Acre:	Lump Sum
Unit Value:	
Adjustment Percentage:	0.00
Utility Value:	57,500
Acreage Value:	\$57,500

Total Value:	\$57,500
---------------------	-----------------

Other Improvements (Map: 20A7 4 91)

TOTAL VALUE:

Sales Information (Map: 20A7 4 91)

Sales Date:	11/5/2019
Sales Price:	\$93,000
Instrument:	Instrument: 19 0005817
Grantor:	STOVER ERIC P

Transaction History (Map: 20A7 4 91)

Sales Date:	10/01/1989
Sales Price:	\$90,000
Instrument:	D 414 / 26
Grantee:	STOVER ERIC P

Building Information (Map: 20A7 4 91)

Building 1:

EXTERIOR INFORMATION

Year Built:	0
Occupancy Type:	DWELLING
Condition:	POOR
Foundation:	CINDERBLOCK
Exterior Walls:	FRAME
Roofing:	METAL
Roof Type:	GABLE
Garage:	NONE
Number of Cars:	None
Built-In No. Cars:	None
Carpport:	NONE

INTERIOR INFORMATION

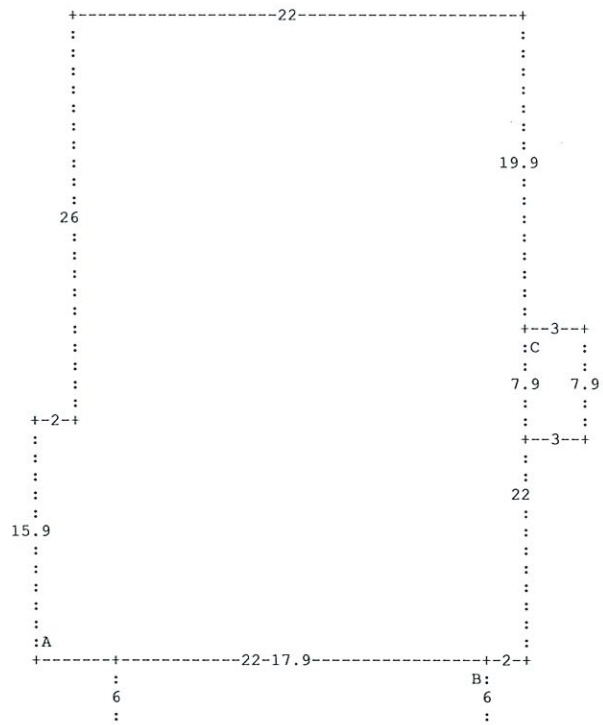
Story Height:	2.00
Number or Rooms:	8
Number or Bedrooms:	4
Number or Full Baths:	2
Number or Half Baths:	1
Building Sq. Feet:	1936
Basement Sq. Feet:	None
Fin. Basement Sq. Feet:	None
Interior Walls:	PLASTER
Floors:	WOOD
Heating:	FORCED AIR
A/C:	NO

SITE INFORMATION

Zoning Type:	R3
Terrain Type:	ON
Character:	ROLLING/SLOPING
Right of Way:	PUBLIC
Easements:	PAVED
Water:	PUB-I
Sewer:	PUB-I
Electric:	YES
Gas:	NO
Fuel Type:	OIL
Utility Value:	None
Fireplace:	None
Stk Fireplace:	None

Flues:	1
Metal Flues:	None
Stacked Flues:	None
Inop. Flue/FP:	None

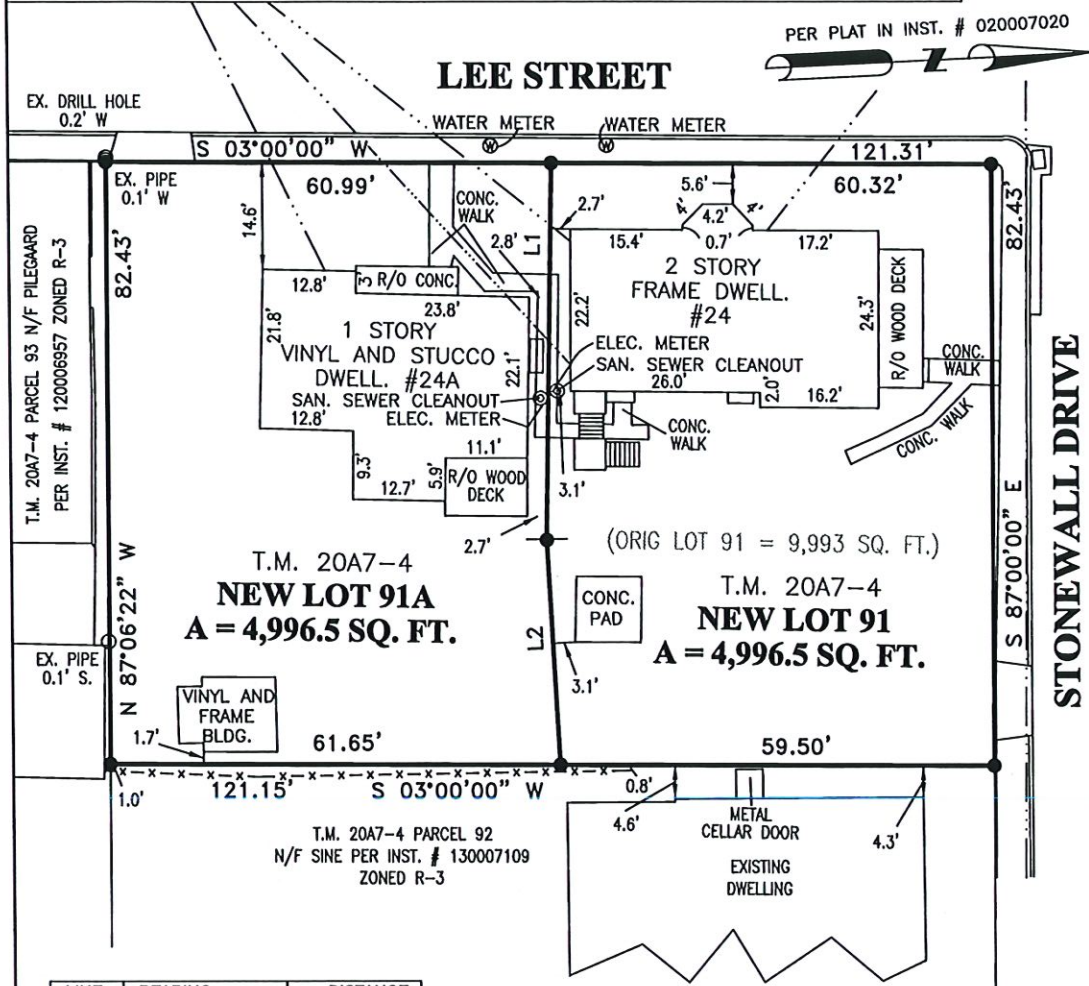
Building 1 Sketch



SURVEYOR'S CERTIFICATE

THIS IS TO CERTIFY THAT THE LAND SHOWN ON THIS PLAT IS THE LAND CONVEYED TO THE MINICK GROUP, LLC PER DEED DATED NOVEMBER 4, 2019 RECORDED IN THE WARREN COUNTY CIRCUIT COURT CLERKS OFFICE IN INSTRUMENT # 190005817, THAT I HAVE SURVEYED THIS PROPERTY ON THE GROUND, THAT THIS PLAT IS CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

JOSEPH G. BROGAN, JR. LIC. # 3209



LINE	BEARING	DISTANCE
L1	S 86°00'44" E	51.70'
L2	N 89°48'51" E	30.78'

NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

DERIVATION OF TITLE TO: THE MINICK GROUP, LLC
PER INST. # 190005817

PROPERTY ZONED R-3.

PROPERTY SITUATED OUTSIDE THE LIMITS OF THE
FEMA FLOOD ZONE.

MINOR SUBDIVISION OF LOT 91
OF THE LEE AND SHIPE SUBDIVISION
FORK MAGISTERIAL DISTRICT

TOWN OF FRONT ROYAL
WARREN COUNTY, VA.



SCALE 1" = 20'



PREPARED BY
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578, FRONT ROYAL, VA. 22630
tel&fax (540)635-5657
DECEMBER 1, 2020
MARCH 22, 2022 ADDENDUM

SHEET TWO OF TWO

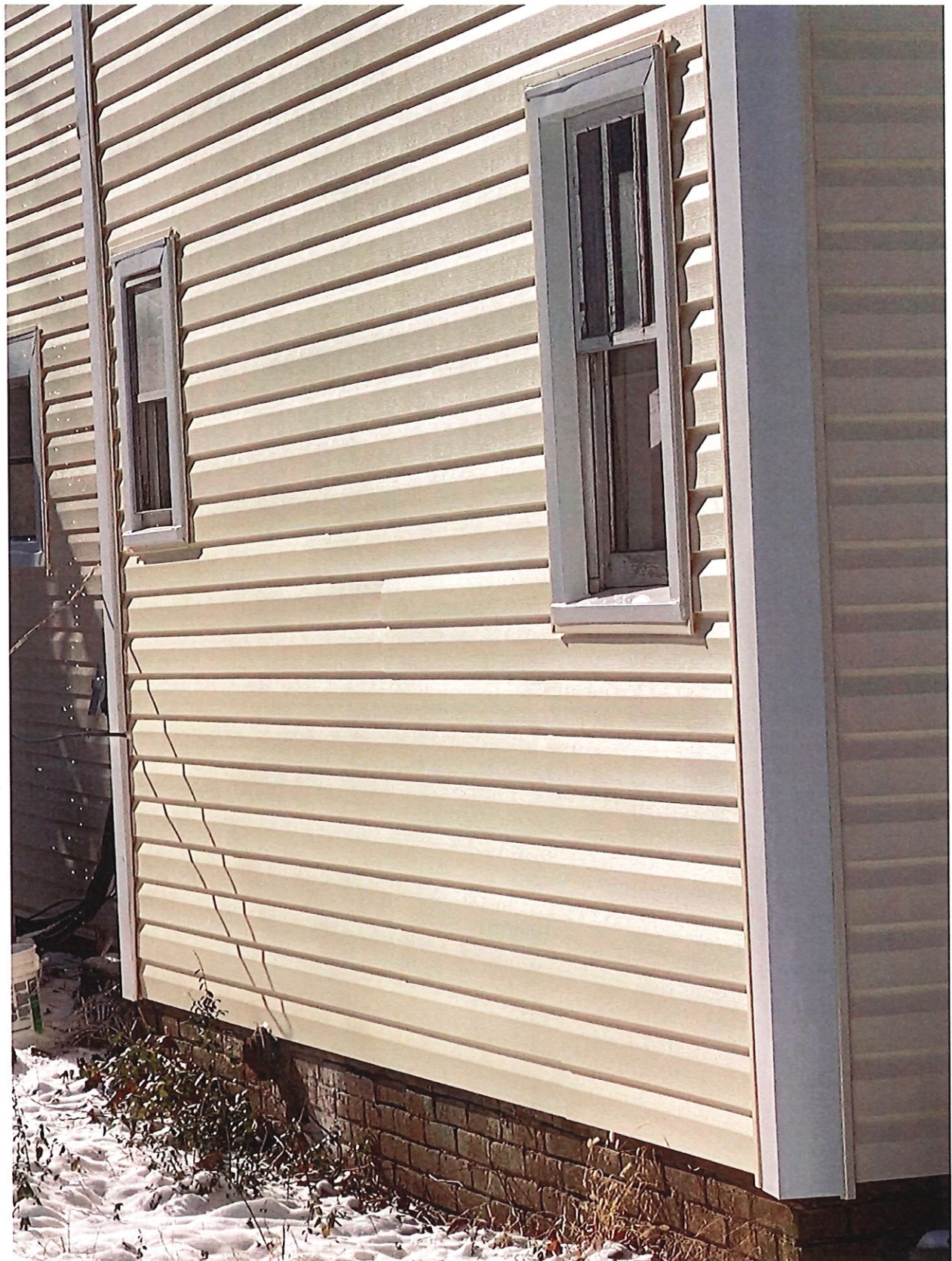
















HISTORIC OVERLAY DISTRICT GUIDELINES

TOWN OF FRONT ROYAL BOARD OF ARCHITECTURAL REVIEW (BAR)



APRIL 2013

PURPOSE

The purpose of this document is to serve as a guide, and supplementary set of standards, for the evaluation of construction activities taking place within the Front Royal Historic District. This document is intended to assist property owners, business owners, contractors, developers, and citizens to better understand what standards and requirements are expected for new construction activities, including demolitions, new construction, major renovations, and signs within the Front Royal Historic District.

