



Town of Vienna

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Meeting Minutes

Planning Commission Work Session

Monday, April 21, 2025

7:00 PM

Vienna Police Department Community Room,
215 Center St. South

Joint Town Council and Planning Commission Work Session

The Planning Commission met for a 7:00 PM joint work session with Vienna Town Council on Monday, April 21, 2025, in the Vienna Town Hall Council Chambers. Commissioners present were Chairman Matthew Glassman, Keith Aimone, Jessica Plowgian, Stephen Kenney, and David Miller. Town Council members present were Council Member Chuck Anderson; Council Member Sandra Allen; Council Member Roy Baldwin; Council Member Ray Brill; Council Member Jessica Ramakis; Council Member Howard Springsteen and Mayor Linda Colbert. Staff members present were Mercury Payton, Town Manager; Steven Barlow, Deputy Director of Finance; David Levy, Director, Planning and Zoning; Kelly O'Brien, Deputy Director, Planning and Zoning; Chief Jim Morris, TOV Police Department.

Mayor Colbert opened the Work Session at 7:00 PM.

7:00 p.m. - 8:00 p.m. Outdoor Lighting Regulations - Joint Work Session of Town Council and Planning Commission: Presentation and Discussion

Mayor Colbert called on David Levy to introduce Staff from Clanton and Associates, Lighting and Design Engineers; Dan Sanders, CEO and Kate McBride Project Manager. In 2024, Town Council directed Staff to bring in outside expertise to assist with development of Town outdoor lighting regulations. The ensuing project was designed around two goals:

1) Develop Town Code regulations for outdoor lighting (not including right-of-way lighting) that would be protective of residents, emphasize safety, encourage environmental approaches, and support a vibrant business environment. Clanton will also develop, as part of the project, a user-friendly form that applicants will be able to use to provide the information that will be relevant for staff's review.

2) Develop guidelines that the Board of Architectural Review (BAR) can for review of proposed exterior modifications in areas of their authority (portions of the Town not zoned for single-unit detached residential).

In November 2024, Clanton Staff visited Vienna, conducted nighttime site visits to assess existing conditions, hosted two information sessions, and held a session with the BAR. Since then, Clanton has been developing both draft code language and guidelines for the BAR and interacting with staff. Included in the scope of the project are Privately Owned Lighting City Owned/Non-ROW Lighting Façade Lighting.

Comments from Town Council included the following:

- *Studies show that the absence of light can actually reduce property crime although data is mixed on this issue;*
- *An ordinance controls lighting from private property; Right of Way lighting not under Town control;*
- *Ordinance will include a grandfather clause exempting properties prior to enactment;*
- *Ordinance should include amortization period to allow for gradual transition;*
- *Must regulate where light stops with respect to property lines;*
- *Must address how this concept can be understood by residents and managed going forward;*
- *No Code language until recent Code adoption; No standards to back up current language;*
- *Complaints often related to shielding and direction; Complaint resolution includes courtesy notice followed by observation;*
- *Light intrusion is easily measured on commercial property; Residential property could use photometrics; Should focus on how much light can cross a property line;*
- *Issue also includes businesses; Town should consider incentivizing certain types of lighting;*
- *Might consider stricter standards than what is acceptable at this point in time;*
- *Athletic field lighting must also be addressed;*
- *Light pollution is now recognized for its effect on human health; Challenged to develop standards that control lighting excess;*
- *Focus on how to be in compliance and why it matters;*
- *Including quantitative measurements (lumen numbers, coloration, etc.) in ordinance language helps residents as they put this into practical use;*
- *Must address problems that currently exist as ordinance will grandfather these properties.*

Mayor Colbert thanked the representatives and reiterated that the project will focus on the effect of outdoor lighting on neighbors. A draft will be available by late spring.

Concluding discussion, Council moved into recess.

Work Session Adjournment

8:35 PM

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