



Town of Vienna

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

Meeting Minutes Town Council Conference Session

Monday, February 26, 2024

8:30 PM

Charles Robinson Jr. Town Hall, 127
Center St. South

1. Regular Business

Roll Call

Council Present: Council Member Sondra Allen; Council Member Chuck Anderson; Council Member Roy Baldwin; Council Member Ray Brill; Council Member Jessica Ramakis; Council Member Howard Springsteen and Mayor Linda Colbert.

Staff Present: Mercury Payton, Town Manager; Steve Briglia, Town Attorney; Leslie Herman, Director, Parks and Recreation; David Levy, Director, Planning and Zoning; Marion Serfass, Director, Finance; Tony Mull, Director, Information Technology; Michele Crabtree, Director, Human Resources.

Mayor Colbert opened the Conference Session at 9:20 PM with all Council present. Council Member Anderson indicated that due to the close proximity of his personal residence to that of the residence under consideration for the first Item on the agenda, he would recuse himself from this discussion and any later vote on the Item.

A. [24-4288](#)

8:50 p.m. - 9:30 p.m. Necessity of Public Infrastructure at 288 Windover Avenue NW

Mayor Colbert called on David Levy, Director, Planning and Zoning, to present the Item for discussion. Also present was Brad Baer, Director, Public Works; Andrea West, Zoning Administrator; John Jay Sergeant, Town Engineer and Terry Bachmann, Chairman, Windover Heights Board of Review.

Town Code is clear that no exceptions for curb and gutter exist for the Windover Heights subdivision. However, the code also contains language that the Town Council review any proposed public infrastructure and determine whether such infrastructure is needed before it is constructed. This provision allows the Town Council to consider the pedestrian-safety goal of installing sidewalks, the flood-control goal of installing stormwater management facilities and the historic-area goal of preserving the character of the Windover Heights Historic District. The questions then for consideration by Council included 1) are sidewalks necessary in this District, and 2) is there a necessity for storm water facilities.

Comments by Council are summarized as follows:

- *Windover Heights is a historic district and should be maintained as such;*
- *Residents have spoken strongly against sidewalks;*
- *Should strive to maintain the character of this District;*
- *Stormwater management alone does not necessarily affect conditions downstream;*
- *Property has no defined ditch line and potentially inadequate culverts which causes water to spill over the road and inundate other private properties; Remedy this problem through use of curb and gutter or larger pipes, etc.;*
- *Applicant has offered to go beyond code to assist with storm water runoff*

mitigation resulting from increased impervious area - will double the metric for what is required for a single family home; 20% reduction of storm water runoff offered by applicant does not solve issues downstream;

- “Designed storm water” language used in the Applicant letter of January 29, 2024 (Attachment 14) implies any type of mitigation (such as a rain garden) that will remove pollutants from the water to meet state criteria and can reduce amount of runoff – often serves as source for detention whereby water is stored and released at a later time;
- Best Management Practices must be followed; Should developer go beyond this in exchange for waivers it is considered a legislative action; Must balance Best Management Practices for storm water management with any decision regarding sidewalk installation;
- Two Code issues affected include 1) Sidewalk requirement and 2) Dedication for alternate condition (i.e. tree stand);
- Without Town engineering it is impossible to know what problems exist; Waiving sidewalk/curb and gutter may cause issues at a later date;
- Water from the property is designed to exit at the intersection of Lovers Land and Pleasant St.; Applicant has offered to repair the swale to direct water to dedicated outflow pipe; Town owns outflow pipe and is responsible for clearing; If indicated, a larger pipe will be installed.

Per Director Levy the application will be placed on the March 18, 2024 Agenda as a Public Hearing Item. Planning and Zoning Staff will present options for consideration that include 1) Standard Code requirements, 2) Public Improvements not necessary, and no dedication of land required for future considerations of public improvements and 3) Some version of a conditional waiver to include any waivers and conditions.

Mayor Colbert stated that the Project Engineer should be present at the meeting of March 18, 2024.

With no further discussion on this Item Mayor Colbert called for a break at 10:55 PM.

Conference Session resumed at 11:05 PM.

Staff recommends that the Town Council take the opportunity of this Conference Session to learn about the case and the options available and ask questions to assist in understanding.

Next Steps:

The next step is for the Town Council to hold a public hearing on this matter and then reach a decision regarding the necessity of public infrastructure related to 288 Windover Avenue NW. This agenda item is currently scheduled for the March 18, 2024 meeting.

B. [24-4214](#)

**9:30 p.m. - 10:30 p.m. 2024 Classification and Compensation Study
Presentation by Bolton**

Mayor Colbert called on Michele Crabtree, Director, Human Resources, to present the Item for consideration.

Per the Town Code, the Town Section 11-6.B- Pay Plan, calls for a comprehensive review of the plan to be conducted every three to five years. Results of the last Study, completed in 2020, were never implemented due to financial constraints brought on by the COVID outbreak.

In October 2023 Bolton Rewards was selected to complete the new Classification and Compensation study for the Town. Over the last 14 weeks, Bolton has conducted the comparisons and reviewed Position Information Forms provided by Town employees. The findings were presented by Dan Ripberger, Managing Director, Bolton Rewards.

Results indicated that Vienna is very competitive in the market. Outliers were explained primarily by length of service to the community. Town Manager Payton noted that the results and recommendations of this study will be an important factor during budget discussions beginning this coming month.

2. Meeting Adjournment

Mayor Colbert concluded the Conference Session at 11:45 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.