



Department of Planning and Zoning
Town of Vienna
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Memorandum

To: Windover Heights Board of Review
From: Andrea West, Zoning Administrator
Meeting Date: January 7, 2025
Re: 348 Windover Avenue NW – Work Session
Design Review – New Single-Unit Dwelling

Request

Work session with the **Windover Heights Board of Review (WHBR)** to review the proposed new **single-unit detached home on the property located at 348 Windover Avenue NW**, Docket No. PF-#1516610-WHBR, in the RS-16, single-unit detached residential zoning district. The application has been filed by Davis Chau, who is both the project engineer, with GeoEnv Engineers, and the property owner.

Property Description

The property known as 348 Windover Avenue NW is in the Windover Heights Historic Overlay District, in the middle of the block between Lewis Street NW and Pleasant Street NW, and across from the intersection of Windover Avenue NW with Knoll Street SW. The property is zoned RS-16 and is 16,000 square feet. The existing single-story brick home was constructed in 1964, per Fairfax County records.

Description of Proposed Project

The applicant, Davis Chau, who is both the property owner and the project engineer with GeoEnv Engineers, is proposing to demolish the existing single-unit detached house and construct a new single-unit detached house. The proposal is to construct a 2-story structure clad in brick, stone and siding. The house would have a walk-out basement, covered deck and open deck in the rear.

Windover Heights Board of Review Processes

At the December 3, 2024, meeting, the WHBR was requested to review the public improvements that would be required for any such redevelopment, except for when a property is in Windover Heights, and develop a recommendation to the Town Council on the necessity of these public improvements. The WHBR recommended that the Town Council find that no public improvements are necessary as part of this redevelopment. The Town Council will review the request and decide at its January 6, 2025, meeting.

The purpose of the January 7, 2025, work session with the WHBR is to get feedback about the architectural design of the new structure proposed. The applicant will use that feedback to propose a final design that will be reviewed at a future meeting for issuance of the final Certificate of Appropriateness by the Windover Heights Board of Review. Town staff will also review the site plan for compliance with the Zoning and Subdivision Ordinance, and any other Town requirements.

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
3. Architectural Elevations and Floor Plans
4. Front Elevation Materials
5. Preliminary Site Plan
6. Site and Right of Way Photos

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