



Town of Vienna Planning Commission

2024 Annual Report

Section 15.2-2221.5 of the Code of Virginia and Section II.C. of the Town of Vienna Planning Commission bylaws state that the Planning Commission must provide an annual report to Town Council concerning operation of the commission and the status of planning in the Town.

COMMISSION MEMBERSHIP

The following individuals served on the Planning Commission in 2024: Jessica Plowgian (Chair), Matthew Glassman (Vice Chair), David Miller, Deepa Chakrapani, Keith Aimone, Stephen Kenney, and Douglas Noble.

MEETINGS AND WORK SESSIONS

In 2024, the Planning Commission met **eighteen (18)** times, which included regular agenda items, work sessions, and public hearings. Details of items discussed at these meetings, public hearings, and work sessions are included as a table starting on the next page of this report.

RESOLUTIONS

No resolutions were made in 2024.

RECOMMENDATIONS

The Planning Commission forwarded **eight (8)** recommendation memoranda to the Town Council and **nine (9)** recommendation memoranda to the Board of Zoning Appeals in 2024.

BYLAWS AND RULES OF PROCEDURE

There were no amendments to the Bylaws or Rules of Procedure in 2024.

COMMISSION REPRESENTATIVES TO OTHER BOARDS AND COMMISSIONS

Windover Heights Board of Review - Stephen Kenney, second year.

Tree Advocacy Committee – Douglas Noble was appointed on July 10, 2024.



COMMISSION
MEMBERS

7



MEETINGS

18



PUBLIC HEARINGS

3



RECOMMENDATIONS

17



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MEETINGS, WORK SESSIONS AND PUBLIC HEARINGS (PH)

- Jan 10** ▪ **Final Plat Recommendation:** The Commission reviewed and recommended approval to the Town Council for the subdivision of two lots into three at 445-447 Courthouse Rd SW. [Motion: Kenney; 2nd: Miller; Carried: 6-0]
- Jan 24** ▪ **Parking Study:** Staff provided updates and findings on parking utilization and recommendations.
- **Comprehensive Plan Review:** The Commission discussed progress in Groups 1 and 2 subcommittees.
- **Administrative:** American Planning Association (APA) membership for commission members was reviewed, and a motion was made for the Town to obtain memberships for the Commission members. [Motion: Noble; 2nd: Kenney; Carried: 6-0]
- Feb 14** *Meeting Cancelled*
- Feb 28** ▪ **Work Session:** Staff presented proposed amendments to the conditional use permit and modifications of site plan requirements related to proposed changes to Green Hedges School located at 415 Windover Avenue NW.
- Mar 13** ▪ **Parking Study:** Staff presented additional data and a revised draft report for the Parking Study Utilization and Recommendations.
- **Comprehensive Plan Update:** Staff provided an update on data development and community feedback collection.
- Mar 27** *Meeting Cancelled*
- Apr 10** ▪ **Conditional Use Permit Recommendation:** The Commission recommended approval to the Board of Zoning Appeals for a Family Day Home with up to 12 children at 100 Battle St SE. [Motion: Miller; 2nd: Kenney; Carried: 7-0]
- **Parking Study:** The Commission reviewed and approved a memorandum with recommendations to the Town Council. [Motion: Noble; 2nd: Aimone; Carried: 7-0]
- **Comprehensive Plan Update:** Staff reported on progress in community engagement, including board and commission meetings, and data development.



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- Apr 24**
- **Conditional Use Permit Recommendation:** The Commission recommended approval to the Board of Zoning Appeals for a Family Day Home with up to 12 children at Happy Younglings Family Daycare located at 108 Yeonas Cir SE. [Motion: Miller; 2nd: Kenney; Carried: 7-0]
 - **Comprehensive Plan Update:** Group 2 subcommittee discussed transportation and community facilities.

- May 8**
- **Comprehensive Plan Update:** Group 2 subcommittee continued discussions on transportation and community facilities, focusing on roadway typologies.

- May 22**
- **Conditional Use Permit Recommendation:** The Commission recommended not supporting approval to the Board of Zoning Appeals for a Family Day Home with up to 12 children at Adam Home Daycare, located at 304 Jade Court NW. [Motion: Miller; 2nd: Aimone; Carried: 6-0]

- Jun 12**
- **Conditional Use Permit Recommendation:** The Commission recommended approval to the Board of Zoning Appeals for a Family Day Home with up to 12 children at Happy Hive Daycare, located at 430 Old Courthouse Rd NE. [Motion: Kenney; 2nd: Noble; Carried: 7-0]
 - **Conditional Use Permit Recommendation:** The Commission recommended approval to the Board of Zoning Appeals for specialized instruction at Pitcher's Edge, located at 514 & 516 Mill St NE. [Motion: Noble; 2nd: Glassman; Carried: 7-0]
 - **Final Plat Recommendation:** The Commission recommended approval to the Town Council for the consolidation of two lots into one at 103 Saint Andrews Dr NE. [Motion: Glassman; 2nd: Miller; Carried: 7-0]

- Jun 26**
- **Conditional Use Permit Recommendation:** The Commission recommended approval to the Board of Zoning Appeals for a private indoor recreation facility at 303C Mill St NE. [Motion: Miller; 2nd: Noble; Carried: 6-0]

- Jul 10**
- **Work Session:** The Commission held a work session on the proposed rezoning and redevelopment of 128 Nutley St NW.
 - **Conditional Use Permit Recommendation:** The Commission recommended approval to the Board of Zoning Appeals for specialized instruction for Coach Issam's Driving School located at 450 Maple Ave E, Suite 302. [Motion: Kenney; 2nd: Miller; Carried: 5-0].



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- **Conditional Use Permit Recommendation:** The Commission recommended approval to the Board of Zoning Appeals for a Family Day Home with up to 12 children at 305 Jade Ct NW. [Motion: Aimone; 2nd: Kenney; Carried: 5-2 (Nays: Chakrapani & Miller)]
- **Conditional Use Permit Recommendation:** The Commission recommended approval to the Board of Zoning Appeals for outdoor dining for twelve (12) seats at Seray, located at 160 Maple Ave E. [Motion: Miller; 2nd: Aimone, Carried: 6-0-1 (Abstain: Kenney)]
- **Tree Advocacy Committee:** Selection of Douglas Noble as the Planning Commission representative to the Tree Advocacy Committee. [Motion: Kenney; 2nd: Miller; Carried: 6-0-1 (Abstain: Noble)]

- Aug 28**
- **Work Session:** Discussed proposed Glyndon St NE Drainage Project prior to formal review of lot line adjustment and site plan.
 - **Comprehensive Plan Update:** Staff provided feedback summaries and updated the project timeline.

- Sep 11**
- **Final Plat Recommendation:** The Commission recommended approval to the Town Council to consolidate two lots into one at 841 Ninovan Rd SE. [Motion: Kenney; 2nd: Aimone; Carried: 4-0]
 - **Lot Line Adjustment:** The Commission recommended approval to the Town Council for a lot line adjustment at 300 Glyndon St NE. [Motion: Glassman; 2nd: Kenney; Carried: 4-0]

- Sep 25**
- **Comprehensive Plan Update:** The Commission discussed key policy topics and identified focus areas for the Comprehensive Plan update.

- Oct 9**
- **Vienna Carter Library and Parking Garage:**
 - The Commission determined, after a public hearing, that the project at 101 Maple Ave E conforms with the Comprehensive Plan, as required by §15.2-2232 of the Code of Virginia. [Motion: Miller; 2nd: Glassman; Carried: 6-0]
 - The Commission recommended approval to the Town Council on the request for modifications to setbacks, loading space, and landscaping. [Motion: Miller; 2nd: Noble; Carried: 5-1 (Nay: Chakrapani)]
 - The Commission recommended approval to the Town Council on the landscaping plan. [Motion: Noble; 2nd: Aimone; Carried: 6-0]



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- Oct 29** ■ **Work Session:** The Commission held a work session to review proposed zoning amendments for Accessory Living Units (ALUs) and prepare for a public hearing.
- Nov 13** ■ **Public Hearing – Zoning Amendments:** The Commission held a public hearing on zoning amendments to allow ALUs with specific regulations and made a recommendation to adopt amendments to the Town Council. [Motion: Glassman; 2nd: Aimone; Carries: 7-0]
- **Lot Consolidations:** The Commission did not recommend approval to the Town Council for consolidating four lots into two as presented at 130 Wilmar Place NW. [Motion: Noble; 2nd: Miller; Carries: 6-0]
- Dec 11** ■ **Public Hearing:** The Commission held a public hearing on proposed amendments to Chapter 18 Zoning and Subdivision Code. [Motion: Miller; 2nd: Noble; Carries: 7-0]
- **Annual Report –** The Commission reviewed and approved the draft annual report for calendar year 2025 with identified corrections and inclusion of the number of recommendations to the BZA. [Motion: Chakrapani; Second: Miller; 7-0]
- **Election of Officers for 2025 –** The Commissioners elected Matthew Glassman as chair and Douglas Noble as vice chair for 2025 and nominated Stephen Kenney to continue as representative to the Windover Heights Board of Review for approval by Town Council.

STATUS OF PLANNING

In 2024, the Planning Commission made progress in advancing the Town of Vienna's planning initiatives, focusing on updating the Comprehensive Plan and refinements to the Town's zoning and subdivision regulations.

COMPREHENSIVE PLAN UPDATE

The Comprehensive Plan update, which resumed following the adoption of zoning amendments in late 2023, emphasized aligning the plan with state requirements while addressing community priorities such as housing diversity, sustainability, and infrastructure. Throughout the year, the Planning Commission engaged in robust community outreach, including hosting the well-attended "Pancakes with Planning Commissioners" event and meeting with various Town boards and commissions to gather input. These efforts ensured broad stakeholder participation, guiding the early stages of drafting revised plan chapters, including Future Land Use Map updates.



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Key milestones in 2024 included:

- Community engagement events.
- Subcommittee discussions on transportation, community facilities, parks, and the environment.
- Preliminary drafting of updated plan chapters.
- Discussion of key policy topics.

The updated draft is anticipated to be brought to the Town Council in the late Summer/early Fall of 2025.

UPDATE TO SUBDIVISION AND ZONING REGULATIONS

Following the subdivision and zoning code update adopted by the Town Council on October 23, 2023, the Commission has worked with staff on three key focus areas, all of which did or will result in considered recommendations to the Town Council:

- Updating the Town's approach to tree canopy to focus more on tree preservation.
- Provisions for allowing Accessory Living Units (ALUs) in Vienna, with a set of regulations, to support housing diversity.
- Follow-up zoning amendments to Code Create

Another highlight of the year was the parking study, a multi-year project in collaboration with consultants and stakeholders. The Commission reviewed the findings and provided recommendations to improve parking utilization and infrastructure, which were subsequently forwarded to the Town Council for consideration.

DEVELOPMENT

Emerging topics in 2024, such as the proposed library and parking garage at 101 Maple Avenue and the proposed rezoning of 128 Nutley St NW, underscored the dynamic nature of planning in Vienna. Larger-scale projects of this nature require careful evaluation to ensure alignment with the Comprehensive Plan and the Town's vision for sustainable and community-oriented development. The Planning Commission's dedication to these efforts demonstrates its role as a steward of Vienna's growth, fostering a vibrant and inclusive community while addressing evolving challenges.



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CLOSING

The Planning Commission is pleased to submit this report summarizing its 2024 activities to the Town Council.

Respectfully submitted,



Jessica Plowgian, Chair

APPROVED DATE: December 11, 2024

VOTE

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

VOTE: 7-0