

## Memorandum

To: Board of Architectural Review

From: Sharmaine Abaid, Planner

Meeting Date: April 22, 2025

Re: Lighting Design Guide & Sign Design Guide- 50% Draft  
Board of Architectural Review – Work Session

In November 2024, the Board of Architectural Review (BAR) held a work session with Clanton and Associates, a lighting consultancy firm. During the session, Clanton and Associates gave a presentation to the Board outlining their expertise and approach to lighting design in both commercial and residential contexts, with particular attention to zoning and design considerations. Following the presentation, the Board and Clanton and Associates engaged in a discussion about the Board's goals and expectations regarding potential BAR lighting guidelines, including exterior lighting and signage illumination. Clanton and Associates is now presenting a 50% draft of the proposed lighting guidelines to the Board for further discussion and feedback.

In October 2023, the Town Council adopted a broad update to the Town's regulations for zoning and subdivision code, which was accomplished through the project entitled Code Create Vienna and which became effective on January 1, 2024. One topic that was discussed during community input sessions and in the public hearings was regulating outdoor lighting. To be responsive, staff conducted some limited research and developed draft language and metrics for the update. During work sessions with the Town Council, however, staff acknowledged that the Town did not have in-house expertise in this area. As a result, the updated code included new, but very general, language.

As the Town Council adopted the new code, both the Council and staff identified a series of items for follow-up in 2024. One of those topics was regulations on outdoor lighting. In 2024, the Council asked that staff move forward by bringing in outside expertise that would help the town develop regulations. Staff conducted a Request for Proposals process and, in 2024, selected Clanton & Associates, a nationally known Colorado-based firm that specializes in lighting design and policy.

There are two goals for the project:

- 1) Develop Town Code regulations for outdoor lighting (not including right-of-way lighting) that would be protective of residents, emphasize safety, encourage environmental approaches, and support a vibrant business environment. Clanton will also develop, as part of the project, a user-friendly form that applicants will be able to use to provide the information that will be relevant for staff's review.
- 2) Develop guidelines that the Board of Architectural Review (BAR) can use as it is reviewing proposed exterior modifications in areas of their authority (portions of the Town not zoned for single unit detached residential development) including exterior lighting and sign illumination.

Attachments:           01 – Staff Memo to the Board  
                              02 – 50% Draft BAR Lighting Design Guide  
                              03 – 50% Draft BAR Sign Design Guide  
                              04 – Lighting Presentation – Town Council / Planning Commission

**Role of the Board of Architectural Review:**

The Board of Architectural Review is authorized by Chapter 4 of the Town Code, and the Town Charter, to review exterior modifications within designated architectural review districts.