



# Town of Vienna

Charles A. Robinson Jr.  
Town Hall  
127 Center Street South  
Vienna VA, 22180

## Meeting Minutes - Final Town Council Work Session

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Monday, September 23, 2024

8:30 PM

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

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**Will begin after the regular meeting**

### 1. Regular Business

#### *Roll Call*

*Council Present: Council Member Sondra Allen; Council Member Chuck Anderson; Council Member Roy Baldwin; Council Member Ray Brill; Council Member Jessica Ramakis; Council Member Howard Springsteen and Mayor Linda Colbert.*

*Staff Present: Mercury Payton, Town Manager; Steve Briglia, Town Attorney; David Levy, Director, Planning and Zoning; Jen Morrow, Chairman, Town Business Liaison Committee; Natalie Guilmeus, Director, Economic Development.*

#### A. [24-4587](#)

#### Request Approval to Amend Town Business Liaison Committee Resolution & Bylaws

*Mayor Colbert opened the Work Session at 8:50 PM by recognizing Jen Morrow, Chairman, Town Business Liaison Committee.*

*Comments and concerns expressed by Council are summarized as follows:*

- *Recommend eliminating language regarding term limits; Two-year reappointment required for all committees, boards, commissions;*
- *Committee makeup should represent the breadth of Vienna;*
- *All meetings are open to public participation;*
- *Recommend removing language that dictates number of meetings members must attend;*
- *Seeking to be more proactive as link between business community and Council.*

*Chairman Morrow stressed that she will continue the conversation with Council individually with the objective to determine how Council will assess future Committee effectiveness.*

#### B. [24-4621](#)

#### 9:55 p.m. - 10:25 p.m. Windover Heights Board of Review Annual Report

*Mayor Colbert called on Theresa Bachmann, Chairman of the Windover Heights Board of Review to present her report.*

*Stating that it was a consequential year for the Board, Ms. Bachmann noted specifically the recommendation that a broader infrastructure plan be developed for the Windover Heights District. The Windover Heights Board of Review was granted the option to recommend no Public Improvements in an effort to preserve the character of this District. It was agreed that with the forfeiture of sidewalks there must be some level of risk mitigation which requires collaboration with the Town.*

*Mayor Colbert called for a break at 8:15 PM.  
Work Session resumed at 8:20 PM.*

C. [24-4673](#)

## 10:25 p.m. - 10:55 p.m. Accessory Living/Dwelling Units - Second Work Session

*Mayor Colbert called on David Levy, Director, Planning and Zoning to present the Item for discussion.*

*With the intent to determine Council's potential interest in amending zoning regulations to allow Accessory Living (or Dwelling) Units within the Town of Vienna, Director Levy presented sixteen questions to help guide the discussion.*

- 1. Vienna will reference these dwellings as ALU's or Accessory Living Units;*
- 2. The Town will allow ALU's only on lots zoned for Single-Family homes and those under 10,000 sq. ft.;*
- 3. The Town will prohibit ALU's on lots zoned for higher residential densities (e.g., townhomes, duplexes, etc.) because of the challenge of parking, construction restrictions in condominium communities, and general space availability;*
- 4. ALU's will be allowed on the lot as part of principal structure/house (e.g., basement) or as an addition to the principal structure; Garage – second story attached above garage;*
- 5. Staff will draft ordinance regarding maximum size for ALU's and offer recommendations;*
- 6. ALU approval will be made by right;*
- 7. Maximum height is not applicable;*
- 8. A decision on limiting the number of bedrooms will be made at a later date; Must consider parking;*
- 9. ALU's will be restricted to one unit per lot;*
- 10. Suggest one off-street space more than the normal requirement for the principal structure on the lot;*
- 11. The number of occupants will be considered with regard to the number of bedrooms allowed;*
- 12. Any restriction to certain populations (e.g., seniors and/or disabled) will be made in conjunction with the number of bedrooms;*
- 13. ADU's will not be allowed for short-term rentals (e.g., under 30 days; current Zoning Ordinance does not permit short term rentals in SF zones);*
- 14. The owner must live on site;*
- 15. All other zoning requirements must remain in force (lot coverage, setbacks, etc.);*
- 16. Will require Fairfax County building code approval before Town of Vienna approval.*

*The Planning Commission is scheduled to discuss ways to fit ALU's into the Comprehensive Plan.*

## 2. Meeting Adjournment

*With no additional discussion, Mayor Colbert concluded the Work Session at 10:30 PM.*