



Town of Vienna

127 Center Street South
Vienna, Virginia 22180
p: 703.255.6341
TTY 7111

Meeting Agenda

Windover Heights Board of Review

Tuesday, April 7, 2026

6:00 PM

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

Special Meeting Time of 6 pm

Roll Call

Approval of the Minutes:

February 3, 2026 - Meeting Minutes

Regular Business

[WHRB26-031](#) Request for a Certificate of Appropriateness for a new fence and arbor at 200 Walnut Lane NW, Docket No. PF-2067085-WHBR, in the RS-16, single-unit detached residential zoning district. The application has been filed by Shauna Scott, the property owner.

PROPOSED/SUGGESTED MOTION

Attachments:

- [01 - DPZ Staff Memo_200 Walnut Lane NW_04 07 2026](#)
- [02 - Application and Applicant Authorizaion Form](#)
- [03 - Plat Showing Locations of Proposed Fence and Arbor](#)
- [04 - Photo of Existing Fencing](#)
- [05 - Image of Proposed Arbor](#)

Meeting Adjournment

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.



Town of Vienna

Charles A. Robinson Jr.
Town Hall
127 Center Street South
Vienna VA, 22180

Agenda Item Report

File #: WHRB26-031, **Version:** 1

Request for a Certificate of Appropriateness for a new fence and arbor at 200 Walnut Lane NW, Docket No. PF-2067085-WHBR, in the RS-16, single-unit detached residential zoning district. The application has been filed by Shauna Scott, the property owner.

PROPOSED/SUGGESTED MOTION

"I move to approve"

Or

Other action deemed necessary by the Board.



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 Cloutre, Principal Planner
Meeting Date: April 7, 2026
Re: 200 Walnut Lane NW – Request for Certificate of Appropriateness for Fence

Request

Request for a Certificate of Appropriateness for a new fence and arbor at 200 Walnut Lane NW, Docket No. PF-#2067085-WHBR, in the RS-16, single-unit detached residential zoning district. The application has been filed by Shauna Scott, the property owner.

Property Description

The property known as 200 Walnut Lane NW is in the Windover Heights Historic Overlay District at the corner of Walnut Lane NW and Lawyers Road NW. The property is zoned RS-16 and is 27,840 square feet. The two-story, wood siding-clad home was constructed in 1908 with an addition constructed in 1981, per Fairfax County records.

Description of Proposed Project

The applicant proposes to install a 4' high white vinyl picket fence in the front yard of 200 Walnut Lane NW, as well as a matching 4' white vinyl picket fence with a matching arbor in the backyard, both of which will be visible from the right-of-way. These fences will match the existing fencing along the Walnut Lane NW and Lawyers Road NW frontages, the latter of which was approved by the Windover Heights Board of Review at the December 2025 meeting. A photo of the existing vinyl picket fencing currently in place along the Walnut Lane NW and Lawyers Road NW frontages can be found in Attachment 04, and a representative image of the proposed arbor can be found in Attachment 05.

Windover Heights Board of Review Processes

The application will be reviewed at the April 7, 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 Town cannot approve the fence permit application until the applicant has received a Certificate of Appropriateness 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 and Applicant Authorization Form
3. Plat Showing Locations of Proposed Fence and Arbor
4. Photo of Existing Fencing
5. Image of Proposed Arbor

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



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

Project Overview #2067085

Project Title: 200 Walnut Lane NW
Application Type: Windover Heights Historic District Review
Workflow: 1. Initial Review

Jurisdiction: Town of Vienna
State: VA
County: Fairfax

Project Contacts

Contact Information: Applicant Shauna Scott 200 Walnut Lane NW Vienna, VA 22180 P:240-925-4660 shauna6181@gmail.com	Contact Information: Owner Shauna Scott 200 Walnut Lane NW Vienna, VA 22180 P:240-925-4660 shauna6181@gmail.com
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Indicate which of the following additional project contacts are to be included on project correspondences.:
None of the Above

Project Address

Project Address: 200 WALNUT LN NW Parcel (PIN): Address/Parcel <ul style="list-style-type: none">200 WALNUT LN NW: 0384 02 0006 Current Zoning: Address/Parcel <ul style="list-style-type: none">200 WALNUT LN NW: RS-16	Suite: Town Limits: Address/Parcel <ul style="list-style-type: none">200 WALNUT LN NW: IN TOWN OF VIENNA
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Project Description

Project Description:
We would like to connect our existing white picket vinyl fence to the house in the front yard and the back yard with new white picket vinyl and an arbor.

