

BOARD OF ARCHITECTURAL REVIEW
Tuesday, October 14, 2025 @ 7 PM
Town Hall – 2nd Floor, East Conference Room

AGENDA

CALL TO ORDER

ROLL CALL

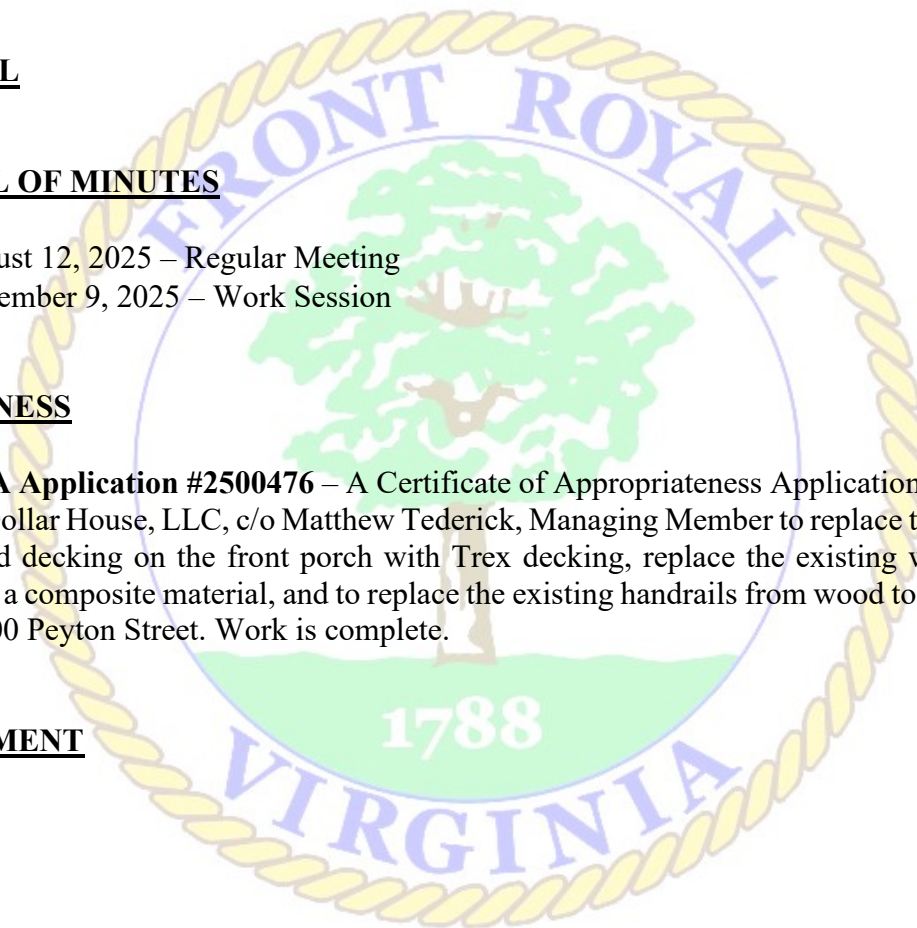
APPROVAL OF MINUTES

- August 12, 2025 – Regular Meeting
- September 9, 2025 – Work Session

NEW BUSINESS

- **COA Application #2500476** – A Certificate of Appropriateness Application submitted by Dollar House, LLC, c/o Matthew Tederick, Managing Member to replace the existing wood decking on the front porch with Trex decking, replace the existing wood steps with a composite material, and to replace the existing handrails from wood to black pipe at 100 Peyton Street. Work is complete.

ADJOURNMENT



AUGUST 12, 2025 – REGULAR MEETING MINUTES



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 Ridge 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: _____

SEPTEMBER 9, 2025 – WORK SESSION MINUTES



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: _____

COA APPLICATION 2500476

A CERTIFICATE OF APPROPRIATENESS APPLICATION SUBMITTED BY DOLLAR HOUSE, LLC, C/O MATTHEW TEDERICK, MANAGING MEMBER TO REPLACE THE EXISTING WOOD DECKING ON THE FRONT PORCH WITH TREX DECKING, REPLACE THE EXISTING WOOD STEPS WITH A COMPOSITE MATERIAL, AND TO REPLACE THE EXISTING HANDRAILS FROM WOOD TO BLACK PIPE AT 100 PEYTON STREET. WORK IS COMPLETE.



TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING

BOARD OF ARCHITECTURAL REVIEW
OCTOBER 14, 2025

APPLICATION #:

Certificate of Appropriateness Application
#2500476

APPLICANT:

Dollar House, LLC
c/o Matthew Tederick, Managing Member

APPLICATION SUMMARY:

A Certificate of Appropriateness (COA) Application has been submitted to replace the existing wood decking on the front porch with "Trex" decking, replace the existing wood steps to a composite material, and to replace the existing handrails from wood to black pipe at 100 Peyton Street. Work is complete.

GENERAL INFORMATION:

<i>Site Addresses</i>	100 Peyton Street
<i>Owner(s)</i>	Dollar House, LLC
<i>Zoning District</i>	C-2, Downtown Business District
<i>Historic District</i>	Front Royal Historic Overlay District
<i>Tax Identification</i>	20A8-4-54
<i>Location</i>	The subject property fronts Peyton Street and is located behind Town hall.

Vicinity - Aerial (Warren County GIS)



October 3, 2025

1:1,128
0 40 80 160 ft
0 12.5 25 50 m
Virginia Geographic Information Network (VGIN)

*View of Front Building Elevation – Historic District Survey 3/27/1994
Located at 22 South Royal Avenue*



View of Front Building Elevation - Google Maps July 2024



View of Left/Front Building Elevation - Google Maps July 2024



View of Front Building Elevation - Google Maps July 2024



View of Front Building Elevation – 100 Peyton Street – October 7, 2025



View of Right Side Building Elevation – 100 Peyton Street – October 7, 2025



SUPPLEMENTAL INFORMATION:

<i>Legal Authority</i>	The Board of Architectural Review (BAR) is established by the legal authority of Virginia Code §15.2-2306 and Sections 175-82 through 175-98 of the Town Code. The Town Code gives review authority to the BAR for major projects within the Historic Overlay District. The Historic Overlay District consists of the areas and structures identified within the Front Royal Historic District. Town Code, Section 175-82, states that the purposes of establishing the historic resource overlay areas include the following: 1. To preserve and improve the quality of life for residents of the Town of Front Royal by protecting familiar and treasured visual elements in the area. 2. To promote tourism by protecting historical and cultural resources attractive to visitors and thereby supporting local business and industry. 3. To stabilize and improve property values by providing incentive for the upkeep and rehabilitation of older structures and by encouraging desirable uses and forms of economic development. 4. To educate residents on the local cultural and historic heritage as embodied in the Historic District Overlay Areas and to foster a sense of pride in this heritage. 5. To promote local historic preservation efforts and to encourage the identification and nomination of qualified historic properties to the National Register of Historic Places and the Virginia Landmarks Register. 6. To prevent the encroachment of additions or new buildings and structures that are architecturally incongruous with their environs within areas of architectural harmony and historic character. Except where administrative review authority is granted under Section 175-89.1, and where review is exempt under Section 175-90, the BAR is responsible for reviewing major projects in the Historic Overlay District in accordance with the guidelines found under Section 175-91 of the Town Code. These guidelines are listed at the end of this report.
<i>Historic Information</i>	The building (circa 1905 is a contributing building to the Front Royal Historic District. Below are notes about the structure, as found within the Historic District records. A full copy of the report is attached (see historic reconnaissance survey – attachment B) Brief Architectural Description of Primary Resource: This building dates from c. 1905, and is a rectangular block with a hipped roof and little elaboration. The roof has a minimal boxed cornice; the windows have segmental-arched lintels; and there is a projecting course of bricks at the lintel level of the second floor windows. The front porch is shed-roofed, with square wood piers with caps and bases and a balustrade with square wood balusters. There is also a side porch at the rear half of the south side, which has a hipped roof and has been enclosed with screening. Brief Architectural Description of Additions and Alterations The front porch was rebuilt since 1927, taking away an extension along the north side, and the asphalt roofing is later, probably replacing standing seam metal. Inoperable blinds have been added to 2 or 3 windows.

