



Memorandum

To: Board of Architectural Review

From: Sharmaine Abaied, Planner

Meeting Date: February 19, 2026

Re: **Item No. 01 - Docket No. PF-1950803-BAR
386 Maple Ave E - Joseph Moton Building
Sign**

Request approval of an updated sign for the business located at 386 Maple Ave E., Docket No. PF-1950803-BAR, in the AE, Avenue East zoning district; filed by Sabrina Sullivan, Project Contact.

The applicant presented a proposed sign to the Board at the December 18, 2025 regularly scheduled meeting. During the meeting the Board deferred the request recommending the following:

- Consider reducing the negative space by adding a logo
- Eliminate the rental language
- Change the typeface (font) to align with the sign above
- Consider removing the "www" from the url.
- Consider capitalizing the M and the A in the web address to show as 386MapleAve.com

The applicants have revised their request with the language listed below and an image of the building

- Line 1: "RETAIL & OFFICE BUILDING"
- Line 2: "386 MAPLE AVE EAST, VIENNA, VA 22180"
- Line 3: "LIST OF TENANTS AT"
- Line 4: "386MapleAve.com"

The text and image will be in black to match the existing sign text. The proposed sign will have no changes to lighting.

Attachments: 01 - Staff Report
02 - Application and Authorization

***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.***

- 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 business located at 386 Maple Ave E., Docket No. PF-1950803-BAR, in the AE, Avenue East zoning district; filed by Sabrina Sullivan, 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.