

Department of Planning and Zoning
Town of Vienna, Virginia
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Town of Vienna Board of Architectural Review Decision – Defer

This represents the final decision of the Board of Architectural Review pursuant to Section 4-11 of the Vienna Town Code. This decision is effective from the date of the meeting for which the vote took place. Any changes to the decision require review by the Board of Architectural Review.

Project File/Docket No.: PF-2044292-BAR

Project Address: 541 MARSHALL RD SW

Project Description:

Request approval of an updated sign for the church located at 541 Marshall Rd SW., Docket No. PF-2044292-BAR, in the RS-16, Single-Family Residential zoning district; filed by Luuwen Day, Project Contact.

1. As required by Chapter 4 of the Vienna Town Code, an application has been made for approval of the above referenced project at 541 MARSHALL RD SW.
2. An application of public record is on file at the Vienna Town Hall under Docket Number PF-2044292-BAR and is available for public review.
3. On 03/19/2026 a public hearing was held, all applicable information was considered, a vote of the Board members was taken and the following decision was made.

DECISION - DEFER

The terms or conditions of the Board's decision shall not be modified without the Board of Architectural Review's approval..

X The Board voted to defer the application for the reasons listed below:

- **Color:** Avoid bright white; consider muted tones (mortar color, brick tones, or darker background with contrasting lettering).
- **Mounting method:** Avoid visible fasteners; explore concealed mounting options.
- **Finish/details:** Address edges (e.g., caulking or finishing) to prevent water intrusion and improve appearance.
- **Panel layout:** Consider breaking into multiple panels to align with existing sign composition.
- **Height/placement:** Evaluate raising sign slightly to avoid landscape obstruction.
- Staff to provide written guidance and coordinate with sign manufacturer prior to resubmittal.
- Deferred with recommendations (3-0).
- White line is preference to move sign top up one brick level, red lines are preferred locations of breaks in panels



Board Chair

Board Secretary

Deviations from Approved Plan Prohibited:

Please be aware that once having obtained approval and a Certificate of Approval any deviation from the approved plan shall be considered a misdemeanor as well as a zoning violation.

Appeal Process:

An appeal to a decision of the Board of Architectural Review may be made to the Vienna Town Council. Such appeal shall be made in writing within fourteen (14) days of the date of the decision, accompanied by the required fee for an appeal, and filed with the Town Clerk's office. Further information is available in Section 4-12 of the Vienna Town Code or from the Department of Planning and Zoning (703) 255-6341.