	Architectural and Historical Summary: This building, called the jailor's house, and built c. 1905, was used as the residence for the county jailer and his family, and a rear extension of the building served as the county jail. It appears to have replaced an earlier jail building located roughly on the same spot and still standing in 1902, showing a jail yard adjoining to the south. In 1907 there was a horse shed located south of the jailor's house, where the horses and buggies for court attendees were kept; it was still there in 1919, but apparently gone by 1927.	
<i>Incentives for Rehabilitation</i>	• Partial Real Estate Tax Exemption. Pursuant to Section 75-75 of the Town Code, the exemption shall commence on January 1 of the year following completion of the rehabilitation and shall run with the real estate for a period of ten (10) years. • State Tax Income Credit. The Virginia Rehabilitation Tax Credit Program allows property owners who complete a certified rehabilitation project to receive an income tax credit on 25% of their eligible expenses and an additional 20% credit through the Federal Rehabilitation Tax Credit Program.	
<i>Historic Overlay District Guidelines</i>	GUIDELINES WORKSHEET FOR BAR EVALUATION	
	1	The historic archaeological or architectural value and significance of a structure and its relationship to the historic value of the surrounding area
	2	The age and character of the historic structure, its condition, and its probable life expectancy and the appropriateness of the proposed changes to the period or periods during which the structure was built
	3	The general compatibility of the site plan and the exterior design arrangement, texture and materials proposed to be used
	4	The view of the structure or area from a public street or road, present or future
	5	The present character of the setting of the structure or area and its surroundings
	6	The probable effect of proposed construction on trees, wooded areas, or historic sites
	7	Any other factors, including aesthetic factors, which the reviewing bodies deem to be pertinent
	8	The appropriateness of the exterior architectural features of such building or structure to the compatibility with the exterior architectural features of landmarks, buildings, or structures in the district, taking into consideration the following:

	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.	
	Additional Guidelines: ● The reviewing bodies shall not adopt or impose any specific architectural style in the administration of this Article. ● The reviewing bodies shall also be guided by the purposes for which landmarks, landmark sites and historic districts are designated and by the standards and considerations contained in the Secretary of the Interior's Standards for Rehabilitation. ● See Demolition Review Guidelines Addendum for demolition of structures.	

SUMMARY OF APPLICATION:

The work has been completed on this property without the property owner and/or their contractor first obtaining the necessary permits. The contractor removed the existing pressure treated wood decking on the front porch, steps and handrails then replaced it with Trex composite deck boards.

Attachments:

- Attachment A: Certificate of Appropriateness Application and supporting documents.
- Attachment B: Historic Reconnaissance Survey.
- Attachment C: Violation Notice Dated September 3, 2025, of work done without a Zoning Permit or Certificate of Appropriateness.

ADMINISTRATIVE COA# 2500476

TOWN OF FRONT ROYAL
Department of Planning and Zoning
102 East Main Street
PO Box 1560
Front Royal, VA 22630

Main 540.635.4236
Fax: 540.631.2727
planning@frontroyalva.com

Payment Type: _____
Date Paid: _____
Date Received: _____
Application Fee: \$300.00 x2
Demolition of Historic Structure \$400.00
*For Non-Profit - 25% Fee Reduction of
Regular Fee _____ (check here)

Emailed 9/22/25

CERTIFICATE OF APPROPRIATENESS APPLICATION (BOARD REVIEW)

☐ New Construction ☐ Rehabilitation ☐ Sign ☐ Other _____

Application is hereby made for a Certificate of Appropriateness and is made subject to the local Historic District Ordinance, other local ordinances, and State laws which are presently in force or that may hereafter be enacted affecting or regulating thereto. The undersigned applicant agrees to these requirements which are a necessary condition for approval of this certificate.

Name of Applicant: Dollar House, LLC c/o Matthew Tedesch, Managing Member

Address of Applicant: 100 Peyton St.
Front Royal, VA 22630

Phone Number: 540-671-1517 E-Mail: matt@mtedesch.com

Property in Question:

Street Address: same

Tax Map Number: 20A-A-53/20AB-4-54

Historic District: ☐ Downtown Residential Area

☒ Downtown Business Area

Name of Property Owner(s): Matthew Tedesch

Address of Property Owner(s): 740 4th St N, Box 328 E
St. Petersburg, FL 33701

Phone Number: same E-Mail: same

Are there any other applications relevant to this property or the proposed modifications being considered by any other regulatory or administrative agency? ☐ Yes ☒ No

If Yes, please describe: _____

Revised 8-25-2025

PLEASE COMPLETE REVERSE SIDE

RECEIVED
SEP 22 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

Description of Proposal, including materials and colors used with each modification (List for foundation, walls, doors, windows, trim gutters/downspouts, roofing, sign, lighting, sidewalk, fencing and gutters as applicable) (attach separate sheets if necessary):

See Attached

Also include the following as applicable:

- ☐ Attached map with property under consideration marked
- ☐ Site Plan
- ☐ Sketch, drawing, elevations
- ☒ Photographs or slides showing property in question
- ☒ Material samples (shall be provided with the application)

