

TOWN OF
VIENNA
since 1890

Conditional Use Permit for Annex Property at 301 Center St S

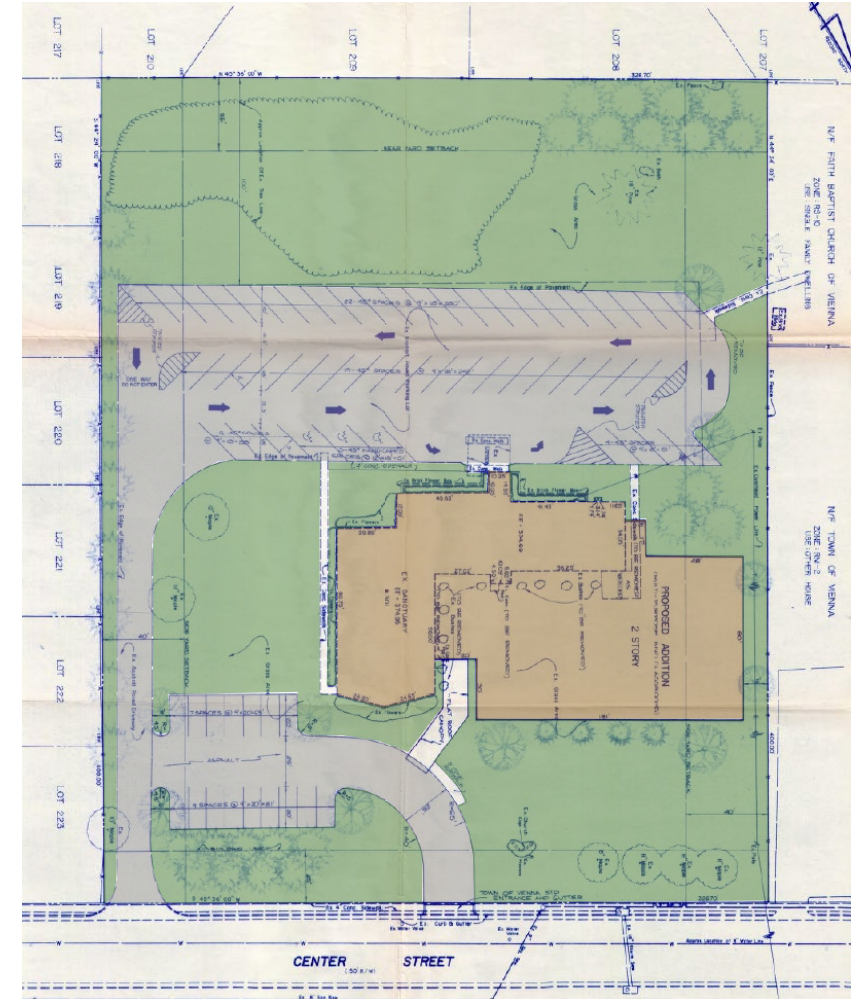
Planning Commission Meeting
December 10, 2025

