



Annual Report

July 1, 2024 – June 30, 2025 (FY2025)

BOARD MEMBERSHIP

The following individuals served on the Windover Heights Board of Review in FY2025: Theresa Bachmann (Community Member, Chair), Stephen Kenney (Planning Commission Representative, Vice Chair), Craig Burns (Conservation and Sustainability Commission Representative), Julie Kylo (Architect Member), and John O'Keefe (Board of Architectural Review Representative). John O'Keefe started as the Board of Architectural Review representative at the September 10, 2024, meeting. Julie Kylo stepped down from membership at the January 7, 2025, meeting.

MEETINGS AND WORK SESSIONS

The Windover Heights Board of Review met six (6) times during FY2025. These meetings included the Board's regularly scheduled meetings and one work session. The Board is scheduled to meet monthly; however, if there are no cases submitted for their review then a meeting is not held.

RECOMMENDATIONS

After a discussion at the September 10, 2024, meeting, the Windover Heights Board of Review provided recommendations to the Planning Commission regarding updates to how the Comprehensive Plan discusses the vision and purpose of the Windover Heights Historic District.

REGULARLY SCHEDULED MONTHLY MEETINGS AND WORK SESSIONS

September 10, 2024	Election of Officers: Stephen Kenney elected Vice Chair of the Windover Heights Board of Review. [Motion: Kylo; Second: Burns; carried 3-0-1 (Abstention: Kenney)] Staff Presentation: Historical background information about Windover Heights, overview of WHBR purview, and discussion about the Certificate of Appropriateness criteria. Comprehensive Plan: Recommendation to Planning Commission on suggested revisions to the Comprehensive Plan, as part of the update process. Annual Report: Reviewed and approved the Fiscal Year 2024 Annual Report.
December 3	Recommendation to Town Council on Public Improvements adjacent to 348 Windover Avenue NW. [Motion: Burns; Second: O'Keefe; carried 5-0]
January 7, 2025	Work Session: Design review of a new single-family detached dwelling at 348 Windover Avenue NW. Election of Officers: Theresa Bachmann elected Chair of the Windover Heights Board of Review. [Motion: Kenney; Second: Burns; carried 3-0-1 (Abstention: Bachmann)]
April 1	Certificate of Appropriateness: Request approved for a revised Certificate of Appropriateness to include a pool pavilion and landscaping for a new single-family detached dwelling at 288 Windover Avenue NW. [Motion: O'Keefe; Second: Kenney; carried 4-0]



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May 6

Certificate of Appropriateness: Request continued for a new single-family detached dwelling at 348 Windover Avenue NW. [Motion: Kenney; Second: O'Keefe; carried 3-0]

June 3

Certificate of Appropriateness: Request approved for a new single-family detached dwelling at 348 Windover Avenue NW. [Motion: O'Keefe; Second: Burns; carried 3-0]

Certificate of Appropriateness: Request approved for exterior modifications at 212 West Street NW. [Motion: O'Keefe; Second: Burns; carried 3-0]

CLOSING

The Windover Heights Board of Review is pleased to submit this report summarizing its FY2025 activities to the Town Council.

Respectfully submitted,

Theresa Bachmann, Chair

APPROVED DATE:

VOTE:

Theresa Bachmann, Chair
Stephen Kenney, Vice Chair
Craig Burns
Paul Layer: Abstain
John O'Keefe

VOTE: