



**Planning Commission
Town of Vienna**

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Memorandum

To: Vienna Town Council

From: Matthew Glassman, Chair of the Planning Commission *mg*

Meeting Date: December 10, 2025

Re: Recommendation Regarding Proposed Corrections and Edits to the Town of Vienna Zoning and Subdivision Ordinance

Overview

This memorandum pertains to the proposed edits to the Town of Vienna Zoning and Subdivision Ordinance (Chapter 18) that were forwarded to the Planning Commission by the Town Council on September 29, 2025, with a request that the Commission review and provide recommendations.

The Planning Commission reviewed and discussed the items at our October 8, 2025, meeting and held a public hearing on December 10, 2025. During the public hearing, one resident spoke to request a zoning code revision not included within the set of revisions forwarded by the Town Council. No other input was submitted, either orally or in writing.

After closing the public hearing, the Planning Commission members present voted unanimously to recommend that the revisions be adopted by the Town Council, with some recommended changes.

Planning Commission Discussion and Recommendations

The Planning Commission is very supportive of the proposed amendments to Chapter 18 but recommends the following changes to the amendments:

Attachment 02 and 02A: Sec. 18-213. Lot coverage.

This proposed revision is intended to clarify the Town's policies regarding the features that are considered as lot coverage. The revision also would bring into the code features that, for many years and without explicit Town Council direction, have been interpreted by previous Zoning Administrators as not counting toward lot coverage calculations.

- The revisions to *Section 18-213, Lot Coverage*, are helpful, but the paragraph format is difficult to read. The Commission suggested that they be presented in a list format, instead. (Staff have provided a second option, titled Attachment 02A, presenting the regulations in the recommended manner).

Attachment 3: Sec. 18 304. Principal Uses Table.

This proposed revision is intended to add additional principal uses that would be permitted, some as conditional uses, within multiple zoning districts within the Town of Vienna. These recommendations are based on applications received by the Town, existing conditions, and uses allowed with the code before the CodeCreate process.

- Within the recommended revisions to *Section 18-304, the Principal Uses Table*, the uses Medical Care Facilities and Continuing Care Facilities, with overnight patient and residential uses, may not be compatible uses within the Corporate Park.

Attachment 4: Sec. 18-323. Drive Through Facilities.

These proposed changes to this section would 1) Remove the restriction on drive-through facilities in the front setback for the GS Gateway South and CP Corporate Park districts, 2) Permit two drive-through lanes per property, and 3) Allow the Zoning Administrator to waive certain application requirements.

- Within the recommended revisions to *Section 18-323, Drive-Through Facilities*, the restriction on drive-through facilities in the front of buildings should remain within the Gateway South district, so that, in the event of redevelopment, drive-throughs are to be restricted to the rear of the property. Staff noted that the site may pose challenges when assigning a front to the development.
- Also, within *Section 18-323, Drive-Through Facilities*, the Planning Commission recommends revising where the text states “project scale” to state “project scope” when permitting the Zoning Administrator to waive application requirements for drive-through facilities.

Attachments 6 and 7:

The majority of the changes proposed in Attachments 6 and 7 relate directly to changes required of localities, as adopted in the Code of Virginia during the 2025 legislative session that remove the Planning Commission and Town Council as the “agent” of subdivisions and site plans, requiring administrative processes.

- The Planning Commission acknowledged the need to meet the requirements of the Code of Virginia by making revisions to *Articles 6, Subdivisions and Lot Modifications*, and *8, Administration, Procedures, and Enforcement*, but requested after one year from the date of these process changes, that the Department of Planning and Zoning provide a summary

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Proposed Revisions to the Zoning and Subdivision Ordinance (Chapter 18)

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of site plan cases that would have required Planning Commission and Town Council review under the code as adopted in 2024.

The following item was not part of the recommended changes before the Commission:

- A resident spoke at the Planning Commission public hearing on an item not included within the set of revisions – allowing additional height for pergolas and shade structures above the 35’ height limit on townhomes within the Town’s RMU, multi-family zoning districts. The exception for these structures would be added to *Section 18-212.1.B. – Structure height*. Planning Commission recommends Town Council discuss this as a potential revision to the zoning code and direct the Planning Commission to hold a public hearing and make a recommendation if the Town Council finds it suitable.

Planning Commission Action

The Planning Commission made a motion to recommend that the Town Council approve the proposed amendments, with the changes recommended above, to Chapter 18 of the Town Code, as reflected in Attachments 02 through 07, and authorize the Chair to forward a memorandum to the Town Council reflecting this recommendation with the modifications discussed at our meeting.

Motion: Commissioner Chakrapani

2nd: Commissioner Miller

Roll Call Vote: 6-0, 1 absent

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