



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: February 3, 2026
Re: 364 Windover Avenue NW – Request for Certificate of Appropriateness

Request

Request for a Certificate of Appropriateness to renovate the single-unit detached home and construct a new three-car garage on the property located at 364 Windover Avenue NW, Docket No. PF-#2009676-WHBR, in the RS-12.5, Residential single-unit, 12,500 sq. ft. zoning district. The application has been filed by Kiley Wilfong Cullen and Justin Cullen of Ven Studio Architects. Timothy Chapman is the property owner.

Property Description

The 21,576 square-foot lot at 364 Windover Avenue NW is located in the Windover Heights Historic Overlay District, near the intersection of Windover Avenue NW with Lewis Street NW, and is zoned RS-12.5. The 1,016 square foot four-bedroom, two-bathroom home was constructed in 1951, per Fairfax County records.

Description of Proposed Project

The applicant proposes renovating the existing single-story home and adding a habitable attic level while maintaining the existing footprint. As part of the exterior renovation, the existing brick façade will be preserved and limewashed; while new windows, doors, roof, porch, decking, and gable peak stucco cladding are proposed. A new three-car garage is proposed to be built behind the house, repeating many of the elements proposed on the home. The following tables show the elements proposed for the house and the garage, respectively.

Table 1: Proposed Elements for Renovated House

Element	House
Brick	Maintain existing, paint with Romabio Classico Limewash in “Avario White”
Roofing	GAF Timberline High-Definition Lifetime Shingles in “Shakewood”
Porch Roof	Englert standing seam metal roof in “Copper”
Porch Posts	Sleeves painted in Sherwin Williams “Polished Mahogany”
Piers and Planters	Brick painted with Romabio Classico Limewash in “Avario White”
Fascia	Painted to color-match Romabio Classico “Avario White”
Gable Peak Cladding	Stucco painted with Romabio Exterior Masonry Textured Paint in “Avario White”
Door	Solid wood front entry door stained in Sherwin Williams “Traditional Mahogany”
Windows	Weathershield Signature Series Double-Hung Windows with 2 Over 2 Top Muntins finish in “Driftwood”
Shutters	Painted in Sherwin Williams “Polished Mahogany”
Gutters and Downspouts	Aluminum gutters and downspouts in “Copper Penny”
Decking	TimberTech Composite Decking Terrain+ Collection in “Dark Oak”
Deck Railing	Trex Signature Aluminum Deck Railing in “Bronze”

Table 2: Proposed Elements for New Garage

Element	House
Facade	Brick painted with Romabio Classico Limewash in “Avario White”
Roofing	GAF Timberline High-Definition Lifetime Shingles in “Shakewood”
Door	Fiberglass front entry door painted in Sherwin Williams “Traditional Mahogany”
Windows	Weathershield Signature Series Double-Hung Windows with 2 Over 2 Top Muntins finish in “Driftwood”

Attachment 04 shows the proposed renderings for the house and the garage, and Attachment 05 shows the proposed renderings including the color and material specifications.

Windover Heights Board of Review Processes

The application will be reviewed at the February 3, 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.

Town staff will review the site plan for compliance with the Zoning and Subdivision Ordinance, and any other Town requirements. However, no approval of the large-scale review application until the applicant has received a Certificate of Approval 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 Authorization Form

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3. House and Garage Architectural Elevations
4. Proposed Elevations
5. Proposed Elevations Including Product Specifications
6. Preliminary Site Plan
7. Photos from Right-of-Way

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