*- Contractor will
drop off prior to meeting*

***NOTE: A public hearing is required for demolition work.**

Signature of Applicant: *[Signature]* Date: 9/22/25

Managing Member

Signature of Representative (if applicable): _____

Date: _____

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

Itemized description:

Originally the scope of work consisted of repairing the porch roof which had separated from the building. When the contractor examined the porch decking, it was abundantly apparent that the decking should be replaced. The existing decking was pressure-treated wood material and stained the same color as the images below. The decking was warping in many places, splitting and rotten in a couple of areas although it had been well maintained over the years, the weather just took a toll on the porch. My contractor suggested Trex composite boards which simulate wood grain, image below. I loved the idea – composite boards meant little to no maintenance, aesthetically looked awesome; and I did not have to wait until the spring to stain the boards. Even though the cost was nearly double that of pressure treated wood decking, I chose to go with the composite material. Regrettably – **I FAILED TO REMEMBER TO GET THE APPROPRIATE TOWN PERMIT(S) AND APPROVAL FOR THE REPAIR WORK AND USE OF COMPOSITE MATERIAL.** This omission solely falls on my shoulders, and I will elaborate more during my hearing. In addition, to replacing the decking for the porch and the steps from wood to composite, I also made the decision to replace the wooden handrails from wood to galvanized pipe. I had people complain about the wood and felt the black pipe was easier to handle, maintain durability and looked much more appealing.

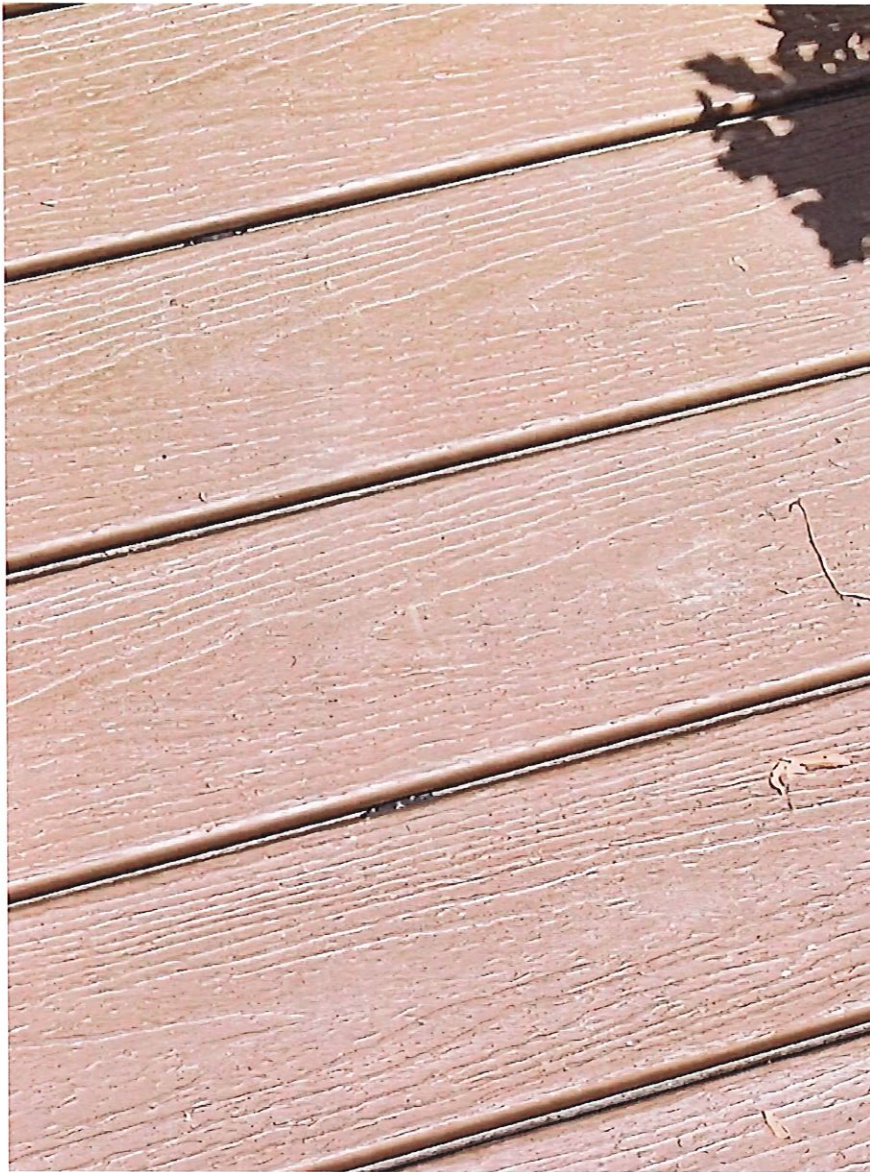
In summary, specifically what was replaced from existing wood to the material you see below:

