



# Town of Vienna

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## Meeting Minutes Planning Commission

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Wednesday, December 11, 2019

8:00 PM

COUNCIL CHAMBERS-VIENNA TOWN  
HALL

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*The Planning Commission met in regular session on Wednesday, December 11, 2019, at 8:00 p.m. in the Council Chambers of the Vienna Town Hall, 127 Center Street South, Vienna, Virginia. Michael Gelb, Chairman presiding with the following members present; David Miller, Mary McCullough, Julie Hays, Sarah Couchman, Stephen Kenney, Sharon Baum (by phone), and David Patariu. Also, in attendance and representing Town staff were Cindy Petkac, Director of Planning & Zoning, Kelly O'Brien, Principal Planner with Department of Planning & Zoning, John Jay Sargent Engineer with Department of Public Works, Andrew Jinks Traffic Engineer with Department of Public Works, and Jennifer Murphy, Clerk to the Commission.*

### Roll Call

*All members are present with Commissioner Baum participating by phone.*

### Communication from Citizens and/or Commissioners

*There being no comments Chairman Gelb opened the public hearing, stating that members of the public would be limited to three-minute comments.*

### Public Hearings

Recommendation by the Planning Commission to the Town Council on a proposed amendment to proffered conditions 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 Maple Avenue Commercial (MAC) Zone.

AND

Recommendation by The Planning Commission to the Town Council on related request for modifications of requirements.

AND

Recommendation by the Planning Commission to the Board of Zoning Appeals on related request for conditional use permit for assisted living in Maple Avenue Commercial (MAC) Zone.

*Town of Vienna, Principal Planner, Kelly O'Brien provided staff's report, stating that*

*the site currently consists of a 1970's constructed office building, which received rezoning approval in 2019 to the MAC (Maple Avenue Commercial) zone. Ms. O'Brien presented images of the site and proposed rendering design for a mixed-use building consisting of a ground floor restaurant and 85 units for assisted living. The applicant further requests a conditional use permit, a modification of requirements, and amended proffers. The revised proposal is slightly smaller along Wade Hampton with the rear of the building stepped back. The building measures at an overall height of 50 feet, 11 inches with 54 feet to the parapet. A 2-foot tower element has been allowed per use of incentives. There being no town standard for off-street parking requirements, the project meets Fairfax County standards, which are conservative by county standards. Additionally, there being no town on-street parking requirements, per the new configuration, the applicant is proposing six (6) on street spaces, two (2) of which are per the approved rezoning plan. The applicant further requests a modification from loading space requirements.*

*Providing a comparison of loading requirements to surrounding jurisdictions, Ms. O'Brien stated that the current application falls in line with many other surrounding jurisdiction requirements. The applicant will continue to work with the Department of Public Works on the design and configuration of the proposed "pork chop" traffic feature. They have provided a traffic assessment based on previous application data, which finds that the proposed use will generate approximately half the traffic as the previous proposal.*

*The current application meets open space set-asides with the interior space courtyard, streetscape and grass areas. Staff finds the application meets neighborhood compatibility with proposed step backs and height reductions adjacent to rear-yard neighborhoods. In response to questions regarding lighting, the applicant will continue to work with staff during site plan review. The plan currently shows single bulb lanterns along Wade Hampton and double bulb lanterns along Maple Avenue West. Bollards with down-lit, lower lumens are shown along the back of the building to limit adjacent light pollution.*

*Providing the project's schedule for review, Ms. O'Brien stated that a public hearing has been scheduled with the Board of Zoning Appeals (BZA) for CUP on December 18, 2019, followed by the Board of Architectural Review (BAR) for the aesthetic design on December 19, 2019. Vienna Town Council will review the entire project on January 27, 2020. Concluding staff's report, Ms. O'Brien noted that Public Works staff members Mr. Sargent and Mr. Jinks are also present to answer any questions.*

*Chairman Gelb asked for commissioner questions.*

*Commissioner Patariu asked if another meeting with VDOT would be necessary to discuss geographic scoping and methodology agreements. If so, he asked if it would be necessary before review from the Vienna Town Council. Town of Vienna, Department of Public Works Town Engineer, John Jay Sargent responded that the Town typically utilizes VDOT forms and meets with applicants for scoping and traffic impact analysis. He noted that meeting occurred using the original study, under the current approved plan. Since the traffic analysis remains valid, the applicant is utilizing its data for their use.*

