



Town of Vienna

Charles A. Robinson Jr.
Town Hall
127 Center Street South
Vienna VA, 22180

Meeting Minutes Town Council Conference Session

Monday, January 11, 2021

7:30 PM

Charles A. Robinson, Jr. Town Hall, 127
Center Street, South

1. Resolution

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A. [21-2015](#) Resolution for Continuity of Government

Mayor Linda Colbert read into the record the Continuity of Government. The Resolution was approved through voice vote.

2. Regular Business

Roll Call:

Council Member Chuck Anderson (via ZOOM); Council Member Ray Brill Jr., Council Member Nisha Patel (via ZOOM); Council Member Steve Potter (via ZOOM), Council Member Ed Somers (via ZOOM); Council Member Howard J. Springsteen and Mayor Linda Colbert

Staff: Mercury Peyton, Town Manager; Mike D'Orazio, Deputy Director, Planning and Zoning (via ZOOM); Steve Briglia, Town Attorney; Marion Serfass, Director, Finance; Shelley Kozlowski, Deputy Town Clerk; Cindy Petkac, Director, Planning and Zoning; Kelly O'Brien, Principal Planner, Planning and Zoning.

A. [20-2009](#) Mid-Year Financial Review for Fiscal Year 2021

Mayor Colbert called on Marion Serfass, Director, Finance to present a summary of the mid-year finances.

The Town ended FY 2019-20 in financially stable condition. The General Fund closed with a decrease of 0.9% over the previous year. Receipt and usage of a federal grant from the Coronavirus Relief Fund, or CARES Act funds to pay for expenditures related to preventive and mitigation of the spread of the pandemic offset much of the overall decrease resulting from shortfalls in local taxes and parks and recreation revenues. The Water and Sewer Fund ended the year favorably with an increased net position from the preceding year.

At the six-month point of fiscal year 2021, both funds are expected to remain slightly favorable to budget for the full fiscal year. However, business license fees, which are collected once a year in March, and snow removal costs may have a negative impact on the general fund, to an extent unknown at this point. As always, adjustments will be made as warranted.

An additional item was added to the agenda: Code Create Vienna Survey

Mayor Colbert called on Cindy Petkac, Director, Planning and Zoning to present the updated draft of the Code Create Vienna public survey. Director Petkac reminded Council that the survey is intended to solicit feedback on potential updates to the zoning code.

Mayor Colbert reported that she and Steve Kenney, Chairman Planning and Zoning met with Planning and Zoning staff on Wednesday, January 6, 2021 to review the survey questions. Director Petkac also stated that four Council Members submitted suggestions. The survey presented tonight reflects those suggested changes.

Because this survey is focused on residential zoning, the demographic section has been changed to eliminate the business sector. It will also include a question to determine if the respondent is a renter or an owner.

For clarification purposes, the survey will include images. Mayor Colbert urged that all images be as true a representation as possible to avoid bias.

The first section addresses porches on residential properties. Council suggested color changes to the imagery for greater contrast, in addition to an aerial view with setback dimensions.

Director Petkac noted that the next section, lot coverage, will include a brief history. Following debate, Council approved a statement that will clarify why lot coverage is set at 25%. Council Member Springsteen suggested a question regarding pavers, noting that this use would alter lot coverage. Director Petkac indicated that this would be a policy decision and should not be part of the survey. She reiterated that the survey is intended to be general in nature; any changes that impact the zoning ordinance will require additional policy decisions and possible surveys for additional feedback at a later date.

Several Council Members sought clarification regarding the issue of decks vs. covered decks in the lot coverage calculation. Council Member Somers cautioned against including a reference to enclosed decks, pointing out the ambiguity of the term, suggesting that enclosed decks could be realized as bonus rooms. Council Member Potter questioned the inclusion of patios with decks and porches suggesting that patios are not necessarily permeable and would impact storm water differently than decks and porches. Director Petkac stressed that the survey was not intended to address storm water management as these standards are administered by the department of Public Works. Council Member Anderson noted that based upon discussions with Town Attorney Briglia, even if the Code allows for a certain type of outdoor space, the homeowner is still accountable for meeting storm water regulations. Council Member Somers pointed out that storm water management is a reality and must be built into the visual images presented so that the survey does not build false impressions. Director Petkac reiterated that this survey is intended to be a broad stroke; should the survey bring to light more specific issues (i.e. desire for both patios and porches), then these can be addressed in the future. Council Member Somers insisted that the survey should include caveat language such as "Be aware that what you are visualizing may need to be adjusted based upon storm water management". Council Member Anderson agreed and suggested language, "assuming that any additional run-off can be mitigated". Council Member Patel requested that this question be expanded to include other types of outdoor living space options such as covered porches, etc. to the existing description. She also suggested a question seeking information on support for adding 5% (counted toward lot coverage) for porches, etc? Following extensive discussion, the original questions 6 and 7 were rewritten. Mayor Colbert stressed again that each question has the potential for bias and must be as clear as possible. Council Member Brill expressed concern that the bias was toward increasing lot coverage. Council Member Potter agreed stating a concern that the survey would

spread false hope regarding acceptable house size. Council Member Anderson suggested that the purpose of the question was to determine if residents wanted to increase lot coverage or if they wished to include outdoor living space.

Several Council Members supported removing the question regarding driveways, however Council Members Somers noted that it serves a purpose by reminding respondents that driveways are included in the lot coverage calculation. Council agreed to leave it in with additional language suggested by Council Member Brill stating that it is a part of the 25% calculation.

Director Petkac clarified that questions 9 and 10 are designed to determine if there is support for the concept of Alternate Living Units and/or Cottage Housing. Mayor Colbert requested addition of a statement clarifying information on height, setbacks, square footage, parking, etc. for these units.

Director Petkac indicated that the survey will be launched on Wednesday, January 13, 2021. It will be available on Code Create Vienna for a month. Council Member Patel suggested a push notification as a means to reach residents on social media who would not normally check the website.

3. Meeting Adjournment

Mayor Colbert noted that the January 25, 2021 Regular Council meeting will be canceled. An informational conference session on storm water runoff will be held in its place. Mayor Colbert and Town Manager Payton will arrange a meeting between Council and the appraiser for the alley property at 131 Wilmar Place NW.

Mayor Colbert called for a motion to adjourn.

Meeting adjourned 11:00 PM.

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.