



Town of Vienna

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Meeting Minutes - Final Windover Heights Board of Review

Tuesday, April 1, 2025

7:30 PM

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

The Windover Heights Board of Review (WHBR) met for a regular meeting at 7:30 PM on Tuesday, April 1, 2025, in the Council Chambers, Vienna Town Hall, 127 Center Street, South, Vienna, Virginia. Chairwoman Theresa Bachmann, Stephen Kenney, Craig Burns, and John O'Keefe were present. Also in attendance, and representing town staff, were Town Zoning Administrator, Andrea West and Clerk to the Board, Jennifer Murphy.

Roll Call

All members present

Approval of the Minutes

The following meeting minutes were accepted into the record.

WHBR - December 3, 2025 Meeting Minutes

WHBR - January 7, 2025 Work Session Minutes & Meeting Minutes

Regular Business

[WHRB25-014](#) Request for a revision of a Certificate of Appropriateness for New Single Family Detached Dwelling, and Accessory Structures, located at 288 Windover Avenue NW per Sec. 18-840, Docket No WHBR-1150891-23, in the RS-16, single-unit detached residential zoning district.

Town Zoning Administrator, Andrea West presented staff's report, stating that the subject property is bounded by four (4) streets, measuring just over one acre. To date the applicant has received approval for exterior modification for new home construction, barn, and landscaping in June 2024 and, in February 2024, the project received recommendation by the Board to Vienna Town Council for waiver from public improvements. Since that time the original home has been demolished. The site is currently under construction. The applicant is requesting revision to their original approval to include a pool pavilion and landscaping. The application meets all Town of Vienna Zoning and Department of Public Works engineering requirements. Ms. West stated that because the pavilion façade will be visible from town right of way it requires WHBR review. Proposed architectural design plans, landscape renderings, and surrounding photos were presented along with material and color samples detailing elevations of the house and barn.

Concluding Ms. West's presentation, Chairwoman Bachmann invited the applicant

to speak. Patrick Ohlhorst of Cloud IX Homes was present representing the application. Mr. Ohlhorst agreed with information presented, stating that the proposed changes will reduce lot coverage calculations to approximately 24.82% and the stormwater management plan will remain the same. The proposed 4-sided structure includes a simple gable feature that compliments the home's gable design, bringing the colors and material elements forward to match the home's design. Several perimeter trees will be planted as well. Further discussion included pavilion use being used for dining, cooking, and outdoor storage of pool equipment. Concluding discussions, Chairwoman Bachmann invited public comment.

Sandra Allen, residing at 314 Owaissa Road SE, asked if there were concerns with the pavilion being enclosed for future dwelling use. Staff responded that the proposed structure will be open on three sides with a small, enclosed room for storage. Concluding her comments, Ms. Allen was seated. Chairwoman Bachmann stated that the project's materials are consistent, harmonious, and appropriate to the neighborhood. There being no further discussion a motion was in order.

Board member O'Keefe motioned that the request for a revision of a Certificate of Appropriateness for New Single Family Detached Dwelling, and Accessory Structures, located at 288 Windover Avenue NW per Sec. 18-840, Docket No WHBR-1150891-23, in the RS-16, single-unit detached residential zoning district be approved as presented.

Motion: O'Keefe

Second: Kenney

Carried: 4-0

New Business

- Staff presented updated town code language to section 18-237. B, lot frontage requirements.

- Board member Kenney provided an update on Planning Commission Comprehensive Plan discussions. They are looking at street designations and retaining current roadway designs for Windover Heights.

- Chairwoman Bachmann provided an update on neighborhood improvement discussions with the Directors of the Department of Planning & Zoning and the Department of Public Works. She will report back as more information is available.

Meeting Adjournment

There being no further discussion, the meeting was adjourned at 7:56 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.