



# Town of Vienna

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## Meeting Minutes

### Board of Architectural Review Work Session

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Thursday, May 8, 2025

8:00 AM

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

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#### Work Session

[BARWS25-09](#) Navy Federal credit Union - 820 Follin Ln SE - Exterior Modifications- Work  
[4](#) Session

The Board of Architectural Review met for a work session in Town Hall on Thursday, May 8, 2025.

Members Present: Ms. Hanley, Ms. Couchman, Ms. Shelly, Mr. Penati, and Mr. O'Keefe.

Staff present: Deputy Director Kelly O'Brien, Planner Sharmaine Abaied, and Board Clerk Yaska Camacho Castillo.

Applicants present: Larry Caruso (Architecture Firm ASD Sky), Glenn Cartilage (project Architect ASD Sky), Tim Markel (Navy Federal Credit Unit), and Evan Birch (Architect of record ASD Sky).

The board met with the applicants to discuss the exterior modifications that are part of their ongoing modernization efforts. The proposal includes the relocation and updating of the ATM and a new auditorium. The proposed auditorium will be adjacent to NFCU Headquarters 1 building, where the current ATM's are located.

The board made the following suggestions and asked the following questions:

**ATM**

- Do you feel that you would need clearance signage?
- Are your directional signs conforming to the existing patterns?
- The recent tree clearing by Dominion has opened up visibility along the trail, and there's concern that vehicle headlights now shine into neighbors' backyards, something that wasn't an issue before due to previous tree coverage. Suggestions for shrubs to reduce potential headlights.
- Has NFCU ever experienced issues with the porous material?
- Are the covered walkways also white or off white? Concerned with the covered walkway getting grimy-looking with such a light color.
- Concerning maintenance, are there any trees that will drip on top of the covered walkways?
- What is the timing of the demolition?
- The pull-off area near the ATM in the site plan allows users time to organize their cash or complete ledger entries after transactions, something valued by current users and not commonly offered by other banks.
- Are all of your lighting at 4000 Kelvin? Compare what you have in the field and verify.
- The tree transplantation planned for the next few weeks may not be the ideal season.
- Height for the light pole is 15 ft maximum.
- The EV stations will require board approval as an exterior modification, but this can be submitted later as a revision to the ATM plan once a decision is made.
- Do you have your irrigation systems?
- Dimmable lights

**Auditorium**

- Using the same size brick?
- To create visual harmony, consider mirroring the plantings on both sides of the wall, using similar smaller plants on the left and right ends to provide cohesion and continuity, especially if varying plant heights are used behind the wall.
- How much of the sign is visible from the street?
- The board emphasizes maintaining consistent lighting guidelines, particularly color

temperature, preferring around 3500K for a warmer appearance, as opposed to the much cooler 7000K often suggested by sign companies.

- A question was raised about whether the signage-to-building feature ratio was based on a specific rationale or if it was refined through iterative design adjustments to achieve a visually pleasing proportion.
- Are the trees planted directly in the ground with a surrounding structure (like a planter or bench), or are they in raised concrete planters that encase them?
- Are the pavers on a concrete slab? What is the joint spacing?
- There's concern about water drainage and long-term durability of the paver patio specifically, whether the joint spacing will be sufficient to allow water infiltration, and whether future tree root growth could cause the pavers to heave or buckle over time.

**Board Clerk**  
**Yaska Camacho Castillo**

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