- The porch decking – material used - Trex Enhance Basics 1-in x 6-in x 16-ft Saddle Grooved Composite Deck board
- Steps
- Handrails
- Any other repairs were of like material – wood replaced with wood

Images are below:

The deck material used is:

Trex Enhance Basics 1-in x 6-in x 16-ft Saddle Grooved Composite Deck board

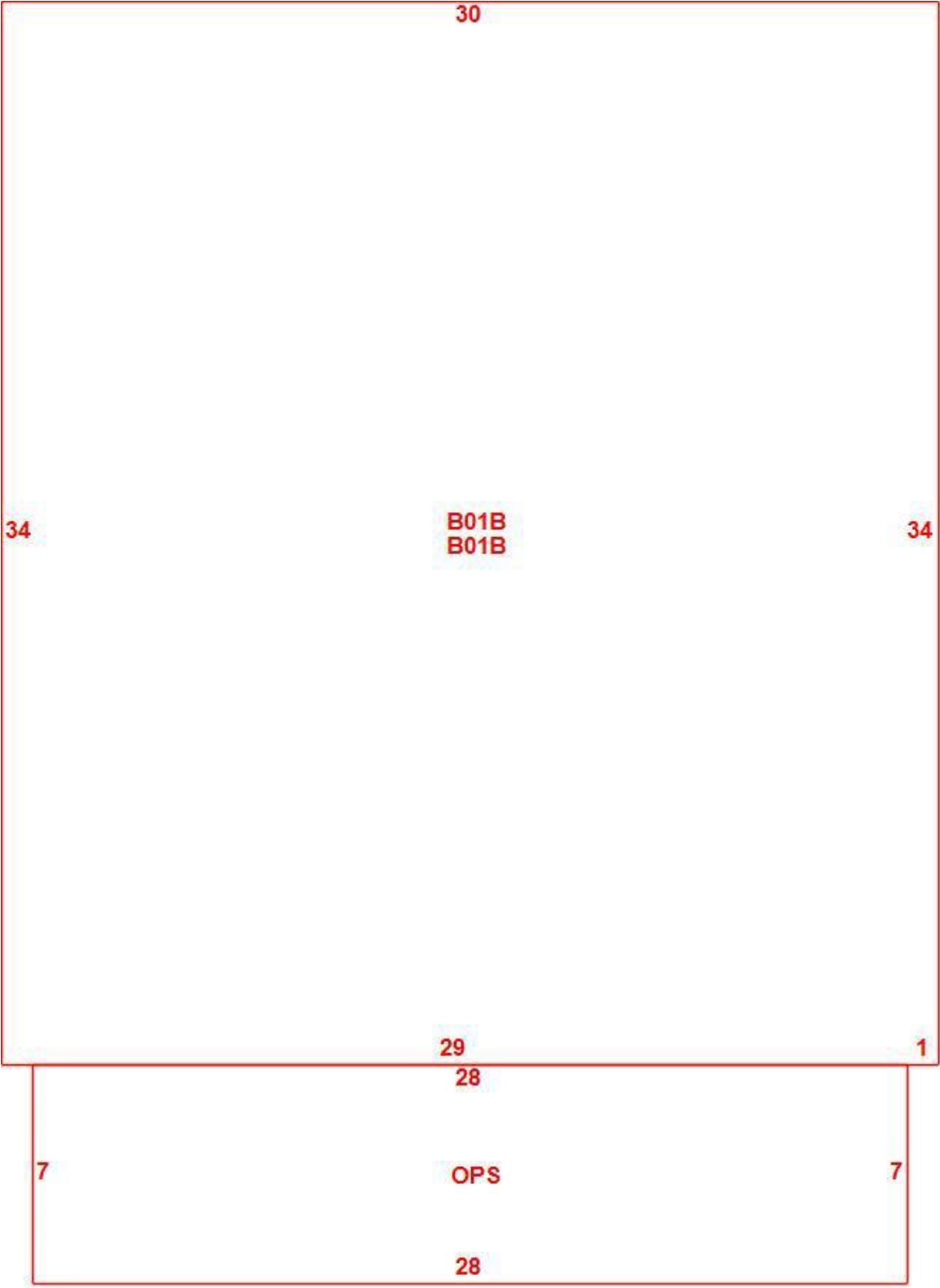












VIRGINIA DEPARTMENT OF HISTORIC RESOURCES
PROPERTY SURVEY FORM
RECONNAISSANCE LEVEL

IDENTIFICATION INFORMATION

=====

Property Name: 100 Peyton Street
Address ~~22 South Royal Avenue~~

VDHR File # 112-0026-000

NR Property Category: Building
Wuzit: county offices/house

Tax Code: Section Parcel
=====

7-4 110

County/City: Warren
USGS Map: USGS Quad: Front Royal

Structure moved to
100 Peyton Street

ADDRESS/LOCATION INFORMATION

=====

Address: 22 South Royal Avenue Street
State and U.S. Routes 55 & 340 Street
Vicinity of: Municipality: Town of Front Royal ZIP: 22630

PROPERTY CLASSIFICATION INFORMATION

=====

Property Boundaries:
Ownership: Private

RESOURCE COUNT -

#	Category	Contributing?	
1	Building	Contributing	TOTAL: 1
			Contrib: 1
			Non-Contrib: 0

WUZIT COUNT -

#	Wuzit	Contributing?	
1	county offices/house	Contributing	TOTAL: 1
			Contrib: 1
			Non-Contrib: 0

RESOURCE - GENERAL DESCRIPTIVE INFORMATION

=====

Resource Level:
Estimated Construction Date: 1905 ca
Source of Date: site visit/map
Physical Status: Existing
Condition: Good
Threat: None Known
