

Planning Commission  
February 11, 2026  
DRAFT Meeting Minutes

The Planning Commission met for a regular meeting and public hearing at 7:30 PM on Wednesday, February 11, 2026, in the Vienna Town Hall Council Chambers. Commissioners present were Chairman Matthew Glassman, Douglas Noble, Stephen Kenney, Keith Aimone, Jessica Plowgian, David Miller, & Deepa Chakrapani. Staff members present were David Levy, Director of Planning & Zoning; Kelly O'Brien, Deputy Director of Planning & Zoning; Andrea West, Zoning Administrator; Lyndsey Clouatre, Principal Planner; Brian Nguyen, Town Engineer; and Jennifer Murphy, Clerk to the Commission.

Roll Call

All members were called present.

Communication from Citizens and/or Commissioners

Commissioner Noble stated that Senator Salim has sponsored Bill 717 (2026), which will require localities within one mile of major transit stops to establish transit-oriented housing overlay districts for by-right development for high-density, multi-family housing. The bill passed the Senate on Feb. 5, 2026, and is pending in the House. Information can also be found on the Town's Facebook page. Further discussion followed. DPZ staff advised that they are tracking the bill's progress along with the Town Attorney's office.

Public Hearing

None

Regular Meeting

Item No. 1.

Recommendations to Board of Zoning Appeals on request to amend an existing Conditional Use Permit, and to Town Council on request for modifications of site plan requirements for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Zoning District.

Director of Planning & Zoning, David Levy stated that tonight's review is a continuation of discussions with the applicant. The Commission heard public comments at their January 14, 2026, meeting with receipt of written comment left open. The Commission is tasked with producing two recommendations, one for the Board of Zoning Appeals (BZA) to update the conditional use permit, and the second is for Vienna Town Council for the request for modification of requirements. Both requests are interrelated, which will be managed by the chair during review discussions.

Chairman Glassman stated that they will try to include as many points of discussion in the memos to BZA and Vienna Town Council, which will be circulated amongst the Commission before sending out. With respect to the application, he stated that he is fine with the proposed construction at the school and is not concerned with the presented lot coverage. He supported proposed frontage improvements for sidewalk and increased buffer that resulted from their review discussions. supported the proposed expansion and building improvements but did not support increasing enrollment until the discussed noise issues were solved.

Chairman Glassman noted for the record, that due to updated applicant comments and staff responses, public comments were kept open beyond the originally announced deadline until close of business, Tuesday, February 10<sup>th</sup>. This information was also reflected in the posted online meeting information.

Sara Mariska, Odin Feldman Pittleman, Jessica Wadlow, School Board of Trustees, and Peter Barrett, Interim Head of School were present on behalf of the application.

Commissioners provided feedback and followed up with questions of the applicant.

Responding to questions relating to noise reductions, Ms. Mariska stated that they have engaged a sound consultant and are moving forward with the intent to install an Acoustiblok style material along play areas and to offer the same type of material replacement to adjacent neighboring properties. Additional discussion followed. The applicant provided that they are moving forward with sound mitigating efforts in parallel with the current application, subject to any required approvals.

Commissioners provided the following feedback:

- Several commissioners supported site improvements (building modernization, frontage/sidewalk, parking reconfiguration, buffering, and acoustic fencing) and emphasized outcome-based noise mitigation rather than activity-based conditions.
- Some commissioners expressed concern for cumulative neighborhood impacts and requested clarity on phasing, enforcement, and measurable noise performance targets.

Concluding discussion, Chairman Glassman called for a motion for the request for site plan modifications of requirements.

Commissioner Kenney motioned that the request for recommendation for modifications of requirements for lot coverage, frontage improvements, parking and loading standards, landscaping, bicycle parking, and buffering at Green Hedges

School, located at 415 Windover Ave NW, in the RS-12.5 Zoning District be approved with the following conditions:

- Relocate the storage shed at the southwest corner to outside the buffer and provide the full 15-foot buffer per Town standards in that location.
- Allow a reduced buffer where stormwater facilities physically preclude tree planting (e.g., Windover side), while maintaining screening through compatible materials/landscaping.
- Recognize constrained 10-foot buffer segments along interior drive aisles where full width cannot be achieved due to minimum lane standards.
- If the adjacent house on Nutley transitions from residential to any other use, the school shall promptly upgrade the buffer along that property line to meet full 15-foot standard.
- Require installation of sound-mitigating fencing/membrane and/or equivalent materials, together with dense vegetation, prior to commencing Phase 1 construction, along play area edges to achieve meaningful noise reduction. *(Intent is outcomes-based; specific materials to be shown on site plans.)*
- If Phase 2 is not begun construction within six (6) years, deferred buffer plantings associated with that phase shall be installed to Town standards.