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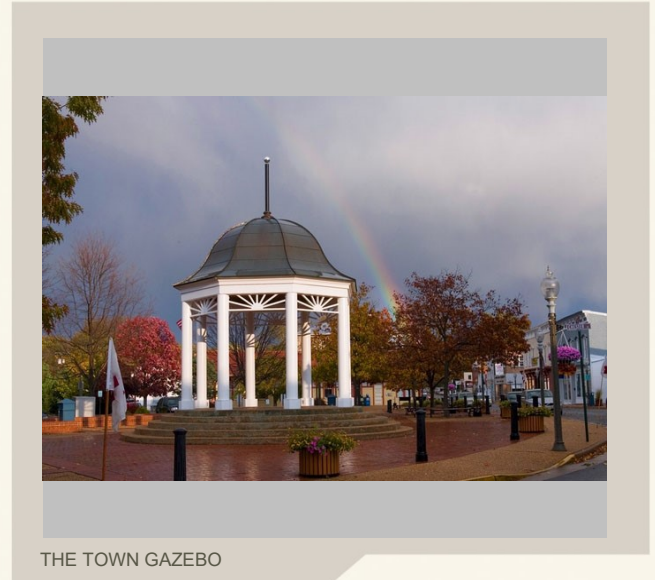
This document is organized into the following chapters.

Chapter	Pages
Signs	3-4
Cornices and Roofing	5-6
Additions	6
Entrances, Porches & Doors	7
Windows	8
Masonry	9-10
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Wood	13-14
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Review Checklist	18
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IMPORTANT LEGAL FACTS

The regulations of the Front Royal Historic Overlay District, and the authority of the BAR, are granted by Town Council by Sections 175-82 - 175-98 of the Town Code, under the authority granted by the Commonwealth of Virginia by §15.2-2306 of the Virginia Code. The Front Royal Historic District was established on December 4, 2002 by the Governor and Virginia Department of Historic Resources. Section 175-84.B.5. of the Town Code establishes that one of the BAR's duties is to create supplemental standards.

The restrictions within the Historic Overlay District are in addition to all other applicable zoning requirements, as well as building code requirements that are regulated by Warren County.



BOARD OF ARCHITECTURAL REVIEW

The Board of Architectural Review (BAR) determines the appropriateness of signs and construction activities, including demolitions, proposed to take place on property within the Front Royal Historic District. The Historic Overlay District was created to preserve and enhance the historic character of this important area of the Town so it can be enjoyed by future residents of the Town. As of August 2022, the members of the BAR include the following citizens:

Angela Toler
Gary Vaughan
Katherine Snyder
Collin Waters (Vice-Chairman)
Holly Rhodenhizer (Chairman)

BAR MEETINGS: 2nd Tuesday of each Month at 7PM at the Town Administration Building.

STAFF CONTACTS

Lauren Kopishke, Planning & Zoning Director
Connie Potter, Senior Administrative Assistant

SIGNS

The Board of Architectural Review (BAR) has developed the sign guidelines of this Chapter to create greater understanding of the types of signs that are appropriate for properties located within the Front Royal Historic Overlay District, particularly when such signage is subject to the issuance of a Certificate of Appropriateness. These sign standards are in addition to the sign requirements found within Section 175-106 of the Town Code.

GENERAL PLACEMENT

Sign design must be compatible with the architecture of the building and the streetscape. Signs should not mask windows or other important architectural features of the building. Signs should be placed within the line of sight for pedestrians and be no higher than 15 feet above the sidewalk or the bottom of the second-floor windows. On narrow streets, such as Main Street, projecting signs placed at the upper first floor are encouraged because of their appeal to pedestrians, historic compatibility, and visibility. Sign messages may be creative but shall not include offensive language.

SIZE

Bigger is not necessarily better when it comes to signs. A small inviting sign that is well-placed in the pedestrian's view is often more effective than a much larger sign. The size of a proposed sign should be in proportion with the wall on which it is located. Signs should not exceed one square foot for each linear foot of building width, as based on the side of the building on which the sign is located.

COLOR

Muted, neutral and earth tones are the most compatible in the Historic District. However, some brighter tones may be perfectly suitable if used as an accent.

LIGHTING

Lighting design should be selected based on its compatibility to the style of the sign, building, and surrounding buildings and streetscape. Internally lit signs are discouraged. Light fixtures should be designed for indirect lighting of a particular location. Shielding may also be necessary to minimize glare.

MATERIALS

Material selection should be based on ease of maintenance and compatibility with the materials associated with the architectural features of the building and surrounding buildings.



Illustration 1: The picture above illustrates an appropriate example of sign placement in proportion to the building and surroundings.



Illustration 2: This sign is a good example of how the sign color can become an extension of the building.

SIGNS

QUANTITY

It is recommended that the quantity of signs be limited to no more than two permanent signs per establishment. Temporary window signs should cover no more than 25% of the window.

TYPE OF SIGNS

Wall mounted or projecting signs are generally recommended for most uses within the Historic Overlay District.

New freestanding signs are not recommended unless there is a substantial yard area on the property, and the sign is a monument type sign.

Pylon and interior illuminated box signs are discouraged.

CERTIFICATE OF APPROPRIATENESS

A sign permit is required for most types of signs within the Town of Front Royal, and a building permit may be required by the Warren County Department of Building Inspections, depending on the type of sign. In addition, signs within the Historic Overlay District require the issuance of a Certificate of Appropriateness. The Zoning Administrator is authorized to approve signs that meet the guidelines of the Board of Architectural Review (BAR). Signs that do not conform to these guidelines require review by the BAR.



Illustration 3: The above sign is a good example of a freestanding directory sign. Each tenant in the building has a location on the sign.



Illustration 4: Above is a creative and artistic sign that helps make the location a point of interest.

CORNICES AND ROOFING

CORNICE

The cornice occurs at the junction between the roof and the exterior wall. It is comprised of soffit fascia, frieze, and corner boards. On commercial buildings it may be a decorated classical projection or a flat decorative band within the wall material.

The following rules are recommended for cornices:

1. Keep the cornice well sealed and anchored and maintain the gutter system and flashing.
2. Repair, rather than replace, the cornice. Do not remove original elements such as brackets or blocks, without replacing them with new ones of a like design.
3. Match materials, decorative details, and profiles of the existing original cornice design when making repairs.
4. Do not replace an original cornice with a new one that conveys a different period, style, or theme from that of the building. If the cornice is missing, the replacement of it should be based on physical or documented evidence of the original architectural style of the building.

ROOFING

One of the most important elements of a structure is the roof. It serves to protect the building from the elements. Good roof maintenance is absolutely critical for the preservation of the entire structure.

The following rules are recommended for roofs:

1. Retain elements such as chimneys, skylights, and light wells that contribute to the style and character of the building.
2. When replacing a roof, match original materials as closely as possible.
3. Slate is a historic roofing material found in the districts. Before replacing slate with new slate, or a substitute material, make sure that it is the slate that is deteriorating and not the roof flashing or slate hangers. Buckingham slate used on many local structures should last approximately 175 years or longer, and repairs may be possible instead of wholesale replacement. Rusted fasteners cause slate to slip and leaks to develop. Re-hang slate with new fasteners. Pennsylvania slate lasts approximately 75 years before it begins delaminates and needs to be replaced. Artificial slate and standing seam metal roofing materials are reasonable alternatives to slate within the Front Royal Historic District.



Illustration 5: Above is a good example of well maintained cornice to a residential house in the Historic District.



Illustration 6: Metal, slate and wood shingle roofs are compatible with the original architecture of the buildings in the historic district. Above is a picture of a roof with cedar shingles.

4. Keep metal surfaces painted (except for copper roofs) and use the appropriate primer for the particular type of metal roof.
5. Antennas and solar collectors should be located on portions of the roof that are less prominent and do not diminish the architectural character of a historically significant building.
6. Do not add new architectural elements, such as, skylights, or additional stories that would be visible on the primary elevation of the building.

ADDITIONS

An addition to a historic building may radically alter its appearance. When an addition is necessary, it should be designed and constructed in a way that complements the character of the historic building.

1. Function. Attempt to accommodate needed functions within the existing structure without building an addition.
2. Size. Limit the size of the addition so that it does not visually overpower the existing building.
3. Location. Attempt to locate the addition on rear or side elevations that are not visible from the street. If additional floors are constructed on top of a building, set the addition back from the main façade so that its visual impact is minimized. If the addition is located on a primary elevation the façade of the addition should be treated under the new construction guidelines. A primary elevation is typically the side, or sides, of a building that faces the public street or other prominent location regularly attended by the public.
4. Design. New additions should be distinct, and not attempt to mimic the original structure. They should be designed with a similar architectural style, but not confuse the viewer as to what the original structure is.
5. Materials and Features. Use materials, windows, doors, architectural detailing, roofs, and colors which are compatible with historic buildings in the districts.
6. Attachment to Existing Building. Wherever possible, new additions or alterations to existing buildings and structures should be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the original building or structure would be unimpaired. Therefore, the new design should not use the same wall plane, roof line, or cornice line of the existing structure.



Illustration 7: Slate roofing, such as that shown above, is among the most durable roofing material.



Illustration 8: Unique architectural aspects of a roof/building should be maintained. Above is an example of a unique Victorian/Gothic tower with a widow's walk.

ENTRANCES, PORCHES & DOORS

The important focal point of an entrance or porch is the door. Doors are often a character-defining feature of the architectural style of a building. Residences may have any of a variety of door types reflecting the variety of styles of residential buildings.

1. Inspect masonry, wood, and metal of porches and entrances for signs of rust, peeling paint, wood deterioration, open joints around frames, deteriorating putty, inadequate caulking, and improper drainage. Correct any of these conditions.
2. Repair damaged elements, matching the detail of the existing original material. Reuse hardware and locks that are original or important to the historical evolution of the building.
3. Replace an entire porch only if it is too deteriorated to repair or is completely missing. The new porch should match the original as closely as possible.
4. Do not strip entrances and porches of historic material and details. Give more importance to front or side porches than to utilitarian back porches.
5. Avoid substituting the original doors with stock doors that do not fit the openings properly.
6. Do not remove or radically change entrances and porches important in defining the building's overall historic character. Avoid adding "Colonial" decorative elements, such as broken pediments, columns, and pilasters; installing decorative iron supports; or adding a new entrance to the primary elevation.
7. Do not enclose porches on primary elevations and avoid enclosing porches on secondary elevations in a manner that radically changes the historic appearance.
8. Paint aluminum storm doors to match other doors or trim.
9. On any buildings, provide any needed barrier-free access through removable or portable ramps when possible, rather than permanent ramps that may alter features of the historic building.



Illustration 9: Above is one of many unique and grand entrances that exist within the historic district.



Illustration 10: Above is a good example of a restored porch in the historic district.

WINDOWS

Windows may be placed at regular intervals or in asymmetrical patterns. Their size may highlight various bay divisions in the building. All of the windows may be the same in one house or there may be a variety of types which give emphasis to certain parts of the building.

1. Retain original windows if possible. Ensure that all hardware is in good operating condition, that caulk and glazing putty are intact, and that water drains off the sills.
2. Repair original windows by patching, splicing, consolidating, or otherwise reinforcing the material. Wood that appears to be in bad condition because of peeling paint or separated joints often can be repaired.
3. Replacement of original windows, muntins and mullions will have a profile in like manner and style. Replacement of non-original windows will be done with windows of a style that match the architecture of the building. For example, two over two or two over one window's will be replaced with the same style.
4. Replace windows only when they are missing or beyond repair. Reconstruction should be based on physical evidence or old photographs. Do not use inappropriate materials or finishes that radically change the sash, depth of reveal, muntin configuration, the reflective quality or color of the glazing, or the appearance of the frame.
5. Do not change the number, location, size, or glazing pattern of windows by cutting new openings, blocking in windows, or installing replacement sashes that do not fit the window openings.
6. Improve thermal efficiency with weather stripping, storm windows, caulking, interior shades, and if appropriate, blinds and awnings.
 - A. Install interior storm sashes with airtight gaskets, ventilating holes, and removable clips to allow proper maintenance and to avoid condensation.
 - B. Install exterior storm windows that do not damage or obscure the windows.
7. Use shutters only on windows and doors that show evidence of their use in the past. They should be wood (rather than metal or vinyl) and should be mounted on hinges. Shutters should be sized to cover the window opening when closed. Avoid shutters on bay windows.



Illustration 11: Above is a unique window in the historic district.



Illustration 12: Repair original windows instead of purchasing new windows.

MASONRY

Masonry Maintenance

1. Retain masonry features such as walls, brackets, railings, cornices, window surrounds, pediments, steps, and columns that are important in defining the overall character of the building. The size, texture, color, and pattern of masonry units, as well as mortar joint size and tooling should be respected.
2. Monitor the effects of weather on the condition of mortar and the masonry units and ensure that improper water drainage is not causing deterioration.
3. Prevent water from gathering at the base of a wall by ensuring that the ground slopes away from the wall or by installing drain tiles and/or downspout feed aways.
4. Do not apply waterproof, water-repellent, or non-historic coatings in an effort to stop moisture problems; they often trap moisture inside the masonry and cause more problems in freeze/thaw cycles.
5. Repair cracks, which may indicate structural settling or deterioration and allow moisture penetration. Always match the color of the mortar when adding new mortar.
6. Caulk the joints between masonry and window frames to prevent water penetration. Use a color of caulk that blends in with the existing color of the mortar.

