



## Town of Vienna Planning Commission

# Annual Report

July 1, 2024 – June 30, 2025 (FY2025)

*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 during FY2025: Jessica Plowgian (2024 Chair), Matthew Glassman (2024 Vice Chair and 2025 Chair), Douglas Noble (2025 Vice Chair), David Miller, Deepa Chakrapani, Keith Aimone, and Stephen Kenney.

### MEETINGS AND WORK SESSIONS

The Planning Commission met a total of nineteen (19) times, which included regular agenda items, work sessions, and public hearings. Agenda items discussed are provided, by date, as a table starting on the next page of this report.

### RESOLUTIONS

No resolutions were adopted during fiscal year 2025.

### RECOMMENDATIONS

The Planning Commission forwarded twelve (12) recommendation memoranda to the Town Council, and eight (8) recommendation memoranda to the Board of Zoning Appeals during FY2025.

### BYLAWS AND RULES OF PROCEDURE

There were no amendments made to the Bylaws or Rules of Procedure during this period.

### TOWN CODE ZONING UPDATES

Twice during FY2025, the Town Council forwarded proposed zoning amendments to the Planning Commission, for review and recommendations. In November 2024, the Planning Commission provided recommendations regarding a proposal to allow Accessory Living Units (ALUs) in zones otherwise designated for single-unit detached housing. In December 2024, the Commission reviewed and provided recommendations on a broader package of amendments.

### COMMISSION REPRESENTATIVES TO OTHER BOARDS AND COMMISSIONS

Stephen Kenney was recommended to continue as the Planning Commission representative to the Windover Heights Board of Review and was subsequently appointed by the Town Council. On July 10, 2024, the Planning Commission appointed Douglas Noble to serve on the Town's new Tree Advocacy Committee.



COMMISSION  
MEMBERS

7



MEETINGS

19



PUBLIC HEARINGS

5



RECOMMENDATIONS

20



# Annual Report

FY2025

## MEETINGS, WORK SESSIONS, AND PUBLIC HEARINGS (PH)

- July 10, 2024**
- **Work Session:** The Commission held a work session on the proposed **rezoning** and redevelopment of 128 Nutley St NW.
  - **Conditional Use Permit:** 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; Second: Miller; Carried: 5-0]
  - **Conditional Use Permit:** 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; Second: Kenney; Carried: 5-2 (Nays: Chakrapani & Miller)]
  - **Conditional Use Permit:** The Commission recommended approval to the Board of Zoning Appeals for **outdoor dining** for twelve (12) seats at Seray, at 160 Maple Ave E. [Motion: Miller; Second: Aimone; Carried: 6-0-1 (abstain: Kenney)]
  - **Tree Advocacy Committee:** Appointment of Douglas Noble as the Planning Commission representative to the Tree Advocacy Committee. [Motion: Kenney; Second: 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.
  - **Work Session:** Staff provided feedback summaries and updated the project timeline for the **Comprehensive Plan Update**.
- Sep 11**
- **Final Plat:** The Commission recommended approval to the Town Council to **consolidate** two lots into one at 841 Ninovan Rd SE. [Motion: Kenney; Second: 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; Second: 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; Second: 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; Second: Noble; Carried: 5-1 (Nay: Chakrapani)]
    - The Commission recommended approval to the Town Council on the **landscaping plan**. [Motion: Noble; Second: Aimone; Carried: 6-0]



# Annual Report

FY2025

**Oct 29**

- **Work Session:** The Commission held a work session to review proposed **zoning amendments** that would allow Accessory Living Units (ALUs) and prepare for the associated public hearing.

**Nov 13**

- **Public Hearing – Zoning Amendments:** The Commission held a public hearing on proposed **zoning amendments to allow ALUs** with specific regulations and made recommendations regarding the regulations. [Motion: Glassman; Second: Aimone; Carried: 7-0]
- **Lot Consolidations:** The Commission recommended denial of a proposed consolidation of six small lots into two buildable lots, as presented, at 130 Wilmar Place NW.
  - Consolidation of lots 63, 64, 65, and part of 66 [Motion to deny: Noble; Second: Miller; Carried: 6-0]
  - Consolidation of lots 61 and 62 [Motion to deny: Noble; Second: Miller; Carried: 6-0]

**Dec 11**

- **Public Hearing:** The Commission held a public hearing and made recommendations to Town Council on **a series of proposed amendments** to Chapter 18 Zoning and Subdivision Code. [Motion: Miller; Second: Noble; Carried: 7-0]
- **Annual Report –** The Commission reviewed and approved the draft annual report for calendar year 2025 with identified corrections. [Motion: Chakrapani; Second: Miller; Carried: 7-0]
- **Election of Officers for 2025 –** The Commissioners elected were Matthew Glassman as chair and Douglas Noble as vice chair for 2025. Stephen Kenney was nominated to Town Council to continue as representative to the Windover Heights Board of Review.

**Jan 22, 2025**

- **Final Plat:** The Commission recommended approval to Town Council to **consolidate parcels** 0391 12 0049A and 0391 12 0050 at 244 Old Courthouse Road NE into a single lot in the Residential. [Motion: Noble; Second: Kenney; Carried: 5-0]
- **Comprehensive Plan Update:** Staff presented updates with anticipated scheduling.

