



Town of Vienna

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Action Summary Board of Architectural Review

Thursday, April 3, 2025

8:00 AM

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

Special meeting

Roll Call

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

Staff present: Planning & Zoning Director David Levy, Planner Sharmaine Abaied, and Clerk to the Board Yaska Camacho Castillo.

Regular Business:

Outdoor Dining Guidelines - Intent to Adopt -Board of Architectural Review - Special Meeting.

Item No.1: Outdoor Dining Guidelines - Intent to Adopt -Board of Architectural Review - Special Meeting.

Since February 2024, the Board of Architectural Review (BAR) has worked with the Department of Planning and Zoning to create a faster process for reviewing outdoor dining proposals. This new approach allows restaurant owners to skip the usual monthly BAR meeting review if their plans meet certain pre-approved design guidelines. Applications that meet the criteria can be approved by staff without going to the BAR, while those that don't can be revised or brought to the BAR for formal review. The goal is to make it easier and quicker for local businesses to get approval for outdoor dining, especially ahead of the 2025 dining season. Upon approval, staff will work with the Economic Development team to notify restaurant owners about the new administrative option. During the special meeting, the board reviewed the staff's presentation, provided final feedback and edits, and voted to adopt the guidelines for fast-track approval.

Mr. O'Keefe made a motion to adopt, effective Monday, April 7, 2025, the guidelines for fast-track approval of outdoor dining features as discussed at the April 3, 2025 BAR special meeting to be memorialized in a document incorporating the comments provided by the Board at the meeting, including but not limited to those concerning the document purpose, the height and installation of railings and planters, the inclusion of wood composite material for chairs, and the elimination of term "shade structure."

Meeting Adjournment

The meeting adjourned at 9:29 a.m.

Yaska Camacho Castillo
Clerk to the Board

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