



Town of Vienna

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Meeting Minutes Planning Commission

Wednesday, November 8, 2017

8:00 PM

COUNCIL CHAMBERS-VIENNA TOWN
HALL

Regular Meeting

Roll Call

Commissioner Kenney is absent.

Communication from Citizens and/or Commissioners

None

Public Hearings

None

Regular Business

1. Recommendation to the Board of Zoning Appeals on a conditional use permit (CUP) application for installation of a drive-through ATM facility, located at 527 Maple Avenue East, in the C-1, Local Commercial zone. Application filed by Billy Classen of KFW Engineers agent on behalf Security Valut Works, Inc.

Town Planner Michael D'Orazio provided a brief staff report for the Commission. Mr. D'Orazio stated that the application is for a conditional use permit for the installation of an ATM drive-through. The property consists of two lots; lots 100 and 104. Lot 104 is used for parking while lot 100 is where the building is located. The applicant is requesting to install an ATM on the southwest side of the building. It was previously used for a bank teller during the 1970's. In 1995 the area was converted in to storage use with an ATM facility.

Mr. D'Orazio stated that the proposed ATM will be outfitted within the existing alcove area and includes associated signage within the ATM facility itself. The application meets queuing capacity for 10 cars onsite. ATM generated trip estimates have been provided detailing a peak period of 15 transactions occurring from 9am – 10am and 11 transactions from 6pm – 7pm. The traffic study provided also indicates a probability that more than 4 vehicles lining up at one time are 23 percent, which shows a minimum impact to side streets being East Street and Maple Avenue East.

Commissioner Cole asked if the ATM is a part of a new bank installation or a standalone facility. Mr. D'Orazio answered that it is a standalone facility. Commissioner Cole asked for procedures when servicing the ATM. Mr. D'Orazio deferred to the applicant. Sean Johnson Project Manager for Security Vault Works, Inc. stepped forward to respond. Mr. Johnson responded that a third party service

will be hired on in an as needed basis. Commissioner Cole asked if there will be coordination with the local police or a variable schedule. Mr. Johnson answered that it is on a variable schedule, which is dependent upon USAA's needs. Commissioner Cole asked if servicing falls within the range of normal business hours. Mr. Johnson answered that it varies. Commissioner Cole noted that the site being close to a residential zone she would assume there will be no cars idling at 4am. Mr. Johnson stated that they will not.

Commissioner Meren asked if there was enough access width for two cars to enter and exit the lot. He asked if they should include One Way signage for parking direction. Mr. Simeck answered that according to the site plan it is wide enough for two cars. Additional discussion followed.

Commissioner Miller noted that an ATM is located across the street from the subject location. He did not recall reviewing it. Mr. D'Orazio responded that it would not have been required because that is a walk-up ATM and not requiring formal review and approval.

Mr. Simeck clarified that the egress shown on the site plan is 30 feet wide, which allows enough room for two cars. The aisle width shown in the parking lot is also 20 foot wide, allowing two cars to travel through.

Commissioner's Couchman and Baum disclosed that they are both USAA members.

There being no further question Mr. Johnson was seated.

There being no further discussion a motion was in order.

Commissioner Cole made a motion that a recommendation be made to the Board of Zoning Appeals on a conditional use permit (CUP) application for installation of a drive-through ATM facility, located at 527 Maple Avenue East, in the C-1, Local Commercial zone.

Commissioner Couchman asked to make a friendly amendment. Commissioner Cole withdrew her motion to allow further discussion on specifics for striping or directional signage. Ms. Baum agreed. The motion being withdrawn Chairman Basnight called for further discussion.

Commissioner Miller stated that he is comfortable using language such as best efforts so that the applicant can work within town laws as set forth. Commissioner Cole agreed, stating that they do not want to get too specific. They do not want to limit the property owner's ability to restripe for parking or to reorient stacking spaces. She stated that it is in the property owner's and applicant's interest to find something that works agreeably for their customers. If they were to get too fine-tuned they may end up standing in the way rather than helping them.

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

Commissioner Cole made a motion that a recommendation be made to the Board of Zoning Appeals on a conditional use permit (CUP) application for installation of a drive-through ATM facility, located at 527 Maple Avenue East, in the C-1, Local Commercial zone.

Motion: Cole

Second: Baum

Carried: 8-0

Approval of the Minutes:

Commissioner Gelb made a motion that the minutes for the September 13, 2017 meeting be approved.

Motion: Gelb
Second: Baum
Carried: 8-0

Commissioner Cole made a motion that the action minutes for the September 13, 2017 work session be approved.

Motion: Cole
Second: McCullough
Carried: 8-0

Planning Director's Comments

Mr. Mulhern presented a list of potential pending projects that staff is currently working on. He stated that the Commissioners should expect to see more projects coming up for review.

Meeting Adjournment

There being no further discussion the meeting was adjourned at 8:20 pm.

Respectfully Submitted,

*Jennifer M. Murphy
Commission Clerk*

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