




STAFF REPORT COVER SHEET

December 10, 2025

ATTACHMENT 01

Address:	301 Center Street South	Case Number:	PF-1888679
Meeting Date:	12/10/2025	Applicant:	Town of Vienna
Board/Commission:	Planning Commission	Owners:	Town of Vienna
Existing Zoning:	RS-10	Existing Land Use:	Governmental
Brief Summary of Request:	Recommendation to Board of Zoning Appeals for a conditional use permit for a series of governmental uses and public outdoor parks and recreational uses		
Site Improvements:	The only improvements currently on the site are asphalt driveways and parking areas. A sidewalk is proposed to be built leading from the back parking lot to the front sidewalk.		
Size of Property:	130,680 square feet / 3.0 acres		
Public Notice Requirements:	<ul style="list-style-type: none">• Advertisement for two successive weeks of meeting in a newspaper having paid general circulation in the Town prior to Board of Zoning Appeals meeting.• Letters were sent on October 1, 2025, to adjacent, abutting and immediately across the street property owners/agents/occupants and subject property owners notifying them of the Planning Commission meeting.• One sign was posted in front of the lot along Center Street South on September 29, 2025 with the date of Planning Commission meeting.		
Official Submission Date of Approval:	On September 29, 2025, the application was deemed by staff to be complete.		
Deadline for Action:	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.		
Brief Analysis			
PROPERTY HISTORY <p>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.</p>			
COMPATIBILITY WITH THE COMPREHENSIVE PLAN <p>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.</p>			
COMPATIBILITY WITH THE ZONING ORDINANCE <p>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).</p>			
Attachments:	01 – Staff Report 02 – CUP Narrative & Examples 03 – Interim Conditions Site Plan 04 – Relevant Regulations 05 – Notification Affidavit		
Author:	Kelly O'Brien, AICP, Deputy Director of Planning and Zoning		

Introduction

The Planning Commission 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 short-term governmental and community uses on the property.

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.

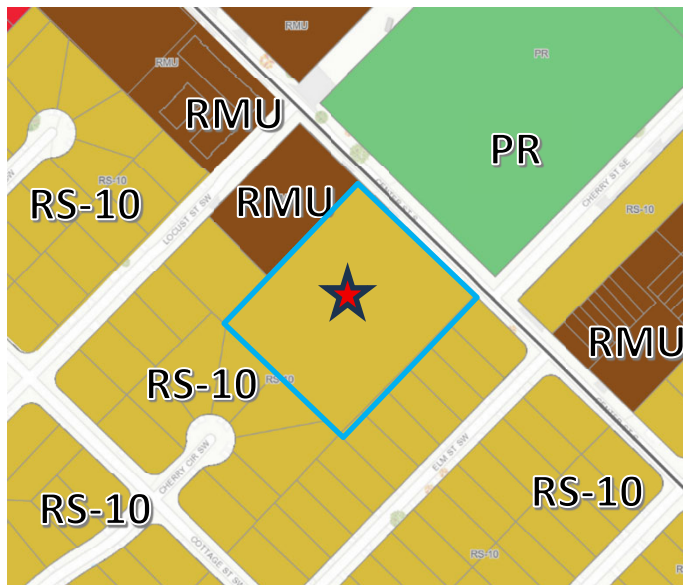


Figure 1 - Zoning map with 301 Center Street South identified with a star.

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 church received approval for expansion of the facilities in 1987, which required amendment to the original conditional use permit and modification of requirement for lot coverage to a maximum of 50 percent and side 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 of a conditional use permit (CUP) to utilize the existing building as temporary

headquarters for the Vienna Police Department while the new police station was constructed across the street at 215 Center Street South. That permit was approved for a 36-month term and expired on October 31, 2023. At the conclusion of that period, 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 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.

The Town Council has since adopted its updated Capital Improvement Program (CIP). In doing so, it was established that the Town would raise and direct funds for the design and construction of a new aquatics and fitness center on the Annex property. The timeline is not yet determined; but there will be, at least, a two-year process of selecting a design firm and developing the design. If the Town Council elects to move forward at that point, there will be a process to procure a construction firm and finalize the plan and contract. As such, staff anticipates a minimum of two to three years before any redevelopment activity occurs. The proposed interim uses under this CUP are intended to cover that period.

Proposal

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 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.

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 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 some commissioners did not support. Staff also noted that long-term use of the site may shift based on the Town Council's October 22, 2025 review and adoption of the CIP, as referenced above in "Property History".

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 in order to receive direction as the property owner before resuming the CUP review process with the Planning Commission and the Board of Zoning Appeals. Mayor and Council provided feedback including limiting activities to ending at 9 pm and parking ending at 11 pm. 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 motor 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.

Conditional Use Permit

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 ensuring that activities remain compatible with the surrounding neighborhood.

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 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. While the Town Council did not direct that any specific hours be included in the application, the Council recognizes that hours should be restricted and designed to have as little impact on the surrounding residential neighborhoods as possible, including any potential police motorcycle training or similar noise-producing activities.

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.

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.

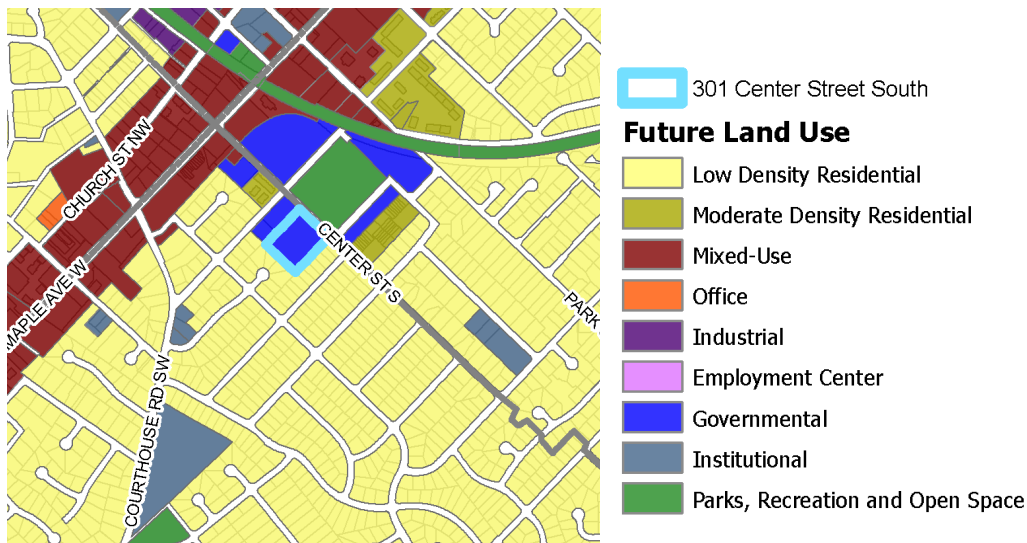


Figure 2 – Future Land Use Plan with 301 Center Street South identified with blue boundary.

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

Conditional Use Permit

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 finds that the uses proposed are consistent with those identified as conditional uses under the ordinance. Staff further finds 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 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.

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