



# Town of Vienna

127 Center Street South  
Vienna, Virginia 22180  
p: 703.255.6341  
TTY 7111

## Meeting Agenda Planning Commission

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Wednesday, March 11, 2026

7:30 PM

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

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### Roll Call

### Communication from Citizens and/or Commissioners

### Public Hearings - None

### Regular Business

- [PC26-295](#) Recommendation to Town Council on Request for Modifications of Site Plan Requirements Related to Parking for Bear Branch Tavern, located at 133 Maple Avenue E.

*Attachments:* [PC STAFF REPORT - 133 Maple Avenue E - Bear Branch Tavern](#)  
[02 - Application and Authorization Form](#)  
[03 - Proposed Site Plan Approved by Fire Marshal's Office](#)  
[04 - Letter of Request for Modification of Requirement](#)  
[05 - Certificate of Occupancy Issued 2-28-2020](#)  
[06 - Letter from Valet Parking LLC](#)  
[07 - Support Letter from Vienna Professional Center Condominium Center](#)  
[08 - Relevant Requirements](#)  
[09 - Notification Affidavit](#)
- [PC26-296](#) Review of Planning Commission Bylaws and Rules of Procedure

*Attachments:* [01 - PC Bylaws and Rules of Procedure - Chair Glassman REDLINE of technical correc](#)
- [PC26-297](#) Annual Renewal of Resolution and Policy on Electronic Participation of Members of the Planning Commission

*Attachments:* [01 - Resolution Planning Commission ElectronicParticipationPolicy NON EMERGENC](#)  
[02 - Virginia Code § 2.2-3708.3. Meetings held through electronic communication 2025](#)  
[03 - TC Meeting Mins - 1.5.2026](#)  
[04 - PC Signed Updated Resolution Policy on Electronic Participation 8.11.2021](#)

### New Business

## Planning Director Comments

### Approval of the Minutes

[26-5498](#) Acceptance of Meeting Minutes

Attachments: [PC - February 11, 2026 Meeting Minutes](#)

### Meeting Adjournment

*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.*



## Agenda Item Report

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**File #:** PC26-295, **Version:** 1

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**Subject:**

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

Bear Branch Tavern is requesting a Modification of Requirements related to off-street parking to allow an increase in restaurant seating from 300 to 337 seats through the use of an on-site valet parking system that would allow vehicles to be stacked within the existing parking lot.

Attachment 1 is the Staff Report, which provides a description of the request, project background, site context, applicable regulations, and staff evaluation. The other attachments, which are enumerated in Attachment 1, provide supporting materials, including the formal application, site plans, and relevant regulatory provisions.

**PROPOSED/SUGGESTED MOTION**

"I move to recommend that the Town Council approve the requested Modification of Requirements related to off-street parking for Bear Branch Tavern, located at 133 Maple Avenue East (Tax Map Parcels 0384 54 0100 and 0100A), to permit valet parking for up to 11 vehicles as shown on the site plan approved by the Fairfax County Fire Marshal and to allow the previously approved parking modification to accommodate an increase in restaurant seating from 300 to 337 seats."

OR

"I move to recommend that the Town Council approve the requested Modification of Requirements related to off-street parking for Bear Branch Tavern, located at 133 Maple Avenue East (Tax Map Parcels 0384 54 0100 and 0100A), to permit valet parking for up to 11 vehicles as shown on the site plan approved by the Fairfax County Fire Marshal and to allow the previously approved parking modification to accommodate an increase in restaurant seating from 300 to 337 seats, subject to the following conditions: \_\_\_\_\_."

OR

"I move to recommend that the Town Council deny the requested Modification of Requirements related to off-street parking that would permit valet parking for up to 11 vehicles and allow the previously approved parking modification to accommodate an increase in restaurant seating from 300 to 337 seats for Bear Branch Tavern located at 133 Maple Avenue East (Tax Map Parcels 0384 54 0100 and 0100A)."

OR

Other action deemed necessary by the Planning Commission.



# STAFF REPORT COVER SHEET

March 11, 2026

# ATTACHMENT 01

<b>Address:</b>	133 Maple Avenue E	<b>Case Number:</b>	PF-1975201-SP
<b>Meeting Date:</b>	3/11/2026	<b>Applicant:</b>	Evan Pritchard, Wire Gill LLP
<b>Board/ Commission:</b>	Planning Commission	<b>Owners:</b>	Speakeasy Real Estate Holdings LLC
<b>Existing Zoning:</b>	AC/RMU	<b>Existing Land Use:</b>	Mixed-Use
<b>Brief Summary of Request:</b>	Recommendation to Town Council on request for modifications of site plan requirements related to parking for Bear Branch Tavern, located at 133 Maple Avenue E.		
<b>Site Improvements:</b>	The site consists of a three-story, seven-unit plus basement office condominium constructed in 1983, as well as 103 parking spaces and patios both in the front and back of the building.		
<b>Size of Property:</b>	59,472 square feet/1.37 acres		
<b>Public Notice Requirements:</b>	<p>Each public hearing involving planning and zoning matters before the Town Council and Planning Commission requires notice, as set out in § 15.2-2204 of the Code of Virginia and §18.844 through 849 of the Town Code. The following notifications were prepared related to this application:</p> <ul style="list-style-type: none"> <li>• A sign was posted on the property on February 24, 2026, with the Planning Commission and Town Council meeting dates.</li> <li>• Letters were sent on March 4, 2026, to adjacent and abutting property owners/agents/occupants and subject property owners notifying them of the Planning Commission meeting and Town Council public hearing.</li> <li>• An email was sent to the applicant on March 3, 2026, notifying them of the Planning Commission and Town Council meeting dates.</li> </ul>		
<b>Brief Analysis</b>			
<b>PROPERTY HISTORY</b>			
<p>Bear Branch Tavern opened on the ground floor of 133 Maple Avenue East, within the Vienna Professional Center, in March 2020. Under the Town’s zoning ordinance in effect at the time of approval, a restaurant with 300 seats was required to provide 75 parking spaces, based on the parking ratio of one space per four seats. At that time, the restaurant was allocated 36 parking spaces within the shared parking lot serving the building tenants.</p> <p>In September 2018, the Town Council approved a modification of site plan requirements related to Section 18-531, as PF-40-18-SM, to operate up to 300 seats served by all 103 parking spaces. The rationale for approval was based on the restaurant’s benefit to the community as well as the fact that the restaurant’s owners anticipated most of their customer volume would occur during the dinner service when the other tenants in the Vienna Professional Center, all of whom were office-based businesses, would be closed.</p> <p>The modification was approved subject to the condition that specific locations for bicycle parking and trail access were shown on their site plan submission, and the restaurant has operated with 249 seats since its opening.</p>			
<b>COMPATIBILITY WITH THE COMPREHENSIVE PLAN</b>			
<p>The 2015 Comprehensive Plan Future Land Use Map (page 38) designates the property as Mixed Use, which includes commercial operations such as restaurants. The existing restaurant use is therefore consistent with the planned land use designation for the site.</p>			

**Planning & Zoning Staff Report to the Planning Commission**  
**Meeting of March 11, 2026 - 133 Maple Avenue E - Bear Branch Tavern**  
**Page 2 of 6**

Additionally, the Comprehensive Plan identifies a goal of encouraging a vibrant Central Business District (page 19). The continued operation and modest expansion of a restaurant use in this location supports that objective by contributing to the mix of dining and commercial activity along the Maple Avenue corridor.

**COMPATIBILITY WITH THE ZONING ORDINANCE**

The parcel is zoned Avenue Center (AC). Restaurants within the AC zone are permitted by-right.

The applicant has submitted a request for a Modification of Requirements under Section 18-531 of the Zoning Ordinance to allow an increase in seating beyond the previously approved capacity of 300 seats. The proposal would increase the total seating capacity to 337 seats, which would require 10 additional parking spaces under the Town’s parking standard of one space per four seats.

Because the site does not have sufficient area to construct additional parking spaces that meet the Town’s dimensional standards, the applicant proposes to address the additional parking demand through an on-site valet parking system that would allow vehicles to be stacked within the existing parking lot during special events. The valet option would enable the lot to accommodate up to 114 vehicles, including 11 valet-stacked vehicles, when the basement restaurant space is in use.

<b>Attachments:</b>	01 – Staff Report 02 – Application and Authorization Form 03 – Proposed Site Plan Approved by Fire Marshal’s Office 04 – Letter of Request for Modification of Requirement	05 – Certificate of Occupancy Issued 2/28/2020 06 – Letter from Valet Parking LLC 07 – Support Letter from Vienna Professional Center Condominium Association 08 – Relevant Regulations
<b>Author:</b>	Lyndsey Clouatre, Principal Planner	

**I. BACKGROUND**

Bear Branch Tavern occupies the entire first floor of the Vienna Professional Center, a three-story building constructed in 1983 and consisting of 19,900 square feet of net floor area across seven above ground units. The 59,472 square foot property is split zoned Avenue Center (AC) and Residential - Multi-Unit (RMU). The entire Vienna Professional Center building and most of its parking spaces are located on the portion of the property zoned AC, while the remainder of the parking is located on the portion of the property zoned RMU. The property is bounded to the north by the W&OD Trail, to the east by Vienna Elementary School, to the south by the future Vienna-Carter Library, and to the west (across Maple Avenue) by retail properties.

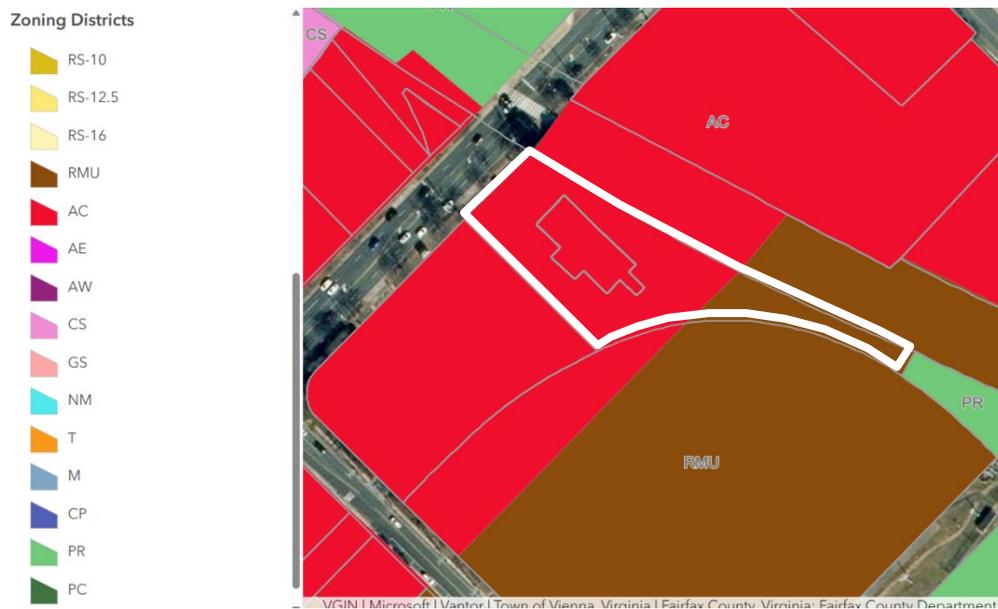


Figure 1 – Town of Vienna Zoning map with the subject property outlined in white.

As shown on the Town of Vienna Comprehensive Plan Future Land Use Map (p. 38), the subject property is designated **Mixed Use** (Figure 2). Mixed Use areas include a wide variety of commercial establishments, including restaurants, that serve the Town’s residents, employees, and visitors. The current use as a restaurant is appropriate for a location designated with a Mixed Use future land use.

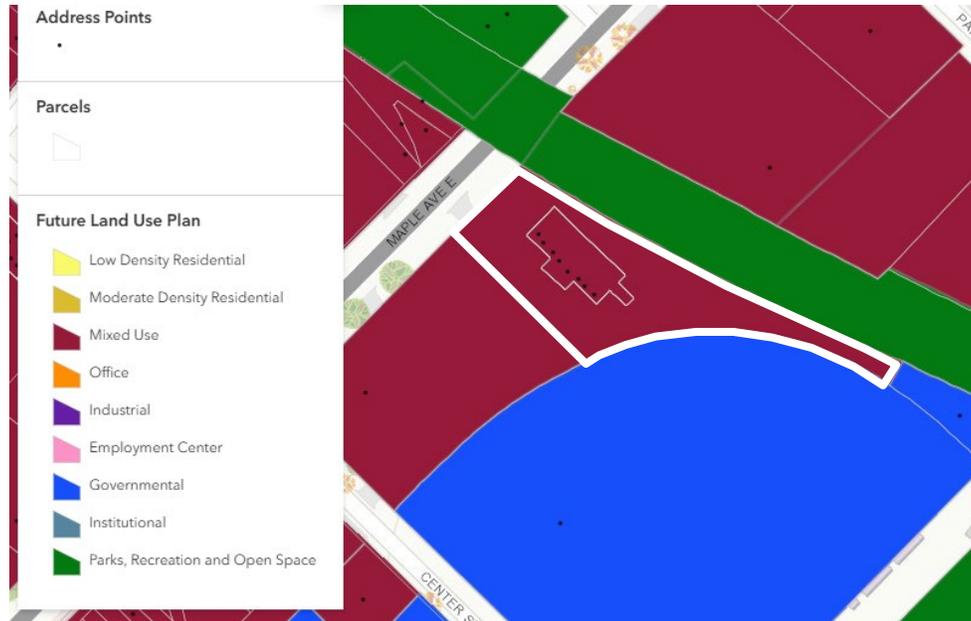


Figure 2 – Town of Vienna Future Land Use Map with the subject property outlined in white.