*Commissioner Patariu asked in reference to traffic counts, whether they were based on ITS estimates or counts. Town of Vienna, Department of Public Works, Traffic Engineer, Andrew Jinks responded that they are estimates based off of the IT manual. Commissioner Patariu asked if those estimates were at full occupancy. Mr. Jinks*

*answered yes, explaining that the numbers provided consider the existing building at full capacity. Commissioner Patariu asked if the site were not constructed would the numbers be different. Mr. Jinks answered yes, explaining that the best way to make a comparison is to review the proposed facility at full capacity. Further discussion followed regarding accurate comparison numbers. There being no further questions from commissioners, Chairman Gelb invited the applicants for Sunrise Assisted Living to present.*

*Attorney representative, Sarah Mariska with Womble Bond Dickinson LLP was present on behalf of the application. Ms. Mariska stated that the applicant is presenting proposed modifications to an existing approval and seeking recommendation on a CUP. In an effort to retain all good work and discussions undertaken to date, they propose changing as little as possible to adopt assisted living use to the site. Some changes have been made in response to comments heard from surrounding neighbors. Ms. Mariska stated that the application calls for an 85-unit, 120 resident, senior living facility with approximately 1,000 square feet of café space on the first floor. To date the applicant's representatives have held community meetings and work sessions with the BAR (Board of Architectural Review) and the Planning Commission. Per those meetings, they have made a number of changes in an effort to be responsive. Providing a summarization of changes Ms. Mariska stated that they have softened the look of the garage entrances, particularly along Maple Avenue, creating a statement building as the gateway of town. In consideration of the rear elevation, they have considered ways to modify the material pallet, softening the appearance and mitigating impacts to rear-yard neighbors. They have dressed up the side elevation venting the garage and limiting access along Wade Hampton precluding access to the neighborhood. Currently, they have modified the style facing Maple Avenue and provided improvements to the sides and rear elevations. Modifications of the design include strengthening the tower element, modifying the terraces for compatibility with the adjacent residences to mitigate impacts, reducing the glazing along the rear, modifying roof elements and articulating the building to make for a better product in context to comments heard.*

*Jerry Liang, Senior VP of Investments & Development with Sunrise Assisted Living invited the architect to present changes in response to neighborhood comment.*

*Scott Fleming, AIA, with Rust Orling Architecture, presented revised 3D renderings, stating that they have incorporated façade undulations and step-backs enhancing the balustrade and tower element feature for a more prominent corner element. Red brick has been brought up to further emphasize brick relief patterns. The Maple Avenue elevation includes an overhang with seating below that is situated 35 feet back from the face of curb to the face of storefront. He noted that the Wade Hampton elevation does not have many changes, having additional parking along the street and landscaping for trees.*

*Mr. Fleming stated that the rear elevation includes arches for consistency with color changes of materials for articulation and separation of elements. The parapet has been pushed back with a serpentine wall provided, lowering the height to be more pedestrian friendly. They have reduced the amount of glass and raised the sills, reducing flanking windows along the centerlines.*

*Mr. Fleming noted that in an effort to improve the appearance at the back they have reduced the terrace along Glen Avenue SW and broke up the façade beyond using the grey transitional elements as seen along Wade Hampton. The transformer*

enclosure was noted with new and existing trees denoted on the model. Mr. Fleming detailed hyphen color changes from green to white to further break up the mass of the elevation. Elevations facing commercial have been enhanced with similar triple windows, brackets, and cornices with rusticated columns to match.

Mr. Fleming stated, per Commissioner Meren's request, they are presenting eastbound views looking down Maple Avenue. Commissioner Meren asked if the other commercial facing side would be white as well. Mr. Fleming answered yes.

Commissioner Patariu asked whether they have made accessibility changes. Mr. Fleming answered that brick pavers will be installed overtop of concrete for stability, additionally everything will be flush with grade. Mr. Liang noted, given their client's needs, that everything would be ADA accessible.

Commissioner Hayes asked if proposed bike-racks would impede sidewalk access. Mr. Fleming answered that per town code, they will be in proximity to the front door within 14 ft. Commissioner Hays asked if they will be setback. Mr. Fleming answered yes, stating that there will be at least 5 feet of walkway between. Commissioner Hayes asked if they considered making a turn into the garage using the same curb cut. Mr. Liang answered that the area Commissioner Hays is referring to belongs to the neighboring property.

