



Memorandum

To: Board of Architectural Review

From: Sharmaine Abaied, Planner

Meeting Date: March 19, 2026

Re: **Item No. 02 - Docket No. PF-2044292-BAR
541 Marshall Rd SW - Chinese Christian Church
Sign**

Request approval of an updated sign for the church located at 541 Marshall Rd SW., Docket No. PF-2044292-BAR, in the RS-16, Single-Family Residential zoning district; filed by Luuwen Day, Project Contact.

The applicant is requesting to update the existing monument sign to reflect the name of the new church. The existing brick monument sign base will remain unchanged. A new sign panel will be installed on the monument base featuring 3/8" black acrylic lettering reading "CHINESE CHRISTIAN CHURCH of Virginia". The letters will be mounted to a white aluminum composite panel that will be attached to the existing brick sign with 3/8" plastic screw caps. There is no lighting proposed for this sign.

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

Recommended motion:

I move to (approve/defer/deny) the application requesting an updated sign for the church located at 541 Marshall Rd SW., Docket No. PF-2044292-BAR, in the RS-16, Single-Family Residential zoning district; filed by Luuwen Day, 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.