




# STAFF REPORT COVER SHEET

October 8, 2025

ATTACHMENT 01

<b>Address:</b>	301 Center Street South	<b>Case Number:</b>	PF-1888679
<b>Meeting Date:</b>	10/8/2025	<b>Applicant:</b>	Town of Vienna
<b>Board/Commission:</b>	Planning Commission	<b>Owners:</b>	Town of Vienna
<b>Existing Zoning:</b>	RS-10	<b>Existing Land Use:</b>	Governmental
<b>Brief Summary of Request:</b>	Recommendation 1) to Board of Zoning Appeals for a conditional use permit for a series of governmental uses and public outdoor parks and recreational uses, and 2) to Town Council for modifications of requirements.		
<b>Site Improvements:</b>	The only improvements currently on the site are asphalt driveways and parking areas.		
<b>Size of Property:</b>	130,680 square feet / 3.0 acres		
<b>Public Notice Requirements:</b>	<ul style="list-style-type: none"><li>• Advertisement for two successive weeks of meeting in a newspaper having paid general circulation in the Town prior to Board of Zoning Appeals meeting.</li><li>• 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.</li><li>• One sign was posted in front of the lot along Center Street South on September 29, 2025 with the date of Planning Commission 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 take 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.		
<b>Brief Analysis</b>			
<b>PROPERTY HISTORY</b> <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>			
<b>COMPATIBILITY WITH THE COMPREHENSIVE PLAN</b> <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>			
<b>COMPATIBILITY WITH THE ZONING ORDINANCE</b> <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). Approval of modifications are also required, to address lot coverage.</p>			
<b>Attachments:</b>	01 – Staff Report 02 – CUP Narrative 03 – Proposed Interim Conditions Plan 04 – Parking Study Exhibit 3	05 – Action Details 6/03/24 Town Council Meeting 06 - Relevant Regulations 07 – Notification Affidavit	
<b>Author:</b>	David Levy, AICP, Director of Planning and Zoning		

### *Introduction*

The Planning Commission is asked to consider two related applications concerning the Town-owned property at 301 Center Street South, commonly referred to as the “Annex.” The first 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 second is a request for a Modification of Requirements to permit increased lot coverage in order to accommodate expanded on-site parking.

### *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.

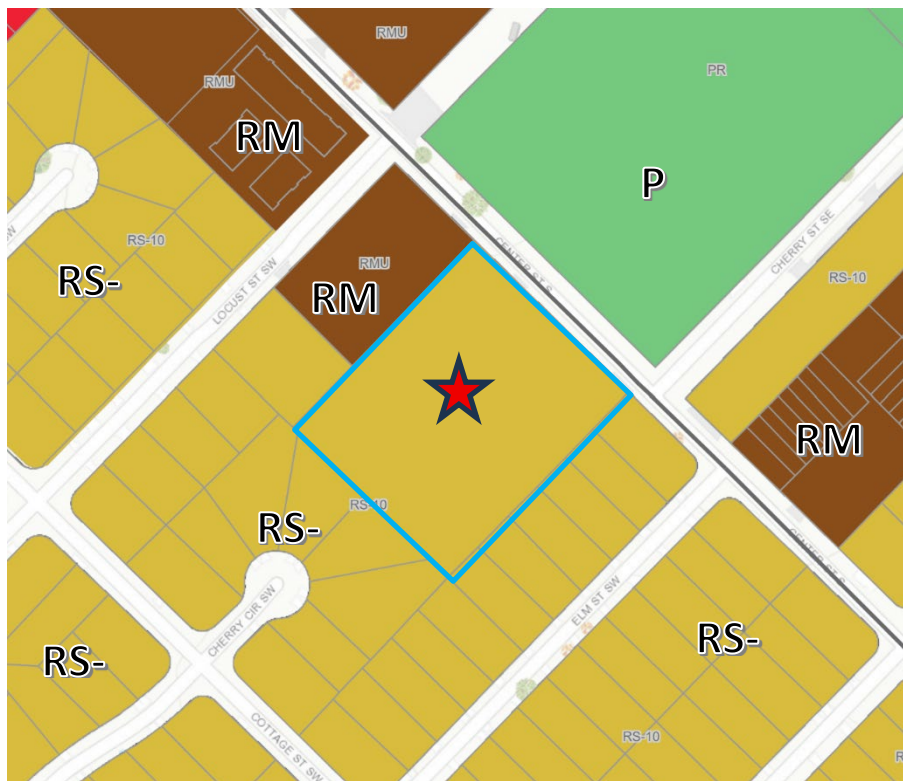


Figure 1 - Zoning map with 301 Center Street South identified with a star.

### ***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.

### ***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.

#### **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.

The narrative outlining proposed uses and hours is included as Attachment 02.

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.