Commissioner Meren asked if the referenced 54-ft. tower element is situated at the corner of Wade Hampton Drive SW. Mr. Fleming answered yes. Commissioner Meren asked if that is the only area measuring 2 ft. taller than the 54 ft height limitation. Mr. Fleming answered yes. Commissioner Meren asked if the applicant is looking to achieve LEED certification and/or apply for solar ready or for solar panel installation to offset energy requirements. Mr. Liang answered that draft proffer amendment language indicates efforts to be designated design for energy start certification or similar program.

Commissioner Patariu asked for the location of the electrical transformers and whether a garage door will be installed at the opening. Mr. Fleming noted the proposed transformer location and enclosure, which he noted has been designed to be as subtle as possible. Mr. Liang stated that in reference to the garage door they have decided to leave it open to reduce impacts and ease of vehicle movements.

Commissioner Baum thanked presenters, stating that she had no comments.

There being no further questions, Chairman Gelb invited public comment. He noted that for future meetings in 2020 the Planning Commission will begin regular meetings at 7:30 pm.

Bill Ling, residing at 131 Wade Hampton Drive SW, approached to speak. Mr. Ling thanked the applicants, stating appreciation for their collaborative spirit. Mr. Ling supports the project, although he has continued concerns for future impacts of projects along Maple Avenue. He strongly encourages restricting neighborhood traffic with timed closures or full closure. Concluding his comments, Mr. Ling reiterated his support of the project.

Mike Ahrens, residing at 207 Glen Avenue SW, stated that it is a great project and thanked the applicant for being a good partner to the neighborhood. Reading a statement for the record, he asked the commission to recommend bundle closing Wade Hampton thru traffic, stating that preventing cut-thru traffic is a number

one concern. The current change to the project presents a perfect opportunity for a win-win scenario. The Town achieves a new development and the neighborhood can remain a safe residential area. Now is the ideal time to close the road to cut-thru traffic as it is supported by the applicant. Closing the road ensures that they attract new residents who will expect to use the bus to get around Town. Courthouse Road SW is currently a cut-thru for avoiding the Maple Avenue/Nutley Road SW intersection. Roland and Glen Avenue SW are some of the Town's oldest streets not designed for cut-thru traffic. They should be roll model gateways for pedestrians and bicycles to reach Maple Avenue. Additionally, they need a safe place for school bus stops along Glen Avenue and Roland Street SW. Closing the road is a simple and cost-effective solution. Other areas of town have been waiting decades for sidewalks. He stated that this is not someone else's problem to address. No one is helping the adjacent neighborhood.

Mr. Ahrens stated, as an example, the Kimley-Horn traffic study overlooked Roland Street and Glen Avenue for improvements because of their small residential nature. The Transportation Safety Commission (TSC) action directed by Town Council has done nothing to protect the neighborhood, which are surrounded by three of the Town's busiest roads at the center of numerous Maple Avenue redevelopment projects. He asked the Commission to send a positive message that there can be a balance between redevelopment and neighborhood safety. He asked if blocking arterial traffic from cutting through small neighborhoods makes sense from an urban planning prospective. He reiterated his request to include bundling closure of the road to through traffic as part of the project.

Michelle Magrans, residing at 207 Glen Avenue SW, approached to speak. Ms. Magrans stated that MAC specifically calls for projects to limit impacts on surrounding neighborhoods. She stated that this is now the fourth MAC project approved with no meaningful attempt to limit traffic to surrounding neighborhoods. According to the Town's own survey, that is the number one concern for Vienna residents. She asked that the Commission please require bundling traffic mitigation, specifically closing the road in its proposal. This is the cheapest, quickest way to keep roads safe. She asked for further explanation of Town Council's dismissal of the need for accurate traffic counts, stating that it is the wrong approach. They cannot trust the numbers and therefore cannot acknowledge that they are not running headfirst into making a bad traffic nightmare worse. The Town is willfully pushing more traffic onto nearby streets in its lack of planning, stating that the neighborhood is doubling in size with this project.

Chris Desmarais, residing at 408 Roland Street SW, approached to speak. Ms. Desmarais has resided at her property for 31 years. She agrees with prior comments, stating that Wade Hampton will have increased traffic, trucks, ambulances, et cetera. She is concerned that drivers needing to turn left onto Maple Avenue will naturally cut-thru their neighborhood. She wants to enjoy their new neighbors utilizing the new locations. She wants to be able to walk and to do so safely to locations like WaWa and Sunrise.

