



# Town of Vienna

127 Center Street South  
Vienna, Virginia 22180  
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TTY 7111

## Meeting Minutes - Final Planning Commission

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Wednesday, April 9, 2025

7:30 PM

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

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### Work Session will follow the Regular Meeting Agenda

*The Planning Commission met for a regular meeting at 7:30 PM on Wednesday, April 9, 2025, in the Vienna Town Hall Council Chambers. Commissioners present were Chairman Matthew Glassman, Douglas Noble, Keith Aimone, Jessica Plowgian, Stephen Kenney, David Miller, & Deepa Chakrapani (7:35 pm). Staff members present were Director of Planning & Zoning, David Levy, Deputy Director of Planning & Zoning, Kelly O'Brien, Principal Planner, Lyndsey Clouatre, and Clerk to the Commission, Jennifer Murphy.*

### Roll Call

*All members present*

### Communication from Citizens and/or Commissioners

*None*

### Public Hearings - None

### Regular Business

1. [PC25-264](#) Request for recommendation to the Board of Zoning Appeals in favor of a conditional use permit to allow specialized instruction for Colby Fastpitch.

*Department of Planning & Zoning's Deputy Director, Kelly O'Brien provided staff's report, stating that this is an existing business that is changing locations, moving one tenant space. The original business use consisted of general sales. Updated town code language requires obtaining a conditional use permit for specialized instruction. Deputy Director O'Brien presented interior and exterior photos, updated town code language, and suggested motion text, stating that the item is scheduled for review with the Board of Zoning Appeals at their April 16th meeting.*

*Concluding staff's presentation, Chairman Glassman invited the applicant forward to speak. Catherine Sircy, business owner of Colby Fastpitch was present representing the application. Ms. Sircy agreed with staff's presentation and asked to answer questions.*

*Further discussion determined the following:*

- To date, the business has coached approximately 6-7 college students.
- The business meets current parking requirements.
- Staff was asked to provide parking ratio or tabulation details in all future staff

reports.

*There being no public comments or further discussion, a motion was in order.*

*Commissioner Kenney motioned that the recommendation to the Board of Zoning Appeals for a conditional use permit to permit specialized instruction for Colby Fastpitch, located at 512 Mill Street NE, in the M - Mill zone, be approved as presented.*

*Motion: Kenney  
Second: Noble  
Roll Call Vote: 7-0*

*This item is scheduled for BZA review on April 16, 2025*

2. [PC25-265](#)

Request for recommendation to the Board of Zoning Appeals in favor of a conditional use permit to allow specialized instruction for Manita Music Center.

*Deputy Director O'Brien provided staff's report, stating that the business is changing location to a stand-alone building in the AW (Avenue West) zone. The business use is by-right retail for piano sales. The applicant is requesting a recommendation for conditional use permit (CUP) for specialized instruction for music instruction. Proposed hours of operation are 11 am – 8 pm with a twelve (12) person occupancy estimate for customers and staff. Instruction rooms have been acoustically treated on the 2nd floor with sound buffer. The showroom is located on the first floor. The application meets all CUP standards per town code requirements and is scheduled for public hearing review with the Board of Zoning Appeals at their April 16th meeting.*

*Chairman Glassman invited the applicant forward. Anahita Khorsandi, owner of Manita Music Center was present representing the application. Ms. Khorsandi stated that this is an existing business. Due to expansion of the business they have changed locations.*

*Further discussion determined the following:*

- Any performance recitals will be held offsite in Sterling, Virginia*
- The windows on the building are not operable.*
- The applicant was advised that any new signage will require Board of Architectural Review approval.*

*Concluding discussions, a motion was in order.*

*Commissioner Noble motioned that the request for recommendation to the Board of Zoning Appeals for a conditional use permit for specialized instruction for Manita Music Center, located at 354 Maple Avenue West, in the AW – Avenue West zone, be approved as presented.*

*Motion: Noble  
Second: Kenney  
Roll call vote: 7-0*

*This item is scheduled for BZA review on April 16, 2025.*

## New Business

None

**Planning Director Comments**

*Director Levy reported the following:*

- April 7, 2025, Town Council meeting:
- Adoption passed of updated town code language for pools and hot tubs.
- Approved the lot line adjustment and consolidation for 130 Wilmar Place NW.
- On April 21, 2025, a joint work session is scheduled with the Town Council and the consultants to discuss outdoor lighting.
- For the April 23, 2025, meeting:
- A public hearing is scheduled to review the rezoning request at 128 Nutley Street NW.
- Staff will present Comprehensive Plan draft language for two chapters.
- The Virginia State legislative session adopted a shortened timeframe for subdivision approval. Staff is currently analyzing this information.

**Approval of the Minutes**

[25-5030](#)

Acceptance of Meeting Minutes

*The following meeting minutes were accepted:*

- PC – March 12, 2025, Work Session & Regular Meeting Minutes
- PC – March 26, 2025, Work Session Action Minutes

**Meeting Adjournment**

*The meeting adjourned at 7:49 pm.*

*Respectfully submitted,*

*Jennifer M. Murphy  
Clerk to the Commission*

*THE TOWN OF VIENNA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (703) 255-6304, OR 711 VIRGINIA RELAY SERVICE FOR THE HEARING IMPAIRED.*