



Department of Planning and Zoning  
Town of Vienna  
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Vienna, Virginia 22180-5719  
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## MEMORANDUM

**Meeting Date:** December 18, 2024  
**To:** Board of Zoning Appeals  
**From:** Andrea West, Zoning Administrator  
Miranda Purcell, Senior Zoning Compliance Officer  
**RE:** Appeal of Zoning Administrator Determination  
Notice of Zoning Violation – October 17, 2024  
204 Prescott Circle SE - 0384 65 0001  
Case No. 24-355

### **Appeals of Zoning Administrator Determinations**

Per *Section 18-820 Appeals of Zoning Administrator Decision*, of the *Town of Vienna Zoning and Subdivision Ordinance*, the recipient of any written Notice of Violation has the right to appeal the written order within 30 days of the date of the notice.

### **Request**

Before the Board of Zoning Appeals is a request to appeal the written Notice of Violation issued to 204 Prescott Cir SE, Vienna, VA 22180 (Tax map number: 0384 65 0001, in the RS-12.5 Residential zoning district) in reference to the Zoning Administrator's Determination that violations of the sign code sections were present on October 15, 2024.

On November 12, 2024, a resident of the property, Deborah Gwyn, requested via email to appeal the issuance of a Notice of Violation. The request for the appeal was received within the 30-day window in accordance with *Section 18-820 Appeals of Zoning Administrator Decision*. of the *Town of Vienna Zoning and Subdivision Ordinance*.

### **Zoning Administrator's Determination**

The Zoning Administrator's decision to issue a written Notice of Violation in reference to Town code sections *18-424, Sign Standards - Permanent Signs* and *18-425, Sign Standards - Temporary Signs* of the *Town of Vienna Zoning and Subdivision Ordinance* is explained below:

1) *Section 18-424, Sign Standards - Permanent Signs*

Under Section 18-424, yard signs exceeding the maximum display duration of 60 days become permanent signage, which is prohibited on single-unit residential lots.

**The Senior Zoning Compliance Officer and Zoning Administrator observed individual signs posted for greater than 60 days on the single-unit residential lot of 204 Prescott Circle SE.**

2) *18-425, Sign Standards - Temporary Signs*

Under Section 18-425, all temporary yard signs have a maximum allowable size of 4 square feet in area per sign with the total sign area restricted to a maximum of 24 square feet in area. Signs not exceeding one and one-half (1.5) square feet in area are exempt from these regulations.

**The Senior Zoning Compliance Officer and Zoning Administrator observed that the total area of all yard signs (greater than 1.5 square feet) exceeded 24 square feet in area at 204 Prescott Circle SE.**

On October 15, 2024, the Senior Zoning Compliance Officer, Miranda Purcell, observed the zoning violations at the subject property. The photo documentation of that observation are included within this memo and were provided to the homeowner as part of the Notice of Violation. The Notice of Violation was mailed to the property owner on October 17, 2024.

On November 12, 2024, the homeowner's request for the appeal of the Notice of Violation was received within the 30-day window required by the *Town of Vienna Zoning and Subdivision Ordinance*.

**Decision of the Board of Zoning Appeals**

The Board's decision today is whether to 1) uphold the decision of the Zoning Administrator to issue a Notice of Violation for the subject property, or 2) overturn the decision of the Zoning Administrator regarding the Notice of Violation issued on October 17, 2024.

Potential motions:

- I move to **uphold** the Zoning Administrators Determination dated October 17, 2024, for the property at 204 Prescott Cir SE, Vienna, VA 22180, tax map number: 0384 65 0001, stating a violation of *Sections 18-424, Sign Standards - Permanent Signs* and *18-425, Sign Standards - Temporary Signs* of the *Town of Vienna Zoning and Subdivision Ordinance*.
- I move to **overturn** the Zoning Administrators Determination dated October 17, 2024, for the property at 204 Prescott Cir SE, Vienna, VA 22180, tax map number: 0384 65 0001,

stating a violation of *Sections 18-424, Sign Standards - Permanent Signs* and *18-425, Sign Standards - Temporary Signs* of the *Town of Vienna Zoning and Subdivision Ordinance*.