301 Center St S – Annex Property

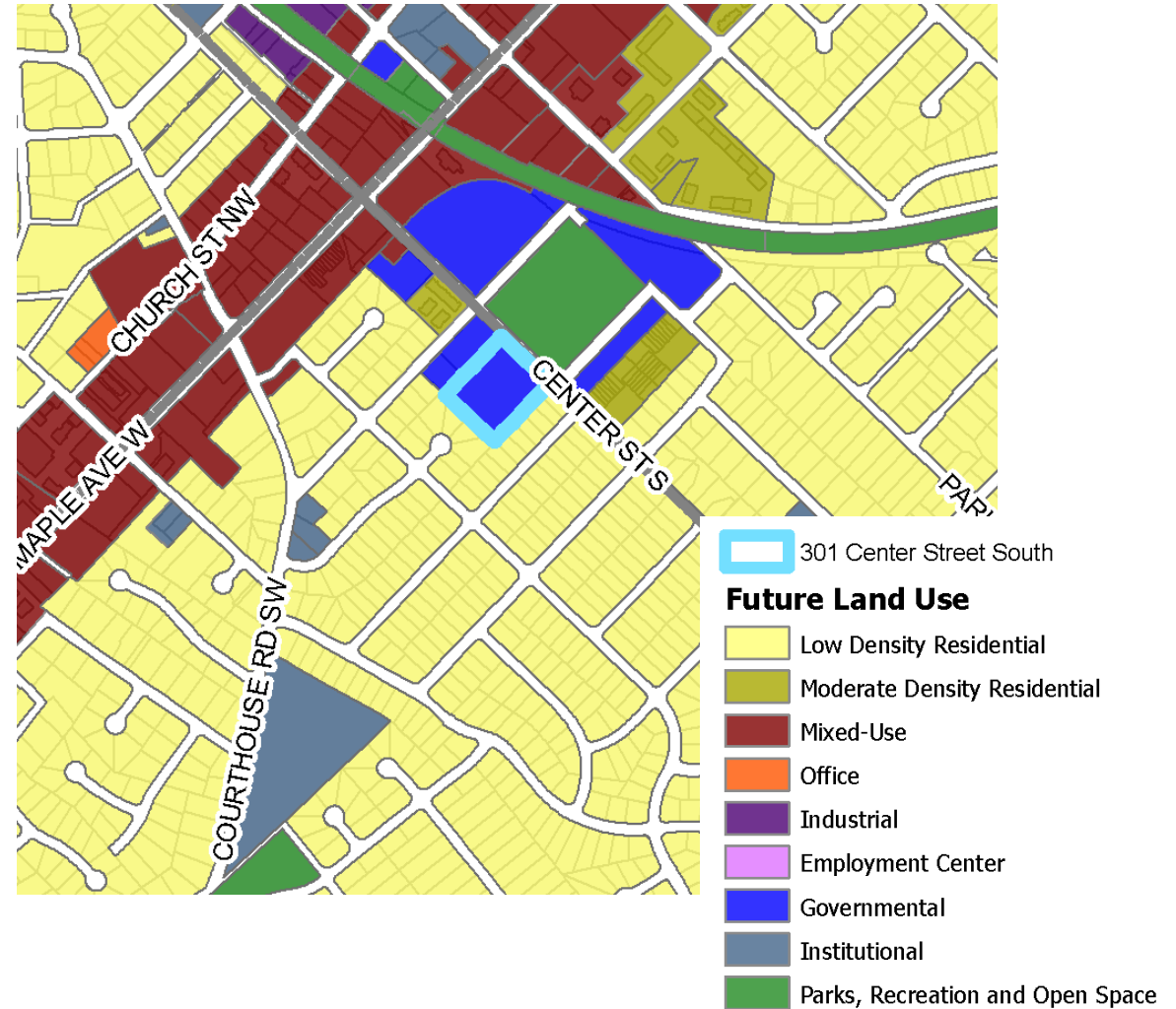
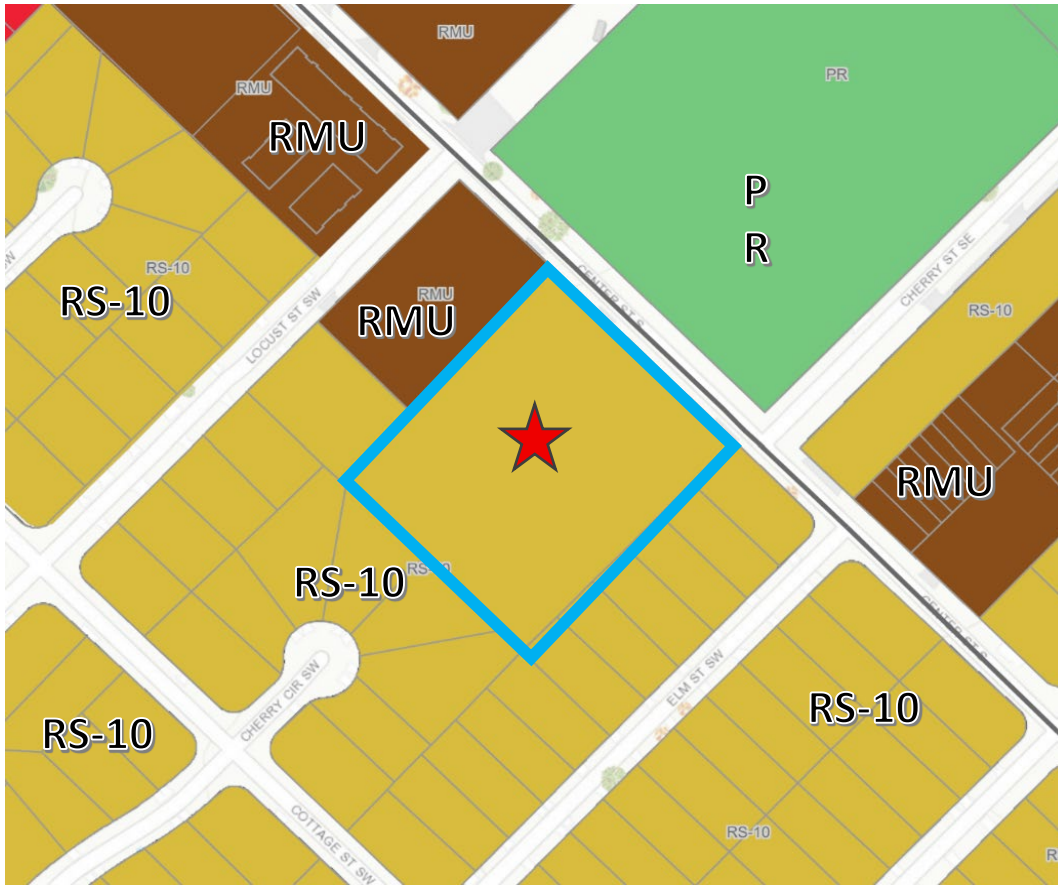


