



Memorandum

To: Board of Architectural Review

From: Sharmaine Abaied, Planner

Meeting Date: January 15, 2026

Re: **Item No. 01 – Docket No. PF-1963564-BAR
330 Dominion Rd NE - Signs**

Request approval of a new wall sign and updated pylon sign for Metro Motor Collision located at 330 Dominion Rd NE., Docket No. PF-1963564-BAR, in the M, Mill Street zoning district; filed by Paul Ashe, Metro Motor Collision, Project Contact.

The applicant is proposing an acrylic channel letter wall sign measuring 27.3 square feet. The text for the sign will say "Metro Motor" in White with Red (PMS 186 C). The proposed sign will be stud mounted and internally lit at 2800 Kelvins and 150 Lumens per module.

The applicant is also proposing the refacing of the pylon sign with the same material, aluminum, and updating it with the following text "Metro Motor" centered on the sign and "COLLISION" in a smaller font just below. The proposed sign colors are Gray and Red with a white background. There will be no changes to the lighting for the pylon sign.

Attachments:
 01 – Staff Report
 02 – Application and Authorization
 03 – Sign Renderings
 04 – Relevant Code Section

Recommended motion:

I move to (approve/defer/deny) the application requesting a new wall sign and updated pylon sign for Metro Motor Collision located at 330 Dominion Rd NE., Docket No. PF-1963564-BAR, in the M, Mill Street zoning district; filed by Paul Ashe, Metro Motor Collision, Project Contact. (as submitted / with the following conditions....)

*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.*

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.