

BOARD OF ARCHITECTURAL REVIEW
Tuesday, August 12, 2025 @ 7 PM
Town Hall – 2nd Floor, East Conference Room

AGENDA

CALL TO ORDER

ROLL CALL

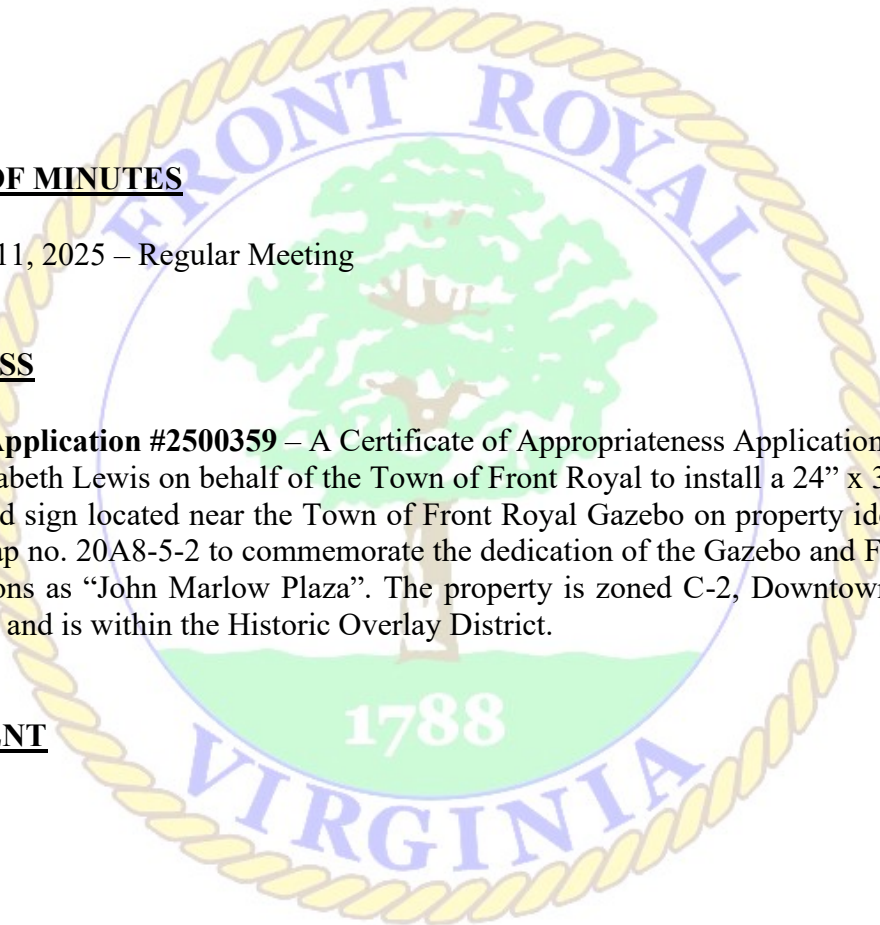
APPROVAL OF MINUTES

- March 11, 2025 – Regular Meeting

NEW BUSINESS

- **COA Application #2500359** – A Certificate of Appropriateness Application submitted by Elizabeth Lewis on behalf of the Town of Front Royal to install a 24” x 36” ground mounted sign located near the Town of Front Royal Gazebo on property identified by Tax Map no. 20A8-5-2 to commemorate the dedication of the Gazebo and Front Royal Commons as “John Marlow Plaza”. The property is zoned C-2, Downtown Business District and is within the Historic Overlay District.

ADJOURNMENT



**BOARD OF ARCHITECTURAL REVIEW
MEETING MINUTES – MARCH 11, 2025**



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: _____

COA APPLICATION #2500359 - A CERTIFICATE OF APPROPRIATENESS APPLICATION SUBMITTED BY ELIZABETH LEWIS ON BEHALF OF THE TOWN OF FRONT ROYAL TO INSTALL A 24" X 36" GROUND MOUNTED SIGN LOCATED NEAR THE TOWN OF FRONT ROYAL GAZEBO ON PROPERTY IDENTIFIED BY TAX MAP NO. 20A8-5-2 TO COMMEMORATE THE DEDICATION OF THE GAZEBO AND FRONT ROYAL COMMONS AS "JOHN MARLOW PLAZA". THE PROPERTY IS ZONED C-2, DOWNTOWN BUSINESS DISTRICT AND IS WITHIN THE HISTORIC OVERLAY DISTRICT.