## II. PROPOSAL

The applicant has submitted a request for a Modification of Requirements under Section 18-531 of the Zoning Ordinance related to minimum off-street parking requirements. The applicant proposes adding an 88-seat private dining/event space in the basement of the building connected to the restaurant space on the first floor. Because the restaurant currently operates with 249 seats under a prior approval allowing up to 300 seats, the proposal represents a net increase of 37 seats above the previously approved seating capacity, for a total of 337 seats.

Under the Town's parking standard of one space per four seats, the additional seating would require 10 additional parking spaces. The site currently contains 103 striped parking spaces and does not have sufficient area to construct the additional parking spaces required under the zoning ordinance while meeting the Town's dimensional standards for parking spaces and aisles established in Section 18-529.

To address this constraint, the applicant proposes to implement valet parking system on-site, managed by Valet Parking LLC, that would allow vehicles to be stacked within the existing parking lot during special events. Through this valet system, the applicant proposes that the parking lot could accommodate up to 114 vehicles. Because the Town's zoning ordinance calculates required parking based on designated parking spaces rather than operational parking management techniques such as valet stacking, this approach requires approval of a Modification of Requirements by the Town Council.

A site plan approved by the Fairfax County Office of the Fire Marshal showing how vehicles would be stacked during the times valet services would be in use is shown in Attachment 03.

## III. STAFF ANALYSIS

Department of Planning and Zoning and Department of Public Works staff reviewed the application and its supporting materials. While there are no major concerns, DPW staff had several recommendations and questions for the applicant, as follows:

- Recommend that the applicant establishes a stacking plan for both placement and removing a specific vehicle that may be within the stack.
- Recommend that, due to the valet spaces being in a more isolated location within the parking lot, vehicles are not left unlocked with keys inside. Is there sufficient lighting in this portion of the parking lot?
- Recommend having a plan to address valet operations at the end of a crowded event or upon closing during a busy night to prevent, to the extent possible, a chaotic situation as customers exit the parking lot.
- There is a high likelihood of minor impacts/collisions given the vehicles would be parked so closely together. How would liability work in these instances?

### **Modification of Requirements**

In 2018, Town Council approved a modification of parking requirements associated with the establishment of Bear Branch Tavern, allowing the restaurant to operate with 300 seats based on the shared use of the existing 103-space parking lot with office tenants in the building. The approval recognized that peak restaurant demand occurs during evening hours when office parking demand is minimal.

The applicant is now requesting to modify the previously approved shared parking approval which is a modification from Section 18-531 of the Zoning Ordinance, allowing 114 vehicles to be parked on site to accommodate 337 seats between the restaurant space on the ground floor (249 seats) and the proposed private dining/event space in the basement (88 seats), as well as the office uses.

Section 18-524 of the Town Code requires that the minimum number of off-street parking spaces be continually provided and maintained for all principal and accessory uses, and Section 18-247 states all spaces in parking lots shall be provided with bumper guards. Because valet stacking does not create additional striped parking spaces with bumper guards, approval of modifications is required. The requested modification does not reduce the required parking ratio; rather, it allows the applicant to meet the required parking demand through an alternative operational method that is not currently addressed in the zoning ordinance.

Staff discussed with the applicant the provision in Section 18-530 of the Town Code, which allows parking to be provided off-site within 400 feet of the principal structure or use, provided that parking does not conflict with the operation of the property where the spaces are located and that a recorded agreement with the property owner is executed to ensure the continued availability of those spaces. The applicant was not able to provide any off-site parking agreements.

A public parking structure is currently under construction on the adjacent Vienna-Carter Library site. The structure is expected to include approximately 125 spaces reserved for library staff and patrons and 84 spaces designated for general public use. However, these spaces cannot be counted toward meeting the parking requirements for the Bear Branch Tavern property. The parking garage is being constructed in part with funding from the Northern Virginia Transportation Authority (NVTVA), which was awarded to support regional transportation objectives, including commuter parking and access to transit. As a result, a portion of the spaces must remain available for those purposes. Because the garage is intended to serve library operations, public parking, and commuter access, the spaces cannot be dedicated to the exclusive use of an adjacent private property through a recorded parking agreement as required by Section

18-530 of the Town Code. Therefore, the parking garage cannot be considered as meeting the restaurant's required off-street parking. Additionally, the garage has not yet been constructed and therefore cannot currently be the subject of a recorded parking agreement.

**IV. REQUIRED COMMISSION/BOARD APPROVALS**

The process for review and approval or denial of an application for a Modification of Requirements is outlined in Section 18-830 of the Town Code. Applications are first reviewed by Town staff for completeness and compliance with the Zoning Code. Following staff review, the application is transmitted to the Planning Commission for consideration at a regular meeting. The Planning Commission reviews the request, including consistency with the Comprehensive Plan and the integrity of the Town code, and forwards a recommendation to the Town Council.

The Town Council is the final decision-making authority and considers the request at a public hearing, taking into account the Planning Commission recommendation.

Section 18-830 also refers to potential review by the Board of Architectural Review (BAR) if site plan changes are proposed. Because the current request does not involve any physical changes to the building or site, referral to the BAR is not required.

Approval of the Modification of Requirements by Town Council and approval of the final site plan must occur prior to the issuance of any building permits or certificates of occupancy associated with the request.

There is no directed timeline in the Town Code for review of a Modification of Requirements application.



TOWN OF  
**VIENNA**  
since 1890

## Minor Site Plan (Commercial)

**GeoCivix, LLC**

9420 E. Golf Links Rd. Suite 108, #296 |  
Tucson, AZ 85730

P: 520 319-0988 | E: (520) 319-1430 | E:  
jace.coleman@geocivix.com

### Project Overview

#1975201

**Project Title:** 133 Maple Ave E - Minor Site Plan - Bear Branch Tavern

**Jurisdiction:** Town of Vienna

**Application Type:** Minor Site Plan (Commercial)

**State:** VA

**Workflow:** Minor Site Plan Review

**County:** Fairfax

### Project Contacts

#### Contact Information: Applicant

Evan Pritchard  
Wire Gill LLP  
700 N. Fairfax St., Suite 600  
Alexandria, VA 22314  
[REDACTED]  
[REDACTED]

#### Contact Information: Owner

Adam Lubar  
Speakeasy Real Estate Holdings LLC  
132 W Broad St  
Falls Church, VA 22046  
[REDACTED]  
[REDACTED]

**Indicate which of the following additional project contacts are to be included on project correspondences.:** None of the Above

### Project Address

**Project Address:** 133 MAPLE AVE E

**Suite:**

**Parcel (PIN): Address/Parcel**

- 133 MAPLE AVE E: 0384 54 0300

**Town Limits: Address/Parcel**

- 133 MAPLE AVE E: IN TOWN OF VIENNA

**Current Zoning: Address/Parcel**

- 133 MAPLE AVE E: C-2/RM-2

### Project Description

#### Project Description:

Bear Branch Taver ("BBT") respectfully requests that the Town Council modify the parking requirement of Section 18-531 to allow BBT to meet additional parking demand for additional proposed seating through the implementation of valet parking when any of the additional 37 seats are

in use. Valet operations will enable the on-site parking lot to accommodate 114 vehicles, thereby fully addressing and slightly exceeding the incremental parking demand generated by the additional seats. The additional valet spaces are shown in red on the enclosed Parking Study Plan.

### Minor Site Plan

**Proposed Use:** Commercial

**Area of Land Disturbance:** 0

**Proposed Building Height:** 36

**Number of Existing Parking Spaces:** 103

**Are there any existing easements?:** No

**Area of Site:** 59472

**New Building Floor Area Square Footage:** 0

**Number of Parcels included with Site:** 1

**Number of Proposed Parking Spaces:** 114

**Are there any proposed easements?:** No



## Department of Planning and Zoning

Town of Vienna, Virginia

127 Center Street S

Vienna, Virginia 22180

Phone: 703-255-6341 | Email: DPZ@viennava.gov

Hours: Monday – Friday, 8:00 am - 4:30 pm

### APPLICANT AUTHORIZATION FORM

I hereby certify that I am the property owner or I have authority of the property owner to make this application, that the information is complete, and that if a permit or certificate is issued, the construction and/or use will conform to the zoning ordinance and other applicable laws and regulations including private building restrictions, if any, which relate to the property. This form must be submitted prior to issuance of any permit or certificate.

I understand that the permits or certificates obtained pursuant to this permit authorization form will be in my name. I accept full responsibility for the work performed.

Check one box below:

I am the property owner

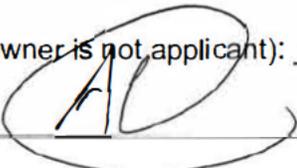
I am an applicant who has the authority of the property owner (owner will still need to sign)

Description of permits or certificates being applied for:

Minor site plan amendment for parking at Bear Branch Tavern. I authorize Evan Pritchard at Wire Gill LLP to serve as my attorney/agent for purposes of this application.

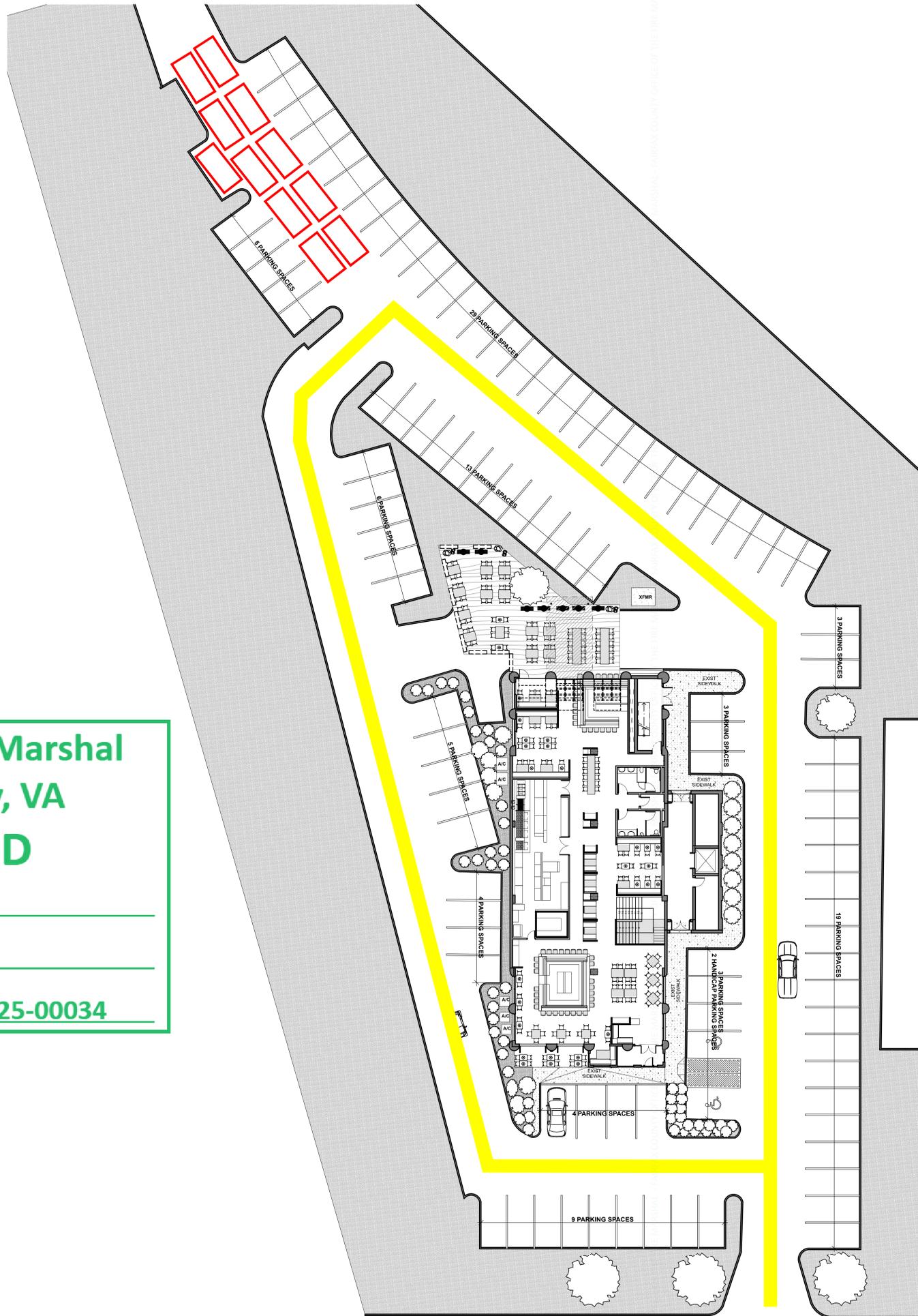
at the following address: 133 Maple Ave East

