

Planning Commission
December 10, 2025
Meeting Minutes

The Planning Commission met for a regular meeting and public hearing at 7:30 PM on Wednesday, December 10, 2025, in the Vienna Town Hall Council Chambers. Commissioners present were Chairman Matthew Glassman, Douglas Noble, Keith Aimone, Jessica Plowgian, David Miller, & Deepa Chakrapani (7:32 pm). Staff members present were Director of Planning & Zoning David Levy, Deputy Director of Planning & Zoning Kelly O'Brien, Zoning Administrator, Andrea West, Principal Planner Lyndsey Clouatre, Town Engineer Brian Nguyen, and Clerk to the Commission Jennifer Murphy.

Roll Call

Commissioners Chakrapani and Kenney were called absent. Commissioner Chakrapani arrived at 7:32 pm.

Communication from Citizens and/or Commissioners

Chairman Glassman reported on his presentation to Town Council on the Commission's work over the past year, stating that they were happy and expressed appreciation for the work they have done. For the Comprehensive Plan update they requested that a one page summary be prepared for public consumption.

Public Hearing

Item No. 1.

Public Hearing on Proposed Updates to Chapter 18 - Zoning and Subdivision in Response to State Code Changes and Other Items.

Town Zoning Administrator, Andrea West provided a summary of proposed updates, stating that on September 29, 2025, Vienna Town Council reviewed and referred the item to Planning Commission for review and recommendation. Proposed edits were presented to commissioners at their October 8, 2025, meeting when they set the public hearing for tonight. Proposed updates are in response to inconsistencies in the code and recent changes in Virginia state legislation (HB2660 and SB974). Proposed changes include:

- Article 3: lot coverage, principal uses table, drive-through facilities, and religious assembly.
- Article 6: subdivision procedures
- Article 8: administrative procedures and enforcement

Concluding staff's presentation, Chairman Glassman invited public comment.

Gerald Lahaie, residing at 135 Center Street South, applauded the town and staff's efforts in updating

the Town Code and Comprehensive Plan. He is speaking on behalf of the seventeen (17) unit owners at Cadence on Center. They request that Town Code language for Sec. 18-212, be updated to allow pergola structures to be constructed 9 feet above the roofline. The definition for Pergola has been updated in the code but the structure has not. Presenting photos, Mr. Lahaie stated that he is renewing his request to allow unit owners the maximum use and enjoyment of their property when built. Each unit has a 450 square foot rooftop deck containing gas, electricity, water services and a gas fireplace. Due to the wind, umbrellas have proven to be insufficient. For safety purposes they have to lower the umbrellas, which do not cover the space. There is a product called Structure X Pergola, which is powder coated and can be permanently attached to the roof. It has opening and closing slats and is open on all sides, which could not be enclosed for living space. Concluding his comments, Mr. Lahaie thanked the Commission and was seated.

There being no additional speakers, Chairman Glassman called for a motion to close the public hearing.

A motion to close the public hearing was put forward.

Motion: Noble

Second: Miller

Roll Call Vote: 6-0

Commissioners discussed incorporating previous comments from the October 8th meeting. Memorandum recommendations to Town Council will include:

- Restricting drive-throughs in the Gateway South District.
- Clarifying “*project scale*” language to “*project scope*” for administrative waivers.
- Ensuring waivers only apply to materials not relevant to the decision-making process.

There being no further discussion, a motion was in order.

Commissioner Chakrapani motioned that the proposed edits to Chapter 18 - Zoning and Subdivision ordinance, in response to Virginia State Code Changes and Other Items, be recommended for approval as listed on the attached agenda. Once the edits are made, the Chair is authorized to finalize a memo to Vienna Town Council.

Commissioner Noble asked that Mr. Lahaie’s comments be referred to staff for review of any impacts and proposed language that may or may not be considered for the next round of code updates.

Motion: Chakrapani

Second: Miller

Roll Call Vote: 6-0

Regular Meeting

Item No. 2.

Recommendation to Board of Zoning Appeals for a Conditional Use Permit for a series of governmental and public outdoor parks and recreational uses for the property located at 301 Center Street South, zoned RS-10 (Single-Unit Residential, 10,000 sq. ft.).

