



Town of Vienna

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Vienna, Virginia 22180
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TTY 7111

Meeting Minutes

Windover Heights Board of Review

Tuesday, July 1, 2025

7:30 PM

Location Change: Vienna Police Department
Community Room, 215 Center St. South

Work Session Discussion After Regular Meeting

The Windover Heights Board of Review (WHBR) met for a regularly scheduled meeting at 7:40 PM on Tuesday, July 1, 2025, in the Community Room of the Vienna Police Station, 120 Center Street South, South, Vienna, Virginia. Theresa Bachmann presided as chair with John O'Keefe, Stephen Kenney, Craig Burns, Paul Layer present. Also in attendance, and representing town staff, were Principal Planner, Lyndsey Clouatre, Deputy Director of Planning & Zoning, Kelly O'Brien, and Clerk to the Board, Jennifer Murphy.

Roll Call

All members present.

Approval of the Minutes:

The June 3, 2025, meeting minutes were accepted with discussion on landscaping review requirements. Discussion determined that, although landscaping is not required, it can be considered as part of their review discussion.

WHBR - June 3, 2025, Draft Meeting Minutes

Regular Business

1. Review Town Council Draft Strategic Plan

Vienna Town Manager, Mercury Payton and Deputy Director of Planning & Zoning, Kelly O'Brien presented the Town's draft Strategic Plan. Reviewing the 2019 and 2023 past plans, Deputy Director O'Brien explained that the plan looks 5 years ahead at the needs of the town. They are collecting feedback from all town boards and commissions for updating the current plan. Mr. Payton advised that Town Council has asked that future updated plans be more concise and limited to 2 pages. He stated that the Strategic Plan will serve as a guide along with the town's budget and Capital Improvements Program (CIP). Moving forward the plan will be updated every other year, lining up with Town elections. He asked that comments be provided by next month's meeting. Board members provided the following possible points of information to be included:

- Language referencing the town's appreciation for its local business. Many business owners do not live in the town. As a result, they do not get a vote in town elections but are affected by Town Council decisions.*
- Reference honoring the historic nature of the town and its unique points of*

interest.

Concluding discussion, Mr. Payton thanked members of the board, stating that he would take their feedback back to the Director of Planning & Zoning and Town Council.

- 2. Request for a Certificate of Appropriateness for fence installation on property located at 288 Windover Avenue NW, per Sec. 18-840.1.B, Docket No WHBR-1759879, in the RS-16, single-family detached residential zoning district. Application filed by Patrick Ohlhorst of Cloud IX Homes, LLC on behalf of Micheal and Mary Parks, owners.**

Ms. Cloutre presented staff's report, stating that the applicant is requesting a fence perimeter enclosure to help with security and privacy concerns around the subject property. Presenting overhead views, she stated that the property received approval for new single-family construction from the board in June 2024. The new home construction project has included a barn, patio, and pool area.

Presenting the approved site plan and elevations, Ms. Cloutre stated that the applicant is now requesting approval for a 6-foot tall, syntax red cedar woodgrain fence. If approved the applicant will be able to submit an application for fence permit review.

Patrick Ohlhorst of Cloud IX Homes and Michael Parks, property owner, were present representing the application. Mr. Ohlhorst stated that the proposed fence is intended to meet Vienna Town Code safety requirements for the pool installation. Staff advised that written comments were received from the neighboring property owner expressing concern for the look of a long linear fence with no landscaping. Mr. Ohlhorst advised that landscaping is currently planned along Pleasant Street NW, which has space for planting.

Discussion followed with board members suggesting options for altering the fence design that would preserve privacy while breaking up the visual impact along Lovers Lane NW. Suggestions included providing 2-3 ft. offsets with two extra fence panels and two posts to break up the monotony while providing privacy and block street noise. Concluding discussion, a motion was in order.

Board member Kenney motioned that the request for a Certificate of Appropriateness for fence installation on property located at 288 Windover Avenue NW, per Sec. 18-840.1.B, Docket No WHBR-1759879, in the RS-16, single-family detached residential zoning district, be approved with the condition that the applicant attempt to work with the fence design contractor, giving two (2) or more offsets of fence line, approximately 3x12-24 ft. lengths along Lovers Lane NW.

*Motion: Kenney
Second: O'Keefe
Carried: 5-0*

New Business

Chairwoman Bachmann provided updates to ongoing efforts for addressing neighborhood safety concerns and streetscape plans in the historic district. She is in discussions with the Director of the Department of Public Works (DPW), stating that the project may require consulting services and neighborhood engagement. For a CIP request, DPW would need to collect traffic data when school is in session. She

stated that any information will be reported as it becomes available.

Meeting Adjournment

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

Respectfully submitted,

*Jennifer Murphy
Clerk to the Board*

Work Session Discussion

The Windover Heights Board of Review (WHBR) met for work session at 8:40 PM on Tuesday, July 1, 2025, in the Community Room of the Vienna Police Station, 120 Center Street South, South, Vienna, Virginia. Theresa Bachmann presided as chair with John O'Keefe, Stephen Kenney, Craig Burns, Paul Layer present. Also in attendance, and representing town staff, were Principal Planner, Lyndsey Clouatre, Deputy Director of Planning & Zoning, Kelly O'Brien, and Clerk to the Board, Jennifer Murphy.

313 Windover Avenue NW - Work Session Design Review - New Single-Unit Dwelling

Patrick Ohlhorst of Cloud IX Homes with Leah and Elshaday Belay were present representing the discussion item. Reviewing proposed renderings and elevations, discussion included feedback on proposed materials and color schemes, which should fit within the historic nature of the neighborhood. Being a historically agricultural area, the applicants were encouraged to preserve as much onsite landscaping and to consider planting Cedar trees, which are commensurate to the neighborhood. The applicant will update their design materials to resubmit for the next meeting agenda.

Work Session Adjournment

Concluding discussion, the work session adjourned at 9:12 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.