



# Town of Vienna

127 Center Street South  
Vienna, Virginia 22180  
p: 703.255.6341  
TTY 7111

## Meeting Minutes Planning Commission Work Session

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Wednesday, January 23, 2019

7:00 PM

127 Center St. South

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*The Planning Commission met for work session on Wednesday, January 23, 2019, at 7:00 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, Stephen 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, Steve Briglia, Town Attorney, and Jennifer Murphy, Commissioner Clerk.*

### Work Session Item

#### Work Session Reviewing Draft of Planning Commission Bylaws and rules of procedure

*Reviewing draft language with the Town Attorney, commission discussion suggestions included keeping state code language within the document with each section concluding with pertinent state code section and hyperlink to the code. Additional discussion included topics include formatting, rules of procedures to include section 15.2-22.3 for all necessary comprehensive plan requirements, preparation of an annual report per state code, and comparison language to surrounding jurisdictions. Additional discussion questions included whether to commissioner training should be required or encouraged.*

*A follow-up work session has been scheduled for February 13, 2019 to begin at 6:30 pm, at which time the commission will also discuss the proposed MAC application for 374-380 Maple Avenue West. Staff will provide updated draft bylaw language for review.*

### Adjournment

*There being no further discussion the work session adjourned at 10:10 pm.*

*Respectfully submitted by,*

*Jennifer M. Murphy  
Commission Clerk*

*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.*