Masonry Cleaning

Clean masonry only when necessary to halt deterioration or to remove heavy soiling. Use knowledgeable contractors and check their references and methods. Look for damage caused by the improper cleaning such as chipped or pitted brick, washed-out mortar, rounded edges of brick, or a residue or film. Cleaning of masonry should follow these guidelines:

1. Clean unpainted masonry with the gentlest means possible. The best method is low-pressure water wash with detergents and natural bristle brushes.
2. Test the cleaner on a small inconspicuous part of the building, beginning with the gentlest method and moving to harsher treatments only if necessary. Let the masonry in the test patch dry thoroughly and look for surface deterioration or discoloration. Older brick may be too soft to clean and can be damaged by detergents and by the pressure of the water. Building owners applying for federal rehabilitation tax credits must conduct test patches before cleaning masonry.
3. Do not use abrasive cleaning methods such as sandblasting or excessively high-pressure water washes. These methods remove the hard outer shell of a brick and can cause rapid deterioration. Sandblasted masonry buildings cannot receive federal tax credits.
4. Use chemical cleaners cautiously. Do not clean with chemical methods that damage masonry and do not leave chemical cleaners on the masonry longer than recommended.
5. Avoid using water or water-based chemicals in freezing conditions.

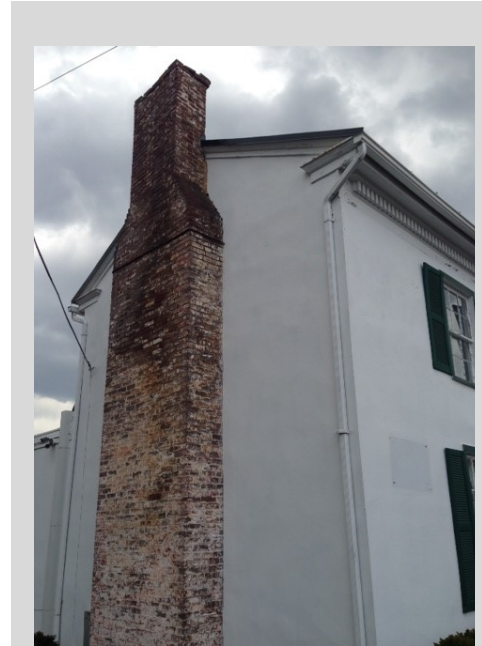


Illustration 13: Above is a masonry chimney in the historic district with what appears to be historic paint.



Illustration 14: Proper maintenance of masonry will help prevent expensive repairs in the future.

Masonry Repair: Repointing

Disintegrating mortar, cracks in mortar joints, loose bricks, or damaged plaster work may signal the need for repair of masonry.

1. Remove deteriorated mortar by carefully hand raking the joints to avoid damaging the masonry. Do not remove mortar with electric saws or hammers that damage the surrounding masonry.
2. Duplicate mortar in strength, composition, color, and texture.
 - A. **Strength:** Do not repoint with mortar that is stronger than the original mortar and the brick itself. Brick expands and contracts with freezing and heating conditions. When this change occurs, old mortar moves to relieve the stress. If only portland cement is used, the mortar does not flex as much and the brick can crack, break, or spall. Do not repoint with a synthetic caulking compound.
 - B. **Composition:** Mortar of older brick buildings has a high lime and sand content. Replacement mortar should be composed primarily of lime (one part) and sand (two parts) with some (no more than 20 percent of the lime and cement combined) portland cement (ASTM C-150 Type 1) for workability. In newer buildings the lime content would be decreased and the portland cement content increased.
 - C. **Appearance:** Duplicate old mortar joints in width and profile. Cut out old mortar to a depth of one inch. Repoint to match original joints and retain the original joint width. The color of new mortar should match the original mortar.

Masonry Repair: Other

1. Repair damaged masonry features if possible, by patching, piecing in, or consolidating to match the original instead of replacing an entire masonry feature.
2. Repair stucco by removing loose material and patching with a new material that is similar in composition, color, and texture.
3. Patch stone in small areas with a cement-like material which, like mortar, should be weaker than the masonry being repaired and should be mixed accordingly. This type of work should be done by skilled craftsmen.
4. Use epoxies for the repair of broken stone or carved details. Application of such materials should be undertaken by skilled craftsmen.

Masonry Painting and Waterproofing

1. Generally, leave unpainted masonry unpainted.
2. Remove deteriorated paint to the next sound layer by hand scraping. Do not completely remove paint that is well-adhered, as breaking that bond could damage the masonry.
3. If masonry needs repainting, follow these steps:
 - A. Clean with a low-pressure water wash (garden hose) if the building is dirty.
 - B. Allow masonry to dry for at least fourteen days before applying paint.
 - C. Prime with an appropriate masonry primer.
 - D. Repaint with an appropriate masonry paint system recommended by a paint manufacturer.
 - E. Use water-repellent coatings that breathe, but only as a last resort after water penetration has not been arrested by repointing and correcting drainage problems.
 - F. Dryvit or synthetic stucco may be appropriate for use in the Historic District on a case-by-case basis.

SITE IMPROVEMENTS

Driveways, Off-street Parking, and Walks

1. In general, driveways should be located only on large or medium size lots that can accommodate such a feature.
2. Avoid placing driveways on small narrow lots if the drive will have a major visual impact on the site.
3. New parking should be located to the sides and rears of existing houses and should be screened with landscaping if the area is prominently visible from a public right-of-way.
4. Retain existing historic paving materials used in walks and driveways, such as brick, limestone, and patterned concrete from earlier eras.
5. Replace damaged areas with materials that match the original paving.
6. Ensure that new paving materials are compatible with the character of the area. Brick pavers in traditional patterns and scored concrete are examples of appropriate applications. Color and texture of both surfaces should be carefully reviewed prior to installation. Avoid large expanses of bright white or gray concrete surfaces.
7. Consider using identical or similar materials or combination of materials in both walks and driveways.
8. Avoid demolishing historic structures to provide areas for parking.

Garages, Outbuildings, and Site Features

Many houses in Front Royal have garages, outbuildings, and distinctive site features. Some typical outbuildings include garages or carriage houses.

1. Retain existing historic garages, outbuildings, and site features.
2. Design new garages or outbuildings to be compatible with the style of the major buildings on the site, especially in materials and roof slope.
3. New garages or outbuildings should be located to the rear of the main house, or they should be placed to the side of the main house without extending in front of the center line of the house.
4. The scale of new garages or outbuildings should not overpower the existing house or the size of the existing lot.
5. The design and location of any new site features should relate to the existing character of the property.



Illustration 15: Many things other than buildings contribute to the historic district.



Illustration 16: Accessory buildings can also be significant assets of the historic district.

Fences and Walls

Fences in Historic District neighborhoods help define the streetscape. Low fences or walls give character to a street scene and help give uniformity to properties, particularly in residential neighborhoods. Fences and walls help define outdoor spaces by marking the limits of a property, serving as a means of limiting access, or making a distinction between public, semi-public and private open space.

These guidelines have been established to assist the Historic District property owner in the selection and placement of an appropriate fence and wall designs. All fences in the Historic District require a Certificate of Appropriateness and a zoning permit. Larger retaining walls also require a building permit in addition to the Certificate of Appropriateness and zoning permit.

Where a proposed fence conforms to these guidelines, a Certificate of Appropriateness can be issued by the Zoning Administrator. Fences that do not meet these Guidelines require approval of a Certificate of Appropriateness by the Board of Architectural Review.

1. Retain traditional fences, walls, and hedges. When a portion of a fence needs replacing, salvage original parts for a prominent location from a less prominent location if possible. Match old fencing in material, height, and detail. If this is not possible, use a simplified design of similar materials and height.
2. Respect the existing condition of the majority of existing lots or streets in a subarea when planning new construction or a rehabilitation of an existing site.
 - o If the majority of buildings on the street have a fence or wall, incorporate one into new site improvements.
 - o If the majority of buildings on the street have an open yard leading to the street, do not add a fence or wall to the front of the lot.
3. The design of new fences and walls should blend with materials and designs found in the district. Commonly used materials are brick, stucco, iron, wood, and shrubbery hedges. Often the materials relate to the materials used elsewhere on the property and on the structures.
4. The scale and level of ornateness of the design of any new walls and fences should relate to the scale and ornateness of the existing house. Simpler and smaller designs are more appropriate on smaller lots.
5. The height of the fence or wall should not exceed the average height of other fences and walls of surrounding properties. See the zoning ordinance for detailed requirements.
6. Avoid the use of solid masonry walls which would visually enclose the property from more open neighboring sites.
7. Do not use materials such as chain-link fencing and concrete block walls where they would be visible from the street.



Illustration 17: Above is a picture of a fence that enhances the property of this historically significant residence.



Illustration 18: Here is an example of a fence consisting of masonry posts.



Illustration 19: Chain-link fence is not recommended inside of the historic district.

WOOD

Wood Maintenance

The main objective in wood maintenance is to keep it free from water infiltration and wood-boring pests. Moisture encourages wood-boring insects so that these two conditions frequently occur together.

1. Inspect wood surfaces for signs of water damage, rot, and pest infestation.
2. Keep all surfaces primed and painted in order to prevent water infiltration.
3. Use appropriate pest poisons with extreme caution and follow product instructions.
4. Remove vegetation that grows too close to wood surfaces.
5. Repair leaking roofs, gutters, downspouts, and flashing, and insure proper ventilation.
6. Maintain proper drainage around the foundation to prevent standing water.
7. Re-caulk joints where moisture might penetrate a building:
 - A. Remove old caulk and dirt.
 - B. Use a high-quality caulk.
 - C. Do not caulk under individual siding boards or windowsills. This action seals the building too tightly and can lead to moisture problems within the frame walls and to failure of paint.



Illustration 20: Rather than covering a building with vinyl, it is preferred that the natural wood be maintained. Above is a good example of maintained wood.

Preparing Wood Surfaces for Painting

Proper surface preparation is the most important (and time-consuming) prerequisite to a successful paint job. The objective is for the surface to be thoroughly dry, free from loose dirt or paint, and sanded.

1. Remove damaged or deteriorated paint to the next sound layer using the gentlest means possible such as hand sanding and hand scraping. Do not completely remove paint when it is adhered soundly to the wood.
2. Remove all paint down to the bare wood only in extreme cases where the paint has blistered and peeled or there is excessive paint buildup or moisture.
3. Do not completely remove paint to achieve a natural finish.
4. Use electric heat guns on decorative wood features and electric heat plates on flat wood surfaces when additional paint removal is required.
5. Use chemical strippers when more effective removal is required. Thoroughly neutralize chemicals after use or new paint will not adhere. Do not allow wood to be in contact with chemical stripping agents for long periods of time; it may raise the wood grain or roughen the surface.
6. Do not use potentially destructive and dangerous paint removal methods such as a propane or butane torch, sandblasting, or waterblasting.
7. Remove dirt with household detergent and water and allow the surface to dry completely before applying paint.

Painting Wood

Most older frame buildings have been painted with an oil-based paint and so an oil-based paint should be used when repainting. Latex paint will not adhere to chalked oil paint. Also, it shrinks more during drying than oil-based paint and can pull off the old paint. If latex paint is used, the surface should first be primed with an oil-based primer.

Wood Repair

Rather than replacing all of the siding, restore the sections of the original siding that are rotten, missing or in need of repair.

Be sure to test for rotten wood. To test for rotten wood, jab a screwdriver into the wetted wood surface at an angle and pry up a small section. Sound wood will separate in long fibrous splinters while decayed wood will separate in short irregular pieces. Alternatively, insert the screwdriver perpendicular to the wood. If it penetrates less than one-eighth inch, the wood is solid; if it penetrates more than one-half inch it may have dry rot.

1. Use epoxies to patch, piece, or consolidate parts.
2. Match existing materials and details.

Wood Replacement and Reconstruction

1. Replace wood elements only when they are rotted beyond repair.
2. Match the original in material and design, by substituting materials that convey the same visual appearance or by using surviving material. Upon review and approval by the BAR, PVC or composite wood can be used.
3. Base the design of reconstructed elements on pictorial or physical evidence from the actual building rather than from similar buildings in the area. Complement the existing details in size, scale, and materials.
4. Modern composite materials will be considered on a case-by-case basis.



Illustration 21: Above is another example of a house with a maintained wood exterior.



Illustration 22: Some sidings may be appropriate for a renovation project when it is unfeasible to restore wood siding. Above is picture of hardiplank siding, which is difficult to distinguish from wood.

NEW CONSTRUCTION

Planning a New Construction Project

The following guidelines offer general recommendations on the design for all new buildings in Front Royals Historic Districts. These guidelines are intended to provide a general design framework for new construction. The following criteria are all important when considering whether proposed new buildings are appropriate and compatible.

