



# STAFF REPORT COVER SHEET

January 21, 2026

ATTACHMENT 01

<b>Address:</b>	301 Center Street South	<b>Case Number:</b>	PF-1888679			
<b>Meeting Date:</b>	1/21/2026	<b>Applicant:</b>	Town of Vienna			
<b>Board/Commission:</b>	Board of Zoning Appeals	<b>Owners:</b>	Town of Vienna			
<b>Existing Zoning:</b>	RS-10	<b>Existing Land Use:</b>	Governmental			
<b>Brief Summary of Request:</b>	Consider an application concerning the Town-owned property at 301 Center Street South, commonly referred to as "the Annex," for a Conditional Use Permit (CUP) to authorize a range of short-term governmental and community uses.					
<b>Site Improvements:</b>	The only improvements currently on the site are asphalt driveways, parking areas and an asphalt sidewalk leading from the back parking lot to the sidewalk fronting on Center Street S.					
<b>Size of Property:</b>	130,680 square feet / 3.0 acres					
<b>Public Notice Requirements:</b>	<ul style="list-style-type: none"><li>Staff posted a sign on the property on November 26, 2025, notifying the public of the Planning Commission and Board of Zoning Appeals meetings.</li><li>Postcards were sent to the surrounding property owners on December 10, 2025.</li><li>A letter was sent to the Fairfax County Department of Planning &amp; Development on December 10, 2025, notifying them of the proposed case and meeting dates for the Planning Commission and Board of Zoning Appeals.</li><li>Advertisement for two successive weeks, January 7, 2026, and January 14, 2026, in a newspaper having paid general circulation in the Town, The Washington Times, announcing the upcoming public hearing at Board of Zoning Appeals meeting.</li></ul>					
<b>Official Submission Date of Approval:</b>	On September 29, 2025, the application was deemed by staff to be complete.					
<b>Deadline for Action:</b>	The BZA should have taken action by December 28, 2025, which is 90 days after the application was deemed complete. That date is directory, rather than mandatory; the Board does not lose jurisdiction to act after the time period has passed. Furthermore, the Town is the applicant and does not object to the case being heard more than 90 days after the application was deemed complete.					
<b>Brief Analysis</b>						
<b>PROPERTY HISTORY</b>  The property was owned for many years by Faith Baptist Church, which operated a congregation and other activities in the church and other structures. When the congregation left Vienna, the Town of Vienna purchased the property and used it as a temporary police station during the construction of the new police station at 215 Center Street South. When the Police Department moved off the subject property, the Town decided to demolish the structures, which took place in April and May 2024. The Town is in the process of determining the long-term use for the property but has, for the current fiscal year, included funds in the Town's Capital Improvements Program (CIP) to design an aquatics and fitness center at this location.						

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**COMPATIBILITY WITH THE COMPREHENSIVE PLAN**

The Future Land Use Map (p. 38) of the Town's Comprehensive Plan (2015 Update) shows the site to be Governmental and text in the Community Facilities and Services chapter (p. 98) identifies the property as governmental. Therefore, the proposed uses are compatible with the existing Plan.

**COMPATIBILITY WITH THE ZONING ORDINANCE**

The current zoning for the property is Residential Single-Unit Detached, 10,000 Sq. Ft. (RS-10). As such, governmental uses are allowed only through the approval of a Conditional Use Permit (CUP).

**Attachments:**

01 – Staff Report	05 – Notification Affidavit
02 – CUP Narrative & Examples	06 – Planning Commission Memorandum
03 – Interim Conditions Site Plan	07 – Written Testimony Received
04 – Relevant Regulations	

**Authors:** Kelly O'Brien, AICP, Deputy Director of Planning and Zoning, and Andrea West, Zoning Administrator

## ***Introduction***

The Board of Zoning Appeals is asked to consider an application concerning the Town-owned property at 301 Center Street South, commonly referred to as "the Annex." The application is a request for a Conditional Use Permit (CUP) to authorize a range of interim governmental and community uses on the property until such time as construction begins on the long-term use.

