



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 October 14, 2025, in the Town Hall, 2nd Floor 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

Absent: Dede Nash
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

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

Ms. Aders moved, seconded by Vice Chairman Vaughan to approve both the regular meeting minutes and the work session minutes as written.

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

VOICE VOTE

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.



Mr. Wells explained that the COA application request was to replace the existing wood decking on the front porch with Trex. A sample of the Trex was provided at the meeting. The work has been completed. Mr. Wells stated that staff did not have an issue approving the work, other than the requirement for review of the application by the Board of Architectural Review.

After some discussion between BAR members and the applicant Mr. Tederick, the following motion was made.

Ms. Aders moved, seconded by Vice Chairman Vaughan to approve the application with the contingencies of covering up the Trex edging along the steps on the right side of the building, replacing the tops of the handrails from Trex to wood, and painting all of the wood that is exposed now by the spring time.

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

VOICE VOTE

OTHER

Mr. Wells mentioned that staff did not receive the draft guidelines until Saturday, October 11th and had not had a chance to review them.

Chairman Waters said he had been working on the draft Historic District Guidelines. He noted he had not finished them but felt it was a good document to work off of and said he took information from Warrenton's Historic District Guidelines.

Ms. Aders noted she would like to see pictures included in the new guideline document.

BAR members agreed to hold a work session on November 12th at 5:30 p.m. to work on the Historic District Guidelines.

Mr. Wells said there were no BAR By-Laws. He distributed copies of the Town Code section pertaining to the Board of Architectural Review. With regard to a new Historic District survey Mr. Wells shared that he had spoken to the Department of Historic Resources (DHR) who said they could conduct a survey once the Town becomes a Certified Local Government (CLG). Elizabeth "Lizi" Lewis, Community Development & Tourism Director for the Town of Front Royal is currently working on the Town becoming a CLG. DHR can also provide training to BAR members once the Town is certified.

Ms. Aders asked for an update on 505 E. Main Street with regard to the window replacements.



Mr. Wells explained he had been working with the property owner and recommended that he speak with Mr. Poe who owns the Franks Building and Barbara Samuels who were able to obtain wood replacement windows. He shared that Shelly Cook stated that is waiting for her renter to leave the property on Royal Avenue to replace the windows which should be complete by the end of October.

At their meeting on September 22, 2025, Town Council unanimously approved with amendments a Zoning Text Amendment to Town Code §175-84.B – Board of Architectural Review, 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, Town Code Chapter 175-29 – Uses Permitted by Right, to add language preventing the conversion of single-family residential structures into multifamily or two-family dwellings. Listed here are the amendments:

1. Remove the draft language in 175-84.B, “limiting development of undeveloped lots to single family use”.
2. Remove the draft language in 175-84.B.11 in its entirety.
3. Amend the drafted language in 175-29 to permit Duplexes, Townhouses, and Two-Family Dwellings in the Historic District by Special Use Permit.

ADJOURNMENT

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

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

VOICE VOTE

The meeting was adjourned at 7:30 p.m.

Approved by Board of Architectural Review
Date: 1/13/2026