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

**STAFF REPORT FOR THE
BOARD OF ARCHITECTURAL REVIEW
AUGUST 12, 2025**

APPLICATION #:

COA 2500359

APPLICANT:

Elizabeth Lewis on behalf of the Town of Front Royal

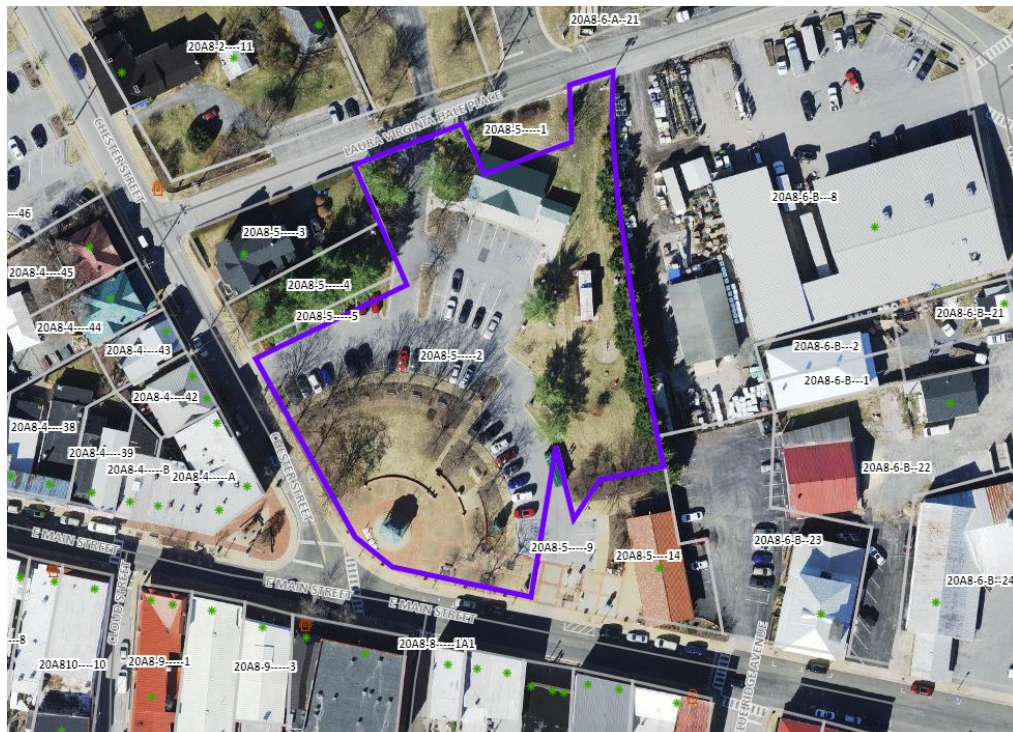
APPLICATION SUMMARY:

A Certificate of Appropriateness (COA) Application has been submitted for a 24" x 36" ground mounted sign on property identified by Tax Map No. 20A8-5-2.

GENERAL INFORMATION:

<i>Site Addresses</i>	E. Main Street
<i>Owner(s)</i>	Town of Front Royal
<i>Zoning District</i>	C-2, Downtown Business District
<i>Historic District</i>	Front Royal Historic Overlay District
<i>Tax Identification</i>	20A8-5-2
<i>Location</i>	The public gazebo area bordered by Laura Virginia Hale Place, Chester Street, and E. Main Street.