301 Center St S – Annex Property

- **Zone:** Residential - Single-Unit, 10,000 sq.ft. Zone (RS-10)
- **Area:** 130,680 sf or 3.0 acres
- **Lot Width:** 326.7 ft
- **Lot Depth:** 400 ft
- 67 parking spaces
- All prior conditional use permits (CUPs) for church use, daycare, and temporary police station have expired
- Modification approved in 1987 for 50% lot coverage



Zoning and the Comprehensive Plan



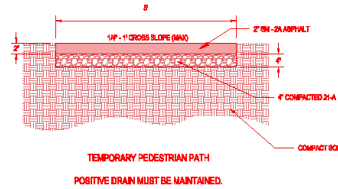
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Immediate Interim Conditions



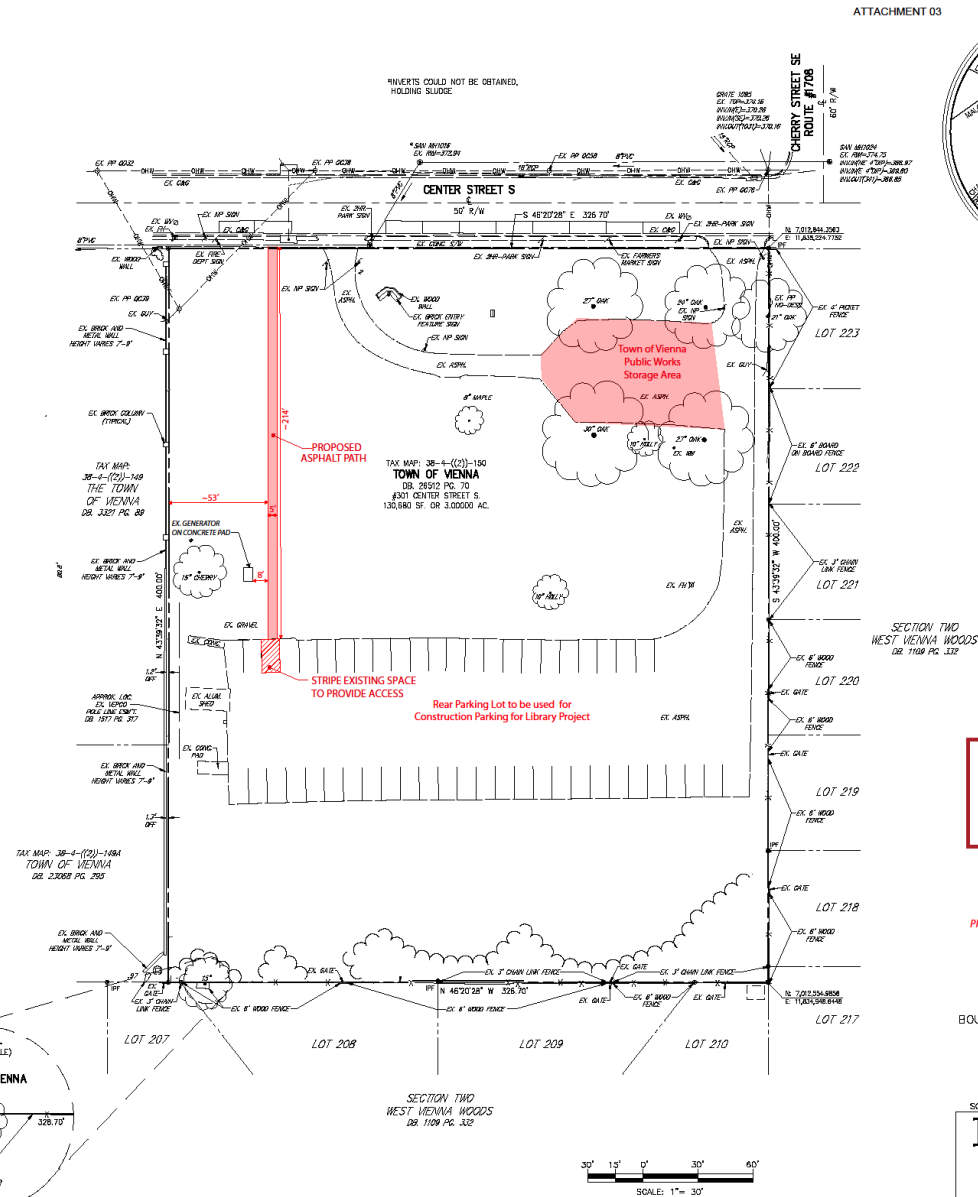
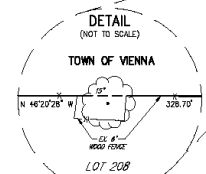
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- NOTES**
1. THE PROPERTY DELINEATED ON THIS PLAT IS LOCATED ON ASSESSMENT MAP NO. 38-4-1(22), PARCEL 150, AND IS ZONED PS-10.
 2. OWNER: TOWN OF VIENNA, VIRGINIA
ADDRESS: 127 CENTER STREET S.
VIENNA, VIRGINIA 22180
RECORDATION: DB 26512 PG. 70
 3. THE BOUNDARY OF THE PROPERTY DELINEATED HEREON IS BASED ON A FIELD SURVEY PERFORMED BY LAND DESIGN ON FEBRUARY 08, 2023 AND IS REFERENCED TO THE VIRGINIA COORDINATE SYSTEM OF 1983 NORTH ZONE (U.S. SURVEY FOOT) AS COMPUTED FROM A GPS/VMS SURVEY (NAD 83 (2011) EPOCH 2010.00). THE GROUND DISTANCES SHOWN HEREON ARE BASED ON APPLICATION OF A SITE COMBINED SCALE