

Windover Heights Board of Review

The Windover Heights Board of Review (WHBR), established by Section 18-818 of the Town Code [link to page here], reviews new construction and major exterior alterations to buildings that can be seen from the public right-of-way within the Windover Heights Historic District in northwest Vienna ~~to ensure that they are in keeping with historic architectural aspects of the district.~~

WHBR reviews applications based on the following:

- Design and architectural features
- Textures and materials
- Color
- Relationship to similar features of surrounding buildings, structures, and fences; and signs for non-residential uses
- Harmony or incongruity with the old and historic aspects of Windover Heights.

Projects that are determined to meet these criteria will be issued a Certificate of Appropriateness (CoA), indicating the WHBR has given the applicant permission to proceed with the project as approved. A full list of criteria as well as the Certificate of Appropriateness review process can be found in Section 18-840 of the Town Code [link to page here].

A successful application reflects the architectural qualities of the district, including design, materials, and appropriate color palettes. Applicants are encouraged to familiarize themselves with the neighborhood's historic homes and structures during the design process in order to better understand the character and qualities the WHBR seeks to maintain within the neighborhood. If desired, applicants may request a work session with the WHBR to receive feedback on their application and address the board's concerns prior to making a formal submission.

How do I know if a property is in the Windover Heights Historic District?

Applicants can use the Interactive Zoning Map; or download the Windover Heights Historic District Map to determine if the property in question is subject to review by the Windover Heights Board of Review.

How do I register my property on Vienna's Historic Registry?

The Town works with Historic Vienna, Inc. (HVI) to advise on the process of registering historic properties. Please fill out the Application for Registration of Historic Structure, Site or Place by the Town of Vienna [\[link to form here\]](#) and return to the Town Clerk's office. Once received, HVI will evaluate the application and provide their decision to the applicant. For more information about HVI, please visit their website [\[link to website here\]](#).

Application Submission

- Windover Heights Board of Review Checklist
- Completed Applicant Authorization Form

To submit a project for review, register using the Town's ~~IDTPlans~~ [online applications](#) portal [\[link to website here\]](#).

To submit material samples for review, mail or deliver to:

Town of Vienna
c/o Planning & Zoning Department/WHBR
127 Center St South
Vienna, Va 22180

Meetings

The Windover Heights Board of Review meets at 7:30 p.m. the first Tuesday of each month when an application has been filed for the board's consideration.

Meeting location
Council Chambers, upstairs at Town Hall
127 Center St., S

Agendas and minutes [of past meetings \[link to Granicus here\]](#)

2025 Filing Deadlines

Applications to the Windover Heights Board of Review must be filed for staff review before the dates below to be eligible for a specific agenda date. An * indicates a special meeting date due to town holiday scheduling.

Meeting Date	Filing Deadline
Jan. 7, 2025	Dec. 17, 2024
Feb. 4, 2025	Jan. 14, 2025
March 4, 2025	Feb. 11, 2025
April 1, 2025	March 11, 2025
May 6, 2025	April 15, 2025
June 3, 2025	May 13, 2025
July 1, 2025	June 10, 2025
Aug. 5, 2025	July 15, 2025
*Sept. 9, 2025	Aug. 19, 2025
Oct. 7, 2025	Sept. 16, 2025
*Nov. 5, 2025	Oct. 15, 2025
Dec. 2, 2025	Nov. 11, 2025
Jan. 6, 2026	Dec. 16, 2025

NOTE: Failure to respond to pre-meeting review comments or provide material samples prior to meeting posting dates will result in a failure to meet the filing deadlines, and delay in placement on a Windover Heights Board of Review agenda.

Board members

Theresa Bachmann (Community member)

Ellen Shelly John O'Keefe (Board of Architectural Review representative)

Stephen Kenney (Planning Commission representative)

Paul Layer (Architect member)

Craig Burns (Conservation and Sustainability Commission representative)

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