



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: May 5, 2026
Re: Salsbury Spring Park – Request for Certificate of Appropriateness for Improvements

Request

Request for a Certificate of Appropriateness for improvements at Salsbury Spring Park, Docket No. PF-#2134722-WHBR, in the RS-16, Residential single-unit, 16,000 sq. ft. zoning district. The application has been filed by Leslie Herman, Town of Vienna Director of Parks and Recreation, and the property owner is the Town of Vienna.

Property Description

The 0.271-acre parcel, zoned RS-16, is located in the Windover Heights Historic Overlay District, at the southwest corner of the intersection of Windover Avenue NW with Lawyers Road NW. Known as Salsbury Spring Park, located on parcel 0381 02 0012, this property is described by the Town’s website as, “less park and more a quiet place of reflection” and features mature trees, two benches, and the park’s namesake spring.

Description of Proposed Project

The applicant, Leslie Herman, in conjunction with the Ayr Hill Garden Club, has submitted an application for improvements to the park including either one or two entry arbors (one confirmed along the park’s frontage with Lawyers Road NW near the property line shared with 316 Lawyers Road NW and the potential arbor about midway along the frontage with Windover Avenue NW), a decorative bridge near the arbor proposed for the Lawyers Road NW frontage, an A-frame shed at the southwest corner of the property, and a new sign facing Lawyers Road NW. The arbor(s) and bridge would be stained in Sherwin Williams SW 3501 “Redwood,” the shed would be finished with a mahogany panel siding with hickory architectural shingles, and the sign would match the existing signage style and color (Behr Ultra CMC23) established for the Town’s parks, particularly that of Northside Park’s Maud Robinson Wildlife Preserve. Attachments 05 and 06 show the examples and proposed colors for the arbor(s), bridge, and shed;

Attachment 07 is the rendering for the proposed Salsbury Spring Park sign; and Attachment 08 is the precedent sign at Northside Park.

Windover Heights Board of Review Processes

The application will be reviewed at the May 5, 2026, 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.

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.

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

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.

Windover Heights Board of Review
Salsbury Spring Park – Request for Certificate of Appropriateness for Improvements

- 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 and Applicant Authorization Form
- 3. Salsbury Spring Park Existing Conditions Survey
- 4. Salsbury Spring Park Proposed Conditions Survey
- 5. Proposed Arbor, Bridge, and Shed
- 6. Proposed Arbor and Bridge Colors
- 7. Proposed Salsbury Spring Park Sign Rendering
- 8. Precedent Town of Vienna Park Sign

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