#### Modification of Requirements

The companion request for a Modification of Requirements concerns lot coverage. The site currently contains 68 striped parking spaces, many of which do not meet current dimensional standards. At present, the lot coverage is 25.7 percent – slightly above the 25 percent maximum permitted in the RS-10 zone, a condition grandfathered from the original church development. The site plan endorsed by Town Council would allow the construction of up to 50 additional spaces meeting current dimensional requirements, resulting in a total of 118 spaces and lot coverage of 31.6 percent. Accordingly, the Town requests approval of a modification to permit lot coverage up to that amount. The site plans showing current conditions and proposed parking expansion are included as Attachments 03 & 04 respectively. The additional lot coverage does not add new building mass but instead ensures safer, code-compliant parking that accommodates governmental and community uses on-site without burdening nearby residential streets.

#### 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 recognizes that there will be public entities other than the police using the property in the short term.

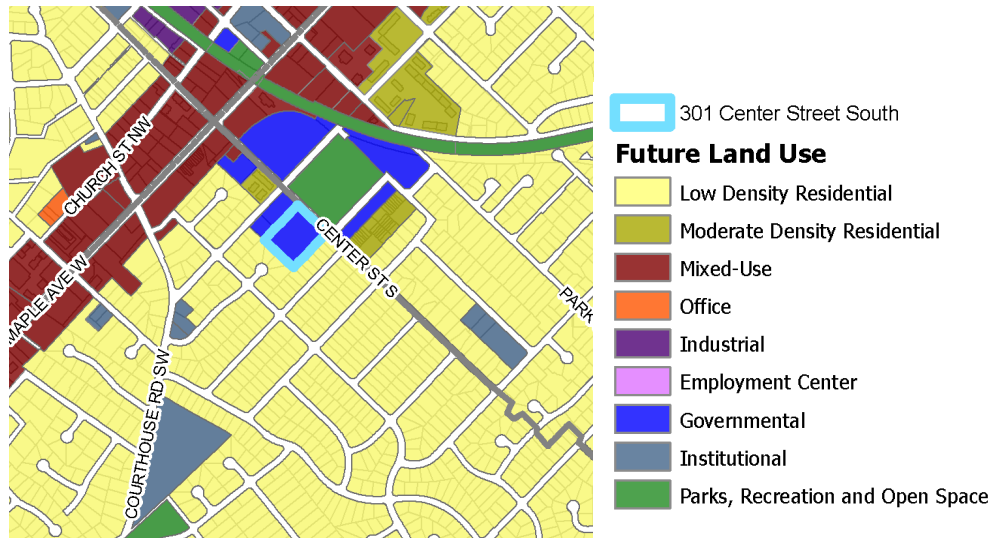


Figure 2 – Future Land Use Plan with 301 Center Street South identified with blue boundary.

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. Staff's conclusion is that the short-term governmental and public-oriented uses proposed are consistent with the current Town Comprehensive Plan.

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

The process for review and approval/ 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.

The process for review and approval/ denial of an application for a Modification of Requirements is outlined in Section 18-830 of the Town Code. After initial staff review, the Planning Commission, per Section 18-830.2.C., reviews the application, taking into account consistency with the Comprehensive Plan and the integrity of the Town code. The Commission then prepares a recommendation to the Town Council, which makes the final decision, taking into account the Planning Commission recommendation. Lot coverage is an eligible area for consideration, under 18-830.1.C.



## *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

Because no new construction is contemplated on the site, other than the potential to expand parking in the direction of Center Street South (not in the direction of any abutting existing uses), staff finds that the uses proposed are consistent with those identified as conditional uses under the ordinance.

Staff further finds that the proposed uses will not result in adverse impacts in the areas required for consideration under Section 18-824.5.B., provided that appropriate conditions are imposed. To mitigate potential effects on adjacent 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.

### Modifications of Requirements

Section 18-219 of the Zoning Ordinance establishes a maximum lot coverage of 25 percent for properties zoned RS-10. This standard is designed primarily to regulate the scale of single-family homes and their accessory structures, ensuring that residential development is compatible with the character of the neighborhood.

The subject property, however, is not being developed for single-family residential purposes. Rather, it is a Town-owned site designated for governmental and civic uses, consistent with the Comprehensive Plan. The applicant requests approval of 31.6 percent lot coverage, which is comprised almost entirely of paved parking areas and driveways.

Staff finds that the additional lot coverage is appropriate in this context. The excess coverage accommodates the reconfiguration of parking areas to meet current dimensional standards, which provide improved safety and circulation compared to the substandard dimensions of older lots. By providing sufficient on-site parking, the proposal reduces the likelihood of spillover parking onto adjacent residential streets. Importantly, the modification does not introduce additional building bulk; the coverage is limited to hard-surfaced areas needed for safe, functional site operations.

For these reasons, staff concludes that the requested modification to lot coverage is reasonable, consistent with the intent of the zoning regulations, and necessary to support the property's governmental and community-serving use.