

BOARD OF ARCHITECTURAL REVIEW
Tuesday, September 9, 2025 @ 7 PM
Town Hall – 2nd Floor, East Conference Room

AGENDA

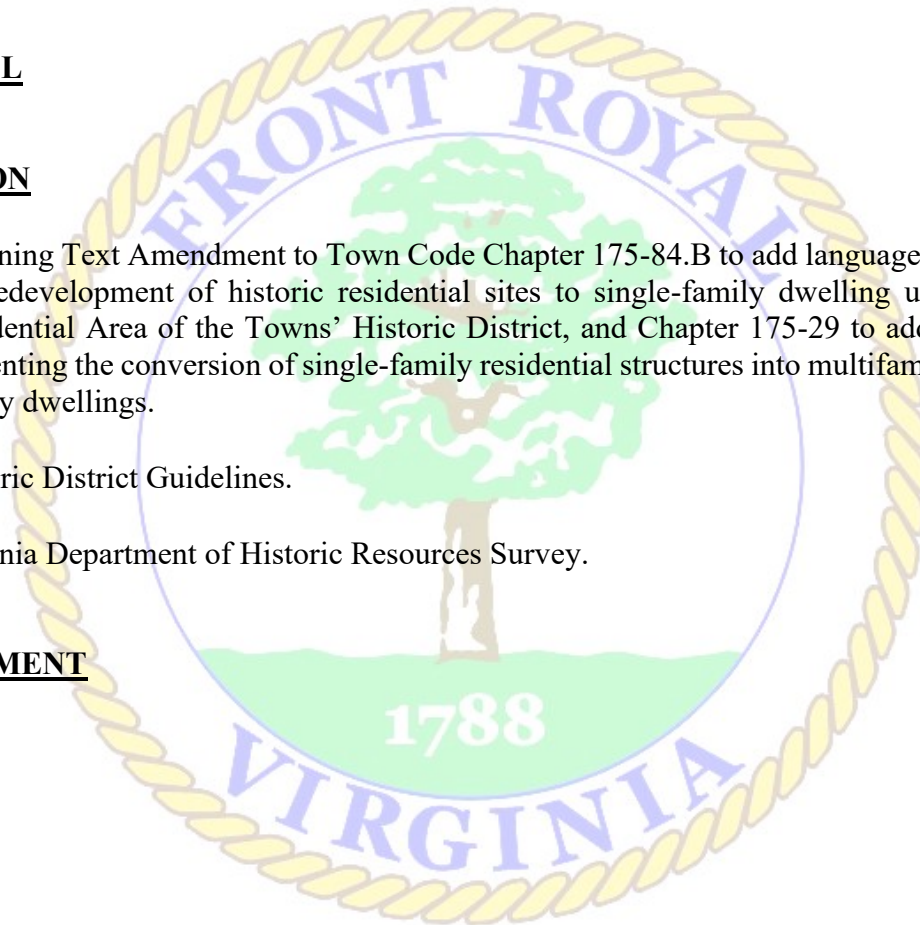
CALL TO ORDER

ROLL CALL

DISCUSSION

- A Zoning Text Amendment to Town Code Chapter 175-84.B to add language restricting the redevelopment of historic residential sites to single-family dwelling units in the Residential Area of the Towns' Historic District, and Chapter 175-29 to add language preventing the conversion of single-family residential structures into multifamily or two-family dwellings.
- Historic District Guidelines.
- Virginia Department of Historic Resources Survey.

ADJOURNMENT



A Zoning Text Amendment to Town Code Chapter 175-84.B to add language restricting the redevelopment of historic residential sites to single-family dwelling units in the Residential Area of the Towns' Historic District, and Chapter 175-29 to add language preventing the conversion of single-family residential structures into multifamily or two-family dwellings.

HISTORIC DISTRICT OVERLAY AREAS

175-82 STATEMENT OF INTENT (Historic District)

- A. The intent of this Article is to promote and protect the health, safety, comfort, recreation, prosperity and general welfare of the community through the identification, preservation and enhancement of buildings, structures, neighborhoods, landscapes, places and areas which have special historical, cultural, artistic, architectural or archaeological significance as provided by Code of Virginia § 15.2-2306, as amended.
- B. It is hereby recognized that the deterioration, destruction or alteration of said buildings, structures, places and areas may cause the permanent loss of unique resources which are of great value to the people of Front Royal, Warren County, the State of Virginia and the nation and that the special controls and incentives are warranted to ensure that such losses are avoided when possible.
- C. The purposes of establishing historic resource overlay areas are:
 - 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.

(Ord. of 9-25-00)

175-83 DEFINITIONS (Historic District)

As used in this Article, the following terms shall have the meanings indicated:

ALTERATION - Any change, modification or addition to a part of or all of the exterior of any building or structure.

BUILDING - Any enclosed or open structure which is a combination of materials to form a construction for occupancy or use.

CERTIFICATE OF APPROPRIATENESS (C of A) - The approval statement signed by the Secretary of the Board of Architectural Review (BAR) and the Zoning Administrator that certifies approval by the BAR of the appropriateness of a particular request for the construction, alteration, reconstruction, repair, restoration, demolition or razing of all or a part of any building within an historic district overlay area, subject to the issuance of all other permits needed for the matter sought to be accomplished.