Applicant Name (fill out if owner is not applicant): Speakeasy Real Estate Holdings LLC

Signature of Applicant:  Date: 11/11/25

Property Owner's Name: Speakeasy Real Estate Holdings LLC

Signature of Property Owner:  Date: 11/11/25



**Office of the Fire Marshal  
Fairfax County, VA  
APPROVED**

**Date: 7/18/2025**

**Reviewer: Michael Paruti**

**Record #: FTWNFR-SITE-2025-00034**

Unit #	Unit SQFT	Business Name	Hours of Operation
100/100A	13181	Speakeasy Rest.	M-Su 11-2 AM
200	1741	T. Trang DDS	M-Th 7:30-4
202	1012	Vacant	
204	1152	Capital Esthetics	M 7-3 Tu-W 9-5 Th 8:30-6 F 7-3
205	1872	Izadi & Anousfar Dentist	M 9-5 Tu 9-2 We Cl Th 9-2 F 9-2
300/302	4052	Orthopaedic Sports Medicine Richard Gaertner MD	M-F 10-4
306	1829	Amerprise	M-F 9-6

**EXISTING PARKING SPACES:** 103 PARKING SPACES

**MINIMUM REQUIRED PARKING SPACES FOR COMMERCIAL AND RELATED USES:**

**OFFICE SPACES:** 19,900 SF/ 1 SPACE FOR EACH 200 SF= 100 PARKING SPACES

**RESTAURANT:**

**FIRST FLOOR:**

**INDOOR SEATING:** 197 SEATS / 1 PARKING SPACE FOR EVERY 4 SEATS = 49 PARKING SPACES

**OUTDOOR SEATING:** 103 SEATS /1 PARKING SPACE FOR EVERY 4 SEATS = 26 PARKING SPACES

**BASEMENT: (STORAGE SPACE)**

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**OFFICE SPACE: 100 PARKING SPACES REQUIRED**

**RESTAURANT: 75 PARKING SPACES REQUIRED**

**TOTAL: 175 PARKING SPACES REQUIRED**

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**RESTAURANT SEAT COUNT:**

**FIRST FLOOR**

**INDOOR SEAT COUNT**

LOOSE SEATS: 86  
 BAR STOOLS: 44  
 BANQUETTE: 39  
 BOOTH: 16  
 COMMUNITY TABLE: 12

**TOTAL:197**

**OUTDOOR SEAT COUNT**

LOOSE SEATS: 74  
 BAR STOOLS: 5  
 COMMUNITY TABLE: 24

**TOTAL:103**

**TOTAL SEAT COUNT: 300**

*Kimberly Permits*

Kimberly Shanklin  
 9555 Saintsbury Drive  
 Fairfax VA 22031

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Bear Branch Tavern Valet Parking  
 133 Maple Avenue East

Dear Mike Paruti,  
 Fire Marshalls Office

Narrative for Parking Permit

Bear Branch will be using the Downstairs Event space 2-3 times a week. So on the average 12-14 times a month. Hours depend on the event. 3-4 hours per event generally. Max number for the Valet parking are 11cars as drawn on the site plan. See attached site plan.

Thank you,

Sincerely,  
 Kimberly Shanklin  
 Permit Expediter

**█ = FIRE DEPARTMENT ACCESS TO BE KEPT CLEAR AT ALL TIMES**

**▭ = VALET-PARKED VEHICLE**

Architect  
**HapstakDemetriou+**  
 ARCHITECTURE | DESIGN  
 2715 M St NW, 4th Fl  
 Washington, DC 20007  
 www.hd-ad.com  
 202.333.9038

Engineer / Consultant

Project No. 18039

**133 Maple Ave**

133 MAPLE AVENUE EAST  
 VIENNA, VA 22180



PROFESSIONAL CERTIFICATION  
 I CERTIFY THAT THESE DOCUMENTS WERE  
 PREPARED OR APPROVED BY ME, AND THAT I AM A  
 DULY LICENSED ARCHITECT UNDER THE LAWS OF  
 THE STATE OF  
 Commonwealth of Virginia  
 LICENSE NUMBER: 0401016435  
 EXPIRATION DATE: 06/30/2019.

REV DATE DESCRIPTION

SITE PLAN  
 PROPOSED

**SK.02**

Printed: 8/21/25  
 © HapstakDemetriou + pllc 2018

File Name: "Volume\Shared\18039\_133 Maple Ave\180709\_133 Maple Ave.dwg" Layout: SK.02 SITE PLAN PROPOSED Printed Date: 8/21/25 at 5:14 PM





**Evan Pritchard**  
epritchard@wiregill.com  
703-304-0430

January 12, 2026

**Via Town's GeoCivix Online Portal**

David Levy, AICP  
Director of Planning and Zoning  
Town of Vienna  
127 Center Street South  
Vienna, Virginia 22180

Re: Request for Modification of Parking Requirements – Bear Branch Tavern

Dear Mr. Levy:

On behalf of my client, Bear Branch Tavern (“BBT”), located at 133 Maple Avenue East, Vienna, VA, I respectfully submit this request for a modification of the Town’s parking requirements pursuant to Section 18-830 of the Town of Vienna Zoning Ordinance, which authorizes the Town Council to modify zoning requirements upon a showing of good cause.

**Background**

BBT currently operates pursuant to the Town’s prior approval under PF-40-18-SM, which permits up to 300 seats to be served by the existing 103 parking spaces on site along with medical and office uses in the same building that utilize very little parking, particularly in the evening with BBT patronage is at its highest.

The restaurant currently has 249 seats on the ground floor. The restaurant seeks to enhance its service offerings by adding an additional 88 seats in the basement for special events such as business dinners, club gatherings, family celebrations, and community-oriented functions. This will bring the total restaurant seating capacity to 337 seats, 37 seats above the currently approved level. This information is set forth on the enclosed Parking Study plan prepared by Hapstak Demetriou Architecture dated January 9, 2026 (the “Parking Study Plan”).

Under Section 18-531 of the Zoning Ordinance, restaurant space requires one (1) parking space per four (4) seats, resulting in a requirement of ten (10) additional spaces to accommodate the additional seating, for a total parking requirement of 113 spaces.

**Request**

BBT respectfully requests that the Town Council modify the parking requirement of Section 18-531 to allow BBT to meet the additional parking demand through the implementation of valet parking when any of the additional 37 seats are in use. Valet operations will enable the on-site parking lot to accommodate 114 vehicles, thereby fully addressing and slightly exceeding the

incremental parking demand generated by the additional seats. The additional valet spaces are shown in red on the Parking Study Plan.

### **Commitment to Parking Management**

BBT understands the importance of effective parking management in the Town's commercial corridors. To ensure that the proposed modification does not adversely impact surrounding properties or the public, BBT will:

- Provide valet service during all events utilizing the private dining room;
- Maintain valet staffing sufficient to manage parking demand efficiently;
- Ensure that all valet-parked vehicles are stored on-site and not within surrounding neighborhoods or off-site locations unless expressly approved by the Town.

This approach maintains the Town's intended parking standards while allowing a modest and controlled enhancement of dining capacity for the benefit of patrons and the community.

### **Fire Marshal Review**

The valet layout shown in the Parking Study Plan was shared with and approved by the Fairfax County Fire Marshal's office. See the enclosed correspondence between Permit Expediter Kimberly Shanklin and Assistant Fire Marshal Michael Paruti. The required fire lanes are noted on the Parking Study Plan as well.

### **Conclusion**

The requested modification supports a small-scale, event-based enhancement to BBT's offerings without creating adverse parking impacts. The use of valet parking is an established and effective method of addressing higher-demand timeframes and ensures full compliance with the spirit and intent of the Town's parking requirements.

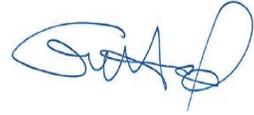
We respectfully request placement of this matter on the next available agenda for consideration.

Please let me know if staff would like to meet to discuss this request in advance of scheduling. A narrative further explaining the proposed new use and a letter from our proposed valet service provider are enclosed in further support of our request.

Thank you for your time and consideration.

Very truly yours,

Wire Gill LLP

A handwritten signature in blue ink, appearing to read 'Evan Pritchard', with a stylized, looping flourish at the end.

Evan Pritchard, Esq.

Enclosures

Permit Number: 15622



TOWN OF  
**VIENNA**

Town of Vienna  
Article 22 Chapter 18, Town Code

A Certificate of Occupancy is hereby granted for the following firm, business, establishment or individual in accordance with Article 22, Chapter 18, of the Code of the Town of Vienna, Virginia:

Occupant Name: Speakeasy Restaurant LLC DBA Bear Branch Tavern

Street Address: 133 Maple Ave E Unit: 100 & 100A Floor:

Zoning District: C-2, Special Commercial

Legal Description: Vienna Profesional Center Condo Unit 100 UN & 100A 000 0384 54 0100 0384 54 0100A

Permitted Uses: Restaurant §18-72.A. Outdoor dining §18-210.I Live entertainment §18-210.S (PF-18-19-CUP, approved 06/05/2019)

Permitted Seating: Maximum 300 Seats total (per parking modification approved by Town Council on 9/17/18) 159 interior seats, 90 exterior seats: 12 front of building, 78 rear of building.

Approved for Issuance of Certificate:

Planning & Zoning

2/28/2020

Date

This certificate does not take the place of any license required by law, nor does it authorize the use of boilers, motors, machinery or any signs. Any change in the use or occupancy of this structure or upon the subject property shall require a new certificate of occupancy.

**This Certificate Shall Be Conspicuously Posted At All Times**

**VA State Code Use Group: A2 Construction Type: IIIB USBC Edition: IEBC 2015 Sprinklered: Yes**

The Town of Vienna does not discriminate on the basis of disability in the administration or access to or treatment or employment in its programs for activities. The Director of Human Resources of Vienna, Virginia has been designated to coordinate compliance with nondiscrimination requirements. This document will be made available in large print or audio cassette upon request. Call (703) 255-6300 (voice) or TTY users 711.



**Department of Planning and Zoning**

Town of Vienna, Virginia

127 Center St. South

Vienna, VA 22180

Phone: 703-255-6341 | Email: DPZ@viennava.gov

Hours: Monday – Friday, 8:00 am - 4:30 pm

<b>OFFICE USE ONLY</b>	
MUNIS No.:	<u>4008</u>
Permit No.:	<u>15622</u>

NOV 14 2019

RECEIVED

**COMMERCIAL CERTIFICATE OF OCCUPANCY APPLICATION**

A Certificate of Occupancy is required before any business begins operations in the Town of Vienna. A new Certificate of Occupancy is required when there is a change in the use of an existing building, business ownership, business name or location.

**SUBMISSION REQUIREMENTS**

- Complete application for Commercial Occupancy. Not all sections of this application apply to all businesses, however, failure to provide complete information will delay the issuance of the Certificate and operation of the proposed business.
- Submitted application for a Town of Vienna Business License. Certificates of Occupancy will not be issued without the completion of the Business Application process, including the payment of all fees.
- Complete Wastewater Discharge Questionnaire. Portions of the questionnaire are not applicable to some business-types and N/A may be entered into the non-applicable fields.
- Fees paid in accordance with current Town of Vienna Fee Schedule.
- All building permit, exterior modification review and sign review completed through Fairfax County and the Town of Vienna.

**PROPOSED BUSINESS**

Business Name (DBA): Bear Branch Tavern

Proposed Address: 133 Maple Ave East Unit No.: 100 & 100A

Parcel ID: \_\_\_\_\_ Zoning: C-2

Business Type/Use: Full Service Restaurant

Business Hours: 10 AM-2 AM Monday-Sunday

Max. No. Employees: 50 Sublease?  Yes/ No Lessor: \_\_\_\_\_

Massage Services:  Yes/ No Restaurant?  Yes/ No No. Seats: 263

**APPLICANT CONTACT**

Business Contact: Adam Lubar Title: President

LLC/Corporation: Speakeasy Restaurants LLC

Mailing Address: 133 Maple Ave East #100

Email: adam@vintagerestaurantsinc.com Phone: 703-963-2769

BUSINESS NAME: Bear Branch Tavern ADDRESS: 133 Maple Ave East #100

**BUILDING/UNIT DETAILS**

Total GFA: 6500 sq. ft. Previous Use: Bank

Development Name: Vienna Professional Center Dedicated Parking Spaces: 103

**BUILDING PERMITTING, SIGNS & EXTERIOR MODIFICATIONS**

Yes/ No Is interior tenant fit-out proposed which requires a building permit through Fairfax County?