Aerial Map (Warren County GIS)



SUPPLEMENTAL INFORMATION:

Legal Authority

The Board of Architectural Review (BAR) is established by the legal authority of Virginia Code §15.2-2306 and Sections 175-82 through 175-98 of the Town Code. The Town Code gives review authority to the BAR for major projects within the Historic Overlay District. The Historic Overlay District consists of the areas and structures identified within the Front Royal Historic District. Town Code, Section 175-82, states that the purposes of establishing the historic resource overlay areas include the following:

1. To preserve and improve the quality of life for residents of the Town of Front Royal by protecting familiar and treasured visual elements in the area.
2. To promote tourism by protecting historical and cultural resources attractive to visitors and thereby supporting local business and industry.
3. To stabilize and improve property values by providing incentive for the upkeep and rehabilitation of older structures and by encouraging desirable uses and forms of economic development.
4. To educate residents on the local cultural and historic heritage as embodied in the Historic District Overlay Areas and to foster a sense of pride in this heritage.
5. To promote local historic preservation efforts and to encourage the identification and nomination of qualified historic properties to the National Register of Historic Places and the Virginia Landmarks Register.
6. To prevent the encroachment of additions or new buildings and structures that are architecturally incongruous with their environs within areas of architectural harmony and historic character.

Except where administrative review authority is granted under Section 175-89.1, and where review is exempt under Section 175-90, the BAR is responsible for reviewing major projects in the Historic Overlay District in accordance with the guidelines found under Section 175-91 of the Town Code. These guidelines are listed at the end of this report.

Authority for this application

The Boards authority to review Historic District signs is derived from Town Code 175-106-B.3

3. Signs in the Historic Overlay District:

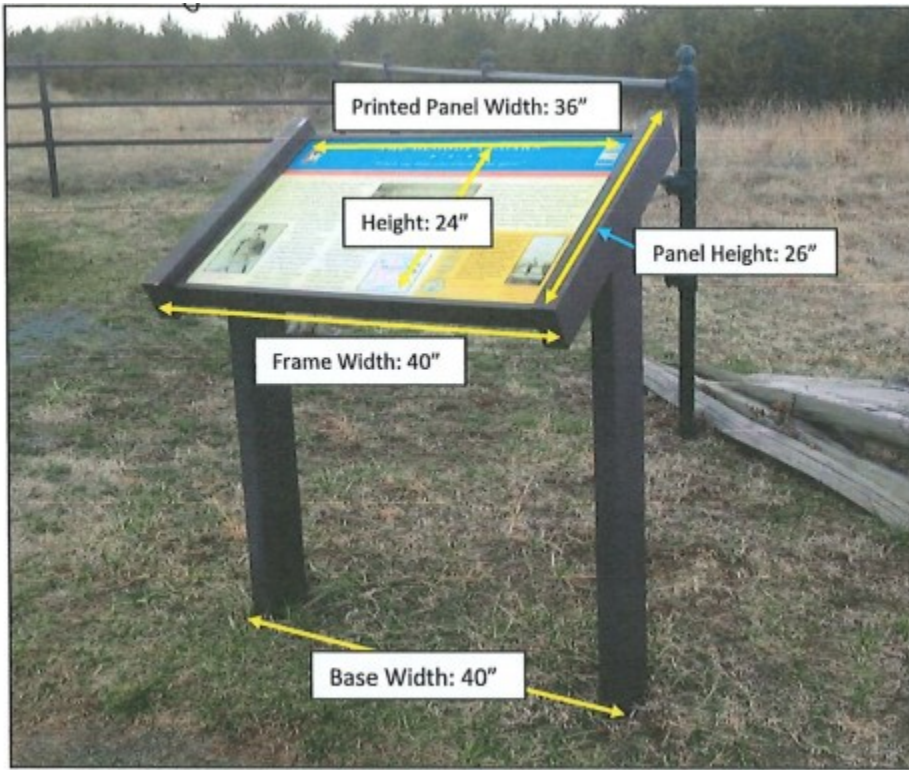
- a. **Certificate of Appropriateness Required:** Signs within the Historic Overlay District require the approval of a Certificate of Appropriateness by the Board of Architectural Review prior to the issuance of a sign permit by the Zoning Administrator.

