

## **BOARD OF ARCHITECTURAL REVIEW**

### **MINUTES**

**August 18, 2011**

The Board of Architectural Review met in regular session in the Council Room of the Vienna Town Hall, 127 Center Street, South, Vienna, Virginia, with Shirley Damon presiding as Chair. The following members were present: Roy Baldwin, Laine Hyde, and David Lanphear. Staff members Julia Rackliffe, Planner, and Jennifer Murphy, Board Clerk are present. Senior Planner; Linnea Fechter and Board member Paul Layer are absent.

### **ROLL CALL:**

Ms. Murphy called roll. Mr. Layer is absent.

### **APPROVAL OF MINUTES:**

Ms. Hyde made a motion that the July 21, 2011, meeting minutes be approved as drafted. Chairwoman Damon seconded the motion.

Motion: Hyde

Second: Lanphear

Approved: 4-0

**SPECIAL ITEM:** Discussion with Cathy Salgado, Director of Parks & Recreation, regarding the memorandum dated August 9, 2011, addressing tree caliper size.

Cathy Salgado, Director of the Town of Vienna's Department of Parks & Recreation came forward to speak. Ms. Salgado stated that the Board requested a recommendation on Town requirements on tree sizes for new subdivisions and commercial development. She stated that currently the requirement is a 4 inch caliper, which is a rather large tree. She is recommending per her memorandum that the Board consider reducing the current size required. It is never recommended to plant trees so large in small strip planting areas, which are typically 5 feet. It is more desirable to plant a 2 – 2 ½ inch caliper tree so that the root bulb can fit in to the space and to not have to knock off portions of the root ball to fit it into the space. A smaller tree tends to adapt better at planting than a larger tree. She noted that it is also recommended by the International Society of Arborists to plant smaller street trees at a 2 – 3 inch caliper range.

Ms. Salgado noted that in addition to concern for the health and vitality of the tree there is the expense that is incurred at having to plant a 4 inch caliper tree. She explained that when constructing the Town Green each of the trees installed at the Plaza cost approximately \$1400 apiece. Planting a tree at that size requires the use of a spade as anything with such a large root ball cannot be carried. Cost for planting such large trees with the required equipment equated to approximately \$3000 a tree. It is a rather expensive process, stating that she now has sympathy for developers as it is not practical. It would be her preference to see the size requirement reduced and then allow for a range of sizes.

Chairwoman Damon asked if a definition has been included as to which trees are to be what. Ms. Salgado explained that they would differentiate between flowering trees and hardwood trees. A hardwood tree would typically run a little larger while the flowering trees could fall smaller on the 2 inch side. She stated that it really depend upon the size of the planting area, which defines how large a tree can go. The Town planting beds located at the corner of Glyndon Street Northeast and Maple Avenue East have 5 foot tree pits, which were increased from 4 foot to accommodate a 3 inch caliper tree. To properly fit a 4 inch caliper tree the planting bed needs to be least 6 or 7 feet, leaving no clearance on the sidewalks. She stated that any changes instituted need to be practical. The only place that states the required caliper of a tree is located within the tree definition of Chapter 17 of the Town Code. Throughout the rest of Chapter 17 it only states that trees are



required to be planted and at which time. This leaves you to revert back to the tree definition, which indicates a 4 inch caliper requirement.

Ms. Salgado explained that any proposed changes can be handled a couple of different ways. She suggested that it could be a range in order to keep things as simple as possible. Her department is involved in review of the landscape portion of submitted site plans for subdivisions and new home construction. She stated that they typically make recommendations and if a tree is planted that is not appropriate they ask that it be switched out. Ms. Salgado stated that she is open to any suggestions from the Board.

Chairwoman Damon asked if Ms. Salgado is seeking a recommendation from the Board of Architectural Review to be forwarded to the Mayor and Town Council requesting an amendment on the tree definition as noted within Chapter 17 of the Town Code. Ms. Salgado answered yes. Chairwoman Damon invited questions and comment from the Board.