CONTRIBUTING PROPERTIES - Properties so designated on the inventory map of landmarks and contributing properties, which is adopted as a part of this Article, being generally those properties which, by reason of form, materials, architectural details and relation to surrounding properties, contribute favorably to the general character of the part of the historic district in which they are located but, by reason of recent age, lack of historic significance or other factors, are not designated as local historic landmarks under the criteria of this Article.

DEMOLITION - The dismantling or tearing down of all or part of any building and all operations incidental thereto.

EXTERIOR FEATURES (ARCHITECTURAL APPEARANCE) - The architectural style, general design and general arrangement of the exterior of a building or other structure, including the color, the kind and texture of the building material and the type and style of all windows, doors, light fixtures, signs, other appurtenant fixtures and other natural features, such as trees and shrubbery, that are subject to the public view from a public street, public way or other public places.

HISTORIC DISTRICT OVERLAY AREA or HISTORIC DISTRICT - Any area delineated by the Town Council and consisting of public or private property within the Town, containing one (1) or more historic landmarks as established by the Virginia Department of Historic Resources, or one (1) or more areas, neighborhoods, sites, places, structures, objects, artifacts or buildings in which historic events occurred or reflecting significantly the lives of historic personages or great ideas or ideals of the people, having special public value because of notable architectural, economic, ethnic, military, natural, political, religious or social factors, such landmarks, buildings, structures or areas having been designated by the Council as being of such historic, architectural or cultural interest and significance as to warrant conservation and preservation. Such designated district or districts shall not extend farther than the property line of the land pertaining to such historical landmarks, sites, buildings, signs, appurtenances, structures or objects.

LOCAL HISTORIC LANDMARK - Any site (including significant trees or other plant life located thereon), building or structure of particular historic significance. "Landmarks" include sites, buildings or structures where the cultural, political, archaeological, spiritual, economic, social or artistic history of the community, state or nation is reflected or exemplified or which are identified with historic personages or with important events in local, state or national history or which embody the distinguishing characteristics of an architectural specimen, inherently valuable for a representation of a period, style or method of construction or a notable work of construction or a notable work of a master designer or architect whose individual genius influenced his age. Listing on the Virginia Landmarks Register and the National Register of Historic Places is encouraged for all "local historic landmarks."

NEW CONSTRUCTION - Any construction within an historic district overlay area that is independent and exclusive of an existing building or structure or part thereof.

NONCONTRIBUTING PROPERTIES - Properties with little historic or architectural value and with little or no contribution to the historic character of the district because of their recent age or alteration in such a way as to destroy their architectural integrity.

RECONSTRUCTION - Any or all work needed to remake or rebuild all or a part of any building to a sound condition but not necessarily of original materials.

REPAIRS - Any work or all work involving the replacement of existing work with equivalent material for the purpose of maintenance but not including any addition, change or modification in construction.

RESTORATION - Any or all work connected with the returning to or restoring of a building or a part of any building to its original condition through the use of original or nearly original materials.

REVIEWING BODIES - All individuals, boards or elected/appointed bodies, given review authority under this Article, including the Zoning Administrator, Board of Architectural Review and Town Council, upon appeal.

SIGNIFICANT CHANGE - A permanent change that alters the general appearance (architectural character) of a building.

STRUCTURE - Anything man-made, including, but not limited to, main buildings, outbuildings, fences, walls, lampposts, light fixtures, signs, signposts, billboards and paving.

SUBSTANTIAL EXTERIOR ALTERATION - Any change, other than incidental repairs, to the supporting members of a building or portion thereof, such as the addition, removal or alteration of bearing walls, columns, beams, girders, roofs or foundations, that are visible on the exterior of the structure.

175-84 BOARD OF ARCHITECTURAL REVIEW (Historic District)

A. Establishment and Terms of Office:

1. A Board to be known as the "Board of Architectural Review (BAR)" is hereby established and shall consist of five (5) voting members who shall be appointed by the Town Council. All members shall have a demonstrated interest competence or knowledge in historic preservation. One (1) member shall be a property owner/resident of an historic district overlay area and one (1) shall have professional training or equivalent experience in architecture, history, American studies, architectural history, archaeology or planning. All members shall be residents of Warren County, with knowledge of and demonstrated interest in the historic character of the Town. These members shall serve terms of four (4) years each.
2. BAR members may be reappointed for consecutive terms.
3. The BAR shall elect from its own membership a Chairman and Vice Chairman, who shall serve annual terms as such and who may succeed themselves. The Board shall appoint a Secretary who shall serve at its pleasure.
4. When a vacancy occurs, a new appointment shall be made by the Town Council for the unexpired terms within sixty (60) days after the vacancy occurs. The Town Council shall publicly announce and solicit qualified candidates for Board of Architectural Review vacancies.
5. Any appointed member of the BAR may be removed from office by the Town Council for inefficiency, neglect of duties or malfeasance. An appointment to fill a vacancy shall be only for the unexpired term on the vacancy.
6. Members shall make every effort to attend at least one (1) training session annually sponsored by the Department of Historic Resources, the Preservation Alliance of Virginia, or other organizations that are involved with historic preservation issues, design and review standards or other work of the BAR.

