



*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](http://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 December 9, 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  
Ellen Aders  
Dede Nash  
Kevin Cuddeback  
Teresa Henry

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

### **APPROVAL OF MINUTES**

- October 14, 2025 – Regular Meeting

There was not a quorum of members present from the October 14, 2025 meeting in order to vote on the minutes. Ms. Potter stated she would converse with the Town Attorney on how to move forward with the regular meeting minutes of October 14, 2025.

### **NEW BUSINESS**

- **COA Application #2500531** – A Certificate of Appropriateness Application submitted by Stella Maris, LLC to replace the existing 288 square foot wood deck with Trex and obtain approval for the existing handicap ramp at 25 S. Royal Avenue, identified by Tax Map 20A7-4-23. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District. Work has started.

Mr. Wells explained the application request and provided background information related to the application. Warren County issued a stop work order due to the property owners not obtaining the appropriate Town and County permits. The property owner then came into Planning and Zoning for a Zoning Permit and Certificate of Appropriateness. The existing ramp was installed by the previous owner(s) without Zoning permits. The request is to replace the existing rear deck with Trex and install wood railings. Work has begun. The applicant is also seeking approval of



the existing ramp to bring it into compliance with Town Code. Staff has no concerns for approval of the application.

Members of the Board of Architectural Review held a brief discussion followed by the following motion.

***Ms. Aders moved, seconded by Ms. Nash to approve Application #2500531 as presented to the Board of Architectural Review.***

VOTE: Yes – Nash, Aders, Waters, Cuddeback, Henry  
No – N/A  
Abstain – N/A  
Absent – N/A

VOICE VOTE

### **OLD BUSINESS**

- Historic District Guidelines Draft Document.

Chairman Waters explained he would like the BAR to come up with a game plan to review the draft document appropriately and noted it should be written so that it is clear to the layman. He suggested going through each chapter and highlighting areas where more details are needed. Chairman Waters stated he would like the Historic District Guidelines to be very concise and no confusion on what the rules are.

Ms. Nash said words should not be used in the document that are not defensible in court. Ms. Nash stated that she works on these types of documents and would like the BAR to look at this document with that in mind.

BAR members agreed they would like a google type document so that all members can work on the document. Mr. Wells said he would talk to the IT Department to create a working document for BAR members. Members agreed they would like to review one (1) chapter of the document per meeting.

Ms. Aders and Ms. Henry said they will work on obtaining photographs for the guideline document.

BAR members agreed to hold a work session on January 13, 2026 at 5:30 p.m. vs. the regular meeting time of 7:00 p.m.

### **ADJOURNMENT**

***Ms. Aders moved, seconded by Ms. Nash to adjourn the meeting.***



VOTE: Yes – Waters, Aders, Nash, Henry, Cuddeback  
No – N/A  
Abstain – N/A  
Absent – N/A

VOICE VOTE

The meeting was adjourned at 8:33 p.m.

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