

PLANNING COMMISSION
January 22, 2025
Regular Meeting Minutes

The Planning Commission met for a regular meeting at 7:30 PM on Wednesday January 22, 2025, at 7:30 pm, in the Vienna Town Hall Council Chambers. Commissioners present were Chairman Matthew Glassman, Douglas Noble, Jessica Plowgian, Stephen Kenney, and David Miller. Staff members present were Director of the Department of Planning & Zoning, David Levy, Deputy Director of Planning & Zoning, Kelly O'Brien, Senior Planner, Lyndsey Cloutre, Town Engineer, John Sergent, and Clerk to the Commission, Jennifer Murphy. Keith Aimone and Deepa Chakrapani were absent.

Roll Call: Communications Aimone and Chakrapani were absent.

Public Hearing: None

Regular Meeting:

Item No. 1

Recommendation to the Town Council on a final plat for the lot consolidation of parcels 0391 12 0049A and 0391 12 0050 at 244 Old Courthouse Road NE into a single lot in the Residential - Single-Unit, 16,000 sq. ft. (RS-16) zoning district. Application filed by Hamid Matin with Professional Design Group, Inc. on behalf of Jamil Abdel Aziz and Sana Basharat Hussein, owners.

Senior Planner, Lyndsey Cloutre presented staff's report, stating that the lot consolidation will eliminate the current nonconformity for side-yard setback and lot coverage. The proposed consolidation meets all requirements for the RS-16 zoning district and aligns with the Town's Comprehensive Plan for Low Density. She explained that the Commission is providing a recommendation to Vienna Town Council, which is scheduled for review at their February 23, 2025, meeting.

Hamid Matin of Professional Design Group, Inc. was present on behalf of the application. Mr. Matin stated that the subject lots were originally created in 1959 and have been under the same ownership since 1972. They are now seeking approval to consolidate the two parcels, which will clean up any nonconformities on the property.

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

Commissioner Noble motioned that a recommendation be provided as presented to Vienna Town Council on final plat lot consolidation of parcels 0391 12 0049A and 0391 12 0050 at 244 Old Courthouse Road NE into a single lot in the Residential - Single-Unit, 16,000 sq. ft. (RS-16) zoning district.

Motion: Noble

Second: Kenney

Carried by Roll Call Vote: 5-0

Item No. 2
Comprehensive Plan Update

Department of Planning & Zoning Deputy Director, Kelly O'Brien presented a to-date update and anticipated schedule phasing for completion, stating that the target goal for completion is October 2025. The project is currently under Phase 2, which has a draft language completion goal for late April/early May. Staff will work on public engagement and surveys. She asked if additional subcommittee work sessions are necessary. Commissioners further discussed subcommittee group breakdowns and staff liaison coordination. Group 2 will continue discussions on the Public Facilities and Intent of sections. Subcommittee work sessions will resume either before or after regular meetings with a goal for full commissioner discussion in April.

Chairman Glassman asked that a full commissioner group discussion be scheduled to review the entire draft document before the public hearing process. Staff will begin work on draft plan language for Groups 1 and 3 subject items, with a goal of providing a complete draft in late April. Group 2 will try to meet at 6 pm, before the February 12th meeting. Comp Plan progress updates will be provided by staff at upcoming meetings.

New Business: None

Director's Report

Director Levy reported on the following:

- Two new town directors have been hired. Nicole Toulouse is the new Economic Development Director and the former Deputy Director of Finance, Stephen Barlow, is the new Finance Director.
- The consolidation application for 130 Wilmar Place NW, which the Planning Commission recommended against, has been withdrawn by the applicant. A revised application will be resubmitted showing a more evenly split subdivision.
- The ROW and updated site plan at Glyndon Park will be coming back for review and recommendation to Vienna Town Council.
- A site plan amendment at Meadow Lane Park is anticipated review.
- Green Hedges will update their concept plan per comments received. Once submitted staff will review and schedule a work session with Planning Commission.
- Navy Federal Credit Union will be submitting applications for a new generator, ATM installation, and new auditorium.
- The rezoning application at 128 Nutley St NW has not been submitted.
- For the Annex property at 301 Center Street S, Planning & Zoning with Parks & Recreation staff are preparing an application for conditional use permit review. Town Council's decision on the proposed swim and fitness center will inform future plans for the site.
- Town Council will continue discussions on the Parking Study at their February 10, 2025, work session.

Commissioners further discussed:

- The Zoning Code update recommendations, submitted by the Planning Commission, are scheduled for review with Town Council at their January 27, 2025, meeting.
- To date, nothing has been submitted for the SunTrust building at 515 Maple Avenue E.
- The first Tree Advisory Committee has been scheduled to meet on January 23, 2025. Commissioner

Noble will report back once they meet.

Minutes:

Meeting minutes for the following accepted with corrections provided to the Clerk:

- July 10, 2024, Regular Meeting
- October 9, 2024, Regular Meeting
- October 29, 2024, Special Work Session

The meeting adjourned at 8:20 pm.

Respectfully submitted,
Jennifer M. Murphy