Foundation

The foundation forms the base of a building. On many buildings it is indistinguishable from the walls of the buildings. On others it is a different material or texture or is raised well above ground level. Solid masonry or concrete foundations are common for residential buildings. Masonry piers, most often of brick, support many porches.

1. Distinguish the foundation from the rest of the structure through the use of different materials, patterns, or textures.
2. Respect the height, contrast of materials, and textures of foundations on surrounding historic buildings.

Materials and Textures

1. The selection of materials and textures for a new building should be compatible with and complement neighboring buildings. In order to strengthen the traditional image of the residential areas of the historic districts, brick and wood siding are the most appropriate materials for new buildings.
2. On large-scale, multi-lot buildings, primary facades should be divided into different bays and planes to relate to existing neighboring buildings. Varying materials, shades, and textures also should be considered.
3. Synthetic sidings, including vinyl, aluminum, and synthetic stucco-like finishes, are not historic cladding materials in the historic districts and their use should be avoided.

Architectural Details and Decorative Features

The details and decoration of Front Royals historic buildings vary tremendously with the different styles, periods, and types. Such details include cornices, roof overhang, chimneys, lintels, sills, brackets, brick patterns, shutters, entrance decoration, and porch elements.

It is a challenge to create new designs that use historic details successfully. One extreme is to simply copy the complete design of a historic building and the other is to "paste on" historic details on a modern unadorned design. Neither solution is appropriate for designing architecture that relates to its historic context and yet still reads as a contemporary building. More successful new buildings take their clues from historic images and reintroduce and reinterpret designs of traditional decorative elements.

Building Types Within the Historic Districts

1. **Infill:** Residential infill buildings are new dwellings that are constructed on the occasional vacant lot within a block of existing historic houses. Setback, spacing, and general massing of the new dwelling are the most important criteria that should relate to the existing historic structures.
2. **Institutional:** Churches, schools, and other civic buildings are all structures that represent a unique aspect of community life and frequently have special requirements that relate to their distinct uses. For these reasons, these buildings usually are freestanding, and their scale and architectural arrangements may be of a different nature than their residential and historic neighbors. However, their materials should blend with the character of the district.

Orientation

New buildings should be orientated in the same direction as the surrounding buildings, and where possible, the front face of the building should match the existing front setbacks of the existing buildings in the vicinity.

Height and Width

The size of a new building can either contribute to or be in conflict with an historic area. Height and width create scale, or the relationship between the size of a building and the size of a person. Scale also can be defined as the relationship of the size of a building to neighboring buildings and of a building to its site.

The design features of a building can reinforce a human scale or can create a monumental scale. In terms of scale, most buildings in the historic districts relate to the human scale and are not monumental. Houses in the historic districts for the most part range from one to three stories with the majority being two stories.

Reinforce the human scale of the historic districts by including elements such as porches, entrances, storefronts, and decorative features depending on the character of the particular sub-area.

Massing and Building Footprint

New construction should relate in footprint and massing to the majority of surrounding historic dwellings.

Roof

Roof design, materials, textures, and orientation should be consistent with the existing structures in the historic districts. Common forms include hipped roofs, gable roofs, cross gables, and gambrel roofs as well as combinations of the above.

1. **Roof Forms and Pitches:** In general, the roof pitch of an older dwelling is steeper than a new tract house. This factor is more important than the type of roof in most neighborhoods. Shallow pitched roofs and flat roofs generally are inappropriate in historic residential areas.
2. **Roof Materials:** Common roof materials in the historic districts include metal, slate, and asphalt shingles.
 - A. For new construction in the historic districts use traditional roofing materials such as metal or slate.
 - B. Avoid using thick wood cedar shakes if using wood shingles; instead use more historically appropriate wood shingles which are thinner and have a smoother finish.
 - C. In using asphalt shingles, do not use light colors. Consider using darker textured shingles that resemble slate or wood shingles.
3. **Rooftop Screening:** If roof-mounted mechanical equipment is used, it should be screened from public view on all sides. The screening material and design should be consistent with the design, textures, materials, and colors of the building. The screening should not appear as an afterthought or addition to the building.

Openings: Doors and Windows

1. The rhythm, patterns, and ratio of solids (walls) and voids (windows and doors) of new buildings should relate to and be compatible with adjacent facades.
2. The size and proportion (ratio of width to height) of window and door openings of primary facades should be similar to and compatible with those on surrounding facades.
3. Traditionally designed openings generally are recessed on masonry buildings and have a raised surround on frame buildings. New construction should follow these methods in the historic districts as opposed to designing openings that are flush with the rest of the wall.
4. Many entrances of Front Royals buildings have special features such as transoms, sidelights, and decorative elements framing the openings. Consideration should be given to incorporating such elements in new construction.
5. Darkly tinted or mirrored glass is not an appropriate material for windows in new buildings within the historic districts.
6. If small paned windows are used in a new construction project, they should have true divided lights and not use clip-in muntin bars.

Porches

Most of Front Royals historic houses have some type of porch. There is much variety in the size, location, and type of porches and this variety relates to the different residential architectural styles. Since this feature is such a prominent part of the districts, strong consideration should be given to including a porch or similar form in the design of any new structure in the district.

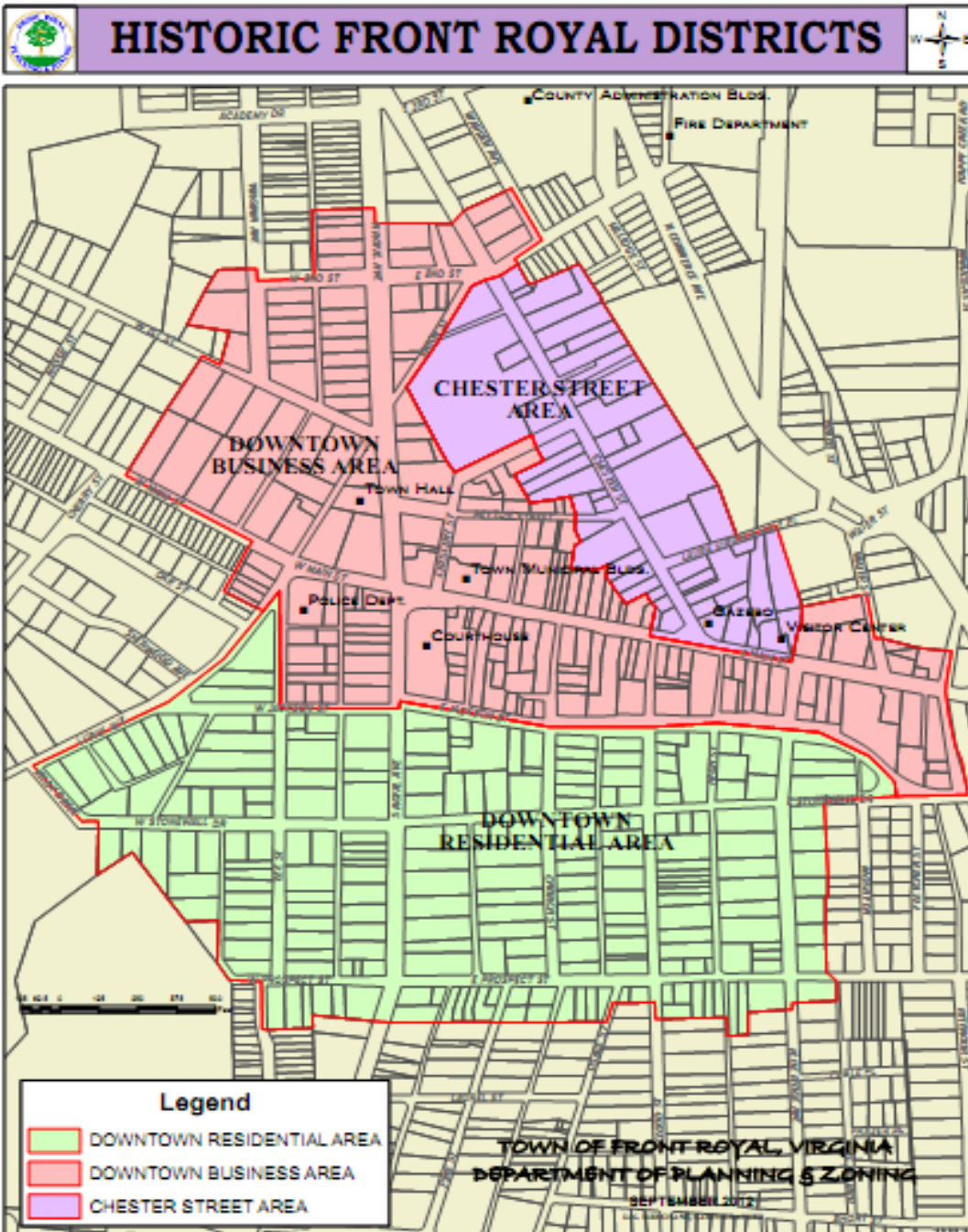
Materials and Textures

1. The selection of materials and textures for a new building should be compatible with and complement neighboring buildings. In order to strengthen the traditional image of the historic district, brick and wood siding are the most appropriate materials for new buildings.
2. On large-scale, multi-lot buildings, primary facades should be divided into different bays and planes to relate to existing neighboring buildings. Varying materials, shades, and textures also should be considered.
3. Synthetic sidings, including vinyl, aluminum, and synthetic stucco-like finishes, are not historic cladding materials in the historic districts and their use should be avoided.



Illustration 23: Building additions can be done in an architectural style that maintains the prominence of the original structure and enhances it, such as in the above example.

GUIDELINES WORKSHEET FOR BAR EVALUATION		
Guideline Checklist	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: - General design. - Character and appropriateness of design. - Form. - Proportion and scale . - Mass. - Configuration. - Arrangement. - Texture. - Material. - The permanent color of exterior materials (excluding paint). - The relationship of such elements to similar features of structures in the immediate surroundings. - 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 particular standards and considerations contained in the Secretary of the Interior's Standards for Rehabilitation.	



HISTORIC DISTRICT MAP

To the left is a map of the Front Royal Historic District/Historic Overlay District. Please consult with Town Planning & Zoning Staff for a larger copy, as well as a copy of the Town Zoning Map and Floodplain District Map.

PARTIAL REAL ESTATE TAX EXEMPTION

While there are special regulations that properties within the Historic Overlay District must follow, there are also special benefits. One such benefit is the Partial Real Estate Tax Exemption on Rehabilitated Structures that is available to qualifying rehabilitation projects. Please consult with Town Staff and/or the Warren County Commissioner of Revenue for more information about this program.

IMPORTANT CONTACTS

Front Royal Dept. of Planning & Zoning

Virginia Department of Historic Preservation

Warren County Department of Building Inspections

Economic Development Authority

Chamber of Commerce

Down Town Front Royal

Front Royal Business Alliance

Warren County Heritage Society

540-635-4236

804-367-2323

540-636-9973

540-635-2182

540-635-3185

540-631-0099

540-636-7064

540-636-1446

www.frontroyalva.com

www.dhr.virginia.gov

www.warrencountyva.net

www.wceda.com

www.frontroyalchamber.com

www.downtownfrontroyal.org

www.frontroyaliba.com

<http://www.warrenheritagesociety.org>



BOARD OF ARCHITECTURAL REVIEW
REGULAR MEETING – 7 P.M. – FEBRUARY 11, 2025



**TOWN OF FRONT ROYAL
BOARD OF ARCHITECTURAL REVIEW - WORK SESSION AGENDA**

5:00 pm, Tuesday, February 11, 2025

102 East Main Street, Front Royal, VA – 2nd Floor East Conference Room

I. CALL TO ORDER

II. DISCUSSION

- 217 Lee Street – Previous COA Application 2400340
- 24 Stonewall Drive – Previous COA Application 2400126
- George Sonnett – Enforcement Procedures
- Historic District Guidelines

III. ADJOURNMENT

BOARD OF ARCHITECTURAL REVIEW - REGULAR MEETING AGENDA

7:00 PM, Tuesday, February 11, 2025

I. CALL TO ORDER

II. APPROVAL OF MINUTES

- January 14, 2025 – Regular Meeting

III. NEW BUSINESS

- **COA Application #2400691** – A Certificate of Appropriateness Application submitted by Cloverdale LLC to re chink the log cabin and possible replacement of any damaged logs depending on their condition at 123 Chester Street, identified by Tax Map 20A8-2-4B. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District.