Mr. Baldwin stated that with respect to memorandum recommendations, the third option asks the Board to make a recommendation to the Town Council that the definition of tree be changed to 2 inches and that a new definition of street trees be added for subdivisions in commercial development reducing tree sizes from 4 inches down to 3 inches. Ms. Salgado answered that is an either/or option, meaning that they can retain the tree definition but if they want to add street trees, trees that are connected with development and subdivisions, the option was to add another definition. Mr. Baldwin stated that for the sake of simplicity in the Town Code he would recommend that a tree remain a tree and that the size be left at 2 inches. Ms. Salgado agreed, stating that a minimum of 2 inches could be added to the definition language. Additional discussion followed.

Ms. Hyde stated that she did not have any questions and thanked Ms. Salgado for her recommendations. She stated that it will help them in their review of future applications.

Mr. Lanphear agreed that a new definition would make things simpler. He stated that originally the 4 inch requirement was the result of concern that developers would install shrubs or extremely small trees. In some instances, not in street planting, but in some instances a 4 inch caliper is reasonable. He stated that a range of trees does leave it open to interpretation and that a range of a 2 to 4 inch caliper would be appropriate. Additional discussion followed.

There being no further discussion a motion was in order.

Ms. Hyde made a motion that the BAR make a recommendation to the Town Council that the definition of a tree be changed to any self supporting woody plant growing upon the earth, which usually produces one main trunk with a diameter of no less than two (2) inches at a height of 3 ½ feet above the ground and that the BAR recommendation be that they will have the flexibility of requiring trees no less than two (2) inch caliper and up to four (4) inches.

Motion: Hyde  
Second: Baldwin  
Approved: 4-0

#### **ITEM NO. 1:**

Request for approval of signage for Signature Kitchen, Bath, and Closets located at 394 Maple Avenue, E, (Docket No. BAR-74-11), in the C-2 General Commercial zoning district; filed by Farah Ahannavard, of Signature Kitchen, Bath, and Closets.

Farah Ahannavard owner of Signature Kitchen, Bath, and Closets came forward to present. Ms. Ahannavard explained that she has provided two options for a window sign. Option one shows an oval shaped window sign



and option two is a rectangular shaped window sign. The window sign would be placed in the front window. Samples of materials and colors were passed around for review.

Chairwoman Damon asked if the sign will be located in the central pane of the window. Ms. Ahannavard answered yes, stating that it will also be located 2 feet down from the top.

Mr. Lanphear asked if the applicant is asking the Board for their preference between options one or two. Ms. Ahannavard stated that she prefers option one, which is the oval sign. Mr. Lanphear stated that he had no issues with option one and no further questions.

Chairwoman Damon stated her agreement.

Mr. Baldwin agreed that option one would be fine. He asked if the banner located at the front is affixed to the window. Ms. Ahannavard answered no, explaining that they change them out monthly for their ongoing specials. Mr. Baldwin stated that the banner is located inside and away from the window so that it would not count towards the allowable square footage for window signage. Ms. Ahannavard answered no it would not. She explained that the storefront is different in that the window is slanted giving the appearance of the banner being closer to the window.

There being no further questions a motion was in order.

Mr. Lanphear made a motion that the request for approval of signage for Signature Kitchen, Bath, and Closets located at 394 Maple Avenue, E, (Docket No. BAR-74-11), be approved with option number one.

Motion: Lanphear  
Second: Baldwin  
Approved: 4-0

## **ITEM NO. 2:**

Request for approval of exterior modifications for Westwood Country Club located at 800 Maple Avenue, E, (Docket No. BAR-72-11), in the RS-16 Single-Family zoning district; filed by Lynn Strobel, of Walsh, Colucci, Lubeley, Emrich, & Walsh, P.C.

