



Town of Vienna

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Vienna, Virginia 22180
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TTY 7111

Meeting Minutes Windover Heights Board of Review

Tuesday, December 2, 2025

7:30 PM

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

Work Session To Follow Adjournment of Regular Meeting

The Windover Heights Board of Review (WHBR) met for a scheduled regular meeting at 7:30 PM on Tuesday, December 2, 2025, in the Council Chambers, Vienna Town Hall, 127 Center Street, South, Vienna, Virginia. Chairwoman Theresa Bachmann, Stephen Kenney, Ellen Shelly, Craig Burns (7:31 PM), and Paul Layer were present. Also in attendance, and representing town staff, were the Principal Planner, Lyndsey Cloutre, and Clerk to the Board, Jennifer Murphy.

Roll Call

Craig Burns was called absent arriving at 7:31 pm.

Approval of the Minutes:

The October 21, 2025, meeting minutes were accepted as drafted.

WHBR - October 21, 2025 Draft Meeting Minutes

Regular Business

Request for a Certificate of Appropriateness for a new fence on 200 Walnut Lane NW along its side yard with Lawyers Road NW, Docket No. PF-#1936838-WHBR, in the RS-16, single-unit detached residential zoning district. The application has been filed by Shauna Scott, the property owner.

Principal Planner, Lyndsey Cloutre provided staff's report, stating that the home originally built in 1908 with a 1981 addition, is seeking approval for new fencing. Presenting existing photo conditions of the property, she stated that the applicant seeks approval to remove an installed privacy fence facing Lawyers Rd NW and replace it with 4 ft vinyl picket fencing. This will be similar to the current fencing located along Walnut Lane NW, which will match in style and color.

Corry Scott, property owner, was present representing the application. Mr. Scott stated that he had nothing to add to staff's presentation. Chairwoman Bachman thanked Mr. Scott and added an additional thank you to the Scott's for their efforts in removing the onsite bamboo.

There being no further discussion a motion was in order.

Board member Kenney motioned that the request for a Certificate of Appropriateness for new fence installation at 200 Walnut Lane NW, for Docket No. PF-1936838-WHBR, in the RS-16, single-unit detached residential zoning district, be approved.

Motion: Kenney

Second: Layer

Carried: 5-0

Meeting Adjournment

The meeting was adjourned at 7:36 pm.

Respectfully submitted,

Jennifer Murphy

Clerk to the Board

Work Session Scheduled Following Adjournment of Regular Meeting

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.