Motion: Kenney

Second: Plowgian

Roll Call Vote: 5-2

Nays: Chakrapani & Miller

A memo detailing commissioner comments, including noise-performance emphasis and buffer specifics for site plan modifications will be forwarded to Town Council.

Moving on to the Planning Commission's consideration for amending the CUP, commissioners discussed options for draft language, violation enforcement, employee counts, and hours of operation for the gym rental space. Commissioner discussion included the following highlighted points of discussion:

- Some commissioners expressed concern that the application lacks sufficiently detailed, verifiable information as to whether the proposed amendment would adversely affect the

health, safety, and welfare of persons or neighboring properties—particularly in regards to noise impacts.

- A majority favored implementation and demonstration of effective noise mitigation (e.g., acoustic fencing plus dense buffers with measurable outcomes) prior to any enrollment increase.
- Commissioners discussed narrowing or prohibiting athletic rentals of the proposed gym/field to limit weekend/evening impacts. If BZA approves contrary to this recommendation several commissioners urged clear, enforceable limits that are easy to administer.
- Concerns were expressed for phasing, enforcement, and institutional follow-through, with consideration for annual reporting on noise/traffic/stormwater/plantings/non-school events as a compliance mechanism if zoning violation remedies of conditions are not met.

Concluding discussions, a motion was in order.

Commissioner Noble motioned to recommend denial to the Board of Zoning Appeals on the amendment to the conditional use permit for Green Hedges School, located at 415 Windover Avenue NW, in the RS-12.5 zoning district, as described in tax map 0383 21 0008A.

Motion: Noble

Second: Chakrapani

Roll Call Vote: 4-3

Nays: Aimone, Plowgian, Kenney

A recommendation memo will be sent to BZA, accompanied by a comprehensive memo summarizing their full discussion, including areas where commissioners were and were not aligned with respect to enrolment increase.

Item No. 2:

Draft 2026 Comprehensive Plan Update - Town-Business Liaison Committee (T/BLC) Comments, Discussion and Direction to Staff.

T/BLC Vice chair, Tracy McCarty was present representing the item.

Department of Planning & Zoning Director, David Levy advised that a public hearing was held in the fall of 2025. Written comments were received after from T/BLC. At the time staff was directed to bring back an updated document to allow time for commissioners to consider the written comments received from T/BLC.

Reviewing comments, commissioners provided the following feedback:

- Corporate Park / Small Area Plan: In light of recent property changes and less immediate pressure for land use conversion, the Commission discussed whether a small area plan for the Corporate Park should be a near-term priority. Staff should reflect on updated context and priorities accordingly.
- W&OD Trail — Tree Canopy: Incorporate language supporting restoration/strengthening of tree canopy along the W&OD Trail. Coordinate with utilities as appropriate to be located in the Environment/Recreation section rather than the Corporate Park chapter.
- Church Street: Retain one special planning area for Church Street that is not split amongst NE/NW. Refresh overlay discussion and acknowledge the need to modernize standards for parking constraints, ground-floor activation, et cetera. Avoid specifying a numeric height and include a vision for three-story mixed-use with ground-floor retail, where appropriate. Exact dimensions should be left to the zoning code.
- Commercial Districts (General): Emphasize the goal of commercial viability with ground-floor retail and compatible upper-story uses, avoiding prescriptive heights in the Comprehensive Plan.

Concluding discussions, staff advised that the Town Council has an April 20<sup>th</sup> work session scheduled with the Planning Commission to discuss proposed changes from the prior plan. Staff will bring back a consolidated, updated draft reflecting comments.

#### New Business

None

#### Planning Director Comments

Director Levy reported the following:

- Capital Improvements Program (CIP). Town Council is considering the Planning Commission’s role, which is consistent with Virginia State Code language. Staff will update once the process has been determined.
- Zoning Code Amendments. Due to the snowstorm, Town Council’s public hearing has been rescheduled to February 23, 2026.
- Town Council Work Session. The Planning Commission has been added to council’s advanced agenda for April 20, 2026, to discuss proposed Comprehensive Plan changes.
- Town Code changes. Consideration of possible changes will be presented by staff. In April outdoor lighting and in May cell coverage will be discussed.

- Upcoming agenda items will include Modifications from Requirements for First Baptist Church and continuation of the 2026 Updated Comprehensive Plan review.

Meeting Minutes - None

There being no further discussion, the meeting was adjourned at 9:35 pm.

Respectfully submitted,

Jennifer Murphy

Clerk to the Commission