Estelle Belisle, residing at 200 Ceret Court SW, approached to speak. Ms. Belisle suggested that a correction be made to draft proffer statement, paragraph 13, to refer requirements of Town Code §18-95.9 and not 18-98.9. She stated that it had been an error made during the earlier application. Chairman Gelb thanked Ms. Belisle for the correction.

Proceeding with her comments, Ms. Belisle asked for the height of the tower

*inclusive of the parapets. Mr. Fleming answered that it is 56 ft. to the top of parapet. Ms. Belisle asked for the overall height of structure. Mr. Fleming answered, to the tip of the parapet it is 54 ft. Ms. Belisle asked if Town Code allows 54 ft. plus an additional 15 percent for parapets. Ms. O'Brien answered yes.*

*Ms. Belisle stated that although citizens would prefer smaller, less intrusive, development she is pleased with the current applicant's communications with neighbors. They have treated them with great respect responding to their concerns, stating that this type of community engagement should serve as an example to all future development and should be strongly encouraged from the outset by town staff and the Planning Commission. Unfortunately, this has not always been the case. To date, four applications have been approved that directly impact the residents of Roland Street, Glen Avenue, and Wade Hampton Drive SW. Cars currently access their streets from both Maple Avenue and Nutley Streets SW. Everyone familiar with the configuration of their streets knows the dangers due to sharp, blind curves and narrow streets that are without sidewalks. This configuration is unique to the Town. They should not be used for increased cut-thru traffic that will result from the approval of MAC projects at their end of Town. She stated that a solution must be found. She asked the Commission to convey their concerns to council and make further recommendation in finding a solution.*

*Jay Creswell, residing at 404 Millwood Court SW, approached to speak. Mr. Creswell stated his agreement with previous comments and suggested three possible solutions to cut-thru traffic. He stated that they could either install a physical barrier like bollards to close the Maple Avenue side intersection, create an "S" curve pattern as seen in Arlington, or the least effective but least intrusive is to place Do Not Enter signs on both ends of the street. He reiterated his agreement with previous speakers, stating that the new use application is an improvement to the project.*

*John Pott, residing at 134 Wade Hampton Drive SW, approached to speak. Mr. Pott stated appreciation for the revised design of the building. He further appreciates the applicant being respectful and receptive to neighborhood concerns, stating that is how everyone should do business going forward. The changes provided are common sense. The proposal is a win for developers and a win for the Town. Unfortunately, the excesses of MAC have elicited colossal, oversized buildings in the vicinity of the Nutley/Maple Avenue intersection. There is now a real threat for substantial escalation of cut-thru traffic into the current tranquility and safety of their adjacent streets. He stated that a physical barrier as other neighbors have suggested is the only solid reassurance for future tranquility and safety of their neighborhood. He noted that such a measure added to the win-win of the town, which would be a win for the neighborhood.*

*John Runyon, residing at 315 Courthouse Road SW, approached to speak. Mr. Runyon asked how the project would affect the Town's sewer system. Since this will be a 24-hr facility having many active toilets, he asked if that had been a consideration by Town staff.*

*Jayme Huleatt, residing at 413 Roland Street SW, approached to speak. Ms. Huleatt agreed with previous statements, stating that this will be a large, imposing building. The new design is a nice design, particularly at the back. The applicants listened to neighbors and have providing a more graduated effect. She appreciates the applicant's ability to cooperate and to compromise. She stated that there may be some concern that closing the road would set a precedent. The only other similar configuration in town is Windover Avenue, having sharp curves and narrow streets.*

*She stated that their situation is unique and There being no further public comments, Chairman Gelb called for a motion to close the public hearing.*

*Commissioner Miller made a motion to close the public hearing.*

*There being no discussion, Chairman Gelb called for a vote.*

*Motion: Miller*

*Second: Couchman*

*Vote: 9-0*

*Commissioner Meren noted for the record that they are reviewing a CUP for assisted living per MAC ordinance requirements. He asked if and when the Town Code is updated, would a CUP be required for this location. Ms. Petkac answered that depends on what is derived from the Zoning Code update, which would include verification from the Town Attorney. Commissioner Meren asked if there will be future verbiage on assisted living facilities as part of the Town Code. Ms. Petkac answered that staff has recommended that assisted living be a by-right, permitted uses. Until that time, they will ask the Town Attorney to opine on any previously approved rezoning's and proffer conditions.*

