



Town of Vienna

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Meeting Minutes - Final Planning Commission

Wednesday, October 8, 2025

7:30 PM

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

The Planning Commission met for a regular meeting at 7:30 PM on Wednesday, October 8, 2025, in the Vienna Town Hall Council Chambers. Commissioners present were Chairman Matthew Glassman, Douglas Noble, Keith Aimone, Jessica Plowgian, David Miller (7:58 pm), and Deepa Chakrapani. Staff members present were Director of Planning & Zoning, David Levy, Deputy Director of Planning & Zoning, Kelly O'Brien, Town Zoning Administrator, Andrea West, Town Engineer, Brian Nguyen, and Clerk to the Commission, Jennifer Murphy. Stephen Kenney is absent.

Roll Call

Commissioners Miller and Kenney were called absent.

Communication from Citizens and/or Commissioners - None

Public Hearings - None

Regular Business

1. [PC25-278](#) [WITHDRAWN] Request for recommendation for an amendment to a conditional use permit to the Board of Zoning Appeals for childcare for Wesley United Methodist Church at 711 Spring Street SE, in the RS-10, Residential - Single-Unit, 10,000 sq. ft. zone.

This item was withdrawn due to staff determination that the 1971 CUP (conditional use permit) language includes the requested ages for childcare.

2. [PC25-277](#) Recommendation to Board of Zoning Appeals for a Conditional Use Permit for a series of governmental and public outdoor parks and recreational uses, and to Town Council for Modifications of Requirements related to lot coverage for the property located at 301 Center Street South, zoned RS-10 (Single-Unit Residential, 10,000 sq. ft.).

Department of Planning & Zoning staff and Director of Parks & Recreation, Leslie Herman, were present representing the application. Director of Planning & Zoning, David Levy stated that department staff will present the proposed interim use until long-term use can be determined. Town Council has directed staff to move forward with an application for review. Presented uses have been authorized by Town Council as the owner and structurally the applicant. The Department of Parks and Recreation is acting as the agent and manager of the site overseeing its use. The Department of Planning & Zoning is acting as the facilitator and regulating agency.

Concluding his comments, Director Levy invited staff's presentation.

Planning & Zoning Deputy Director, Kelly O'Brian presented staff's report, stating that the Town's Annex property, which was the former location of the First Baptist Church is a 3-acre property surrounded by residential single-family lots and the Town's Police Station. It is located across the street from the Waters and Caffi baseball fields and Vienna Volunteer Fire Department. The residentially zoned RS-10 lot measures approximately 326 ft wide by 400 ft deep. Surrounding zoning districts consist of RMU, PR, and RS-10 zones. The church has since been demolished leaving approximately 67 onsite parking spaces. This is a rough estimate of parking spaces because the site is not fully striped. Additionally, all prior CUP's issued for the church, the daycare, and temporary police station have since expired reverting the property back to its original residentially zoned use. In 1987 the property received site plan modification approval to exceed lot coverage requirements to expand the church. There have been recent discussions whether to expand the parking lot, which would be brought back for review at a later time. The current 2020 Comprehensive Plan identifies the property's designated land use as Governmental Use per VA State Code §15.2-2232 requirements.

Deputy Director O'Brien stated that two site plans have been provided. One includes detailed intentions for temporary construction parking with limited hours during construction of the library. The Town and Fairfax County have an agreement to use the current parking area for construction parking only. There will be no onsite storage of construction materials and construction parking would be restricted from 7:00 AM to 4:00 PM. Part of the agreement includes construction of the highlighted red vertical pathway that would be situated as far as possible from the residential side of the property. Space has also been designated for Department of Public Works' project related storage. The interim plan does not include lot coverage expansion of the site.

In June 2024, staff presented three different options to Town Council, not knowing at the time when future long-term use would begin. Presenting the Town Council approved option, she stated that the plan shows 7,880 square feet of added new pavement that provides 118 parking spaces, and lot coverage calculated at 31.6%. Long-term future use would come back for formal public meeting review.

Proposed temporary conditional uses include the following:

- Overflow parking for:
 - o Community Center*
 - o Police Station*
 - o Town events like the Halloween Parade, Taste of Vienna, Oktoberfest, & Viva Vienna*
 - o Vienna Volunteer Fire Department events*
 - o Athletic event parking**

- Department of Economic Development*

- Sponsored fundraising events, such as mulch sales for George Mason boosters*

- Daytime training space for police motorcycle, bicycle, and vehicle training exercises*

- Outdoor summer camp classes and events*

- Possible location of the Farmers Market, which is permitted as a temporary*

residential zone use

- Optimist Club events*

All potential uses have been discussed with Town Council. Proposed hours of operation would be Monday through Friday: 7:30 AM - 11:00 PM, Saturday 6:00 AM - 11:00 PM, and Sundays 8:00 AM - 11:00 PM. Proposed hours of operation are consistent with the Town's noise ordinance. Non-residential single-unit use would require a lot coverage amendment. The current application shows 31.6% lot coverage if the parking expansion occurs. Since there is no building, there are no requirements for building height or setbacks. No new plantings are being presented, and no trees are currently planned for removal. As staff is uncertain of any future development timelines, suggested a condition requiring re-review in 3 years. There is a potential plan to expand the parking surface, adding another row. As this is an interim plan and not a fully developed plan, the intent is to not plant or invest where plantings would end up being pulled out. This being residential, no wall installation is required within the RS-10 zone, and no new lighting is being proposed.