Yes/ No Are exterior modifications proposed to the building?

Yes/ No Is signage proposed for this business (new or refaced)?

**PROPERTY OWNER/MANAGER SIGNATURE**

Owner/Manager Name: Adan Lubar

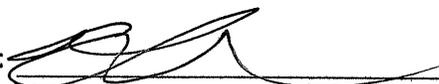
LLC/Corporation: Speakeasy Restaurants LLC

Address: 133 Maple Ave East #100

State & Zip: Vienna VA 22180

Email: adam@vintagerestaurantsinc.com Phone: 703-963-2769

I, the owner/property manager of the building/condo unit, give permission to the business owner to use the tenant space for the proposed use detailed on this form.  **Acknowledged**

Signature:  Title: President Date: 11/12/19

**APPLICANT SIGNATURE**

No certificate of occupancy will be issued until after all required permits have been properly issued and a final inspection shall be performed by Town of Vienna staff to ensure that all construction is in accordance with the approved plans, drawings and building elevations by the various boards and commissions of the Town of Vienna.

**Acknowledged**

It is understood that this Certificate of Occupancy does not take place of any other license that may be required by law nor does it confer the right to erect signs.

**Acknowledged**

Applicant Signature:  Date: 11/12/19

Letter of Parking Lot Management Services

I am writing on behalf of Valet Parking LLC to inform you that we will be managing the parking lot at Bear Brunch Tavern, located at 133 Maple Ave E, Vienna, VA 22180. The tavern currently has 105 parking spaces, and with our expertise, we will ensure the lot is optimized to accommodate over 114 vehicles at any given time.

Our proven parking management strategies and valet services allow us to maximize capacity while maintaining a safe and efficient traffic flow. This will alleviate congestion in the area and provide an improved experience for both patrons and the surrounding community.

We are fully prepared to comply with all local regulations and ensure that our operations meet the highest standards of safety and professionalism. Should you require any additional information or documentation, please do not hesitate to contact me.

Sincerely,

Nick Medenica

Valet Parking LLC

7918 Jones Branch Drive, Suite 400

McLean, VA 22102

[nick@valetparkingllc.com](mailto:nick@valetparkingllc.com)

571.424.1616

November 3, 2025

Vienna Professional Center  
133 Maple Avenue E  
Vienna, VA 22180



To Whom It May Concern:

On behalf of the Board of Directors of the Vienna Professional Center Condominium Association, we are writing to express our full support for the proposed parking plan involving the use of a valet service when the private dining room at Bear Branch Tavern is in use.

Sincerely,

**Jenn Carr | Commercial Condominium Management Company**  
Property Manager  
8456-A Tyco Road | Tysons Corner, VA 22182

t 703.448.6900 | d 703.564.6513  
[jennifer@ccmc.ws](mailto:jennifer@ccmc.ws) | [ccmc.ws](http://ccmc.ws)

PART II - CODE OF ORDINANCES  
 Chapter 18 - ZONING AND SUBDIVISION ORDINANCE  
 ARTICLE 5A. - DEVELOPMENT STANDARDS - COMMERCIAL, INDUSTRIAL, AND MIXED USES  
 DIVISION 5. PARKING AND LOADING

***DIVISION 5. PARKING AND LOADING***

**Sec. 18-524. Off-Street Parking Generally.**

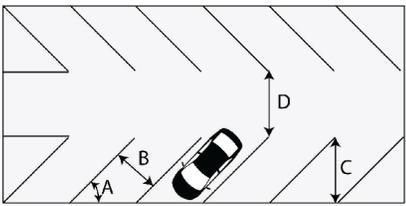
1. No application for a building permit, use permit, or occupancy permit shall be approved unless at least the minimum off-street parking requirements are accommodated either on site or off site in accordance with the requirements herein.
4. Required parking for all principal and accessory uses must be maintained at all times, consistent with all site plans and permits.

**Sec. 18-527. Parking Standards.**

2. All spaces in parking lots shall be provided with bumper guards, as deemed necessary by the Director of Public Works, in order to:
  - A. Protect buildings from vehicular bumpers,
  - B. Protect public sidewalks from overhanging bumpers,
  - C. Prevent vehicles from rolling down embankments or onto adjacent property, and
  - D. Provide protection against other hazards peculiar to the topography or site development of a particular parcel of ground.

**Sec. 18-529. Space Allocation for Parking and Measurement.**

3. For purposes of computation under this Chapter, one compact automobile parking space shall be eight feet wide by sixteen (16) feet long.
4. All off-street parking spaces and adjacent aisles provided in compliance with the requirements of this article shall at least conform to the following minimum dimensions:

<b>Minimum Standard Parking Spaces and Aisle Width Dimensions</b>				
<b>A. Parking Angle (degrees)</b>	<b>B. Stall Width (in feet)</b>	<b>C. Stall Length (in feet)</b>	<b>D. Aisle Width, One-way/Two-way (in feet)</b>	
0 (parallel)	8	22	16/22	 <p>A - Parking Angle    B - Stall Width                      C - Stall Length    D - Aisle Width</p>
45	9	19	16/20	
60	9	20	18/20	
90	9	18	23/23	

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**Sec. 18-531. Minimum Required Off-Street Parking for Vehicles.**

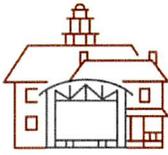
Minimum required off-street parking spaces required by use are listed in the table below:

<b>PROPOSED USE</b>	<b>Minimum Required Off-Street Parking Spaces</b>	<b>Notes/Additional Requirements</b>
Restaurant	1 space per 4 seats	

---

## Sec. 18-830. Modification of Requirements.

1. **Purpose.** Applications for modifications of requirements, in which the proposed development cannot be achieved within the requirements of the Zoning Code, must submit a narrative and Major Site Plan demonstrating the requested modifications to any of the following standards:
  - A. Setbacks per Article 2.
  - B. Lot Area per Article 2.
  - C. Lot Coverage per Article 2.
  - D. Number of units per Article 2.
  - E. Height of an architectural feature per Article 2.
  - F. Open space standards per Article 2.
  - G. Screening or landscaping standards per Articles 4B, 5A and 5B.
  - H. Parking standards per Articles 4B, 5A and 5B.
2. **Application and Review Process.**
  - A. **Requests must be in writing.** Requests for Modifications of Requirements shall be submitted to the Director of Planning and Zoning, accompanied by a written statement including the code sections from which relief is sought and setting forth the reasons therefor.
  - B. **Completeness and Compliance.** Applications for modifications of requirements are reviewed for completeness and compliance with the Code of Vienna by the Director of Planning and Zoning, the Director of Public Works, the Director of Parks and Recreation, and the Zoning Administrator.
  - C. **Transmission to Planning Commission.** Once staff review is complete, the application will be transmitted to the Planning Commission for review at a regular meeting. The Planning Commission shall make a recommendation on the application to the Town Council, which shall include reviewing for consistency with the Comprehensive Plan and the integrity of the Town Code.
  - D. **Final Decision by Town Council.** The application and Planning Commission's recommendation are then transmitted to the Town Council for review and determination at a public hearing. The Town Council's review shall include, but not necessarily be limited to, determining whether the requested modifications would, if approved, be consistent with the Comprehensive Plan and would not impair the integrity of the Town Code.
  - E. **Notification.** Prior to the Town Council granting or denying any such modification, notification letters by certified mail to adjoining property owners and those abutting across a public street shall be sent not less than five days prior to council's consideration of the request for modification. See also Division 5
  - F. **Final Approval Required before the Issuance of Other Permits.** Applications for modifications of requirement must be approved by Town Council and the final site plan must be stamped as approved prior to the issuance of building permits or a Certificate of Occupancy.
  - G. **Referral to Board of Architectural Review.** All site plans, except those for single-unit residential properties, may require referral to the Board of Architectural Review prior to approval. See § 18-821.



TOWN OF  
**VIENNA**  
Planning & Zoning

**PUBLIC NOTIFICATION AFFIDAVIT**

I hereby affirm that the Town of Vienna has adequately complied with the written notification procedures defined in § 15.2-2204 (amended) of the Code of Virginia and § 18-844 of the Code of the Town of Vienna.

Written notices were sent by registered mail on *March 5, 2026*, to the last known address of each abutting property owner (including those located across rights-of-way) shown in the current real estate tax assessment records. A list of these addresses is attached and is based on records provided by Fairfax County's Department of Tax Administration.

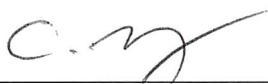
One sign was posted in front of the subject location, *133 Maple Avenue East* on *March 2, 2026*, with dates of the *Planning Commission* meeting and *Town Council* hearing. A photo of the posted sign is attached.

Copies of the notices, pertaining to date, time and location of the *Planning Commission's* meeting for *Modification from Requirements* for property located at *133 Maple Avenue East*, and more particularly described as tax map parcel *0384 54 0100*, are attached.

  
Jennifer Murphy  
Clerk to the Planning Commission

Commonwealth of Virginia  
Town of Vienna

Subscribed and sworn before me this 9<sup>th</sup> day of March, 2026.

  
Notary Public CRISTINA MAESTAHLING ZAMORA  
My commission expires: 10-31-27





PUBLIC NOTICE

[www.viennava.gov/notice](http://www.viennava.gov/notice)

02

March 3, 2026

Re: 133 Maple Avenue East – Bear Branch Tavern

Please be advised that an application has been filed with the Town of Vienna. The following is scheduled for review with the Planning Commission on **Wednesday, March 11, 2026, at 7:30 pm** in Vienna Town Hall (Council Chambers), 127 Center St, South Vienna, VA 22180.

Request for recommendation to Vienna Town Council on **modification of requirements** for Bear Branch Tavern located at 133 Maple Avenue East in the AE, Avenue East Gateway district, for a reduction of required parking by employing a valet service to meet demand of proposed additional restaurant seating. Application filed by Evan Pritchard of Wire Gill LLP on behalf of Speakeasy Real Estate Holdings LLC, owner.

The Planning Commission will review the application and provide recommendation to Vienna Town Council for final decision.

Scheduled meeting dates are as follows:

- Wednesday, March 11, 2026, at 7:30 pm, Vienna Town Hall – Planning Commission
- Monday, April 6, 2026, at 7:30 pm, Vienna Town Hall – Town Council

The agenda and supporting materials for the Planning Commission’s meeting will be posted online by COB Friday, March 6, 2026 at: <https://vienna-va.legistar.com/Calendar.aspx>.

Public Notice information for this application can be viewed online at: <https://www.viennava.gov/Town-Departments/Planning-Zoning/Public-Notice-Signs> - **See Sign ID Number: 02.**

Interested parties may also visit the Department of Planning & Zoning, on the first floor of Town Hall. Further inquiries and written public comments can contact the Department of Planning and Zoning at 703 255-6341, or email: [DPZ@viennava.gov](mailto:DPZ@viennava.gov).

Respectfully,

A handwritten signature in black ink, appearing to read "Jennifer Murphy".

