



# Town of Vienna

127 Center Street South  
Vienna, Virginia 22180  
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TTY 7111

## Meeting Minutes - Final Windover Heights Board of Review

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Tuesday, January 7, 2025

7:30 PM

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

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### Work Session Discussion

*The Windover Heights Board of Review met for work session at 7:30 PM on Tuesday, January 7, 2025, in the Council Chambers, Vienna Town Hall, 127 Center Street, South, Vienna, Virginia. Chairwoman Theresa Bachmann, Stephen Kenney, Craig Burns, and John O'Keefe were present. Also in attendance, and representing town staff, were Town Zoning Administrator, Andrea West and Clerk to the Board, Jennifer Murphy.*

*Chairwoman Bachmann announced that Julie Kylo, the architect member has stepped down from serving on the board.*

#### [WHRB24-013](#) 348 Windover Avenue NW - Work Session Design Review - New Single-Unit Dwelling

*Davis Chou, property owner and Project Engineer with GeoEnv Engineers, and Zaynab Ziaraty, architect with GeoEnv Engineers were present representing the application. Reviewing proposed renderings and material samples, discussions included keeping the design, materials, and colors compatible with the historic district. Further discussion included options for retaining onsite trees and encouragement to plant Cedar trees along the front of the subject property. The applicant will update and resubmit their revised design for review.*

*The work Session adjourned at 8:20 pm*

### Regular Meeting

*The Windover Heights Board of Review met for regular meeting at 8:21 PM on Tuesday, January 7, 2025, in the Council Chambers, Vienna Town Hall, 127 Center Street, South, Vienna, Virginia. Chairwoman Theresa Bachmann, Stephen Kenney, Craig Burns, and John O'Keefe were present. Also in attendance, and representing town staff, were Town Zoning Administrator, Andrea West and Clerk to the Board, Jennifer Murphy.*

### Roll Call

*All members present*

### Regular Business

[WHRB24-012](#) 288 Windover Ave NW - Request for Deferral

*This item was deferred by request of the applicant.*

**Election of Officers**

*Mr. Kenney nominated Teresa Bachman to continue to serve as chair.*

*Motion: Kenney*

*Second: Burns*

*Carried: 3-0-1*

*Abstain: Bachmann*

**Approval of the Minutes - Tabled**

WHBR - December 3, 2024 - Meeting Minutes

**Meeting Adjournment**

*New Business*

*Board members discussed steps moving forward for a possible streetscape plan to improve safety and address storm water management concerns. The board will reach out to the Department of Planning & Zoning and Department of Public Works directors about scheduling a possible work session. Further discussion included reviewing past TSC (Transportation Safety Commission) meeting minutes for speed limit discussions along Walnut Ln. NW.*

*There being no further discussion, the meeting was adjourned at 8:36 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.*