

Planning Commission
February 25, 2026
DRAFT Meeting Minutes

The Planning Commission met for a regular meeting at 7:30 PM on Wednesday, February 25, 2026, in the Vienna Town Hall Council Chambers. Commissioners present were Chairman Matthew Glassman, Stephen Kenney, Jessica Plowgian, David Miller, & Deepa Chakrapani. Staff members present were David Levy, Director of Planning & Zoning; Kelly O'Brien, Deputy Director of Planning & Zoning; Lyndsey Clouatre, Principal Planner; Brian Nguyen, Town Engineer; and Jennifer Murphy, Clerk to the Commission.

Roll Call

Commissioners Noble and Aimone were absent.

Communication from Citizens and/or Commissioners

None

Public Hearing

None

Regular Meeting

Item No. 1.

Recommendation to Town Council on request for modifications of site plan requirements related to lot coverage. (25% permitted; 48.5% proposed) for First Baptist Church of Vienna, located at 450 Orchard St NW.

Deputy Director of Planning & Zoning, Kelly O'Brien presented staff's report, stating that the application request is to allow 48.5% lot coverage where the maximum permitted lot coverage is 25%. The church building was originally built in 1957 with additions constructed in 1997. The parking lot expansion prior to 2014 is considered vested. For tonight's review, the Commission is considering the addition of two sheds and a 2019 driveway, which has triggered the need to bring the property's full lot coverage into formal compliance. Deputy Director O'Brien presented the current site configuration, photos, and coverage calculations, stating that stormwater management is not a requirement due to installation dates and square footage thresholds.

Concluding staff's presentation, the applicant was invited to speak. Monroe Neal, Jr., Trustee Representative of First Baptist Church of Vienna was present representing the application.

Commissioners reviewed and further discussed property line conditions, shed relocation for compliance, and unusual driveway configurations of adjacent parcels. The applicant affirmed that the church is working with the town to correct shed placement. Commissioners noted appreciation for the church's ongoing community partnership, providing parking during neighborhood events.

Concluding discussion, a motion was in order.

Commissioner Plowgian motioned that a recommendation be made to Town Council to approve the requested Modification of Requirements to permit lot coverage of 48.5% for the First Baptist Church of Vienna, located at 450 Orchard St NW, Tax Map Parcel 0383 02 0039.

Motion: Plowgian
Second: Chakrapani
Roll Call Vote: 5-0

The Commission's recommendation and memorandum will be forwarded to Town Council for their March 23, 2026, meeting.

Commissioner Kenney suggested town staff periodically clean out the 1997 trench drain, located on the east side of the property, as it appears to be shedding water across the parking lot.

Item No. 2:

Draft 2026 Comprehensive Plan Update - Final Review and Recommendation to Town Council

Staff presented the final draft update that included commissioner revisions from their last review discussion. Updated edits included content updates to draft Land Use, Transportation, Economic Development, Environmental Sustainability, and Parks and Recreation sections of the document.

Commissioners discussed specific language concerning preservation of commercial land, Church Street Vision Plan commentary, and alignment of Goal statements within the Economic Development chapter. Staff confirmed technical edits to be made. There being no further discussion, Chairman Glassman called for a motion.

Commissioner Chakrapani motioned that the Draft 2026 Comprehensive Plan Update, for final review and recommendation to Vienna Town Council, be approved with the change to ensure that the Chapter 4 Goals are consistent to Town Code language for annexed areas.

Motion: Chakrapani
Second: Plowgian
Roll Call Vote: 5-0

New Business

Chairman Glassman proposed reviewing the Commission's *Bylaws and Rules of Procedure* to verify that they match up with meeting procedures. He added that the state has updated its *Electronic Participation* requirements. Both items will be considered at the March 11, 2026, meeting. Chairman Glassman invited Commissioners to forward suggested edits to staff.

Planning Director Comments

Director Levy thanked the Commission for their efforts completing the Comprehensive Plan updated review, stating that staff has appreciated working with them on the Comprehensive Plan updated. Concluding his comments, Director Levy reported the following:

- Green Hedges School. The applicant has requested an extension to provide sound study information before their review with the Board of Zoning Appeals (BZA). Staff is working with Chairman Glassman on the Planning Commission's memos to BZA and Town Council.
- The upcoming March 11, 2026, meeting will include review for Modification from Requirements for Bear Branch Tavern, seeking a waiver from parking requirements.
- Zoning Code Updates. Town Council voted to approve updates. The notice for the intent to adopt is

set for their March 23, 2026, meeting.

- Upcoming work sessions. Town Council has scheduled an April 20, 2026, work session with the Planning Commission to discuss the updated Comprehensive Plan. A memo highlighting those updates will be provided.
- Town Council 2026 List of Priorities. Town Council adopted their 2026 Priorities' List. The first item, Improving Mobile Coverage, will be discussed at a Planning Commission May work session.

Meeting Minutes

The following meeting minutes were accepted into the record with one correction.

- PC – January 14, 2026 – Meeting minutes
- PC – January 28, 2026 – Meeting minutes

There being no further discussion, the meeting was adjourned at 8:05 pm.

Respectfully submitted,

Jennifer Murphy
Clerk to the Commission