Jennifer Murphy  
Clerk of the Planning Commission  
Department of Planning & Zoning

Surrounding Property Owner/Business  
List



Attn: John Donegan  
C/o J Donegan Com  
JDC Mills Vienna LLC  
14001 Germain Dr Ste c-650  
Centreville, VA 20121

Business  
126 Maple Avenue East  
Vienna, VA 22180

Business  
128 Maple Avenue East  
Vienna, VA 22180

Business  
128 Maple Avenue East  
Vienna, VA 22180

Business  
120 Maple Avenue East  
Vienna, VA 22180

Attn: FMD Real Estate Services  
Fairfax County Board of Supervisors  
12000 Government Center Pkwy, Ste 424  
Fairfax, VA 22035

Fairfax County School Board  
8115 Gatehouse Rd  
Falls Church, VA 22042

Vienna Elementary School  
128 Center Street S  
Vienna, VA 22180

Northern Virginia Regional Park Authority  
5400 Ox Rd  
Fairfax Station, VA 22039

Speakeasy Real Estate Holdings LLC  
133 Maple Avenue East, Ste 100 & 100A  
Vienna, VA 22180

TLMC & M LLC  
133 Maple Avenue E, Ste 200  
Vienna, VA 22180

Fatalas Eleftherios L Papadopoulos TR  
8295 Falcon Glen Rd  
Warneton, VA 20186

MVP International Athletics LLC  
133 Maple Avenue East, Ste 202  
Vienna, VA 22180

133Maple LLC  
133 Maple Ave East, Ste 204  
Vienna, VA 22180

East Maple LLC  
133 Maple Ave East, Unit 206  
Vienna, VA 22180

Adam Lubar  
Christopher Lefbom TR  
133 Maple Avenue East, Unit 100  
Vienna, VA 22180

133 Maple Avenue East 306 LLC  
133 Maple Avenue East, Unit 306  
Vienna, VA 22180

Trang T. LE DDS, Ltd  
133 Maple Avenue East, Ste 200  
Vienna, VA 22180

Marie Isabel Laurion  
133 Maple Avenue East, Ste 306  
Vienna, VA 22180

Capital Esthetics and Family Dentistry  
133 Maple Avenue East, Ste 204  
Vienna, VA 22180

Matthew T. Felber  
133 Maple Avenue East, Ste 306  
Vienna, VA 22180

Speakeasy Real Estate Holdings LLC  
132 W Broad Street  
Falls Church, VA 22046

**APPLICATION TYPE:** Modification of Requirements

**PROPOSAL:**

Request to approve reduction of required parking by employing valet service to meet demand of proposed additional restaurant seating

**PROPERTY ADDRESS:** 133 Maple Avenue East

**MEETING DATE(S):**

**Planning Commission: Wed., March 11, 2026 at 7:30 p.m.**  
**Town Council: Monday, April 6, 2026 at 7:30 p.m.**

Mar 2, 2026 at 1:27:12 PM  
133 Maple Ave E  
Vienna VA 22180  
United States



TOWN OF  
**VIENNA**  
Virginia

# PUBLIC NOTICE

**SIGN ID**

**02**

[www.viennava.gov/notice](http://www.viennava.gov/notice)



**APPLICATION TYPE:** Modification of Requirements

**PROPOSAL:**

Request to approve reduction of required parking by employing valet service to meet demand of proposed additional restaurant seating

**PROPERTY ADDRESS:** 133 Maple Avenue East

**MEETING DATE(S):**

**Planning Commission:** Wed., March 11, 2026 at 7:30 p.m.

**Town Council:** Monday, April 6, 2026 at 7:30 p.m.

Questions? Call **703-255-6341**

DO NOT REMOVE OR DEFACE UNDER PENALTY OF LAW

Mar 2 2026 at 12:06 PM  
136 Maple Ave E  
Vienna VA 22180  
United States



**FOR LEASE**  
COMMERCIAL PROPERTY

**Sean Sharifi**  
**703-819-8349**

**LYDIA**  
REAL ESTATE LLC



**VIRGINIA**  
**PUBLIC NOTICE 02**  
[www.virginia.gov/notice](http://www.virginia.gov/notice)

**APPLICATION FEE:** Distribution of information.  
**PROPOSAL:** Request for proposal submission of proposed parking lot expansion to meet needs of proposed development of proposed residential development.

**PROPERTY ADDRESS:** 136 Maple Avenue East  
**MEETING LOCATION:** Meeting/Proposal Room, March 11, 2026 at 11:00am, Town Center Building, April 8, 2026 at 11:00am

**Questions? Call 703-255-6341**  
# 9  
[www.virginia.gov/notice](http://www.virginia.gov/notice)



## Agenda Item Report

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**File #:** PC26-296, **Version:** 1

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### **Subject:**

Review of Planning Commission Bylaws and Rules of Procedure

The purpose of this agenda item is to review the Planning Commission of the Town of Vienna's Bylaws and Rules of Procedure, last adopted on May 10, 2023. Planning Commission Chair Glassman requested that this item be placed on the agenda primarily to consider technical corrections to the document, while also providing an opportunity for Commissioners to raise any additional issues for discussion.

### **Proposed Technical Corrections**

Chair Glassman has indicated to staff that he believes the Commission is functioning well procedurally, but that the Bylaws and Rules of Procedure do not fully reflect the Commission's current practices on several matters.

Attachment 1 provides the Chair's proposed edits in redline. The Chair has described these edits as "technical corrections to make the rules conform to our practice." The proposed edits appear on pages 6 and 7 of the document and relate to the Order of Business and the Agenda sections. The Chair will have the opportunity to explain the proposed changes at the meeting.

### **Other Components of the Bylaws and Rules of Procedure**

Commissioners may also wish to review other sections of the Bylaws and Rules of Procedure and raise additional topics for discussion at the meeting.

The Chair has suggested that the following items may warrant consideration:

- Clarifying what activities may be undertaken by a group of Commissioners that is fewer than a quorum
- Clarifying or amending the deadline for submission of public input materials
- Adjusting the meeting calendar to reduce gaps in meetings during the second half of the year

### **History of Adoption and Amendment of the Bylaws and Rules of Procedure**

The Planning Commission's Bylaws and Rules of Procedure were originally approved at the March 27, 2019 meeting. The document has been amended four times since its adoption:

- September 25, 2019, amended page 2, Section IV, sub. A: Meeting time and Place.
- August 11, 2021, amended page 2, Section IV, sub. B: Quorum language, Article II, with page 4, Rules of Procedure, under Election of Offices, Section II, sub. B.
- August 17, 2022, amended page 2, Section IV, sub. A: Regular Meetings.
- May 10, 2023, amended language related to public comment procedures, time limits for speaking, and how written comments are managed.

**PROPOSED/SUGGESTED MOTION**

I move to adopt the proposed amendment to the Planning Commission of the Town of Vienna Bylaws and Rules of Procedure, as reflected in Attachment 01.

AND/OR

Other action as deemed necessary by the Planning Commission.

**Planning Commission of the Town of Vienna**  
**Bylaws and Rules of Procedure**  
Amended May 10, 2023

**Article I - Bylaws**

**Section I - Purpose and Applicable Legislation**

**Purpose:** The Planning Commission of the Town of Vienna ("Commission") is a statutorily required commission that exists and serves as an advisory commission to the Town Council for the Town of Vienna to assist in promoting the orderly development of the locality and its environs. The Commission is charged with assisting the Town Council with improving the public health, safety, convenience, and welfare of their citizens and planning for the future development of communities to the end that transportation systems be carefully planned; that new community centers be developed with adequate highway, utility, health, educational, and recreational facilities; that the need for mineral resources and the needs of agriculture, industry, and business be recognized in future growth; that the concerns of military installations be recognized and taken into account in consideration of future development of areas immediately surrounding installations and that where practical, installation commanders shall be consulted on such matters by local officials; that residential areas be provided with healthy surroundings for family life; that agricultural and forested land be preserved; and that the growth of the community be consistent with the efficient and economical use of public funds.

**Applicable Legislation.** The Planning Commission is governed by the provisions of Virginia Code Sections 15.2-2200, 15.2-2210 through 15.2-2222.1, 15.2-2223, 15.2-2232, and 15.2-2233, by the Vienna Subdivision Ordinance and Zoning Ordinance, Chapters 17 and 18 of the Town Code. Other legislation applicable to the Planning Commission includes the [Virginia Freedom of Information Act](#) (Virginia Code Sections 2.2-3700 through 2.2-3714) and the [State and Local Government Conflict of Interest Act](#) (Sections 2.2-3100 through 2.2-3131).

**Section II - Responsibilities**

The responsibilities of the Planning Commission are:

- A. It shall prepare a Comprehensive Plan
  1. The Comprehensive Plan shall be reviewed at least once every five years to determine whether it should be revised or amended, and the Planning Commission shall make recommendations regarding such revisions and/or amendments consistent with [Sections 15.2-2223-15.2-2230](#) of the Virginia Code.
  2. The Commission may request assistance and recommendations on specific features of the Comprehensive Plan from the Town staff and boards and commissions, but ultimate responsibility for preparing the Comprehensive Plan, and any revisions or amendments thereto, shall remain with the Planning Commission.
- B. The Planning Commission shall make recommendations to Town Council and the Board of Zoning Appeals when required by Chapters 17 and 18 of the Town Code.
- C. The Planning Commission shall prepare a written Annual Report to the Town Council and, at the direction of the Town Council, present said report to the Town Council. (Virginia Code [Section 15-2-222 1.5.](#))

**Section III - Membership, Election of Officers, Vacancies**

- A. **Membership** - The Planning Commission shall consist of not less than five nor more than fifteen members, in the discretion of the Town Council and appointed by the Town Council for two-year terms. Each commissioner shall be a qualified voter of the Town, actually residing within the Town limits, who holds no office of profit under the Town government. (Virginia Code Section 15.2-2212.; Section 17-3. of the Town Code) • Training Requirements - Each commissioner is encouraged to begin the Virginia Certified Planning Commissioners' program within two years of appointment and, when possible, participate in training opportunities such as conferences or workshops throughout their term.
  - The Clerk to the Planning Commission shall provide informational materials to each new Commissioner.
- B. **Vacancies; Removal of Commissioners** - Vacancies on the Planning Commission shall be filled through appointment by the Town Council for the unexpired portion of the term of a member who has resigned or who has been removed. Commissioners may be removed by the Town Council as permitted by the Virginia Code [Section 15.2-2212](#), which currently allows for removal for malfeasance or non-malfeasance in office.

**Section IV - Meetings**

- A. **Regular Meetings** - Regular meetings of the Planning Commission shall be held on the second and fourth Wednesday, January through June, the second Wednesday in July, the fourth Wednesday in August, the second and fourth Wednesday in September; and the second Wednesday in October, November, and December. *See* Article II- Procedures for information on meeting procedures, agenda, public hearings, and minutes.
- B. **Quorum** - A majority of the members of the Planning Commission must be physically present to constitute a quorum. No action of the Planning Commission shall be valid unless a quorum is present and said action is authorized by a majority of those present and voting.
- C. **Work Sessions** - Work sessions shall be called by the Commission Chair or the Director of Planning and Zoning when deemed necessary or at the request of a majority of Commission members. Written notice of work sessions shall be provided, as required by the [Virginia Freedom of Information Act](#) (Virginia Code Sections [2.2-3700 et. seq.](#)).
- D. **Special and Closed Meetings** - Special Meetings shall be called, with at least five days written notice, by the Chair or Director of Planning and Zoning, either when deemed necessary or at the request of a majority of Commission members. Closed meetings may be called for any purpose permitted by the [Virginia Freedom of Information Act](#) (Virginia Code Sections [2.2-3700 et. seq.](#)).

**Section V - Bylaw Amendments**

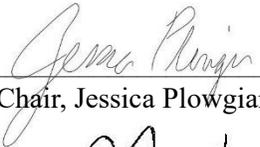
The foregoing bylaws may be amended by a recorded vote of the members present provided that notice of intent has been given the members during the course of a regular or special meeting.

**Section VI - Effective Date; Adoption of Bylaws**

Nothing in the foregoing Bylaws shall be deemed as invalidating any official business transacted by the Planning Commission prior to adoption of these Bylaws.

The foregoing Bylaws and/or amendments shall become effective 10 days following majority vote of the members physically present or participating remotely in a regular or special meeting.

The Planning Commission hereby adopts these Bylaws, in accordance with the requirements of [Title 15.2, Chapter 22, Article 2 of the Code of Virginia](#) and the Town Code, to set forth certain responsibilities and procedures of the Planning Commission. These Bylaws, as adopted, shall remain in effect until amended by the Planning Commission. Planning Commission shall review the bylaws every two years.

Submitted:   
Chair, Jessica Plowgian

Date: May 10, 2023

Attest:   
Clerk to the Commission, Jennifer Murphy

Date: May 10, 2023

Jessica Plowgian, Chair	<b>Vote:</b>
Keith Aimone, Vice Chair	Aye/ Nay
Deepa Chakrapani	Aye/ Nay
Matthew Glassman	Aye/ Nay
Stephen Kenney	<b>Absent</b>
David Miller	Aye/ Nay
Jessica Ramakis	Aye/ Nay

**Planning Commission of the Town of Vienna**  
**Bylaws and Rules of Procedure**  
Amended May 10, 2023

**Article II - Rules of Procedure**

**Section I - General Duties**

The Planning Commission shall:

- A. Organize and elect officers annually for the following year at the regular meeting in the month of December.
- B. Adopt rules of procedure and exercise general supervision over its affairs. The provisions of Robert's Rules of Order shall govern the Planning Commission at its meetings unless the Town Code provides otherwise in which case the Town Code will control.
- C. Keep a complete record of its proceedings; and provide for the custody and preservation of its papers and documents to comply with the Library of Virginia retention requirements.
- D. May request joint work sessions with the Town Council and other Town boards and commissions to review areas of mutual interest.
- E. Adopt bylaws governing the conduct of its business and meetings.
- F. Specific Functions

The Planning Commission has authority in the Virginia Code and Town Code and is delegated certain important powers and responsibilities which include, but are not limited to the following:

- 1. Through a motion to recommend to Town Council:
  - Comprehensive Plan
  - Rezoning (map) amendments
  - Zoning ordinance (textual) amendments
  - Site plans in the industrial park zone (CMP), parks and recreation (PR), and park conservation (PC) zoning districts
  - Site plan modifications of requirements
  - Subdivision preliminary and/or final site plans
- 2. Through a motion to recommend to Board of Zoning Appeals:
  - Conditional use permits

**Section II - Election of Officers**

- A. The officers shall consist of a Chair and Vice Chair. Officers will be elected from seated members of the Commission.
- B. A candidate receiving a majority vote shall be declared elected. The new Chair shall take office at the first regular meeting in January and serve for one year or until a successor shall take office. The Chair shall be elected annually and may serve more than one term; however, the Commission should strive to periodically rotate or select a new Chair to accommodate the normal turnover and perpetual nature of the Commission.
- C. A vacancy in either office shall be filled immediately by regular election procedures for the unexpired term of the office vacated.