	b. <u>Area, Height, and Location of Signs</u>: The area, height and location standards for the underlying zoning district shall be applicable to signs erected in the Historic Overlay District. Town Code 175-106-A.9.a. a. <i>Ground-mounted sign</i>: Development Standards. [1] <i>Road Frontage Requirements</i>: Ground-mounted signs up to the maximum allowable size shall be permitted on lots with one hundred (100) feet or more of lot width. Where a lot has less than one hundred (100) feet of lot width, a ground-mounted sign shall not exceed thirty-two (32) square feet in size. [2] <i>Minimum Clearance</i>: Where a ground-mounted sign is located within twenty-five (25) feet of an intersecting developed street, or Town-maintained alley, a minimum ten-foot clearance from the ground to the bottom of the sign shall be provided. For a monument sign, the placement of the sign shall conform with the requirements of Section 175-101. [3] <i>Maximum Height</i>: Twenty (20) feet or the height of the principal structure, whichever is less; provided, however, that the maximum height of any ground-mounted sign serving two (2) or more business uses within one thousand (1,000) feet of the right-of-way for Interstate 66 shall be twenty-five (25) feet.						
<i>Incentives for Rehabilitation</i>	● Partial Real Estate Tax Exemption. Pursuant to Section 75-75 of the Town Code, the exemption shall commence on January 1 of the year following completion of the rehabilitation and shall run with the real estate for a period of ten (10) years. ● 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>	<table><tr><th colspan="3">GUIDELINES WORKSHEET FOR BAR EVALUATION</th></tr><tr><td>1</td><td>The historic archaeological or architectural value and significance of a structure and its relationship to the historic value of the surrounding area</td><td></td></tr></table>	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	
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: - 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 standards and considerations contained in the Secretary of the Interior's Standards for Rehabilitation. - See Demolition Review Guidelines Addendum for demolition of structures.		

SUMMARY OF APPLICATION:

The applicant is requesting a COA for a 24" x 36" sign to dedicate the public area of the Gazebo and Front Royal Commons to be known as John Marlow Plaza.



STAFF COMMENTS:

Staff supports approval of the COA.

ATTACHMENTS:

- Attachment A: Certificate of Appropriateness Application and Supporting Documents



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



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: Elizabeth Lewis

Address of Applicant: 414 E. Main Street
Front Royal, VA 22630

Phone Number: 540-631-3627 **E-Mail:** elewis@frontroyalva.com

Property in Question:

Street Address: 414 E. Main Street

Business Name (if applicable) Town of Front Royal

Tax Map Number: _____

Historic District: ☐ Downtown Residential Area

☒ Downtown Business Area

Name of Property Owner (s): Town of Front Royal

Address of Property Owner (s): 102 E. Main Street
Front Royal, VA 22630

Phone Number: 540-631-3627 **E-Mail:** elewis@frontroyalva.com

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):

Addition of a 24" x 36" sign dedicating the gazebo and Front Royal Commons as John Marlow Plaza. Sign will be built on the same frame, same style and color, and same size as the existing Civil War Trails sign nearby.

***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 7/15/2025

Signature of Representative (if applicable): _____

\$300.00 Fee **BAR Review** Check # _____ Cash _____
Credit Card _____ Date Paid _____

\$400.00 Fee **Demolition of Historically Significant Structure**
Check # _____ Cash _____
Credit Card _____ Date Paid _____

