

Planning Commission  
June 24, 2026  
DRAFT Meeting Minutes

The Planning Commission met for a regular meeting and public hearing at 7:30 PM on Wednesday, June 24, 2026, in the Vienna Town Hall Council Chambers. Commissioners present were David Miller as acting Chair, Douglas Noble (participating via zoom), Keith Aimone, Jessica Plowgian, Deepa Chakrapani, and Evan Fallor. Staff members present were David Levy, Director of Planning & Zoning; Kelly O'Brien, Deputy Director of Planning & Zoning; Brian Nguyen, Town Engineer; and Jennifer Murphy, Clerk to the Commission.

#### Roll Call

Commissioner Glassman was absent. Commissioner Noble is participating by zoom, per Electronic Participation requirements.

#### Election of Chair for June 24, 2026, Planning Commission Meeting

Commissioner Plowgian nominated Commissioner Miller to chair the meeting.

Nomination: Plowgian

Second: Chakrapani

Roll Call Vote: 4-0-2

Abstain: Commissioners Miller & Noble

Commissioner Plowgian motioned to accept Commissioner Noble's remote participation per Electronic Participation procedures.

Motion: Plowgian

Second: Chakrapani

Roll Call Vote: 4-0-1

Abstain: Commissioner Noble

#### Public Hearing

None

#### Regular Meeting

##### Item No. 1.

Recommendation to Town Council for a Modification of Requirements for height of rooftop architectural features for co-location of a telecommunications wireless facility on an existing building roof, located at 527 Maple Avenue East.

Department of Planning & Zoning Deputy Director, Kelly O'Brien provided staff's report, stating that the proposed request includes installation of additional rooftop antennas on the subject location. The site currently houses other carrier equipment installed with CUP (Conditional Use Permit) approval and a 2010 height variance. Due to state code changes, telecommunications facilities are now a by-right use no longer requiring a CUP.

Deputy Director O'Brien advised that the Commission is reviewing the requested height modification for rooftop features to exceed the 9-foot limit. The application includes:

- West platform screen height: 9 ft 8 in (8 inches above current code allowance)
- North screen height: 10 ft 10 in (22 inches above allowance)

The facility will also not exceed heights of the existing T-Mobile and Verizon equipment already onsite. Deputy Director O'Brien stated that the request is consistent with the Comprehensive Plan and supports improved cellular service along Maple Avenue. Providing photo simulations and code references, she noted that the Board of Architectural Review will also review the application for appearance of the proposed screening structure. Concluding staff's presentation, the applicant was invited to present.

Doug Sampson, of Saul Ewing LLP, attorney representative on behalf of New Cingular PCS LLC (AT&T), and Alex Miller of SmartLink, were present on behalf of the application.

Mr. Sampson stated that all proposed equipment will match the height of the existing antennas that are located on the rooftop. He stated that the additional height is necessary to accommodate antenna length and screening integration for improved AT&T coverage along with FirstNet, the first-responder's communication network. This site was intentionally selected due to the existing telecommunications facilities and to avoid introducing new structures elsewhere in town.

Concluding Mr. Sampson's comments, commissioners further discussed the history of rooftop screening at the site and the minimal visual impact to the surrounding areas.

Concluding discussion, a motion was in order.

Commissioner Plowgian motioned that a recommendation be made to Town Council to approve the Modification of Requirements for height of rooftop architectural features for co-location of a telecommunications wireless facility on an existing building roof, located at 527 Maple Avenue East.

Motion: Plowgian

Second: Chakrapani

Roll Call Vote: 6-0

A memo detailing commissioner comments will be forwarded to Town Council for their August 24, 2026, meeting review.

#### Planning Director Comments

Director Levy reported the following:

- Per Town Council's 2026 list of priorities, the Town is currently considering options for improving its reduced cellular coverage. Department staff are looking at administrative review options. Town Council will hold a work session on July 6, 2026, to discuss policy issues and location options for

cellular equipment.

- Staff is preparing conditional use permit reviews for the upcoming July 8, and August 26, 2026, meeting agendas.
- Town Council is holding a September 21, 2026, work session to consider policy issues on the next set of Town Code items.
- The Town Council July 6, 2026, work session will include continued discussions on the Comprehensive Plan.

#### Meeting Minutes

The May 13, 2026, draft meeting minutes were accepted with corrections provided to the clerk.

There being no further discussion, the meeting was adjourned at 7:57 pm.

Respectfully submitted,

Jennifer Murphy  
Clerk to the Commission