



Department of Planning and Zoning
Town of Vienna
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Memorandum

To: Windover Heights Board of Review
From: Lyndsey Cloutre, Principal Planner
Meeting Date: June 3, 2025
Re: 212 West Street NW – Request for Certificate of Appropriateness for Exterior Modifications at 212 West Street NW

Request

Request for a Certificate of Appropriateness for the proposed exterior modifications on the property located at 212 West Street NW, Docket No. PF-#1739816-WHBR, in the RS-16, single-unit detached residential zoning district. The application has been filed by Bobby Han of AW4B, the Architect of Record.

Property Description

The property known as 212 West Street NW is in the Windover Heights Historic Overlay District, in the middle of the block between Windover Avenue NW and Lawyers Road NW. The property is zoned RS-16 and is 16,679 square feet. The two-story brick home was constructed in 1972, per Fairfax County records.

Description of Proposed Project

The applicant proposes revising the front elevation to both remove the existing front door and enlarge the existing masonry opening. The existing front door would be replaced with a new front door and trim along with two sidelights on either side of the door and shutters on either side of the sidelights. The door and door trim would match the existing versions, and the applicant plans on reusing the existing shutters. Along the left elevation, the applicant proposes removing two windows in the kitchen and replacing them with three windows, matching the colors of the existing windows; however, as the rear-most window is not visible from the public right-of-way, it is not subject to WHBR review and approval. The applicant has proposed the following material selections:

- Front door: Simpson Thermal French door in fir, 6'-8"h x 3'w, painted in Benjamin Moore Heritage Red HC-181
- Front door sidelights window: Two Simpson Thermal Sash Sidelights in fir on either side of door, 6'-8½"h x 1'-6"w; painted in Benjamin Moore Heritage Red HC-181

- Front door shutters: Reusing existing, painted black
- Left elevation windows:
 - 2 Andersen CX14 windows, 48-1/2”h x 32”w, white grills and trim
 - 1 Andersen CX15 window, 60-3/8”h x 32”w, white grills and trim – **This window is not subject to WHBR review and approval as it is not visible from the public right-of-way.**

Windover Heights Board of Review Process

The application will be reviewed at the June 3, 2025, Windover Heights Board of Review meeting to ensure the application meets the requirements set forth in Section 18-840.3.A in the Town’s Zoning Ordinance. Per Section 18-818.4 of the Town’s Zoning Ordinance, the Windover Heights Board of Review makes the final decision as to whether or not an application receives a Certificate of Appropriateness. Town staff will also review the site plan for compliance with the Zoning and Subdivision Ordinance and any other Town requirements; the Town cannot approve the large-scale review application until the applicant has received a Certificate of Appropriateness for this project from the WHBR.

Relevant Code Sections

Sec. 18-237. - Windover Heights Historic Overlay (WH-O).

1. **WH-O Purpose.** The purpose of the Windover Heights Historic Overlay District is to recognize and designate by an overlay to the zoning map of the Town of Vienna, the Windover Heights Historic Overlay District of the Town. The district contains buildings and places in which historic events occurred and which have special public value because of notable architectural features and other features which relate to the cultural and artistic heritage of Vienna. To provide for the preservation of that district and sites therein, the Town Council recognizes that the district is a single-family residential neighborhood which has changed little since the turn of the century, which consists mostly of older homes, open spaces, and meandering streets lined with mature trees and shrubs which constitutes one of the original residential sections of historic old Vienna and which housed citizens who were prominent in the development of the Town.

Sec. 18-818. - Windover Heights Board of Review.

1. **Purpose.** The Windover Heights Board of Review shall review applications for Certificates of Appropriateness within the Windover Heights Historic District, per Article 2 of this Chapter. In addition to any other duties set forth in the Code of Vienna, the Windover Heights Review Board shall have the review and decision-making authority set forth in this Article 8.
4. **Final decisions.** Except as otherwise specified herein, the Windover Heights Board of Review shall be responsible for a final decision on an application for Windover Heights Certificate of Appropriateness

Sec. 18-840. - Windover Heights Certificate of Appropriateness.

1. **Certificate of Appropriateness Required.** Review by the Windover Heights Board of Review is required before the issuance of a building permit or zoning permit for the following actions within the Windover Heights Historic District:
 - B. Changing or altering the exterior architectural character of an existing building, accessory building, or structure to that degree which requires obtaining a building permit.
2. **Exceptions to when a Certificate of Appropriateness is Required.** A certificate of appropriateness shall not be required in the following cases:
 - B. Repair or replacement of any part of an existing building, including accessory building, structure, fence or sign when using substantially similar materials and maintaining the same architectural features.
3. **Criteria for Review.**
 - A. In its review of any application for a certificate of appropriateness, the Windover Heights Board of Review, or the Town Council, on appeal, shall consider the following aspects of a building, accessory building, structure, fence, or sign:
 - i. Exterior architectural features, including all signs, which are subject to public view at any time of the year from a public street, way or place.
 - ii. General design and arrangement.
 - iii. Texture and material.
 - iv. The relation to similar features of buildings, accessory buildings, structures, fences, or signs in the immediate surroundings.
 - v. Harmony or incongruity with the old and historic aspect of the surroundings.
 - vi. The extent to which historic places and areas of historic interest in the district will be preserved or protected.
 - vii. Special public value because of architectural and other features which relate to the cultural and artistic heritage of the Town.

Attachments

1. Staff Memo
2. Application
3. Architectural Elevations
4. Front and Left Elevation Materials
5. First Floor Plan and Photos of Subject Property

***This staff report does not represent final board approval or building permit.
Applicants must attend the meeting and represent their application.***