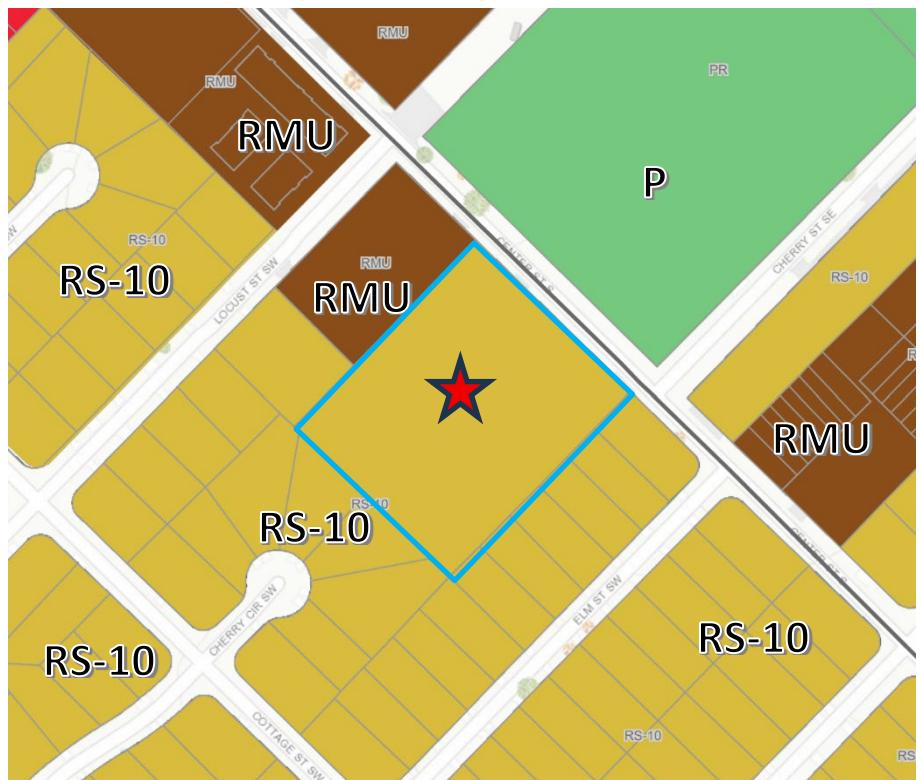
## ***The Property***

The subject property, 301 Center Street South, consists of approximately three acres and is zoned Residential Single-Unit Detached, 10,000 Sq. Ft. (RS-10). 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.

## ***Property History***

The subject property was formerly occupied by Faith Baptist Church, which operated a congregation and associated facilities at this location. After operating for many years, the

Figure 1 - Zoning map with 301 Center Street South identified with a star.



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church received approval for expansion of the facilities in 1987, which required amendment to the original conditional use permit, and modification of requirements for lot coverage to a maximum of 50 percent and a side yard setback of 12 feet. Faith Baptist Church ceased regular worship use of 301 Center Street South by January 2021, following a lease-back period after the Town's purchase on September 18, 2020.

The Town purchased the site to support future public uses. Later in 2020, the Town obtained approval for a conditional use permit (CUP) to utilize the existing building as the temporary headquarters for the Vienna Police Department while the new police station was being constructed on the adjacent property at 215 Center Street South. That permit was approved for a 36-month term and expired on October 31, 2023. Once construction was complete, the Police Department relocated to its new facility, and the Annex was vacated.

In June 2023, the Town Council voted to demolish the former church building. Demolition was completed in the spring of 2024, leaving the property largely vacant except for the existing asphalt parking areas and drive aisles. In addition, Fairfax County has funded the construction of an asphalt walking path that connects the parking area to the sidewalk that fronts on Center Street S. The purpose of the walking path is for use by construction workers for the new Vienna-Carter Library, for which an agreement has been signed between the County and the Town to allow parking.

In addition, in the interim, the property has been used on a limited basis for community events, temporary material storage by the Department of Public Works, and informal parking associated with adjacent fields. All such uses have been subject to the Town Manager's approval as Special Events.

***Proposed Conditional Uses***

The CUP application seeks approval for a variety of public uses, including classes, programs, and events organized by Parks and Recreation or Economic Development; Police training exercises; short-term material staging by Public Works; temporary parking for Fairfax County during construction of the Vienna-Carter Library; and certain Fairfax County Public School uses. The application also requests authorization for the site to serve as overflow parking in connection with events at the Community Center, Waters and Caffi fields, Town-sponsored festivals, and other nearby facilities. These uses reflect the Town's intent to maximize the community benefit of the Annex in the short term while both ensuring that activities remain compatible with the surrounding neighborhood and not compromising the Town's ability to implement long-term plans.

A narrative describing the proposed uses and hours of operation is provided in Attachment 02. While the list includes a variety of potential uses, these activities are not intended to occur simultaneously; rather, it represents the full universe of uses that could be authorized under the CUP. A detailed list of use types within each category is included for context, but it is not intended to serve as a verbatim or

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exhaustive catalog of every activity that may occur. Based on this framework, staff is requesting general hours of operation from 7:00 a.m. to 9:00 p.m. for all activities and 7:00 a.m. to 11:00 p.m. for parking. Storage activities on site would not be limited to daily operating hours.