Windover Heights 1

Nature of Proposed Work (All that apply): Fence	Describe proposed improvements (including dimensions as necessary): Add 2 small sections of fencing, connecting current fence in the front and back of property to the house, as well as adding 2 round arbors with a gate. 31 feet of white viking style picket fence in the front yard, 4 feet high
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27 feet of white viking style picket fence in the backyard, 4 feet high

Fairfax County Building Permit application numbers associated with this application.:

WHBR Agenda Item:

Windover Heights 2

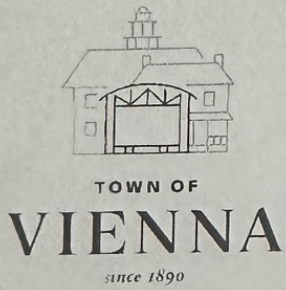
Proposed construction materials (include manufacturer, identification numbers, and size), colors, and finish types (include specifications and color numbers):

white vinyl viking picket fence

Date Principal Structure was built?: 2009

Does this property, principal structure, accessory structure site feature or land hold special public value that relates to the cultural and artistic heritage of the Town of Vienna? : No

Please describe the special public value to the Town of Vienna::



Department of Planning and Zoning

Town of Vienna, Virginia

127 Center Street S

Vienna, Virginia 22180

Phone: 703-255-6341 | Email: DPZ@viennava.gov

Hours: Monday – Friday, 8:00 am - 4:30 pm

APPLICANT AUTHORIZATION FORM

I hereby certify that I am the property owner or I have authority of the property owner to make this application, that the information is complete, and that if a permit or certificate is issued, the construction and/or use will conform to the zoning ordinance and other applicable laws and regulations including private building restrictions, if any, which relate to the property. This form must be submitted prior to issuance of any permit or certificate.

I understand that the permits or certificates obtained pursuant to this permit authorization form will be in my name. I accept full responsibility for the work performed.

Check one box below:

I am the property owner

I am an applicant who has the authority of the property owner (owner will still need to sign)

Description of permits or certificates being applied for:

Fence permit + approval by the Windover Heights Board of Re.
Variance from Board of Zoning Appeals