FACTOR OF 0.999997031 WITH A BASE POINT EQUAL TO N 7.022841400S, E 11.834711700S. ALL MONUMENTATION SHOWN HEREON AS IPF, IPS, MON, ETC. ARE FROM THE AFOREMENTIONED FIELD SURVEY. THE BOUNDARY OF THE LANDS DELINEATED HEREON MEETS THE MINIMUM ERROR OF CLOSURE OF 1 IN 20,000.
 4. THE SITE SHOWN HEREON IS REFERENCED VERTICALLY TO THE VIRGINIA COORDINATE SYSTEM OF 1983 NORTH (U.S. SURVEY FOOT) AND NGVD29 AS COMPUTED FROM A GPS FIELD SURVEY. VERTICAL DATUM WAS DERIVED USING THE CORRESPONDING SOFTWARE, U.S. NAVY CORPS OF ENGINEERS CONVERTING THE DATUM FROM GPS OBSERVATIONS IN NAVD83 TO NAVD29.
 5. THE PROPERTY DELINEATED HEREON IS LOCATED IN ZONE X (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN AS DELINEATED ON THE FEDERAL ENERGY MANAGEMENT AGENCY'S FLOOD INSURANCE RATE MAP OF FAIRFAX COUNTY, VIRGINIA COMMUNITY-PANEL NUMBER 315029-0145-E AND TOWN OF VIENNA, VIRGINIA COMMUNITY-PANEL NUMBER 315063-0145-E (MAP NUMBER 3150630145E) EFFECTIVE DATE: SEPTEMBER 17, 2010.
 6. NO TITLE REPORT FURNISHED.
 7. REPRESENTATION OF UNDERGROUND PIPE IDENTIFIED ON THIS SURVEY AS:
= RCP, DIP OR PVC ARE BASED ON SURFACE OBSERVATIONS OF PIPE ALIGNMENTS AND ASSOCIATED SANITARY OR STORM DRAINAGE SURFACE STRUCTURES AND DOES NOT REPRESENT ACTUAL UNDERGROUND LOCATIONS OF SAID UTILITIES.