The Town recognizes that the Vienna Farmers Market, operated by the Optimist Club under a memorandum of understanding with the Town, is currently authorized elsewhere as a permitted temporary use under §18-306 and §18-325 of the Zoning Ordinance. Farmers' markets are not included as part of this conditional use permit application because they are separately governed by those provisions and subject to Town Council approval. While the Farmers Market could potentially be located at 301 Center Street South in the future, its regulation and authorization do not depend on this CUP.

In response to concerns by the Planning Commission, the following clarifications have been made to the list of uses requested:

- *“Police training exercises to include use of bicycles, vehicles, and motorcycles during daytime hours.”* – Hearing the community feedback, the Town of Vienna Police Department no longer wishes to use the site for motorcycle training exercises.
- *“Short-term material storage for the Department of Public Works and Fairfax County Public Schools (i.e. mulch for booster fundraiser).”* – The Town of Vienna Department of Public Works has clarified the types of storage proposed for the site. The email from Alan Chen, PE, Deputy Director of Engineering, is attached at the end of this memorandum.

### ***Project History***

On June 3, 2024, the Town Council, acting in its capacity as property owner, reviewed options for short-term use of the site until a long-term redevelopment plan is determined. Following the discussion, the Council directed staff to submit a conditional use permit (CUP) application covering a defined set of governmental, community, and recreational uses, along with a site plan providing for the possibility of additional parking. The Parks and Recreation Department would serve as the property manager, responsible for maintenance and scheduling.

The Planning Commission met twice, on October 8 and December 10, 2025, to review and discuss the Town's request for a Conditional Use Permit (CUP) for a series of interim governmental, community, and public recreation uses. At its October 8, 2025 meeting the Planning Commission discussed several aspects of the proposed interim use. Commissioners raised questions regarding existing site drainage, and DPW staff advised that additional vegetation may help address current concerns. The Commission also discussed the anticipated duration of the interim use and whether a time limitation should be imposed; members generally felt that a three-year period was too long, with some commissioners expressing support for a one-year approval with renewal. Commissioners requested additional detail on

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proposed events, including frequency and associated loading and unloading activities, and asked staff to prepare a use table in chart format outlining all proposed uses.

The Commission also noted the need for trash cans with scheduled maintenance pick-ups and expressed concern regarding the proposed hours of operation and potential noise impacts, particularly related to onsite motorcycle training, which the Commission did not support; as noted above, this was ultimately removed from the CUP request. Staff noted that long-term use of the site may evolve based on the Town Council's upcoming October 22, 2025, review of the Capital Improvement Program.

Staff presented a detailed chart of the proposed interim uses, including anticipated frequency, duration, and hours of operation, to the Town Council at its November 10, 2025, meeting to receive direction as the property owner before resuming the CUP review process with the Planning Commission and the Board of Zoning Appeals. The Mayor and Council provided feedback, including limiting activities to ending at 9:00 p.m. and parking ending at 11:00 p.m. Council also expressed concern regarding enforcement, noting that hours of operation would be difficult to monitor and regulate if they were defined separately for each event. Councilmembers emphasized that establishing general operating hours for all activities would provide clearer expectations for the public, simplify enforcement, and reduce the administrative burden on staff.

Neighbors expressed concern to both the Planning Commission and the Town Council about the proposal to allow motorcycle training on the site. Chief Morris explained that similar training has previously occurred in the Fire Department parking lot and that onsite practice is needed to prepare officers for the challenging Fairfax County Motor School. The proposed hours for motorcycle training have been reduced to balance operational needs with neighborhood impacts, allowing officers to train without traveling to the Chantilly training track. Chief Morris also noted that the Police Department currently has a vacancy and that providing in-house training will better position officers for success while enabling them to remain in service during training. Motorcycle training would not occur daily but only on an as-needed basis. Again, as noted on page 4, the Police Department has withdrawn its request to hold motorcycle trainings on the Annex site.

The Planning Commission also expressed concern about operating hours, arriving at a recommendation that activities on Sundays should not begin until 9:00 a.m., rather than the 7:00 a.m. start time for other days.

On December 10, 2026, the Planning Commission voted 6-0 (one absence) on December 10 to recommend approval of the CUP with significant conditions. The Planning Commission memorandum, *Attachment 6*, outlines the discussion of the Planning Commission and the final conditions recommended. These recommended conditions and concerns have resulted in the clarification of the storage use by the Department of Public Works, and the training uses by the Police Department as described above.