- D. In the absence of both officers, the senior member present, with the most consecutive service, according to the records of the Clerk, shall assume the duties of the Chair. The Director of Planning and Zoning shall appoint a staff person from the Town of Vienna's Planning and Zoning Department to serve as Clerk of the Commission.

### **Section III - Duties of Officers and Clerk**

- A. The Chair shall:
  - 1. Preside at all meetings, hearings, and work sessions and shall have the duties normally conferred by parliamentary procedures of such officers.
  - 2. Appoint committees/subcommittees, special and standing, unless objection is raised, in which event appointment shall be subject to approval by majority vote.
  - 3. Prepare correspondence to Town Council regarding actions by the Planning Commission.
  - 4. Carry out other duties as are assigned by majority vote.
  - 5. The Chair shall have the privilege of discussing all matters before the Commission and to vote thereon.
- B. The Vice Chair shall assume the duties of the Chair in the absence or incapacity of the Chair.
- C. The Planning Commission Clerk shall be responsible for the following:
  - 1. Perform such duties as required in carrying out Section IX pertaining to minutes.
  - 2. Present for approval to the Commissioners the minutes of preceding meetings.
  - 3. Have available for use at meetings all relevant minutes of Town boards and commissions for matters related to pending items before the Planning Commission.
  - 4. Appoint a temporary Planning Commission Recording Secretary, as needed.
  - 5. Make materials for its next scheduled meeting available to the public.
  - 6. Prepare, publish, and distribute reports and other materials relating to activities of the Planning Commission.
  - 7. Ensure all public notices are made as required by the State and Town codes.
  - 8. Provide informational materials to each new Commissioner as provided in Planning Commission Bylaws Section III.

### **Section IV - Representation/Joint Appointments**

The Planning Commission may approve members to serve as liaisons to other commissions and committees in accordance with the Town Charter or ordinances, or request of Town Council

## Section V - Meeting Procedures

### A. Rules of Procedures

Robert's Rules of Order shall govern parliamentary procedures at Planning Commission meetings.

### B. Material Submission

The Planning Commission encourages the submission of materials in advance with adequate copies for Planning Commissioners and the Commission Clerk.

### C. Order of Business

The order of business for business meetings of the Planning Commission, as far as is consistent with the purpose of the meeting, shall in most cases be:

- Call to Order
- Roll Call
- Communication from Citizens and/or Commissioners
- Public Hearings
- Regular Business
- ~~Regular business~~
- ~~Public hearings~~
- Report of the Director of Planning and Zoning
- ~~Old Business~~
- New Business
- Approval of Minutes
- Meeting Adjournment

## Section VI - Voting

- A. The privilege of making motions, substitute motions, amendments to motions, and voting on all official acts of the Commission shall reside in the Planning Commission members only.
- B. A Planning Commission may abstain from voting for personal reasons that are not a direct conflict of interest under the Virginia [State and Local Government Conflict of Interest Act](#) (Sections 2.2-3100 et. seq.).
- C. Majority vote is more than one-half of the votes cast, ignoring abstentions, at a legal meeting, where a quorum is present. A failure to obtain a majority vote shall be deemed denial.

**Conflict of Interest:** Any member who owns or whose family member has any material financial interest in the land to be rezoned or to be approved or in the outcome of the decision in any such proceeding shall make a full, public disclosure of the exact nature of their interest and shall refrain from voting or participating in any way in such proceeding relating thereto. For details and elaboration see the Virginia Code [Section 2.2-3100 et. seq.](#), "Virginia Conflict of Interest Act," which are herein adopted through reference.

## Section VII - Agenda

- A. In accordance with the [Virginia Code 's Freedom of Information Act](#) provisions, the Planning and Zoning Department staff, in consultation with the Chair of the Planning Commission, shall prepare and post the agenda.
- B. Planning Commission meeting materials, including the agenda, shall be delivered to Planning Commission members electronically on the Friday prior to the Wednesday meeting and made available to applicants and the public prior to the Wednesday meeting.
- C. Information for inclusion in the Commission's meeting materials must be received by the date determined by the Department of Planning and Zoning' s operational procedures and applicable Town of Vienna ordinances. Materials which are presented at the meeting, but which are not provided in the package of meeting materials, may be cause for deferral of the item.
- D. The Planning Commission may continue deliberations of an agenda item and no further public or formal notice shall be necessary provided that a specific future date and time be set for continuation or disposition at the time of initial consideration.
- E. If an applicant or their agent fail to appear without explanation, the agenda item may be continued to a specific future meeting.
- ~~F. Unless tabled, items of unfinished business shall be carried over to succeeding meetings under the title of "Old Business."~~

## Section VIII - Regular Items

Consistent with Virginia Code [Section 2.2-3707](#), Planning Commission public meetings for regular items shall be advertised at least three working days prior to the meeting. The meeting notice shall be posted on the Town of Vienna website and in the lobby of the Town of Vienna Town Hall. Regular items include recommendations to Town Council for site plan modifications of requirements and subdivision preliminary and final plats and recommendations to the Board of Zoning Appeals for conditional use permits.

**Meeting Procedures** The procedures for a regular item shall be conducted as follows:

1. Call of regular item by Chair.
2. Staff description of application together with statement of findings, comments, and recommendations.
3. Presentation by applicant or the applicant's designated agent.
4. At the discretion of the Chair, the Planning Commission may hear comments from members of the public. See Section X for rules for spoken and written comments.
5. Applicant's response to public comment (if public comments are allowed).
6. Commission discussion on proposal.
7. Commission action.

## Section IX - Public Hearing Items

The Planning Commission recognizes the requirement for the timely review and orderly consideration of applications.

Advertisement of a Planning Commission public hearing on the Comprehensive Plan, zoning ordinance (textual) amendments, or rezoning (map) amendments shall be accomplished in accord with the requirements of [Virginia Code Section 15.2-2204](#). A public hearing shall also be held for recommendations to the Town Council pertaining to approval of site plans in the PR Park and Recreational and PC Parking and Conservational zones.

**Hearing Procedures** - Public hearings shall be conducted as follows:

1. Opening of public hearing by Chair.
2. Staff description of application together with statement of findings, comments, and recommendations.
3. Applicant's presentation by the applicant or the applicant's designated agent.
4. Comments from members of the public on the application. See Section X for rules for spoken and written comments.
5. Applicant's response to public comment.
6. Close or continuation of public hearing by Chair with consent of the Commission.
7. Commission discussion on proposal.
8. Commission action.

**Section X – Public Comments**

A. Spoken Comments from the Public

1. Each member of the public is provided one opportunity to speak and may speak for up to three (3) minutes.
2. The Chair has the authority to interpret or amend this rule for individual agenda items, or to permit a speaker to continue so as to complete a thought, as long as doing so is pursuant to the goal of a reasonable time limit and to the spirit of fairness.
3. Any change in the time limit from three (3) minutes for an agenda item shall be set by the Chair before the beginning of public comments.
4. For accommodations in accordance with the Americans with Disabilities Act, contact the Planning Commission's Clerk prior to the meeting.

B. Written Comments from the Public

1. Members of the public may submit written comments either by mail to the department or e-mail to the clerk.
2. Any comments received by no later than 3:00pm the day before the Planning Commission meeting, which, in general, means the Tuesday before the Planning Commission's Wednesday meeting, will be posted online by staff for Commission consideration.
3. The Chair will, during the hearing, acknowledge the written comments that were received by the deadline and that those comments will be posted online along with the meeting minutes.
4. At the discretion of the Chair, the deadline for submission may be extended and submissions received after the deadline may be read at the meeting.

**Section XI - Minutes**

- A. The Planning Commission shall record the proceedings of all regular and special meetings.

- B. The Planning Commission Clerk shall be responsible for taking and transcribing the minutes of the proceedings on all regular and special meetings to include:
  1. The names and addresses of petitioners and all witnesses giving testimony;
  2. All information required under [Virginia Code Section 2.2-3707](#), including the following:
 

Minutes shall be in writing and shall include (a) the date, time, and location of the meeting; (b) the members of the public body recorded as present and absent; and (c) a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken. In addition, for electronic communication meetings conducted in accordance with [Section 2.2-3708.2](#), minutes of state public bodies shall include (1) the identity of the members of the public body at each remote location identified in the notice who participated in the meeting through electronic communications means, (2) the identity of the members of the public body who were physically assembled at the primary or central meeting location, and (3) the identity of the members of the public body who were not present at the locations identified in clauses (1) and (2), but who monitored such meeting through electronic communications means.
- C. The Planning Commission Clerk shall sign each set of approved minutes. Copies of the approved minutes and recording media of Commission meetings and other official actions shall be filed in the Planning and Zoning Department as public record as required by the Library of Virginia.

**Section XII - Outside Meetings with the Public or Applicants, Avoidance of Meetings when the Commission is not Assembled**

- A. Meeting with Applicants and Town Residents and Business Interests:

A public meeting of the Planning Commission is the optimal setting for the receipt of input from the public about any pending application within the Commission's jurisdiction. However, if an individual member believes it is necessary to meet with the public or applicants about a matter pending before the Planning Commission, such a meeting is permitted pursuant to the guidelines set forth below.

1. All meetings shall be conducted pursuant to [Virginia Code Section 2.2-3700 et seq.](#)
2. Commissioners shall disclose all meetings by reporting them verbally at the next Planning Commission meeting at the "Commission Disclosure" section of the agenda; such disclosures shall include whether the matter is a conflict of interest or a personal interest for the Commissioner, pursuant to [Virginia Code Section 2.2-3100 et seq.](#)
3. The purpose of such meetings is limited to fact finding and clarification for all parties.
4. Commissioners shall not make a commitment of their voting intent in such meeting.
5. Commissioners are encouraged to contact the Department of Planning and Zoning staff prior to such meetings to gather facts about the application. The staff will attend such meetings if requested by the Commissioner.
6. Any information received by an individual member, whether in person, by telephone, in writing, or by electronic mail, that is relevant to any application pending before the Commission should be forwarded promptly to the Planning and Zoning Director for distribution to the entire Planning Commission.

As used in this section, the term "public" does not include persons employed by the Town of Vienna or elected or appointed to any seat on the Vienna Town Council or Planning Commission.

B. Avoidance of "Meeting" When Commission Members are not Assembled.

1. The Freedom of Information Act statute, [Virginia Code Subsection 2.2-3707\(B\)](#) states, in part, that "no meeting shall be conducted through telephonic, video, electronic, or other communication means where members are not physically assembled to discuss or transact public business." Therefore, all electronic communications, except as defined below, between Planning Commissioners and/or Planning and Zoning Department staff shall be one-on-one to avoid a public meeting.
2. Exceptions
  - a. Any two Planning Commissioners may communicate with one another by email, telephone, or other means of electronic communication.
  - b. Staff may send information to the Planning Commission collectively in an electronic format. However, to avoid the impression of a public meeting, Planning Commissioners should reply only to the originator or the Planning and Zoning Department Director (or their designee) in an electronic format.

If a quorum call or comments are requested from Commission members, staff will request that individuals respond only to the originator and not to the group and Commission members will not use the "Reply All" function.



# Town of Vienna

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

## Agenda Item Report

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**File #:** PC26-297, **Version:** 1

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**Subject:**

Annual Renewal of Resolution and Policy on Electronic Participation of Members of the Planning Commission

**BACKGROUND SUMMARY:**

The Town Attorney, Steven Briglia, has informed staff who support all Town boards and commissions that, due to a recent code change in State law, annual renewal of a resolution regarding electronic remote participation in meetings under non-emergency conditions is now required. This requirement applies to both the Town Council as well as all boards and commissions.

The Town Attorney provided a model resolution reflecting the current requirements of State law and advised that it should be used by all boards and commissions.

**OVERVIEW:**

Attachment 1 is the Resolution and Policy on Electronic Participation of Members of the Planning Commission, in the format provided by the Town Attorney and customized for the Planning Commission by Planning staff. The Town Attorney has advised staff that the format meets State requirements and that adoption is mandatory.

Attachment 2 provides the basis for this requirement, which is the 2025 update of Virginia Code “§2.2 -3708.3 *Meetings held through electronic communication means; situations other than declared states of emergency.*”

The Town Council adopted its own version of the resolution on January 5, 2026. Attachment 3 are the meeting minutes from January 5, which contain the Town Attorney’s explanation of the requirement.

Attachment 4 is the most recent resolution previously adopted by the Planning Commission, on August 11, 2021.

**SUMMARY/STAFF IMPRESSIONS:**

Staff recommends that the Planning Commission adopt the resolution presented in Attachment 1 in order to comply with current State law.

**RECOMMENDATION:**

“I move to adopt the Resolution and Policy on Electronic Participation of Members of the Planning Commission, as reflected in Attachment 1.”

OR

Other action as deemed necessary by the Planning Commission.

## TOWN OF VIENNA, VIRGINIA

RESOLUTION AND POLICY ON ELECTRONIC PARTICIPATION OF  
MEMBERS OF THE PLANNING COMMISSION**Electronic Remote Participation in Meetings in the  
Non- Emergency or Personal Matter Situations**

At a regularly scheduled meeting of the Planning Commission of the Town of Vienna held on \_\_\_\_\_, 2026, on a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the following Resolution and Policy was adopted by a vote of \_\_\_ to \_\_\_:

**Whereas**, the Town of Vienna desires to ensure the active participation of the members of its elected public body; and

**Whereas**, the provisions of the Virginia Freedom of Information Act related to public meetings, specifically Virginia Code §2.2-3708.3, permits in limited circumstances participation in a meeting of the public body through electronic communication from a remote location that is not open to the public; and

**Whereas**, the occasional electronic participation of members of the Planning Commission will not detrimentally affect the collegial and deliberative process of the Planning Commission meetings; and

**Whereas**, the Planning Commission of the Town of Vienna wishes to re-adopt and update its policy pursuant to and consistent with Virginia Code §2.2-3708.3 for meetings held through electronic communication in situations other than declared states of emergency.

**Now, Therefore**, by recorded vote at a public meeting, the Planning Commission of the Town of Vienna approved this Resolution in accordance with Virginia Code §2.2-3708.3 and hereby adopts the following Policy and Procedures for participation of Planning Commission Members through electronic communication:

**Policy on Electronic Participation at Planning Commission Meetings  
by Members of the Vienna Planning Commission – Non-Emergency Situations**

This written Policy on Electronic Participation (“Policy”) is adopted pursuant to Va. Code § 2.2-3708.3 and is to be strictly construed under the provisions of that enabling authority, as well as generally under the applicable provisions of the Virginia Freedom of Information Act. It shall be applied strictly and uniformly, without exception, to the entire membership of the Vienna Planning Commission and without regard to the identity

of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The Planning Commission encourages provisions for public access, both in person and through electronic communication means to public meetings and to provide avenues for public comment at public meetings when public comment is customarily received, which may include public comments made in person or by electronic communication means or other methods.

A. Individual members of the Planning Commission (to include the Chair) may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, notice is provided to the Chair, or Vice-Chair in the event it is the Chair providing notice, in accordance with the provisions of this Resolution. Such notice shall include the following:

- i. The Planning Commission member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of the Planning Commission who is a person with a disability as defined in Virginia Code § 51.5-40.1 and uses remote participation counts toward the quorum as if the individual was physically present;
- ii. A medical condition of a Planning Commission member of the member's family requires the member to provide care that prevents the member's physical attendance or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the individual was physically present;
- iii. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If participation by a Planning Commission member through electronic communication means is approved pursuant to this subsection, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved pursuant to subdivision i or ii, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision iii, the public

body shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection B, such disapproval shall be recorded in the minutes with specificity.

B. A member of the Vienna Planning Commission may participate in a Planning Commission meeting through electronic communication means from a remote location that is not open to the public only as follows and subject to the requirements of subsection C:

- i. If by noon on the day of a meeting a Planning Commission member notifies the Chair that such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter, and the Planning Commission records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated. If a Planning Commission member's participation from a remote location is disapproved because such participation would violate the policy adopted pursuant to subsection C, such disapproval shall be recorded in the minutes with specificity.

Such participation by the member shall be limited each calendar year to two meetings per calendar year or 25 percent of the meetings held per calendar year of the public body, rounded up to the next whole number, whichever is greater; or

- ii. If a Planning Commission member notifies the Chair that such member is (i) unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance or (ii) a family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. and the Planning Commission records this fact and the remote location from which the member participated in its minutes.

C. Participation by a Planning Commission member of a public body as authorized under subsection A and B shall be only under the following additional conditions:

1. In the event of a notification and request to the Chair of Planning Commission member to participate in a meeting of the Planning Commission through electronic communication, at the beginning of the public meeting where the Planning Commission member requests to participate electronically, the Planning Commission shall acknowledge the request and shall record in its minutes the specific nature of the emergency, personal matter, temporary or permanent disability or other medical condition that prevents the Planning Commission members attendance, and the remote location from which the Planning Commission

member will participate. The Planning Commission Clerk shall then report as to whether the requesting Planning Commission member has participated electronically before in the calendar year and whether it was on the basis of Policy Section A.i, A. ii, or A. iii. If the requesting Planning Commission member has not participated electronically twice or at 25 percent of the Planning Commission meetings on the basis of Policy Section A.iii, whichever is greater, or the Planning Commission determines the requesting Planning Commission member has satisfied the notice provisions of Policy section A.i and A.ii, the Planning Commission members in physical attendance at the meeting may vote to approve the Planning Commission members request under the following additional conditions as noted in the minutes:

- a. A quorum of the Planning Commission is physically assembled at the primary or central meeting location; and
- b. The Planning Commission has made arrangements for the voice of the remote Planning Commission member by telephonic, audio/video, electronic or other communication where it can be heard by all persons at the primary or central meeting location. Such arrangements shall not be arbitrarily withheld.
- c. Include a copy of any agenda(s) for any electronic meeting(s) held with the annual report sent to the FOIA Planning Commission and Joint Commission on Technology and Science.
- d. Make available at the meeting and online a public comment form that has been prepared by the Virginia FOIA Planning Commission pursuant to Virginia Code §2.2-3708.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
, Chair

A COPY ATTEST:

\_\_\_\_\_  
Planning Commission Clerk

Code of Virginia  
Title 2.2. Administration of Government  
Subtitle II. Administration of State Government  
Part B. Transaction of Public Business  
Chapter 37. Virginia Freedom of Information Act

## § 2.2-3708.3. Meetings held through electronic communication means; situations other than declared states of emergency

A. Public bodies are encouraged to (i) provide public access, both in person and through electronic communication means, to public meetings and (ii) provide avenues for public comment at public meetings when public comment is customarily received, which may include public comments made in person or by electronic communication means or other methods.

B. Individual members of a public body may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the public body has adopted a policy as described in subsection D and the member notifies the public body chair that:

1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a person with a disability as defined in § 51.5-40.1 and uses remote participation counts toward the quorum as if the individual was physically present;

2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the individual was physically present;

3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or

4. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If participation by a member through electronic communication means is approved pursuant to this subsection, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved pursuant to subdivision 1 or 2, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 3, the public body shall also include in its minutes the fact that

the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subdivision 4, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

C. With the exception of local governing bodies, local school boards, planning commissions, architectural review boards, zoning appeals boards, and boards with the authority to deny, revoke, or suspend a professional or occupational license, any public body may hold all-virtual public meetings, provided that the public body follows the other requirements in this chapter for meetings, the public body has adopted a policy as described in subsection D, and:

1. An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § 2.2-3707;
2. Public access to the all-virtual public meeting is provided via electronic communication means;
3. The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the public body as well. When audio-visual technology is available, a member of a public body shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails;
4. A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;
5. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;
6. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;
7. No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;
8. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by subsection D of § 2.2-3712;
9. The public body does not convene an all-virtual public meeting (i) more than two times per calendar year or 50 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and

10. Minutes of all-virtual public meetings held by electronic communication means are taken as required by § 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

D. Before a public body uses all-virtual public meetings as described in subsection C or allows members to use remote participation as described in subsection B, the public body shall at least once annually adopt a policy, by recorded vote at a public meeting, that shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. The policy shall:

1. Describe the circumstances under which an all-virtual public meeting and remote participation will be allowed and the process the public body will use for making requests to use remote participation, approving or denying such requests, and creating a record of such requests; and
2. Fix the number of times remote participation for personal matters or all-virtual public meetings can be used per calendar year, not to exceed the limitations set forth in subdivisions B 4 and C 9.

The policy shall not prohibit or restrict any individual member of a public body who is participating in an all-virtual meeting or who is using remote participation from voting on matters before the public body.

Any public body that creates a committee, subcommittee, or other entity however designated of the public body to perform delegated functions of the public body or to advise the public body may also adopt a policy on behalf of its committee, subcommittee, or other entity that shall apply to the committee, subcommittee, or other entity's use of individual remote participation and all-virtual public meetings.

2022, c. 597;2024, cc. 56, 129, 610, 617.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

*January 5, 2026, after the regular meeting, in accordance with State Code §2.2-3711(A)(1) (Personnel) and §2.2-3711(A)(19) (Town Hall Security Plan)."*  
*"I move to re-appoint Beth Eachus to the Transportation Safety Commission for a two-year term, beginning January 11, 2026, and expiring January 11, 2028."*

**A motion was made by Council Member Ramakis, seconded by Council Member Baldwin, that the closed session be approved. The motion carried by the following vote:**

**Aye:** 7 - Council Member Anderson, Council Member Baldwin, Council Member Francis, Council Member Nash, Council Member Ramakis, Council Member Springsteen and Mayor Colbert

## 5. Consent Agenda

## 6. Regular Business

### A. 25-5393

#### Annual Re-adoption of Town Council Electronic Participation Resolution

*The Town Attorney explained that the Town Council's electronic participation resolution must be re-adopted annually due to a recent General Assembly requirement. The resolution's format was updated slightly, but the substantive provisions, including the number and types of meetings officials can attend electronically, remain unchanged. Staff will coordinate with boards and commissions, which are expected to follow the same policy regarding electronic participation.*

*Council Member Anderson noted a few clerical issues in the electronic participation resolution, including changing "vice mayor" to "mayor pro tempore" to match the charter and correcting duplicate paragraph labels. The Town Attorney also recommended reviewing references to prior sections for accuracy. Additionally, a substantive question was raised regarding the distinction between paragraph A and paragraph B in the first section.*

*The Town Attorney explained that the state code governing electronic participation is complex and inconsistently written, and the current resolution mirrors the existing statutory language as closely as possible. The resolution does not change the number of meetings or the physical quorum requirements for elected bodies, though non-elected boards (except the Planning Commission and BZA) have separate provisions. The Town Attorney noted minor readability issues, possible redundancy between paragraphs A and B, and clarified that the resolution allows council members to participate remotely for up to two meetings or 25% of meetings annually, whichever is greater, and emphasized that boards and commissions must adopt their own versions. Council Members discussed concerns that the 25% allowance could permit up to eight remote meetings per year and debated whether to cap it at two meetings instead, noting that physical quorum requirements remain unchanged. The consensus was to proceed with the current resolution as written, monitor its use over the year, and make adjustments if issues arise in future re-adoptions.*

*Council Member Anderson, moved to approve the proposed resolution with the clerical changes as mentioned in policy on electronic participation of members of the Town Council of Vienna, seconded by Council Member Springsteen. The vote passed unanimously.*

**A motion was made by Council Member Anderson, seconded by Council Member Springsteen, that the Action Item be approved as amended. The motion carried by the**



## Town of Vienna, Virginia

**RESOLUTION and POLICY ON ELECTRONIC PARTICIPATION OF  
COMMISSIONERS OF THE PLANNING COMMISSION OF THE TOWN OF  
VIENNA**

**Electronic Remote Participation in Meetings in the  
Event of Emergency or Personal Matter**

At a regularly scheduled meeting of the Planning Commission of the Town of Vienna ("Planning Commission") held on August 11, 2021, on a motion by Commissioner Miller, seconded by Commissioner Baum, the following Resolution and Policy was adopted by a vote of 7 to 0:

**Whereas**, the Town of Vienna desires to ensure the active participation of the Commissioners of its appointed public bodies, and

**Whereas**, the provisions of the Virginia Freedom of Information Act related to public meetings, specifically Virginia Code §2.2-3708.1, permits in limited circumstances participation in a meeting of the public body through electronic communication from a remote location that is not open to the public; and

**Whereas**, the occasional electronic participation of Commissioners of the Planning Commission will not detrimentally effect the collegial and deliberative process of the Planning Commission meetings; and

**Whereas**, the Planning Commission of the Town of Vienna wishes to adopt a policy pursuant to and consistent with Virginia Code §2.2-3708.1.

