



Town of Vienna

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Meeting Minutes Windover Heights Board of Review

Tuesday, May 6, 2025

7:30 PM

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

The Windover Heights Board of Review (WHBR) met for a regularly scheduled meeting at 7:30 PM on Tuesday, May 6, 2025, in the Council Chambers, Vienna Town Hall, 127 Center Street, South, Vienna, Virginia. Chairwoman Theresa Bachmann, Stephen Kenney, and John O'Keefe were present. Also in attendance, and representing town staff, were Town Zoning Administrator, Andrea West, Principal Planner, Lyndsey Cloutre, and Clerk to the Board, Jennifer Murphy. Craig Burns is absent.

Roll Call

Craig Burns is absent.

Approval of the Minutes

The April 1, 2025, meeting minutes were accepted into the record.

WHBR - April 1, 2025 Meeting Minutes

Regular Business

Request for a Certificate of Appropriateness for New Single Family Detached Dwelling located at 348 Windover Avenue NW, per Sec. 18-840.1.A, Docket No WHBR-1516610-25, in the RS-16, single-family detached residential zoning district; filed by David Chau of Geoenv Engineers, on behalf of 348 Windover LLC, property owner.

Town Zoning Administrator, Andrea West presented staff's report. To date, the application received approval in December 2024 for waiver from required public improvements and, in January 2025, held a work session with the board to discuss proposed plans for a new single-family dwelling. The applicant is now requesting approval of their proposed single-family dwelling design generated from work session discussion. Ms. West presented proposed renderings with street views of the property. Material and color samples were passed around for review.

Concluding staff's report, the applicant was invited forward to speak. Davis Chau of 348 Windover LLC, property owner, was present representing the application. Mr. Chau stated that their proposed design was modeled after an existing home in McLean, Virginia, that had calmer, more neutral design features and brick base. The proposed design includes a hardy plank in cobblestone, trim color in cream, shingle in same, with board and baton lap siding, and additional siding styles. Further discussion included board member feedback that there are too many material styles.

Concluding comments, Chairwoman Bachmann invited public comment.

Fran & Jim Berkenbaugh, residing at 346 Windover Avenue NW, wanted to express concerns with the proposed design. Mrs. Berkenbaugh stated that the modern design does not fit within the neighborhood's character. Mr. Berkenbaugh agreed, stating that the dark windows and differing siding would create a busy modern look. He would like to see the design changed. Concluding their comments, Mr. & Mrs. Berkenbaugh were seated.

Continuing discussions, members of the board provided feedback and design suggestions to better integrate with the neighborhood.

Suggestions included:

- Creating a hierarchy for the three gables, possibly lowering the brick or continuing the brick element.*
- Pick two materials, possibly keeping the shake siding style all around the main structure, and limiting the horizontal siding to the garage,*
- Change out window trim to a bronze finish,*
- Change the single window over the garage to a double hung window,*
- Locate closer brick sample. Whitewash or mortar schmear techniques may be used,*
- The base structure should remain darker gray color.*

Staff encouraged the applicant to submit their demolition and site plan applications for staff review. Concluding discussion, a motion was in order.

Board member Kenney motioned that the request for a Certificate of Appropriateness for New Single Family Detached Dwelling, located at 348 Windover Avenue NW, per Sec. 18-840.1.A, Docket No. WHBR-1516610-25, in the RS-16, single-family detached residential zone, be continued.

Motion: Kenney

Second: O'Keefe

Carried: 3-0

Meeting Adjournment

New Business

The board discussed the following:

- The success of this year's Walk on The Hill.*
- Staff was asked to report back on filling in the architect member vacancy on the board.*
- The chair will reach out and report back on any discussions with the Department of Public Works on neighborhood road improvement options.*

There being no further discussion, the meeting was adjourned at 8:19 pm.

Respectfully submitted,

Jennifer Murphy

Clerk to the Board

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