



Department of Planning and Zoning  
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## Memorandum

**To:** Windover Heights Board of Review  
**From:** Lyndsey Cloutre, Principal Planner  
**Meeting Date:** April 7, 2026  
**Re:** 200 Walnut Lane NW – Request for Certificate of Appropriateness for Fence

### Request

**Request for a Certificate of Appropriateness for a new fence and arbor at 200 Walnut Lane NW**, Docket No. PF-#2067085-WHBR, in the RS-16, single-unit detached residential zoning district. The application has been filed by Shauna Scott, the property owner.

### Property Description

The property known as 200 Walnut Lane NW is in the Windover Heights Historic Overlay District at the corner of Walnut Lane NW and Lawyers Road NW. The property is zoned RS-16 and is 27,840 square feet. The two-story, wood siding-clad home was constructed in 1908 with an addition constructed in 1981, per Fairfax County records.

### Description of Proposed Project

The applicant proposes to install a 4' high white vinyl picket fence in the front yard of 200 Walnut Lane NW, as well as a matching 4' white vinyl picket fence with a matching arbor in the backyard, both of which will be visible from the right-of-way. These fences will match the existing fencing along the Walnut Lane NW and Lawyers Road NW frontages, the latter of which was approved by the Windover Heights Board of Review at the December 2025 meeting. A photo of the existing vinyl picket fencing currently in place along the Walnut Lane NW and Lawyers Road NW frontages can be found in Attachment 04, and a representative image of the proposed arbor can be found in Attachment 05.

### Windover Heights Board of Review Processes

The application will be reviewed at the April 7, 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. The Town cannot approve the fence permit 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.

### **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.
    - 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. Plat Showing Locations of Proposed Fence and Arbor
4. Photo of Existing Fencing
5. Image of Proposed Arbor

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