

**West, Andrea**

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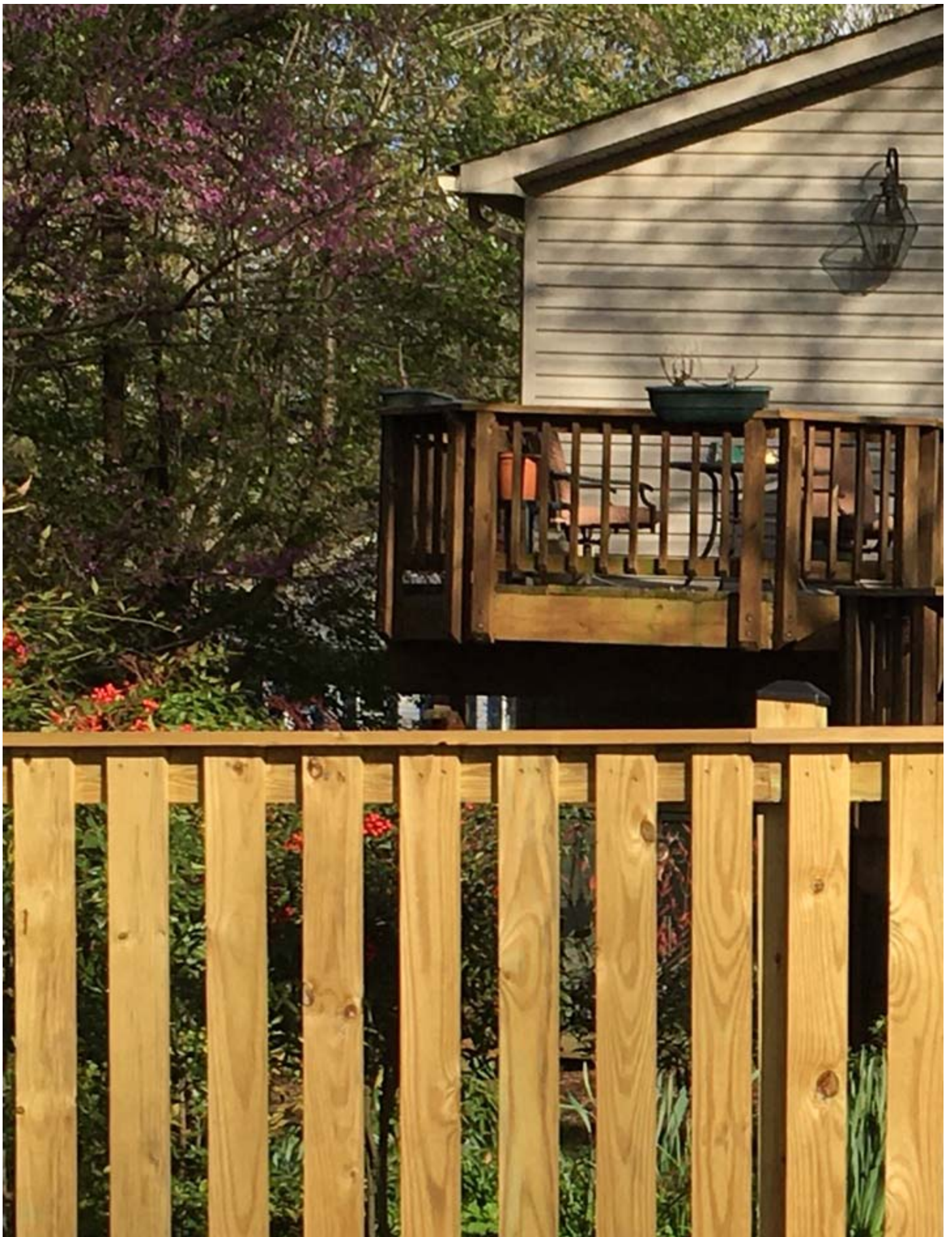
**From:** Michelle White <michelle\_lyn13@yahoo.com>  
**Sent:** Monday, April 20, 2020 9:18 AM  
**To:** West, Andrea  
**Subject:** Re: 203 west fence permit board review app

I took a few pictures of neighbors who have similar fences to what we hope to get. The wooden one most closely resembles the style. The painted fence is our next door neighbors. They have chosen a 6 inch board and we will do the same. Hope this helps.

Also I'm not sure if I clarified but we've already paid for the permit and submitted all the paperwork through the town. Thanks again for your help. I believe I'm just waiting for board approval.













Michelle White

Sent from my iPhone

On Apr 17, 2020, at 1:24 PM, West, Andrea <Andrea.West@viennava.gov> wrote:

Michelle:

Thank you so much, I will let you know if I need any more additional materials.

**Andrea West**  
**Planner**

<image001.jpg>

**Town of Vienna Planning and Zoning**

127 Center Street, South  
Vienna, VA 22180

**Temp. Mobile: (571) 264-7391**

[andrea.west@viennava.gov](mailto:andrea.west@viennava.gov)

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**From:** Michelle Rodgers <michelle\_lyn13@yahoo.com>

**Sent:** Friday, April 17, 2020 1:14 PM

**To:** West, Andrea <Andrea.West@viennava.gov>

**Subject:** Re: 203 west fence permit board review app

Lets try that again...

Ms. West please fine the application attached in PDF form. Pleas let me know what else you might need.

Please let me know as soon as you what what the time frame might be so I can manage my sons expectations. Hes been very excited to get a fence so that he can play in the yard with a little more freedom.

Thanks.

-Michelle

On Friday, April 17, 2020, 09:19:02 AM EDT, West, Andrea <[andrea.west@viennava.gov](mailto:andrea.west@viennava.gov)> wrote:

Ms. White:

My name is Andrea West, I am the staff liaison to the Windover Heights Board of Review. First, let me apologize for the confusion with the application process. Much of the staff is working remotely, and using a new software system to accept applications and protect the health of customers and staff. We were in the beginning stages of implementation of the new software when we had to close town hall, and not all portions of the system were developed to the extent we hoped, and that is why you received the email message without further instruction, and unfortunately looked like a spam message.

From this point on, you can communicate directly with me about the Windover Heights Board of Review. Did you drop an application off at Town Hall or email the application? It might be helpful if you email the application in PDF form to me directly if you have it.

To answer your question about the Board and when they may meet next, I need further clarification about that matter, and let you know as soon as possible. Again, my apologies for the confusion. I have a temporary cell phone number where you can connect with me by phone below.

Thank you,

**Andrea West**

**Planner**

<image001.jpg>

### **Town of Vienna Planning and Zoning**

127 Center Street, South  
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[andrea.west@viennava.gov](mailto:andrea.west@viennava.gov)

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**From:** Michelle White <[michelle\\_lyn13@yahoo.com](mailto:michelle_lyn13@yahoo.com)>  
**Sent:** Thursday, April 16, 2020 8:57 PM  
**To:** Public Works, Town of Vienna, Department of <[DPW@viennava.gov](mailto:DPW@viennava.gov)>  
**Subject:** 203 west fence permit board review app

I've attached what I believe is needed. I got an email that got lost/hidden because it looked like spam and had no signature so I'm not even sure who sent it.

Is board approval needed for a fence? I dont have a picture or rendering of what the fence is going to look like. Nothing werid, just a regular wooden fence. Is this board even meeting right now? What kind of time line are we looking out? We had scheduled the fence to be installed Monday which clearly won't happen.

This homeowner thing is new to us and this process is especially difficult to navigate when you can't talk to anyone. I'm a in person kinda person.

Please help. Lol

And thank you.

Michelle White

Michelle White

Sent from my iPhone



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