Town of Vienna

Meeting Minutes - Final
Planning Commission

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Wednesday, March 13, 2024 | **7:30 PM** | **Charles Robinson Jr. Town Hall, 127 Center St. South**

The Planning Commission met for a regular meeting at 7:30 PM on Wednesday, March 13, 2024, at 7:30 pm, in the Vienna Town Hall Council Chambers. Commissioners present were Chairwoman Jessica Plowgian, Matthew Glassman, Stephen Kenney, David Miller, Deepa Chakrapani, and Douglas Noble. Staff members present were Director of the Department of Planning & Zoning, David Levy, Deputy Director of Planning & Zoning, Kelly O'Brien, Town Engineer, John Sergent, and Clerk to the Commission, Jennifer Murphy. Kieth Aimone is absent.

Roll Call

Commissioner Aimone is absent.

Communication from Citizens and/or Commissioners

None

Public Hearings- None

Regular Business

1. PC24-228 Parking Study Utilization and Recommendation Reports

Department of Planning and Zoning Director, David Levy, stated that the Parking Study Utilization and Recommendation Report was presented at the Planning Commission's January 24th meeting. The report originally commissioned by Vienna Town Council has been overseen by the Economic Development Department, Department of Public Works, and components of Planning staff. The consultant and town staff will present updates that have been compiled to date. Deputy Director Kelly O'Brien explained where updated information can be found within the provided materials.

Ian Banks and Sophia Constantine, consultant representatives with Nelson Nygaard, were present on behalf of the item. Mr. Banks presented information updated since the last meeting and a list of proposed zoning recommendations that focus on four key highlighted areas:
• Rights-sized retail and services-based land-uses,
• Incorporation of a new Shopping Center off-street parking requirements,
• Parking reductions through shared parking calculations, and
• Ensure supportive parking design.

Staff advised on steps moving forward, stating that the Commission can provide communications or comments in time for Town Council's April 15th work session.

Further discussion followed. Commissioners provided feedback on comparisons to surrounding localities, parking counts and exclusions, mapping of underutilized areas, and whether the Sub Strategy 3 language is a useful strategy.

Concluding discussions, Chairwoman Plowigan stated that she will draft up memo language with Commissioner Noble. The Commission will review that draft language in April. In time for the consultant's presentation to Town Council.

2. PC24-229 Staff Update on the Comprehensive Plan Update

Director Levy reported that there had been a good turnout for the Planning Commission's community outreach kick-off event, Pancakes with Planning Commissioners. Five (5) Town Councilmembers and approximately forty-seven (47) members of the public attended the event. The event included town staff, and members of the Planning Commission. Principal Planner, Maggie Costello is currently organizing all comments collected at the event.

Directly Levy stated that town staff and members of the commission have been attending board and commission meetings. To date they have met with the Vienna Public Arts Commission, Town/Business liaison Committee, and the Windover Heights Board of Review. They are currently scheduled to meet with the Conservation and Sustainability Commission, the Board of Architectural Review, and the Transportation Safety Commission. Staff anticipates meeting with each group at least three times. Some groups currently have language drafted for the Planning Commission. Additionally, town staff is collecting updated data for the first part of the plan, specifically housing which will be an enhanced requirement per state regulation. Housing diversity is one of Vienna Town Council's four top priorities for the year. Staff anticipates further discussion with Vienna Town Council at a May work session, which will be helpful data for the plan. Deputy Director O'Brien added that the Vienna Business Association will include comp plan update information in their meeting information as well. Chairwoman Plowgian thanked staff for their efforts on the Pancakes with Planning Commissioners event, stating that it was good to speak with member of the public that wouldn't normally be able to attend their meetings.

Chairwoman Plowgian announced that she had to leave the meeting early, stating that the Clerk to the Commission will poll everyone via email to confirm attendance for the March 27, 2024, meeting. Chairwoman Plowgian departed at 9:01 pm. Matthew Classman Chaired the rest of the meeting.

New Business

Commissioner Noble stated, in reference to the anticipated Green Hedges application, that there are a number of conditional use permits (CUP) on file for this location. He asked that the applicant and staff be prepared to explain what happens to the 2007 and prior CUP's on file. He asked if they would go away or will be replaced entirely, stating that the applicant should also provide information that is supportive of what they are trying to do. Director Levy explained that items not changed by the current application will still be enforced by the Town. Staff understands that commissioners need to know what they are reviewing and voting on. Further discussion followed with commissioners expressing concern that that more detail and clarity be provided for existing use permits with comparison to what the applicant is currently requesting. Deputy Director O'Brien stated that the staff report will include history, prior orders, and suggestions for conditions with notations on amendments.

Planning Director Comments

Director Levy reported on the following:

• Strategic Plan: Town Council held their first work session on March 7th.
• Tree Canopy: Intent to adopt posted on March 18th with adoption on April 8th.
• Upcoming applications: Staff anticipates review of a CUP in April for a Family Day Home Care.
• Green Hedges: staff is waiting to hear back from the applicant.
• Parks Master Plan: Kick-off review is underway.

Approval of the Minutes:

The following meeting minutes were accepted with edits provided to the Clerk:

January 24, 2024 - Regular Meeting Minutes

February 28, 2024 - Regular Meeting Minutes

Meeting Adjournment

The meeting adjourned at 9:19 pm.

Respectfully submitted,
Jennifer Murphy
Clerk to the Commission

THE TOWN OF VIENNA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (703) 255-6304, OR 711 VIRGINIA RELAY SERVICE FOR THE HEARING IMPAIRED.