

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

CALL TO ORDER

Chairman Waters called the Board of Architectural Review meeting to order at 7:00 p.m..

ROLL CALL

Present: Collin Waters, Chairman
Holly Rhodenhizer, Vice Chairman
Katherine Snyder

Absent: Angela Toler
Gary Vaughan

Staff Present: Lauren Kopishke, Director of Planning & Zoning
John Ware, Deputy Zoning Administrator

NEW BUSINESS

None.

OLD BUSINESS

- **Application #2300007 – 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. Morrison explained she had received a phone call from “Alex” at Erie who asked her about the permits. Ms. Morrison explained the situation to him and that his company needed to do something about the situation. Alex told Ms. Morrison he would meet with her on Friday (March 17th). Ms. Morrison said that she understood she needed to sign the permit application but felt the contractor needed to complete the application. The contractor stated to Ms. Morrison they are open to fixing the situation and said he will be coming to her home on Friday (March 17th) for her to sign the applications.

Mr. Ware verified that he had spoken to someone from Erie March 14, 2023 and he checked with Warren County Building Inspections regarding the timeline of the project which started October 20, 2022. Planning & Zoning staff received a message around 9 am on October 20th that work was being done on the roof. Town staff went out to the job site and the metal roof had already been removed. Plywood had already been installed over the purlins and had some of the shingles installed without an underlayment. Staff then contacted Warren County Building Inspections for them to potentially place a stop work order on the building. They did not have a permit with the County, and they were advised to stop working. Staff went back out around 3 pm, no one was

present, and the roof was finished. The contractor applied for a Residential Building Permit with the County on November 3, 2022, two weeks after the roof was installed. The application for the County is not complete and they have requested additional information from the contractor. At this time the County has not received any additional information from the contractor.

When Mr. Ware spoke with someone from Erie he was told there had been a changeover in personnel. He then asked who was responsible for obtaining the permits and was told it was the contractors' responsibility. The individual did confirm he had an appointment on Friday with Ms. Morrison to obtain signatures. Mr. Ware explained that if the contractor is going to remove the shingles and install a metal roof it could then be approved administratively. Once that is approved they will take the zoning approval to Warren County Building Inspections to obtain the building permit.

Staff and the Board discussed options for moving forward. Board members agreed they would like to postpone a decision until the homeowner and the roofing company come to an agreement on how they will move forward. Mr. Ware stated he was available to meet with the homeowner and the roofing contractor.

Ms. Snyder moved, seconded by Vice Chairman Rhodenhizer to table the vote until next month and see what kind of resolution the roofer and homeowner have reached.

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

OTHER

Board members agreed they would like all board members present to discuss how best to educate property owners who live in the historic district. Chairman Waters stated he would look into how best to contact realtors and Ms. Snyder and Ms. Rhodenhizer stated they would look into other jurisdictions for ideas on how they handle notifying historic district property owners.

ADJOURNMENT

Ms. Rhodenhizer moved, seconded by Ms. Snyder to adjourn the meeting.

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

The meeting adjourned at 7:31 p.m.

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