



STAFF REPORT COVER SHEET

March 24, 2025

ATTACHMENT 01

Address	400 Courthouse Rd SW	Case Number	1496303
Regular Meeting Date	3/24/2025	Applicant	Town of Vienna
Board/Commission	Town Council	Owner	Town of Vienna
Existing Zoning	PR	Existing Land Use	Parks, Recreation and Open Space
Brief Summary of Request	Request for approval of a site plan to accommodate new restroom facilities at Meadow Lane Park, on lot 0384 08C, located at 400 Courthouse Rd SW, in the PR Parks and Recreation zoning district.		
Site Improvements	Replacement of existing restroom facilities		
Size of Property	3.43 acres		
Public Notice Requirements:	<p>Each public hearing involving planning and zoning matters before the Town Council and Planning Commission requires notice, as set out in § 15.2-2204 of the Code of Virginia. The following notifications were prepared related to this application:</p> <ul style="list-style-type: none"> • Staff posted a sign on the property on February 14, 2025, notifying residents of Planning Commission and Town Council meetings. • Advertisement of the Planning Commission public hearing was published in the Washington Times newspaper on 2/12/25 and 2/19/25. • Postcards were sent to adjacent, abutting, and neighboring property owners across the street from the property on 2/19/25. • Advertisement of the Town Council public hearing is being published in the Washington Times newspaper on successive weeks prior to the meeting. 		
Brief Analysis			
PROPERTY HISTORY			
The 1957 Master Plan refers to the 3.43-acre park as “Park in Section 6 of Vienna Woods”, one of only five parks for the town at the time. The existing restroom building was built approximately 1962-1964.			
COMPATIBILITY WITH THE COMPREHENSIVE PLAN			
The proposed replacement of the restroom facilities at the park aligns with the Comprehensive Plan 2015 Update , which designates the property as a Parks, Recreation, and Open Space area on the Future Land Use Plan.			
COMPATIBILITY WITH THE ZONING ORDINANCE			
The proposed site modifications required for the replacement of restroom facilities comply with Articles 2, 3, and 5B of the Zoning Code.			
Attachments:	01 – Staff Report	04 – Relevant Code Sections	
	02 – Site Plan	05 – Planning Commission Recommendation Memo	
	03 – Bathroom Rendering	06 – Regulatory Requirements for Agenda Item	

	07 – Staff Presentation
Author:	Kelly O'Brien, AICP, CZA, Deputy Director

INTRODUCTION & EXISTING CONDITIONS:

Meadow Lane Park is a 3.43-acre wooded recreation area accessible from Court House Road SW and Meadow Lane SW. The park features paved walking trails, playgrounds, a baseball/softball field, a basketball court, a lawn/picnic area, a pavilion, two lighted tennis courts, and a restroom facility. The park has been identified as public recreational space in the Town’s planning documents since the 1957 Master Plan, maintaining its current acreage.



Figure 1 – 2024 aerial image of the park

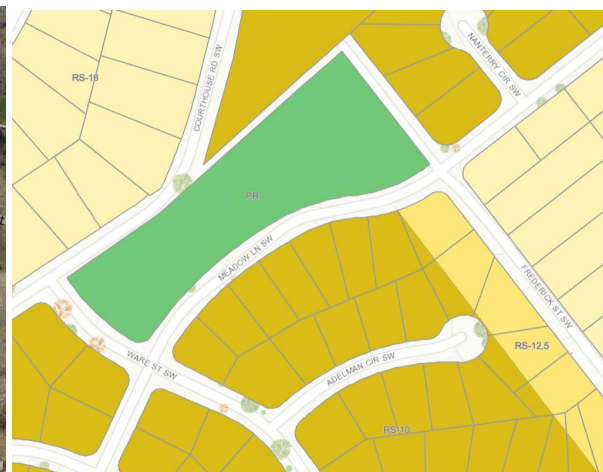


Figure 2 – 2024 Town of Vienna Zoning Map

The park is surrounded by single-unit residential homes and is adjacent to the Seventh Day Adventist Church to the north. Across Courthouse Road SW, the residential properties are zoned RS-16, while most other surrounding properties are zoned RS-10. An exception is at the corner of Meadow Lane SW and Frederick Street SW, which includes RS-12.5 and RS-16 zoning. (See Figure 2.) The park is designated as Parks, Recreation, and Open Space in the Future Land Use Plan of the Town of Vienna Comprehensive Plan. (See Figure 3.)

