



TOWN OF  
**VIENNA**  
*since 1890*

# Outdoor Dining Made Easy: Fast-Track Approval



# ACKNOWLEDGEMENTS

## **Board of Architectural Review**

Patty Hanley, Chair

John O’Keefe, Vice Chair

Sarah Couchman, Secretary

Nate Penati

Ellen Shelly

## **Planning & Zoning Staff**

David Levy, Director

Kelly O’Brien, Deputy Director

Lyndsey Clouatre, Principal Planner

Sharmaine Abaied, Planner

Yaska Camacho, Planning Specialist

# Contents

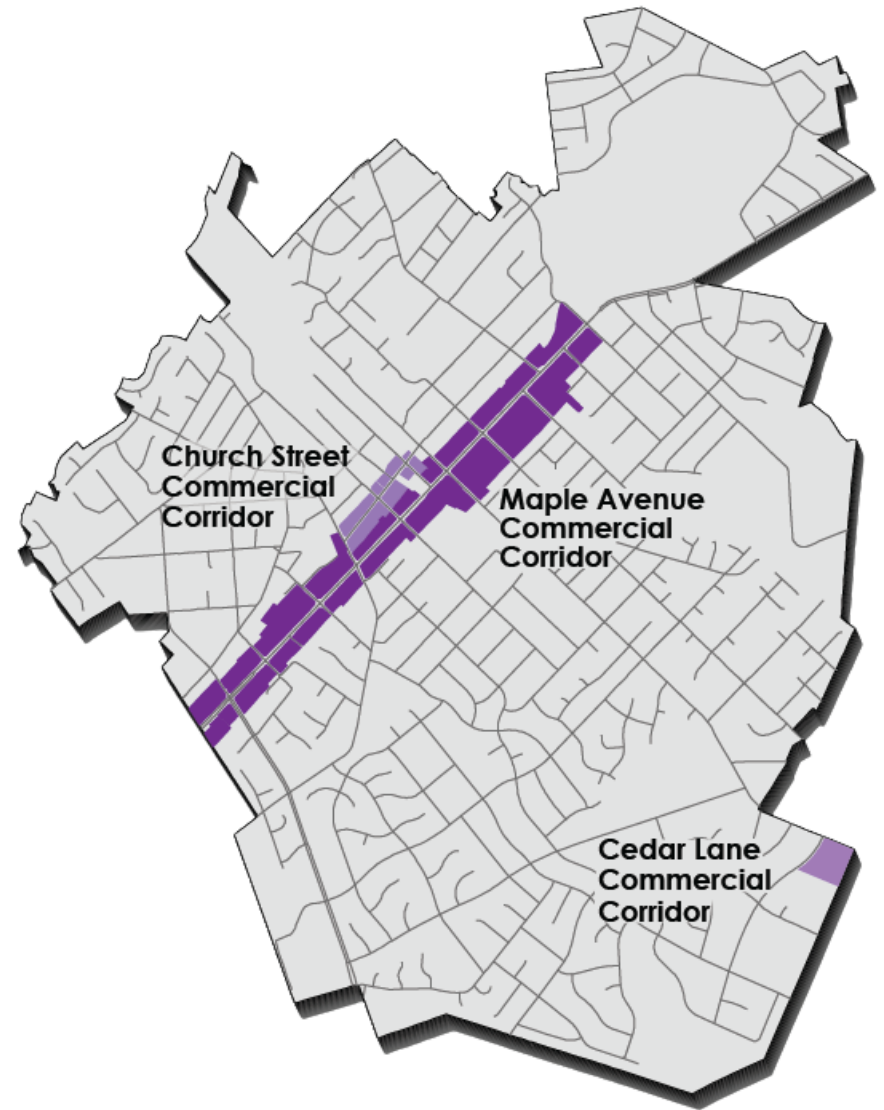
|          |                                           |
|----------|-------------------------------------------|
| <b>1</b> | <b>Purpose</b>                            |
| <b>2</b> | <b>Criteria for Administrative Review</b> |
| <b>5</b> | <b>Applicability</b>                      |
| <b>6</b> | <b>Process</b>                            |

## Purpose

The purpose of this document is to:

- Provide a mechanism for restaurant owners/managers to rapidly and efficiently gain approval for implementing outdoor dining.
- Ensure that outdoor seating areas are safe and accessible; and
- Ensure that outdoor seating areas are visually cohesive with Vienna's community character and consistent with the criteria used by the BAR, even when reviewed and approved by staff.

