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Memorandum

To: Planning Commission
From: Jessica Plowgian, Chair of the Planning Commission *JPP*
Date: November 8, 2024
Re: Planning Commission Work Session, October 29, 2024
Draft Code Amendments Regarding Accessory Living Units (ALUs)

At our work session, the Planning Commission reviewed the draft Code Amendments that the Town Council referred to us on October 7, 2024. The Commission has not yet formulated or voted on any recommendations to the Town Council and will not do so until the public has had the opportunity to provide input, which will occur at the November 13th public hearing. We will continue our discussion immediately after the public hearing.

To facilitate our discussion on November 13th, Planning Commissioners asked that I, as Chair, summarize the primary issues we reviewed, though this list is not a complete record of all matters we discussed.

- We expressed our general agreement with the provisions that (i) limit ALUs to single-family lots, (ii) maintain all existing lot coverage and setbacks, (iii) require ALUs to be part of the principal structure, and (iv) require ALUs to conform with all zoning, building, safety, health, and sanitation requirements.
 - We discussed a proposal that the minimum lease period for an ALU should be 12 months (instead of the 30 days included in the draft Code amendments). This approach might further the goal of ALUs accommodating long-term tenants, and limit possible negative consequences experienced by neighborhoods were there to be frequent turnover of ALU residents.
 - We discussed a proposal to prohibit an applicant for an ALU from operating an in-home daycare (for any number of children).
 - We considered revising the amendments to affirmatively state that an ALU cannot be converted to a condominium.
 - We reviewed the parking requirements proposed in Section 5 and were in general agreement with the proposed amendments. We noted that the term “sleeping quarters” needs to be defined in the Code.
 - We examined Division 3, Section 7, which provides that any separate external entrance added for the ALU must be located on the side or rear of the dwelling. We generally agreed with this provision and discussed our agreement that an ALU should *not* be required to have a new external entrance.
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