

**BOARD OF ARCHITECTURAL REVIEW
Town Hall Council Chambers
Regular Meeting**

A regular meeting of the Board of Architectural Review of the Town of Front Royal, Virginia was held on May 11, 2021, in the Town Hall Council Chambers.

Present: Gary Vaughan, Vice Chairman
Lauren Runyan
Andrea White
Collin Waters

Absent: Angela Toler, Chairman

Staff: Alfredo Gutierrez Velasquez, Planner I
Christopher Brock, Interim Planning Director
Connie L. Potter, Executive Assistant

CALL TO ORDER:

Vice Chairman Vaughan called the Board of Architectural Review meeting to order at 7 PM.

APPROVAL OF MINUTES:

- April 13, 2021

Ms. Runyan moved, seconded by Mr. Waters to approve the meeting minutes as written.

**VOTE: Yes – Vaughan, Runyan, White, Waters
Absent - Toler**

NEW BUSINESS:

- **FRCOA-2685-2021.** A Certificate of Appropriateness application submitted by Alex Ardon for 18 W. Prospect Street to renovate the exterior of the dwelling to include window replacements, window removals and additions, and door removals and additions.

The application request is to replace 15 windows with vinyl windows and no grills. The windows will be the same size as the existing windows and the shutters will remain. Storm windows will not go back in the windows. Siding will stay the same and the roof will be repainted. The front door will be replaced with wood and the rear door will be fiberglass. In addition, the applicant will repaint the front porch, remove the side porch and add window wells for egress windows in the basement.

Replace 15 windows with vinyl windows with no grills.

Ms. White moved, seconded by Ms. Runyan to permit the replacement of the existing windows with vinyl windows of the same size.

**VOTE: Yes – White, Runyan, Vaughan, Waters
Absent – Toler**

Enclosing of windows.

BAR members agreed that the top window on the left side of the house, closest to the front of the house could not be closed in and will be required to remain a window.

Mr. Waters moved, seconded by Ms. Runyan to deny closing in the window on the left side of house.

**VOTE: Yes – White, Waters, Vaughan, Runyan
Absent – Toler**

Mr. Waters moved, seconded by Ms. White to add a window on the main level towards the back of the kitchen provided it is in line with the other windows on that elevation.

(Approving first floor left elevation window addition in the kitchen provided the top of the window is in line with the other windows on that side of the house.)

**VOTE: Yes – Vaughan, Waters, Runyan, White
Absent – Toler**

Add 2 egress windows in the basement on the left side of house.

Mr. Waters moved, seconded by Ms. White to approve adding two (2) egress windows on the left side of the home in the foundation wall.

**VOTE: Yes – Vaughan, Waters, Runyan, White
Absent – Toler**

Enclose doors.

Mr. Waters moved, seconded by Ms. White to approve closing in both doors on the right side of the house, replacing one with a window that is in line at the top with the other first floor window on that side of the house.

**VOTE: Yes – Vaughan, Waters, Runyan, White
Absent – Toler**

Remove side porch.

Mr. Waters moved, seconded by Ms. White to remove the side porch on the right side of the house.

**VOTE: Yes – Vaughan, Waters, Runyan, White
Absent – Toler**

Remove two (2) slat windows on the back of the house.

Mr. Waters moved, seconded by Ms. White to approve removing the two (2) slat windows on the back of the house.

**VOTE: Yes – Vaughan, Waters, Runyan, White
Absent – Toler**

Add single glass door on rear of house and close door on right side of house.

Mr. Waters moved, seconded by Ms. White to approve adding a new single glass door in the back and to close in the right-side door.

**VOTE: Yes – Vaughan, Waters, Runyan, White
Absent – Toler**

Rear glass door will be replacing the existing window on the rear of the house.

Walkway and front porch steps.

Mr. Waters moved, seconded by Ms. White to approve a paver walkway and flagstone steps on the front porch.

**VOTE: Yes – Vaughan, Runyan, White, Waters
Absent – Toler**

Rear parking off alley.

Mr. Waters moved, seconded by Ms. White to approve adding a parking area off the alley in the back of the home finished in pavers.

**VOTE: Yes – Vaughan, Runyan, White, Waters
Absent – Toler**

The fence and roof can be approved administratively. The front door is like for like and can also be approved administratively.

Window to be enclosed on right side of house and adding one window.

Mr. Waters moved, seconded by Ms. White to approve adding one (1) window on the second-floor, right elevation in line with the other window and matching shutters and closing off the louvered window entirely.

**VOTE: Yes – Vaughan, Runyan, White, Waters
Absent – Toler**

OLD BUSINESS:

There were no items for old business.

OTHER:

- Process for amending Historic District Guidelines document.

Chris Brock explained the procedures to rewrite the Historic district Guidelines. After speaking with the Assistant Town Attorney George Sonnett, the rewrite does not have to go any higher than the Board of Architectural Review (BAR) for recommendation. Staff will check with DHR to make sure we follow any requirements they may have to do a rewrite of the guidelines. Staff can send out the guidelines in a word document and BAR members can start doing edits and then it could come to a BAR work session for review. The BAR could then make a resolution that you want to start editing the Historic District Guidelines. Once all the edits have been submitted the BAR could have another work session and start putting the document together.

ADJOURNMENT:

Ms. White moved, seconded by Mr. Waters to adjourn the meeting.

**VOTE: Yes – White, Runyan, Vaughan, Waters
Absent - Toler**

The meeting adjourned at 8:05 pm.

Connie L. Potter

Connie L. Potter
Executive Assistant