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TOWN OF  
**VIENNA**  
*since 1890*

## Memorandum

To: Board of Zoning Appeals  
From: Matthew Glassman, Chair of the Planning Commission *mg*  
Meeting Dates: October 8, 2025 and December 10, 2025  
Re: Recommendation for Conditional Use Permit – Interim Governmental and Public Parks & Recreation Uses at 301 Center Street South

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### Summary:

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 the Town-owned property at 301 Center Street South, formerly the Faith Baptist Church site.

After extensive discussion over both meetings covering noise, buffers, storage, safety, activity types, hours of use, and the interim nature of the proposal, the Planning Commission voted 6-0 (Commissioner Kenney was absent) on December 10 to recommend approval of the CUP with significant conditions.

### Site & Proposal Overview:

The site is a roughly 3-acre lot that is zoned RS-10. The former church building has been demolished, so the only existing structure is a shed used for storage by the Police Department. There is a paved parking surface with approximately 67 existing parking spaces. The site is surrounded by single-family homes on two sides, the Vienna Police Station, and Center Street South. Across Center Street South are Waters and Caffi Fields.

The Town is proposing the following interim uses:

- Overflow parking for Town events, athletic fields, Police Station, Community Center, and Volunteer Fire Department activities
- Parks & Recreation classes, camps, and public events
- Economic development programming
- Sponsored fundraising activities (e.g., mulch sales)
- Police motorcycle, bicycle, and vehicle training exercises (initial proposal)
- Possible – but not planned – future location of the Farmers Market

### Key Discussion Points:

- **Noise impacts and police training activities:** Across both meetings, Commissioners and residents raised significant concern about police motorcycle training, which had been occurring on the site. A resident from Cherry Circle emphasized that the noise is extremely disruptive due to the proximity of the site to homes. Commissioners expressed their belief

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that motorcycle and vehicle training are incompatible with nearby homes and should not be included in the CUP. The Commission ultimately reached consensus that all police motorcycle and vehicle training should be prohibited, with the sole exception of events for installation of child car-seats, if that is proposed.

- **Materials storage concerns:** Both meetings highlighted uncertainty over what types of materials Public Works or Fairfax County Public Schools (FCPS) might store onsite. Commissioners emphasized the potential for a “slippery slope” leading to large piles of stone, mulch, salt, or asphalt millings. The October meeting noted the need for clarity, especially since storage areas were undefined. Commissioners also were concerned that there was no mention of the storage materials being fenced for security and safety. The Commission concluded that materials storage should be removed from the list of approved uses in the CUP to avoid unintended long-term impacts.
- **Hours of operation:** The Commission reviewed the proposed hours of operation during both of its discussions. The original proposal, which was discussed in October, included a wide range of hours, including early hours on weekends. The Commissioners indicated that there was not enough information presented to understand the nature of the potential impacts and therefore requested that staff return with more information about the hours and frequency of proposed events and activities. Staff discussed the matter with the Town Council and returned on December 10 with a table of anticipated hours and frequency of proposed events. December refinements reduced event ending time to 9 PM while proposing that parking be allowed until 11 PM. Commissioners ultimately agreed on the following:
  - Sunday activities must begin no earlier than 9 AM, 7 AM start for all other days, both in general conformance with Town policies. Specific requirements related to certain activities, as elaborated within the Town Code, Sec.10-20.1., should still apply, especially when they are more restrictive than the hours recommended here.
  - Activities may continue until 9 PM every day
  - Parking-only use may begin at 7 AM and continue until 11 PM
- **Safety of youth programming:** Because Parks & Recreation intends to use the site for children’s camps, classes, and activities, Commissioners stressed that youth activities must be separated from parking and vehicular movements, using either distance or physical barriers.
- **Trash and site maintenance:** Both meetings highlighted operational concerns related to trash. Residents noted existing trash cans across from the fields often overflow. Commissioners emphasized the need for properly maintained permanent trash and recycling receptacles onsite.
- **Need for operational clarity:** At the October meeting, Commissioners requested a detailed use table showing frequency, duration, and expected impacts. There was also a request for clarification of loading/unloading areas and clearer descriptions of proposed activities.

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Staff provided expanded detail on December 10, enabling the Commission to formulate conditions and a final recommendation.

- **Appropriate duration of approval:** At the October meeting, staff recommended a three-year review interval. Commissioners strongly disagreed, noting the interim and experimental nature of the use. After both discussions, the full Commission decided on recommending that the CUP, if approved, should expire after one year and require that the Town return for reevaluation of the approval and the conditions, based on actual site performance.

### **Planning Commission Recommendation**

These combined discussions formed the basis for the Commission's unanimous 6-0 recommendation for approval with the following conditions:

1. All parking must take place on paved surfaces.
2. 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 required buffer between uses in Section 18-561.
3. Recreational activities must be separated from parking activities by distance or warning devices.
4. All activities are limited to hours outlined in the staff narrative (parking may take place from 7am to 11pm and events may take place from 7am to 9pm), with the exception that activities may not begin until 9 am on Sundays. Overnight parking is not permitted unless approved as part of a Special Event permit.
5. There is no DPW or FCPS materials storage allowed on site.
6. There are no motorcycle or vehicular police training exercises on site with the exception of car seat installation.
7. This permit must be reviewed by the Board of Zoning Appeals within 12 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 of the approved CUP, and may choose to a) continue the permit, b) not continue the permit, c) change the conditions, and/or d) apply a new timeframe for review.
8. Permanent trash receptacles will be placed on site.

Motion: Commissioner Noble

2nd: Commissioner Plowgian

Roll Call Vote: 6-0

Matthew Glassman, Chair	Aye
Douglas Noble, Vice Chair	Aye
Keith Aimone	Aye
Deepa Chakrapani	Aye
Stephen Kenney	absent
David Miller	Aye
Jessica Plowgian	Aye