***For Non-Profit – 25% Fee Reduction of Regular Fee**

***Please check here if you are a Non-Profit** _____

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



LAURA VIRGINIA HALE PL

CHESTER ST

E MAIN ST

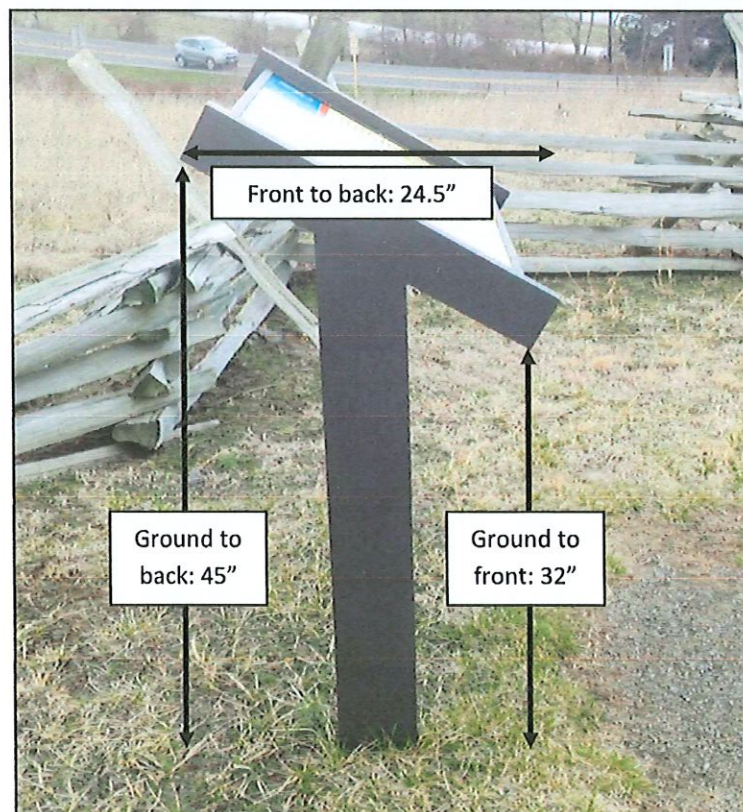
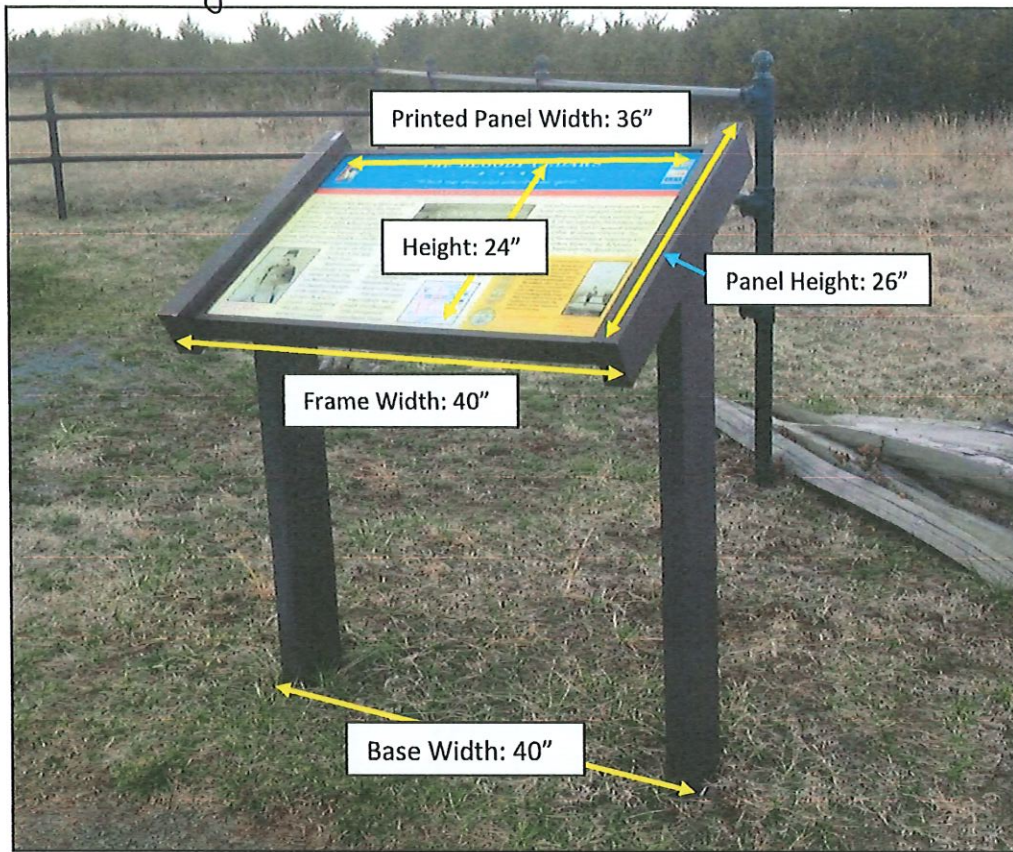
PROPOSED SIGN LOCATION