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*Consistency with the Comprehensive Plan*

The Comprehensive Plan – 2015 Update, as amended in 2020, addresses 301 Center Street South in two locations. Pursuant to §15.2-2232 of the Code of Virginia, any public building or use must be shown on the Comprehensive Plan. Accordingly, on October 5, 2020, the Town Council voted to amend Vienna's Comprehensive Plan to:

1. Designate the 301 Center Street South property as Governmental on the Future Land Use Plan (page 38); and
2. Amend the language in the Community Facilities and Services chapter (page 98) to reflect the property's status as a Town facility.

The Community Facilities and Services chapter, on page 98, includes the following text:

"In September 2020, the Town purchased 301 Center Street South, the site of the Faith Baptist Church at the time of purchase. In the short term, the Town intends to utilize a portion of the space for the temporary relocation of police department staff when the new police station is under construction. Other public entities may also be temporarily located at the building, pursuant to approval of a conditional use permit. The Town plans to conduct a feasibility study for long-term uses of the building and site."

The Plan explicitly anticipates short-term public uses beyond the Police Department.

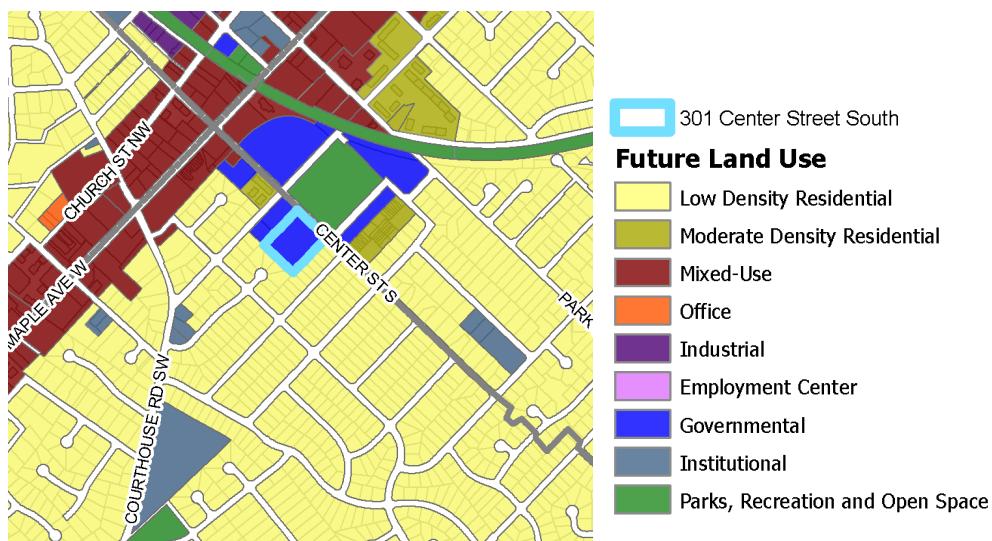


Figure 2 – Future Land Use Plan with 301 Center Street South identified with a blue boundary.

As indicated above in Figure 2, the Future Land Use Map of Vienna's Comprehensive Plan, the property (outlined in bright blue) has a land use designation of Governmental. Based on this designation, staff finds the proposed short-term governmental and public-oriented uses consistent with the Comprehensive Plan.

### ***Required Commission/Board Approvals***

The process for review and approval or denial of an application for a Conditional Use Permit (CUP) is outlined in Section 18-824 of the Town Code. After initial staff review, the Planning Commission reviews the application in order to make a recommendation to the Board of Zoning Appeals, per Section 18-824.6.D. The Board of Zoning Appeals, per Section 18-824.6.E., reviews the application, along with the Planning Commission recommendation and public testimony, and makes the final decision. It also includes any conditions that it believes to be necessary.

### ***Staff Analysis***

*Section 18-304 – Uses and Use Standards* identifies the uses that may be permitted by a conditional use permit within the RS-10 zone. Listed uses relevant to this application include:

- Club or Service Organization
- Government Uses
- Outdoor Recreational Uses, Private
- Outdoor Parks and Recreational Uses, Public
- School, Elementary, Middle and High

Staff find that the uses proposed are consistent with those identified as conditional uses under the ordinance. Staff further find that, with appropriate conditions, the proposed uses will not result in adverse impacts in the areas required for consideration under Section 18-824.5.B. To mitigate potential impacts on adjacent residential properties, staff recommends that approval be conditioned as follows:

- All parking must take place on paved surfaces.
- All recreational activities must take place in the paved parking areas and/or on unpaved areas at least 15 feet from the property lines that abut residential lots, consistent with the required buffer between uses in Section 18-561.
- No recreational activities may take place on the driveway adjoining residential properties.
- All activities are limited to hours outlined in the staff narrative; overnight parking is not permitted unless approved as part of a Special Event permit.
- This permit must be reviewed by the Board of Zoning Appeals within 36 months for review of whether the approval continues. At that time, the Board of Zoning Appeals will take into account how the site has been managed relative to the criteria listed in Section 18-824.5.B., and may continue the permit, not continue the permit, change the conditions, and/or apply a new timeframe for review.