**Now, Therefore**, by recorded vote at a public meeting, the Planning Commission of the Town of Vienna approved this Resolution in accordance with Virginia Code §2.2- 3708.1 and hereby adopts the following Policy and Procedures for participation of Planning Commissioners through electronic communication:

**Policy on Electronic Participation at Town Planning Commission Meetings  
by Commissioners of the Planning Commission**

This written Policy on Electronic Participation ("Policy") shall be applied strictly and uniformly, without exception, to the entire commissionership of the Planning Commission and without regard to the identity of the Commissioner requesting remote participation or the matters that will be considered or voted on at the meeting.

A. A Commissioner(s) of the Planning Commission may participate in a Planning Commission meeting through electronic communication means from a remote location that is not open to the public only as follows and subject to the requirements of subsection B:

1. If by noon on the day of a meeting a Planning Commissioner notifies the Chair of the Planning Commission that such commissioner is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, and the Planning Commission records in its minutes the specific nature of the emergency or personal matter and the remote location from which the Commissioner participated. If a Planning Commissioner's participation from a remote location is disapproved because such participation would violate the policy adopted pursuant to subsection B, such disapproval shall be recorded in the minutes with specificity.

Such participation by the Commissioner shall be limited each calendar year to two meetings or 25 percent of the meetings of the public body, whichever is fewer; or

2. If a Planning Commissioner notifies the Chair that such Commissioner is (1) unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the Commissioner's physical attendance or (ii) a family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance and the Planning Commission records this fact and the remote location from which the Commissioner participated in its minutes.

B. Participation by a Town Planning Commissioner of a public body as authorized under subsection A shall be only under the following additional conditions:

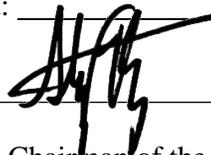
1. In the event of a notification and request to the Chair of the Planning Commission to participate in a meeting of the Planning Commission through electronic communication, at the beginning of the public meeting where the Planning Commissioner requests to participate electronically, the Planning Commission shall acknowledge the request and shall record in its minutes the specific nature of the emergency, personal matter, temporary or permanent disability or other medical condition that prevents the Planning Commissioner's attendance, and the remote location from which the Planning Commissioner will participate. The Planning Commission Clerk shall then report as to whether the requesting Planning Commissioner has participated electronically before in the calendar year and whether it was on the basis of Policy Section A.1 or A.2. If the requesting Planning Commissioner has not participated electronically twice or at 25 percent of the Planning Commission meetings on the basis of Policy Section A.1, whichever is fewer, or the

Planning Commission determines the requesting Planning Commissioner has satisfied the notice provisions of Policy section A.2, the Planning Commissioners in physical attendance at the meeting may vote to approve the Planning Commissioner's request under the following additional conditions as noted in the minutes:

- a) A quorum of the Planning Commission is physically assembled at the primary or central meeting location; and
- b) The Planning Commission has made arrangements for the voice of the remote Planning Commissioner by telephonic, audio/video, electronic or other communication where it can be heard by all persons at the primary or central meeting location. Such arrangements shall not be arbitrarily withheld.
- c) Include a copy of any agenda(s) for any electronic meeting(s) held with the annual report sent to the FOIA Council and Joint Commission on Technology and Science.
- d) Make available at the meeting and online a public comment from that has been prepared by the Virginia FOIA Council pursuant to Virginia Code §2.2-3708.

ADOPTED this 11<sup>th</sup> day of August 2021.

Signed and dated: \_\_\_\_\_

 \_\_\_\_\_  
2-22-22

Stephen Kenney, Chairman of the Planning Commission

A COPY ATTEST:

\_\_\_\_\_  


Jennifer M. Murphy  
Clerk to the Planning Commission



# Town of Vienna

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

## Agenda Item Report

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**File #:** 26-5498, **Version:** 1

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**Subject:**  
ACCEPTANCE OF MEETING MINUTES

February 11, 2026, Meeting Minutes

Planning Commission  
February 11, 2026  
DRAFT Meeting Minutes

The Planning Commission met for a regular meeting and public hearing at 7:30 PM on Wednesday, February 11, 2026, in the Vienna Town Hall Council Chambers. Commissioners present were Chairman Matthew Glassman, Douglas Noble, Stephen Kenney, Keith Aimone, Jessica Plowgian, David Miller, & Deepa Chakrapani. Staff members present were David Levy, Director of Planning & Zoning; Kelly O'Brien, Deputy Director of Planning & Zoning; Andrea West, Zoning Administrator; Lyndsey Clouatre, Principal Planner; Brian Nguyen, Town Engineer; and Jennifer Murphy, Clerk to the Commission.

#### Roll Call

All members were called present.

#### Communication from Citizens and/or Commissioners

Commissioner Noble stated that Senator Salim has sponsored Bill 717 (2026), which will require localities within one mile of major transit stops to establish transit-oriented housing overlay districts for by-right development for high-density, multi-family housing. The bill passed the Senate on Feb. 5, 2026, and is pending in the House. Information can also be found on the Town's Facebook page. Further discussion followed. DPZ staff advised that they are tracking the bill's progress along with the Town Attorney's office.

#### Public Hearing

None

#### Regular Meeting

##### Item No. 1.

Recommendations to Board of Zoning Appeals on request to amend an existing Conditional Use Permit, and to Town Council on request for modifications of site plan requirements for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Zoning District.

Director of Planning & Zoning, David Levy stated that tonight's review is a continuation of discussions with the applicant. The Commission heard public comments at their January 14, 2026, meeting with receipt of written comment left open. The Commission is tasked with producing two recommendations, one for the Board of Zoning Appeals (BZA) to update the conditional use permit, and the second is for Vienna Town Council for the request for modification of requirements. Both requests are interrelated, which will be managed by the chair during review discussions.

Chairman Glassman stated that they will try to include as many points of discussion in the memos to BZA and Vienna Town Council, which will be circulated amongst the Commission before sending out. With respect to the application, he stated that he is fine with the proposed construction at the school and is not concerned with the presented lot coverage. He supported proposed frontage improvements for sidewalk and increased buffer that resulted from their review discussions. supported the proposed expansion and building improvements but did not support increasing enrollment until the discussed noise issues were solved.

Chairman Glassman noted for the record, that due to updated applicant comments and staff responses, public comments were kept open beyond the originally announced deadline until close of business, Tuesday, February 10<sup>th</sup>. This information was also reflected in the posted online meeting information.

Sara Mariska, Odin Feldman Pittleman, Jessica Wadlow, School Board of Trustees, and Peter Barrett, Interim Head of School were present on behalf of the application.

Commissioners provided feedback and followed up with questions of the applicant.

Responding to questions relating to noise reductions, Ms. Mariska stated that they have engaged a sound consultant and are moving forward with the intent to install an Acoustiblok style material along play areas and to offer the same type of material replacement to adjacent neighboring properties. Additional discussion followed. The applicant provided that they are moving forward with sound mitigating efforts in parallel with the current application, subject to any required approvals.

Commissioners provided the following feedback:

- Several commissioners supported site improvements (building modernization, frontage/sidewalk, parking reconfiguration, buffering, and acoustic fencing) and emphasized outcome-based noise mitigation rather than activity-based conditions.
- Some commissioners expressed concern for cumulative neighborhood impacts and requested clarity on phasing, enforcement, and measurable noise performance targets.

Concluding discussion, Chairman Glassman called for a motion for the request for site plan modifications of requirements.

Commissioner Kenney motioned that the request for recommendation for modifications of requirements for lot coverage, frontage improvements, parking and loading standards, landscaping, bicycle parking, and buffering at Green Hedges

School, located at 415 Windover Ave NW, in the RS-12.5 Zoning District be approved with the following conditions:

- Relocate the storage shed at the southwest corner to outside the buffer and provide the full 15-foot buffer per Town standards in that location.
- Allow a reduced buffer where stormwater facilities physically preclude tree planting (e.g., Windover side), while maintaining screening through compatible materials/landscaping.
- Recognize constrained 10-foot buffer segments along interior drive aisles where full width cannot be achieved due to minimum lane standards.
- If the adjacent house on Nutley transitions from residential to any other use, the school shall promptly upgrade the buffer along that property line to meet full 15-foot standard.
- Require installation of sound-mitigating fencing/membrane and/or equivalent materials, together with dense vegetation, prior to commencing Phase 1 construction, along play area edges to achieve meaningful noise reduction. (*Intent is outcomes-based; specific materials to be shown on site plans.*)
- If Phase 2 is not begun construction within six (6) years, deferred buffer plantings associated with that phase shall be installed to Town standards.

Motion: Kenney

Second: Plowgian

Roll Call Vote: 5-2

Nays: Chakrapani & Miller

A memo detailing commissioner comments, including noise-performance emphasis and buffer specifics for site plan modifications will be forwarded to Town Council.

Moving on to the Planning Commission's consideration for amending the CUP, commissioners discussed options for draft language, violation enforcement, employee counts, and hours of operation for the gym rental space. Commissioner discussion included the following highlighted points of discussion:

- Some commissioners expressed concern that the application lacks sufficiently detailed, verifiable information as to whether the proposed amendment would adversely affect the

health, safety, and welfare of persons or neighboring properties—particularly in regards to noise impacts.

- A majority favored implementation and demonstration of effective noise mitigation (e.g., acoustic fencing plus dense buffers with measurable outcomes) prior to any enrollment increase.
- Commissioners discussed narrowing or prohibiting athletic rentals of the proposed gym/field to limit weekend/evening impacts. If BZA approves contrary to this recommendation several commissioners urged clear, enforceable limits that are easy to administer.
- Concerns were expressed for phasing, enforcement, and institutional follow-through, with consideration for annual reporting on noise/traffic/stormwater/plantings/non-school events as a compliance mechanism if zoning violation remedies of conditions are not met.

Concluding discussions, a motion was in order.

Commissioner Noble motioned to recommend denial to the Board of Zoning Appeals on the amendment to the conditional use permit for Green Hedges School, located at 415 Windover Avenue NW, in the RS-12.5 zoning district, as described in tax map 0383 21 0008A.

Motion: Noble

Second: Chakrapani

Roll Call Vote: 4-3

Nays: Aimone, Plowgian, Kenney

A recommendation memo will be sent to BZA, accompanied by a comprehensive memo summarizing their full discussion, including areas where commissioners were and were not aligned with respect to enrolment increase.

Item No. 2:

Draft 2026 Comprehensive Plan Update - Town-Business Liaison Committee (T/BLC) Comments, Discussion and Direction to Staff.

T/BLC Vice chair, Tracy McCarty was present representing the item.

Department of Planning & Zoning Director, David Levy advised that a public hearing was held in the fall of 2025. Written comments were received after from T/BLC. At the time staff was directed to bring back an updated document to allow time for commissioners to consider the written comments received from T/BLC.

Reviewing comments, commissioners provided the following feedback:

- Corporate Park / Small Area Plan: In light of recent property changes and less immediate pressure for land use conversion, the Commission discussed whether a small area plan for the Corporate Park should be a near-term priority. Staff should reflect on updated context and priorities accordingly.
- W&OD Trail — Tree Canopy: Incorporate language supporting restoration/strengthening of tree canopy along the W&OD Trail. Coordinate with utilities as appropriate to be located in the Environment/Recreation section rather than the Corporate Park chapter.
- Church Street: Retain one special planning area for Church Street that is not split amongst NE/NW. Refresh overlay discussion and acknowledge the need to modernize standards for parking constraints, ground-floor activation, et cetera. Avoid specifying a numeric height and include a vision for three-story mixed-use with ground-floor retail, where appropriate. Exact dimensions should be left to the zoning code.
- Commercial Districts (General): Emphasize the goal of commercial viability with ground-floor retail and compatible upper-story uses, avoiding prescriptive heights in the Comprehensive Plan.

Concluding discussions, staff advised that the Town Council has an April 20<sup>th</sup> work session scheduled with the Planning Commission to discuss proposed changes from the prior plan. Staff will bring back a consolidated, updated draft reflecting comments.

#### New Business

None

#### Planning Director Comments

Director Levy reported the following:

- Capital Improvements Program (CIP). Town Council is considering the Planning Commission’s role, which is consistent with Virginia State Code language. Staff will update once the process has been determined.
- Zoning Code Amendments. Due to the snowstorm, Town Council’s public hearing has been rescheduled to February 23, 2026.
- Town Council Work Session. The Planning Commission has been added to council’s advanced agenda for April 20, 2026, to discuss proposed Comprehensive Plan changes.
- Town Code changes. Consideration of possible changes will be presented by staff. In April outdoor lighting and in May cell coverage will be discussed.

- Upcoming agenda items will include Modifications from Requirements for First Baptist Church and continuation of the 2026 Updated Comprehensive Plan review.

Meeting Minutes - None

There being no further discussion, the meeting was adjourned at 9:35 pm.

Respectfully submitted,

Jennifer Murphy  
Clerk to the Commission