



# Town of Vienna

127 Center Street South  
Vienna, Virginia 22180  
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## Meeting Minutes Board of Architectural Review

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Thursday, August 21, 2025

7:30 PM

Charles Robinson Jr. Town Hall, 127 Center  
St. South

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### Roll Call

#### BOARD OF ARCHITECTURAL REVIEW

The Board of Architectural Review met in a regular session on Thursday, August 21, 2025, at 7:30 p.m. in Town Hall, 127 Center St S, Vienna, VA 22180.

Roll Call: Ms. Couchman, Ms. Shelly, Mr. Penati, Mr. O'Keefe, and Ms. Hanley were present.

Staff present: Planner Sharmaine Abaied and Board Clerk Yaska Camacho Castillo.

Chair Hanley asked Vice Chair Mr. O'Keefe to serve as the acting chair for the meeting.

### Approval of Minutes

There were no minutes to approve due to technical reasons.

### Regular Business

#### [BAR25-622](#)

146 Church St NE - Church & Mill Interior Design - Sign

Item No. 1: Request approval for the re-face of an existing sign for Church & Mill Interior Design, located at 146 Church St NE, Docket No. PF-1779252-BAR, in the CS, Church Street zoning district.

Applicant present: Jill Rakicsany

The applicant explained that her proposed sign is intended to reflect the business's new name as part of a rebranding effort. Mr. O'Keefe noted that the original projecting sign was approved relatively recently. There were no comments or concerns raised by the public or by board members regarding the proposed change.

Mr. Penati made a motion to approve the sign as submitted.

Motion: Mr. Penati

Second: Ms. Shelly

Motion Carried

[BAR25-623](#) 302 Maple Ave W - Frame Coffee - Sign

**Item No. 2: Request approval for the removal of an existing awning to install a secondary projecting sign for Frame Coffee, located at 302 Maple Ave W, Docket No. PF-1792553-BAR, in the AW, Avenue West zoning district, filed by Spring Lee, The Best Inc, Project contact.**

**Applicant Present: Kim Choi**

The applicant described the proposed sign and stated that the removal of the awning is to accommodate a new illuminated sign measuring just under 1.5 square feet. The sign will feature black text reading "FRAME" and "COFFEE ROASTERS," along with a black coffee cup logo, all printed on white acrylic. It will be mounted using a 1/4-inch aluminum plate and secured with 3/8-inch galvanized bolts and nuts. The proposed lighting will emit at 4000 Kelvins with a brightness not exceeding 150 lumens (1.2W).

There was a discussion regarding the proposed sign and its method of display.. The applicant provided a sample for the board's review.

Mr. O'Keefe and Ms. Couchman expressed concerns about the signs Kelvin levels, recommending that the color temperature be reduced to 3,000.

Ms. Couchman inquired whether the applicant could access the rear of the brick wall for sign mounting. The applicant confirmed that access is available and also noted that the sign includes a switch panel.

Ms. Couchman made a motion to approve the request with the condition that the kelvin level is reduced from 4,000 to 3,000.

**Motion: Ms. Couchman**

**Second: Mr. Penati**

**Motion Carried**

[BAR25-624](#) 264 Cedar Ln SE - Ace Hardware - Sign

Item No. 3: Request for a new wall sign for Vienna Ace, located at 264 Cedar Ln SE, Docket No. PF-1808851-BAR, in the GS, Gateway South zoning district, filed by Desi Varsel, Signs unlimited, Inc., project contact.

Applicant Present: Burton Francois

The applicant stated that they are replacing the CVS sign with the Ace Hardware sign. The signs include two tenant panels (double-sided) and a wall sign.

Ms. Abaied noted that while the Cedar Park Shopping Center has an approved Master Sign Plan, the proposed wall sign deviates from the approved specifications. As a result, it requires approval from the Board of Architectural Review (BAR). However, the signage proposed for the main pylon sign and the under-canopy hanging sign are consistent with the approved Master Sign Plan and therefore do not require BAR approval.

The applicant described the wall sign stating that it is a 58.46 square foot acrylic channel letter sign to be mounted on a white aluminum backer board using stainless steel bolts. The channel letters will read "Vienna" in black and "ACE" in red. The sign is also proposed to be illuminated at 3000-3300 Kelvins and 70 lumens.

Mr. O'Keefe asked staff for clarification on what was approved as part of the Master Sign Plan. Ms. Abaied responded that the tenants using the current shades of brown are consistent with the approved Master Sign Plan.

Ms. Hanley noted that, for the other tenants, the lettering occupies more space and the backer board appears more proportionally framed around the text. In contrast, the proposed sign has an excessive amount of white space surrounding the backer board.

The applicant stated it was due to the branding and noted that the ACE franchise was presented with a few options, one of them having 'ACE' in the middle, showing the access white on the sides.

