



Town of Vienna

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Vienna, VA. 22180
p. 703-255-6300
TTY 8111

Meeting Minutes Town Business Liaison Committee

Thursday, October 14, 2021

7:00 PM

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

1. Resolution

A. [TBLC-21112](#) Continuity of Government Resolution

Chairman Leggett read into the record the Continuity of Government and called for a motion to accept.

Motion, Committee member Robert Holland; second, Committee member Jennifer Kiefhaber. Motion carried unanimously.

2. Roll Call

*Natalie Monkou, Manager, Economic Development called roll. Members present: Chairman Robert Leggett, Deepa Chakrapani (via ZOOM), Robert Holland, Peggy James, Jennifer Kiefhaber (via ZOOM); Mark Lander (via ZOOM).
Staff Present: Natalie Monkou, Economic Development Manager (via ZOOM).*

3. Approval of the Minutes:

A. [TBLC-21113](#) Approval of the September 9, 2021 meeting minutes.

Chairman Leggett called for a motion to accept the minutes of September 9, 2021. Motion, Committee member Deepa Chakrapani; second, Committee member Mark Lander.

4. Regular Business

A. [TBLC-21114](#) Update on TBLC Charter Council Vote

Chairman Leggett noted that the Council approved the proposed TBLC Charter. Ex officio nonvoting members include Peggy James and Natalie Monkou. Clarification of ex officio roles and responsibilities will be sought from Town Attorney Steve Briglia and Town Clerk, Melanie Clark.

Chairman Leggett called for a motion to adopt the resolution for electronic participation of members of the Town Business Liaison Committee of the Town of Vienna. The TBLC unanimously approved the resolution adoption.

B. [TBLC-21115](#) Recap Carole Wolfand Award 2021

Chairman Leggett provided a recap of the event. The committee will recommend to the Mayor that the award be given earlier in the ceremony. Further the committee recommends that future awards be presented by the full committee. Future planning for the award should begin several months prior to granting of the award and reflected as such in the TBLC calendar.

C. [TBLC-21116](#) Window Dressing Contest

Chairman Leggett reported that once again the event will be held in partnership with the Parks and Recreation Department. He reviewed pertinent dates as well as the contest judging process. Business entry judges will include Mark Lander, TBLC; Council Member Nisha Patel; Lu Cousins representing the Public Arts Commission.

5. New Business

A. [TBLC-21117](#) TBLC Membership Discussion

Chairman Leggett explained that the Committee has recently lost two members, resulting in four vacancies. Various ideas were presented to recruit new committee members. A membership subcommittee (Deepa Chakrapani, Peggy James and Natalie Monko) was created to address this issue.

Ribbon Cuttings

Chairman Leggett called for discussion on attendance at ribbon cutting events as well as involvement in new business contact efforts. Following discussion, it was agreed that Chairman Leggett will send committee members a list of all new businesses. Each member will reply back with a notation of those businesses they will contact.

6. Economic Development Manager Updates

A. [TBLC-21118](#) Fall Weekend Events for October 15-17

Ms. Monkou reviewed the schedule of events for the upcoming weekend.

B. [TBLC-21119](#) Small Business Saturday - November 27

Ms. Monkou reviewed the plans for Small Business Saturday, noting that this has come to be regarded as “shop local”.

C. [TBLC-21120](#) Economic Development Strategy Updates

Work continues on this project which will provide a forward-thinking, clear and actionable roadmap to guide business recovery and key investment decisions for the Town.

D. [TBLC-21121](#) 5-Year Comp Plan Updates

Ms. Monkou noted that she will move forward on this once direction is received from the Planning Commission subcommittee.

E. [TBLC-21122](#) Update on CIP Projects and ARPA Funding

Tentative approval has been given to create a business grants program with funding from ARPA.

Two on two meetings are currently being held with Town Council Members to clarify the Economic Development initiative presented by Ms. Monkou.

F. [TBLC-21123](#) Planning Commission Public Hearing (Special Meeting November 3)

Agenda Item 6F moved for discussion as Item 5B.

Jennifer Kiefhaber reported on the October 13, 2021 Planning Commission meeting, Item PCWS21-101 Zoning ordinance text amendment for Section 18-72 and Section 18-210, related to the allowance of outdoor dining.

The current ordinance will expire December 7, 2021. It has been proposed to allow for outdoor dining with administrative review and allow for dining within parking spaces, with several conditions. All permanent structures and exterior modifications would also be subject to review by the Board of Architectural Review. Permits would be valid for one year with a \$100 fee attached. The Planning Commission generally supported the amendment and regarded it as a positive move.

Discussion included the issue of other types of outdoor activities. Ms. Monkou noted that other activities are included in separate ordinances, however she will confirm if all the outdoor activity ordinances are scheduled for renewal.

Jennifer Kiefhaber will draft a memorandum to Council expressing support for this amendment. The Planning Commission will hold a public hearing early November at a special meeting and make a recommendation to the Town Council. Town Council will hold their public hearing on November 15, 2021.

7. Meeting Adjournment

Chairman Leggett called for a motion to adjourn. Motion, Mark Lander; second, Jennifer Kiefhaber. Meeting adjourned at 8:30 PM.

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