IV. ADJOURNMENT



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: _____

COA APPLICATION #2400691

123 CHESTER STREET



TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING

STAFF REPORT FOR THE
BOARD OF ARCHITECTURAL REVIEW
MARCH 11, 2025

APPLICATION #:

Certificate of Appropriateness
Application #2400691

APPLICANT:

Cloverdale LLC

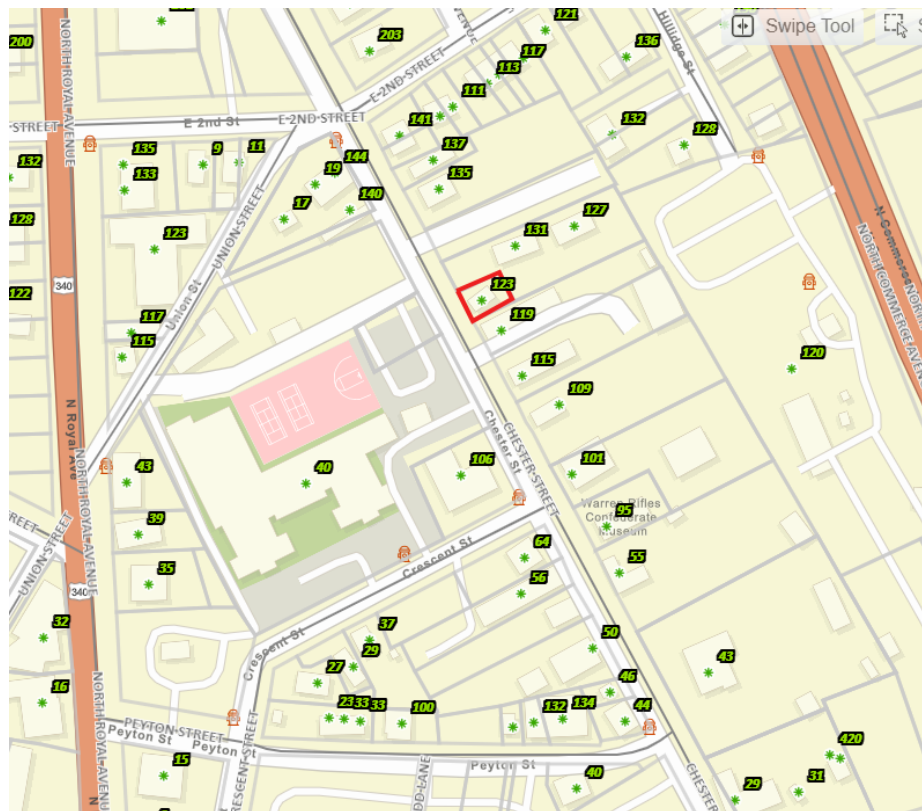
APPLICATION SUMMARY:

A Certificate of Appropriateness (COA) Application submitted by Cloverdale LLC to re-chink the log cabin and possibly replace one (1) log depending on its condition at 123 Chester Street.

GENERAL INFORMATION:

<i>Site Addresses</i>	123 Chester Street
<i>Owner(s)</i>	Cloverdale LLC
<i>Zoning District</i>	C-2, Downtown Business District
<i>Historic District</i>	Front Royal Historic Overlay District
<i>Tax Identification</i>	20A8-2-4B
<i>Location</i>	The subject property is located on the east side of the 100 block of Chester Street.

Vicinity Map (Warren County GIS) – 123 Chester Street



Aerial Map (Warren County GIS) – 123 Chester Street



Google Maps July 2024 – 123 Chester Street



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 grants 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 1800) 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

This is a two story, three bay dwelling built of logs with V-notches. There is a stone foundation and a stone exterior-end chimney. Window sash is 9/6 light on the first floor and 6/6 on the second floor. The interior features one large room on the first floor with enclosed steps to a second floor apartment.

Additions and Alterations Description

This house was moved about 1920 from across the street and was renovated about 1979. Few original features, other than the logs, survive.

<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:

Chinking is the insulating substance placed between the logs to allow for expansion and contraction of the wood while preventing drafts and keeping out pests. Due to the age of the logs and chinking, the BAR needs to permit re-chinking and potential replacement of logs in instances of serious damage.

Attachments: 1) Certificate of Appropriateness Application and Supporting Documents
2) Virginia Department of Historic Resources Reconnaissance Property Survey

RECEIVED
DEC 11 2024

#2400691

COA #

TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT



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: Claverdale LLC

Address of Applicant: 123 Chester Street
Front Royal, VA 22630

Phone Number: 703-606-3560 E-Mail: b-cannack@claverdalellc.com

Property in Question:

Street Address: 123 Chester Street

Business Name (if applicable) _____

Tax Map Number: 20A8 2 4B

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:

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JAY
MENT

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):

RecharK log cabin. Possible replacement of one log depending upon condition. See attached detail provided by contractor.

***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: [Signature] Date 12/9/2024

Signature of Representative (if applicable): _____

\$100.00 Fee **BAR Review** Receipt # _____ Date _____

\$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

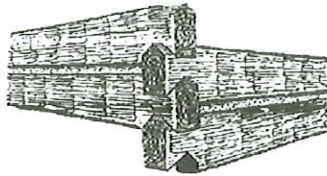
Date Received _____ BAR Meeting Date: _____

Action Taken: _____

Zoning Administrator

Country Mountain Homes

Antique Log Homes
and Restoration
Tim Beasley, owner/contractor
Cell: 540.290.6402
Office: 540.468.2246



437 Myers-Moon Road, Monterey, Virginia 24465
www.countrymountainhomes.com

William Cammack
Front Royal Log Home 123 Chester Street
Estimate to Repair
Scope of work

Front:

Log F1: left side Integrity of log at foundation, Excavate, add pressure treated or white oak sill partially. Re point at foundation

Log F3A : left of window: remove concrete patch, remove exterior chinking above and below log: Excavate to sound log, remove bad / rotted face of log and replace with a face patch to include in notch that would be structural. Approximate 32" of repair. borate, cobra/bora rod install, treat with topical borate. Insulate, wire and rechink chink joints.

Log F3A just left of Door. Remove and reinstall Planter, remove chinking above and below. Excavate to sound log, remove bad / rotted face of log and replace with a face patch if necessary. Treat with topical borate. Insulate, wire and rechink chink joints

Log F3B: Right of door. Excavate center portion, patch & resin notch OR face patch from door through notch and rechink above and below repair

LogF4B: between Windows, Excavate to sound log, remove bad / rotted face of log and fill void to keep moisture out. Will partial block patch and fill around with wood epox, or do full face patch. Treat with topical borate. Insulate, wire and rechink chink joints

LogF6A: (already has patch next to window?), Remove chinking above and below. Excavate to sound log, remove bad / rotted face of log and replace with a face patch. Treat with topical borate. Insulate, wire and rechink chink joints

LogF8B: Fix repair notch. Remove chinking above and below. Excavate to sound log, remove bad / rotted face of log and replace with a face patch. Treat with topical borate. Insulate, wire and rechink chink joints

LogF9A: large long patch currently filled with chinking. Remove chinking above Excavate to sound log, remove bad / rotted log and replace with a top patch 1/2 log. Treat with topical borate. Insulate, wire and rechink chink joints

LogF9B: Right of porch roof. Remove chinking above Excavate to sound log, remove bad / rotted log and replace with face patch. Treat with topical borate. Insulate, wire and rechink chink joints. (note to self: look at ceiling on porch cover is Log9 ok exposed?)

Miscellaneous: Address window / door trim, siles. Secure better with trim screws, repair / epoxy. Remove 2x4 cleats, caulk areas to prevent water penetration address log notches & ends. Resin epox as necessary.

RECHINK: remove window and door trims, reinstall later, cover windows with plywood, cover porch roof, tear out all chinking depunk logs, treat with borate, insulate, rewire rechink.

RIGHT SIDE:

RECHINK ALL:

The Right side has so many repairs close to each other that I propose we do the chinking complete chinking tear and replace.

LogR1: Capture and jack house, replace log in at least 2 pieces. OR do as above but Face patch log in 2-3 lengths, will depend on integrity of the log
(note to self: why is right side of R1 so far out of house)

LogR3 through LogR7: depunk repair if needed

LogR7: Left end Patch / Repair: Either do a bottom partial patch or face patch

LogR8: : depunk repair if needed

LogR9: Repair or replace old Face patch

Logs R10 Through R13: Repair or replace to Window:

LogR14: Smooth up face by cutting / and resin ?, Replace

LEFT SIDE:

LogL1B: right of chimney -Look closer: tacked on an Allowance

LogL2A: left of chimney – remove upper chink Joint Depunk: , treat with borate, insulate, rewire rechink.

LogL3A: (Note OK Or Depunk) left of chimney – remove upper chink Joint Depunk: , treat with borate, insulate, rewire rechink.

LogL4B: On right side of chimney. Remove chink above, Excavate rot, Face patch through notch / log end. treat with borate, insulate, rewire rechink.

LogL10A: Face is bad, Face Patch over ½ of log or rotted treat with borate, insulate, rewire rechalk.

Log 11A, 12A, 13A, 14A: Address face near chimney and address check cracks

3 notches on the right and 3 on left address / resin patch

RECHINK ALL:

tear out all chinking depunk logs, treat with borate, insulate, rewire rechalk.

BACK SIDE:

LogB1 & B2: tear out patches, chinking and splice

B1: fix top left of side log; B2 : ½ Lap or face patch to under window

LogB4: remove small concrete Check Crack repair- fill / caulk repair Possible resin bora rod

Log B5: Log End Repair

Log B6B: End of log repair. Excavate to sound wood, reinforce for structure integrity, Putty

LogB8: clean out and caulk around window top and flashing

Log B10: Address right side of window, check crack

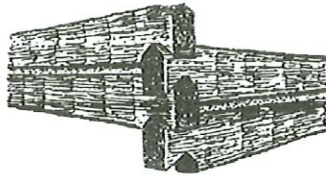
Miscellaneous : Caulk at addition, address open check cracks

RECHINK ALL:

tear out all chinking depunk logs, treat with borate, insulate, rewire rechalk.

Country Mountain Homes

Antique Log Homes
and Restoration
Tim Beasley, owner/contractor
Cell: 540.290.6402
Office: 540.468.2246



437 Myers-Moon Road, Monterey, Virginia 24465
www.countrymountainhomes.com

VA Class A Contractor Since 2003
VA # 2705100485

Country Mountain Homes, LLC was founded in 2003 by Timothy (Tim) Beasley. Tim began his interest in log home construction in 1989 at Bear Mountain Outdoor School located in Highland County, Virginia. At Bear Mountain Outdoor School, Tim worked as general coordinator of materials and supplies for workshops that included building log homes, timber frames, conventional frame construction, stone masonry, and blacksmithing, all taught by some of the best instructors and contractors in the country.

One log home instructor is Peter Gott of Asheville, NC -- better known as author and forefather of the hand-hewn log home technique revitalized for modern construction. He is world renowned in the teaching and construction of hand-hewn structures. Tim spent two seasons working with Peter while he taught workshops at Bear Mountain.

Another instructor Tim gives credit for learning from is Charles McRaven of Earlysville, VA. "Mac" has authored many books on log home restoration, stone masonry, and blacksmithing. McRaven Restorations has worked on numerous historical restorations and private log structure projects. Tim was privileged not only to work alongside Mac at Bear Mountain Outdoor School, but also as an employee for McRaven Restorations from 1998 -2003. Tim was exposed to and learned through practice the techniques of the restoration of antique log homes.

Country Mountain Homes (Tim) has, in the past twenty-one plus years, been honored to work and consult on many antique log structures that were built in the 1700s to early 1900s. More recently, Tim restored a slave quarter log home structure on Gravel Hill Plantation near Charlotte Court House, VA (Randolph, VA).

Country Mountain Homes and its small crew of craftsmen, have restored, repaired, and built well over 50 antique log homes. During this tenure, Tim has worked with his current insurance provider and can provide proof of insurance and supply any insurance demands that are required. CMH has a Better Business Bureau accreditation of A+. Also, CMH has a long-standing list of suppliers and subcontractors.

Throughout these years, Tim has enjoyed working with many clients who have become friends and has followed up with any maintenance needs on these buildings that have become loving homes for many happy clients.

The chinking Recipe:

We will nail a Galvanized metal Diamond D metal lathe, held taut with galvanized #8 common nail somewhat bent to adjust tautness.