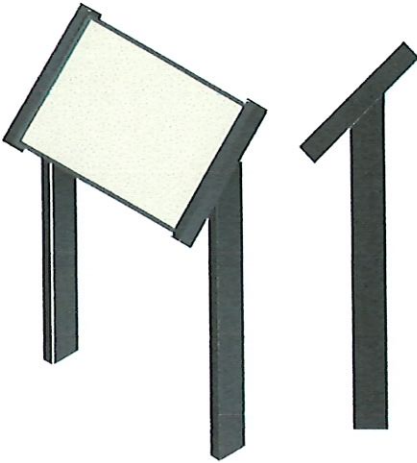
CLARK ST

HIGH ST

BLUE BRIDGE AVE

Example Sign





NPS TRADITIONAL STYLE

This traditional low profile base features 2"×4" support arms extending from the center line of the frame and vertical 2"×6" support posts, resulting in a sturdier look than the cantilever style. Includes drive rivets for assembly.

Size	for In-Ground	with Surface Mount Plate(s)
18×24	\$567	\$647
24×36	\$592	\$672
24×42	\$717	\$877
36×48	\$952	\$1,032

Stocked sizes in black only. Custom sizes available by special order. Sign panel additional.



NPS CANTILEVER STYLE

This low profile base features 2"×3" support arms extending from the vertical support posts and front of the frame, resulting in a sleeker look than the traditional style. Includes drive rivets for assembly.

Size	for In-Ground	with Surface Mount Plate(s)
18×24	\$506	\$586
18×36	\$609	\$689
24×36	\$592	\$672
24×42	\$683	\$763
36×48*	\$1,098	\$1,032

Stocked sizes in black only. Custom sizes and portrait orientation available by special order. Sign panel additional.

*2×6" support arms.



CANTILEVER WITH SLED BASE

A cantilever style frame for 24"H×36"W×125" sign panel with sled base for movable displays. Back cross member attaches to side posts with revit nuts and hardware. Tabs with thru holes mechanically attach to runners for fastening to a surface or the ground. Ships unassembled. \$1,332.

INTERPRETIVE SIGN PANEL OPTIONS

Vacker offers two durable sign panel material options to meet your permanent interpretive, map/way-finding needs as well as an economical mid-grade option for seasonal or short term rotational displays.



1/2" Thick HPL panel mounted to frameless angle mount pedestal

OPTION #1

HPL - HIGH PRESSURE LAMINATE PANEL (EMBEDDED PHENOLIC RESIN)

1/2" Thick (self-supporting) for use with frameless mount plate(s)

1/8" Thick (non self-supporting) for use with a frame

Think outdoor durable kitchen counter top. HD printed papers are impregnated with melamine resins and consolidated at extreme high heat and pressure. The result is a durable, fade resistant panel with unlimited design potential. Available in 1/8", 1/4", 1/2", 3/4" and 1" thicknesses), manufactured by spin-offs, an authorized reseller for one of the world's leaders in HPL manufacturing.

HIGH PRESSURE LAMINATE PRICING

Pricing for high pressure laminate sign panels printed from client provided, print-ready files (signs designed by client). Sign panel design additional—see page 34.

Common sizes	12"×18"			18"×24"			24"×36"			24"×42"			36"×48"		
Per sign based on quantity	1	2	3+	1	2	3+	1	2	3+	1	2	3+	1	2	3+
1/2" Thick HPL (High Pressure Laminate) with threaded holes for frameless mount	\$268	\$220	\$197	\$380	\$332	\$309	\$639	\$592	\$565	\$720	\$658	\$638	\$1128	\$1066	\$1045
 1/8" Thick HPL (High Pressure Laminate) Panel for mount in frame	\$191	\$143	\$118	\$256	\$205	\$185	\$390	\$344	\$318	\$435	\$374	\$353	\$657	\$595	\$576

*Note that pricing can be influenced by quantities and whether the respective sign panel quantities are "originals" (all different) or "duplicates" (all the same). Shipping and any design / file preparation services are additional. Please call or email to request a quotation for your specific project.

