



Town of Vienna

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Meeting Minutes - Final Windover Heights Board of Review

Tuesday, June 4, 2024

7:30 PM

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

The Windover Heights Board of Review met in regular session at 7:30 PM on Tuesday, June 4, 2024, in the Council Chambers, Town Hall, 127 Center Street, South, Vienna, Virginia. Chairwoman Theresa Bachmann, Michael Cheselka, Craig Burns, and Stephen Kenney were present. Also in attendance, and representing town staff, were the Town's Zoning Administrator, Andrea West, Principal Planner, Maggie Costello, and Clerk to the Board, Jennifer Murphy. Julie Kylo was absent.

Roll Call

Julie Kylo was absent.

Approval of the Minutes:

The following meeting minutes were accepted:

WHBR - March 5, 2024 Meeting Minutes

WHBR - May 7, 2024 - Work Session Action Minutes

Regular Business

1. [WHRB24-007](#) Request for a Certificate of Appropriateness for New Single Family Detached Dwelling located at 288 Windover Avenue NW, per Sec. 18-280.4., Docket No WHBR- 1150891-23, in the RS-16, single-family detached residential zoning district; filed by Patrick Ohlhorst of Cloud IX Homes, on behalf of the property owners, Mary & Michael Parks.

Town Zoning Administrator, Andrea West provided staff's report, stating that the board previously reviewed proposed public improvements at their February 26, 2024, meeting providing recommendation to Town Council. That request was approved by Vienna Town Council, similar to the board's recommendation, which included some dedication, tree planting, and stormwater management. The new home and accessory structure are currently under review. Presenting arial photos and renderings of the property, Ms. West noted that access to the home will be from Short Street, NW. Dedication has been shown along Windover Avenue NW.

Patrick Ohlhorst of Cloud IX Homes and Michael Parks, property owner, were present representing the application.

Reviewing design renderings and materials for the proposed new single-family dwelling, the applicant stated that the proposed design models an early era

farmhouse look in traditional gabled architecture, in board and batten style. All four sides of the house will have a brick water table and no exposed foundation. Proposed colors and materials were passed around for review. Discussion followed focusing on the accessory barn structure and architectural features. Suggestions included adding a trim piece to break up the monotony of the gable. The applicant will bring in their landscape design with a possible design revision for the board's review. The applicant noted that they are not touching the perimeter tree line. The driveway's footprint will also be maintained.

Concluding discussion, Chairwoman Bachmann invited public comment.

Judi Medwedeff, owner of 309 Windover Avenue NW, supported the application. Due to travel Ms. Medwedeff was unable to attend the February meeting discussion of public improvements. She was happy to hear Vienna Town Council supported the neighborhood's comments.

Continuing board discussions, the applicant was encouraged to utilize as many native plants as possible and to space out the new Cedar plantings appropriately. The applicant was also asked to be sensitive with lighting design for their surrounding neighbors.

Commissioner Kenney motioned to approve the application as presented with consideration for board member suggestions as stated during discussion.

*Motion: Kenney
Second: Cheselka
Carried: 4-0*

2. [WHRB24-008](#) Memo to the Planning Commission for Recommendations for the Comprehensive Plan Update

Town Principal Planner, Maggie Costello presented draft memo text. Board discussion considered utilizing strong language emphasizing preserving, protecting, and enhancing the district while continuing work on street design issues. In the absence of the Windover Heights Association, the board discussed options for better communication between the neighborhood and town. Suggestions included a Welcome to the Neighborhood doc, creating a future vision, and disseminating information to the community.

Ms. Medwedeff reapproached to speak, stating that she would like to see more updated information provided online. Further discussion followed regarding communication options and tracking historical data. Staff suggested a possible small area study that includes a survey of population, historic info, and vision for the neighborhood. Concluding discussion, a motion was in order.

Mr. Kenney motioned to adopt preliminary memo language as presented with the acknowledgment that the chair will work with staff on finalizing specific language.

*Motion: Kenney
Second: Cheselka
Carried: 4-0*

Mr. Kenney further motioned that the chair will present the finalized document to Planning Commission on behalf of Windover Heights Board of Review.

Motion: Kenney

*Second: Cheselka
Carried: 4-0*

Meeting Adjournment

There being no further discussion the meeting was adjourned at 8:56 pm.

Respectfully submitted,

*Jennifer Murphy
Clerk to the Board*

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