



TOWN OF
VIENNA
since 1890

Memorandum

To: Board of Architectural Review

From: Sharmaine Abaied, Planner

Meeting Date: March 19, 2026

Re: **Item No. 01 - Docket No. PF-1973466-BAR**
374 Maple Ave E - Matthews Law
Sign

Request approval of tenant panels for the business located at 374 Maple Ave E., Docket No. PF-1973466-BAR, in the AE, Avenue East zoning district; filed by Lisa Matthews, Project Contact.

The applicant is proposing replacement of tenant panels on the existing pylon sign at 374 Maple Ave E. The panels will be approximately 3' wide by 11" high in turquoise blue vinyl to match the existing tenants with the text "Matthews Law" & "Wills and Trusts" cut out to show the white acrylic.

Attachments: 01 - Staff Report
02 - Application and Authorization
03 - Proposed Sign
04 - Relevant Code Section

Recommended motion:

I move to (approve/defer/deny) the application requesting tenant panels for the business located at 374 Maple Ave E., Docket No. PF-1973466-BAR, in the AE, Avenue East zoning district: filed by Lisa Matthews, Project Contact. (as submitted / with the following conditions....)

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.

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.