This document provides BAR materials and design standards that allow staff to administratively review and approve exterior modifications, limited to outdoor dining where allowed in the Town of Vienna with the exception of rooftop dining. The BAR's approval of this document constitutes BAR's approval of projects that meet the criteria herein, as reviewed and verified by staff, and therefore complies with Code requirements for BAR review under Section 4.2 of the Vienna Town Code.



## Criteria for Administrative Review

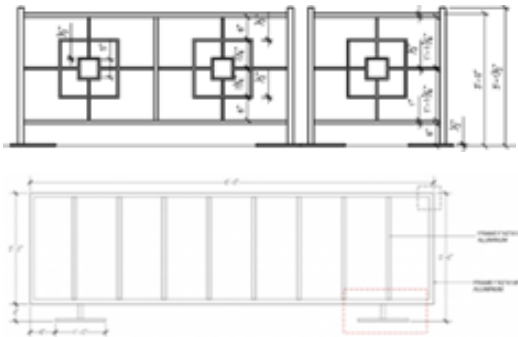
The BAR authorizes staff to review and approve applications related to exterior modifications for outdoor dining if the criteria listed below are met.

**Materials and Design Standards** - All furniture, flooring, other structural elements, and any other materials for the seating area must be fully contained within the defined boundaries of the seating area. This requirement extends to the coverage area of any proposed umbrellas, shade coverings, or similar overhead structures. These features may not extend beyond the limits of the seating area.

1. **Fencing and Barriers** - Fencing and barriers are used to delineate, enclose, and secure the boundaries of an outdoor seating area. These structures serve both functional and aesthetic purposes; they provide safety, define the seating area, and should enhance its visual appeal. The following are criteria for administrative review and approval.

- a. **Fencing**

- i. **Color and Material:** Black powder-coated aluminum
- ii. **Placement:** Permanent
- iii. **Dimensions:** 36 to 48 inches high measured from the ground
- iv. **Design Features** – choose from options shown below:



## b. Planters

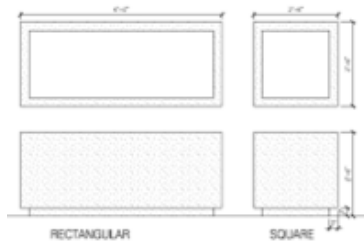
i. Color: Neutral (Jet Black, Slate, Ash Gray, Carlsbad Canyon, Champagne, Sandstone, and Ivory).

May choose up to two colors with one color per planter box.

ii. Placement: Permanent and weighted.

iii. Dimensions: 24 to 36 inches high measured from the ground.

iv. Must contain living plants within the planters.



v. Encouragement of seasonal and thematic planting designs.



2. Furniture - Outdoor dining furniture refers to the furnishings (e.g., chairs, tables, and benches) specifically designed and constructed for use in such open-air dining spaces as patios, terraces, sidewalks, or other outdoor seating areas. These pieces are created to withstand environmental factors while providing functionality, comfort, and aesthetic appeal. The furniture should be placed and maintained so that it meets ADA pathway requirements.

a. Choose metal and / or wood / wood polymer / engineered wood for tables and chairs.

b. Choose round or square tables with chairs that match the table style.

c. Have up to two color choices from the neutral color options (Jet Black, Slate, Ash Gray, Carlsbad Canyon, Champagne, Sandstone, and Ivory).

Black - RGB (0,0,0)



Dim Grey RGB (84, 84, 84)



Dark Brown - RGB (92, 64, 51)



Tan - RGB (210, 180, 140)



Antique White<sup>3</sup> - RGB (205, 192, 176)



Grey Silver - RGB (192, 192, 192)





3. Umbrellas - Outdoor umbrellas are functional and decorative elements designed to provide shelter and protection from sunlight, UV rays, and light rain in such open-air settings as patios, dining areas, or recreational spaces.
  - a. The fabric color for the umbrella or shade structure must be a solid color and must be neutral (Jet Black, Slate, Ash Gray, Carlsbad Canyon, Champagne, Sandstone, and Ivory).
  - b. Umbrellas must be free from advertisements, logos, business names, or any other branding.
  - c. When fully extended, all parts of the umbrella canopy must measure at least seven (7) feet, but no greater than ten (10) feet, above the surface of the outdoor dining area.
  - d. Umbrella materials must be specifically designed and suitable for outdoor use. Examples include, but are not limited to, such weather-resistant fabrics as polyester, acrylic, or treated canvas.
  - e. Umbrella poles must be a neutral color, with a matching base or black for the outdoor dining area.



