

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 work session of the Board of Architectural Review of the Town of Front Royal, Virginia was held on September 9, 2025, in the Town Hall East Conference Room.

CALL TO ORDER

Chairman Waters called the Board of Architectural Review work session to order at 7:00 p.m.

ROLL CALL

Present: Collin Waters, Chairman
Gary Vaughan, Vice Chairman
Katherine Snyder
Ellen Aders

Absent: Dede Nash

Staff Present: Lauren Kopishke, Planning and Zoning Director / Zoning Administrator
Daniel Wells, Code Enforcement / Property Maintenance Official

DISCUSSION

Below is a summary provided by Mr. Wells of the items discussed at the Board of Architectural Review work session on September 9, 2025.

- **Bylaws**: There are no bylaws for the BAR. The role, responsibilities, terms, etc. are spelled out in Town Code which was included in the packet for last week's meeting, I have also attached a copy to this email. Since this is codified, it is not something you, as the board, can change at your discretion. Rather, we would need to ask Town Council for a code change. I'd ask that you all please review the code, and we can discuss at next month's meeting if there are any areas which give you heart burn.
- **Training for BAR members**: We are working to find out if there is training for BAR members to attend or if we can facilitate training here for the entire board at one time. Currently the VCU Land Use Education Program where PC, BZA and Town Council members receive training does not offer anything. We are reaching out to surrounding jurisdictions with well-established historic districts (Alexandria, Staunton, etc.) to see what they recommend and if they can suggest any best practices.
- **Historic Survey**: We will be prepared to discuss the next steps for requesting a survey of the Historic District through Virginia DHR.

- **Previous Violations Updates:** I am following up this week with each applicant regarding correction and next steps for compliance. So far Ms. Cook has informed us her upstairs tenant at the bookstore will be out at the end of this month at which time the windows will be replaced. I am hoping at the next meeting I'll be able to report it has been complete, among other things.
- **Guidelines:** Just a reminder that Chairman Waters is working on a draft updating the historic district guidelines. These draft guidelines will need to be submitted prior to October 1st to be included in the regular meeting held on October 14th. As soon as staff receives the draft, a copy will be sent to all BAR members for your review/comments/discussion at October's meeting.
- Moving forward once we have made it past the September 22nd Town Council meeting and have their decision or direction regarding the zoning text amendment we will finalize (if necessary) a joint BAR/Planning Commission meeting.

ADJOURNMENT

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

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

VOICE VOTE

The meeting was adjourned at 7:48 p.m.

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