



Town of Vienna

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Meeting Minutes Planning Commission

Wednesday, February 26, 2025

7:30 PM

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

****Revised Agenda****

6 pm Work Session Scheduled Before Regular Meeting

The Planning Commission met for a regular meeting at 7:44 PM on Wednesday February 26, 2025, in the Vienna Town Hall Council Chambers. Commissioners present were Chairman Matthew Glassman, Douglas Noble, Keith Aimone, Jessica Plowgian, Stephen Kenney, David Miller, and Deepa Chakrapani. Staff members present were Deputy Director of Planning & Zoning, Kelly O'Brien, Senior Planner, Lyndsey Cloutre, Town Engineer, John Sergeant, and Clerk to the Commission, Jennifer Murphy.

Roll Call

All members present.

Communication from Citizens and/or Commissioners

None.

Public Hearings

Public hearing and recommendation to Town Council regarding an amendment to the site plan for Meadow Lane Park for new restrooms, on lot 0384 08C, located at 400 Courthouse Rd SW, in the Parks and Recreational (PR) zoning district.

Deputy Director of Planning & Zoning, Kelly O'Brien presented staff's report, stating that the application review is for a site plan change to Meadow Lane Park to update the onsite bathrooms. Town Code language dictates that a majority change to the site plan requires a public hearing review with recommendation to Town Council. The application received aesthetic review approval from the Board of Architectural Review (BAR) in March 2024. Presenting the approved rendering detailing the roof in charcoal gray she stated that members of the Department of Parks and Recreation are available to answer questions.

Concluding staff's presentation, Chairman Glassman invited the applicants forward to speak.

Leslie Herman, Director of Parks Recreation and David Donohue, Project Manager were present representing the application. Director Herman stated that they reviewed other Smith Midland prefabricated facility examples for durability. The BAR recommended a standing seam metal roof. Similar to the facility at Glyndon

Park to eliminate leakage concerns. The structure will be all concrete except for partitions and fixtures. The structure will be ADA compliant and will include water fountains and storage. Additionally, the concrete base will slope slightly for drainage, which is per BAR approval.

Chairman Glassman announced that Commissioner Aimone will be recused from application review.

Commission discussion included the following:

- The roof drip line will extend beyond the water fountain, similar to BAR's suggestion.*
- Changing tables will be in both restrooms.*
- Durability of water fountains. There will be a second fountain near the sandbox for washing hands.*
- A deeper sidewalk was suggested for the projection of any high-low grade points.*
- Electrical service will connect underground to the building.*

Chairman Glassman opened the public hearing, stating that no written comments have been received. There being no public comments, a motion to close was in order.

A motion to close the public hearing was put forward.

*Motion to close: Noble
Second: Plowgian
Roll call vote: 6-0-1
Abstain: Aimone*

There being no further discussion, a motion was in order.

Commissioner Plowgian motioned that a recommendation be made to Town Council regarding an amendment to the site plan for Meadow Lane Park for new restrooms, on lot 0384 08C, located at 400 Courthouse Rd SW, in the Parks and Recreational (PR) zoning district.

*Motion: Plowgian
Second: Noble
Roll call vote: 6-0-1
Abstain: Aimone*

The item is scheduled for public hearing and review with Vienna Town Council on March 24, 2025.

Chairman Glassman announced that the application previously advertised for Glyndon Park has been cancelled. Deputy Director O'Brien explained that the scope of work is only within the ROW. Staff anticipates a future plan coming forward for review when completed.

Regular Business - None

New Business

Commissioner Noble representative to the newly formed Tree Advocacy group reported the following:

- *Scheduled to meet again February 27th before the regular CSC meeting.*
- *Expect to discuss goals, role of the group per town code language, invasive species, and grants that the town may apply for.*
- *The Town’s Urban Forester will provide a presentation.*

Planning Director Comments

Deputy Director O’Brien reported on the following:

- *Town Council adopted all zoning code updated language except for pools. Refined pool language and diagrams will be brought back for their review for their March 10th meeting.*
- *The rezoning request at 128 Nutley Street NW has been resubmitted. Staff anticipates a March/April review timeframe*
- *The 130 Wilmar Pl NW subdivision has resubmitted and will be back for review for subdivision and consolidation*
- *NFCU has applications submitted for new generator locations and fencing exceeding 8 ft. Both require site plan approval. A new auditorium project is anticipated as well*
- *Outdoor Lighting Guideline consultants will be meeting with BAR and a joint work session with Town Council and Planning Commission on April 21st.*

Approval of the Minutes:

Acceptance of Meeting Minutes

The January 22, 2025, meeting minutes were accepted.

Meeting Adjournment

The meeting adjourned at 8:08 pm.

*Respectfully submitted,
Jennifer M. Murphy
Clerk to the Commission*

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