Lynn Strobel of Walsh, Colucci, Lubeley, Emrich, & Walsh, P.C. was present representing applicant. Ms. Strobel stated that the Westwood Country Club has been in existence since 1954. As such they typically undergo periodic renovations to ensure that they continue to meet the needs of their membership. She stated that at the last meeting the Board reviewed plans for the pool house. She is back to present modifications to the golf course renovation. The entire course is currently under renovation, with changes to the locations of the T boxes and holes. It is a significant renovation that being undertaken to improve the quality of play. They are proposing to modify three small buildings located on the golf course. The first is a rest building located at hole #15, the second restroom located at hole #5, and the last building is a pump shed used for irrigation. In addition to improving the appearance of the structures the rest rooms will be made ADA compliant and the pump shed will include new irrigation equipment making it more efficient. Aside from aesthetics the proposed improvements will also have some tangible benefits to the operation of the facility. Ms. Strobel introduced Gino Tognotti architect on the project to come forward to present.

Mr. Tognotti came forward to present the proposed materials and locations as they relate on the site plan. The restrooms will be constructed of stone wainscot and brick veneer with asphalt shingles. The pump shed will be constructed of stone wainscot, HardiePlank, and asphalt shingles.

Chairwoman Damon asked if the proposed improvements will be seen from any of the surrounding residential properties. Mr. Tognotti answered no.

Ms. Hyde complimented them on the submittal and presentation, stating that application is as always very complete. She did not have any questions.



There being no further discussion a motion was in order.

Mr. Baldwin made a motion that the request for approval of exterior modifications for Westwood Country Club located at 800 Maple Avenue, E, (Docket No. BAR-72-11), be approved as submitted.

Motion: Baldwin  
Second: Lanphear  
Approved: 4-0

### ITEM NO. 3:

Request for approval of exterior modification for Lofty Salon and Wellness Center located at 354 Maple Avenue, W, (Docket No. BAR-73-11), in the C-1 Local Commercial zoning district; filed by Mona Harb, of Lofty Salon and Wellness Center.

Mona Harb owner of Lofty Salon and Wellness Center was present on behalf of the application. Ms. Harb stated that she is requesting permission to change the color of the building from white to a tan color and to install an awning over the front door to update the look of the building. Samples of materials and colors were passed around for review. Ms. Harb stated that she would also like to install shutters around the windows but she did not bring a sample of material for the Board to review. She stated that the material will be plain wood painted brown, which is the same color as the proposed awning.

Ms. Rackliffe stated that she has been advised that if a sample of material has not been provided of the proposed shutters then it will have to be reviewed at a later time. Additional discussion followed.

Mr. Baldwin asked if the building has already been painted. Ms. Harb answered no, stating that the building is currently white. Mr. Baldwin asked for clarification on the awning. Ms. Harb explained that there will be no writing on the awning.

Ms. Hyde noted that the proposed wall color will be very close to the color of the "L" of the Lofty sign. Ms. Harb agreed. Ms. Hyde stated that staff has noted in the staff report that they do not have framing details for the awning. Ms. Harb stated that it should be constructed of stainless steel pipes. She stated that the company has done work in the Town before. She will provide drawings when she returns to present the shutters to the Board.

There being no further discussion a motion was in order.

Ms. Hyde made a motion that the request for approval of exterior modification for Lofty Salon and Wellness Center located at 354 Maple Avenue, W, (Docket No. BAR-73-11) be approved with the stipulation that the applicant will provide structural specifications for the awning supports, the paint and awning colors are approved, and that the issue of the wooden shutters will be deferred to the September meeting at which time the applicant can return with a sample of the shutter.

Motion: Hyde  
Second: Baldwin  
Approved: 4-0

### ITEM NO. 4:

Request for approval of a Master Bicycle Rack Plan for architectural control districts in the Town of Vienna, (Docket No. BAR-75-11); filed by Cris Janoski, of Vienna Bicycle Advisory Committee.