These conditions have not been amended taking into account the Planning Commission's recommendations. The BZA may wish to take into account their input in finalizing their decision.

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Based on these considerations, staff conclude that the proposed uses are consistent with the Town's zoning requirements and are appropriate for approval subject to the conditions outlined above.

***Recommended Motion***

The Board of Zoning Appeals may use the language as follows, or other phrasing as they deem appropriate:

*"I move to **approve/approve with conditions/deny** the request for a Conditional Use Permit per Section Sec. 18-304. Of the Town Code, for a Club or Service Organization, Governmental Uses, Outdoor Recreational Uses, Private, Outdoor Parks and Recreational Uses, Public, and School, Elementary, Middle and High, for the property, know as "The Annex", located at 301 Center Street South, owned by the Town of Vienna, to be managed by the Department of Parks and Recreation., with the following conditions....."*

**From:** [Chen, Alan](#)  
**To:** [Levy, David](#); [O'Brien, Kelly](#)  
**Cc:** [West, Andrea](#); [Baer, Brad](#); [Herman, Leslie](#); [Cloutre, Lyndsey](#)  
**Subject:** DPW Usage of 301 Center St S  
**Date:** Wednesday, January 14, 2026 2:33:08 PM

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Hi David,

I just wanted to follow up on our previous conversation with DPW's anticipated storage needs for the 301 Center St S property. DPW does not currently anticipate utilizing the 301 Center St S property for stockpiling and storage for any of our current properties and will evaluate other Town-owned properties for staging and stockpiling as needed before requesting utilizing the 301 Center St S property. DPW is aware of the Planning Commission's concerns regarding safety and the broad language regarding materials storage with the property and will work to ensure safe site conditions given the proximity of the property to the adjacent high-activity neighboring properties and would like to provide some additional clarification on the proposed utilization of this property.

In the event that DPW were to utilize the 301 Center St S property for staging and stockpiling, the materials stored would be construction materials such as utility piping (see *Photo 1 below of storm drain storage adjacent to the active construction site on Glen Ave*) and structures and stockpile of aggregate (see *Photo 2 of aggregate storage previously utilizing the 301 Center St S parking lot*). No hazardous waste, spoils piles, salt, or any other uncovered construction material which may result in stormwater runoff pollution will be placed on 301 Center St S. DPW would also use protective orange safety fencing around any long-term storage of materials longer than the duration of one week. The duration of storage would of course depend on the project, but DPW would minimize the duration in which the materials would be stored on-site to the maximum extent possible and can provide advanced notification regarding the anticipated duration of the staging of materials at the 301 Center St S site. DPW does not anticipate the site being utilized frequently (less than four times per year) and would evaluate and prioritize other site locations in the Town's right-of-way closer to the project site before considering the 301 Center St S property.



*Photo 1: Staging of concrete storm drain piping at the Glen Ave sign. Given the proximity of 301 Center St S to properties with high traffic of children, orange safety fencing would be provided around any proposed stockpile or staging of equipment.*



*Photo 2: Previous stockpile of aggregate material used in a water main replacement project in 2023. Any stored aggregate material would be covered with a tarp to prevent any stormwater runoff pollution and no hazardous materials, spoils, or salt will be stored at 301 Center St S.*

DPW understands the importance of safety, pollution prevention, and general good housekeeping practices and would be open to discussing any conditions and restrictions on the usage of the 301 Center St S property. While there are no plans to utilize the property for any currently planned DPW projects, DPW would like to emphasize that there is limited space at the Northside Property Yard and few viable Town-owned locations for stockpiles and staging and the previous infrequent utilization of the 301 Center St S property has provided cost savings and prevented delays on crucial Town infrastructure projects such as the Maple-Nutley signal upgrade projects and various sidewalk and water main replacement projects and DPW would like to preserve the possibility of utilizing the vacant property in the future and would be open to addressing any specific concerns from the Planning Commission on how the site was utilized previously by DPW.

I would be happy to answer any questions the BZA or Planning Commission may have regarding Public Works' use of the 301 Center St S property and please let me know if there is any additional information I can provide to help address the Planning Commission's concerns.

Thanks,  
Alan

**Alan Chen, PE**  
Deputy Director of Engineering



TOWN OF  
**VIENNA**  
since 1890

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