

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 March 11, 2025, 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
Katherine Snyder
Ellen Aders
Dede Nash

Absent: Gary Vaughan, Vice Chairman

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

APPROVAL OF MINUTES

- January 14, 2025 – Regular Meeting

Ms. Aders moved, seconded by Ms. Nash to approve the meeting minutes.

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

ROLL CALL

NEW BUSINESS

- COA Application #2400691** – A Certificate of Appropriateness Application submitted by Cloverdale LLC to re chink the log 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.

Mr. Ware explained that the COA application was to re chink the log cabin and the possible replacement of any damaged logs depending on their condition at 123 Chester Street. The

building was constructed around circa 1800 and is a contributing structure. It is believed that the house was moved from across the street and renovated in 1979. Pictures of damage to the structure were shown virtually. The applicant sent very detailed information on the conditions of the logs and numbered them with an explanation. Mr. Ware noted that the majority of the work is cosmetic but appropriate for review by the Board of Architectural Review. A letter from the firm doing the work was provided that included a history of their work redoing these type of structures. The letter also included the recipe for the chinking in which Mr. Ware reviewed. They may have to replace a log but won't know until they get in and remove the chinking.

The applicant Jim Cammack with Cloverdale, LLC was present to answer questions. Mr. Cammack explained that the firm doing the work was located in Monteray, Virginia. The gentleman will live on site for about a month while doing the work. He will not be removing the interior chinking. While the chinking is out he will "depunk" the log. He noted one (1) log might have to be replaced. Mr. Cammack explained that if a log needs to be replaced the Contractor "Country Mountain Homes" has a stock of circa 1800 logs he would use. The work should begin this summer and finish sometime in the fall.

Chairman Waters explained that according to Town Code once the COA is approved the applicant has twelve (12) months to commence work. If work does not commence within those twelve (12) months the applicant is required to reapply.

Board members thanked Mr. Cammack for submitting a very detailed application.

Ms. Aders moved, seconded by Ms. Nash to approve COA Application #2400691 as submitted with the scope of services outlined.

VOTE: Yes – Waters, Aders, Nash, Snyder

No – N/A

Abstain – N/A

Absent – Vaughan

VOICE VOTE

- **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.

Mr. Ware explained that COA application 2500047 is to replace eighteen (18) existing wood windows with vinyl windows at 507 E. Main Street. Work has already started. It was determined that the structure was probably built prior to the civil war and is a contributing structure. He reviewed which wood windows the applicant has already replaced with vinyl windows. The property owner was issued a violation letter for working without a permit and a stop work order was issued. Mr. Ware stated the BAR needs to determine if the materials are appropriate for the historic district.

The applicant Hyo Bang stated he tried to match the original wood windows but had no luck doing so. He noted the vinyl windows are quality windows.

Ms. Nash asked if the muntin's were between the glass or on the outside of the glass.

Mr. Bang said the muntin's are between the glass.

Chairman Waters explained when you replace wood windows with vinyl windows you lose the historic value. He asked if the applicant had made any effort to restore or repair the wood windows before they were removed.

Mr. Bang stated that all windows were rotten and could not be restored.

Chairman Waters stated that because the building is a contributing structure in the historic district it was important to do everything possible to preserve as much of the historic fabric as they can. If the wood windows are too far gone for repair and require replacement the BAR has to insist they are replaced with something of like material and design. Instead of vinyl they would require a true divided light wood window with real muntin's.

Board members discussed the rear of the building facing Jackson Street. They agreed that the windows that have already been replaced with vinyl windows need to be removed and replaced with wood windows except for the three (3) that face the laundromat. The remaining windows need to be wood if they are unable to be repaired.

Ms. Aders moved, seconded by Ms. Snyder to approve the three (3) vinyl windows on the west facing façade which faces the laundromat on the upstairs portion of the home and to deny all other windows in the house.

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

ROLL CALL

ADJOURNMENT

Ms. Aders moved, seconded by Ms. Nash to adjourn the meeting.

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

VOICE VOTE

The meeting was adjourned at 7:51 p.m.

Approved by Board of Architectural Review
Date: 8/12/2025