



Town of Vienna

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

Meeting Minutes - Draft Town Council Meeting

Monday, September 29, 2025

7:30 PM

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

Invocation: John Russo, Baha'i Community of the Town of Vienna

Mayor Colbert called on the Baha'i Community of the Town of Vienna to provide the evening's invocation.

Pledge of Allegiance to the Flag of the United States of America

1. Roll Call

Present: 7 - Sandra Allen, Chuck Anderson, Roy Baldwin, Ray Brill Jr., Jessica Ramakis, Howard J. Springsteen and Linda Colbert

2. Acceptance of the Minutes:

A. [25-5275](#)

Acceptance of the Draft Minutes of August 25th and September 8th Regular Town Council Meetings

The Regular Town Council Meetings of August 25, 2025 and September 8, 2025 were approved as presented.

3. Receipt of petitions and communications from the Public that are not on the Agenda. (Limited to 3 minutes per issue and no formal action can be taken this evening)

Mayor Colbert recognized a local Boy Scout in attendance.

Mayor Colbert opened the floor for comment from the public.

Tracey McCarty, 111 Kingsley Rd. SE

I am co-chair (along with Council Member Chuck Anderson) of Vienna 250 celebrating the 250 anniversary of the signing of the Declaration of Independence, as well as vice chair of the TBLC. Partnering with Historic Vienna, Inc., our 250 celebration is off to a fantastic start. As many of you know, we started in July with the ribbon cutting at the VA 250 Mobile Museum. Over 1500 people visited the mobile museum during its visit to Vienna. VA 250 reported that we had the highest attendance of any stop the mobile museum has made, except for their 4th of July event at Fort Monroe. We spent August planning our events for the next 12 months; organizing volunteers and various civic, social and religious organizations. In September, Vienna 250 was at Chilin' on Church where we had a large banner with the Vienna 250 logo, as well as a VA 250 photo frame with costumes and props set up in front of the Freeman Store. We also had a guest appearance by George Washington and our former Vienna resident Col Charles Broadwater. Hundreds of people took the opportunity to have their photo taken using the step and repeat and the photo frame. You can see some of these on the Town Facebook page. At the back of the Freeman store Historic Vienna, Inc. and Vienna 250 volunteers worked with children to make patriotic crafts, including paper bag bald eagles. On October 25,

2025, we have a panel discussion entitled “Vienna in 1775: A Social and Economic History”. We will have a distinguished panel of historians and archivists discuss our area at our nation’s birth. We will learn about who lived here, what they believed, the local economy, religion and the court system. October will also bring Vienna 250 out in the Halloween parade featuring the Declaration of Independence, the liberty bell and the George Mason University fief and drum corps. Our community is dedicated to creating celebrations that are inclusive and that bring our community together to celebrate our wonderful country and its history. We want to create events that residents will enjoy, support local businesses and bring outsiders to Vienna. We will continue with this programming throughout the next 12 months but of course, these events take dedicated volunteers and funding. Our Vienna 250 committee and Historic Vienna, Inc. are committed to finding available grant money but we have learned that many of the opportunities are closed. Historic Vienna, Inc. has contributed \$10,000 so far. On behalf of the VA 250 committee, we ask Council to provide Town of Vienna funds to help make these celebrations and commemorations memorable for everyone. Thank you.

4. Reports/Presentations

1. Government Finance Officers Association (GFOA) Triple Crown: Budgeting and Financial Reporting

Mayor Colbert congratulated Steven Barlow, Director, Finance on receipt of the award. Director Barlow thanked the Finance Department staff for their dedication and hard work.

A. Report and Inquiries of Council Members

Mayor Colbert opened the floor for comments from Council.

Council Member Allen inquired about the potential for purchasing a bench in honor of the late Supervisor Cathy Hudgens. Town Manager Payton will explore the suggestion with Council. Council Member Allen acknowledged the police officers who were injured recently and wished them a speedy recovery.