*Commissioner Miller asked that they consider limiting tonight's discussion to the items listed before them and not expand discussion to traffic. He appreciates and hears resident's concerns over traffic but that is not their purview to make additional recommendation as part of this review. He asked that citizen concerns for traffic impacts with traffic calming measures be included in the Chair's memo to Town Council. The Commission recognizes that, to date, there have been several projects approved that will affect traffic to their neighborhood. They support a traffic study to determine impacts along with traffic calming measures to their area. They should not try to solve that issue tonight as it is not within their purview. Chairman Gelb agreed that he would include information in his memo, stating that it would be good for council to be proactive in their review.*

*Commissioner McCullough agreed with Commissioner Miller's comments, stating that although it is something that they cannot bring up there should be some form of comment to council. Commissioner Meren noted that during previous review there were discussions on effects to surrounding streets. They should not further discuss items relating to transportation safety, as the TSC's input is vital.*

*Commissioner Hayes disagreed, stating that transportation and traffic impacts along with traffic calming are related to planning and development. She asked if a study is currently underway by TSC. Mr. Sargent answered that over the spring, the TSC will take a holistic review of the area bounded by Maple Avenue, Nutley Street and Courthouse Road SW for a comprehensive look at traffic impacts, safety, and traffic calming to the area. It is also for the proffered condition of \$79,000. He noted that staff is currently discussing effects of closing those streets. The Town has received several requests for road closures within the last 6-7 months. He stated that it is a common request, but it would be very difficult to meet all requests, noting that it is public right-of-way maintained by the Town. Although, they are town streets they receive federal, state, and county taxpayer funding to build and maintain town roads. Additionally, Comprehensive Plan language discourages cul-de-sacs and road closure, encouraging a grid layout that creates better traffic flow. It further raises concerns for emergency responders. If approved, closing it off would not meet current standards, which require a 45-ft. radius diameter round a bout. That can*

*require a minimum 110 ft. of right of way. With the necessary additional grading, it can require at least a 120 ft. diameter for a proper turnaround that meets both VDOT and Fairfax County Fire Marshall standards. Mr. Sergent encouraged citizens to petition the TSC for further action and a full engineering study. He stated that it is difficult to preemptively engineer, future, anticipated issues.*

*Commissioner Patariu stated that the applicant was originally able to narrow Wade Hampton without any engineering studies, community input, or petitions. He asked why in this instance they cannot listen to residents. The applicant appears to be supportive of resident's concerns. He asked why the original applicant did not present any traffic calming measures. Mr. Sergent answered that the narrowing of Wade Hampton was not based on traffic calming. It was based on the layout of trash areas and entrances to the previously approved plan. That plan did not utilize the 8-foot street parking, further reducing requirements. The 36-foot wide road was based on 8-foot parking on both sides of the street; 16 feet total and two, 10-foot travel lanes. The 8-foot area of parking not being utilized was going to accommodate a larger planting strip for better growth of street tree plantings. He stated that the original plan called for a 4-foot reduction.*

*Commissioner Patariu stated that they should follow up on the applicant's efforts and make a recommendation to Town Council. He stated that it appears to be under their purview, noting that they receive traffic impact reports as part of their review. The applicants have worked hard and engaged in the community. The Commission should do the same. They should listen to the community and make recommendation for traffic calming.*

*Commissioner Kenney stated that he and several members of the commission served on the TSC for a number of years. He suggested a cautious step when considering implementing traffic calming measures. They can always suggest Town Council flag it and continue to look at it. The Town should be proactive in their efforts and study it. He would hesitate to recommend anything without having all information. They do not know what the issues are and should not assume what those issues will be. Addressing staff, Mr. Kenney asked whether the TSC is currently reviewing that area for traffic counts and conditions. He asked Mr. Sergent to clarify the study mentioned and what they are currently studying in relation to the proposal. Mr. Sergent answered that the TSC typically performs an initial study of current conditions, which are generally for smaller projects. It is a limited study and analysis that is performed in-house. The study will look at past recommendations and those impacts in solving the problem. He introduced Andrew Jinks, Town Transportation Engineer and staff liaison to the TSC, stating that he can further explain.*