The discussion continued, and several ideas were shared, including the suggestion to change the backer board color to match the monument sign. The applicant explained that the ACE franchise has guidelines in terms of its company signs.

Ms. Couchman noted that the sign for ACE Hardware in Fairfax does not have a backer board. The question of whether the backer board was a requirement for the master sign plan was discussed. The board was concerned with how the backer board was interrupting the architectural detail of the building and the sign.

The applicant provided the Board with material samples. Ms. Hanley suggested that the color of the pillars be adjusted to better match the façade, recommending a shade that is more gray than white. The applicant responded that he would need to consult with his client, as he does not have the authority to make changes on their behalf. He also presented alternative sign options that had been provided to the ACE Hardware franchise to determine whether any of those might be more suitable. The item was tabled to allow the applicant time to discuss the Board's suggestions with his client.

[BAR25-625](#) 167 Glyndon St SE - Texas Donuts - Sign

**Item No. 4: Request approval of a new sign for Texas Donuts, located at 167 Glyndon St SE, Docket No. PF-1802825-BAR, in the AE, Avenue East zoning district, filed by Gary Brent, MG Permits LLC. Project contact.**

**Applicant Present: Gary Brent**

**The applicant described the sign as a 20.15 square foot illuminated channel letter sign. The white acrylic channel letters will read "TEXAS DONUTS" with yellow vinyl overlay and red vinyl overlay trim. An acrylic donut is proposed to be placed above the channel letters with yellow vinyl overlay and red vinyl overlay trim. The sign is proposed to be illuminated at 3000 Kelvin LED and 150 lumens and will be mounted to the wall with stainless steel bolts.**

**Ms. Hanley asked whether there was any texture on the "TEXAS DONUTS" lettering. Mr. Brent confirmed that there was and explained that the texture was digitally printed.**

**There were no concerns from the public or the board members.**

**Ms. Hanley made a motion to approve the sign as submitted.**

**Motion: Ms. Hanley**

**Second: Mr. Penati**

**Motion Carried**

[BAR25-626](#) 155 Glyndon St SE - Blooming Nail & Spa - Sign

Item No. 5: Request approval for a new sign and tenant panel for Blooming Nail & Spa, located at 155 Glyndon St SE, Docket No. PF-1810451-BAR, in the AE, Avenue East zoning district, filed by Long Chen, New Color Sign, project contact.

Applicant Present: Long Chen

The applicant is proposing a new 24.63 square foot illuminated channel letter sign. The white acrylic channel letters will read "BLOOMING" on the top line and "NAIL & SPA" on the second line. The channel letters will have 5-inch bronze aluminum returns and will be installed on an aluminum raceway painted to match the fascia. The proposed lighting levels for the sign are 3500 Kelvins and 130 Lumens. The applicant is also proposing a new tenant panel. The new tenant panel will be white acrylic with dark blue vinyl lettering that reads "BLOOMING" with "NAIL & SPA" below.

There was a discussion about the kelvin level. The applicant stated she agrees to reduce the kelvin level to 3,000.

Mr. O'Keefe inquired about the monument sign, asking whether the applicant was using the same shade of blue as currently displayed. The applicant confirmed and explained that the proposed blue may appear different due to how it was rendered on the computer.

Mr. O'Keefe also noted that some of the fonts on the monument sign appeared inconsistent. While he understood the intent to differentiate elements, he remarked that using multiple fonts could make the sign look busy. He added that, if approved, the monument sign would introduce yet another conflicting style, further detracting from visual consistency. He suggested a revision to better align with the surrounding signage.

The board discussed a few possible placements for the wording; however, the applicant stated that her client prefers the "Nail & Spa" text to appear larger than the "Blooming" text. The discussion continued, and it was agreed to split the item into two motions to allow the applicant to take back the board's feedback about the tenant panel sign to her client.

Ms. Couchman made a motion to approve the new sign on the condition that the Kelvin level is reduced to 3000.

Motion: Ms. Couchman

Second: Ms. Hanley

Motion Carried

Ms. Couchman made a motion to defer the tenant panel.

Motion: Ms. Couchman

Second: Ms. Hanley

Motion Carried

Recall item

Item No. 3: Request for a new wall sign for Vienna Ace, located at 264 Cedar Ln SE, Docket No. PF-1808851-BAR, in the GS, Gateway South zoning district, filed by Desi Varsel, Signs unlimited, Inc., project contact.

Applicant Present: Burton Francois

Mr. Francois stated that his client would like to stick with their brand colors, which are

red, white, and black. During the discussion, Ms. Hanley pointed out that the signage for CVS, Dollar Tree, and Red Bird all have their wording centered on the backer board, whereas the ACE Hardware sign does not. She noted that this lack of symmetry affects the overall visual balance.