Council Member Springsteen reported on the success of both Octoberfest and the James Madison High School homecoming parade. He also remarked on a recent visit to the newly opened Ace Hardware store on Cedar Lane. Having missed the recent work session CIP discussion he wanted to point out the need for bringing forward work on drainage issues.

Council Member Anderson indicated that the next Vienna 250 event will be held at the community center on October 25, 2025 at 2:00 PM. “Vienna in 1775: A Social and Economic History” panel discussion has been designed to take the audience back to life in 1775 Vienna VA. It represents an attempt to put the 250 celebration into context.

Council Member Ramakis thanked the American Legion Post 180 and Commander David Wallace for the Be the One Initiative which stressed the importance of connections through checking in. As a participant, she noted that volunteers reached 296 members of the community. Council Member Ramakis also highlighted the work on the light synchronization project. Director Brad Baer, Public Works, indicated that the completion date is projected for the end of October, which will be followed by integration and testing.

Council Member Brill welcomed Town Clerk Shelley Kozlowski. He also noted the

road and drainage improvement work on Glyndon Avenue. Finally, Council Member Brill remarked on the quality of the volunteers for Town Boards and Commissions, thanking all who donate their efforts to serve.

Council Member Baldwin shared information on the October 5, 2026 Crop Hunger Walk and Octoberfest to be held on October 4, 2025. He remarked that these events cannot continue if members of society are unable to control their emotions as witnessed on September 26, 2025 at 544 Maple Avenue West.

B. Report of the Town Manager

Town Manager Payton called on Police Chief Jim Morris who provided an update of the disturbance at 544 Maple Avenue West.

Karen Thayer, Director Public Information requested finalized meeting dates for the 2026 calendar. Following a brief discussion, a motion was made to add a change in the 2026 calendar to the agenda as Item E.

Motion, Council Member Anderson; second, Council Member Baldwin. Motion carried unanimously.

C. Report of the Mayor

Mayor Colbert congratulated Town Clerk Shelley Kozlowski on receipt of the Municipal Clerk Certification. She thanked the police department for their assistance with the homecoming parade held on September 26, 2025 and recognized the Department of Parks and Recreation for the continued success of Chillin' on Church. Appreciation was extended to Peggy James, Executive Director of the Vienna Business Association for the outstanding Octoberfest 2025.

Town Council, Town Manager Payton and Town Clerk Kozlowski will join Mayor Colbert in attending the Virginia Municipal League meeting beginning on October 11, 2025 in Roanoke, VA. The meeting provides an opportunity for sharing amongst the various municipalities across the state.

D. Proposals for Additional Items to the Agenda

E. Closed Session Report

It was moved that the members of the Vienna Town Council be polled to affirm that a closed session was held on Monday, September 29, 2025, at 6:30 PM in accordance with State Code 2.2-3711 a(1), personnel, for consideration of personnel matters, specifically the discussion of appointment and/or reappointment to Town Boards and Commissions.

And it was further moved that the certification resolution be adopted in accordance with State Statutes and that the Town Clerk is authorized to execute the certification resolution.

And it was further moved that the Closed Session be continued to later this evening September 29, 2025, following the Regular Meeting, in accordance with State Code citation 2.2-3711 (a)3, disposition of real property.

Motion, Council Member Ramakis; second, Council Member Baldwin. Motion carried unanimously.

It was moved to reappoint Theresa Bachmann to the Windover Heights Board of Review for a two-year term. Said term shall be retroactively effective September 17, 2025 and expire September 17, 2027.

And it was further moved to reappoint Douglas Noble to the Planning Commission for a two-year term. Said term to be effective October 13, 2025 and expire October 13, 2027.

And it was further moved to reappoint Mala Persaud to the Conservation and Sustainability Commission for a two-year term. Said term to be effective October 27, 2025 and expire October 27, 2027.

And, in accordance with the nomination and recommendation of the Board of Architectural Review, it was moved to appoint Allen Shelley as the Board of Architectural Review representative to the Windover Heights Board of Review to fill the unexpired term of John O'Keefe. Said term to begin September 30, 2025 and expire August 27, 2026.

