



# Town of Vienna

Charles A. Robinson Jr.  
Town Hall  
127 Center Street South  
Vienna VA, 22180

## Meeting Minutes

### Windover Heights Board of Review Work Session

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Tuesday, December 2, 2025

7:45 PM

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

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#### Regular Meeting Scheduled Prior to Work Session Discussion

*The Windover Heights Board of Review (WHBR) held a work session at 7:40 PM on Tuesday, December 2, 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 the Principal Planner, Lyndsey Clouatre, and Clerk to the Board, Jennifer Murphy.*

#### 1. Salsbury Spring Park - Work Session for Proposed Improvements

*Vienna Garden Club members Debbie Fay, Monica Anshel, and Wanda Vander Nat were present along with the Director of Parks & Recreation, Leslie Herman to discuss proposed improvements to Salisbury Spring Park. Discussion included anticipated restoration efforts, and proposed upgrades to the park to include a new bridge over the spring, with new arbor and shed installation. The applicants were advised to meet with town staff, particularly with Director Herman, to verify park access and specification requirements.*

*Concluding work session Item No. 1, board members further discussed:*

- Proposed edits and updates to their webpage and application submittal process.*

- To date discussions with DPW for solving current neighborhood stormwater issues.*

- Chairwoman Bachmann will be the neighborhood representative for the 2026 Walk on The Hill. She would like to set up a Meet the Windover Heights Board of Review table to give residents the opportunity to meet, ask questions, and to create awareness of the board.*

#### Work Session Adjournment

*The work session adjourned at 8:40 PM*

*Respectfully submitted,*

*Jennifer Murphy  
Clerk to the Board*

*THE TOWN OF VIENNA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (703) 255-6304, OR 711 VIRGINIA RELAY SERVICE FOR THE HEARING IMPAIRED.*