John Marlow Plaza

John K. Marlow: A Legacy of Leadership and Community Revitalization in Front Royal

In the late 1980s, Mayor John K. Marlow spearheaded a vital revitalization project for Front Royal's historic downtown. Serving from 1982 to 1990, Marlow's deep love for his town and clear vision drove initiatives to breathe new life into Main Street, recognizing a vibrant downtown as crucial for the town's spirit and economic health. Key achievements under his leadership included transforming the old train station into a welcoming visitor's center, preserving history while creating a central hub. However, the most iconic symbol of this success was the installation of the downtown gazebo. This elegant structure quickly became a focal point for community events, enhancing the area's aesthetic appeal and functionality. Marlow's leadership and the town's collective efforts earned him and Front Royal the Virginia Municipal League's Achievement Award in September 1990. Even after his mayoral tenure, John Marlow remained deeply involved in the community as a Rotarian, community leader, and business owner. His legacy is etched into the very fabric of downtown Front Royal, particularly in the enduring presence of the gazebo area. After his passing in 2024, the Town Council honored his contributions by renaming the area John Marlow Plaza.

A Glimpse into John K. Marlow's Life

Born on March 28, 1939, in Washington, D.C., John Kenner Marlow spent his early years in Silver Spring, MD, before his family moved to Front Royal, Virginia. An accomplished athlete, he excelled in football, basketball, and discus at Warren County High School. He continued his education at the University of Virginia on a football scholarship, graduating from the McIntyre School of Commerce. After serving two years as a lieutenant in the U.S. Army in Germany, John returned to Front Royal in 1964. He built a successful career in real estate development and took over Marlow Motor Company from his father, expanding it to include Tri-State Nissan in Winchester and Marlow Ford in Luray.

Beyond his business ventures and mayoral duties, John was deeply committed to public service. He served 14 years on the Warren County Board of Supervisors, 8 years on Front Royal Town Council, and was a founding director of the Lord Fairfax Planning District Commission. He also played a pivotal role in establishing the Warren County Educational Endowment and served on the boards of various banks, the Museum of the Shenandoah Valley, and as chair of the Board of Trustees at Shenandoah University. He was a lifetime member of the First Baptist Church of Front Royal. John was married to Joyce Allison Marlow for 58 years. He is survived by his wife, siblings, daughters, grandchildren, and great-grandchildren.



Mayor John Marlow addresses the crowd at the unveiling



Councilman Jim Eastham & Vice Mayor Michael Kitts



Brick work on around the Gazebo



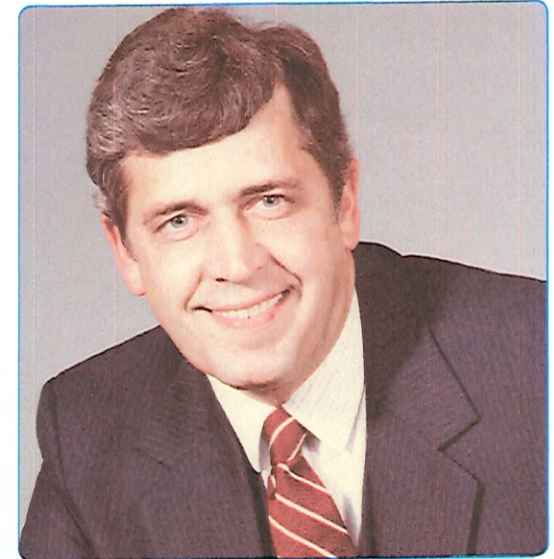
Final Stages of the Plaza



Creating the sidewalks around the Train Station/Visitor Center



Hoisting the Dome atop the Gazebo



Mayor John K. Marlow (1982-1990)

"Is It Good for Front Royal?"