She added that if the proposed sign were for a standalone building, it would be a different matter. However, because this sign is part of a shopping center governed by a master sign plan, deviating from that plan undermines its purpose. She questioned the value of having a master sign plan if it does not promote visual harmony across the center.

Ms. Hanley made a motion to defer the wall sign with the recommendation that the applicant return with a symmetrical sign that is more consistent with the other signs in the shopping center.

**Motion:** Ms. Hanley  
**Second:** Ms. Couchman

The board discussed the motion:

- Mr. O’Keefe commented on how he believes having a red backer board with the wording in white would look better.
- Look into an alternative that doesn’t require a backer board.
- Add wording “Vienna Hardware” at the center for the symmetry effect on the white backer board.

**Motion:** Ms. Hanley  
**Second:** Ms. Couchman  
**Ayes:** Ms. Hanley, Ms. Couchman, and Mr. Penati  
**Nays:** Mr. Penati and Ms. Shelly  
**Motion Carried 3-2**

[BAR25-627](#) 303 Maple Ave W - SmileWorx - Sign

**Item No. 6: Request approval of a new sign for Smile Worx, located at 303 Maple Ave W. Docket No. PF-1808237-BAR, in the AW, Avenue West zoning district, filed by Chris Spivak, SmileWorx, project contact.**

**Applicant Present: Chris Spivak**

**The applicant is proposing an illuminated building mounted channel letter sign. The stainless-steel channel letters and edges will be painted black with a satin finish. The letters will read “SmileWORX’ on the first line and “DENTAL AESTHETICS” on the second line. The letters will be mounted to the façade with 1/8-inch stainless steel thread pin and will be illuminated at 3000 Kelvins and 95 lumens.**

**Ms. Hanley inquired about the distance of the sign from the wall and the height of the letter “D” in “Dental.” The applicant stated that the sign projects between 3/4 inch and 1 inch from the wall, and that the letter “D,” which is 7 feet high, will be positioned closer to the wall.**

**There were no further concerns from the public or the board members.**

**Mr. Penati made a motion to approve the new sign for Smile Worx as submitted.**

**Motion: Mr. Penati**

**Second: Ms. Hanley**

**Motion Carried**

[BAR25-628](#) 1315 Ross Dr SW - Southside Park - Exterior Modifications

Item No. 7: Request approval for a new paint color for the restroom at Southside Park, located at 1315 Ross Dr. SW. Docket No. PF-1825784-BAR, in the PR, Parks and Recreation zoning district, filed by Nicole Falceto, Deputy Director, Vienna Parks and Recreation, project contact.

Applicant Present: Nicole Falceto

The restrooms at Southside Park have been repeatedly vandalized with graffiti. Although Parks and Recreation staff have attempted to remove it using a power washer, this method is no longer effective. As a result, the applicant is requesting approval to repaint the stone façade of the restrooms. The proposed color is Sherwin-Williams Pearly White (SW 7009), with Sherwin-Williams Lunar White (SW 9546) as an alternate option. No changes are proposed to the existing dark red color on the building's trim and doors.

The applicant noted that the proposed paint is a self-cleaning product designed to shed dirt and debris when it rains. Additionally, clear anti-graffiti coating will be applied to further aid in cleaning and maintenance.

Ms. Couchman asked whether the proposed product has been used in any other town projects. The applicant responded that she could not speak on behalf of the Maintenance Department. The applicant also commented that they're not planning to re-roof, re-trim, or change the door at this time.

There was a discussion of the possibility of having an accent color three rows up from the bottom, along with other options.

Mr. Penati asked why the graffiti continued to appear. The applicant explained that due to years of repeated washing, the graffiti keeps resurfacing. This ongoing issue has consumed both staff time and town resources. As a result, they are seeking an economical, budget-friendly solution for the time being. While the building still stands, it is already included in the Capital Improvement Plan (CIP) for future replacement, which is why a temporary but cost-effective fix is being considered.

There was a discussion about reusing existing materials versus using the proposed paint. The applicant explained that they plan to apply an acrylic block surfacer, which will smooth out the two self-cleaning acrylic coatings and cover all crests, helping to prevent any graffiti from bleeding through again. The discussion continued, and some board members voiced concerns about using a light color (white) for a building located near a creek.

The applicant suggested that the board approve the item on condition that the previously used product be reused if it is still available; if not, the proposed paint could be used, subject to the board's approval.

Ms. Hanley made a motion to approve the item with paint option SW 7009 Pearly White.