- Other motion by the Board of Zoning Appeals.

Signed,

A handwritten signature in black ink that reads "A West". The signature is written in a cursive, flowing style.

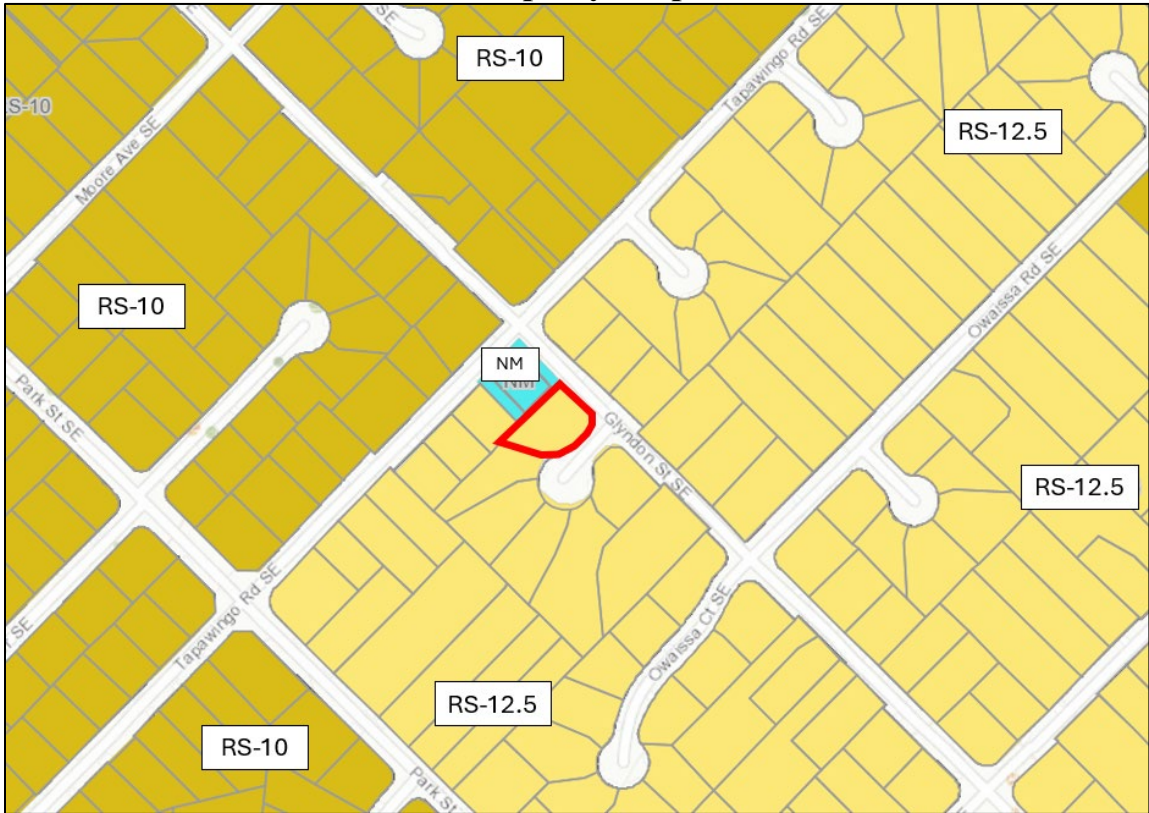
**Andrea West, CZA**  
**Zoning Administrator**

**Attached:**

2. Request to Appeal of Notice of Violation, November 12, 2024
3. Notice of Zoning Violation, October 17, 2024
4. Relevant Zoning Code Sections

*See attachments for property map, aerial photograph, and site photographs.*

### Property Map



### Aerial Photograph – December 20, 2023



(Accessed via <https://explorer.eagleview.com/index.php>, 12/11/2024)

Site Photos – October 15, 2024

