



Town of Vienna

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Meeting Minutes Windover Heights Board of Review

Tuesday, October 21, 2025

7:30 PM

Charles Robinson Jr. Town Hall, 127 Center
St. South

Special Meeting

The Windover Heights Board of Review (WHBR) met for a rescheduled regular meeting at 7:30 PM on Tuesday, October 21, 2025, in the Council Chambers, Vienna Town Hall, 127 Center Street, South, Vienna, Virginia. Chairwoman Theresa Bachmann, Stephen Kenney, Ellen Shelly, Craig Burns, and Paul Layer were present. Also in attendance, and representing town staff, were Deputy Director of Planning and Zoning, Kelly O'Brien, and Clerk to the Board, Jennifer Murphy.

Roll Call

All members were present.

There was a brief introduction of Ellen Shelly, the newest member to the board. Ms. Shelly will be taking John O'Keefe's place as the representative of the Board of Architectural Review.

Approval of the Minutes:

The meeting minutes were accepted with two editorial corrections identified by board members.

WHBR - September 9, 2025 Draft Meeting Minutes

Regular Business

1. Discussion of 2026 Draft Comprehensive Plan

Deputy Director of the Department of Planning & Zoning, Kelly O'Brien presented the draft plan document, stating that the updated document is now available to be viewed online via the town's website. They are now in the phase for collecting public feedback. Per discussion, staff was asked to adjust the street map to show Windover Heights street names included with a dashed line to better denote the unique area.

Staff advised that a public outreach event has also been scheduled at the Police Station, Community Room on October 22, 2025. Public comments for the Planning Commission's November 12, 2025, public hearing can be submitted until 11:59 PM, December 1, 2025. Individual or collective comments should be submitted to staff by then as well.

2. Discussion of Revisions to WHBR Application and Webpage

Deputy Director O'Brien presented redline, edits of the board's webpage and application. She stated that proposed edits include updating relevant code sections on the town's website, which changed due to the town's Code Create update, updating application language to require color drawing submittals, allowing unaltered surveys or plats that show existing conditions for site plan submissions, and that the Department of Planning & Zoning shall keep all samples. Additionally, all material samples would need to be labeled and received no later than one week prior to the scheduled meeting.

Concluding staff's report, the board further discussed the following:

- Current versus proposed application checklist language and options for strengthening language that further supports the historic nature of the neighborhood.
- Whether code section exists that could protect existing heritage trees and plantings.
- Creation of development guidelines and accompanying document that compliments the guidelines.
- Suggested website layout edits to help clarify Sec. 18-840 requirements for a Certificate of Appropriateness process.
- Staff anticipated timeline for upcoming permit portal changes.

Chairwoman Bachmann will work with staff on second round of edits, which will be brought back at a later time for the board's review.

Concluding discussion, Chairwoman Bachman asked to discuss Item No. 4 prior to discussing Item No. 3.

3. Board Members' Discussion Items

Board members reviewed past and current street views surrounding the property addressed at 288 Windover Avenue NW. Board members further discussed lessons learned and alternative options such as additional landscaping that may have helped to mitigate the abruptness of the onsite fence installed.

4. Windover Heights Transportation Safety Study Plan

Board members reviewed and discussed the Department of Public Works' (DPW) proposed study plan. Staff was asked to include Knoll Street NW on the map and for options discouraging DPW from routing traffic detours through the neighborhood. Staff was also asked to verify with IT if Google Maps could be contacted to request re-routing traffic away from the neighborhood.

New Business

Discussing current neighborhood stormwater management issues, board member Layer updated the group on to date discussions with DPW. They are considering whether to solve the issue in its entirety or to do so in phases. Reviewing corrective example approaches, board member Layer presented photos detailing stormwater issues during rain events and a proposed corrective concept sketch. He stated that DPW staff will circle back when they decide how to proceed. Chairwoman

Bachmann thanked Board member Layer, stating that she will report back if she has any discussions with DPW.

Meeting Adjournment

There being no further discussion, the meeting was adjourned at 8:58 pm.

Respectfully submitted,

*Jennifer Murphy
Clerk to the Board*

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