B. Duties, powers and responsibilities: The Board of Architectural Review shall have the power and authority for issuing or denying certificates of appropriateness for construction, reconstruction, substantial exterior alteration, razing or relocation within the historic district overlay area and **protecting single family structure, limiting development of undeveloped lots to single family use**. In addition, the Board shall have the following duties:

1. To assist and advise the Town Council, the Planning Commission and other Town departments, agencies and property owners in matters involving historically significant sites and buildings or other properties in historic districts, such as, but not limited to, appropriate land usage, parking facilities and signs.
2. To continuously evaluate conditions and to advise owners of historic landmarks or contributing structures or other properties in historic districts on problems of preservation.
3. To conduct studies deemed necessary by the Town Council or the Planning Commission concerning location of historic districts and means of preservation, utilization, improvement and maintenance of historic assets in the Town.
4. To propose additional historic districts or additions or deletions to districts.

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5. To adopt standards for review to supplement the standards set forth in this Article.
 6. To establish an appropriate system of markers for selected historic sites and buildings, including proposals for the installation and care of such historic markers, and to invite each owner of a building of historical significance to display the marker thereon.
 7. To cooperate with and enlist assistance from the Virginia Department of Historic Resources, the National Trust for Historic Preservation and other interested parties, both public and private, in its efforts to preserve, restore and conserve local historic landmarks, buildings, sites or areas within the Town.
 8. To prepare and adopt specific guidelines, illustrated as necessary, for those historic districts which have special characteristics and architectural features that are peculiar to the district and which should be preserved and to make these guidelines available to property owners within each historic district and to the general public. After these historic districts are approved, specific guidelines shall be adopted for such historic districts as may require specific guidelines.
 9. To preserve existing single-family home within the Historic District.
 10. To prevent the conversion of any existing single-family dwelling into a multi-family dwelling, commercial property, or any other non-residential use.
 11. To ensure all new residential construction within the boundaries of the Historic District is limited to single-family structures.
 12. To prevent new development of multi-family dwellings in the residential zoned areas of the Historic District.
 13. To sponsor public information activities, when deemed appropriate, publicizing historic preservation efforts, which activities may include, but not be limited to, speaking engagements, handouts, press releases and films.
 14. To hold public meetings as often as necessary to fulfill the responsibilities assigned by this Article.

C. *Organization and Meetings:*

1. The Chairman shall conduct the meetings of the BAR.
2. The Secretary shall keep the minutes of the meetings and a permanent record of all resolutions, motions, transactions and determinations.
3. All members of the BAR, except for advisory members, shall be entitled to vote; and the decisions of the BAR shall be determined by a majority vote.
4. A quorum of three (3) voting members present is required before the BAR may take any official action.
5. The BAR shall meet within twenty (20) days after notification by the Zoning Administrator of an application for a certificate of appropriateness or a permit requiring action by the BAR.
6. The Board of Architectural Review shall have regularly scheduled meetings at least four (4) times a year. The meetings of the BAR shall be open to the public, and a full and impartial hearing shall be granted. All regularly scheduled meetings shall be conducted in the evening hours for the convenience of the public.
7. The BAR shall vote and announce its decision on any matter properly before it not later than forty-five (45) days after the conclusion of the hearing on the matter, unless the time is extended with the written consent of the applicant.
8. In matters covering the procedures for meetings not covered by this document, the BAR may establish its own rules, provided that they are not contrary to Town policy or the intent of this Article.

D. *Authority to Receive Funding and Advisory Services:*

1. All persons interested in the preservation of historic buildings or historic sites in the Town are invited to make gifts, devises and bequests to the Town to be used for that purpose. All such donations, other than money, shall be subject to acceptance by the Town Council. All donations of money shall be made through the Department of Finance, and it is hereby authorized and directed to receive such donations and to deposit them in a special fund to be known as the "Historic Buildings and Sites Trust Fund," and shall be used only for the purpose of preserving and promoting the preservation of historic buildings and sites in the Town. Expenditures from such fund shall be made by the Town Manager as authorized, from time to time, by the Town Council.
2. The BAR may seek federal, state or private grants or funding to assist in the performance of its duties as herein defined.
3. Within the limits of funds that may be made available to the BAR for the performance of its work, the BAR may obtain services of qualified persons to advise and assist the BAR as required.
4. Upon request of the BAR, with approval by the Town Manager, the departments, boards, commissions, offices and agencies of the Town government shall furnish to the Board such available information and render such service as may be required for the exercise of the powers and performance of the duties of the BAR.