LEGEND

AC	= ACRES
A/C	= AIR CONDITIONER
ALUM.	= ALUMINUM
APPROX. LOC.	= APPROXIMATE LOCATION
ASPH.	= ASPHALT
BLDG	= BUILDING
CD	= CLEARED
CONC.	= CONCRETE
C&G	= CURB AND GUTTER
DBL	= DEED BOOK
DEPT	= DEPARTMENT
DESC	= DESCRIPTION
DRAIN	= DRAINAGE
ELEC	= ELECTRIC
ESMT	= EASEMENT
EX	= EXISTING
FF	= FIRST FLOOR
IPF	= INVERT
IRV	= IRON PIPE FOUND
MB	= MANHOLE
NP	= NO PARKING
PVC	= POLYVINYL CHLORIDE
RCP	= REINFORCED CONCRETE PIPE
R.D.	= ROCK DRAIN
R/W	= RIGHT-OF-WAY
S&L	= SANITARY
ST	= SQUARE FEET
STLM	= STORM
S/W	= SIDEWALK
TPED	= TELEPHONE PEDISTAL
VEPCO	= VIRGINIA ELECTRIC POWER COMPANY
E	= CENTERLINE OF TRAVELWAY
FD	= FIRE HYDRANT
FW	= FENCE
PT	= POWER POLE
SI	= SIGN
WM	= WATER METER
WO	= WATER VALVE
FL	= FLOOD
OW	= OVERHEAD WIRE
SL	= SHRUB LINE
T	= TREE



Town of Vienna
Approved
05/09/2025

PROPOSED SITE PLAN
PREPARED BY TOWN OF VIENNA STAFF USING
EXISTING CONDITIONS PLAT AS BASE
April 29, 2025

PLAT SHOWING
BOUNDARY AND TOPOGRAPHIC SURVEY
OF THE PROPERTY OF
TOWN OF VIENNA
DEED BOOK 26512 PAGE 70
TOWN OF VIENNA
HUNTER MILL DISTRICT
FAIRFAX COUNTY, VIRGINIA
SCALE: 1" = 30' DATE: FEBRUARY 08, 2023
LandDesign
12000 FAIR LAKES CIRCLE, SUITE 100
FAIRFAX, VA 22033
703.446.8100
WWW.LANDDESIGN.COM

SHEET 1 OF 1

2021139 - 618 E

Proposed Conditional Uses

A. Governmental uses, including:

- Overflow parking for the Community Center, Police Station, Town events, Fire Station events, and activities at Waters and Caffi Fields.
- Temporary parking for construction worker vehicles during the Vienna Library construction project (no construction material storage permitted).
- Short-term material storage for the Department of Public Works and Fairfax County Public Schools (i.e. mulch for booster fundraiser).
- Event space for Parks and Recreation and the Department of Economic Development.
- Police training exercises to include use of bicycles, vehicles and motorcycles during daytime hours.

B. Public Outdoor Parks and Recreational Uses, including:

Parks and Recreation classes, programs, and camps. Camps may be run by outside contractors, however, under the supervision and management of Parks staff.



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Potential Permitted Use

Farmers Market is a permitted temporary use in RS-10, if the Optimist Club wants to move from the Community Center

Administration & Compliance

Department of Parks and Recreation will manage scheduling and review use applications to ensure compliance with all Board of Zoning Appeals conditions, the Town Code, and applicable laws regarding noise, odors, trash, loading/unloading, and site capacity.



CUP Conditions for Approval – Town Code

Conditions for Approval:

- A. Will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use;
- B. Will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood;
- C. Will be in accordance with the purposes of the Town's comprehensive plan; and
- D. Meets use-specific standards outlined in Article 3 of this chapter.

Plans to control any potential impacts of the proposed use on the nearby community, including:

- **Noise.**
- **Odors.**
- **Trash and litter.**
- **Loading/unloading.**
- **Parking and Stacking.**
- **Use capacity.**
- **Hours.**



CUP Conditions for Approval – Town Code

Noise

- All events must follow the Town's noise ordinance.
- No amplified sound outside permitted hours.

Odors

- No odor impacts expected.
- If a future event could create odors (e.g., food truck), staff will coordinate with neighbors.
- No food trucks currently planned.

Trash & Litter

- Adequate trash cans provided for all events.
- Town staff will clean the site promptly after each use.



CUP Conditions for Approval – Town Code

Loading / Unloading

- Scheduled to avoid conflicts with other activities.
- Must comply with noise ordinance.

