

PLANNING COMMISSION

DRAFT

MINUTES

January 9, 2019

The Planning Commission met in regular session on Wednesday, January 9, 2019, at 8:00 p.m. in the Council Chambers of the Vienna Town Hall, 127 Center Street South, Vienna, Virginia. Michael Gelb, Chairman, presiding and the following members present: David Miller, Mary McCullough, Sarah Couchman, Steve Kenney, Sharon Baum, and Walter I. Basnight. Also, in attendance and representing Town staff were Cindy Petkac, Director of Planning & Zoning, Michael D'Orazio, Deputy Director of Planning & Zoning, and Jennifer Murphy, Clerk to the Commission. Andrew Meren is absent.

ROLL CALL:

Andrew Meren is absent.

COMMUNICATIONS FROM CITIZENS AND/OR COMMISSIONERS:

Commissioner McCullough provided an update of bylaw efforts to date. She stated that since it is a lengthy document, they would like to split it into two documents creating shorter bylaws and a separate procedures form. A draft will be provided to the Commission for review and feedback. They would also like to hold a separate work session. Chairman Gelb agreed that a draft should be provided to staff and the Town Attorney in advance of a work session. Additional discussion followed with a work session scheduled for January 23, 2019.

Commissioner Basnight explained that draft language was taken from surrounding jurisdictions like City of Fairfax, City of Falls Church, and Town of Leesburg along with Virginia State code language. Additional discussion followed. Commissioner Couchman thanked subcommittee members: Commissioners McCullough, Basnight, and Gelb for drafting bylaws.

REGULAR BUSINESS:

Item No. 1

Election of 2019 officers for Planning Commission

Commissioner Basnight made a motion to nominate Michael Gelb to chair the Commission for 2019.

Motion: Basnight

Second: Miller

Vote: 7-0

Commissioner Basnight made a motion to nominate Steve Kenney to vice-chair the Commission for 2019.

Motion: Basnight

Second: Miller

Vote: 7-0

Item No. 2

Resolution for participation of Planning Commissioners through electronic communication during public meetings.

Chairman Gelb stated that one work session was held with the Town Attorney and staff on this item. Michael D'Orazio provided staff's report, stating that resolution language will allow commissioners to participate electronically at meetings. There are certain conditions per state code language that limit electronic attendance, emergency or personal matters, which are limited to two (2) meetings or 25 percent of meetings of the body for the year. It also allows attendance due to disability or medical condition. Mr. D'Orazio explained that a work session was held in November with the Town Attorney who drafted the resolution language similar to Town Council's adopted language. Draft language included a couple of minor edits including updating the date to 2019.

Commissioner McCullough asked if a personal matter could be traveling for a work trip. Mr. D'Orazio agreed.

There being no further discussion Chairman Gelb called for a motion.

Commissioner Miller made a motion to adopt proposed resolution language to include the change of date to 2019.

There being no further discussion Chairman Gelb called the question.

Motion: Miller
Second: Basnight
Vote: 7-0

Chairman Gelb will notify Town Council of the resolution adoption.

NEW BUSINESS:

Chairman Gelb stated that there had been previous discussion on changing meeting start times to an earlier time. This year's start time has already been published, he suggested considering changing it for 2020. He asked commissioners to let him know their thoughts. If there is an interest then they would need to submit their request in time for the 2020 calendar.

DIRECTOR'S COMMENTS:

Ms. Petkac stated that the *Visual Preference Survey*, conducted to help in creating design guidelines for the MAC zone, has been posted to the Town's website. Staff received just under 1,100 completed surveys from verified town residents, property, and business owners. She stated that those results were recently shared with the Board of Architectural Review (BAR) as well.

Staff is currently creating a draft template for design guidelines. That will be formally presented to the BAR and commission, as they relate to MAC zone amendments, later this month in work session.

Ms. Petkac stated that they are also looking at other amendments as considered as part of the MAC Ad-hoc Committee. They spent time over the summer working on changes to the Purpose and Intent statement. She is currently preparing a track changes document that includes everything discussed along with proposed changes to the Design Guidelines. Moving forward staff is considering a work session on February 13th and a special meeting/work session February 20th. Ms. Petkac hopes to present a draft timeline at their next scheduled meeting. She would also like to take proposed amendment language from the BAR and Commission back out to the community for feedback.

Chairman Gelb noted that 400 comments were received with the survey and would expect that they be taken into account. Ms. Petkac stated that survey comments are also available on the town's website. At Monday's Town Council meeting, funding was approved for a *Multi-Module Transportation and Landing study* for Maple Avenue. Many of the survey comments received were specific to traffic.

Ms. Petkac explained that the two current MAC projects under review were submitted prior to the moratorium. The MAC application for 380 Maple Avenue West is scheduled for BAR review at their January 17, 2019 meeting. Staff is currently planning a February 13th work session with the Commission and is expected to extend to a second meeting. Additionally, the first work session for Sunrise Assisted Living at the corner of Center Street and Maple Avenue is ready for scheduling. Staff anticipates a busy schedule with multiple work sessions. Moving forward they would like to hold a special work session February 20th to discuss MAC code language issues. She asked commissioners to let staff or Chairman Gelb know whether they can attend a February 20th work session.

Commissioner Kenney asked for a rough estimate for scheduling MAC updates. Ms. Petkac replied that she is currently drafting a schedule as it relates to Design Guidelines. Commissioner Kenney asked if it would relate to other items like economics and traffic study. Ms. Petkac responded that the *Multi-model Transportation Study* was approved at Monday's council meeting. So that it would be too soon to include other information.

Ms. Petkac stated that staff and members of the Finance Department are currently putting together proposals for submission to Fairfax County's Department of Economic Development. One includes a request for funding assistance for the Zoning and Subdivision Ordinance update. The other request would fall outside the town's current budget term for an economic development strategy and market study. To date, the Town Council has provided two resolutions of support for town staff to work with Fairfax County on requesting funds. It will need to be reviewed by the county. So that it will be a couple months before funds are announced for an Economic Development strategy. If no funding is awarded then it will be marked as an unmet need that will need to be addressed in next year's budget. There is money budgeted for this fiscal year for Zoning and Subdivision Ordinance updates. Staff intends to request additional funds for moving the project forward. They currently do not have staff capacity to begin efforts until MAC code review is wrapped up. With respect to timeline, staff is focused on amendments to the MAC and Design Guidelines. She noted that future scheduling depends on review of the two MAC applications to anticipate how quickly they can move forward. Additional discussion followed regarding future scheduling of town initiatives; Multi-Module Transportation and Landing study, Economic study and transportation study.

MINUTES:

Commissioner Miller made a motion that the August 8, 2018 meeting be approved as drafted.

Motion: Miller

Second: Basnight

Approved: 7-0

Commissioner Basnight made a motion that the regular meeting minutes be approved for November 14, 2018.

Motion: Basnight

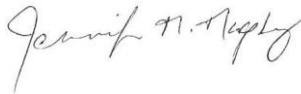
Second: Miller

Approved: 7-0

Commissioner Baum stated that she may be unable to attend the February 20th special session.

There being no further discussion the meeting adjourned at 8:29 pm.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Jennifer M. Murphy".

Jennifer M. Murphy
Commission Clerk