Motion: Ms. Hanley

Second: Ms. Shelly

Motion Carried

[BAR25-629](#) 820 Follin Ln SE - NFCU - Exterior Modifications (Charging Stations)

**Item No.8: Request approval of EV charging stations and bollards for Navy Federal Credit Union, located at 820 Follin Ln SE.**

**Applicant Present: Tim Markel**

The applicant is proposing 17 new EV charging stations with bollards flanking the charging stations. The approximately 6-foot-tall grey, black, and orange charging stations will serve 33 parking spaces and will be mounted on a concrete foundation. The bollards are proposed to be yellow in color and will be installed per the manufacturer's specifications.

The applicant stated that they have a growing population of electric vehicle owners. They would like to be able to provide the employees with the ability to charge their vehicles. The company previously used a different company that ended up being problematic. They made the change to Charge Point, and it seems to work better. The applicant noted that the charging stations will be for employees only.

Ms. Hanley requested clarification on the location of the charging stations, and the applicant responded that they will be located down the hill from the branch, which is considered the front of the site.

There were no further questions or comments from the public or the board members.

Ms. Shelly made a motion to approve the installation of EV charging stations and bollards for Navy Federal Credit Union as submitted.

**Motion: Ms. Shelly**

**Second: Mr. Penati**

**Motion Carried**

[BAR25-630](#) 820 Follin Ln SE - NFCU - Signs

**Item No.9: Request approval for new signs and relocation of some existing signs for Navy Federal Credit Union, located at 820 Follin Ln SE.**

**Applicant Present: Glen Cartilage**

The applicant indicated that the proposed signage is intended to serve as greeting signs featuring the Navy Federal Credit Union logo. The total proposed signage area is 281 square feet, which is within the allowable limit. The applicant also noted they are amenable to adjusting the Kelvin level, if required. There was a discussion, and the board preferred lowering the kelvin level to 3000 from the proposed 3500.

Details of the two proposed channel letter signs are as follows:  
auditorium:

• Sign 1 – Totaling 121.1 square feet, this sign consists of three lines of text:

- o Line 1: “NAVY” with the Navy Federal Credit Union logo
- o Line 2: “FEDERAL”
- o Line 3: “Credit Union”
- o The sign will be front-lit at 3500 Kelvins, with 270 lumens per module
- o An opaque film will be applied to a white acrylic face
- o To be installed on the building façade in accordance with the sign fabricator’s

specifications

• Sign 2 – Measuring 17.9 square feet, this sign displays the slogan:

- o “Our Members Are The Mission” (single line)
- o The letters will be front-lit using a dimmable LED strip at 3500 Kelvins and 270 lumens per module
- o The channel letters will be mounted directly to the granite surface

Ms. Couchman made a motion to approve the signs on the condition that the Kelvin level be reduced to 3000.

**Motion: Ms. Couchman**

**Second: Ms. Hanley**

**Motion Carried**

[BAR25-631](#) 820 Follin Ln SE - NFCU - Exterior Modification ( Auditorium)

**Item No.10: Request approval for demolition of the existing ATM, construction of a new auditorium, and a landscape plan for Navy Federal Credit Union, located at 820 Follin Ln SE.**

**Applicant Present: Glen Cartilage**

The applicant explained the proposed project, which consists of the following: 1. The demolition of the existing ATM structure and associated driveway. 2. The renovation of interior office space in the conference center portion of the HQ1 building 3. The addition of a new auditorium located adjacent to the SE of the conference center. The addition of the auditorium will include a full basement for furniture storage, mechanical, and office space. 4. The auditorium is for NFCU employees only; outside organizations are not to use the space.

Additionally, the applicant proposes an updated landscape plan for the new auditorium courtyard with the following building materials:

- Classic bronze solid aluminum panels
- Modular Sienna BLD Belden brick veneer with Driftwood mortar
- Paint color to match the aluminum panels (mentioned above)
- Concrete to match the existing
- Landscape pavers to match the existing
- Pole lights at 3500 Kelvins
- Bollard lights at 4000 Kelvins
- Soffit lighting at 3500 Kelvins and 8500 lumens

There were no public comments on this item.

Ms. Couchman made a motion to approve the request as submitted.

Motion: Ms. Couchman

Second: Ms. Hanley

Motion Carried

Ms. Hanley noted that she was not aware of the mural ceremony and, as a result, was unable to attend. She expressed that she is looking forward to seeing it in person.

## Other Business - BAR Annual Report

- BAR Annual Report - The board was provided with the BAR Annual Report for review and feedback to prepare it for presentation to the Town Council.
- Ms. Abaied checked the board's availability for a BAR work session for 515 Maple Ave (Sekas) on either September 10, 11, or 12. The board preferred Wednesday, September 10.

## Meeting Adjournment

The meeting adjourned at 9:41 p.m.

Yaska Camacho Castillo

Clerk to the Board

*THE TOWN OF VIENNA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (703) 255-6304, OR 711 VIRGINIA RELAY SERVICE FOR THE HEARING IMPAIRED.*