

Conditional Use Permit and Modification of Requirements Application Narrative**Background and History**

The property located at 301 Center Street South, formerly owned and operated by the Faith Baptist Church, was purchased by the Town in September 2020 for public uses. The Town has since referred to the property as the “Annex”.

Site Characteristics

The property consists of approximately three acres and is zoned RS-10, Residential – Single-Unit, 10,000 sq. ft. It directly abuts the Bowman House, the new Police Station, and several single-family detached houses. Waters and Caffi Fields are located across Center Street South.

Current Use Context

Since acquisition, the Town has engaged the community regarding long-term use of the site; no final decision has been made. In the interim, demand for public-serving use has been high. Under RS-10 zoning, permitted-by-right activities are limited to those typical of single-unit residential property. Other public activities (e.g., recreation, temporary parking, or events) have required case-by-case Special Event approvals from the Town Manager; however, the Zoning Ordinance does not provide a comprehensive regulatory framework for those approvals.

Proposed Uses under CUP

Following Town Council direction, the Department of Parks and Recreation (DPR), in coordination with Planning and Zoning (DPZ), Public Works (DPW), and the Police Department, evaluated appropriate public activities for the Annex. In June 2024, DPR presented potential site plans and use categories; the Town Council voted 5–2 to direct staff to apply for a CUP.

If approved, the CUP would authorize the following:

A. Governmental uses, including:

- Overflow parking for the Community Center, Police Station, Town events, Fire Station events, and activities at Waters and Caffi Fields.
- Temporary parking for construction worker vehicles during the Vienna Library construction project (no construction material storage permitted).
- Short-term material storage for the Department of Public Works and Fairfax County Public Schools (i.e. mulch for booster fundraiser).
- Event space for Parks and Recreation and the Department of Economic Development.
- Police training exercises to include use of bicycles, vehicles and motorcycles during daytime hours.

B. Public Outdoor Parks and Recreational Uses, including:

Parks and Recreation classes, programs, and camps. Camps may be run by outside contractors, however, under the supervision and management of Parks staff.

Administration & Compliance. DPR will manage scheduling and review use applications to ensure compliance with all Board of Zoning Appeals conditions, the Town Code, and applicable laws regarding noise, odors, trash, loading/unloading, and site capacity.

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Proposed hours of use:

- Monday–Friday: 7:30 a.m. – 11:00 p.m.
- Saturday–Sunday: 6:00 a.m. – 11:00 p.m.
- Sunday 8:00 a.m. – 11:00 p.m.

The proposed hours are consistent with the Town’s noise ordinance, Section 10-20.1, related to loading and unloading of commercial vehicles within 300 feet of any residence.

Other.Potential.Uses

The site may also accommodate the Optimist Club’s Farmers Market in the future; however, this activity is separately permitted under §18-306 and §18-325 of the Zoning Ordinance and is not part of the conditional use permit request.

Site Plan and Modification of Requirements

Per Council direction, two site configurations are included to address near-term needs and potential improvements:

1. Proposed Interim Conditions Plan (no new parking construction): provides for library construction worker vehicle parking and other identified uses while maintaining an overall lot coverage of approximately 28%.
2. Parking Study – Exhibit 3 (potential improvement scenario): adds organized parking and a short-term fenced DPW storage area, yielding 118 parking spaces and requiring lot coverage up to 32%.