

Planning Commission  
March 11, 2026  
DRAFT Meeting Minutes

The Planning Commission met for a regular meeting and public hearing at 7:30 PM on Wednesday, March 11, 2026, in the Vienna Town Hall Council Chambers. Commissioners present were Chairman Matthew Glassman, Douglas Noble, Stephen Kenney, Keith Aimone, Jessica Plowgian, & Deepa Chakrapani (departed at 9:32 pm). Staff members present were Kelly O'Brien, Deputy Director of Planning & Zoning; Lyndsey Clouatre, Principal Planner; Andrew Jinks, Traffic Engineer; and Jennifer Murphy, Clerk to the Commission. David Miller was absent.

#### Roll Call

Commissioner Miller was absent

#### Communication from Citizens and/or Commissioners

This being his last meeting, Commissioner Kenney was presented with an award for his many years of service to the town, having served on the Transportation Safety Commission, and the Planning Commission (2013-2026) to recognize:

- His deep expertise in land use, construction materials, and site development.
- His extensive contributions to preparing the Commission for complex cases.
- His leadership across multiple town boards over more than a decade.

Commissioner Kenney thanked staff and his Planning Commission colleagues.

#### Public Hearing

None

#### Regular Meeting

##### Iten No. 1.

Recommendation to Town Council on Request for Modifications of Site Plan Requirements Related to Parking for Bear Branch Tavern, located at 133 Maple Avenue East.

Principal Planner, Lyndsey Clouatre presented staff's report, stating that the business has been in operation since March 2020. The applicants intend to convert the basement level into private dining/event space, increasing total seating from 300 to 337 seats, which requires 10 additional parking spaces. The property provides 103 on-site parking spaces. Presenting the valet parking plan, she stated that it was previously reviewed and approved by the Fairfax County Fire Marshal. Staff clarified applicable zoning sections requiring modification to include Sections 18-524, 18-527, 18-529, and 18-531. The Planning Commission will provide a recommendation to Town Council. Staff added that Transportation Safety Traffic Engineer Andrew Jinks was on hand to answer any questions.

Concluding staff's presentation, commissioners raised questions and concerns regarding:

- Frequency and timing of private events
- Parking demand during daytime vs. evening hours
- Functionality and feasibility of the proposed valet system
- Site constraints, circulation issues, and access to trash and service areas
- Staffing levels and employee parking
- Applicability of previous 2018 data on parking usage

The applicants, represented by Evan Pritchard (Wire Gill LLP), business owners, Adam Lubar and Christopher Lefbom, explained the intent to utilize the basement level for private dining space during evening hours with use of a professional valet service. Event frequency was estimated to be 3–5 events per week.

Commissioners further discussed whether to allow increased seating during specific evening time periods. Concluding discussion, a motion was in order.

Commissioner Plowgian motioned to approve with the recommendation to increase restaurant seating to 337 for after 5 pm Monday – Thursdays and all day Fridays, Saturdays, and Sundays, in addition to other tenant uses.

Discussing the motion, Commissioner Noble stated that he could not support the motion due to limited information. Concluding discussion, Chairman Glassman called the questions.

Motion: Plowgian  
Second: Chakrapani  
Carried: 5-1

Nay: Noble

A memo detailing commissioner comments will be forwarded to Town Council for their April 6, 2026, meeting review.

At 8:57 pm the Commission took a break reconvening at 9:04 pm.

Item No. 2:  
Review of Planning Commission Bylaws and Rules of Procedure

Chairman Glassman and staff presented draft redlined updates that included procedural clarifications for:

- Actions permissible without a quorum
- Public input deadlines
- Alignment with Town Code responsibilities
- Clarification of meeting and quorum definitions

Commissioners considered including language to allow a lesser number of members to meet (without taking action), clarifying responsibilities as listed under Town Code Chapters 17 and 18, and adjusting public input deadlines. Concluding discussion, a motion was in order.

Commissioner Noble motioned to adopt the updated Bylaws and Rules of Procedure, as provided in the red lined discussion to be effective March 11, 2026.

Motion: Noble  
Second: Kenney  
Carried: 6-0

Item No. 3  
Electronic Participation Policy

Department of Planning & Zoning Deputy Director, Kelly O'Brien, presented updated language as provided by the Town Attorney, stating that it is consistent with State Code requirements.

Commissioners discussed clarity of language under eligibility for remote participation, redundancy of certain lines, and provisions related to disability or caregiving needs. Concluding discussion, Chairman Glassman called for a motion.

Commissioner Kenney motioned to approve the revised electronic participation policy as discussed.

Motion: Kenney  
Second: Noble  
Carried: 6-0

New Business

None

Planning Director Comments

Deputy Director O'Brien reported the following:

- There are no items currently scheduled for the March 25, 2026, meeting.
- A joint work session is scheduled with Town Council for April 6, 2026.

Meeting Minutes

The, February 11, 2026, meeting minutes were accepted as drafted.

There being no further discussion, the meeting was adjourned at 9:36 pm.

Respectfully submitted,

Jennifer Murphy  
Clerk to the Commission