Motion, Council Member Ramakis; second, Council Member Springsteen. Motion carried unanimously.

5. Regular Business

A. [25-5207](#)

8:00 p.m. - 8:15 p.m. Ratify approval to award a town-wide copier services purchase order to Ubeo Midco, LLC for Fiscal Year 2026

Mayor Colbert called on Steven Barlow, Director, Finance to present the Item for discussion.

The following includes a summary of Council comments.

- *Confirm no machine replacement, only maintenance of equipment;*
- *Rideable contracts can be utilized anywhere in the nation;*
- *Recommend checking Fairfax County contract to determine potential savings;*
- *Question if Town has policy on printing with consideration for conservation; IT routinely confirms necessity of each printer; Departments responsible for establishment and control of printing budget;*
- *Caution against micromanaging issue; Town Manager capable of handling this issue.*

Town Manager Payton will work with Director Barlow to determine options/alternatives for reducing printing expenditures.

A motion was made to approve the award of a town-wide copier services purchase order to Ubeo Midco, LLC for Fiscal Year 2026 in an amount not to exceed \$90,000.

Motion, Council Member Brill; second, Council Member Springsteen. Motion passed unanimously.
approved

Aye: 7 - Allen, Anderson, Baldwin, Brill, Ramakis, Springsteen and Colbert

B. [25-5264](#)

8:15 p.m. - 8:45 p.m. Proposed Updates to Chapter 18 - Zoning and Subdivision: Response to State Code Changes and Other Items

Mayor Colbert recognized David Levy, Director, Planning and Zoning to present the Item. He recognized Andrea West, Zoning Administrator.

The following includes a summary of edits by Council.

ARTICLE 2 - Sec. 18-213. Lot coverage.

- Edits codify existing interpretations;
- Suggest clarifying language;

ARTICLE 3 - Principal & Accessory Use Tables

- Attempt to clarify uses in Corporate Park District;
- Question adult daycare centers included in residential; Will review child daycare centers;
- Medical care facilities references long term care; Suggest further consideration with health related aspect in mind – would require county approval (Policy question);
- Expands use of shared kitchens into Corporate Park district;
- Majority of churches and schools in Vienna are located in residential areas; Child care in these facilities require conditional use permit;

ARTICLE 3 - Sec. 18 323. Drive Through Facilities

- Allows for addition of a second drive-through lane (many already exist in Vienna); Suggest amending to include two windows;

ARTICLE 3 - Sec. 18 340. Religious Assembly

- Provides for opportunities to defray costs;
- Consider adding language to allow for commercial (shared) kitchens as a conditional use; Consider impact on status as nonprofit and real estate taxes;
- Recommend including language for shared kitchen option for further consideration by Planning Commission;

ARTICLE 6 - Subdivision

- Language changes from Town Council approval process to administrative application process, as per VA General Assembly; Director of Planning and Zoning final decision maker; Council involvement with site plan modifications through waiver process;
- Concern regarding potential for undue influence and unintended consequences; Potential already exists in any by-right application; Planning and Zoning employs process of double checks to assure honesty and integrity of process;
- Appeals process in place – Fairfax County Circuit Court is the appeals body for site plans and subdivisions; Challenges to the Town Code and any interpretation of the Town Code involves the Zoning Administration Determination Appeals Process with additional appeals to Board of Zoning Appeals and Fairfax County Circuit Court;
- Concern that Council has been taken out of process without notification; Violates understanding that State not interfere in localities rights to set land use;
- Senate Bill 974 passed both House (89-8) and Senate (39-0); Was not flagged by VML; Town has no one monitoring bills passing through Congress;
- Consider means to assure transparency from Planning and Zoning; Request establishment of process that assures these issues become part of public record;
- Request Planning Commission review definition of modification;

ARTICLE 8 - Administration, Procedures, and Enforcement

- Include reference of County issuance of building permits; Process includes application to Town and County concurrently; Town approves zoning and County

issues permit.