**Feb 26**

- **Work Session:** The Commission held a **Comprehensive Plan update** discussion on Chapter 6 Community Facilities and Services and Chapter 5 Transportation.
- **Work Session:** The Commission reviewed updated concept plans for amendments to both the **Conditional Use Permit and site plan** for Green Hedges School, located at 415 Windover Ave NW.
- **Public hearing:** The Commission held a public hearing for recommendation to Town Council on a **site plan amendment** for new restrooms at Meadow Lane Park, located on parcel 0384 08C A, addressed at 400 Courthouse Rd SW. [Motion: Plowgian; Second: Noble; Carried: 6-0-1; Abstain: Aimone]



# Annual Report

FY2025

**Mar 12**

- **Work Session:** Group 2 Subcommittee for **Comprehensive Plan update** discussion of Chapter 5 Transportation.
- **Boundary Line Adjustment & Lot Consolidation:** The Commission recommended approval to Town Council to convert six small lots into two equally sized buildable lots, through Boundary Line Adjustment and Lot Consolidations. [Motion: Noble; Second: Kenney; Carried: 5-0]
- **Site Plan Modification from Requirement:** The Commission recommended approval to Town Council on site plan modifications from requirements for installation of emergency generators and construction of related infrastructure at 800-900 Follin Ln. SE, Navy Federal Credit Union. [Motion: Kenney; Second: Noble; Carried: 5-0]

**Mar 26**

- **Work Session:** Group 2 Subcommittee for **Comprehensive Plan update**, discussions on Chapter 5 Transportation.
- **Work Session:** Comprehensive Plan update review of first drafts for Chapters 6 Community Facilities and Infrastructure, and 8 Environment and Sustainability.

**Apr 9**

- **Conditional Use Permit:** The Commission recommended approval to the Board of Zoning Appeals for **specialized instruction** for Colby Fastpitch at 512 Mill St NE. [Motion: Kenney; Second: Noble; Carried: 7-0]
- **Conditional Use Permit:** The Commission recommended approval for **specialized instruction** for Manita Music Center at 354 Maple Ave West. [Motion: Noble; Second: Kenney; Carried: 7-0]
- **Work Session: Comprehensive Plan update** first draft review of Chapter 2 Community Profile and Chapter 4 Economic Development.

**Apr 21**

- **Special Work Session:** The Commission held a joint work session with Town Council to discuss **outdoor lighting** regulations.

**Apr 23**

- **Work Session: Comprehensive Plan update** discussion, first draft review of Chapter 7 Parks & Recreation.
- **Public Hearing:** The Commission held and then closed the public hearing, on the requested **rezoning** from single-family residential to residential multi-family use at 0383 02 0104, 128 Nutley Street NW. They then voted to defer decision. [Motion to Defer: Kenney; Second: Miller; Carried: 5-0]

**May 14**

- **Rezoning:** The Commission continued review of request for rezoning 128 Nutley St NW. The Commission recommended denial to the Town Council. [Motion to Recommend Denial: Chakrapani; Second: Noble; Carried: 6-1]
- **Work Session:** Comprehensive Plan review of first draft of Chapter 5 Transportation.

**May 28**

- **Conditional Use Permit:** The Commission recommended approval to the Board of Zoning Appeals for **specialized instruction** for Future Innovators of Vienna at 419-B Maple Ave E. [Motion: Miller; Second: Noble; Carried: 4-0-1; Recused: Kenney]
- **Work Session:** The Commission reviewed the first draft update of the **Comprehensive**



# Annual Report

FY2025

## Plan's Chapter 3 Land Use.

**Jun 11**

- **Conditional Use Permit:** The Commission recommended approval to the Board of Zoning Appeals for a **family day home** to care for the maximum of twelve (12) children at the Gift of Language, located at 209 Berry St SE. [Motion: Plowgian; Second: Kenney; Carried: 4-0]
- **Work Session:** The Commission provided feedback to Town staff on the **Strategic Plan**.
- **Work Session:** The Commission reviewed the Future Land Use map for the **Comprehensive Plan update**
- **Work Session: Comprehensive Plan update**, review of second draft for Chapters 2, 6, and 8.

**Jun 25**

- **Site Plan Modification:** The Commission recommended approval to Town Council for the proposed installation of a two-way drive-through ATM facility at Navy Federal Credit Union at 1007 Electric Ave SE. [Motion: Plowgian; Second: Noble; Carried: 5-0]
- **Conditional Use Permit:** The Commission recommended approval to the Board of Zoning Appeals for **specialized instruction** for Clay & Kiln Studios LLC at 390-B Maple Ave E. [Motion: Kenney; Second: Miller; Carried: 5-0]

## STATUS OF PLANNING

The Planning Commission was fully engaged throughout the year in the process of updating the Town of Vienna's Comprehensive Plan. Key activities during the year included:

- Meeting with boards and commissions to solicit input on the plan.
- Planning Commission subcommittee meetings to refine concepts for topics and chapters.
- Reviewing drafts of chapters, each of which was reviewed by the Commission as a whole at least two times.

The Planning Commission will review drafts of the entire document in the late summer and early fall of 2025; and it anticipates holding a public hearing in the fall. The Commission will then make final edits, after taking into account input from the public hearing, and recommend an updated Comprehensive Plan to the Town Council.

## DEVELOPMENT

The most significant development projects reviewed during FY2025 were:

- 1) Review of specific components of the proposed library and parking garage at 101 Maple Avenue East, as presented by Fairfax County. The Planning Commission provided supportive recommendations to the Town Council.
- 2) One work session and one meeting regarding a proposed rezoning of 128 Nutley Street



# Annual Report

FY2025

NW, from single-family to multi-family zoning. The Planning Commission recommended against the rezoning as presented.

- 3) A work session regarding proposed changes to the Conditional Use Permit and Site plan for Green Hedges School.
- 4) Review and recommendations regarding planned investments by Navy Federal Credit Union at their campus at 1007 Electric Avenue NE.

## CLOSING

The Planning Commission is pleased to submit this report summarizing its FY2025 activities to the Town Council.

Respectfully submitted,

Matthew Glassman, Chair

## APPROVED DATE:

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

VOTE: 5-0