



Memorandum

To: Board of Architectural Review

From: Sharmaine Abaied, Planner

Meeting Date: May 21, 2026

Re: **Item No. 02 – Docket No. PF-2044292-BAR**
541 Marshall Rd SW – Chinese Christian Church
Sign

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.

The applicant met with the Board at the March 19, 2026 regularly scheduled Board of Architectural Review meeting. The application was deferred with the following recommendations:

- 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.
- White line is preference to move sign top up one brick level, red lines are preferred locations of breaks in panels



The applicant is requesting to route out / smooth the existing etched sign, then cleaned and primed with masonry primary. Once primed the sign will be painted with two

***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.***

coats of Sherwin Williams Exterior Duration paint in Quinoa (SW 9102). The applicant is proposing to install 3/8 - inch black acrylic letters measuring 8 1/2 - inch high.

Attachments: 01 - Staff Report
 02 - Application and Authorization
 03 - Site Location
 04 - Proposed Sign
 05 - Photo of Existing Sign & Neighboring Properties
 06 - Relevant Code Sections
 07 - BAR March 19, 2026 Decision to Defer

Recommended motion:

I move to (approve/defer/deny) the application requesting 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. (as submitted / with the following conditions....)

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.