Deputy Director of Planning & Zoning, Kelly O'Brien presented staff's report, stating that the current application request for interim uses of the property includes overflow parking, outdoor programming, temporary material storage, police training, outdoor classes and events. The Town is still under discussions for future long-term use of the property. The current application request includes a proposed site update for sidewalk to be installed by Fairfax County, shown as a red stripe along the left-hand side of the site plan. The proposed sidewalk is part of an agreement between the Town and Fairfax County to encourage walking routes for construction workers when walking to the library construction site. Proposed temporary uses have not changed. The request for governmental uses includes overflow parking, temporary parking for events, some material storage for departments like Public Works, FCPS for mulch sales, and event space for Parks and Recreation. Any classes, outdoor programs, or camps that would be run by contractors would be supervised by Department of Parks and Recreation staff for public use.

There are no current plans to have the Farmer's Market on site but it is a permitted, temporary use under the RS-10 zone. So, no special approvals or issuance of a Conditional Use Permit (CUP) would be necessary. If it is ever held on site, she stated that it would be limited to Saturdays during certain months of the year. She reiterated that all on site uses will be managed and scheduled by Parks & Recreation staff who will continue to communicate with the neighbors on anything going forward.

Deputy Director O'Brien stated that CUP review considers whether it will affect the health and safety of people residing immediately around the site, and the neighborhood in general. Whether it's in accordance with the Town's Comprehensive Plan and if it meets use standards as listed under the Town's Zoning Ordinance. Since their last review, staff has obtained more direction from Town Council for proposed hours and anticipated types of activities. As a result, minor revisions have been made to the application, which were based on discussions with Town Council.

- Noise: All events will meet with the Town's Noise Ordinance. No amplified sound is expected.
- Odors: No odors are expected and no food truck uses are anticipated. If there were Parks and Recreation staff would work with surrounding neighbors and all operations would occur away from property lines.
- Trash and Litter: Additional trash collections would be provided for any events, similar to town run events on Church Street. Additional bins would be provided to ensure the site is maintained. Trash receptacles are currently located nearby at the fields across the street.
- Loading/Unloading: Any necessary loading or unloading would be scheduled by Parks staff to limit disruption to surrounding neighbors.

- **Parking and Stacking:** Parking is limited to existing onsite parking. There are no plans to expand the parking area. Staff estimates approximately 65-67 onsite parking spaces. No parking is permitted on the grass and no stacking is anticipated.
- **Use Capacity:** There being no buildings onsite, there is no occupancy load.
- **Hours:** Proposed hours of operation have changed from the original request with hours proposed from 7:00 AM to 11:00 PM to meet the Town's noise ordinance. Events would be from 7:00 AM to 9:00 PM. Parking use would be cut off at 11:00 PM, when the field lights are turned off. There are no hour limitations for onsite loading and storage.

Presenting the anticipated use charts, she stated it details examples provided by the Department of Parks & Recreation, Police, and Economic Development. Proposed uses are similar to what has been approved by the Town Manager for Special Events. Temporary construction parking is part of a formal agreement between the Town and Fairfax County, which has been set for 7:00 AM to 4:00 PM.

She stated that the Police understand neighborhood concerns for noise. They have suggested limited use hours from 10:00 AM to 5:00 PM, with a maximum of two-hour increments. They are also open to limiting use to two days a week. In the past they've utilized the Fire Department's parking lot for training space. Any suggestions for limiting use hours can be added as a condition of the CUP. Concluding her report, she stated that Parks & Recreation Director, Leslie Herman, is available to answer questions.

Chairman Glassman asked if Director Herman had anything to add. Director Herman stated that the Community Center closes at 10:30 PM, so they do not anticipate overflow parking being needed beyond 10:30 PM. That allows plenty of time for vehicles to vacate before 11:00 PM when the field lights are turned off. She added that there are no plans to relocate the Farmers Market. Additionally, the temporary asphalt sidewalk has been poured. Work on the library property has begun. They are encouraging construction workers to use the sidewalk, which extends near the Police Station and away from residences. This should help to limit noise to the surrounding neighbors.

Chairman Glassman thanked Director Herman for her comments and invited members of the public to speak.

