

PLANNING COMMISSION
DRAFT
WORK SESSION ACTION MINUTES
February 13, 2019

The Planning Commission met for work session on Wednesday, February 13, 2019, at 6:30 p.m. in the Council Chambers of the Vienna Town Hall, 127 Center Street South, Vienna, Virginia, with Michael Gelb, Chairman, presiding with the following members present: Sarah Couchman, Mary McCullough, Walter I. Basnight, Steve Kenney, David Miller, Andrew Meren, and Sharon Baum. Also in attendance and representing Town Staff: Cindy Petkac, Director of Planning & Zoning, Michael D’Orazio, Deputy Director of Planning & Zoning, Kelley O’Brien, Town Planner, Andrea West, Planner, David Donohue, Deputy Director of Public Works, and Jennifer Murphy, Commissioner Clerk.

ITEM NO. 1:

Work Session to discuss 380 Maple Ave West mixed-use MAC rezoning application.

Dennis Rice, applicant representative and Tom Kylo, Principal with Kylo+Pattan Architects presented the proposed rendering. Discussion comments included park accessibility with the suggestion that a neighboring fence be added at the back of the property. Staff noted that the current design includes a modification from requirement. Although the application meets Town Code parking requirements it does not have extra parking. Applicant is currently looking into solar ready options for the site. In response to BAR (Board of Architectural Review) concerns for light pollution, the applicant is providing window tint or a spandrel section. Proposed bicycle rack locations were noted. The applicant will continue to work with staff on alternate locations.

To date the applicant has held two public engagement meetings, October 10, 2018 and October 15, 2018. Applicant will provide a report from American Disposal to staff.

ITEM NO. 2

Update on process to Develop Design Guidelines and Amendments to the Maple Avenue Commercial (MAC) zone regulations.

Staff presented high scoring images from the Visual Preference Survey for draft Design Guidelines. Discussion included how images were considered and reviewed and whether it is feasible to create a model map of MAC buildings along Maple Avenue.

Staff currently has the following scheduled: a BAR work session for February 15, 2019, a commission work session for February 20, 2019 to address comments heard from the Public Hearing and Visual Preference Survey, and a joint work session with the Council for March 6, 2019 for update presentations by the Commission and BAR. Additionally, a community workshop is scheduled for March 29 and 30, 2019. All work session items will be posted to the Town’s website with draft amendments posted February 14, 2019.

Staff further explained plans for an interactive workshop. Additional information will be provided in the Town’s newsletter.

ITEM NO. 3

Work Session Reviewing Draft of Planning Commission Bylaws and Rules of Procedure.

Reviewing draft bylaws, commissioners discussed suggested edits and formatting. Discussion questions included what constitutes a formal *meeting* versus a *conversation* or *discussion* with town residents. Further discussed providing requested materials as necessary to the public. Commissioners will provide revision suggestions to Commissioner McCullough.

Staff will send revised draft language to the commission once more prior to regular meeting review of the March 27, 2019 agenda.

There being no further discussion the work session adjourned at 9:01 pm.

Respectfully submitted by,

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

Jennifer M. Murphy
Commission Clerk