

## PLANNING COMMISSION

September 24, 2025

### Regular Meeting Minutes

The Planning Commission met for a regular meeting at 8:38 PM on Wednesday, September 24, 2025, in the Vienna Town Hall Council Chambers. Commissioners present were Chairman Matthew Glassman, Douglas Noble, Jessica Plowgian, Stephen Kenney, David Miller, and Deepa Chakrapani (participating via Zoom, departed meeting at 9:02 pm). Staff members present were Director of Planning & Zoning, David Levy, Deputy Director of Planning & Zoning, Kelly O'Brien, Planning Engineer, John Sergent, and Clerk to the Commission, Jennifer Murphy. Keith Aimone is absent.

#### Roll Call

Commissioner Aimone is absent.

Per electronic participation guidelines, a motion allowing Commissioner Chakrapani to participate via Zoom, carried by roll call vote of 5-0-1 (abstain: Chakrapani).

#### Communications from Citizens and/or Commissioners

Staff announced that two emails were received in reference to the work session discussion with Green Hedges School. Those emails were forwarded to the Commission in advance of the work session.

#### Public Hearing – None

#### Regular Meeting

##### Item No. 1

##### Draft Comprehensive Plan

Planning & Zoning Deputy Director, Kelly O'Brien presented updated maps, text, and formatting, stating minimal content had changed. Due to review timing, there may be time to include information from the town's tree study. For updated data, she advised that individual income levels were taken from 2022 data. Everything else is from 2023 data. Concluding her comments, she asked for edits or suggested changes, stating that staff is also seeking feedback suggestions for naming the plan.

Additional discussion followed. Commissioners provided editorial feedback and photograph update suggestions. Further discussion included Implementation Guide locations and including the adopted year in the plan title.

Concluding discussion, Chairman Glassman called for a motion.

Commissioner Noble motioned to direct staff to release the updated Comprehensive Plan to the public for comment subject to modification, with the specific changes mentioned during the course of the meeting regarding photography, the urban forest management plan, aquatic and fitness center specificity, and work previously performed on town water and sewer line, to the fullest extent possible.

Motion: Noble

Second: Plowgian

Roll Call vote: 6-0

Further discussion followed regarding receiving written public comments. Staff will provide all comments received in the agenda meeting materials. Staff will also forward any emails received. Concluding discussion, a motion was in order.

Commissioner Noble motioned to schedule the public hearing review of the draft comprehensive plan as part of the regular meeting on November 12, 2025. Comment period to close subsequent to that meeting on December 1, 2025, at midnight.

Motion: Noble  
Second: Kenney  
Roll call vote: 5-0

#### Item No. 2.

Consideration of the Planning Commission draft Annual Report for FISCAL YEAR 2025.

Presenting the revised draft report, Director Levy stated that the document was originally reviewed the September 10, 2025, meeting. Staff had received feedback to update the *Status of Planning* section, similar to what was provided in last year's Annual Report, which specifically described steps taken during the Commission's Compressive Plan review.

There being no further discussion, Chairman Glassman called for a motion.

Commissioner Noble motioned to adopt and submit the FY 2025 Annual Report of the Planning Commission to Vienna Town Council as presented.

Motion: Noble  
Second: Kenney  
Roll call: 5-0

The item will be presented to Town Council at their October 20, 2025, work session.

New Business - None

#### Director's Report

Director Levy reported the following:

- Zoning Code amendments will be presented to Town Council at their September 29, 2025, meeting.
- The October 8, 2025, agenda may include proposed Zoning Code amendment, updated CUP request, and possible CUP application for the Town's Annex property at 301 Center Street S.
- The Annual Report will be presented to Town Council by Chairman Glassman. All members of Planning Commission are invited to attend.

#### Minutes:

The following meeting minutes were accepted into the record.

- PC - June 25, 2025 – Draft work session action minutes
- PC - July 9, 2025 – Draft work session action minutes
- PC - August 27, 2025 – Draft work session action minutes
- PC - September 10, 2025, Draft meeting minutes

The meeting adjourned at 9:13 PM.

Respectfully submitted,  
Jennifer M. Murphy  
Clerk to the Commission