



Department of Planning and Zoning  
Town of Vienna  
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## Memorandum

**To:** Windover Heights Board of Review  
**From:** Lyndsey Cloutre, Principal Planner  
**Meeting Date:** May 5, 2026  
**Re:** 348 Windover Avenue NW – Request for Certificate of Appropriateness for a New Fence

### Request

**Request for a Certificate of Appropriateness for a new fence at the property located at 348 Windover Avenue NW**, Docket No. PF-#2134148-WHBR, in the RS-16, Residential single-unit, 16,000 sq. ft. zoning district. The application has been filed by Davis Chau of GeoEnv Engineers, who is both the applicant and the property owner.

### Property Description

The 16,000 square-foot lot at 348 Windover Avenue NW is located 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 NW. The property is zoned RS-16. The 5,296 square foot home built in 2025 received a Certificate of Appropriateness on June 3, 2025.

### Description of Proposed Project

The applicant, Davis Chau, has submitted an application for a six-foot tall wood fence matching the neighboring property's fencing. The fence spans the entirety of the rear property line and along the majority of the side property lines. A six-foot double gate is proposed to the left of the house in the front left corner next to the garage. Attachment 03 is a survey of 348 Windover Avenue NW showing the locations of the fence and proposed gate and Attachment 04 is photos of the fence. Note that the fence has been installed and that issuing a Certificate of Appropriateness will bring the property into compliance with Town code.

### Windover Heights Board of Review Processes

The application will be reviewed at the May 5, 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. The applicant has received a permit for the construction of the new home, which is currently underway; the application to be reviewed at the May 5 meeting is strictly for the proposed fence.

## **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 Applicant Authorization Form
3. 348 Windover Ave NW Survey
4. Fence Photos

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