



A work session of the Board of Architectural Review of the Town of Front Royal, Virginia was held on February 10, 2026, in the Town Hall East Conference Room.

CALL TO ORDER

Chairman Waters called the Board of Architectural Review work session to order at 6:03 p.m.

ROLL CALL

Present: Collin Waters, Chairman
Ellen Aders
Dede Nash
Kevin Cuddeback

Absent: Teresa Henry

Staff Present: Lauren Kopishke, Director of Planning and Zoning/Zoning Administrator
Daniel Wells, Code Enforcement/Property Maintenance Official
Connie Potter, Executive Assistant/Clerk for the Board of Architectural Review

NEW BUSINESS

- **COA Application #2600020** – A Certificate of Appropriateness Application submitted by Carey Saffelle, Director of Energy Services on behalf of the Town of Front Royal to replace all streetlights within the Historic District.

Carey Saffelle, Director of Energy Services and Justin Proctor provided information on the proposed lighting and Front Royal's dark sky initiative. Mr. Saffelle said the dark sky initiative was first discussed in July of 2024 and funded the following year.

Currently about 700 fixtures have been installed out of a total of about 2,200 in the Town. Light replacement started on the south side of Town because of its proximity to the Shenandoah National Park. Energy Services staff chose the proposed fixtures after looking at 3-4 different types of lights. With the "acorn" style light fixture there are only a few that are dark sky compliant. The one the Town has started with is 100% zero up light.

Mr. Saffelle provided slides from Dark Sky International that explained what light pollution is, what it does to wildlife, wastes energy, human health, etc.

There are 800 roadway lights, 500+ security lights, and 60+ acorn lights. Staff will continue to move forward with light replacements.



Roadway lights are \$148.00 each, security lights close to \$90.00 each, and acorn style lights are \$1,080.00 each. The lights are LED lights with drivers, direction down with a ten (10) year warranty. Energy savings are about 65% reduction per light.

Mr. Saffelle showed the acorn light they are proposing in the historic district that will be located on Laura Virginia Hale, Water Street, Chester Street, and eventually Main Street and Peyton Street. The concrete posts will not be changing as they are \$2,000.00 apiece to replace.

On Main Street the acorn post lights will be the same gray color of the concrete poles. The concrete poles are 12' in height. On Chester Street an "arm" will be placed on the wood poles. The 21" arm would get it out over the road.

Justin Proctor, Conservation Biologist at the Smithsonian and who also chairs the Town's Advisory Committee for Environmental Sustainability (ACES) spoke about the benefits of dark sky compliant lighting. They have slowly been launching a dark sky initiative in the area looking at residential lights as well as the Town water plant. They have also worked with the library on their back parking lot. He and Mr. Saffelle met a couple of years ago, and they began talking about what the Town could do on a bigger scale. Mr. Saffelle was on board and said he was going to "run with it". Mr. Proctor expressed that he looks at this initiative from an environmental standpoint. When you go into a town that is dark sky compliant you can look up and see the stars. The Smithsonian is also working on the dark sky initiative for their campus where they have 3,000 acres of lights. ACES is also going to look at how they can "attack" some of the residential lights in the area and the lights at the plazas where the lights are bright and shining upwards. The Town has received full recommendation from ACES for the replacement lights and advising where they can.

After some discussion BAR members agreed they would like to see a bigger size of the acorn style light. Mr. Saffelle said he could bring the next size up to another meeting where the BAR could make a side-by-side comparison of the 2 different sizes.

ADJOURN

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

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

VOICE VOTE

The meeting was adjourned at 6:56 p.m.

Approved by Board of Architectural Review
Date: 5/12/2026



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 February 10, 2026, 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

Absent: Teresa Henry

Staff Present: Lauren Kopishke, Director of Planning and Zoning/Zoning Administrator
Daniel Wells, Code Enforcement/Property Maintenance Official
Connie Potter, Executive Assistant/Clerk for the Board of Architectural Review

ELECTION OF OFFICERS

- Chairman

Ms. Aders moved, seconded by Ms. Nash to nominate Collin Waters to be the Chairman of the Board of Architectural Review.

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

ROLL CALL

- Vice Chairman

Ms. Nash moved, seconded by Mr. Cuddeback to nominate Ellen Aders.

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

ROLL CALL



APPROVAL OF MINUTES

- January 13, 2026 – Regular Meeting

Vice Chairman Aders moved, seconded by Ms. Nash to approve the minutes from the January 13th BAR meeting.

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

VOICE VOTE

NEW BUSINESS

- **COA Application #2600020** – A Certificate of Appropriateness Application submitted by Carey Saffelle, Director of Energy Services on behalf of the Town of Front Royal to replace all streetlights within the Historic District.

This application was reviewed at the work session prior to the regular meeting.

The only concern expressed by the board was the scale of the proposed medium size lights which are 18” in diameter and 30” tall on a 12’ pole. As written in the application, this will be for all lights located in the Historic District. With the dark sky initiative Chairman Waters expressed he was very much in favor of getting the project going as quickly as possible. He thinks the board should add a stipulation that before the lights are approved for Main Street and Chester Street the BAR should have another discussion regarding the size of those lights. BAR members would like to see a side-by-side comparison of the different sizes of lights available for purchase.

Mr. Cuddeback moved, seconded by Vice Chairman Aders to approve this except for the lengths of Chester and Main within our jurisdiction and we invite a reapplication for those two (2) streets after seeing the larger size.

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

ROLL CALL

OTHER

Mr. Wells noted that review of the Historic District Guidelines will continue in March. BAR members agreed to meet at 5:30 to hold a work session on March 10, 2026.



The Stouts are currently working on the duplex on Blue Ridge Avenue. Within their current COA approval are wood front doors. Out of courtesy Darryl Stout asked staff to bring a rendering of the proposed wood door for the BAR to approve the style and stain of the door. Board members agreed that the proposed door was appropriate and expressed their appreciation towards Mrs. Stout for asking for their consideration of the door.

Ms. Kopishke mentioned that VCU is going to be offering training for historic districts and architecture review boards later this year. Ms. Potter clarified that it will be a virtual class with the opening session being held September 24-25, 2026, and the closing session being December 4, 2026.

Mr. Cuddeback asked if anyone had thoughts on sidewalks, their materials and how they are cleared in the Historic District. He suggested a \$9.00 a month fee from November to March for properties in the Historic District and with that fee the Town assumes the responsibility to clear the sidewalks of snow in the Historic District.

Board members stated it is in the Town Ordinance that property owners clear their own sidewalks. Ms. Nash said that would be an enforcement issue.

Mr. Wells explained this would be regulated by the nuisance code in the Town Ordinance which he does not enforce. Concerns related to uncleared snow from sidewalks would be handled through the Town Manager's office.

ADJOURN

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

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

VOICE VOTE

The meeting was adjourned at 7:24 p.m.

Approved by Board of Architectural Review
Date: 5/20/2026