

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.

A regular meeting of the Board of Architectural Review of the Town of Front Royal, Virginia was held on February 14, 2023, in the Town Hall East Conference Room.

CALL TO ORDER

Chairman Waters called the Board of Architectural Review meeting to order at 7:01 p.m..

ROLL CALL

Present: Collin Waters, Chairman
Holly Rhodenhizer, Vice Chairman
Angela Toler
Gary Vaughan
Katherine Snyder

Staff Present: Lauren Kopishke, Director of Planning & Zoning
Connie L. Potter, Clerk for the Board of Architectural Review

APPROVAL OF MINUTES

- January 10, 2023, Regular Meeting.

Ms. Toler Moved, seconded by Mr. Vaughan to approve the meeting minutes as written.

VOTE: Yes – Snyder, Waters, Rhodenhizer, Vaughan, Toler
No – N/A
Abstain – N/A
Absent – N/A

VOICE VOTE

NEW BUSINESS

The following applications are New Business items and not public hearings.

Ms. Toler moved, seconded by Vice Chairman Rhodenhizer to amend the agenda for item 3 where it states public hearing and remove as a public hearing and to change the order in reviewing the applications.

VOTE: Yes – Snyder, Waters, Rhodenhizer, Vaughan, Toler
No – N/A
Abstain – N/A
Absent – N/A

VOICE VOTE

- **Application #2300008 – Ryan McGuire on behalf of Samantha Morrison.** This is an application for a Certificate of Appropriateness to remove and replace the existing metal roof with a New Erie Roof System, fiberglass shingles in Atlantic Blue color at 301 E. Prospect Street on a contributing structure in the Historic Overlay District. Work is complete.

Ms. Kopishke explained the metal roof was replaced with a shingle roof at 301 E. Prospect Street without an approved Zoning Permit. Staff received two emails notifying staff that the metal roof was in the process of being removed at the above address. Code Enforcement contacted Warren County Building Inspections. When Warren County arrived at the property some time later the metal roof had been completely removed and they were replacing parts of the plywood. Staff did not issue a stop work order because the attic would have been exposed until the application review process was complete, which included coming before the Board of Architectural Review. She noted that the roof installation was complete by about 3 pm the same day.

The property owner Ms. Morrison shared that she did not know she was located in the Historic District. She explained that she worked with a metal roofing company and believed she was getting a metal roof to replace the old metal roof.

Chairman Waters mentioned that he went to the website of the roofing company she used and saw that the only thing they have information on is metal roofing.

The Board held some discussion and reviewed Ms. Morrison’s contract noting that it states the roof would be replaced with singles. The contract also stated that “buyers will pay all taxes and permitting fees”, but it did not state the buyer was to pull the permits. A Warren County Residential Building Permit is also required, and the contractor did not obtain a County Permit. It was noted that the County would require engineered drawings when going from a metal to shingle roof. The Board chose to table the application until the next regular meeting to allow time to research the status of the Warren County Residential Building Permit and for staff to reach out to the contractor.

Mr. Vaughan moved, seconded by Vice Chairman Rhodenhizer to table the application.

VOTE: Yes – Rhodenhizer, Vaughan, Toler, Vaughan, Snyder
 No – N/A
 Abstain – N/A
 Absent – N/A

VOICE VOTE

- **Application #2300043 – Mark Poe.** This is an application for a Certificate of Appropriateness to replace doors and windows in the contributing structure at 415 E. Main Street located in the Historic Overlay District. A new 2-story addition will be added to the left side of the building with wood siding, and a stair and landing built from wood to access the second floor.

The applicant provided samples of the proposed windows. Ms. Kopishke explained that the sample window is aluminum over wood. She noted that the metal roof will not be red but black and the addition will have wood siding. On the front of the building, they are removing the

existing siding and repairing the existing windows and doors. The applicants will also be refurbishing the paint. These items do not require Board review as it will be like for like materials. Before the Board is the addition, siding, and the stairs and landing for access to the second floor of the addition.

Mr. Poe explained that the only window sample he could obtain was the aluminum clad wood window. He stated the new windows will be all wood.

After some discussion with the board Mr. Poe confirmed that the new doors on the addition will be metal and the proposed stairs will be wood.

Chairman Waters moved, seconded by Mr. Vaughan to approve the application as submitted with the condition that the windows to be installed are verified with staff to be all wood construction not vinyl or aluminum clad prior to installation.

VOTE: Yes – Toler, Waters, Vaughan, Snyder, Rhodenhizer
No – N/A
Abstain – N/A
Absent – N/A

VOICE VOTE

OLD BUSINESS

There were no items for old business.

OTHER

Ms. Kopishke provided an update on the Comprehensive Plan rewrite.

The Town’s tourism staff has reached out to the state for assistance with helping the Town obtain the Certified Local Government designation which would allow us to apply for grant money so that a new historic survey can be conducted. This is a goal stated in the Comprehensive Plan as well as revising the Historic District Guidelines.

Property Maintenance has started. Currently it is being done on a complaint basis. Training for the appeals board will be held in April.

Board members agreed they would like to further discuss how to educate historic district property owners and realtors of the requirements for properties located in the Historic District.

ADJOURNMENT

Vice Chairman Rhodenhizer moved, seconded by Mr. Vaughan to adjourn the meeting.

VOTE: Yes – Vaughan, Snyder, Waters, Toler, Rhodenhizer
No – N/A
Abstain – N/A
Absent – N/A

VOICE VOTE

The meeting adjourned at 7:41 p.m.

Approved by Board of Architectural Review
Date: 5/9/2023