



# Town of Vienna

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Vienna, Virginia 22180  
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## Meeting Minutes Windover Heights Board of Review

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Tuesday, September 9, 2025

7:30 PM

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

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*The Windover Heights Board of Review (WHBR) met for a regularly scheduled 7:30 PM meeting on Tuesday, September 9, 2025, in the Vienna Town Hall Town Council Chambers, located at 127 Center Street, South, Vienna, Virginia. Theresa Bachmann presided as chair with John O'Keefe, Stephen Kenney, Craig Burns, and Paul Layer present. Also in attendance, and representing town staff, were Principal Planner, Lyndsey Cloutre, Deputy Director of Planning & Zoning and Clerk to the Board, Jennifer Murphy.*

### Roll Call

*All members were called present.*

### Approval of the Minutes:

*The draft meeting minutes were accepted into the record with one correction.*

WHBR - August 5, 2025 Draft Meeting Minutes

### Regular Business

#### Consideration of the draft FISCAL YEAR 2025 Annual Report for Heights Board of Review

*Principal Planner, Lyndsey Cloutre, presented the draft annual report, stating that the fiscal year 2025 report provides an overview of activities and actions taken by the board from July 1, 2024 – June 30, 2025, which includes a total of six (6) meetings and work sessions and recommendation on the Comprehensive Plan.*

*Chairwoman Bachmann stated she will be presenting the report to Town Council. There being no further edits or corrections, Chairman Bachmann called for a motion.*

*Board member Kenney motioned that consideration of the draft FISCAL YEAR 2025 Annual Report for Windover Heights Board of Review be approved as presented.*

*Motion: Kenney  
Second: O'Keefe  
Carries: 4-0-1 (Abstain: Layer)*

### New Business

*Chairwoman Bachmann reported that she and board member Layer met with*

members of the Departments of Public Works (DPW) and Planning & Zoning to continue ongoing discussions addressing neighborhood concerns. During that meeting they reviewed the town's contractor statement of work, which outlined a number of goals. The decision was made to defer plans for consulting services. Instead, efforts will focus on three areas of neighborhood concern: pedestrian and bicycle safety, identifying stormwater issues, and improving the application process for the board's review. The Director of Public Works will review the 2018 traffic study and has assigned the town's Traffic Engineer to lay out a plan that includes locations and timeline for future traffic studies. Further discussion amongst the board followed with suggestions for comparing past study data with current collected traffic data to determine neighborhood areas of increase. DPW staff will witness stormwater runoff during the next rain event.

Board member Layer reported that he is in the process of creating a visual record of the district's historic homes. Presenting photos of the historic homes, he stated that the record will include the date of construction, architectural style, narrative for each house, and original photo of the home. He will check with the owners to see if they would like their names associated with the record.

He also reached out to Ann Stuntz, of Historic Vienna Inc. (HVI) for information on the historic plaques that can be seen attached to some of the historic homes. Ms. Stuntz provided a list of plaques issued to date and information on steps necessary for obtaining a plaque, which requires an application submitted to the Town Clerk's office who then forwards the application to HVI for verification. Once verified, the Town's Department of Parks and Recreation contacts the homeowner/applicant, notifying them to pay the application fee. Once paid the town creates and issues an HVI plaque.

Board member Layer stated that some of the homes highlighted may have been constructed before the original Salisbury Windover subdivision. Prior to the subdivision, the area was predominately farmland. The original Cedar Lane Road was lined with cedar trees defining the farm's edges. The cedar trees that exist today predate the Salisbury subdivision. Additionally, Walnut Lane NW still has its original walnut trees retaining much of its historic look. He hoped the photographic record would help to highlight the neighborhoods often referenced lush, green intensity. Concluding his comments, he stated that it is still a work in process but hoped to provide something to the board by the end of year.

The board further discussed the following matters:

- Whether to hold post-mortem discussions on completed neighborhood projects to analyze what went well, lessons learned, and future improvements in relation to town code language.
- Planting cedar trees along Windover Avenue NW and whether it should be a voluntary effort along private property or planted in the town's ROW for town maintenance. Additional community feedback will be collected from neighborhood events like Walk on the Hill.
- Updating the current application process and checklist for the Windover Heights board. Staff will bring back proposed updates for discussion. Further discussed including application color imagery/elevation requirements.
- Options for strongly encouraging or requiring landscaping as part of the application process and whether Town Code Sec. 18-840.3. A: Criteria for Review, offers any flexibility. Staff will verify with the Town Attorney.

## Meeting Adjournment

*There being no further discussion, the meeting adjourned at 8:43 pm.*

*Respectfully submitted,*

*Jennifer Murphy  
Clerk to the Board*

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