

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 April 11, 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
Angela Toler

Absent: Katherine Snyder
Gary Vaughan

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

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.

Mr. Ware explained that this application was tabled at the previous meeting in March to allow Ms. Morrison time to remedy the situation of the roof being replaced without a permit. He stated that he had met with Ms. Morrison and the contractor. They did apply for a permit to install a metal roof on the building. The Zoning Permit application has been approved and a Residential Building Permit has been submitted to Warren County Building Inspections.

The contractor Esfrain Ayala stated they were going to uninstall the asphalt roof and replace it with a standing seam metal roof.

Mr. Ayala said there is underlayment currently on the roof. When the shingle roof is removed Warren County Building Inspections will inspect the roof before the standing seam metal roof is installed. He noted they will replace the underlayment because of all the nail holes. Mr. Ayala stated they will coordinate with Warren County Building Inspections regarding all required inspections.

Vice Chairman Rhodenhizer moved, seconded by Chairman Waters to table while Warren County works out permits.

VOTE: Yes – Waters, Rhodenhizer, Toler

No – N/A

Abstain – N/A

Absent – Snyder, Vaughan

ROLL CALL

OTHER

- Community Outreach and Education Discussion.

Chairman Waters talked about Ms. Snyder’s findings from other jurisdictions on how they educate property owners in the historic district. Below is a list of some of those processes:

- City of Winchester
 - Postcards to property owners every 2 years or so.
 - Rely heavily on real estate agents.
 - Ample signage marking historic district boundaries.
- Fredericksburg
 - Quarterly reports from the Commissioner of Revenue with a list of properties that have changed hands. Letters are then sent to new owners with brochures on what living in the historic district entails.
 - GIS website clearly marks “yes/no” whether property is in historic district.

Messages were left for information from Warrenton and Waynesboro. Woodstock stated they did not have residential properties in their historic district.

Staff and board members discussed signage to indicate the Town’s historic district as well as different looking street signs for those located in the historic district.

Other suggestions discussed were:

- Sending out postcards.
- Communicating with real estate agents. Possibly holding a meeting with realtors in the summer.
- Holding a Town Talk with the Royal Examiner.
- Sending something in utility bills.
- Door hangers.
- Coordinate with Downtown Front Royal Inc. regarding grants.

New historic district surveys need to be done. There are a number of homes that should have been included and protected.

Vice Chairman Rhodenhizer spoke about Downtown Front Royal Inc. holding an event on May 5, 2023 to make the community aware of what their goals are, and they are also working towards the Main Street Designation Program.

The Main Street Designation Program is a federally backed program to restore and revive Main Streets across the United States. Grant money for façade improvements, traffic improvements, and business startups. Planning & Zoning is working with Lizi Lewis on these types of programs.

Ms. Kopishke explained it has been in the Comprehensive Plan to explore the Main Street Program to receive the Certified Local Government designation.

Chairman Waters said he would make a spreadsheet with the historic district addresses. He and Ms. Toler can start with the Chester Street area with Ms. Toler taking the north half and Chairman Waters taking the south half to create a list of property owners in that area.

Ms. Potter stated she would email a spreadsheet with addresses in the historic district.

ADJOURNMENT

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

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

VOICE VOTE

The meeting adjourned at 7:45 p.m.

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