

Relevant Regulations

Town Code

Article 8 Division 4 Section 18-824 Conditional Use Permit

1. Conditional Use Permit Required. Any use that is indicated within Article 3 of this Chapter and is marked with a “C” on the Principal Uses or Accessory Uses Tables requires the approval of a Conditional Use Permit by the Board of Zoning Appeals prior to the issuance of a Building Permit or Certificate of Occupancy.
2. Site Plan May be Required. The Zoning Administrator will review the application and determine whether a site plan review is required prior to the commencement of review of an application for a Conditional Use Permit. See Site Plan in §18-836.
3. Conditions for Approval. The Board of Zoning Appeals may issue a use permit for any of the uses indicated, within Article 3, with a “C” (conditional) on the Use Table , provided the use for which the permit is sought:
 - A. Will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use;
 - B. Will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood;
 - C. Will be in accordance with the purposes of the Town’s comprehensive plan; and
 - D. Meets use-specific standards outlined in Article 3 of this chapter.
4. Action Required in Reasonable Time. The Board of Zoning Appeals shall fix a reasonable time for the hearing of an application, within ninety (90) days of the application being deemed complete. This time period is directory, rather than mandatory; the Board does not lose jurisdiction to act after the time period has passed. EFFECTIVE 01 JANUARY 2024 Article 8. Administration, Procedures, and Enforcement Zoning and Subdivision Ordinance 8 – 18 Town of Vienna, Virginia
5. Application. An application for a conditional use permit shall be submitted to the Director of Planning and Zoning on such forms as the Director may prescribe and shall include the following:
 - A. A detailed description of the operation of the proposed use, including any proposed ancillary or secondary use that the applicant is considering.
 - B. Plans to control any potential impacts of the proposed use on the nearby community, including:

Relevant Regulations

- i. Noise.
 - a. Noise levels anticipated from all uses and equipment.
 - b. A statement as to whether the anticipated noise complies with the levels permitted by the Town Code.
 - c. Plans to control these anticipated noise levels, including noise emanating from patrons or visitors to the proposed use.
 - ii. Odors. Methods to be used to control odors emanating from the use when applicable.
 - iii. Trash and litter.
 - a. The type and volume of trash and garbage the proposed use will generate.
 - b. The planned frequency of trash collection.
 - c. Planned methods to prevent littering on the property, streets and nearby properties.
 - iv. Loading/unloading.
 - a. Availability and adequacy of off-street loading facilities.
 - b. Hours and frequency of off-street loading.
 - v. Parking and Stacking.
 - a. Number of spaces available to serve residents, employees, and patrons during the hours of operation, for all primary and secondary uses being proposed.
 - b. Plan showing geometric design of stacking aisle and number of stacking spaces provided.
 - vi. Use capacity.
 - a. The estimated number of patrons, visitors, clients, pupils and other such users.
 - b. The proposed number of employees, staff and other personnel.
 - vii. Hours. The proposed hours and days of operation of all proposed uses.
 - viii. Site Plan. A proposed site plan consistent with the requirements of §18-836 shall be submitted, reviewed, and approved as part of the conditional use permit application and pursuant to the procedures and standards of this section, or an approved site plan showing compliance with the uses proposed.
 - ix. Plans and other documents exhibiting compliance with any other requirements contained in this ordinance for the conditional use proposed and as the Director of Planning and Zoning determines are necessary and desirable for adequate review.
6. Review Process.
- A. Pre-Application Meeting. The applicant is required to attend a pre-application meeting with Town staff prior to submitting an application for a Conditional Use Permit. See §18-833, Pre-Application Meeting.
 - B. Review for completeness. Applications for Conditional Use Permits are reviewed for completeness by the Director of Planning and Zoning and the Zoning Administrator. The application may be referred to the Director of Public Works if determined to be required by the Zoning Administrator.

Relevant Regulations

- C. Application deemed complete. Once the Director of Planning and Zoning and the Zoning Administrator deem the application to be complete, the application and supporting materials are transmitted to the Planning Commission.
 - D. Action by Planning Commission. The Planning Commission shall make a recommendation on the application based on Conditions for Approval outlined in §18- 824.3, and applicable Use Standards outlined in Article 3. The Zoning Administrator shall transmit the Planning Commission's recommendation with the application and supporting materials to the Board of Zoning Appeals for final review and determination.
 - E. Action by the Board of Zoning Appeals. i. Final Decision. The Board of Zoning Appeals has the final decision authority on Conditional Use Permits. ii. Board may Impose Conditions. The Board may impose such conditions relating to the use for which a permit is granted as it may deem necessary in the public interest, including limiting the duration of a permit, and may require a guarantee or bond to ensure continued compliance with the conditions imposed.
 - F. Appeals. Decisions by the Board of Zoning Appeals may be appealed to the Fairfax County Circuit Court per Code of Virginia §15.2-2285, 1950, as amended.
7. Duration of valid permit.
- A. Permit void after six months if operation not commenced. Any use permit or amended portions of existing use permits shall become void six months after issuance if construction or operation related thereto has not commenced, unless otherwise specified by the Board of Zoning Appeals.
 - B. Extension of time allowed under certain conditions. An extension of time may be permitted by the Board of Zoning Appeals.
 - C. Termination of use. A conditional use permit shall cease to be valid if the use for which such permit is granted is not operated for a continuous period of two (2) years or more.
8. Enforcement and Compliance.
- A. Failure to Comply with Permit Conditions. Failure to comply with Conditional Use Permit conditions are zoning violations and subject to the enforcement measures within Division 6 - Enforcement, Compliance and Penalties.
 - B. Revocation of Non-Compliant Permits. The Board of Zoning Appeals may revoke a Conditional Use Permit if the board determines that there has not been compliance with the terms and conditions of the permit. No permit may be revoked except after notice and hearing as provided by Code of Virginia, §15.2-2204. EFF

Article 3: Uses and Standards; Section 18-345 Specialized Instruction

1. Specialized instruction classes or camps may operate only in non-residential facilities.
2. Operators of specialized instruction classes or camps must ensure the safety of their students during their arrival and dismissal.
3. Operators must use off-street spaces for student drop-off and pick-up.

Relevant Regulations

4. Drop-off and pick-up may not impede the flow of traffic within the parking area or in public right-of-way, or create an unsafe environment for pedestrians.

Article 4B. Development Standards; Division 5, Parking and Loading – Section 18-475 Off-Street Parking Generally

1. Required off-street parking for properties located in the RMU zone may be located in any of the following or a combination thereof:

- A. On a private driveway;
- B. In a private carport or garage; or
- C. In a shared parking facility, including a surface lot or parking structure located on the same site as the principal structures.

2. Off-site parking agreements are not permitted for RMU-zoned properties.

3. Parking shall not overflow out of designated parking spaces into any sidewalks, landscaping, open space, streets, or required setbacks.

4. Accessible parking spaces shall be provided in off-street parking facilities as required by Americans with Disabilities Act of 1990 (ADA) Standards for Accessible Design.

5. Required parking for all principal and accessory uses must be maintained at all times, consistent with all site plans and permits.

6. Any request for Modification of Requirements applicable to parking areas and loading spaces must be approved by Council, after receiving recommendation from the Planning Commission. See Article 8 §18-830 for application and procedures.