



Department of Planning and Zoning  
Town of Vienna  
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## Memorandum

**To:** Windover Heights Board of Review  
**From:** Lyndsey Clouatre, Principal Planner  
**Meeting Date:** December 2, 2025  
**Re:** 200 Walnut Lane NW – Request for Certificate of Appropriateness for Fence

### Request

**Request for a Certificate of Appropriateness for a new fence on 200 Walnut Lane NW along its side yard with Lawyers Road NW**, Docket No. PF-#1936838-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

Prior to the applicant's purchase of 200 Walnut Lane NW, the property's frontage along Lawyers Road NW was overgrown with weeds and shrubbery. Though there was an existing 6' privacy fence along this frontage, it was not visible from the street due to the overgrowth. After the applicant had the overgrowth removed, they opted to replace the privacy fence with new fencing; while originally replacing the previous fencing with another 6' privacy fence, they elected to not pursue a variance and instead are proposing a white vinyl picket fence in the same style as the existing fencing along the property's frontage with Walnut Lane NW. A photo of the vinyl picket fencing currently in place along the Walnut Lane NW frontage can be found in Attachment 04.

### Windover Heights Board of Review Processes

The application will be reviewed at the December 2, 2025, 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
3. Plat Showing Location of Proposed Picket Fence
4. Photo of Representative Fencing

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