

Planning Commission
May 13, 2026
DRAFT Meeting Minutes

The Planning Commission met for a regular meeting and public hearing at 7:30 PM on Wednesday, May 13, 2026, in the Vienna Town Hall Council Chambers. Commissioners present were Chairman Matthew Glassman, Douglas Noble, Jessica Plowgian, David Miller (7:33 pm), and Evan Fallor. 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 Aimone and Chakrapani were called absent.

Communication from Citizens and/or Commissioners

None

Public Hearing

None

Regular Meeting

Item No. 1.

Recommendation to Board of Zoning Appeals for a Conditional Use Permit for Modifications to an Existing Drive-Through Facility for the McDonald's Restaurant Located at 544 Maple Avenue West, in the AW Avenue West zone.

Deputy Director Kelly O'Brien provided staff's report, stating that the proposed request includes the addition of a second ordering lane while retaining the existing drive-through payment and pickup windows. Presenting on site photos and arial views, she stated that there are no proposed changes to the building's façade. Several rear parking spaces will be removed to accommodate the second drive-through aisle. Staff has reviewed site circulation, loading access, dumpster maneuvering, and compliance for code standards. Per town code a drive-through is considered a conditional accessory use, which requires Conditional Use Permit (CUP) review. She stated that the second ordering lane will shut down at 10 p.m. to meet code requirements. No residential complaints have been received.

Concluding staff's presentation, Commissioner Noble advised that due to missing queueing data he would be unable to vote in support of the application. He emphasized the need for quantitative information for any future traffic-related applications.

Chairman Glassman invited the applicant forward to speak.

Evan Pritchard, of Wie Gill LLP, present on behalf of McDonalds Corporation, owner, was present to speak. Acknowledging Commissioner Nobel's comments, he stated that the referenced submission data is not currently listed as a requirement. He offered to provide the data if requested, explaining that the dual-lane system is a standard national modernization strategy being implemented to reduce bottleneck when

ordering. The McDonalds business has been in place since 1967. Since that time, there have been no queueing issues. The project had been delayed while they waited for the Zoning Ordinance language to be updated to allow for a second drive-through lane.

Concluding discussion, a motion was in order.

Commissioner Plowgian motioned that a recommendation be made to the Board of Zoning Appeals for a Conditional Use Permit for Modifications to an Existing Drive-Through Facility for the McDonald's Restaurant Located at 544 Maple Avenue West, in the AW Avenue West zone.

Motion: Plowgian

Second: Miller

Roll Call Vote: 4-1

Nay: Noble

A memo detailing commissioner comments will be forwarded to Board of Zoning Appeals for their June 17, 2026, meeting review.

Iten No. 2.

Recommendation to Board of Zoning Appeals for a Conditional Use Permit for Specialized Instruction at 421 Church Street NE for New York School of Arts.

Principal Planner, Lyndsey Clouatre presented staff's report, stating that the applicant is relocating part of their existing business, currently operating at 320 Maple Avenue East. The new location at the Vienna Square Condominium building currently provides retail, office, medical, and other specialized instruction uses.

Ms. Clouatre presented photos of the site, stating that, per town code CUP criteria, staff has determined minimal impacts from issuance of a use permit.

Application details include the following:

- Proposed hours of operation will be:
Monday–Friday: 3:30 p.m. – 7:30 p.m.
Saturday: 9:00 a.m. – 2:00 p.m.
- Class size will be 1–2 classes at a time with a maximum of 5 students each and 1 instructor.
- Maximum on site occupancy will be 12 people.
- Students will primarily be dropped off.
- Minimal interior renovations are anticipated with no exterior changes.

Concluding staff's presentation, the applicant was invited to present.

Kim Lee, co-owner of New York School of Arts was present on behalf of the application. Ms. Lee agreed with staff's comments and thanked them for their presentation.

Chairman Glassman invited public comment.

Mary Nissen and Jan Yaggy of Skinfinity Med Spa stated concerns for potential safety and noise related issues resulting from the applicant's pick-up/drop-off procedures and whether it would create negative experiences for their customers.

Further discussion followed. Additional concerns were stated for limited emergency access. Commissioners advised that noise or hallway behavior would fall outside of the Commission's authority. The application is for indoor instruction only with no proposed instructional activities in the parking lot, which is open. Since parking spaces are not specifically assigned to tenants, it was suggested that the discussed concerns be addressed with the property owner.

Concluding discussion, a motion was in order.

Commissioner Noble motioned that a recommendation be made to Board of Zoning Appeals supporting the Conditional Use Permit for Specialized Instruction at 421 Church Street NE for New York School of Arts.

Motion: Noble
Second: Miller
Roll Call Vote: 5-0

A memo detailing commissioner comments will be forwarded to Board of Zoning Appeals for their May 20, 2026, meeting review.

Iten No. 3.

Recommendation to Town Council for a Planning Commission Member Representative to the Windover Heights Board of Review (WHBR).

Summarizing the role of WHBR and their meeting schedule, staff advised that there is now a vacancy due to Stephen Kenney's resignation from the Planning Commission. Per Town Code, board membership, includes a member of the Planning Commission. The WHBR is a neighborhood aesthetic review board that meets primarily when an application has been submitted for review. The Planning Commission is being tasked with making a recommendation to Town Council, who will appoint a representative to the board. Further discussion followed with Commissioner Fallor volunteering to serve as representative.

Commissioner Noble motioned that a recommendation be made to Town Council for Commissioner Fallor to serve as Planning Commission's representative to the Windover Heights Board of Review.

Motion: Noble
Second: Miller
Roll Call Vote: 4-0-1

Abstain: Fallor

Concluding agenda review items, Commissioner Noble announced that he will be working with staff to address the following:

- Updating town code impervious coverage requirements.
- Updating town code corner and rear yard lot designation requirements.

Planning Director Comments

Director Levy reported the following:

- Town Code Updates. Staff is collecting suggestions for code updates anticipating bringing items forward during the Fall of 2026. This includes any updates of the Virginia State Code. Commissioners are invited to provide any suggestions for updates.
- The Comprehensive Plan update is currently under Town Council consideration, which is likely to generate Vienna Town Code updates.
- Town wide cellular coverage. As part of Town Council's fiscal year priority's initiative, a work session was held with Department of Planning & Zoning and Economic Development staff on Monday, May 11, 2026.
- Green Hedges is scheduled for CUP review with the Board of Zoning Appeals on May 20, 2026. If approved the applicant will be scheduled for review with Town Council for review of their proposed Site Modifications.

Meeting Minutes

The following meeting minutes were accepted into the record with an editorial correction provided to the clerk for the March 11th minutes.

- PC – February 25, 2026 – Draft meeting minutes.
- PC – March 11, 2026 – Draft meeting minutes with updated language.

There being no further discussion, the meeting was adjourned at 8:27 pm.

Respectfully submitted,

Jennifer Murphy
Clerk to the Commission