

Wednesday, May 28, 2025

Town of Vienna – Department of City Planning
127 Center St. S
Vienna, VA 22180

Re: BAR Application for NFCU ATM Relocation (1007 Electric Ave., Vienna, VA, 22180)

To whom it may concern,

Please find the project description below.

PROJECT DESCRIPTION:

This project includes the addition of two new two-way drive-through ATMs located in the front hard setback of the existing NFCU HQ2 building. The site is a grass field with sparse trees. We propose to build a new driveway to accommodate the ATMs and a fabric tensile structure to provide shade and cover from the weather.

The new driveway approach will accommodate up to twelve stacked vehicles within the new drive area without backing up on to the campus roadways or parking lots.

These two new ATMs are intended to replace the two existing ATMs on the HQ1 building site. The existing ATMs are anticipated to be removed as soon as the new ones are constructed.

A variance request is required to be submitted to the Board of Zoning Appeals
~~A Conditional Use Amendment will be required by the Zoning Department~~ to allow drive-through ATMs to be located in the front yard setback of the property.

A BZA variance order is included in the enclosed documentation. (BZA-25136)

REQUIREMENTS:

1. Applicants are required to provide the Board with plans and documentation of proposed modifications, which sufficiently demonstrate compliance with the Design Criteria in Section 4-15 of the Town Code.
 - a. **See page 5.**
2. Applicants for new construction or major exterior modifications are encouraged to request a work session with the Board prior to formal submission.
 - a. **Work session completed on 5/8/2025.**
3. Project narrative summarizing the proposed improvements and modifications to the site.
 - a. **See Project Description above.**
4. Proposed color elevations and renderings of the proposed exterior modifications
 - a. **See page 14.**
5. Proposed scaled site plan or plat plan.
 - a. **See pages 13 and 21.**
6. Labeled samples of all materials and colors, including manufacturer names, numbers, finish-type and installation details matching the plans and renderings submitted.
 - a. **See page 15.**
7. Manufacturer's specifications for all proposed site furniture and fixtures such as benches, bike racks, trash receptacles, bollards, fences, railings, planters, etc., include finish color, height, installation method, and other applicable details.
 - a. **N/A**
8. Zoning analysis showing that proposed structures and site designs meet the requirements of the applicable zoning district.
 - a. **See page 21.**

EXISTING CONDITIONS

1. Site plan of existing conditions. Unaltered, survey/plat of property, or approved site plan showing existing conditions prepared and sealed by professional surveyor, with all existing improvements shown.
 - a. **See page 23.**
2. Existing building elevations to scale with dimensions and materials
 - a. **N/A.**
3. Photographs, clear and labeled, of the existing conditions of the site, including landscaping, parking areas, and building façade.
 - a. **See pages 3 and 4.**
4. Photographs, clear and labeled, of adjacent buildings and properties.
 - a. **See pages 3 and 4.**

LIGHTING

1. Site plan showing the location of all proposed fixtures on the proposed site with a legend and tally of all lights existing and proposed.
 - a. **See pages 16-18.**
2. Manufacturer's specifications for all proposed light fixtures (all accent lighting, freestanding and wall mounted) including finish color, height, installation method and lumens, kelvins and other applicable light measurement. Watts are not acceptable. Proposed light locations must be shown on the photometric plan and appropriate site plans.
 - a. **See pages 16-18.**
3. For new site plans, new construction, or other projects requiring major alterations to lighting, provide a photometric plan showing the proposed fixture locations, and light levels within the site and at the property line.
 - a. **See page 19.**

LANDSCAPING

1. Landscape Plan. Specifications on the size, type, variety and location of each plant in accordance with the requirements of the Town Code.
 - a. **See pages 26-27.**
2. Existing building elevations to scale with dimensions and materials
 - a. **N/A**

SIGNS & MASTER SIGN PLANS

1. All signs should be should be entered into a Board of Architectural Review: Sign application. Each IDT Plans application has space for 4 separate signs.
 - a. **N/A**

Thank you,



Evan Burch, AIA
Architect