Chris Isaac, residing at 111 Elm Street SW, stated that approximately 4-5 emails were submitted to the Planning Commission on this item. He stated that it is incredibly noisy when motorcycle training occurs onsite. His kitchen table is closer to the Annex property than the length of the Council Chambers room. There are typically 2-3 motorcycles traveling back and forth around the property, which is very loud. He asked that motorcycle training be excluded from the use permit. Concluding his comments, Mr. Isaac was seated.

Further discussion followed with commissioners expressing concerns for proposed storing of materials, Sunday use hours, onsite trash receptacles, and police vehicle training.

Concluding discussion, a motion was in order.

Commissioner Noble motioned to recommend approval of a conditional use permit to the Board of Zoning Appeals for governmental and public outdoor parks and recreational uses for the property located at 301 Center Street South, in the RS-10 (Single-Unit Residential, 10,000 sq. ft.) zone as described in tax map number 0384 02 0150, with the following listed conditions:

- All parking to be on paved surfaces
- Recreational activities must take place on paved parking areas or, if on unpaved parking areas, at least 15 ft from property lines abutting residential lots as consistent with required buffer between uses per Sec. 18-561.
- No police motorcycle or vehicular training (except child car seat installations).
- No DPW material storage permitted.
- Permanent trash receptacles to be placed onsite.
- Recreational activities must be separated from parking activities by distance or warning devices.
- Event hours restricted to 9:00 AM–9:00 PM on Sundays.
- CUP to be reviewed by the Board of Zoning Appeals within 12 months.

Motion: Noble

Second: Plowgian

Roll call Vote: 6-0

The motion carrying, the item is scheduled for BZA review at their January 21, 2026, meeting.

Item No. 3

Draft 2026 Comprehensive Plan Update - Public Comments and Discussion

Principal Planner, Lyndsey Clouatre presented staff's report, stating that staff has been in the process of summarizing twenty-five (25) public comments received via email, online form, and in-person testimony. Submitted comments addressed grammar, policy suggestions, and land use recommendations, specifically to the Beulah Road site and Annex property. Some additional comments received, such as deer management, would not fall under the purview of the Comprehensive Plan.

Director Levy stated that memorandum comments were received after the deadline from the Town/Business Liaison Committee (T/BLC) but wanted to note they were received.

Concluding staff's presentation, Commissioner's reviewed staff's table of action items and discussed their timetable for review. Commissioners supported incorporating several suggestions, including:

- Encouraging small-scale retail to preserve Vienna's charm.
- Promoting electric landscaping equipment.
- Supporting native vegetation and wildlife habitat certification.

- Clarifying mixed-use terminology without renaming categories.

The Commission will review T/BLC's submitted comments. Staff advised that the Commission is invited to a Town Council's work session, tentatively scheduled for February 9th. Staff will bring back the updated draft document for the Planning Commission's review.

Item No. 4

Election of Planning Commission Officers

Chairman Glassman stated that per the Planning Commission's Rules of Procedure the officers of Planning Commission consist of a chair and vice chair are elected from membership. It's time for their annual election.

Commissioner Miller motioned that Matthew Glassman continue to serve as chair. Commissioner Chakrapani seconded the motion. The motioned carried by roll call vote of 5-0-1 (Glassman abstaining)

Commissioner Plowgian motioned that Douglas Noble continue to serve as vice chair for one year. Commissioner Chakrapani seconded the motion. The motion carried by roll call vote of 5-0-1 (Noble abstaining)

Discussing the Tree Advocacy Committee, staff advised that they are set for 2-year terms. Commissioner Noble is currently serving his 2-year term as the Planning Commission advisor to the committee.

Planning Director Comments

Director Levy reported the following:

- The upcoming January agenda will include review of two conditional use permits for CrossFit and Green Hedges school. Staff will also update and bring back the Draft Comprehensive Plan.
- Expressed appreciation for the Commission's work and ongoing collaborations throughout the year.

Acceptance of Meeting Minutes

There being no corrections, the November 12, 2025, regular meeting minutes were accepted into the record.

There being no further discussion, the meeting was adjourned at 9:40 pm.

Respectfully submitted,

Jennifer Murphy
Clerk to the Commission