*Mr. Jinks stated that they will perform a traffic study while reviewing safety. The study is a Transportation Safety Study with areas bounded by Nutley Street, Maple Avenue, and Courthouse Road SW applying existing traffic counts. They will review the traffic impact analysis for each future development. From that study, they intend to make recommendations on what can be done. Once recommendations are in place and issues or concerns continue, citizens can file a petition with the TSC to see if anything else can be done. Commissioner Kenney agreed with citizen comments, stating that the town further exacerbating traffic issues should not require them to make their own petition. Mr. Jinks stated that the proactive aspect is the TSC study, which will begin in spring. Further discussion followed.*

*Commissioner Meren stated that he is open to holding more joint work sessions with*



*other commissions to work out issues. Commissioner Miller stated although he is sympathetic to neighboring issues, they need to express all concerns specific to safety when communicating with the TSC and Town Council. He reiterated that the Commission could include their discussions in their memorandum to Town Council.*

*Commissioner Couchman asked that the memo include that commissioners were not necessarily in agreement to what should be done. Chairman Gelb agreed, stating that his memo to council will include issues raised by citizens and their discussions. He noted that they do have consensus among the Commission, a shared concern that impacts various projects should be examined in a comprehensive and holistic fashion. Once they have data to consider they can look towards solutions. The onus should not be on the citizens of the neighborhood to petition. It should be on the Town when they approve projects that create impacts.*

*Chairman Gelb asked for discussion on the CUP. A brief discussion followed regarding review order of the application. Chairman Gelb stated that they would begin with review of the CUP followed by consideration for recommendation on amended proffers and the new proposed use with all three items moved on separately.*

*There being no discussion remaining on the proposed CUP, Chairman Gelb called for a motion.*

*Commissioner McCullough made a motion for recommendation to the Board of Zoning Appeals on a request for conditional use permit to allow an assisted living facility for seniors per Town Code §18-95.5.J at property located at 374-380 Maple Avenue West in the MAC, Maple Avenue Commercial zoning district.*

*There being no discussion, Chairman Gelb called the question.*

*Motion: McCullough  
Second: Couchman  
Carries: 9-0*

*Commissioner McCullough made a motion for recommendation for approval to Town Council for the requests for site plan modification of requirement of Town Code §18-132 for a living space of 15 feet total in place of 50 feet of building width as required under the zoning ordinance.*

*Commissioner Kenney asked if it is the same request as was made on the previous application. Mr. Liang answered yes. There being no further discussion, Chairman Gelb called the question.*

*Motion: McCullough  
Second: Meren  
Carries: 9-0*

*Commissioner Couchman made a motion for recommendation to Town Council for the proposal for request for proposed amendments to proffered conditions including a change of use and revised architecture for an assisted living facility in place of the approved mixed-use building with multi-family residential, located at 374-380 Maple Avenue West in the MAC, Maple Avenue Commercial zoning district.*

*Commissioner Kenney asked if they should include pending approval of BZA for the*

conditional use permit. Commissioner McCullough noted that during review of the last use permit they included language conditioned upon approval of the BZA. She asked if the suggestion was in reference to the first motion. Commissioner Kenney stated that it makes sense to include it in the current motion. Ms. Petkac stated that the Commission previously chose to wait for BZA to decide before making recommendation to Town Council.

Commissioner Patariu stated that although that was what was done before he wondered whether they should not deviate from the previous process. Chairman Gelb agreed, stating that they were different circumstances. Additional discussion followed.

Commissioner McCullough withdrew her previous motion and stated the following motion:

Commissioner Couchman made a motion that, pending approval of the Board of Zoning Appeals of the request for conditional use permit to allow an assisted living facility for seniors for §18-95.5.J at property located at 374-380 Maple Avenue West in the MAC, Maple Avenue Commercial zoning district, moved to recommend approval to Town Council of the request to proposed amendments to proffered conditions including a change of use in revised architecture for an assisted living facility in place of the approved mixed-use building with multi-family residential located at 374-380 Maple Avenue West in the MAC, Maple Avenue Commercial zoning district.

Chairman Gelb called for discussion.

Commissioner McCullough asked if she could ask a question regarding proffer language. Additional discussion followed with staff advising against discussing proffers. It was determined that any comments could be forwarded to the Town Attorney.