(Ord. of 1-8-01; Ord. of 1-12-04)

175-85 CREATION OF HISTORIC DISTRICTS AND LANDMARKS

- A. The Board of Architectural Review shall prepare and recommend for adoption as part of this Article a district boundary map and an inventory map covering the area or areas to be considered for inclusion in an historic district overlay area. These maps, when adopted in accordance with the provisions of the Code of Virginia § 15.2-2285, shall be as much a part of this Article as if fully described herein and shall be filed as a part of this Article by the Clerk of the Town of Front Royal. The inventory map shall delineate local historic landmarks, contributing properties and noncontributing properties. The inventory and district boundary maps may be amended, from time to time, in the same manner as the Zoning District Map.
- B. The Board of Architectural Review may propose to the Planning Commission and the Town Council such amendments as deemed appropriate, including the establishment of historic districts or revision to existing historic districts. Upon receipt of said proposal, the Council may initiate such amendment pursuant to Section 175-146. The Board of Architectural Review shall prepare and submit simultaneously with said proposal a report to substantiate establishment of a historic district or a proposed amendment. Such report shall establish and define the historic district boundaries, as delineated upon an appropriate map, as well as describe the historic and/or architectural significance of the buildings, structures or sites to be protected, and the special characteristic, qualities and/or fabric to be preserved, and shall describe present trends and conditions, current and long-range planning and desirable public objectives for preservation. The report may also include plans for public action in or adjoining a district that is likely to affect its character or development.
- C. Applications for the creation or expansion of an historic district or for the designation of landmarks or landmark sites may also be filed by the Planning Commission, the Town Council, the owner, the contract purchaser with the owner's written consent or the owner's agent or sixty percent (60%) of the owners of all buildings within a proposed historic district. All requests shall be made in the same manner as other zoning amendments, as provided for in Section 175-146.

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- D. Any historic district and any historic district map which have been created and adopted by the Front Royal Town Council prior to the amendment of this Article shall not be repealed but shall remain intact and in effect, subject now to the provisions of this amended Article.
 - E. Any historic district created and adopted by the Front Royal Town Council after February 1, 1993, shall remain in effect, except as amended or modified pursuant to the regulations herein, for an initial maximum period of ten (10) years from the date of its adoption. Subsequent action by the Front Royal Town Council shall be made to continue the district beyond the initial ten-year period.
 - F. Upon the presentation of a request to withdraw from an adopted subarea within the historic district overlay area, with such request having been duly executed by at least sixty-seven percent (67%) of the owners of taxable parcels (with a vote for each separate tax parcel) within the designated historic subarea, the Town Council, at its next meeting, shall take appropriate action to remove the historic district designation. This provision shall be applicable only where the historic resource overlay area shall have been in place for a period of not less than two (2) years.

(Ord. of 9-25-00)

175-86 CRITERIA FOR SELECTION OF HISTORIC DISTRICTS OR LANDMARKS

Criteria for evaluating the merits of a given structure or space shall be based on architectural features as well as historic factors. Certain buildings or areas, although not associated with an historic personage or event, may be valuable examples of the Town's physical and cultural heritage. Structures of local significance shall be evaluated, as well as those of state and national significance, and any structures individually listed upon the National Register of Historic Places or the Virginia Landmarks Register shall be designated upon the Town Register. In addition, such evaluation shall be based on the following specific matters:

- A. *Architectural and landscape style:* The evaluation shall respect the qualities of each architectural and landscape style and shall judge a structure's merit on how well it exemplifies the distinguishing characteristics of said style. Consideration will be given to:
 - 1. The significance of the architectural design.
 - 2. The scale and/or interrelationships of the structures and/or environmental features.
 - 3. The significant patterns of development.
 - 4. The quality of workmanship.
 - 5. The amount of surviving original fabric.
 - 6. The original location and use.
 - 7. The remaining outbuildings or dependencies.
 - 8. The surrounding environment; gardens, landscaping and walks.
 - 9. The aesthetic quality.
 - 10. The original integrity of the structure and its details.
- B. *Historical and/or cultural significance:* Structures or spaces relating to one (1) or more of the following criteria will be considered historically or culturally valuable:
 - 1. Association with an historic personage.
 - 2. Association with an historic event.
 - 3. Work of the leading architect or master craftsman.

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- 4. Site or structure of cultural significance.
 - C. In addition, sole or infrequent surviving building types and structures not historic in themselves but adding to the character of an historic district need to be looked at as potentially deserving preservation.

175-87 BOUNDARIES OF HISTORIC DISTRICTS OR LANDMARKS

- A. The boundaries of an historic district or overlay area shall, in general, be drawn to include areas containing buildings or places in which historic events occurred or having special public value because of notable architectural or other features relating to the cultural or artistic heritage of the community of such significance as to warrant conservation and preservation. The district may include either individual buildings or places of such character and a reasonable distance beyond, or it may include areas or groupings of structures which have significance relative to their patterns of development or social and economic or architectural interrelationships even though some structures in the area might not possess significant merit when considered alone. In any case, the location of the district shall be based upon careful studies that describe the characteristics of the area and support the purposes of conservation and preservation.
- B. The boundaries of an historic district shall conform to the boundaries of individual lots of record. Where a street is proposed as an historic district boundary, the edge right-of-way adjoining the district shall be deemed the district boundary.
- C. Historic districts are created as special overlay districts to be superimposed on other zoning districts contained in these regulations, and are to be so designated on the Official Zoning Map. The uses, housing types, minimum lot requirements, minimum yard requirements, maximum height and accessory uses and accessory signs shall be determined by the regulations applicable to the other districts over which the historic districts superimposed, except as these other districts may be modified by application of the regulations in the historic district.
- D. A map delineating the adopted boundaries of each historic district shall be maintained in the office of the Zoning Administrator.

