



Memorandum

To: Board of Architectural Review

From: Sharmaine Abaied, Planner

Meeting Date: April 3, 2025

Re: Outdoor Dining Guidelines - Intent to Adopt
Board of Architectural Review - Special Meeting
127 Center St. South

Since February 2024, the Board of Architectural Review (BAR) has collaborated with Department of Planning and Zoning staff to create an administrative pathway for reviewing outdoor dining proposals. The goal is to streamline reviews and approvals by allowing restaurant owners to bypass the current requirement of a BAR exterior modification application review during the BAR's once-a-month meetings, provided their plans meet a set of pre-approved design criteria.

The core proposal establishes a staff-led review process where:

- Applications meeting the BAR-approved criteria can be administratively approved by staff.
- Applications not meeting the criteria can either be amended or brought to the BAR for formal review.

The intent is to support local businesses by reducing delays and simplifying the process for outdoor dining approval – just in time for the 2025 dining season.

Attachment 2 is an updated draft that reflects discussion from a series of work sessions held with the BAR since the start of the project. The core of the document is a set of criteria that, if met by an application, would allow staff to sign off on such proposals on behalf of the BAR.

At this special meeting, the BAR will:

- Review the updated draft (Attachment 2)
- Provide final feedback or edits.
- Vote to approve the document and criteria.

Upon approval, staff will:

- Finalize and publish the document.
- Update internal processes.
- Collaborate with Economic Development staff to notify restaurant owners of the new administrative option.

Attachments: 01 – Staff Memo to the Board
 02 – Draft Vienna Outdoor Dining Guidelines
 03 – February 2024 Outdoor Dining Staff Memo
 04 – Outdoor Dining Section 18-335
 05 – Seasonal Outdoor Dining Requirements
 06 – Permanent Outdoor Dining Requirements
 07 – Pages from the Economic Development Strategy
 08 – Example of Outdoor Dining Guidelines (City of Alexandria)
 09 – February 2024 Outdoor Dining Staff Presentation

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.