



Memorandum

To: Vienna Town Council
From: Matthew Glassman, Chair of the Planning Commission *mg*
Meeting Date: February 27, 2025
Re: Proposed Site Plan for Meadow Lane Park at 400 Courthouse Rd SW

Overview

This memorandum pertains to the proposed site plan for Meadow Lane Park located at 400 Courthouse Road SW on lot 0384 08C in the Parks and Recreational (PR) zoning district. The site plan is proposed to accommodate the construction of new restroom facilities at the park.

At our February 26, 2025, meeting, Planning Commissioners reviewed the application and the staff analysis regarding whether the proposed site plan is consistent with the 2015 Comprehensive Plan and the Zoning and Subdivision Ordinance (Chapter 18 of the Town Code). Commissioner Keith Aimone recused himself from the discussion due to professional conflicts. Parks and Recreation Director Leslie Herman testified about the discussions with the Board of Architectural Review and subsequent approval of the prefabricated restroom facilities design. Public notice was provided per Town requirements, but no testimony or written comments were received. The Planning Commission concluded that the proposed site plan aligns with the applicable sections of the Town Code and the Comprehensive Plan.

PC Recommendation

The Planning Commission made a motion to recommend that the Town Council approve the proposed site plan for Meadow Lane Park, located on lot 0384 08C, in the Parks and Recreational Zone.

Motion: Commissioner Plowgian
2nd: Commissioner Kenney
Roll Call Vote: 6-0
(Commissioner Aimone recused himself.)

Matthew Glassman, Chair	Aye
Douglas Noble, Vice Chair	Aye
Stephen Kenney	Aye
David Miller	Aye
Jessica Plowgian	Aye
Deepa Chakrapani	Aye