Parking & Stacking

- Parking limited to existing spaces only.
- Approx. 15 spaces (front) + 50 spaces (rear).
- No grass parking and no vehicle stacking anticipated.

Site Capacity

- Capacity based on available parking only.
- No occupancy load (no building on site).

Hours of Operation

- Events allowed between **7:00 a.m. – 9:00 p.m.**
- Parking-only use allowed until **11:00 p.m.**

Examples of Proposed Events, Duration, Hours, etc.

Proposed Use/Activity	Duration & Frequency	Days of Operation	Hours of Use
Parking			
Overflow parking for Waters/Caffi Fields for sport activities	Year Round	Monday - Friday	7am - 11pm
		Saturday	8am - 11pm
		Sunday	8am - 11pm
Overflow parking for Community Center usage	Year Round	Monday - Friday	4pm - 11pm
		Saturday	8am - 11pm
		Sunday	12noon - 6pm
Overflow parking for Police			
Cops & Kids Event	1x year - October	Sunday	8am - 2pm
Drug Take Back Event	3x year	Saturday	10am - 2pm
Overflow parking for Fire Station events			
Taste of Vienna	1x year - April	Saturday	7am - 9pm
Bingo	Year Round	Sunday	4pm - 9pm
Open House	1x year - October	Saturday	10am - 4pm
Other Hall Rentals & Events	Year Round	Monday - Saturday	7am - 11pm
		Sunday	7am - 4pm
Temporary Parking for construction workers - Library project	now - Dec. 31, 2027	Monday - Friday	7am - 4pm
Parking for Oktoberfest vendors and attendees	1x year	1st Saturday in October	7am - 9pm
Parking for Halloween Parade participants	1x year	Wednesday before Halloween	4pm - 11pm
Parking for Viva Vienna	3 days per year	Memorial Day weekend - Sat & Sun	8am - 11pm
		Memorial Day weekend - Monday	8am - 7pm



Examples of Proposed Events, Duration, Hours, etc.

Proposed Use/Activity	Duration & Frequency	Days of Operation	Hours of Use
Material & Trailer Storage			
FCPS Fundraiser Material Storage	2 days a year	Friday - Saturday	
DPW Short Term Material Storage	Year Round		
VYI Short Term Material Storage - Football storage trailer	13 weeks/year		
P&R Short Term Material and Vehicle Storage - events trailer	Year Round		
Police Storage Shed	Year Round		
Events & Classes			
Parks & Recreation Events	4x year	Saturday	7am - 8pm
Parks & Recreation Camps	June - August	Monday - Friday	7am - 7pm
Parks & Recreation Classes & Programs	Year Round	Monday - Friday	7am - 7pm *or until dusk
		Saturday	8am - 7pm *or until dusk
		Sunday	10am - 5pm
Economic Development Events	4x year	Saturday	7am - 8pm
Farmers Market	May - October	Saturday	6am - 1pm

Examples of Proposed Events, Duration, Hours, etc.

Proposed Use/Activity	Duration & Frequency	Days of Operation	Hours of Use
Police Training Exercises			
Bicycles	Year Round - if available	Monday - Sunday	10am - 5pm
Vehicles	Year Round - if available	Monday - Friday	10am - 5pm (max 2 hour increment)
		Saturday	10am - 2pm (max 1 hour increment)
Motorcycles	10x year - if available	Monday - Friday	10am - 5pm (max 2 hour increment)
		Saturday	10am - 2pm (max 1 hour increment)

Suggested Motions

"I move to recommend approval of a conditional use permit to the Board of Zoning Appeals for governmental and public outdoor parks and recreational uses for the property located at 301 Center Street South, in the RS-10 zone, described as tax map 0384 02 0150 as outlined in the attached narrative."

OR

"I move to recommend denial to the Board of Zoning Appeals for a conditional use permit for governmental and public outdoor parks and recreational uses for the property located at 301 Center Street South, in the RS-10 zone, described as tax map 0384 02 0150."

OR

Other action deemed necessary by the Planning Commission.



Suggested Motions

"I move to recommend approval of a conditional use permit to the Board of Zoning Appeals for governmental and public outdoor parks and recreational uses for the property located at 301 Center Street South, in the RS-10 zone, described as tax map 0384 02 0150, 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. No recreational activities may take place on the driveway adjoining residential properties.
4. 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.
5. 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 may continue the permit, not continue the permit, change the conditions, and/or apply a new timeframe for review.

(And/or any other conditions proposed by the Planning Commissioners).