175-88 CERTIFICATE OF APPROPRIATENESS REQUIRED (Historic District)

- A. No building or structure within the Chester Street and downtown business areas of the Historic Front Royal District shall be erected, reconstructed, altered or restored unless and until an application for a certificate of appropriateness shall have been approved under the provisions of this Article.
- B. No building or structure within the downtown residential area of the Historic Front Royal District or property designated as a local historic landmark shall be erected, reconstructed or undergo substantial exterior alteration unless and until an application for a certificate of appropriateness shall have been approved under the provisions of this ordinance.
- C. No building existing in any designated historic district shall be demolished or removed, in whole or in part, unless and until an application or a certificate of appropriateness shall have been approved by the Board of Architectural Review.
- D. No application for a certificate of appropriateness to demolish a building in any historic district shall be considered by the BAR until a public hearing has been held thereon, pursuant to the notice of public hearing as required in Code of Virginia § 15.2-2204, as amended.

(Ord. of 9-25-00)

175-89 BOARD REVIEW OF MAJOR ACTIONS (Historic District)

- A. The following major actions and any other actions not specifically exempted by the terms of this ordinance or which, in the opinion of the Administrator, may constitute a major permanent and detrimental change to the character of an historic district shall be approved only after a public meeting and favorable action by a majority vote of the Board of Architectural Review:
 - 1. The razing, demolishing or moving of a designated landmark or contributing structure.
 - 2. Construction of any new main building, or an accessory building which exceeds five hundred (500) square feet in size within a designated historic district or on a site adjacent to a designated landmark site.
 - 3. Any addition to or substantial alteration of a designated landmark or structure on a contributing property, which increases the square footage of the structure or otherwise alters substantially its size, height, contour or outline.
 - 4. Any significant change or alteration of the exterior architectural style of a designated landmark or contributing property.
 - 5. Any addition to a non-contributing structure, which alters substantially the size height, contour or outline by increasing the square footage and/or volume of the structure by one hundred percent (100%) or more of the original structure.
 - 6. Any fence or sign that is not in conformance with the design guidelines adopted in accordance with this Article.
 - 7. Any other major actions not specifically covered by the terms of this section but which would have a substantial effect on the character of the Historic District.
- B. The Board of Architectural Review shall be guided in its review by the guidelines and criteria established in Section 175-91. The BAR shall have authority to request modifications in order to comply with the guidelines and criteria.
- C. The Board of Architectural Review shall not disapprove an application except with respect to the criteria and guidelines set forth in Section 175-91. The BAR shall give reasons for its decisions, shall act promptly on applications before it and shall coordinate its procedures with those of other agencies and individuals charged with the administration of this Article. The BAR shall be strict in its judgment of plans for those structures designated as landmarks and contributing properties but shall be lenient in its judgment of plans for non-contributing properties. For plans involving new construction the Board's concern shall focus on whether such plans are compatible with and enhance the historic or architectural value of surrounding structures or the surrounding area.
- D. In all final decisions rendered pursuant to this Article, the BAR shall briefly state its findings in writing, and in the case of disapproval, it may make recommendations to the applicant with respect to the design, texture, material, color, line, mass, dimension or lighting of the alteration or the improvement involved. The requirements of this section shall be deemed to have been satisfied if such findings and recommendations, if any, are set forth in the regularly maintained minutes of the BAR.

175-89.1 ACTIONS REQUIRING ADMINISTRATIVE REVIEW (Historic District)

- A. The following actions will require administrative review by the Zoning Administrator:
 - 1. The razing, demolishing, or moving of a non-contributing structure or a structure which is substantially damaged to the point of being completely uninhabitable.

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2. Construction of a new accessory structure less than five hundred (500) square feet in size within a designated historic district or on a site adjacent to a designated landmark site that is generally in keeping with the character of the historic district and its surroundings.
 3. Substantial alteration of a non-contributing structure.
 4. Any addition to a non-contributing structure, which increases the size (square footage and/or volume) of the structure by less than one hundred percent (100%) of the original structure.
 5. Landscaping, fences and signs in conformance with the design guidelines adopted in accordance with this Article.
- B. The Zoning Administrator shall be guided in his decisions by the standards and guidelines adopted by the Board of Architectural Review and shall have authority to request modifications of specific proposal in order that the proposal may comply with said standards and guidelines. In any case where the Administrator is uncertain of his authority to act on a particular application under this section or in any case where the Administrator and the applicant cannot agree on changes in the proposal, the application shall be referred to the Board of Architectural Review for action by said Board. In case of disapproval by the Administrator, the applicant may appeal the Administrator's decision within thirty (30) days thereof to the Board of Architectural Review. The Administrator shall keep a record of his decisions under this section and shall report such decisions to the Board of Architectural Review at its next regular meeting.

175-90 EXEMPTIONS FROM REVIEW (Historic District)

Certain minor actions which are deemed not to permanently affect the character of the historic district are exempted from review for architectural compatibility. Such actions shall include:

1. Repainting resulting in the same or a similar color. (Original painting of masonry surfaces is not exempted from review.)
2. Repair or construction in kind, resulting in no significant changes in appearance or form.
3. Addition or deletion of storm windows and doors, window gardens, awnings, temporary canopies or similar appurtenances and window air conditioners.
4. Addition or deletion of television or radio antennas, skylights or solar collectors in locations not visible from a public place.
5. Installation of plant materials but not including landscape treatment which substantially alters the contour of a contributing property or involves landscaping or construction of fences, pools and the like that affect the appearance of a contributing property.
6. Permitted outside storage in a residential or commercial district that does not require structural changes.
7. Improvements, alterations and renovations that can be accomplished without obtaining a building permit, except fences, signs, and window replacement.
8. Any changes to a structure that are not visible from a public street, alley or public place.
9. Temporary window signs.

