

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 August 12, 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
Gary Vaughan, Vice Chairman
Ellen Aders
Dede Nash

Absent: Katherine Snyder

Staff Present: Daniel Wells, Code Enforcement/Property Maintenance Official
Connie Potter, Executive Assistant/Clerk for the Board of Architectural Review

APPROVAL OF MINUTES

- March 11, 2025 – Regular Meeting.

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

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

VOICE VOTE

Vice Chairman Vaughan arrived after calling a vote for the meeting minutes.

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.

Mr. Wells explained that the application request was for a 24" x 36" ground mounted sign to be located near the Town of Front Royal gazebo. Elizabeth "Lizi" Lewis, Director of Community Development and Tourism submitted the application. Ms. Lewis was present to answer questions.

Ms. Lewis explained that the proposed ground mounted sign will be the same size and have the same appearance as the existing Civil War ground mounted sign. Public works has the bricks to match the existing bricks at this location.

Chairman Waters said it will blend in and be a nice addition.

Vice Chairman Vaughan moved, seconded by Ms. Aders to approve the application as presented.

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

VOICE VOTE

Chairman Waters said he would email Lauren Kopishke to organize a BAR work session to discuss the Historic District Guidelines.

Ms. Potter said that Town Council would be taking the proposed Historic District text amendment back to a work session in September for further discussion.

Ms. Aders encouraged BAR members to email Town Council expressing the need to rewrite and enforce the Historic District Guidelines and ask for their support in this endeavor.

Ms. Aders asked if BAR members could zoom into BAR meetings should they not be able to attend.

Mr. Wells noted that he thought that Town Council can zoom into a meeting however could not vote on items.

Ms. Aders asked for updates on previous applications listed below.

- Windows at the laundromat on E. Main Street.
- Fence on Blue Ridge Avenue.
- Window replacement at Poppy's Place on N. Royal Avenue.

Mr. Wells said that either Lauren Kopishke, Zoning Administrator or John Ware, Deputy Zoning Administrator would need to follow-up on these items. He explained that Ms. Kopishke met with the Town Manager Joe Petty in regard to the fence on Blue Ride Avenue. Mr. Petty believes staff does not have grounds to enforce the installation of the wood fence

and to put it to rest because it does not state “wood” in the approval. The approval does not state “like for like” but states “same or similar”. The applicant removed a 3’ white wooden picket fence and installed a 3’ white vinyl picket fence.

Ms. Aders requested an update on the following items at the next BAR meeting.

- Windows at the laundromat on E. Main Street (Mr. Bang).
- Fence on Blue Ridge Avenue.
- Window replacement at Poppy’s Place on N. Royal Avenue.

ADJOURNMENT

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

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

VOICE VOTE

The meeting was adjourned at 7:18 p.m.

Approved by Board of Architectural Review
Date: 10/14/2025