at the following address: 200 Walnut Lane NW

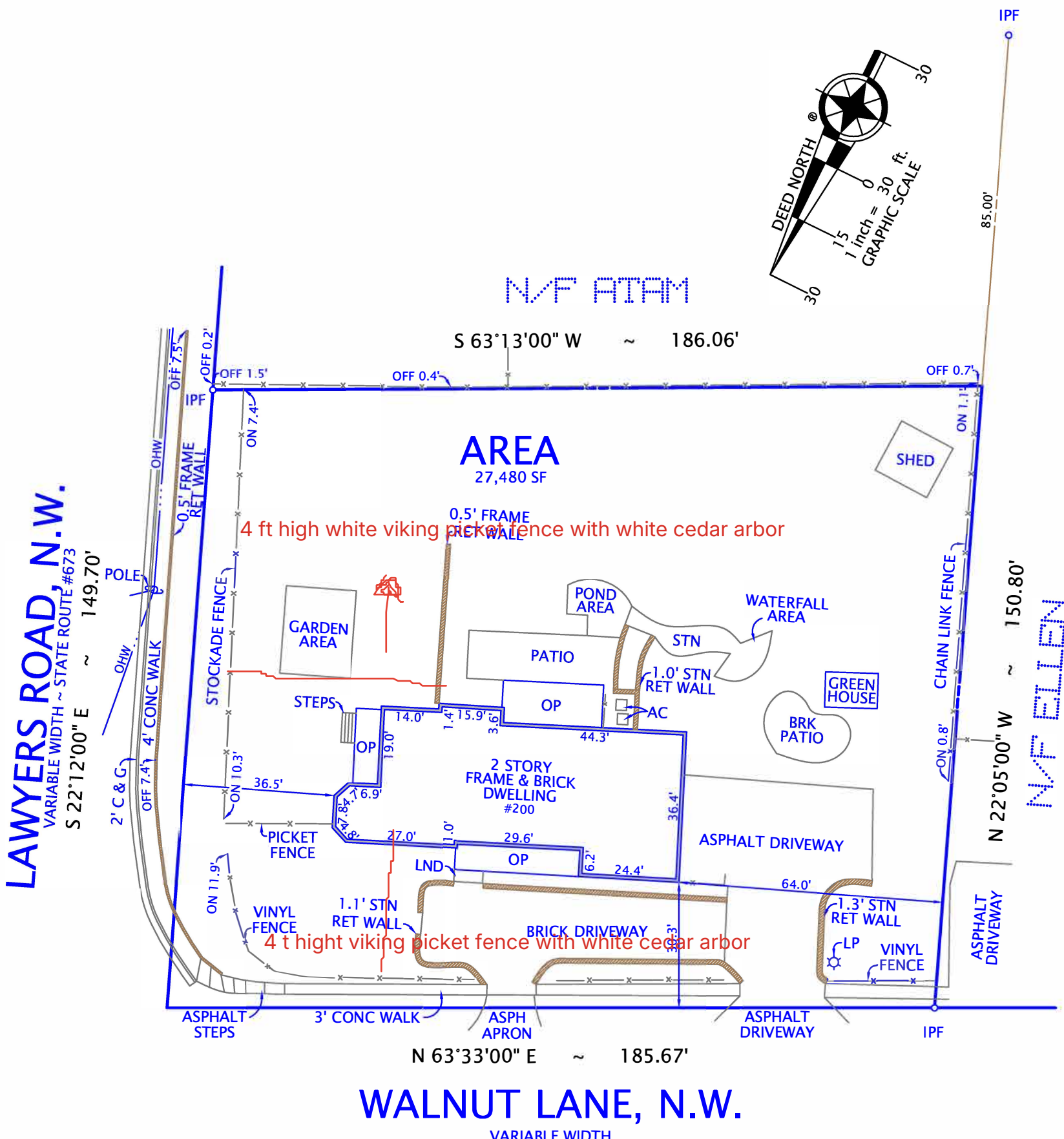
Applicant Name (fill out if owner is not applicant): _____

Signature of Applicant: [Signature] Date: 4-22-25

Property Owner's Name: Shauna + Cory Scott

Signature of Property Owner: [Signature] Date: 4-22-25

NOTES: 1. FENCES ARE PICKET UNLESS NOTED.
 2. UTILITIES ARE UNDERGROUND.



PLAT
 SHOWING HOUSE LOCATION ON
 TH PROPERTY LOCATED AT
#200 WALNUT LANE NW
 (DEED BOOK 23943, PAGE 1763)
 TOWN OF VIENNA, VIRGINIA
 FAIRFAX COUNTY
 SCALE: 1" = 30' AUGUST 29, 2022

I HEREBY CERTIFY THAT THE POSITIONS OF ALL THE EXISTING IMPROVEMENTS HAVE BEEN CAREFULLY ESTABLISHED BY A CURRENT FIELD SURVEY AND UNLESS SHOWN THERE ARE NO VISIBLE ENCROACHMENTS AS OF THIS DATE:

THIS PLAT IS SUBJECT TO RESTRICTIONS OF RECORD.

A TITLE REPORT WAS NOT FURNISHED.

NO CORNER MARKERS SET.



Ordered by:

HALLMARK TITLE INC 8381 Old Courthouse RD Suite 120 Vienna, Virginia 22182 Phone: (703) 827-7000 Fax: (703) 827-4080

DOMINION Surveyors Inc.®
 8808-H PEAR TREE VILLAGE COURT ALEXANDRIA, VIRGINIA 22309 703-619-6555 www.dominionsurveyors.com

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