



# Annual Report

**Fiscal Year 2024:** July 1, 2023 – June 30, 2024

## BOARD MEMBERSHIP

The following individuals served on the Board of Architectural Review (BAR) in FY2024: Roy Baldwin (Chair), Mike Cheselka (Vice Chair), Patty Hanley (Secretary), Paul Layer, and Linda VanDoorn. Mr. Baldwin stepped down in December 2023 as he was elected as a Town Council Member. December 2023, the BAR elected Patty Hanley as Chair, Paul Layer as Vice-Chair, and Linda VanDoorn as Secretary. In January 2024, the Town Council appointed John O'Keefe to the BAR in January 2024. Paul Layer resigned from the BAR after 24 years of service. The Town Council appointed Nate Penati to the BAR in May 2024 with an effective start date of July 2024.

## MEETINGS AND WORK SESSIONS

The BAR met 21 times during the fiscal year 2024. These meetings included the BAR's regularly scheduled meetings and work sessions. Details of items discussed at these regularly scheduled meetings and work sessions are included as a table starting on the next page of this report.

## PROJECTS

The BAR has taken on 3 projects/initiatives. The projects are as follows:

- Town of Vienna Lighting Code and Lighting Design Standards.
- Creating uniform Outdoor Dining Standards.
- Update and clarify the public art submittal process.

## RECOMMENDATIONS

The BAR gave the following recommendations:

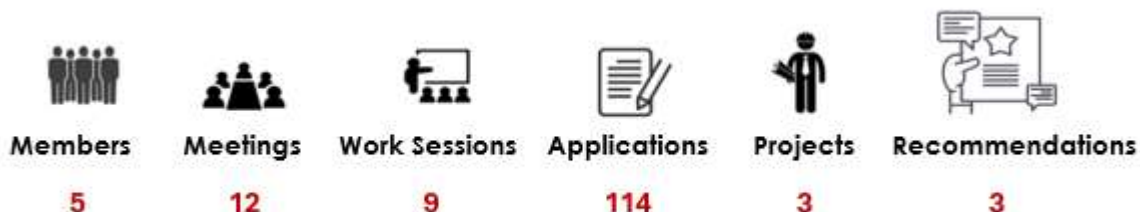
- To the Town Council regarding Chapter 18 – Zoning and Subdivision Ordinance
- To the Town Council regarding the BAR representatives to Vienna Public Arts Commission (VPAC) and the Windover Heights Board of Review (WHBR),
- To the Planning Commission regarding the update to the Comprehensive Plan.

## REPRESENTATIVE TO THE VIENNA PUBLIC ARTS COMMISSION

In June 2024, the BAR recommended Mike Cheselka to remain on VPAC for the required term of 2 years.

## REPRESENTATIVE TO THE WINDOVER HEIGHTS BOARD OF REVIEW

In 2024, the BAR recommended John O'Keefe as its member of the WHBR for the required term of 2 years.





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## REGULARLY SCHEDULED MONTHLY MEETINGS AND WORK SESSIONS

<b>July 12, 2023</b>	<b>Special Meeting</b> BAR discussion regarding possible recommendations to Town Council for the new Chapter 18- Zoning and Subdivision Ordinance.
<b>July 20</b>	<b>Regular Meeting</b> with 5 agenda items: 3 sign applications, and 2 exterior modification applications. BAR discussion and vote on the recommendation to Town Council regarding Chapter 18 – Zoning and Subdivision Ordinance.
<b>August 11</b>	<b>Work Session</b> with RVA for iCode to discuss the proposed replacement of an existing awning/sign with a new awning/sign.
<b>August 17</b>	<b>Regular Meeting</b> with 3 agenda items: 2 sign applications, and 1 exterior modification (Mural) application.
<b>September 21</b>	<b>Regular Meeting</b> with 9 agenda items: 5 sign applications, and 4 exterior modification applications. The BAR also discussed best practices for future public art applications.
<b>September 28</b>	<b>Work Session</b> with Fairfax County to discuss the proposed design for the new library to replace the existing Patrick Henry Library and the associated parking.
<b>October 13</b>	<b>Work Session</b> with Vienna Courts (The Grove on Park) to present the changes to the proposed project.
<b>October 19</b>	<b>Regular Meeting</b> with 9 agenda items: 4 sign applications, and 5 exterior modification applications.
<b>November 16</b>	<b>Regular Meeting</b> with 8 agenda items: 4 sign applications, 1 exterior modification and sign application combined, and 3 exterior modification applications. Board discussion regarding decisions and enforceable conditions for motions. Board also discussed the quadrennial elections to happen in December.
<b>November 29</b>	<b>Work Session</b> with Citibank to present the BAR with modifications to its plan based on BAR's recommendations from a previous meeting.
<b>December 21</b>	<b>Regular Meeting</b> with 15 agenda items: 11 sign applications, and 4 exterior modification applications. Mr. Baldwin announced he would be stepping down as he had been elected to Vienna's Town Council. The BAR voted in officers as follows: Ms. Hanley – Chair, Mr. Layer – Vice Chair, Ms. van Doorn – Secretary.
<b>January 9, 2024</b>	<b>Work Session</b> with the Town of Vienna's Director of Parks and Recreation regarding the proposed changes to the bathrooms at Meadow Lane Park.
<b>January 18</b>	<b>Regular Meeting</b> with 6 agenda items: 4 signs applications, 1 sign and exterior application combined, and 1 exterior modification application.
<b>February 15</b>	<b>Regular Meeting</b> with 5 agenda items: 2 sign applications, 1 exterior modification application, 1 revision to exterior modifications, and discussion regarding potential for outdoor dining standards.
<b>February 23</b>	<b>Work Session</b> with Green Hedges School to discuss proposed changes to the school's facility in the context of an application for a conditional use permit and modification to the site plan.



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## REGULARLY SCHEDULED MONTHLY MEETINGS AND WORK SESSIONS (continued)

- March 20** **Work Session** with the Town of Vienna's Director of Economic Development and the Director of Parks and Recreation regarding the proposed pop-up garden on the Town Green.
- March 21** **Regular Meeting** with 14 agenda items: 7 sign applications, 1 revision to a sign and exterior modification application, 1 master sign plan application, and 5 exterior modification applications. The BAR also met with Planning Commissioner Steve Kenny and Kelly O'Brien, Deputy Director of Planning and Zoning regarding the Town of Vienna's Comprehensive Plan update.
- April 18** **Regular Meeting** with 11 agenda items: 7 sign applications, 1 revision to exterior modifications application, and 3 exterior modification applications.
- May 16** **Regular Meeting** with 8 agenda items: 4 sign applications, 1 sign and exterior modifications application, and 3 exterior modification applications. The BAR also discussed the requirements for the BAR representatives to VPAC and WHBR as well as the BAR's upcoming trip to Alexandria City as part of the Outdoor Dining Standards.
- June 11** **Work Session** in Alexandria City to speak with the City Planners instrumental in creating Alexandria's Outdoor Dining standards.
- June 20** **Regular Meeting** with 9 agenda items: 1 tenant panel application, 2 sign applications, 2 outdoor dining applications, 1 mural revision, and 3 exterior modification applications. At the end of the meeting, the Chair discussed the BAR's recommendation letter to the Planning Commission for the update to the Comprehensive Plan. The BAR also discussed the two members who they recommended to the Town Council for appointment to VPAC and WHBR. The BAR recognized Mr. Paul Layer's stepping down from service to the Board of Architectural Review. The BAR thanked Mr. Layer for his 24 years of service to the Town of Vienna on the BAR.