



Department of Planning and Zoning  
Town of Vienna  
127 Center Street, South  
Vienna, Virginia 22180-5719  
p: (703) 255-6341  
e: DPZ@viennava.gov

---

## Memorandum

**To:** Windover Heights Board of Review  
**From:** Lyndsey Clouatre, Principal Planner  
**Meeting Date:** June 3, 2025  
**Re:** 348 Windover Avenue NW – Request for Certificate of Appropriateness for New Single Family Detached Dwelling at 348 Windover Avenue NW

### Request

**Request for a Certificate of Appropriateness for 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 and siding. The house would have a walk-out basement, covered deck and open deck in the rear. The applicant has proposed the following material selections:

- Brick: Handmade-look or Tumbled Clay brick made of red clay, matte finish with a slightly textured surface
- Mortar: “Arctic White” or similar off-white mortar
- Siding: James Hardie straight-edge fiber cement lap Hardie shingles in “Cobble Stone” with a low-sheen matte finish

- Roofing: CertainTeed Presidential Shake architectural asphalt shingles in “Charcoal Black” (dark grey)
- Porch roofing: Vertical ribbed metal panels with narrow vertical ribs in low gloss matte black or dark charcoal coating

Additional materials and material specifications have been provided by the applicant as part of this application.

## **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 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, and the Town Council voted in concurrence with the WHBR’s recommendation at its January 27, 2025, meeting, with the condition that all efforts shall be made to preserve the trees on the frontage of the lot.

At the January 7, 2025, work session with the WHBR, the applicant requested feedback about the architectural design of the proposed new structure. Materials included a white brick veneer, black siding panels, and cultured stone veneer on the façade, as well as a dark grey architectural asphalt shingle roof. WHBR board members recommended revising the design, materials (in particular, the black siding and stone), and colors (in particular, the white brick) for better compatibility with homes in the Windover Heights Historic District, citing specific homes that could serve as examples of preferred materials and colors.

The applicant revised their elevations and materials based on the feedback received at the January 7 WHBR meeting and proposed a design for issuance of the final Certificate of Appropriateness by the Windover Heights Board of Review at its May 6, 2025, meeting. Materials included a red clay brick with off-white mortar, Hardie shingles finished in “Cobble Stone,” and vertical and horizontal siding complementary to the Hardie shingles along the façade; Presidential Shake asphalt shingles in “Charcoal Black” for the roofing; and vertical ribbed metal panels in a black or dark charcoal finish for the porch roofing. WHBR board members were largely complimentary of the revisions but requested that the applicant simplify the front façade design by eliminating one of the materials and asked them to consider whether the garage façade materials should be the same as the rest of the front elevation. They also asked the applicant to verify their brick selection as the color shown in the elevations did not appear to match the sample provided by the applicant. They asked the applicant to come to a future WHBR meeting and present the revisions to receive the final Certificate of Appropriateness.

The revision prepared for the June 3, 2025, meeting eliminates the vertical and horizontal siding along much of the front façade, keeping only the horizontal siding on the outer walls that are set back for the

garage openings; horizontal siding is used as the primary material along the rest of the house. The applicant presents two options for the front elevation; one shows a consistent first-floor brick façade while the other removes the brick along the garage and replaces it with the Hardie shingle. Town staff will also review the site plan for compliance with the Zoning and Subdivision Ordinance and any other Town requirements; the Town cannot approve 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
- 3. Architectural Elevations, 3D Elevations, and Floor Plans
- 4. Front Elevation Materials
- 5. Preliminary Site Plan
- 6. Photos of Subject Property, Right-of-Way, and Surrounding Homes

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