



## Memorandum

To: Board of Architectural Review

From: Sharmaine Abaied, Planner

Meeting Date: December 18, 2025

Re: **Item No. 04 –Docket No. PF-1918712 -BAR**  
**820 Follin Ln SE – Navy Federal Credit Union**  
**Exterior Modification – Outdoor Pavilion**

**Request for approval for exterior modifications including an outdoor pavilion and landscaping, for Navy Federal Credit Union, located at 820 Follin Ln SE, Docket No. PF-1918712-BAR, in the CP, Corporate Park zoning district, filed by Martin Perez-Cespedes, Dewberry, project contact.**

Navy Federal Credit Union came before the Board April 30, 2025, during a work session to discuss the proposed outdoor pavilion for the campus. Following the work session, the Board's recommendations were limited to considering the addition of shrubs within the landscaping plan among the perennials.

The updated proposed pavilion design features a one-story structure with an approximately 1,560-square-foot roof over an approximately 1,358-square-foot concrete slab featuring wood floors and ceiling. The project also includes two additional patios, each approximately 235 square feet, located on either side of the pavilion, along with associated landscape beds and railings.

**Attachments:**

- 01 – Staff Report
- 02 – Application and Authorization
- 03 – Existing Conditions
- 04 – Existing Site Photos
- 05 – Proposed Site Plan
- 06 – Renderings
- 07 – Elevations & Sections

***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.***

- 08 - Foundation Framing & Details
- 09 - Landscape Planting Plan
- 10 - Photometric Calculation
- 11 - Material and Systems
- 12 - Metal Railing - Top Rail Finish
- 13 - Additional Specifications
- 14 - Storage Room Double Door
- 15 - Code Analysis & Electrical Information
- 16 - Relevant Code Sections

**Recommended motion:**

I move to (approve/defer/deny) the request for exterior modifications including an outdoor pavilion and landscaping, for Navy Federal Credit Union, located at 820 Follin Ln SE, Docket No. PF-1918712-BAR, in the CP, Corporate Park zoning district, filed by Martin Perez-Cespedes, Dewberry, 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.