Degree of Historic Integrity:

PRIMARY RESOURCE RECONNAISSANCE DESCRIPTION

=====

Architectural Style/Derivative: Vernacular
of Stories: 2.0 # of Bays Wide: 4 # of Bays Deep: 3

Component	#	Form/Treatment	Material	Matr'l Treatment
Chimney		rear exterior	Brick	
Foundation		masonry	Stone	
Porch		Front, full-width	Wood	1-story, 3-bay
Roof		Hipped	Asphalt	Shingles
Walls		masonry	Brick	Random bond
Windows		double-hung sash	Wood	1-over-1

Brief Architectural Description of Primary Resource:
This building dates from c. 1905, and is a rectangular block with a hipped roof and little elaboration. The roof has a minimal boxed cornice; the windows have segmental-arched lintels; and there is a projecting course of bricks at the lintel level of the second floor windows. The front porch is shed-roofed, with square wood piers with caps and bases and a balustrade with square wood balusters. There is also a side porch at the rear half of the south side, which has a hipped roof and has been enclosed with screening.

Brief Architectural Description of Additions and Alterations
The front porch was rebuilt since 1927, taking away an extension along the north side, and the asphalt roofing is later, probably replacing standing seam metal. Inoperable blinds have been added to 2 or 3 windows.

Brief Architectural Description of Secondary Resources:

Potentially Contributes to Historic District:
N/A
Potentially Associated with NR Multiple Property:

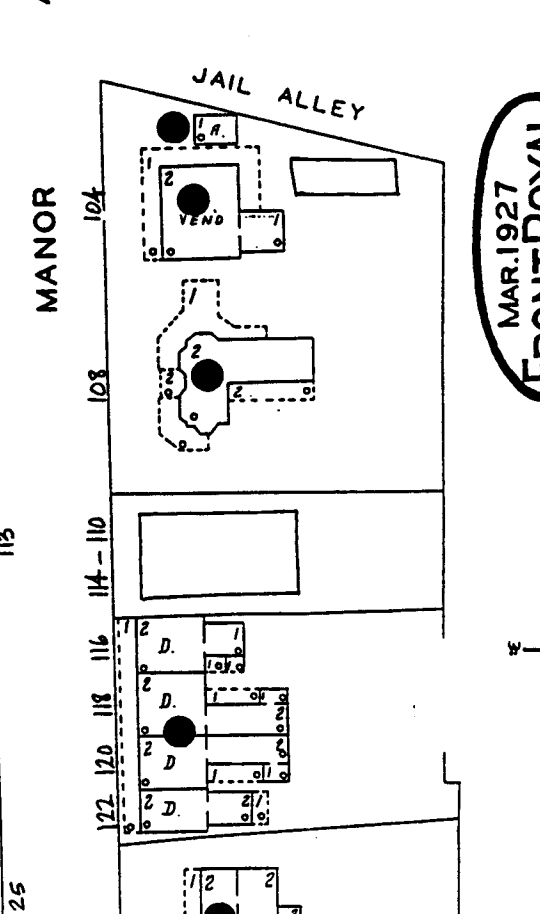
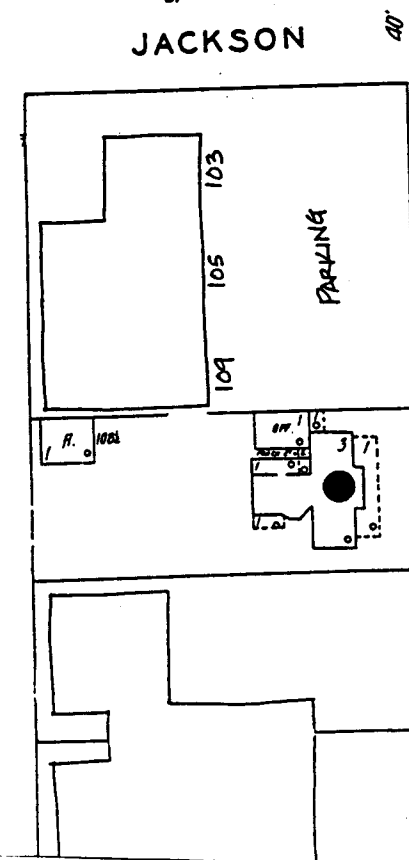
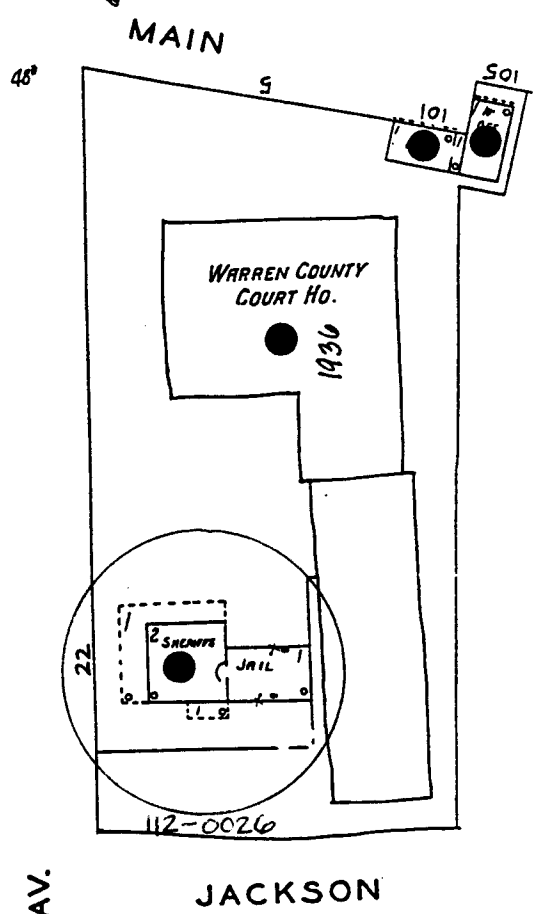
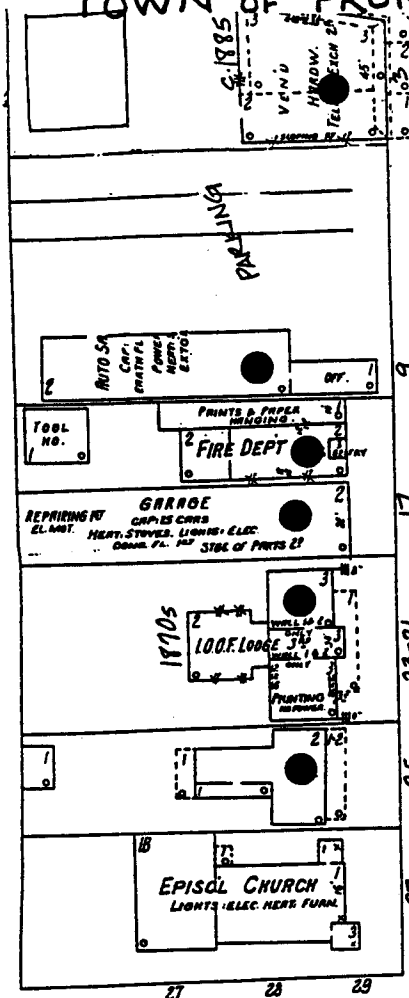
Architectural and Historical Summary:
This building, called the jailor's house, and built c. 1905, was used as the residence for the county jailer and his family, and a rear extension of the building served as the county jail. It appears to have replaced an earlier jail building located roughly on the same spot and still standing in 1902, showing a jail yard adjoining to the south. In 1907 there was a horse shed located south of the jailor's house, where the horses and buggies for court attendees were kept; it was still there in 1919, but apparently gone by 1927.