(Ord. of 6-22-15)

175-90.1 AUTHORITY TO STOP WORK (Historic District)

The Zoning Administrator shall have authority to order that work be stopped and that an appropriate application be filed or reviewed in any case where, in his opinion, the action may produce arresting and spectacular effects, violent contrasts or materials or colors and intense and lurid colors or patterns or a multiplicity of incongruous details clearly inconsistent with the character of the present structures or with the prevailing character of the surroundings and the historic district or when it appears that the work does not conform to the list of administrative review or exempted actions stated herein and, in fact, is more extensive than originally represented.

175-91 GUIDELINES AND CRITERIA FOR REVIEW (Historic District)

A. All reviewing bodies shall be guided by the following guidelines and criteria:

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.

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- B. The reviewing bodies shall not adopt or impose any specific architectural style in the administration of this Article.
 - C. 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.

75-92 ISSUANCE OF CERTIFICATE OF APPROPRIATENESS (Historic District)

- A. Within fifteen (15) days of approval for construction or alteration pursuant to Section 175-88, a certificate of appropriateness signed by the Zoning Administrator and bearing the date of issuance but subject to the provisions of Section 175-92.B, shall be made available to the applicant.
- B. Any certificate of appropriateness issued pursuant to Section 175-88 shall expire of its own limitations twelve (12) months from the date of issuance if the work authorized by said certificate has not commenced and, further, if any such work is suspended or abandoned for a period of twelve (12) months after being commenced. Any period or periods of time during which the right to use any such certificate is stayed pursuant to this Article shall be excluded from the computation of the twelve-month period.

175-93 BUILDING DEMOLITION AND RELOCATION (Historic District)

- A. No historic landmark, building or structure within any historic district shall be razed, demolished or moved until the razing, demolition or movement thereof is approved by the Board of Architectural Review or approved on appeal as provided herein.
- B. Notwithstanding the provisions of Subsection A, the owner of a historic landmark, building or structure shall, as a matter of right, be entitled to raze or demolish such a building or structure, provided that:
 - 1. He has applied to the Town Council for such right;
 - 2. The owner has, for the period of time set forth in the time schedule hereinafter contained and at a price reasonably related to its fair market value, made a bona fide offer to sell such building or structure and the land pertaining thereto to any person, firm, corporation, government or agency thereof or political subdivision or agency thereof which gives reasonable assurance that it is willing to preserve and restore the building or structure and the land pertaining thereto. In order to demonstrate the making of a bona fide offer to sell, the owner shall file a notice with the Zoning Administrator identifying the property and stating the offering price and the name of the real estate agent, if any. No time period set forth herein shall begin to run until said notice has been filed. Within five (5) days of receipt, copies of the notice shall be delivered by the Zoning Administrator to the members of the Town Council, the members of the Planning Commission and the Town Manager; and
 - 3. No bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such building or structure and the land pertaining thereto prior to the expiration of the applicable time period set forth in the time schedule hereinafter contained. Any appeal from the decision of the BAR, whether instituted by the owner or by any other proper party, notwithstanding the provisions herein pertaining to a stay on appeal, shall not affect the right of the owner to make the bona fide offer to sell. No offer to sell shall be made more than one (1) year after the final decision of the BAR, but thereafter the owner may renew his request to the BAR to approve the razing or demolition of the historic landmark, building or structure. The time schedule for offers to sell shall be as follows:

OFFERING PRICE	MINIMUM OFFER-TO-SELL Period (Months)
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Less than \$25,000.00	3
\$25,000.00 to \$39,999.99	4
\$40,000.00 to \$54,999.99	5
\$55,000.00 to \$74,999.99	6
\$75,000.00 to \$89,999.99	7
\$90,000.00 or more	12

4. For the purpose of this Article, a bona fide offer to sell shall be defined as a selling price not greater than ten percent (10%) more than the fair market value appraisal of a certified land appraiser employing appropriate, recognized appraisal criteria for the area in question. The Town shall retain the right to contest the bona fide nature of the offer as follows: the reasonable relationship of the offering price to the fair market value of the historic landmark, building or structure, by filing injunctive proceedings in the Warren County Circuit Court, whenever the Town obtains an appraisal of the property in question by a certified land appraiser at a value at least ten percent (10%) below the offering price asked by the owner, regardless of any conflicting appraisal obtained by the property owner.

