



Town of Vienna

Charles A. Robinson Jr.
Town Hall
127 Center Street South
Vienna VA, 22180

Meeting Minutes

Town Council Conference Session

Monday, February 12, 2024

7:00 PM

Vienna Police Department Community Room,
215 Center St. South

1. Regular Business

Roll Call

Council Present: Council Member Sondra Allen; Council Member Chuck Anderson; Council Member Roy Baldwin; Council Member Ray Brill; Council Member Jessica Ramakis; Council Member Howard Springsteen and Mayor Linda Colbert.

Staff Present: Mercury Payton, Town Manager; Steve Briglia, Town Attorney; Leslie Herman, Director, Parks and Recreation; David Levy, Director, Planning and Zoning; Kelly O'Brien, Deputy Director, Planning and Zoning; Marion Serfass, Director, Finance; Tony Mull, Director, Information Technology; Jim Morris, Chief of Police

A. [24-4246](#)

Discussion of Potential Zoning Amendments, as Follow-Up to Code Create

Mayor Colbert opened the Work Session at 7:00 PM by calling on David Levy, Director, Planning and Zoning to introduce the Item for consideration.

The Town's Zoning and Subdivision Ordinances were updated and adopted as a new Chapter 18 effective January 1, 2024. Throughout the update process, various items were identified to be addressed at a future date following code adoption. The resulting list consisted of 60 items that required attention from Council regarding whether they should be advanced for additional zoning amendments.

Director Levy, along with Deputy Director Kelly O'Brien, presented the list of Items requesting Council to rank each as "high priority", "low priority" or "not in favor".

A list of minor edits to the document were approved by Council. Language updates to the standards for satellite antenna will be treated as a minor edit.

Council ranked the following items as high priority:

- *Housing Diversity (once defined) - Council agreed that Staff would identify and combine all Items that might fit under the general classification of Housing Diversity. To fully understand and agree upon what type of housing is included in this classification, Staff was directed to study the topic with regard to basic ways that it can be reviewed. This will be brought before Council for discussion.*
- *Lighting – Council agreed to hiring a consultant to establish specific standards and provide guidance for the BAR.*
- *Parking Standards*
- *Lot shape Factor (as it relates to frontage)*
- *Continuing Care Facilities*

The following Items were identified as low priority:

- *Park Zone*
- *Seasonal Outdoor Dining - Planning and Zoning is currently working on this and will provide report to Council.*
- *Violations and Penalties – Under Staff review to determine marketplace pricing and comparison.*

The following Items were removed from consideration:

- *Sidewalk Dedication*
- *Windover Heights Board of Review – Future agenda item related to curb/gutter/sidewalks*
- *Review of BAR*

Town Manager reminded Council that concerns voiced by residents that may impact the Code should be reported to Director Levy.

Mayor Colbert called for a break at 8:00 PM. Work Session resumed at 8:10 PM.

B. [24-4248](#)

Discussion of Work Plan for Update to Comprehensive Plan

Mayor Colbert called on David Levy, Director, Planning and Zoning to present the Item for consideration. Kelly O'Brien, Deputy Director, Planning and Zoning outlined the Comprehensive Plan Update work plan for Council discussion.

The Code of Virginia requires that all local planning commissions prepare and recommend a comprehensive plan for the physical development of the territory within its jurisdiction and every governing body must adopt a comprehensive plan for the territory under its jurisdiction.

At the December 13, 2023 Planning Commission meeting, staff presented a summary of the comprehensive plan's role and reviewed the previous work completed. Staff were instructed to return with a proposed process and schedule for review and update to the plan. On January 24, 2024, the Planning Commission endorsed the proposed approach.

Staff indicated that the Comprehensive Plan has provided a long range vision for the Town that has proved helpful (pedestrian safety) in past decision making. Council were encouraged to put forth any ideas for consideration.

With no further comments from Council a brief five-minute break was called at 8:30 PM.

C. [24-4256](#)

Annex Long-Term Use Study

Mayor Colbert recognized Leslie Herman, Director Parks and Recreation to present the Item. She introduced David Samba, Kimley Horn and Cory Dockman, Kimmel Bogrette Architecture (KBA) to review project work to date. Having begun in late 2022 early results indicated that further studies would be necessary to clearly understand costs associated with various options put forth by residents. In September 2023 further decision on the study was moved to 2024 in order for involvement by the newly elected Council.

Council comments on the presentation are summarized as follows:

- *Vienna residents happy with park system; focus on what other is missing;*

- *Proposal scope of work too extensive; need cost figures first in order to determine if use is even possible;*
- *Town sought information from residents who then identified use preference; Owe it to residents to assess potential for this use;*
- *Swimming pool, recreational center, outdoor gathering area identified as best use options by residents;*
- *Recommend assessing each use option/suggestion to determine if it can be worked into existing program;*
- *Consider how use will meet needs of all residents, including teens, the elderly and the handicapped;*
- *Studies, such as the Parks Master Plan, will provide critical data for shaping this decision as well as building out existing programs;*
- *Community Center is at capacity;*
- *Some use suggestions, such as aquatics facility, demand extensive cost considerations as they must be treated like a new start-up.*

Council agreed to the expenditure of \$23,500 for completion of a Business Planning and Operational Costs Study for the long-term uses of the Annex.

Council also agreed that the three options under consideration will include an aquatics center, a fitness center and the less costly outdoor gathering space. A discussion was held regarding inclusion of short term use ideas proposed by Steve Cart, many of which would naturally fall into an outdoor gathering area use. It was agreed to assess these suggestions alongside those for long term use.

Director Levy noted that, per Council direction, a CUP application for the Annex property is being prepared for submission to the BZA. Once approved this will allow any of a number of uses as specified for RS-10 properties, under "Principal Uses Requiring a Conditional Use Permit (CUP)" and, potentially, "Accessory Uses Requiring a Conditional Use Permit." The entire process will take four to five months.

Demolition of the building will begin in the near future. Current short term use considerations also include parking for library construction workers and overflow parking for sporting events. Council recommended keeping residents informed regarding all activity on the site through the use of outdoor signage and/or QR Code.

Council approved a change order in the amount of \$10,000 due to the project's extended schedule and adjusted scoping requirements.

Council approved \$6,000 for reimbursable expenses (printing, mail, photography, travel and presentation materials)

2. Meeting Adjournment

With no further matters to discuss, Mayor Colbert concluded the work session at 9:45 PM.

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DRAFT