The Chinking will be :

9 Parts Builders Sand

2 Parts Hydrated Lime

2 1/2 Parts Portland Cement

We add Fiberglass strand to the mixing water for strength (similar to Animal hair in original chinking)









123 CHESTER ST

Property Details

Current Owner

Name: CLOVERDALE LLC

Mailing Address: 123 CHESTER ST N/A
FRONT ROYAL, VA 22630

Physical Address: 123 CHESTER ST
FRONT ROYAL, VA 22630

Tax Map #: 20A8 2 4B

Account #: 12249

Total Acres (Includes all Sublots): .0578

Zoning: C-2

Occupancy Code: Commercial

Magisterial Code: Fork-Town

Land Use: Commercial/Industrial

School Zone: EWM Elem., Skyline Middle, Skyline High

Legal Repository

Legal Description: L 4B CHESTER
ST

Instrument Type and Year: LR 2017

Deed Book No: N/A

Legal Description 2: N/A

Instrument Number: 5007

Deed Book Page: 0

Legal Description 3: N/A

Slide Number: N/A

Will Book No: N/A

Legal Description 4: N/A

Slide Index: N/A

Will Book Page: 0

Valuation & Sales

Land	Improvements	Total Value
\$40,000	\$123,500	\$163,500

Grantor	Sale Price	Sale Date
MASSON KATHRYN/PASHLEY	\$144,000	9/14/2017

Number of Parcels Involved in Sale

1



Building

Year Built: 1788

Story Height: N/A

Number of Rooms: 4

Number of Bedrooms: N/A

Full Bathrooms: 2

Half Bathrooms: N/A

Basement: None

Finished Basement SQ FT: N/A

Garage Capacity: N/A

Garage Type: None

Foundation Type: Cinderblock

Water: Public

Sewer: Public

Heating: Baseboard

Air Conditioning: N

Fuel Type: Electric

Floor Type: Wood

Exterior Wall Type: Log

Interior Wall Type: Drywall

Roof Type: Gable

Roof Material: Cedar Shake



Property Identification Card

Record Number: 12249

COUNTY OF WARREN

Property Information (Map: 20A8 2 4B)

Owner: CLOVERDALE LLC	Legal Description(s): L 4B CHESTER ST
Owner Address: 123 CHESTER ST FRONT ROYAL, VA 22630 3322	Zoned: C2
Total Land Area: .0578 Acres	Prior Assessment: \$150,000
Property Address: 123 CHESTER ST FRONT ROYAL, VA 22630 3322	Magisterial District: FORK - TOWN
	Instrument: 17 0005007
	Remarks: COMMERCIAL USE -OFFICE PER OWNER'18 ATTIC CONSIDERED IN OFFICE RATE

Assessment Values (Map: 20A8 2 4B)

Building 1:	\$123,500
Land Value:	\$40,000
Other Improvements:	\$0.00
Total Value:	\$163,500

Acresage Description (Map: 20A8 2 4B)

Size In Acres:	.0578
Description:	
Lump Sum or Per Acre:	Lump Sum
Unit Value:	
Adjustment Percentage:	0.00
Utility Value:	40,000
Acresage Value:	\$40,000

Total Value:	\$40,000
---------------------	-----------------

Other Improvements (Map: 20A8 2 4B)

TOTAL VALUE:

Sales Information (Map: 20A8 2 4B)

Sales Date:	9/14/2017
Sales Price:	\$144,000
Instrument:	Instrument: 17 0005007
Grantor:	MASSON KATHRYN/PASHLEY

Transaction History (Map: 20A8 2 4B)

Sales Date:	1/10/2014
Sales Price:	\$101,664
Instrument:	LR 14 0000164
Grantee:	MASSON KATHRYN/PASHLEY

Sales Date:	8/23/2013
Sales Price:	\$115,000
Instrument:	LR 13 0005755
Grantee:	U S BANK NATL ASSOC TRUSTEE

Sales Date:	5/19/2006
Sales Price:	\$275,000
Instrument:	LR 06 0005397
Grantee:	MARTINI ROBERT D

Sales Date:	00/00/0000
Sales Price:	
Instrument:	D 263 / 698
Grantee:	RICHARDSON RICHARD E ET UX

Building Information (Map: 20A8 2 4B)

Building 1:

EXTERIOR INFORMATION

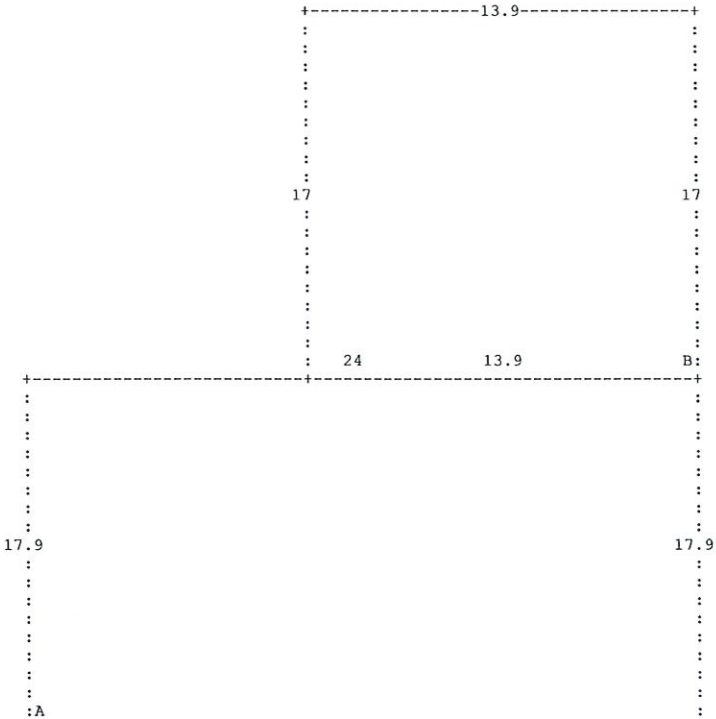
Year Built:	1788
Occupancy Type:	COMMERCIAL
Condition:	AVERAGE
Foundation:	CINDERBLOCK
Exterior Walls:	LOG
Roofing:	CEDAR SHAKE
Roof Type:	GABLE
Garage:	NONE
Number of Cars:	None
Built-In No. Cars:	None
Carport:	NONE

INTERIOR INFORMATION

Story Height:	2.00
Number of Rooms:	4
Number of Bedrooms:	None
Number of Full Baths:	2
Number of Half Baths:	None
Building Sq. Feet:	1340
Basement Sq. Feet:	None
Fin. Basement Sq. Feet:	None
Interior Walls:	DRYWALL

Floors:	WOOD
Heating:	BASEBOARD
A/C:	NO
SITE INFORMATION	
Zoning Type:	C2
Terrain Type:	ON
Character:	ROLLING/SLOPING
Right of Way:	PUBLIC
Easements:	PAVED
Water:	PUB-I
Sewer:	PUB-I
Electric:	YES
Gas:	NO
Fuel Type:	ELECTRIC
Utility Value:	None
Fireplace:	1
Stk Fireplace:	1
Flues:	None
Metal Flues:	None
Stacked Flues:	None
Inop. Flue/FP:	None

Building 1 Sketch



INTENSIVE SURVEY FORM

IDENTIFICATION
=====

VDHR IDENTIFICATION #: 112-0055-008

Property Names

Petty-Sumption House
House, 123 Chester Street

Historic
Common

NR Resource Type: Building
VDHR Historic Context: Domestic

ADDRESS/LOCATION
=====

Addresses

123 Chester Street

Current

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

Local Tax Code: Section Parcel
 20A8 2-4

Location: East side of 100 block of Chester Street

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

SITE DESCRIPTION
=====

Site plan on file at VDHR? Yes

Square Footage of Lot: 0

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

Site Description Notes/Notable Landscape Features

The house is located on a narrow and deep urban site.

PROPERTY BOUNDARIES
=====

Verbal Boundary Description:

Acreage: 0.0

Verbal Boundary Justifaction:

CLASSIFICATION AND COUNT
=====

NR Resource Type: Building		Ownership Categories: P	
NR Resource Count			
#of Resource Types	C/NC/NE		

1 Building	Contributing	TOTAL:	1
		Contrib:	1
		Non-Contrib:	0
Wuzits Type Count			
#of Wuzits Type	C/NC/NE		

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

INDIVIDUAL RESOURCES DATA
=====

WUZIT: SINGLE DWELLING C/NC: Contributing

Name: Petty-Sumption House

Location: East side of 100 block of Chester Street

123 Chester Street Current

Estimated Date of Construction: 1800 ca Source: Site Visit

Physical Status: Existing

Condition: Good Threat: None

FUNCTIONS:

Dates	Function	Explanation

1800	Single Dwelling	Historic
1979	Business	Current

EXTERIOR COMPONENT DESCRIPTION:

Component	#	Type or Form	Materials	Treatment

Chimney	1	Exterior end	Stone	Random Rubble
Door	0	Single		
Foundation	0	Solid	Stone	
Roof	0	Gable	Wood	Shingle
Walls	0	Log	Wood	V-notch
Windows	0	Sash, double-hung	Wood	9/6
Windows	0	Sash, double-hung	Wood	6/6

Accessed? Yes	If not, why not?:
---------------	-------------------

System Element	System Type	System Material
----------------	-------------	-----------------

Original Construction

Date (Start to Completion): / /1800 ca to
Source of Information: Site Visit
Associated Cost: 0

Brief Remarks:

Names of Associated Individuals	Association/Function

Relocation

Date (Start to Completion): / /1920 ca to
Source of Information: Owner/site visit
Associated Cost: 0

Brief Remarks:

Names of Associated Individuals	Association/Function

Major Alteration

Date (Start to Completion): / /1979 to
Source of Information: Owner/site visit
Associated Cost: 0

Brief Remarks:

Names of Associated Individuals	Association/Function

SIGNIFICANCE
=====

Year Built: 1800 Source of Year Built: Site Visit

VDHR Historic Context: Domestic
VDHR Period Context: Early National Period (1789 to 1830)

Potential for Meeting National Register Criteria:
 C Architecture/Engineering

Association with Multiple Property Submission:

Potential Association with National Register Multiple Property:

Potential NR Criteria Considerations:

Property Retains Integrity of: (Yes or No)	1) Association	Yes
	2) Design	Yes
	3) Feeling	Yes
	4) Location	Yes
	5) Material	Yes
	6) Setting	Yes
	7) Workmanship	Yes

Significant Person (Criteria B):

Areas of Significance:

Cultural Affiliation:

Periods of Significance: 1800
 1920
 1979

Significant Year and Explanation:

Year	C	Reason why significant	Description of significant date
-----	-	-----	-----
1800	X	Original Construction	Original Construction Began
1920	X	Moved	Building relocation
1979		Alteration	Renovation and Remodeling

ARCHITECTURAL AND HISTORICAL STATEMENT

=====

Example of two story log house, but few original features other than the logs survive.

BIBLIOGRAPHIC DATA

=====

Book
 Hale, L.V.
 On Chester Street
 See page 111 for historical information.

GRAPHIC DOCUMENTATION

=====

Medium	Media ID#	Frame(s)	Date
-----	-----	-----	-----
B&W 35mm Photos	13101	0 0	3/ /1993

CURRENT OWNERSHIP INFORMATION

=====

SURVEYOR'S NOTES

=====

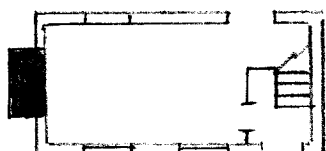
CULTURAL RESOURCE MANAGEMENT
=====

Date	CRM Event	Agency/Individual	Assoc ID#

3/	/1993 Intensive Survey	Preservation Assoc.- Neville Neville	

Log House

112-55-8



Log



Dwelling

Chester St.

Acct. No. 0000012380 R# 122249 RT 1 BOX 107
Acreage .0578 CLASS 4 BENIDONVILLE VA
L 4B CHESTER ST 22610

123 Chester St.

Assessed Value			LAND USE & VALUE			
Year	1/01/91	Type	No. Acres	Price	Value	
Land	26900	HOMESITE				
Improvement	59200	TILLABLE				
Total Value	86100	PASTURE				
		WOODED				
		OTHER				

IMPROVEMENT DESCRIPTION		Structural Value		Review		Sketch		Total Land Value	
Exterior		Value		Date		Front	Depth	Area	Rate
Foundation	CINDERBLOCK	68969	42.00	60.00	2520	1	26880.00	26880	
Walls	BRICK								
Roof Type	CABLE								
Roofing	CEDAR SHAKE								
Interior									
10. Rms.	5								
10. Baths	1								
10. Baths	2								
10. 1/2 Baths	0								
Halls	DRYWALL								
Floors	WOOD								
Heat	B. BOARD								
Fireplace	1								
Use									
Assem	NONE								
Storage	NONE								
1. In Garage	No. Cars								
ite									
W FUBLIC	Water FUBLIC								
se PAVED	Sewer FUBLIC								
rr. ON	Gas N								
var. ROLLING/SLOPING	Elect Y								
OTHER IMPROVEMENTS		146		Subtotal		71769		Factor	
Description	Size	Cond.	Rate	Total Value		110	25	59210	59200
				Total Imp. Val.		59200		Total Land	
				Total Prop. Val.		86100			

Sec	Type	Str	Description	Area
A	EASED	2	N18.0E24.0B518.0W24.0	854
B	ADD	02	W14.0N17.0E14.0S17.0	476













A black and white photograph of a wooden staircase. The stairs are made of dark wood and lead upwards. A wooden handrail runs along the right side of the stairs. To the right of the stairs is a wall made of horizontal wooden planks. A small window is visible at the top of the stairs. A white sign is placed on one of the steps.