175-94 APPEALS (Historic District)

- A. Any applicant aggrieved by a final decision of the Board of Architectural Review may appeal said decision to the Front Royal Town Council, provided that such appeal is filed, in writing, with the Town Clerk within ten (10) days after the final decision is rendered by the BAR. The Town Council will hear the matter at its next regularly scheduled meeting and will render its decision on the appeal at the following regularly scheduled meeting. The Council, in its discretion, may consider additional evidence and submissions during the period between meetings and at the second regularly scheduled meeting prior to rendering its decision.
- B. Any applicant aggrieved by a final decision of the Board of Architectural Review following the decision rendered on appeal to the Front Royal Town Council, may appeal said decision to the Circuit Court of Warren County, Virginia, by filing a petition at law setting forth the alleged illegality of the BAR's action, provided that such petition is filed with the Circuit Court within thirty (30) days after the appealed decision of the Front Royal Town Council. The filing of said petition with the Circuit Court shall stay the decision of the BAR pending the outcome of the appeal, except that the filing of such petition shall not stay the decision of the BAR if such decision denies the right to raze or demolish an historic landmark, building or structure. The Circuit Court may reverse or modify the decision of the BAR, in whole or in part, if the Court finds, upon review, that the decision is arbitrary and constitutes an abuse of discretion. The Circuit Court may also affirm the decision of the BAR.

175-95 MAINTENANCE, PUBLIC SAFETY AND PERMITTED USES (Historic District)

- A. Nothing in this Article shall allow the BAR to prevent the routine maintenance or repair of any exterior elements of any building or structure so long as there is no change in form or materials; nor shall anything in this Article be construed to prevent the construction, reconstruction, alteration or demolition of any exterior elements that the authorized municipal officers shall certify as required by public safety.
- B. Nothing in this Article shall be construed to prevent any use of any land, building or structure permitted by the regulations prescribed in this Chapter for the district in which such land, building or structure is otherwise located. Due to peculiar conditions of design and construction in historic neighborhoods where buildings and structures are often built close to the lot lines, it is in the public interest to retain a

neighborhood's historic appearance by granting variances to normal yard requirements, where appropriate and where it is deemed that such a variance will not adversely affect neighboring properties. The BAR may recommend to the Board of Zoning Appeals that such variance to standard yard requirements be made.

175-96 YARD VARIANCES (Historic District)

Due to peculiar conditions of design and construction in historic neighborhoods where buildings and structures are often built close to the lot lines, it is in the public interest to retain a neighborhood's historic appearance by granting variances to normal yard requirements, where appropriate and where it is deemed that such a variance will not adversely affect neighboring properties. The BAR may recommend to the Board of Zoning Appeals that such variance to standard yard requirements be made.

175-97 (RESERVED)

(Ord. of 3-23-15)

175-98 EXEMPTION FOR PUBLIC WORKS (Historic District)

The Front Royal Town Council may exempt public structures, works, utilities and buildings from compliance with this Article where public safety is endangered or an emergency situation arises. Retroactive approval for emergency work undertaken shall be sought within thirty (30) days following completion of the work. All work shall strive to maintain architectural compatibility within the historic district for its public works and structures.

175-29 USES PERMITTED BY RIGHT (R-3)

- A. Subject to the standards and requirements set forth in this Chapter, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-3 District, the following uses of land and buildings are permitted by-right in the R-3 District:

RESIDENTIAL:

Duplexes.

Single-family dwellings, detached.

Townhouses developed on sites of twenty thousand (20,000) square feet up to one (1) acre as set forth in Section 175-112.

Two-family dwellings.

**Duplexes, two-family dwellings, and townhouses are not permitted to be constructed within the residential areas of the Historic District. Single-family dwellings are not permitted to be converted into a two-family dwelling or duplex.*

COMMERCIAL:

Hospitals and other semipublic facilities of an institutional nature.

Pharmaceutical centers as set forth in Section 175-108.

Professional offices as set forth in Section 175-108.

Nursing homes, as set forth in Section 175-107.

INDUSTRIAL:

ORGANIZATIONS:

Churches.

Schools.

MISCELLANEOUS:

Accessory uses, structures and buildings.

Home occupations.

Open space and conservation areas.

Public facilities.

Public parks and playgrounds.

Public utilities.

Signs, as set forth in Section 175-106.

Special childcare services.

Such other uses as determined similar to one (1) or more enumerated uses by the Zoning Administrator.

(Ord. of 7-25-05; Ord. of 6-22-15)

HISTORIC DISTRICT GUIDELINES

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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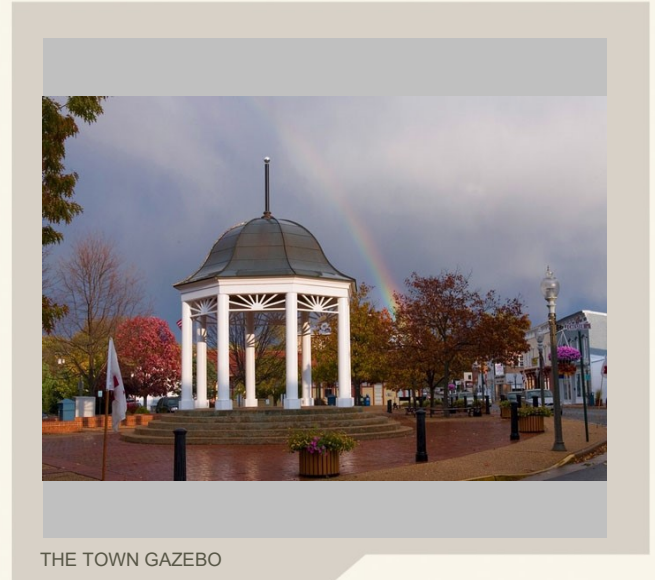
This document is organized into the following chapters.