BIBLIOGRAPHY	
Type of Record	Citation
Map	Sanborn Map Company
Planning Report	Town of Front Royal Planning Dept., Map Amendments...

PHOTOGRAPHIC/DRAWINGS DOCUMENTATION			
Media	VDHR Neg #	Frames	Date
B&W 35mm photos	12586	7 - 0	2/ 2/1993

CRM MANAGEMENT EVENTS		
CRM Event	Agency/Organization	Date
Reconnaissance Survey	Pres. Assoc. of VA/Smead	2/ 2/1993

TOWN OF FRONT ROYAL



MAR. 1927
FRONT ROYAL
VA.



PRESERVATION ASSOCIATES
OF VIRGINIA

1993-94
N.T.S.



07/18/2006





DEPARTMENT OF PLANNING & ZONING

T: (540) 635-4236
F: (540) 631-2727

Town of Front Royal Town Hall
102 East Main Street
P.O. Box 1560
Front Royal, VA 22630-1560

NOTICE OF VIOLATION

September 3, 2025

Dollar House LLC
21 Edgewood St.
Front Royal, VA 22630

Re: 100 Peyton St. – Front Porch Replacement

Dear Property Owner(s):

Our office received a complaint regarding replacement of the front porch located at 100 Peyton St., Front Royal, VA. During my inspection on September 2, 2025, I noticed what appears to be new composite deck boards and new railings, which require an approved zoning permit and an approved certificate of appropriateness. These changes may also require approval from the Board of Architectural Review because this property is located within the Historic District. After researching our records, I could not find an approved zoning permit or an approved certificate of appropriateness for this work. This is a violation of the Code of the Town of Front Royal as follows:

Town Code § 175-134
Town Code § 175-88

Zoning Permits
Certificate of Appropriateness Required

Please contact our office **no later than September 15, 2025.**

Please note that any person aggrieved by the issuance of a zoning violation notice may appeal to the Board of Zoning Appeals, in accordance with Town of Front Royal Municipal Code Section 175-141. Such an appeal must be in writing stating the reasons for the appeal, must be filed with the Zoning Administrator within thirty (30) days from receipt of this notice, and must be accompanied by a filing fee in the amount of four hundred dollars (\$400.00). If the appeal is not made within thirty (30) days, this notice shall be final. Additional information about the process for filing an appeal is available via the "Town Code" link on the Town of Front Royal Website www.frontroyalva.com or by contacting the Department of Planning and Zoning at 540-635-4236.

Should you have any questions regarding this letter or believe that it has been sent in error, please contact me at 540-631-2802.

Sincerely,

Daniel Wells
Property Maintenance Official/Code Enforcement Officer
Enclosures: Reference from Town Code

175-134 ZONING PERMITS

A. No buildings, structures or uses shall be started, repaired, reconstructed, enlarged or altered until after a zoning permit has been obtained from the Administrator.

B. Each application for a zoning permit shall be accompanied by three (3) copies of an adequately dimensioned drawing unless as otherwise specified. The drawing shall show the size, shape and dimensions of the parcel of land on which the building is to be constructed, as surveyed and prepared by a licensed surveyor or registered architect, the nature of the proposed use of the building or land, the location and arrangement of off-street parking, the location of such building or use with respect to the property line of said parcel of land and to the right-of-way of any street or highway adjoining said parcel of land, the developers drainage plan for properly distributing surface water and additional information as required by this chapter. Such site plan shall be prepared by a licensed surveyor or a registered engineer or architect. Any other information which the Administrator may deem necessary for the consideration of the application may be required. If the proposed building or use is in conformity with the provisions of this chapter, a permit shall be issued to the applicant by the Administrator. One (1) copy of the drawing shall be returned to the applicant with the permit. This drawing is not required for applicants who have submitted site plans in accordance with Article XIII.

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 Section 15.2-2204, Code of Virginia, as amended.