Cris Janoski co-chair of the Vienna Bicycle Advisory Committee (BAC) was present on behalf of the application. Ms. Janoski stated that they are requesting approval of a uniform bike rack for Town businesses. She stated that a packet of information has been provided to each Board member that identifies and outlines process and procedures for businesses to obtain and install a bike rack at their commercial property. She presented a life size sample of the proposed bike rack, noting that it is in one of the requested colors RAL605, Charlottesville Green, also known as Hunter green or Moss green. They are also requesting the additional color



option of black; RAL9005. It is 18 x 24 inches in width and 33 - 36 inches in height. She explained that the intent is to streamline an applicant's process for installing a bike rack at their commercial property. The BAC has been working extensively with the Department of Planning and Zoning on a streamlined process for approval as there is nothing currently in place. Approval of the process will offer owners a simple low cost, hassle free process. It will maximize parking solutions for town businesses. In addition it will standardize the installation process with adequate clearance to make bike racks both safe and functional providing residents, clientele, and visitors an extra benefit of a healthier and environmentally friendly, low cost method for getting around, visiting, and conducting business around the Town of Vienna.

Chairwoman Damon thanked Ms. Janoski for the packet of information, which included citizen comments. She asked if the intent is to have the Board generically approve the proposed style and color. Ms. Janoski answered yes. Chairwoman Damon asked if placement of a specific rack in a specific location will require approval each time. Ms. Janoski explained that there will be a staff level site plan review. They will submit an application to staff inclusive of a site plan. She will work to coordinate between the applicant and staff. The intent is to make the process as simple as possible for business owners so that they can concentrate on running their businesses. She noted that anything different from the master plan will have to come before the Board for review.

Chairwoman Damon agreed that the concept is interesting to encourage people to utilize other modes of transportation. She wished that there was some way that they could encourage bike riders to be more cognizant of the rules of the road, stating that a bicyclist recently ran into her car. Ms. Janoski agreed, stating that in addition to concentrating on bringing more bike racks to the businesses they will also work to follow up on providing more bike routes and safety awareness brought in to the entire project. Safety is very important to the BAC and they intend to work with the Mayor and Town Council, Director of Parks and Recreation, the TSC (Transportation Safety Committee) as well as the Town's Police Department. Education and awareness is an important component of their entire project.

Mr. Lanphear asked if Ms. Janoski is stating that each time a business wants to install a bike rack they will not have to come before the BAR so long as they install what has been presented in the package. Ms. Janoski answered yes. Mr. Lanphear asked if the Board is only approving the aesthetics of the bike rack. He wanted to clarify whether or not the Board would be reviewing future application or if it is a blanket approval for businesses to install so long as they conform to the provided specifications. Ms. Janoski answered yes. Additional discussion followed.

Mr. Baldwin asked if the two page specifications submitted with the application is a part of the plan submittal. Ms. Janoski answered yes. Additional discussion followed.

There being no further questions a motion was in order.

Mr. Lanphear made a motion that the request for approval of a Master Bicycle Rack Plan for architectural control districts in the Town of Vienna, (Docket No. BAR-75-11) be approved as submitted.

Motion: Lanphear

Second: Baldwin

Approved: 4-0

#### **ITEM NO. 5:**

Request for approval of signage for Designs By Ramya located at 431 Maple Avenue, W, (Docket No. BAR-76-11), in the C-1 Local Commercial zoning district; filed by Ramya Wickamatilake, of Designs By Ramya.

Ramya Wickamatilake owner of Designs By Ramya was present on behalf of the application. Ms. Wickamatilake stated that she is requesting approval of a freestanding sign panel that will be clear white and blue. Chairwoman Damon asked about the proposed blue. Ms. Rackliffe stated that the blue will be the same blue that is on file from the Red Mango application.



Ms. Baldwin asked where the façade sign will be located. Ms. Wickamatilake answered that there is no façade sign. Mr. Baldwin asked if that was because all of the sign space was used up. Ms. Wickamatilake answered yes, stating that the tenant space was divided up for three tenant spaces. Mr. Baldwin asked if there is blue on the Red Mango sign. Ms. Wickamatilake answered yes, stating that they are all blue. Samples of colors and materials were passed around for review.