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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.

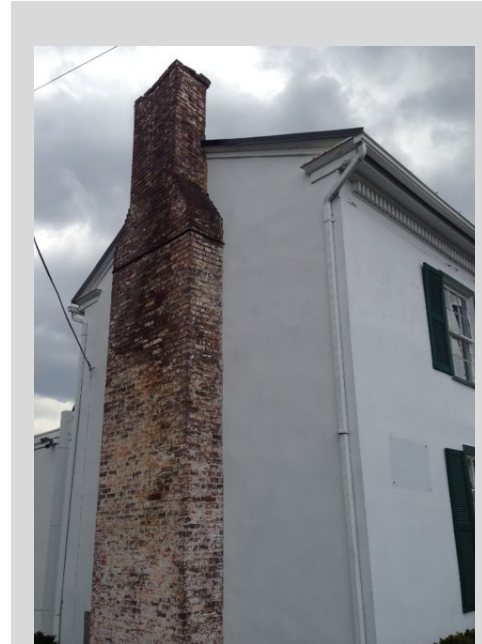


Illustration 13: Above is a masonry chimney in the historic district with what appears to be historic paint.



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.

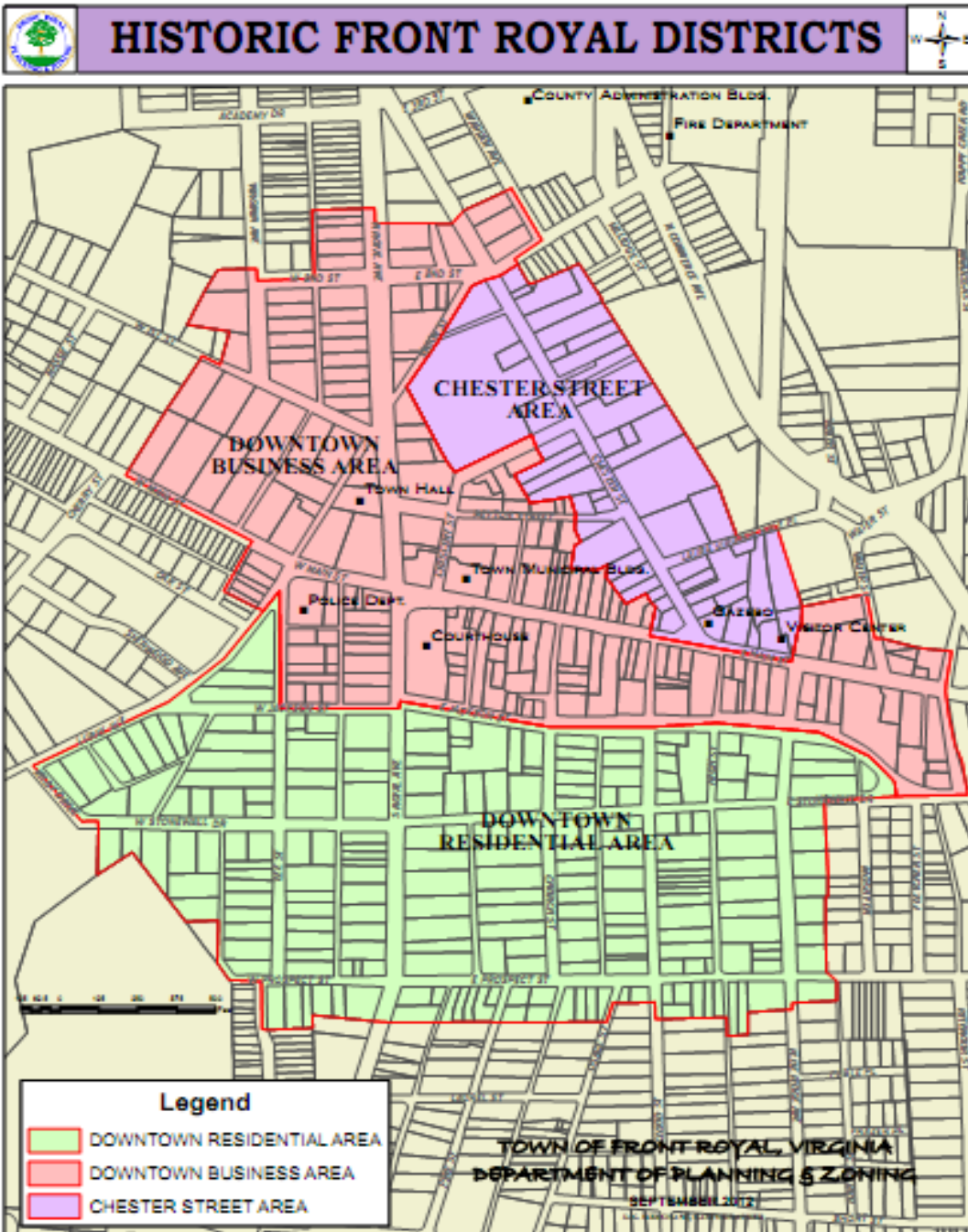
Materials and Textures

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

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www.warrencountyva.net

www.wceda.com

www.frontroyalchamber.com

www.downtownfrontroyal.org

www.frontroyaliba.com

<http://www.warrenheritagesociety.org>