Commissioner Kenney disclosed that although he has worked with Walter Philips and is not working directly on this project. He stated that the shown route of travel getting to the ambulance seemed odd and asked why there are not double doors at the end of the corridor for emergency egress. With respect to the roll-off doors, he suggested consideration for installation of security gates at the basement level. He liked the attention to detail on the garage exhaust and suggested shifting internal columns around to better assist drivers in navigating the garage. He appreciated stepping in the rear façade, allowing for additional landscaping and desired serpentine wall that creates a more neighborhood friendly space. Since trash will be brought down the service elevator and wheeled down and around, he noted that it will be important for the elevator to be at grade for access. In reference to light types, he asked if there is a long-term plan in place for locations that do not have acorn lights. He asked why they require installation when they will be sporadically located along Maple Avenue and asked for the long-term plan. Although he liked the look, three windows seemed like it would create a lot of light. He noted that they are not major issues since this type of use typically shuts down early. There will likely be not allot of light in the neighborhood. Additionally, he is also fine with the proposed "pork chop" traffic triangle.

Commissioner Patariu commended the applicant on their process in engaging the community in a positive way. He encouraged the applicant to continue to engage the community during the construction process and hoped that future developers are watching.

*There being no further comment, Chairman Gelb called the question.*

*Motion: Couchman*

*Second: Meren*

*Carries: 9-0*

*Commissioner Meren asked for an anticipated timeline in getting the project completed. Mr. Liang answered as soon as they receive site plan and building permit approval, they intent to move forward. Commissioner Meren asked for an anticipated timeline for construction. Mr. Liang answered that a project of this size takes approximately 20-24 months to complete. Commissioner Meren asked if they anticipate end or middle of 2023. Mr. Liang approximated, under a perfect setting, end of 2022.*

## **Regular Business - None**

## **New Business**

*None*

## **Planning Director Comments**

*Ms. Petkac stated that per State Code and Planning Commission bylaws, Section II, A, C, the Planning Commission shall prepare a written report to Town Council. She stated that staff is currently working on the annual report and will present a draft at the January 8, 2020 meeting. Commissioner McCullough stated that they have never seen the report before. Ms. Petkac stated that the Commission previously had not prepared a report. She stated that this being a report of the Planning Commission she will present a draft to the Commission for their review and approval for signature by the previous and new chair before sending it to Town Council.*

*Ms. Petkac announced that in August 2019 Town Council approved a motion directing staff to work on amendments to the MAC commercial zone along with amendments to other commercial zones carrying those forward as MAC revisions. At the time, staff provided staff amendments holding several work sessions with council. At this past Monday's meeting, Councilman Potter put forward a motion that all work performed by staff on MAC amendments, Design Guidelines, and previous work to date on the Zoning Ordinance will be utilized in moving forward with a comprehensive reorganization and update of Chapters 17 and 18 of the Subdivision and Zoning ordinance. Ms. Petkac stated that they recently held a work session on draft scope of work, which received current fiscal year budget funding of up to \$240,000 to hire a consultant. She and the Town Manager will meet with members of council individually or two by two over the next couple of weeks to finalize that draft scope. She stated that it is her understanding that the intent is to move forward in a timely manner, finalizing the scope, and issuing an RFP. Chairman Gelb asked if the Planning Commission would be involved in the RFP. Ms. Petkac answered that it is not a requirement of the RFP. Past practices of town staff have been to draft a scope of work with the Procurement Officer or Director of Finance who issues the RFP. She has suggested involving council since they approve the budget and contract for the consultant. She noted that other provisions of the RFP must be set by the state public procurement requirements, which are overseen by the Procurement Officer. Ms. Petkac is responsible for providing the Procurement Officer with a draft scope of work, which is what council will provide input on.*

*Additional discussion followed regarding the procurement process. Ms. Petkac suggested all questions be sent in, which she will forward on to the Director of Finance.*

*Commissioner McCullough stated in reference to the new Chick-fil-A, that she witnessed a driver cross the sidewalk. She has concerns that the posted directional signs are causing confusion. She suggested that the owner install bollards to limit drivers from driving across the sidewalk. Ms. O'Brien stated that the manager and property owners are aware. They recently installed bollards to guide drivers, which limit their ability to drive onto the sidewalk. Ms. Petkac agreed, stating that she witnessed them installed this evening.*

## Minutes

*There being no objections or edits September 25, 2019, October 30, 2019 regular meeting minutes, and October 30, 2019 work session action minutes were accepted.*

September 25, 2019 - Regular Meeting

October 30, 2019 - Regular Meeting

October 30, 2019 - Work Session

## Meeting Adjournment

*There being no further discussion, the meeting adjourned at 10:38 pm.  
Respectfully Submitted,*

*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.*