PRIVATE,
NO ADMITTANCE



COA APPLICATION #2500047

507 E. MAIN STREET



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

**STAFF REPORT FOR THE
BOARD OF ARCHITECTURAL REVIEW
MARCH 11, 2025**

APPLICATION #:

Certificate of Appropriateness
Application #2500047

APPLICANT:

Hyo K. Bang

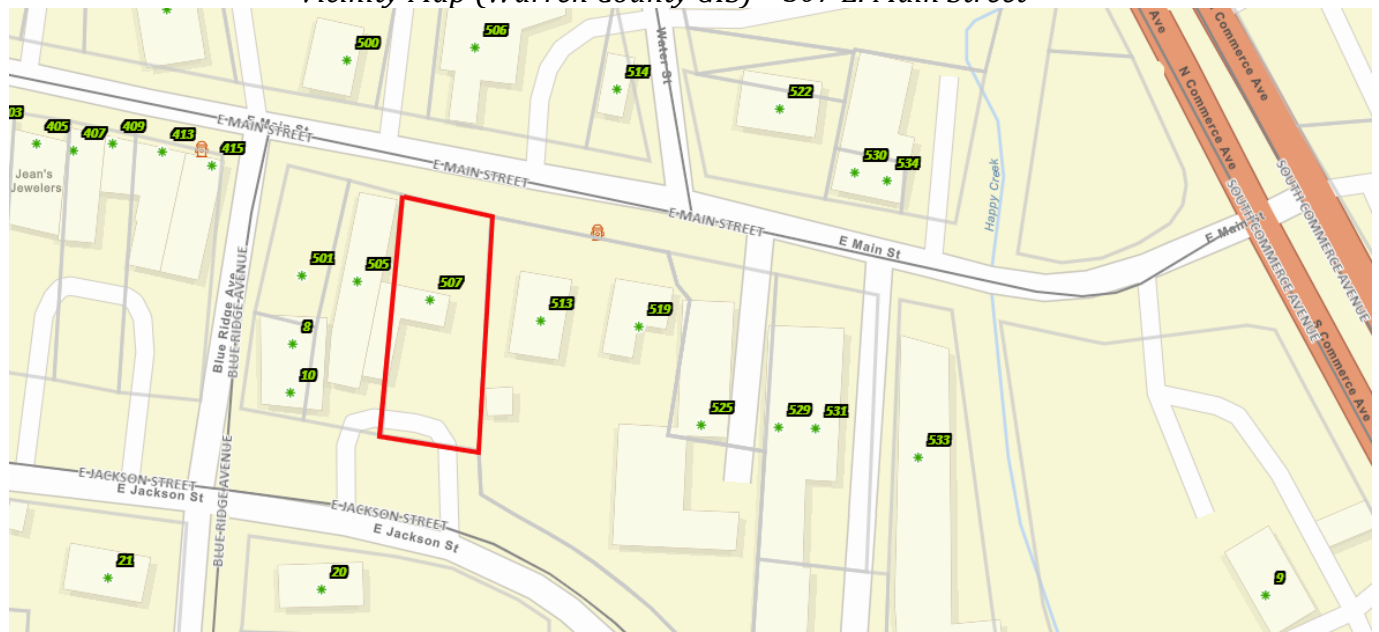
APPLICATION SUMMARY:

A Certificate of Appropriateness (COA) Application submitted by Hyo K. Bang to replace eighteen (18) existing wood windows with vinyl windows at 507 E. Main Street, identified by Tax Map 20A8-7-4. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District. Seven (7) windows on the front of the building and five (5) on the rear of the building have already been replaced.

GENERAL INFORMATION:

<i>Site Addresses</i>	507 E. Main Street
<i>Owner(s)</i>	505 East Main LLC
<i>Zoning District</i>	C-2, Downtown Business District
<i>Historic District</i>	Front Royal Historic Overlay District
<i>Tax Id</i>	20A8-7-4
<i>Location</i>	The subject property is located on the Commerce Avenue end of Main Street, southeast of the intersection of Blue Ridge Avenue and S. Commerce Avenue.

Vicinity Map (Warren County GIS) - 507 E. Main Street



Aerial Map (Warren County GIS) – 507 E. Main Street



Photo 1 – Front Elevation of 507 E. Main Street – Historic Survey



Photo 2 – Front Elevation of 507 E. Main Street – May 3, 2025

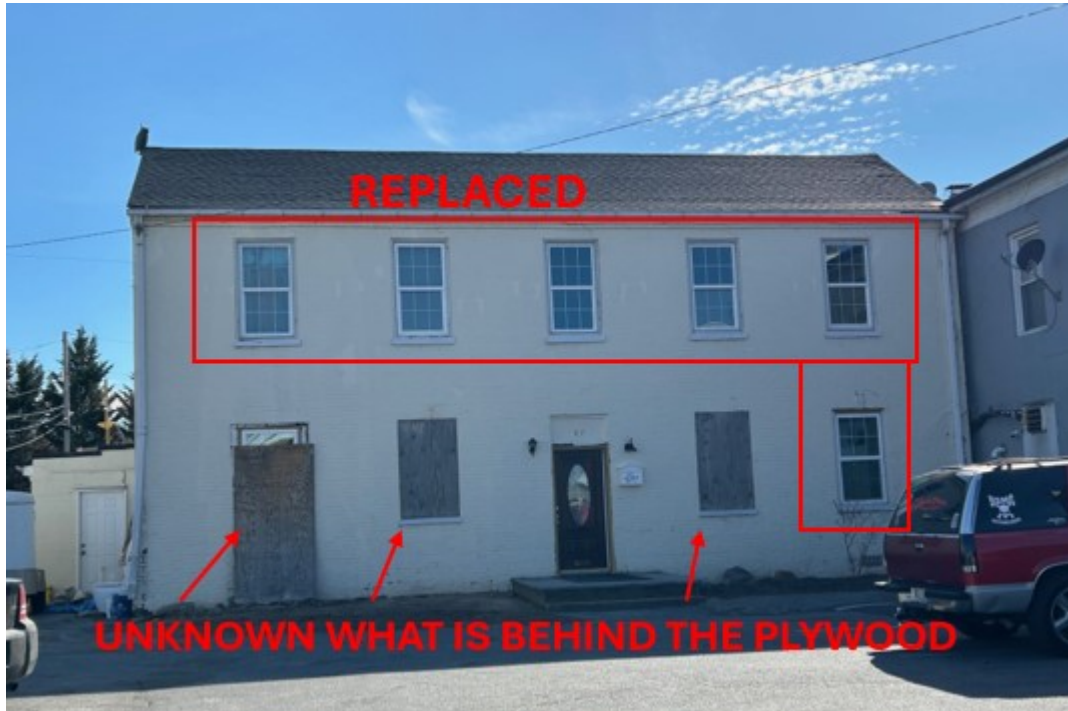


Photo 3 – Rear Elevation of 507 E. Main Street – May 3, 2025



Photo 4 – Left Rear Elevation of 507 E. Main Street – May 3, 2025



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 grants 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 1865) 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. Brief Architectural Description of Primary Resource: A Vernacular Federal brick house, originally in the form of a single pile I-house with rear ell, with interior end chimneys, 5-bay facade with central entrance, and 1-story, 3-bay front porch. Retains essential form, and details such as boxed cornice over brickwork corbelled cornice, 2 square windows in gable end, and 6-over-6 double-hung wood sash. Has a 1-story, shed-roofed rear extension that projects at the house's east side, added since 1927. Brief Architectural Description of Additions and Alterations This property has been extensively altered. The interior end chimneys of brick have been removed; a door has been inserted in the east end bay on the first floor of the front wall; the roofing material is later, and a post-1927 1-story shed-roofed addition has been made to the rear of the house, which has been painted, and adapted to use as an apartment building. Finally, the front porch has been removed: it was a 1-story, 3-bay, hip-roofed wood porch, probably built c. 1880-1900, with square wood posts with caps, collars, and bases, flanked by simple curved brackets, with a balustrade of panels of sawn openwork capped by a wooden rail. In front of the house was a level yard with a circular stone-edged planting bed. Architectural and Historical Summary: This building is significant as one of Front Royal's older residences, and although extensively altered, it retains its essential form and some of its details; also, its late-19th/early-20th century, pre-remuddling appearance is known. The house was built by Giles Cook, possibly before the Civil War. It is associated with the 2 houses to the east, 513 and 519 East Main Street, which were built by Giles Cook's children between 1865 and 1885.

<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 BAR needs to determine whether the replacement of wood windows with vinyl is appropriate in this instance. This building is a contributing structure and was constructed pre-civil war. Some but not all of the character of the building has been lost. Would vinyl windows degrade the significance of this building even further?

Attachments: 1) Stop Work Order – Violation Notice dated January 15, 2025
2) Certificate of Appropriateness Application and Supporting Documents
3) Virginia Department of Historic Resources Reconnaissance Property Survey



DEPARTMENT OF PLANNING & ZONING

T: (540) 635-4236
F: (540) 631-2727

Town of Front Royal Town Hall
102 East Main Street
P.O. Box 1560
Front Royal, VA 22630-1560

STOP WORK ORDER – VIOLATION NOTICE

January 15, 2025

505 East Main LLC
41209 Speckled Wren Ct.
Aldie, VA 20105

RE: 507 E Main St. – Violation Notice – Stop Work Order

Dear Property Owner(s):

Our office received a complaint regarding trash, debris, improper storage of an RV and other materials on your property located at 507 E Main St., Front Royal. On December 26, 2024, staff conducted an inspection and observed these zoning violations to be valid which require corrective action. Also, while on site, staff observed new windows had been installed without a permit, and a partial fence was constructed. Several individuals at the location made additional complaints indicating the interior of the structure was currently being renovated without permits or approval and a new apartment was being constructed.

At this time **all work must stop** until prior inspection and approval by Town staff. This work required a zoning permit and approval by the Board of Architectural Review. Additionally, a Certificate of Appropriateness Application would also be required for exterior alterations, as the property sits in the Town of Front Royal Historic District. Warren County Land and Tax records indicate this property is under your ownership. Without the proper zoning clearance and approvals, this property is in violation of the Town of Front Royal "Town Code" as follows:

Town Code Section – 175-88 and 89.1-A.3
Town Code Section – 175-134

Certificate of Appropriateness Required
Zoning Permits

Please contact our office **no later than January 27, 2025**, regarding the work performed so that we can assist you in bringing the property into compliance with Town Code.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Wells".

Daniel Wells
Property Maintenance Official/Code Enforcement
Department of Planning and Zoning

\$ 200.00

#2500047



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: Hyob K BANG
Address of Applicant: 41209 Speckled Wren Ct
Aldie VA 20105
Phone Number: 703-362-4403 E-Mail: hyobang@icloud.com
Property in Question:
Street Address: 507 E Main St Front Royal VA 22130
Business Name (if applicable) _____
Tax Map Number: 20A87 4
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:

RECEIVED
FEB 03 2025

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):

Replace window total 18 windows
Size 32" x 60" → total 9
Size 28" x 54" → total 9.
All vinyl windows

***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: [Signature] Date 2/3/25

Signature of Representative (if applicable): _____

\$100.00 Fee BAR Review Receipt # _____ Date _____

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

Pd \$100.00 X 2 on 2-4-25 CK#1094

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 _____ BAR Meeting Date: _____

Action Taken: _____

Zoning Administrator

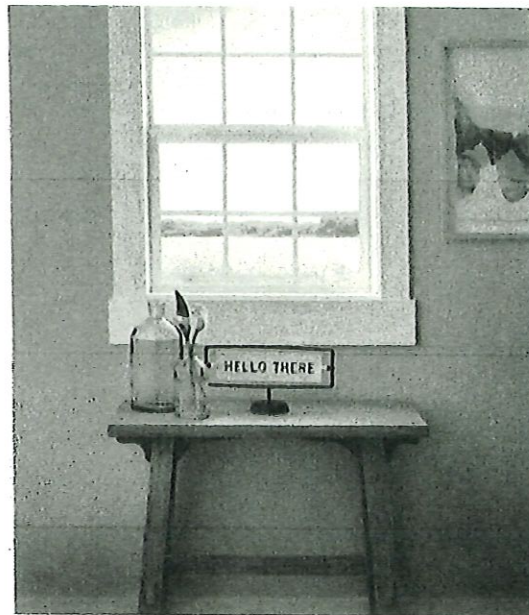
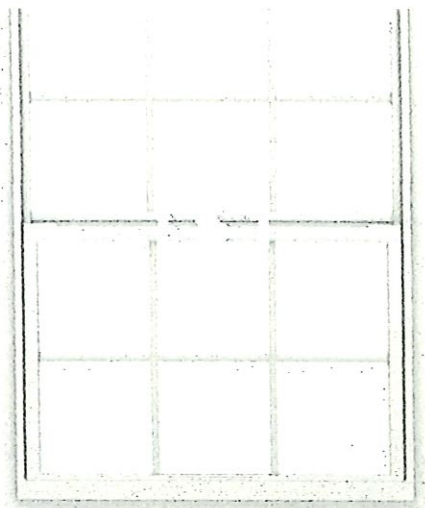


Pella 150 Series White Exterior White Interior Vinyl New construction Single Hung Window |

[Shop Pella](#)

