



Town of Vienna

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Meeting Minutes Board of Architectural Review

Thursday, January 15, 2026

7:30 PM

Charles Robinson Jr. Town Hall, 127 Center
St. South

Roll Call

The Board of Architectural Review met in a regular session on Thursday, January 15, 2026, at 7:30 p.m. in Town Hall, 127 Center St S, Vienna, VA 22180.

Roll Call: Ms. Couchman, Ms. Hanley, Mr. O'Keefe, Mr. Penati, and Ms. Shelly were present.

Staff present: Planner Sharmaine Abaied and Board Clerk Jennifer Murphy.

Approval of Minutes

Minutes: December 18, 2025, regular meeting minutes were accepted into the record.

Regular Business

330 Dominion Rd NE - Metro Motor Collision - Sign

Item No. 1: Request approval of a new wall sign and updated pylon sign for Metro Motor Collision, located at 330 Dominion Rd NE., Docket No. PF-1963564-BAR, in the M, Mill Street zoning district; filed by Paul Ashe, Metro Motor Collision, project contact.

Applicant present: Paul Ashe.

The applicant stated that Metro Motor Collision recently acquired Auto Body of Vienna and is proposing to replace the existing wall-mounted sign and update the existing pylon sign with like-for-like signage bearing the new business name. The wall sign will consist of acrylic dimensional letters mounted directly to the brick façade, replacing the existing metal panel sign. The pylon sign will maintain the existing configuration and lighting, with only the name panel being replaced.

There were no public comments.

Mr. O'Keefe made a motion to approve the request for a new wall sign and updated pylon sign for Metro Motor Collision, located at 330 Dominion Rd NE., Docket No. PF-1963564-BAR, in the M, Mill Street zoning district; filed by Paul Ashe, Metro Motor Collision, as submitted.

Motion: Mr. O'Keefe

Second: Ms. Couchman

Motion Carried (5-0)

404 Pine St SE - Classic Cottages - Exterior Modifications

Item No. 2: Request for approval of new windows for the property located at 404 Pine St SE,

Docket No. PF-1931149-BAR, in the AE, Avenue East zoning district; filed by Rafael Arcinue, Classic Cottages, project contact.

Applicant present: Rafael Arcinue

The applicant explained that the proposal involves replacing select second-story sliding windows with casement windows to meet egress requirements associated with converting two upper-level office units to residential use. The new windows will match the existing dark bronze color and similar material specifications.

Board members discussed the limited scope of the request and future window replacements. Staff noted that bicycle rack installation required for the residential conversion would be reviewed separately and that the applicant had selected a uniform rack design to qualify for staff-level review.

There were no public comments.

Ms. Couchman made a motion to approve the request for new windows for the property located at 404 Pine St SE, Docket No. PF-1931149-BAR, in the AE, Avenue East zoning district; filed by Rafael Arcinue, Classic Cottages, with the following condition:

- Any future like-kind applications for window replacement using the same specifications and materials may be approved administratively by staff.

Motion: Ms. Couchman

Second: Mr. Penati

Motion Carried (5-0)

800 Maple Ave E - Westwood Country Club - Exterior Modifications

Item No. 3: Request for approval of a new accessory structure located at 800 Maple Ave E, Docket No. PF-1920100-BAR, in the RS-16, Residential zoning district; filed by Stephen Crowell, VIKA Virginia, LLC., project contact.

Applicant Present: Brian Stone and David McGregor, Westwood Country Club.

Mr. O'Keefe disclosed that his son is employed by Westwood Country Club but stated he had no involvement in the project and did not recuse himself.

The applicants described the proposed pre-engineered metal structure to serve as a covered driving range bay for golf instruction. The structure will include roll-up bay doors oriented toward the existing driving range. Materials and colors will match the adjacent racquet facility, including green metal siding with white doors and trim. The building will be installed on a concrete slab.

Board members asked clarifying questions regarding visibility, orientation, and drainage. The applicants stated the structure will be largely screened from public view and adjacent properties.

There were no public comments.

Ms. Shelly made a motion to approve the request for a new accessory structure located at 800 Maple Ave E, Docket No. PF-1920100-BAR, in the RS-16, Residential zoning district; filed by Stephen Crowell, VIKA Virginia, LLC., as submitted.

Motion: Ms. Shelly

Second: Ms. Couchman
Motion Carried (5-0)

121 Maple Ave W - The Gilded Pet Spa - Exterior Modifications

Item No. 4: Request for approval of paint, lighting, and additional exterior modifications at 121 Maple Ave W, Docket No. PF-1967843-BAR, in the AC, Avenue Center zoning district; filed by Kristina Robertson, The Gilded Pet Spa and Boutique, project contact.

Applicant present: Kristina Robertson, Lisa Richardson, and Paul Meeks.

The applicants proposed painting the existing brick façade white, repainting the hood and trim black, replacing exterior light fixtures, and installing two decorative planters. The brick has already been painted white. The proposed light fixtures are dusk-to-dawn fixtures consistent with Town lighting standards.

Board members discussed the change in paint color and maintenance considerations. The applicants confirmed that the entire building was painted and that the planters would not obstruct pedestrian access. Artificial topiaries are proposed within the planters.

There were no public comments.

Mr. O'Keefe made a motion to approve the request for paint, lighting, and additional exterior modifications at 121 Maple Ave W, Docket No. PF-1967843-BAR, in the AC, Avenue Center zoning district; filed by Kristina Robertson, The Gilded Pet Spa and Boutique, as submitted.

Motion: Mr. O'Keefe
Second: Mr. Penati
Motion Carried (5-0)

Other Business - Electronic Messaging Centers

Electronic Messaging Centers (EMCs): Staff presented information regarding electronic message centers as part of ongoing lighting code updates. The Board discussed potential concerns related to distraction, transitions, and color limitations. No formal action was taken.

Meeting Adjournment

The meeting adjourned at 8:56 pm.

THE TOWN OF VIENNA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (703) 255-6304, OR 711 VIRGINIA RELAY SERVICE FOR THE HEARING IMPAIRED.