



Annual Report

Fiscal Year 2025 (July 1, 2024 – June 30, 2025)

BOARD MEMBERSHIP

The following individuals served on the Board of Architectural Review in FY2025: Patty Hanley (Chair), John O'Keefe (Vice Chair), Sarah Couchman (Secretary), Nate Penati, and Ellen Shelly. Mrs. Van Doorn stepped down in October 2024. Mr. Cheselka stepped down in January 2025 after 16 years of service. Mrs. Sarah Couchman was appointed to the board in October 2024, and Ms. Ellen Shelly was appointed in February 2025.

MEETINGS AND WORK SESSIONS

The Board of Architectural Review met 21 times in FY2025, including regularly scheduled meetings, special meetings and work sessions. A detailed list of meeting dates and agenda items is provided in this report.

PROJECTS

The Board of Architectural Review has worked on or is working on the following projects:

- **COMPLETED:** Developed and adopted Uniform Outdoor Dining Standards in April 2025. Since adoption, staff has administratively approved 2 applications under these standards.
- **CURRENT:** The Board is working with staff and a consultant to develop town code regulations for outdoor lighting and lighting design standards to assist applicants with developing their projects to meet Vienna's standards.
- **UPCOMING:** The Board is anticipating the start of updating and simplifying the public art submittal process with staff.

RECOMMENDATIONS

The Board of Architectural Review provided a formal recommendation to the Town Council regarding the Vienna Carter (formerly Patrick Henry) library landscape plan.

REPRESENTATIVE TO THE VIENNA PUBLIC ARTS COMMISSION

Vienna Public Arts Commission (VPAC) is currently inactive due to a proposed reorganization and therefore has no active BAR representative.

REPRESENTATIVE TO THE WINDOVER HEIGHTS BOARD OF REVIEW

In 2024, member John O'Keefe was elected to serve the **Windover Heights Board of Review (WHBR)** for the required term of 2 years.





FY2025 Annual Report

MEETINGS AND WORK SESSIONS SUMMARY

July 18, 2024	Regular Meeting – The meeting was canceled due to a lack of an agenda.
August 15	Regular Meeting with 8 agenda items: 3 sign applications, 4 exterior modification applications and 1 outdoor dining application.
September 4	Work Session with Navy Federal Credit Union Headquarters for a Stormwater Basin Enhancement project at 900 Follin Ln SE and a Wetland Enhancement project at 1007 Electric Ave SE.
September 19	Regular Meeting with 8 agenda items: 4 exterior modification applications and 4 sign applications.
October 2	Work Session with Vienna Carter Library (formerly Patrick Henry Library) to discuss the changes made since the last BAR work session on September 28, 2023.
October 2	Special Meeting with 1 outdoor dining application.
October 17	Regular Meeting with 5 agenda items: 2 sign applications, 2 exterior modification applications and 1 outdoor dining application.
November 7	Work Session with Clanton & Associates for the Outdoor Lighting Regulations.
November 12	Work Session with Vienna Market to discuss changes to the “Corner Park” which was a recommendation by the BAR from the October BAR regular meeting.
November 21	Regular Meeting with 4 agenda items: 3 sign applications, and 1 exterior modification application.
December 19	Regular Meeting with 4 agenda items: 2 sign applications, and 2 exterior modification applications.
January 10, 2025	Work Session with Navy Federal Credit Union to discuss the exterior modifications that are part of their ongoing modernization efforts that included the installation of a transformer, switchgear, and three new generators.
January 16	Regular Meeting with 5 agenda items: 2 sign applications, and 3 exterior modification applications.
February 20	Regular Meeting with 11 agenda items: 5 sign applications, 5 exterior modification applications, and 1 outdoor dining application.
March 20	Regular Meeting with 7 agenda items: 4 sign applications, and 3 exterior modification applications.



FY2025 Annual Report

MEETINGS AND WORK SESSIONS SUMMARY (continued)

April 3	Special Meeting with 1 special meeting with the intention to adopt the outdoor dining guidelines.
April 10	Regular Meeting with 6 agenda items: 4 sign applications, 1 exterior modification application and 1 outdoor dining application.
April 22	Work Session with Clanton & Associates. The work session focused on refining guidelines for lighting and signage.
April 30	Work Session with Navy Federal Credit Union to discuss exterior modifications that included addition of a pond pavilion and a mural.
May 8	Work Session with Navy Federal Credit to discuss the relocation and updating of the ATM and a new auditorium.
May 15	Regular Meeting with 14 agenda items: 8 sign applications, 6 exterior modification applications and 1 mural application.
June 12	Regular Meeting with 7 agenda items: 2 sign applications, and 5 exterior modification applications.