



# 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, March 31, 2021

7:30 PM

127 Center St. South

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### Town Council/Planning Commission Joint Meeting - Code Create Vienna

*Please visit the Town's website for online viewing information:*

*<https://www.viennava.gov/engagement-central/virtual-public-meeting-participation-during-pandemic>*

*The Planning Commission met for a joint work session with the Town Council on Wednesday, March 31, 2021, at 7:30 p.m. in the Council Chambers of the Vienna Town Hall, 127 Center Street South, Vienna, Virginia. Adoption of the Continuity of Government allowed the following Planning Commission members to participate electronically: David Miller, Julie Hays, Andrew Meren, Sarah Couchman, David Patariu, Sharon Baum, Jessica Plowgian, and Keith Aimone. Stephen Kenney, Chairman presiding was present at Town Hall.*

*Participating Town Council members included the following: Council Member Chuck Anderson, Council Member Ray Brill Jr., Council Member Nisha Patel (via ZOOM), Council Member Steve Potter, Council Member Ed Somers (via ZOOM), Council Member Howard J. Springsteen, and Mayor Linda Colbert both present at Town Hall.*

*Participating staff members included: Mercury Peyton, Town Manager present at Town Hall, Cindy Petkac, Director, Planning and Zoning (via ZOOM); Steve Briglia, Town Attorney (via ZOOM); Kelly O'Brien, Principal Planner (via Zoom); Michael D'Orazio, Deputy Director of Planning & Zoning (via Zoom), and Shelley Kozlowski, Deputy Town Clerk present at Town Hall.*

#### Resolution for Continuity of Government

*Resolution for Continuity of Government*

*Motion: Mayor Colbert*

*Carried by roll call vote*

#### Joint Town Council Conference Session - Planning Commission Work Session on **CODE CREATE VIENNA** Public Engagement Update

*Mayor Colbert introduced Cindy Petkac, Director, Planning Commission, to provide a brief introduction to Code Create Vienna. Led by ZoneCo, the effort includes a rewrite of the Town's subdivision and zoning ordinance, Chapters 17 and 18 of the Town Code. Managed by staff from the Department of Planning and Zoning (DPZ) with leadership from Town Council and the Planning Commission, the effort is focused on collaboration among community stakeholders, Council, Planning Commission, staff, and the consultant team.*

*Director Petkac introduced Kelley O'Brien, Principal Planner, to provide an update*

*on the public engagement efforts to date, along with the results of the Residential Standards Visual Survey. Stressing that public engagement starts and revolves around the CodeCreateVienna website, she also discussed other engagement tools such as ongoing Lunch & Learn sessions, virtual meetings, videos, surveys, presentations, emails and others.*

*Ms. O'Brien noted that a significant component of initial outreach has been the Residential Standards Survey, which ran from January 15 through March 5, 2021 and generated 856 verified responses. Significantly, these responses will help shape the focus of the zone rewrite.*

*Mayor Colbert invited each Council Member and each Commissioner to provide input, based upon these results, into the direction for topics to advance to ZoneCo for development of standards.*

*Responses are summarized as follows:*

- Cottage Housing, but with limitations regarding location, especially as property would need to be acquired through redevelopment;*
  - Covered porches;*
  - Multi-unit living with strong consideration for green space;*
  - Lot coverage, with consideration for slight relaxing of standards (additional lot coverage would require consideration for green space and storm water issues); Consideration for separation of residence lot coverage and outdoor space lot coverage;*
  - Driveways, especially in conjunction with any relaxation of lot coverage;*
  - Alternative Living Units with consideration of location on property (detached versus nondetached), parking;*
- Responses specific to methodology:*
- Potential to incorporate each question into Two Cent survey to generate additional response*
  - Question validity of results based on low response rate (5.5%), lack of random sample, potential social media influence, bias due to pandemic,*
  - Urge proliferate use of visuals going forward*

*Action Items:*

- Plan focused session on the subject of lot coverage;*
- Request acceptable threshold for survey responses (Public Information Officer) to assist in validation of survey response numbers;*
- Encourage constituency participation in overall code rewrite process (Council and Commission use personal influence).*

*Town Council and Planning Commission will provide feedback on the results of the Residential Standards Visual Survey for the update of the zoning and subdivision ordinances.*

## **Work Session Adjournment**

*Mayor Colbert concluded the meeting at 9:55 PM.*

*Respectfully submitted,  
Jinger Eberspacher  
Recording Secretary*

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