★★★★★ 4.5 ▼ 17

\$288.00

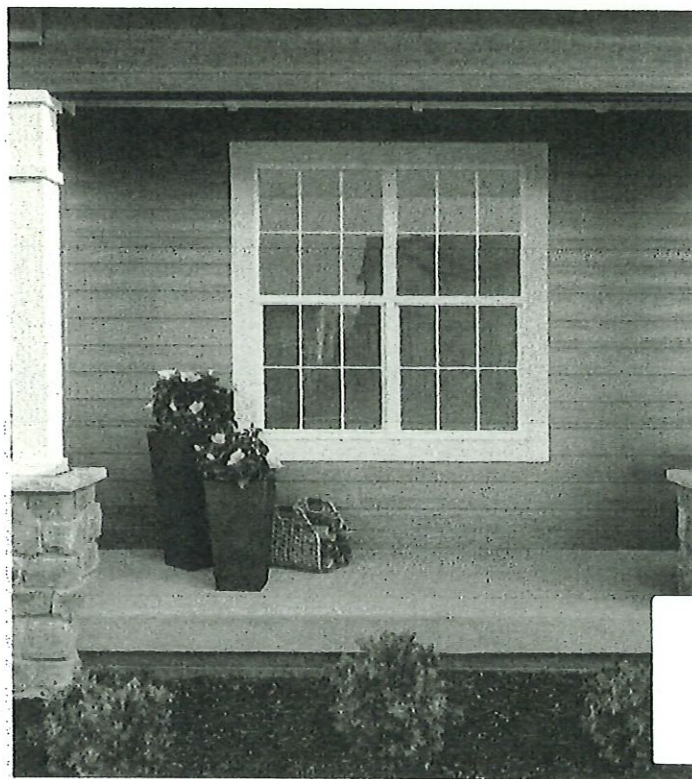
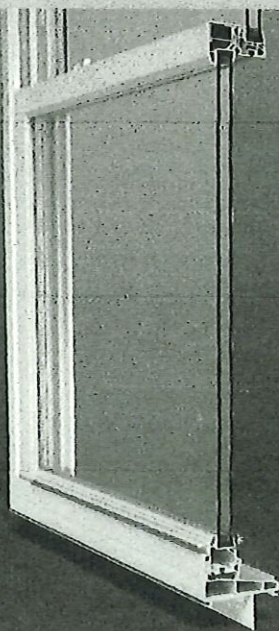


Pella® Vinyl

Exceptional
performance
and style at
an affordable
price.

Multi-chambered
frames provide
additional
strength and
support.

Resists fading
and warping.





What can we help you find?



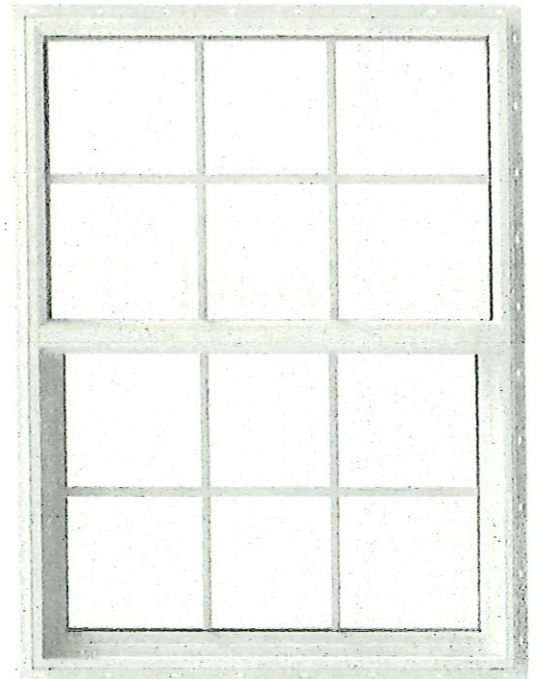
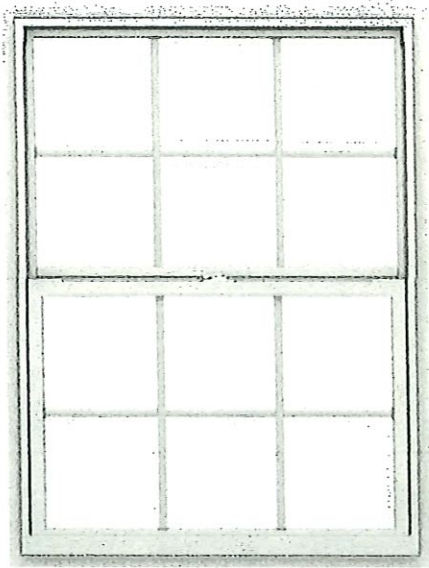
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[Lowe's of Leesburg](#) [9 PM](#) [20176](#)



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[Back to Results](#) / [Windows & Doors](#) / [Windows](#) / [Single Hung Windows](#)



Feedback



Pella 150 Series White Exterior White Interior Vinyl New construction Single Hung Window

Shop Pella

★★★★★ 4.5 17

\$288.00

LEAD TIME

Overview

- Pella 150 Series vinyl single-hung windows deliver a classic look with a bottom sash that opens for increased ventilation
- SunDefense Low-E glass lets in light while helping to block heat, keeping homes cooler in the summer and warmer in the winter
- The bottom sash slides up and down to provide ventilation with a stationary top sash
- Pella's vinyl uses a fade-resistant formula that is performance tested for excellent weathering, durability and color retention
- All-metal cam-action locks are anchored to the sash, ensuring long-lasting, dependable operation, with a hardware design that complements the window
- A cam action lock reengages the sashes and pulls them against the weatherstripping to ensure a superior weathertight seal
- White grilles are permanently sealed between the panes of insulating glass to create a smooth glass surface while giving the look of traditional panes
- A quick installation frame design helps reduce installation time
- Backed by Pella's limited lifetime warranty, one of the strongest warranties in the industry

CA Residents: ⚠ Prop 65 Warning(s) ⓘ



Installation Manual
PDF



Warranty Guide
PDF



Operating Manual
PDF

EXCLUSIVE Prop65 Warning Label

Pella 150 Series White Exterior White Interior Vinyl New construction Single Hung Window Low-E argon Double Pane Glass with Grids (Half Screen Include Item #2637818 | Model #1000009499

Shop Pella PDF

★★★★★ 4.5 17

Specifications

\$288.00

Color/Finish Family	White	Interior Color/Finish	White
\$273.60 When you choose 5% savings on eligible purchases every day. Learn How			
Exterior Color/Finish	White	Series Name	150 Series
Buy Now, Pay Later Pay \$28.00 with 12 monthly payments. Learn How	White		

Actual Size (W x H): 31-1/2-in x 59-1/2-in

Dimensions			
31-1/2-in x 59-1/2-in			
Common Size (W x H)	32-in x 60-in	Weight (lbs.)	41
Grid Width	3/4-in	Get It Installed	
		Actual Size (W x H)	31-1/2-in x 59-1/2-in

Pickup

Delivery

In Stock at quantity prices (10+ times)

Clear Opening Sq Ft	5.1769	Lock Type	Cam
1 + Design Pressure (DP) Rating	Add to Cart		

9 Members save more. [Join for FREE](#)

Frame Profile	Flat	Obscure Glass	No
Glass Insulation	Low-E argon	Paintable	No
Glass Strength	Annealed	Project Type	New construction
Glazing Type	Double pane	Screen Frame Type	Roll-form
Grid Included	Yes	Screen Included	Half
Grid Pattern	Traditional	Screen Type	Fiberglass mesh
Grid Profile	Contoured	Solar Heat Gain Coefficient (SHGC)	0.21
Grid Type	Between the glass	Tilting	Yes
High Altitude Rated	No	Wood Jamb Extension	None

Certifications			
CA Residents: Prop 65 Warning(s)	⚠ Prop 65 WARNING(S) -	Meets CA Forced Entry Requirements	No
ENERGY STAR Certified North/Central Zone	No	Meets Title 24	No
ENERGY STAR Certified Northern Zone	No	Meets Wildland Urban Interface	No
ENERGY STAR Certified South/Central Zone	No	Miami Dade Approved	No
ENERGY STAR Certified Southern Zone	Yes	Sound Transmission Control (STC) Rated	Yes
Florida Product Approved	Yes	Texas Department of Insurance Approved	Yes
Hurricane Approved	No	U Value	0.29

Warranty			
Warranty	Limited lifetime		

Miscellaneous			
UNSPSC	30171600		



Pella 150 Series
SINGLE HUNG

32 x 60

FITS ROUGH OPENING:

32 -in X

60 -in

ACTUAL FRAME SIZE

31 1/2 -in X

59 1/2 -in

INCLUDES: HALF SCREEN
3x2 Grille Between the Glass

ABERTURA SIN TERMINAR: 813 mm X 1524 mm
TAMANO ACTUAL DEL MARCO: 800 mm X 1511 mm



3/4-in. SUNDEFENSE™ INSULATING
GLASS WITH ARGON
3/4-in. VIDRIO AISLANTE DE BAJA
EMISION SUNDEFENSE™ CON ARGON

Vinyl
New Construction
Single Hung

1000009499



EIGHT: 41 lb PESO: 19 Kg

24637818

VIRGINIA DEPARTMENT OF HISTORIC RESOURCES
PROPERTY SURVEY FORM
RECONNAISSANCE LEVEL

IDENTIFICATION INFORMATION

VDHR File # 112-0011-000

Property Name:
Address 507 East Main Street
Historic The Giles Cook House

NR Property Category: Building
Wuzit: House

Tax Code: Section Parcel
8-7 4

County/City: Warren
USGS Map: USGS Quad: Front Royal

ADDRESS/LOCATION INFORMATION

Address: 507 East Main Street Street
Vicinity of: Municipality: Town of Front Royal ZIP: 22630

PROPERTY CLASSIFICATION INFORMATION

Property Boundaries:
Ownership: Private

RESOURCE COUNT -		
#	Category	Contributing?
1	Building	Contributing

TOTAL: 1
Contrib: 1
Non-Contrib: 0

WUZIT COUNT -		
#	Wuzit	Contributing?
1	House	Contributing

TOTAL: 1
Contrib: 1
Non-Contrib: 0

RESOURCE - GENERAL DESCRIPTIVE INFORMATION

Resource Level:
Estimated Construction Date: 1865 ca
Source of Date: site visit/map
Physical Status: Existing
Condition: Fair
Threat: None Known
Degree of Historic Integrity:

PRIMARY RESOURCE RECONNAISSANCE DESCRIPTION

Architectural Style/Derivative: Vernacular Federal
of Stories: 2.5 # of Bays Wide: 5 # of Bays Deep: 2

Component	#	Form/Treatment	Material	Matr'l Treatment
Foundation			brick?	
Roof		Gable	Asphalt	Shingles
Walls		masonry	Brick	5-course common
Windows		double-hung sash	Wood	6-over-6

Brief Architectural Description of Primary Resource:
A Vernacular Federal brick house, originally in the form of a single pile I-house with rear ell, with interior end chimneys, 5-bay facade with central entrance, and 1-story, 3-bay front porch. Retains essential form, and details such as boxed cornice over brickwork corbelled cornice, 2 square windows in gable end, and 6-over-6 double-hung wood sash. Has a 1-story, shed-roofed rear extension that projects at the house's east side, added since 1927.

Brief Architectural Description of Additions and Alterations
This property has been extensively altered. The interior end chimneys of brick have been removed; a door has been inserted in the east end bay on the first floor of the front wall; the roofing material is later, and a post-1927 1-story shed-roofed addition has been made to the rear of the house, which has been painted, and adapted to use as an apartment building. Finally, the front porch has been removed: it was a 1-story, 3-bay, hip-roofed wood porch, probably built c. 1880-1900, with square wood posts with caps, collars, and bases, flanked by simple curved brackets, with a balustrade of panels of sawn openwork capped by a wooden rail. In front of the house was a level yard with a circular stone-edged planting bed.

Brief Architectural Description of Secondary Resources:

Potentially Contributes to Historic District:
N/A
Potentially Associated with NR Multiple Property:

Architectural and Historical Summary:
This building is significant as one of Front Royal's older residences, and although extensively altered, it retains its essential form and some of its details; also, its late-19th/early-20th century, pre-remuddling appearance is known. The house was built by Giles Cook, possibly before the Civil War. It is associated with the 2 houses to the east, 513 and 519 East Main Street, which were built by Giles Cook's children between 1865 and 1885.

BIBLIOGRAPHY	
Type of Record	Citation
Map	Sanborn Map Company
Planning Report	Town of Front Royal Planning Dept., Map Amendments...

PHOTOGRAPHIC/DRAWINGS DOCUMENTATION			
Media	VDHR Neg #	Frames	Date
B&W 35mm photos	12584	13 - 0	1/29/1993

MANAGEMENT EVENTS

CRM Event	Agency/Organization	Date
Reconnaissance Survey	Pres. Assoc. of VA/Smead	1/29/1993



HIGH

BLUE RIDGE

E. MAIN

WATER

1993-94
N.T.S.