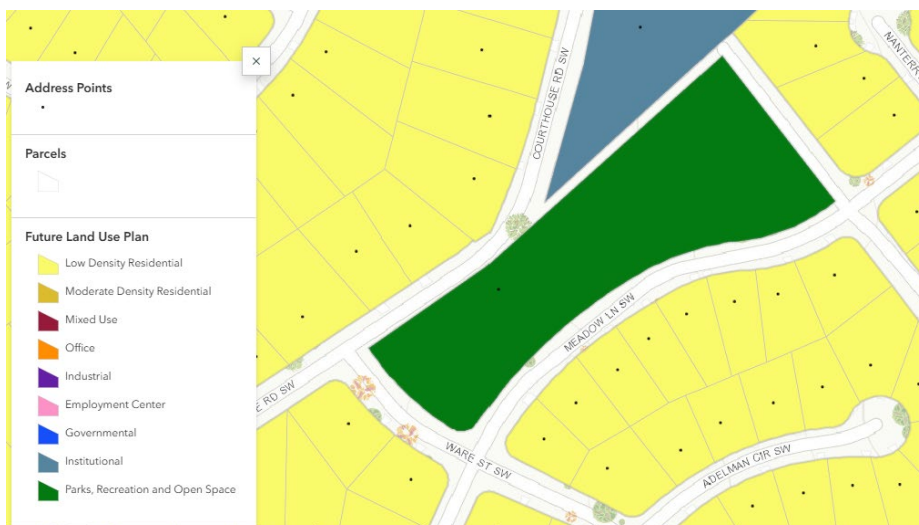


Figure 3 – 2015 Comprehensive Plan Future Land Use Plan

PROPOSED IMPROVEMENTS:

The Department of Parks and Recreation (DPR) has contracted with Kimley-Horn to provide site survey and civil engineering services for Meadow Lane Park. This effort includes the preparation of a building permit submission for the replacement of the existing restroom facility.

The current restroom building, constructed between 1962 and 1964, will be replaced with a prefabricated structure. The new facility will expand the fixture count from one (1) per men's and women's restroom to two (2) per restroom. Upgrades to domestic water, sanitary sewer, and electrical service are anticipated to support the proposed improvements.

STAFF ANALYSIS:

Per the Town Code, properties zoned PR (Parks and Recreation) require a site plan review and public hearings before the Planning Commission, for recommendation, and before the Town Council, for approval. Additionally, all exterior modifications on non-single-unit residential properties must undergo review by the Board of Architectural Review (BAR) for approval of design elements that include materials, colors, lighting, and landscaping. After a work session and two meetings, the BAR approved the design presented in Attachment 03 on March 21, 2024.

Staff has concluded that the proposed site plan is consistent with the 2015 Comprehensive Plan and the Zoning and Subdivision Ordinance (Chapter 18 of the Town Code). The planned improvements would maintain compliance with PR zoning requirements and would not affect open space, lot area, setbacks, or parking. Relevant Code Sections are included in Attachment 04.

PLANNING COMMISSION RECOMMENDATION:

The Planning Commission met on February 26, 2025, to discuss the request and voted 6-0 to make a recommendation to the Town Council for approval of the site plan for Meadow Lane Park, located on lot 0384 08C in the Parks and Recreational (PR) zoning district. A memo from the Planning Commission chair is included with this application.