



## Memorandum

To: Board of Architectural Review

From: Sharmaine Abaied, Planner

Meeting Date: May 21, 2026

Re: **Item No. 01 -Docket No. PF-2151939-BAR**  
**Lawyers Rd NW & Windover Ave NW- Salsbury Spring Park**  
**Exterior Modifications & Sign**

**Request approval of arbors, bridge, shed, and mulch, as well as a new sign for Salsbury Spring Park, located at the corner of Lawyers Rd NW & Windover Ave. NW, Docket No. PF-2151939-BAR, in RS-16, Single Family Residential zoning district, filed by Leslie Herman Town of Vienna's Director of Parks and Recreation, project contact.**

The applicant, along with Ayr Hill Garden Club, is proposing modifications to Salsbury Spring Park, located in the Windover Heights overlay district. Due to the location of the park, the applicant presented modifications to the Windover Heights Board of Review (WHBR) at their regular meeting on Tuesday, May 5, 2026. The WHBR reviewed the application and voted 3-0 to approve with the following conditions:

- The sign slats to be spaced 2-inches apart.
- The decorative bridge to be located at least 3 feet from the source of the stream.
- The sign meets the BAR review and approval.

The applicant is proposing the following exterior modifications to the park:

- Two eastern red cedar arbors, approximately 7 feet 6 inches high, stained Sherwin Williams (SW3501) Redwood
  - One arbor located off Lawyers Rd NW and
  - One off Windover Ave NW
- One 3.5-foot x 8-foot Red Cedar bridge setback approximately 15-18 feet from Lawyers Rd NW, stained Sherwin Williams Redwood.
- A 10-foot by 12-foot Mahogany Urethan Smart Penal siding shed with Brwon (HPDB1) trim and Hickory shingles. The shed will also have a 6-foot-wide wood double door and a 6-foot by 4-foot ramp.

***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.***

- ADA compliant trail/path mulch made from Engineered Wood Fiber (EWF) for the trail measuring 48 feet long by 3.5 – feet wide.

The proposed sign will be located in the same area as the existing sign. It will be made of three 72.50 square foot wooden slats spaced 2 inches apart. The 217.50 square foot sign will be made from cedar and painted with Behr Ultra Exterior Satin, a custom color like Mahogany. The lettering on the sign will be centered and read, in white, on the 3 wooden slats as follows:

- SALSBUARY SPRING PARK
- NATIVE GARDEN
- TOWN OF VIENNA

Attachments:           01 - Staff Report  
                                   02 - Application and Authorization  
                                   03 - Presentation by Ayr Hill Garden Club  
                                   04 - Existing Site Plan  
                                   05 - Site Plan of Proposed Improvements  
                                   06 - Proposed Arbor, Bridge, and Trail Materials  
                                   07 - Proposed Shed Specifications  
                                   08 - Existing Sign  
                                   09 - Proposed sign and sign material  
                                   10 - WHBR Certificate of Appropriateness  
                                   11 - Relevant Code Sections

***Recommended motions:***

I move to (approve/defer/deny) new arbors, bridge, shed, and mulch, for Salsbury Spring Park located at the corner of Lawyers Rd NW & Windover Ave. NW, Docket No. PF-2151939-BAR, in RS-16, Single Family Residential zoning district, filed by Leslie Herman Town of Vienna’s Director of Parks and Recreation, project contact. (as submitted / with the following conditions....)

I move to (approve/defer/deny) a new sign for Salsbury Spring Park located at the corner of Lawyers Rd NW & Windover Ave. NW, Docket No. PF-2151939-BAR, in RS-16, Single Family Residential zoning district, filed by Leslie Herman Town of Vienna’s Director of Parks and Recreation, 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.