



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:** Salsbury Spring Park – Work Session for Proposed Improvements

### Request

**Request for a Work Session to Discuss Proposed Improvements to Salsbury Spring Park at the Intersection of Windover Avenue NW and Lawyers Road NW**, in the RS-16, single-unit detached residential zoning district. This work session has been scheduled at the behest of Leslie Herman, Director of Parks and Recreation, and the Ayr Hill Garden Club, who maintains the park.

### Property Description

Salsbury Spring Park is located at the intersection of Windover Avenue NW and Lawyers Road NW and has a tax map number of 0381 02 0012. The property is owned by the Town of Vienna and is 0.271 acres, per Fairfax County records. The Town's website identifies Salsbury Spring Park as "less park and more a quiet place of reflection. Located at Lawyers and Windover roads NW, this is a quiet, shaded, and unpretentious tract of land. Feeling a world away from the hub-bub of Vienna, one can come here to enjoy the beauty of mature trees, small seating area, and a trickling spring." The 2016 Comprehensive Plan mentions the park is "named for Captain H.L. Salsbury, the land donor for both the West End and the Sons and Daughters cemeteries" (page 125).

### Description of Proposed Project

The Ayr Hill Garden Club reached out to Town staff in regard to purchasing and installing a red cedar arbor, a small red cedar bridge (with stain matching that of the arbor) spanning the spring, and a mahogany-colored shed with hickory-colored shingles; images of the proposed structures are located in attachments 02 and 03. In addition to assessing the appropriateness of the proposed structures, the Ayr Hill Garden Club is also interested in receiving feedback regarding attracting visitors to the park.

### Windover Heights Board of Review Processes

The December 2, 2025, work session is a voluntary, advisory process to discuss whether the proposed structures are appropriate for a park within the Windover Heights Historic District; no binding decisions

will be made at this meeting. Once the application is formally submitted to the Town, it will be reviewed at a future 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 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.

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- 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. Presentation by Ayr Hill Garden Club
- 3. Proposed Arbor, Bridge, and Shed

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