Town code parking requirements are based on gross floor area, requiring 1 space per 100,000 square feet of gross-floor area. As there is no building, there are no minimum parking requirements. Similarly, bicycle parking requires 1 space per 2,500 square feet for short and long-term use. Additionally, no refuse or signage has been proposed. She stated that the Planning Commission has been tasked with providing a recommendation to Town Council for the modification request, and to the Board of Zoning Appeals for CUP review. Presenting suggested motions, Deputy Director O'Brien offered to answer any questions.

Chairman Glassman invited Director of Parks and Recreation, Leslie Herman to speak. Parks Director Herman stated that she will manage the CUP utilizing town staff on issues as needed. To offset the space needed at the Community Center, they intend to use the space for camps, town pop-up events like the Big Flea, economic development, and police motorcycle training.

Chairman Glassman invited public comment.

James Jackson, residing at 119 Cherry Cir SW, had previously expressed concerns with the site during construction of the Police station. He has continued concerns about noise and lighting. He would like to see a buffer provided between the lots, suggesting that they start with a 20% canopy for buffer. With respect to noise, he stated that that onsite motorcycle training is an issue. They previously trained at the fire station lot and other locations. Mr. Jackson thanked Director Herman for her ongoing communications with his neighbors, stating that noise, tree canopy, and buffer are a concern. He asked where the trash cans and/or a dumpster would be located and whether they could be located away from the residential lots. Concluding his comments, Mr. Jackson was seated.

Commissioners discussed the following:

- Current drainage of the site. DPW staff suggested additional vegetation may help with concerns*

- The anticipated interim use timeline and whether to include a time limitation. Commissioners commented that 3 years is too long. Some commissioners expressed support for a 1-year renewal*

- Request for additional details on events, including frequency, with anticipated*

loading and unloading. Commissioners requested staff to provide a use table in chart format detailing proposed uses

- That trash cans be provided with scheduled maintenance pick-ups
- Concern for proposed hours of operation and noise issues. Some commissioners were not supportive of onsite motorcycle training
- Staff provided that long-term use may be updated as a result of Town Council's October 22, 2025, CIP review

Concluding discussion, a motion was in order.

Commissioner Noble motioned that the request for recommendation to Board of Zoning Appeals for a Conditional Use Permit for a series of governmental and public outdoor parks and recreational uses, and to Town Council for Modifications of Requirements related to lot coverage for the property located at 301 Center Street South, zoned RS-10 (Single-Unit Residential, 10,000 sq. ft.) be continued requesting staff to provide and prepare information as discussed.

Motion: Noble
 Second: Miller
 Carries: 6-0

Commissioners took a brief break at 8:44 PM, resuming the meeting at 8:51 PM.

3. [PC25-279](#) Introduction to the Planning Commission regarding Proposed Updates to Chapter 18 - Zoning and Subdivision in Response to State Code Changes and Other Items

Town Zoning Administrator, Andrea West presenting proposed updated text to Chapter 18, stated that Town Council has reviewed the proposed text and referred the item to Planning Commission for their review. Some text has since changed from the September 29, 2025, Town Council discussion. She stated that tonight's discussion is introductory to collect feedback only.

Presenting proposed amendment language, Ms. West advised that state code amendment language now limits Town Council and the Planning Commission from the final approval process for subdivisions and lot consolidations. They will now undergo a staff administrative review process. Requests for modification of requirements will still require formal public meeting review and approval.

Commissioners provided edits and feedback, asking staff to put together a summary table comparing previously reviewed, versus proposed text amendments. Staff will present updated language for a December 10, 2025, public hearing.

New Business - None

Planning Director Comments

Director Levy reported the following:

- The public hearing for the Comprehensive Plan update is scheduled for November 12th.
- On October 22nd, staff will present the draft document to the public.

- Public comments on the comp plan can be submitted to an online form accessed through the Town's website. Comments can be submitted until December 1st.
- Staff will present and get feedback from town boards and commissions. Staff was asked to provide commissioners with an email overview of comments received.
- Town Council will begin hearing annual report presentations from town boards and commissions. The TSC & BAC are scheduled for presentation at Town Council's October 20th work session. The BAR, PC, WHBR, and T/BLC are scheduled for presentation at the November 17th work session.
- The Planning Commission's December 10th meeting will include an election of officers for Chair and Vice-chair.
- Town Council recently approved the Strategic Plan. The CIP (Capital Improvement Plan) is scheduled for review at the October 27th meeting.

Approval of the Minutes:

[25-5288](#)

Acceptance of the Meeting Minutes

The following meeting minutes were accepted into the record.

- PC – September 24, 2025 – Draft work session action minutes
- PC – September 24, 2025 - Draft meeting minutes

Meeting Adjournment

Concluding discussion, the meeting adjourned at 9:56 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.