



Memorandum

To: Board of Architectural Review

From: Sharmaine Abaied, Planner

Meeting Date: January 15, 2026

Re: **Item No. 02 -Docket No. PF-1931149 -BAR**
404 Pine St SE - Classic Cottages
Exterior Modification

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.

The applicant proposes to convert the top floor of 404 Pine Street SE from office use to residential use, which requires the installation of residential-compliant windows. As part of the proposal, two existing exterior windows that are not egress-capable will be replaced with egress-capable casement windows. The proposed windows will be dark bronze in color to match the existing windows on the building.

The applicant is also proposing the installation of bicycle racks. The racks will comply with the Town of Vienna bicycle rack standard and, therefore, will not require approval from the Board of Architectural Review.

Attachments:

- 01 - Staff Report
- 02 - Application and Authorization
- 03 - Window Renderings
- 04 - Window Casement Specifications
- 05 - Photos
- 06 - Relevant Code Sections

Applicants must attend the meeting and represent their application.
Failure to appear may result in the deferral of the item or amendments to the design.
Failure to appear will not relieve any pending violations.

Recommended motion:

I move to (approve/defer/deny) 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, project contact. (as submitted / with the following conditions....)

Process

Per Town Code Chapter 4, all land areas zoned other than single-family detached residential are architectural control districts. Any lot, parcel or area of land within any area zoned for single-family detached residences, which is used for other than single-family detached residences, or which is the subject of an application for a use permit or building permit involving any such other use, is also designated an architectural control district.

No structure, building, sign or other improvements or other major landscape features surrounding such building, structure, sign or improvement located on any land within any architectural control district shall be erected, reconstructed, altered or restored until the plans for such shall have been approved by the Board of Architectural Review.