With no further comments from Council, Mayor Colbert called for a motion.

It was moved to refer the proposed changes to Chapter 18 of the Town Code, as reflected in Attachments 2 through 7, to the Planning Commission for its consideration and recommendation.

Motion, Council Member Ramakis; second, Council Member Brill. Motion carried unanimously.

Mayor Colbert called for a recess at 9:30 PM. Meeting reconvened at 9:35 PM.
approved

Aye: 7 - Allen, Anderson, Baldwin, Brill, Ramakis, Springsteen and Colbert

C. [25-5265](#)

8:45 p.m. - 9:15 p.m. Strategic Plan: Potential Adoption

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

The following is a summary of comments by Council.

- Retain reference to composting (Goals and Strategies 1G);
- Retain reference to Fairfax County regarding infrastructure system continuity (Goals and Strategies 2C);
- Delete 3G (Goals and Strategies);
- Replace 4C (Goals and Strategies) with language "support Vienna's economic success by maintaining a variety of commercial sectors in the Town".

A motion was made to adopt the Strategic Plan, as amended during the discussion and direct staff to prepare an attractive layout for the document.

Motion, Council Member Baldwin; second, Council Member Springsteen. Motion carried unanimously.
approved

Aye: 7 - Allen, Anderson, Baldwin, Brill, Ramakis, Springsteen and Colbert

D. [25-5272](#)

9:15 p.m. - 9:45 p.m. Intent to Adopt - Amendment to Town Code, Chapter 6, Section 6-33 Levy, to Increase the Meals Tax Rate from 3% to 4%

A motion was made to approve the proposed language to increase the tax rate on Town meal taxes as defined in Chapter 6, Article 4, Section 6-33 of the Town of Vienna Town Code to a rate of four percent effective January 1, 2026, as identified on the proposed ordinance attached to this agenda. And it was further moved to direct the Town Clerk to advertise a Notice of Adoption.

Motion, Council Member Anderson; second, Council Member Brill. Motion passed in a 6-1 vote.
approved

Aye: 6 - Anderson, Baldwin, Brill, Ramakis, Springsteen and Colbert

Nay: 1 - Allen

E. Changes to 2025 and 2026 Town Council meeting dates on Town Calendar

25-5281

Changes to 2025 and 2026 Town Council Meeting Dates on Town Calendar

A motion was made that in anticipation of the Virginia General Assembly pre-filing date falling in late November to change meeting dates in the following manner: the November 10, 2025 meeting to a Town Council meeting, the November 17, 2025 meeting to a work session, the November 9, 2026 meeting to a Town Council meeting, the November 16, 2026 meeting to a work session.

Motion, Council Member Springsteen; second, Council Member Anderson. Motion carried unanimously.

Town Manager Payton conveyed to Council that the Town Association of Northern Virginia is considering the idea of hiring of a lobbyist to work on their behalf during General Assembly Sessions.

approved

Aye: 7 - Allen, Anderson, Baldwin, Brill, Ramakis, Springsteen and Colbert

6. Second Closed Session Report

It was moved that the members of the Vienna Town Council be polled to affirm that a second closed session was held September 29, 2025, following the Regular Meeting, in accordance with State Code citation 2.2-3711 (a)3, disposition of real property.

And it was further moved that the certification resolution be adopted in accordance with State Statutes and that the Town Clerk is authorized to execute the certification resolution.

And it was further moved that the Closed Session be continued to Monday October 6, 2025 at 6:30 PM in accordance with State Code 2.2-3711 a(1), personnel, for consideration of personnel matters, specifically the discussion of appointment and/or reappointment to Town Boards and Commissions.

Motion, Council Member Ramakis; second, Council Member Springsteen. Motion carried unanimously.

7. Meeting Adjournment

Mayor Colbert called for a motion to adjourn at 11:30 PM.