



Town of Vienna

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Meeting Minutes - Final Planning Commission

Wednesday, June 25, 2025

7:30 PM

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

Comprehensive Plan Work Session to Follow Regular Meeting

The Planning Commission met for its regular meeting at 7:30 PM on Wednesday June 25, 2025, in the Vienna Town Hall Council Chambers. Commissioners present included Chairman Mathew Glassman, Jessica Plowgian, Stephen Kenney, David Miller (7:33 PM), Douglas Noble. Members absent included Deepa Chakrapani and Keith Aimone. Staff members present were Deputy Director of the Department of Planning & Zoning, Kelly O'Brien, and Clerk to the Commission, Jennifer Murphy.

Roll Call

Commissioners Chakrapani & Aimone were called absent.

Communication from Citizens and/or Commissioners

No communications

Public Hearings: None

Regular Business

[PC25-272](#)

Request for recommendation to the Town Council on proposed site plan for 1007 Electric Ave SE, Navy Federal Credit Union, for the installation of two-way drive-through ATM facility.

Kelly O'Brien, Deputy Director of Planning and Zoning stated that the property serves as the Navy Federal Credit Union (NFCU)'s headquarters, addressed at 820 Follin Lane SE in the Corporate Park Zoning District. Constructed in three phases from the late 1970s through the 1990s, it is currently undergoing modernization. As part of this effort, NFCU proposes relocating the existing drive-through ATMs at HQ1 (820 Follin Lane SE) across the street to HQ2 (1007 Electric Avenue SE). The purpose of this relocation is to accommodate a building addition in the location of the current ATMs. The site plan to accommodate the building addition will be brought forward to the Planning Commission and Town Council in the near future. In accordance with Section 18-836.2E of the Town Code, the proposed site plan requires review and recommendation by the Planning Commission before final approval by the Town Council.

The new facility will consist of two drive-through lanes, each with its own ATM, placed on a 6-inch raised concrete island. A fabric tensile canopy will provide weather protection and visual screening. The queueing lane can accommodate up

to 12 vehicles, exceeding the Town's stacking requirements, and is designed to prevent backup into parking or circulation areas. Additional landscaping, including trees and shrubs, is proposed to screen the facility and buffer adjacent uses. The Town of Vienna Comprehensive Plan designates the subject property as "Employment Center" on the Future Land Use Map. The proposed modifications to the site plan are consistent with this designation and will not alter the existing use or function of the site.

The proposed site plan meets the minimum zoning requirements for CP zone with the exception of the requested modification for fence height. It aligns with Comprehensive Plan Variances for location and number of drive-through ATM lanes approved by the BZA 1007 Electric Ave SE – Navy Federal Credit Union.

The applicant, Tim Markle, AVP Special Projects, 820 Follin Lane, SE, was invited to speak. Chairman Glassman opened discussion amongst the Commission, which included the following:

- Usage readings taken 12/2024 indicate stacking of five cars in both directions would be more than adequate;
- Suggest double yellow line markings to assure auto separation;
- Recommend stop sign at exit;
- Recommend crash attenuation at point of traffic dissection.

Commissioner Miller disclosed that he is as a member of Navy Federal Credit Union. Concluding discussion, Chairman Glassman called for a motion.

It was moved to recommend approval to the Town Council of the proposed site plan for a drive-through ATM facility for the Navy Federal Credit Union property located at 1007 Electric Avenue SE.

Motion: Plowgian

Second: Noble

Roll call vote: 5-0

The motion carrying, staff advised that the item is scheduled for review and final action by Vienna Town Council at their July 7, 2025, meeting.

[PC25-271](#)

Request for recommendation for a Conditional Use Permit to the Board of Zoning Appeals for Specialized Instruction at 390-B Maple Ave E in the Avenue East (AE) zoning district. Application filed by Pinar Turhan, Clay & Kiln Studios LLC.

Kelly O'Brien, Deputy Director of Planning and Zoning, stated that the property under consideration (390-B Maple Ave E in the Avenue East) has long served as office and commercial space near the intersection of Maple Ave E and Beulah Road NE. It shares parking with the buildings located at 392 and 394-396 Maple Ave E. Both parcels are owned by McDiarmid Associates LLC. Built in 1958, the single-story 4,548-sf concrete block building at 394-396 Maple Ave E has been used for restaurant, office, retail, showroom, and commercial services.

The location of the proposed Specialized Instruction facility is designated as Mixed Use on the Town's Comprehensive Plan Future Land Use map. Specialized Instruction is consistent with the Mixed-Use designation per the implementation

strategies of “Encouraged mixed-use development for sites zoned for commercial uses and “Support locally owned businesses” for Land Use Objective 4 (“Maintain and strengthen the Central Business District within existing boundaries.”). As proposed, the application generally conforms to the applicable requirements of the Town of Vienna Zoning Ordinance for Conditional Use. The property was originally developed under an earlier zoning code, with parking requirements that differ from those in place today and may not fully accommodate the parking demands of current uses. Per Section 18-210 of the Zoning Ordinance, the parking requirement for specialized instruction uses is “two (2) spaces per each three (3) employees on the major shift, plus a sufficient number of spaces to accommodate all persons anticipated to be on-site at any one time under normal operating conditions.” While the first part of the standard is quantifiable, the term “sufficient” is not explicitly defined and is subject to interpretation based on the nature and scale of the proposed use. The applicant and property owner assert that the shared parking arrangement across the two commonly owned parcels provides adequate capacity to meet the anticipated parking demand generated by the studio’s class sizes and operating schedule.

Pinar Turhan, owner of Clay & Kiln Studios, LLC present representing the application, was invited to speak.

Chairman Glassman opened discussion amongst the Commission, which included the following:

- Concern that restrooms on second floor are not ADA compliant;
- Recommend designating rooms with no instruction as studio space;
- Kiln emits no appreciable noise;
- Outdoor location of kiln is a positive;
- Parking spaces calculated at an average of 3/tenant;
- Back building used for storage.

With no additional discussion, Chairman Glassman called for a motion.

It was moved to recommend approval to the Board of Zoning Appeals for a Conditional Use permit for Specialized Instruction for ceramics studio and classes at 390-B Maple Ave E, located within tax map parcel 0382 02 0028.

Motion: Kenney
Second: Miller
Roll call vote: 5-0

The motion carrying, staff advised that the item is scheduled for consideration by the Board of Zoning Appeals at their July 16, 2025, meeting.

New Business

None

Planning Director Comments

Deputy Director O’Brien reported the following:

- *NFCU will come back in the fall with their next phase for site plan review.*
- *A work session is planned for the July 9th meeting to discuss last draft edits to the Comprehensive Plan.*
- *For 2026, the November meeting will need to be rescheduled for Veteran's Day. Staff will schedule an alternate date for Tuesday, November 10, 2026.*
- *The PIO's office would like to take a group photo of the Commission at their July 9th meeting. Staff will provide further information.*
- *Staff will be bringing forward additional code amendments*

Approval of the Minutes:

[25-5168](#)

Acceptance of Meeting Minutes

The following meeting minutes were accepted into the record:

- *PC – May 14, 2025 – Work Session Action Minutes*
- *PC – May 14, 2025 – Regular Meeting Minutes*

Meeting Adjournment

There being no further discussion, the meeting adjourned at 8:07 PM.

Respectfully submitted,

*Jinger Eberspacher
Recording Secretary*

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