



# Town of Vienna

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## Meeting Minutes Windover Heights Board of Review

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Tuesday, June 3, 2025

7:30 PM

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

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*The Windover Heights Board of Review (WHBR) met for a regularly scheduled meeting at 7:30 PM on Tuesday, June 3, 2025, in the Council Chambers, Vienna Town Hall, 127 Center Street, South, Vienna, Virginia. Stephen Kenney presided as chair with John O'Keefe and Craig Burns present. Also in attendance, and representing town staff, were Principal Planner, Lyndsey Cloutre and Clerk to the Board, Jennifer Murphy. Theresa Bachmann was absent.*

### Roll Call

*Theresa Bachmann is absent.*

### Approval of the Minutes:

*The following meeting minutes were accepted into the record.*

WHBR - May 6, 2025, Draft Meeting Minutes

### Regular Business

1. Request for a Certificate of Appropriateness for New Single Family Detached Dwelling located at 348 Windover Avenue NW, per Sec. 18-840.1.A, Docket No WHBR-1516610-25, in the RS-16, single-family detached residential zoning district; filed by David Chau of Geoenv Engineers, on behalf of 348 Windover LLC, property owner.

*Principal Planner Lyndsey Cloutre provided staff's report, stating that the application is a continued item from last month's meeting. The proposed design has been updated per feedback heard from the board. Two options for revised front elevations have been provided. The sides and rear elevations will remain the same. Ms. Cloutre presented town code requirements for the Certificate of Appropriateness, onsite photos, and the revised renderings. Concluding her presentation, Ms. Cloutre asked to answer any questions of the board.*

*There being no questions, Chairman Kenney invited the applicant to present.*

*Davis Chau of 348 Windover LLC and owner of the property was present on behalf of the application. Materials and color samples were presented. Further discussion followed. Board members selected elevation rendering option 2 with dark bronze features, off-white cedar shake material, and rim wrap at the corner. The applicant was asked to provide staff with correct final material selection samples, specifically the brick and architectural shingles. Concluding discussion, a motion was in order.*

*Board member O'Keefe motioned that the request for a Certificate of Appropriateness for New Single Family Detached Dwelling, located at 348 Windover Avenue NW, per Sec. 18-840.1.A, Docket No. WHBR-1516610-25, in the RS-16, single-family detached residential zone, be approved with the condition that elevation option two be selected with materials as discussed.*

*Chairman Kenney asked if there was any public comment.*

*Daphne Sloan owner of 223 Walnut Lane NW, asked about proposed landscaping, stating concern that the property will look sparse. Additional discussion followed. Mr. Chau explained that landscaping will be provided to the property along with the installation of trees per town code, tree canopy requirements. He is also planting 2-3 Cedar trees along Windover Avenue to continue the Cedar tree look to the street. Staff advised that landscaping is not a required review with the Windover Heights Board of Review. Concluding discussion, Chairman Kenney called the question.*

*Motion: O'Keefe*

*Second: Burns*

*Carried: 3-0*

2. **Request for a Certificate of Appropriateness for proposed exterior modifications on property located at 212 West Street NW, Docket No. WHBR-1739816-25, in the RS-16, single-unit detached residential zoning district. The application has been filed by Bobby Han of AW4B, the Architect of Record.**

*Ms. Cloutre presented staff's report, stating that the subject property, zoned RS-16, is on a 16,679 square foot lot, which includes a 2-story home constructed in 1972. Presenting images of the home, Ms. Cloutre stated that the applicant is proposing to relocate the front door and add two sidelights on either side of the front door. The existing shutters shown on the house will remain. The door and sidelights will be painted in Benjamin Moore, Heritage Red. Presenting the left elevation, she explained that the applicant also proposes to replace 3 first floor windows with a white sash to match. The two Anderson CX-14 windows will be visible from public right of way. The Anderson CX-15 window will be at the back of the house and not visible from the right of way. The existing black shutters will also be re-used. She stated that the scope of work does include changes to the rear elevation. As it will not be visible from public right of way, it will not require review approval.*

*Concluding staff's presentation, Chairman Kenney invited applicant forward to present.*

*Ana Karla Coudert of Architecture Workshop 4B was present representing the application. Ms. Coudert explained that window location changes are due to an interior renovation project. The request includes moving the front door over to allow space for sidelights on either side of the door. She stated that all colors, shutters, and windows will remain. Further discussion followed regarding the front view of the house and whether the door could be centered for better symmetry. Discussion determined that the interior configuration limits the door from being centered on the wall. Concluding discussion, a motion was in order.*

*Board member O'Keefe motioned that the request for a Certificate of Appropriateness for proposed exterior modifications on property located at 212 West Street NW, Docket No. WHBR-1739816-25, in the RS-16, single-unit detached*

*residential zoning district be approved as submitted.*

*Motion: O'Keefe*

*Second: Burns*

*Carried: 3-0*

## **Meeting Adjournment**

*There being no further discussion, the meeting was adjourned at 8:08 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.*