There being no further questions a motion was in order.

Mr. Baldwin made a motion that the request for approval of signage for Designs By Ramya located at 431 Maple Avenue, W, (Docket No. BAR-76-11), be approved as submitted.

Motion: Baldwin  
Second: Hyde  
Approved: 4-0

#### **ITEM NO. 6:**

Request for approval of signage for Lotus Garden Chinese Food located at 224 Maple Avenue, W, (Docket No. BAR-77-11), in the C-1A Special Commercial zoning district; filed by Xue Oing Lin, of Lotus Garden Chinese Food.

Han Lin was present on behalf of the application. Mr. Lin stated that he is representing his father who is the owner of Lotus Garden Chinese Food. Samples of colors and materials were passed around for review.

Chairwoman Damon asked if the yellow matches the yellow that is on the shopping center. Mr. Lin answered that he was not certain, stating that the tenant's yellow may be a bit lighter. Chairwoman Damon stated that it would be her recommendation that the colors be the same color as the other signs located in the shopping center. She asked if the landlord had approved the proposed signage. Mr. Lin answered yes. Chairwoman Damon stated that she did not see the landlord's sign off in the application. Mr. Lin stated that the sheet was not submitted in the application. Chairwoman Damon stated that it is her opinion that the yellow should be the color of the other signs in the shopping center. They can obtain the correct color number from staff. She asked if they had a date for opening. Mr. Lin answered that they are still obtaining permit approvals for remodeling the tenant space. They hoped to open around September or October. Chairwoman Damon stated that she had had a lot of inquiries from her customers.

Mr. Baldwin asked for a translation of the Chinese characters. Mr. Lin answered that it reads; "Garden of Lotus." Mr. Baldwin stated that the staff report indicates that it is not clear if the aluminum returns for the logo will match the individual channel letters. Mr. Lin answered yes that they will match. Mr. Baldwin stated his agreement with Chairwoman Damon's comments regarding the yellow matching the neighboring tenant signs. He stated that it is a very nice logo. If the intensity of the yellow is scaled back the logo will be highlighted much better making a much more pleasing sign.

Mr. Lanphear asked if the other deviation from the master sign plan is due to the additional colors on the logo. Mr. Lin answered yes, stating that the new colors are red, purple, green, and lightened magenta. Mr. Lanphear asked if the sign is 125 inches long. Mr. Lin answered yes. Mr. Lanphear agreed that the yellow should match, stating that he is fine with the rest of the sign.

Ms. Hyde asked for clarification on the proposed illumination. She stated that the rendering indicates that the sign will have internal red and white LED lights. She asked what will be lit red. Mr. Lin could not answer, stating that all of the design specs were provided by the sign design company. Ms. Hyde stated that she did not understand what will be lit red. Additional discussion followed.

There being no further questions a motion was in order.

Ms. Hyde made a motion that the request for approval of signage for Lotus Garden Chinese Food located at 224 Maple Avenue, W, (Docket No. BAR-77-11), be approve with the stipulation that the yellow for the two lines

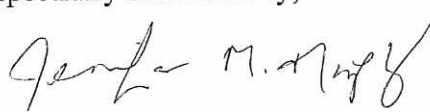
of sign text reading; "Lotus Garden" and "Chinese Food," will match the yellow on the existing signage. That the logo return match the individual channel letter returns and that the internal illumination will be white LED lights only.

Motion: Hyde  
Second: Baldwin  
Approved: 4-0

**NEW BUSINESS:**

There being no further business the meeting adjourned at 9:02 PM.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Jennifer M. Murphy". The signature is fluid and cursive, with the first name "Jennifer" being more prominent than the last name "Murphy".

Jennifer M. Murphy  
Board Clerk