## Applicability

### Board of Architectural Review and Outdoor Dining Guidelines

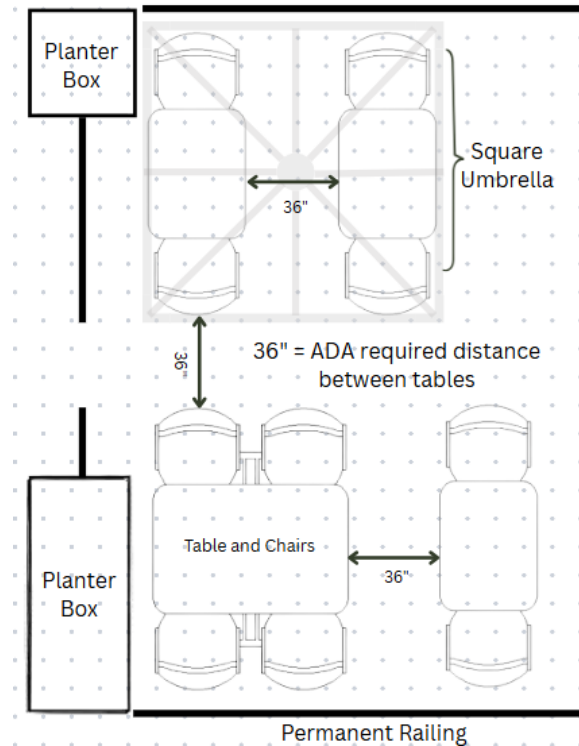
If an application meets the outdoor dining guidelines criteria stated in this document, attending a Board of Architectural Review meeting would not be required. If an application does not meet the criteria set forth in this document, an applicant will be required to apply for and attend one of the monthly Board of Architectural Review meetings.

### Permanent Outdoor Dining

The Town of Vienna Code allows outdoor dining as an accessory use for restaurants through a process that includes an application and a review by staff and/or a board or commission. The number of outdoor seats proposed will determine what outdoor seating application process must be followed.

1. Twelve outdoor seats or fewer requires administrative review and approval by Town staff.
2. Thirteen seats or more require review and approval of a Conditional Use Permit by the Board of Zoning Appeals, following a recommendation from the Planning Commission.
3. Outdoor dining is not permitted within 60 feet of a residential property.
4. In cases when outdoor seating is proposed to be located between 60 to 75 feet of a residential property, a maximum of eight seats is permitted. There are additional criteria related to hours and serving.

Please be aware that there may be additional zoning requirements for outdoor dining that could necessitate further reviews, meetings, and documentation. To ensure compliance, we recommend reviewing Section 18-335, Outdoor Dining, of the Town Zoning Code.



*Appendix A - Example of outdoor seating layout*

## Process

### Submitting an application for Outdoor Dining

1. Create an account or sign in to an existing account for <https://vienna.geocovix.com/secure/>
2. Once signed in, click on the “Submit for Review” button on the main page.
3. Click on the drop-down arrow to choose the Application Category “Outdoor Dining”, then choose the Application Type “Permanent Outdoor Dining”.
4. Please note, when applying, supporting documents will be required to be uploaded prior to submitting the application for review.
5. After the application has been accepted an email will be sent with a link to pay the fee associated with this application along with the fee payment reference number.

Register Inspections Support

# TOWN OF VIENNA

## PLAN REVIEW | PERMITS | INSPECTIONS

### Submit a Project for Review

Submitting a project for review is easy, just click the button below to get started and follow the on screen instructions.

[Submit for Review](#)

### My Projects

The submittal overview page displays all of your applications and displays their current status.

[My Overview](#)

### Request a Meeting

Meet with members of our experienced staff to determine the feasibility of a project or to ask more general questions about process.

[Request a Meeting](#)

### Documents and Forms

Prepare your project for submittal by reviewing the documents below:

- [Application Descriptions & Requirements](#)
- [Checklists & Guidelines](#)

Application Category

Application Type

All

Select

Help me choose

Help me choose

[Save and Continue](#)

[Help](#)

Questions? Please contact the Department of Planning and Zoning staff at 703-255-6341 or [dpz@viennava.gov](mailto:dpz@viennava.gov)