

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

A special meeting of the Board of Architectural Review of the Town of Front Royal, Virginia was held on June 15, 2021, in the Town Hall Council Chambers.

Present: Angela Toler, Chairman  
Gary Vaughan, Vice Chairman  
Lauren Kopishke  
Andrea White  
Collin Waters

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

***CALL TO ORDER:***

Chairman Toler called the Board of Architectural Review meeting to order at 6 PM.

The regular scheduled Board of Architectural Review meeting that was to be held June 8, 2021, did not have a quorum and was replaced with the meeting be held June 15, 2021.

***APPROVAL OF MINUTES:***

- May 11, 2021

*Ms. Kopishke moved, seconded by Vice Chairman Vaughan to approve the meeting minutes as written.*

**VOTE: Yes – White, Waters, Vaughan, Kopishke, Toler**

***NEW BUSINESS:***

- **FRCOA-2716-2021.** A Certificate of Appropriateness application submitted by Alex Ardon for 18 W. Prospect Street to raze (demolish) a contributing accessory outbuilding at 18 W. Prospect St.

Staff explained this was an application submitted by the Ardon Construction Group to demolish the existing, approximately 760 square foot accessory outbuilding with lean-to that the applicant is stating is in a rundown condition. The applicant is also requesting to put in an outdoor

seating/patio and parking area with pavers, however this does not have to be reviewed by the Board of Architectural Review.

Board of Architectural Review (BAR) members held some discussion, noting that there is no date of construction for the garage structure listed in the Virginia Department of Historic Resources Reconnaissance Survey nor did it say if it was a contributing or noncontributing structure. The BAR agreed that the building was not in eminent danger of falling down. The building looks to be some type of storage building. The applicant did not provide any information demonstrating that the building is structurally unsound. Board members agreed they would like to know if the structure is a contributing or noncontributing structure to the Historic District and would like the applicant to research that question.

*Vice Chairman Vaughan moved, seconded by Ms. Kopishke to table the application in order to receive a definitive answer on whether it is a contributing or noncontributing structure.*

**VOTE: Yes – Toler, Waters, Vaughan, Kopishke  
Abstain - White**

Ms. White abstained because she questioned if the building has historic significance visually.

- **FRCOA-2701-2021.** A Certificate of Appropriateness application submitted by Will Carroll for exterior renovations to the contributing structure at 109 Chester St. The proposed renovations include replacing the front door and insert sidelights (windows and transom) around the front door and installing an ADA compliant access ramp at the front of the building.

Staff explained that the application is to replace the existing front door with a door that will have a transom and sidelights. The ADA compliant ramp does not have to be reviewed by the BAR. The ramp is a “temporary” ramp and will be located in the front of the building.

The applicant Mr. Carroll was contacted by phone and placed on speaker so that BAR members could ask some questions. BAR members discussed with him the placement of the handicap ramp and suggested other locations rather than the front of the house. After some discussion was held it was determined the location of the handicap ramp would remain at the front of the building. Mr. Carroll stated that the new front door was for ADA compliance. The door itself without the sidelights would be 36” in width.

BAR members agreed they were not in favor of the proposed door because it did not fit the character of the home. The door will need to be a wood door with no sidelights and keep the transom above the door. The door can have a single pane window, a split light window or a window similar to the 2/2 house windows.

*Chairman Toler moved, seconded by Ms. Kopishke to deny the door that was submitted because it is an inappropriate style for the house and recommend that the replacement door should be a wood door, no side lights, keep transom above the door and keep similar glass style. If a single pane glass door is not available a 2/2 or similar to the window layout would be acceptable.*

**VOTE: Yes – Kopishke, White, Waters, Toler, Vaughan**

***OLD BUSINESS:***

There were no items for old business.

***OTHER:***

- Discussion of Historic District Guidelines document.

Mr. Gutierrez Velasquez stated he would send out the existing Historic District Guidelines in “BOX” so that BAR members could make recommended changes.

Ms. Kopishke shared with BAR members and staff that the state has a grant program where the Town could apply to become a certified local government and they would then provide money to help and assist with rewriting the Historic District Guidelines.

***ADJOURNMENT:***

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

**VOTE: Yes – White, Waters, Toler, Vaughan, Kopishke**

The meeting adjourned at 7:00 pm

***Connie L. Potter***

Connie L. Potter  
Executive Assistant