



Town of Vienna Planning Commission

2019 Annual Report

Section 15.2-2221.5 of the Code of Virginia and Section II.C. of the Planning Commission Bylaws state that the Planning Commission must provide an annual report to the Town Council concerning the operation of the Commission and the status of planning in the Town.

COMMISSION MEMBERSHIP

The following members served on the Planning Commission in 2019: Michael Gelb (Chair), Stephen Kenney (Vice Chair), Walter I. Basnight Jr., Sharon Baum, Sarah Couchman, Julie Hays, Mary McCullough, Andrew Meren, David Miller, and David Patariu.

Julie Hays was appointed to the Planning Commission on June 18, 2019 to fill a vacant position. Walter I. Basnight Jr. resigned on July 1, 2019 and David Patariu was appointed to fill his position on October 1, 2019.

After four (4) years, Mary McCullough resigned as the Planning Commission representative on the Windover Heights Board of Review. Sharon Baum now serves on the Board.

Sharon Baum and Andrew Meren completed the Virginia Certified Planning Commissioners' Program, which covers the "what" and "why" of planning in Virginia in addition to reviewing the principals that guide the community planning process.

MEETINGS

In 2019, the Planning Commission met a total of twenty-one (21) times; eleven (11) regular meetings including seven (7) public hearings, and fourteen (14) work sessions. Two (2) work sessions were held on the same night as a regular meeting. The work sessions also included six (6) joint work sessions: one (1) with Town Council, two (2) with the Town Council and Board of Architectural Review, and three (3) with the Town Council and Transportation Safety Commission. Details of the items discussed at the meetings, public hearings, and work sessions are included as tables in this report.

RESOLUTIONS

The Planning Commission adopted Resolution 2019-001 on January 9, 2019, a policy on electronic participation of Commissioners of the Town of Vienna.



COMMISSION
MEMBERS

9



REGULAR
MEETINGS

11



WORK SESSIONS

14



PUBLIC
HEARINGS

7



RESOLUTIONS

1

2019 Annual Report

REGULAR MEETINGS

January 9	Election of officers (reappointment of same Gelb & Kenney) Adopted resolution language for planning commissioners to participate electronically during public meetings
March 27	Adopted Planning Commission Bylaws and Rules of Procedure
April 10	Public hearing for proposed rezoning for 380 Maple Avenue W
April 24	Public hearing for extension of temporary suspension to MAC Zone Public hearing for proposed rezoning for Sunrise Assisted Living at 100-112 Maple Avenue E
May 8	Recommended to the Board of Zoning Appeals for conditional use permits for outdoor dining and live entertainment for a restaurant use, located at 133 Maple Avenue East, in the C-2 General Commercial and RM-2 Multifamily, Low Density Zones
May 22	Recommended to the Board of Zoning Appeals for a conditional use permit to establish a family day home care of up to twelve (12) children on property located at 305 Jade Court NW, in the RS-12.5, Single-Family Detached Residential Zone
June 12	Recommended to Town Council for Final Plat for Addition to the Katrina Hine Echols Division Recommended to the Board of Zoning Appeals for a conditional use permit to establish an animal hospital at a commercial tenant space located at 414 Maple Avenue East, in the C-1 Local Commercial Zone
August 14	Recommended to the Board of Zoning Appeals for a Conditional Use Permit for live entertainment in a restaurant located at 111 Church Street NW, in the C-1B Pedestrian Commercial Zone
September 25	Recommended to the Board of Zoning Appeals for approval of renewal of a conditional use permit for a Family Day Home of maximum ten (10) children at 108 Yeonas Circle SE, in the RS-10, Single Family Detached Residential Zone Amended Planning Commission Bylaws
October 30	Public hearing for extension of temporary suspension to MAC Zone
December 11	Public hearing for proposed amendment to proffered conditions for Sunrise Assisted Living at 374-380 Maple Avenue W

2019 Annual Report

WORK SESSIONS

January 23	Reviewed draft bylaws
February 13	Discussed 380 Maple Ave West mixed-use MAC rezoning application
February 27	Discussed 100-112 Maple Avenue East, Sunrise Assisted Living, Mixed-use MAC rezoning application Reviewed and discussed Design Guidelines related amendments to the MAC Zone regulations
March 4	Joint work session with Town Council to discuss the MAC rezoning applications for 380 Maple Avenue W and Sunrise Assisted Living at 100-112 Maple Avenue E
March 13	Reviewed and discussed proposed draft amendments to the MAC Zone Regulations
March 20	Joint work session with Town Council and Board of Architectural Review to review the preliminary draft Design Guidelines and proposed draft amendments to the MAC Zone
April 1	Joint work session with Town Council and the Transportation Safety Commission on Maple Avenue Corridor Multimodal Transportation and Land Use Study - Briefing 1 of 3 Joint Work Session with Town Council to discuss Sunrise Assisted Living mixed-use MAC rezoning application
May 1	Joint work session with Town Council and Board of Architectural, continuation of March 20, 2019 work session
June 10	Joint work session with Town Council and the Transportation Safety Commission on Maple Avenue Corridor Multimodal Transportation and Land Use Study - Briefing 2 of 3
August 14	Discussed potential change to PC meeting start time to 7:30 pm.
August 19	Joint work session with Town Council and the Transportation Safety Commission on Maple Avenue Corridor Multimodal Transportation and Land Use Study - Briefing 3 of 3
August 28	Parliamentarian Training
October 30	Discussion with Town Attorney
November 13	Discussed proposed proffer amendment and conditional use permit for Sunrise of Vienna at 380 Maple Avenue W

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2019 Annual Report

PUBLIC HEARINGS

March 27	Recommended to the Town Council on a proposed rezoning and related requests for modifications of requirements for 380 Maple, a mixed-use building with ground floor retail and multi-family residential condominium units, located at 374 to 380 Maple Avenue West, in the C-1 Local Commercial and RS-16 Single-Family Detached Residential zoning districts (Requested zoning is MAC) (Continued)
April 10	Continued Public Hearing - 380 Maple Rezoning and Modifications of Requirements (Voted 5-2 to recommend approval)
April 24	<p>Recommended to the Town Council to extend the temporary suspension of the Maple Avenue Commercial (MAC) Zone, set to expire on June 27, 2019, to November 15, 2019 (Voted 7-0)</p> <p>Recommended to the Town Council on a proposed rezoning and related requests for modifications of requirements for Sunrise Assisted Living mixed-use building with ground floor retail and senior assisted living facility, located at 100 to 112 Maple Avenue East, from the C-2 General Commercial Zone and C-1A Special Commercial Zone to MAC Maple Avenue Commercial Zone. AND recommendation to the Board of Zoning Appeals on a request for a conditional use permit to allow an assisted living facility for seniors per Section 18-95.5.J. (Continued)</p>
May 8	Continued Public Hearing - Sunrise Assisted Living Rezoning, Modifications of Requirements, and Conditional Use Permit (Voted 4-3 on Conditional Use Permit, continued the other items)
May 22	Continued Public Hearing - Sunrise Assisted Living Rezoning and Modifications of Requirements (Voted 5-2 to recommend approval)
October 30	Recommended to the Town Council to extend the temporary suspension of the Maple Avenue Commercial (MAC) Zone, set to expire on November 15, 2019, to June 30, 2020 (Voted 6-3)
December 11	Recommended to Town Council on a proposed amendment to proffered conditions and related request for modifications of requirements for Sunrise of Vienna, a mixed-use building with ground floor restaurant and 85 unit assisted living facility, located at 374 to 380 Maple Avenue West, in the MAC Zone. AND Recommendation to the Board of Zoning Appeals on related request for conditional use permit for assisted living (Voted 9-0 on all items)

2019 Annual Report

PLANNING COMMISSION BYLAWS

After many years of operating solely by oral tradition and remembered precedent, the Planning Commission adopted an official, written set of bylaws and rules of procedure at its meeting of March 27, 2019. The bylaws were amended September 25, 2019.

PARLIAMENTARIAN TRAINING

Parliamentary procedure provides the process for proposing, amending, approving and defeating legislative motions. Roberts's Rules of Order governs all situations not covered by the Commission's bylaws and rules of procedure. Colette Trohan of A Great Meeting, Inc. met with the Planning Commissioners and Planning and Zoning staff on August 28, 2019 to give an overview of Robert's Rules of Order.

STATUS OF PLANNING

MAPLE AVENUE COMMERCIAL (MAC) ZONING REVISIONS AND DESIGN GUIDELINES

As directed by the Mayor and Town Council, Planning and Zoning staff continued the development of Design Guidelines for the Maple Avenue Commercial (MAC) Zone and related amendments to the MAC Zone. The project began in July 2018 and continued through 2019. The Planning Commission participated in four (4) work sessions to provide input on draft documents. Commission members also attended the community workshops at the Community Center on March 29 and 30, 2019. Town Council directed staff to Consider amendments to the regular commercial code C-1, C-1A, C-1B, and C-2 in chapter 18 of the Town Code that affect the MAC. The draft Design Guidelines were revised to apply to all commercial corridors.

At a public hearing on April 24, 2019, the Planning Commission voted 7-0 to recommend to Town Council an extension of the temporary suspension of the Maple Avenue Commercial (MAC) Zone from June 27, 2019 to November 15, 2019, to allow time for development of design guidelines and to incorporate potential recommendations of the Maple Avenue Corridor Multimodal Transportation and Land Use Study into the MAC amendments.

On October 30, 2019, the Planning Commission voted 6-3 to recommend to Town Council an extension of the temporary suspension of the Maple Avenue Commercial (MAC) Zone from November 15, 2019 to June 30, 2020.

SUBDIVISION AND ZONING ORDINANCE UPDATE

The Planning Commission has expressed their support to engage a zoning code consultant to update the subdivision and zoning ordinances. Planning Commission believes that the code should be viewed as unified document in which each section connects with and relies on other sections. Recent efforts show that attempting to tackle the task on a section-by-section basis is neither comprehensive nor efficient. The Commission agrees with Planning and Zoning staff that engaging knowledgeable specialists working against a contractual deadline will be a more effective and expeditious approach to the task.

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2019 Annual Report

CLOSING

The Planning Commission is pleased to submit this report to the Town Council summarizing the Commission's activities during 2019.

Respectfully submitted,

Michael Gelb, Chair

Stephen Kenney, Vice Chair

Sharon Baum

Sarah Couchman

Julie Hays

Mary McCullough

Andrew Meren

David Miller

David Patariu

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