



Town of Vienna

127 Center Street South
Vienna, Virginia 22180
p: 703.255.6341
TTY 7111

Meeting Agenda Board of Zoning Appeals

Wednesday, July 15, 2026

7:30 PM

Charles Robinson Jr. Town Hall, 127 Center St.
South

Roll Call

Public Hearings

[BZA-26161](#)

Request for approval of a variance from Section 18-218.2., RS-12.5, Dimensional Standards., Rear Yard, of the Town of Vienna Zoning and Subdivision Ordinance, to construct a deck encroaching into the required rear yard, attached to an existing single-unit dwelling located at 420 Orchard St. NW, in the RS-12.5, Single-Unit Detached Residential zone.

Attachments:

- [01 - Staff Memo - 420 Orchard St NW - Variance - July 2026](#)
- [02 - Relevant Code Sections - 420 Orchard Street NW](#)
- [03 - Public Notification Affidavit - 420 Orchard Street NW](#)
- [04 - Application and Authorization - 420 Orchard Street NW Redacted](#)
- [05 - Variance Request - 420 Orchard Street NW](#)
- [06 - Plat w Deck - 420 Orchard Street NW](#)
- [07 - Deck Plans - 420 Orchard Street NW](#)
- [08 - Existing Conditions - 420 Orchard Street NW](#)
- [09 - Typical Deck Detail - 420 Orchard Street NW](#)

[BZA-26163](#)

Request for approval of a Conditional Use Permit in accordance with Sec. 18-304 of the Town of Vienna Zoning and Subdivision Ordinance for a Conditional Use Permit for Specialized Instruction at 512 Maple Ave W Suite 203, in the AW - Avenue West zoning district.

Attachments:

- [01 - BZA Staff Report - 512 Maple Ave W Suite 203 - CUP Specialized Instruction](#)
- [02 - Application and Applicant Authorization Form](#)
- [03 - CUP Narrative](#)
- [04 - CUP Site and Parking Plan](#)
- [05 - CUP Floor Plan](#)
- [06 - Relevant Regulations](#)
- [07 - Notification Affidavit](#)
- [08 - PC Chair Memo to BZA - 512 Maple Avenue W Suite 203](#)

[BZA-26162](#)

Request for approval of a variance from Section 18-544.4., Prohibited Signs., of the Town of Vienna Zoning and Subdivision Ordinance, to install 6 LED sign boards with changeable copy on and around parking facilities at the Navy Federal Credit Union campus at 820 Follin Ln SE and 1007 Electric Avenue, in the CP Corporate Park zoning district.

Attachments:

[Staff Memo - 820 Follin Ln SE & 1007 Electric Ave - NFCU](#)

[02 - Relevant Code Sections - NFCU - Variance](#)

[03 - Notification Affidavit - NFCU - Variance](#)

[04 - Application - NFCU - Variance](#)

[05 - Variance Request to TOV - 23Jun26 - NFCU - Va](#)

[06 - BAR Rejection Letter - 28May26 - NFCU - Varia](#)

[07 - Encl 1 - Proposed Sign Locations and Appearances](#)

[08 - Encl 2 - Proposed CleverCiti Monument Signs](#)

Approval of the Minutes:**Meeting Adjournment**

THE TOWN OF VIENNA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (703) 255-6341, OR 711 VIRGINIA RELAY SERVICE FOR THE HEARING IMPAIRED.

About the Board of Zoning Appeals

About the Board of Zoning Appeals:

The Board of Zoning Appeals is a quasi-judicial board comprised of seven members – all of whom are residents of the Town of Vienna, VA. The Board serves as an arm of the Fairfax County Circuit Court, as all members are appointed to the Board by the Court after receipt of recommendation from the Vienna Mayor and Town Council.

The Board is empowered by the Code of Virginia to:

- Hear and decide appeals from any order, requirement, decision or determination of the Zoning Administrator.
- Grant variances from the Zoning Ordinance – as defined in Section 15.2201 of the Code of Virginia – as will not be contrary to the public interest, when, owing to special conditions, a literal enforcement of the provisions will unreasonably restrict the utilization of the property to a degree that is not shared generally by other properties within the same zone or district, and its authorization will not be of substantial detriment to adjacent properties or change the character of the neighborhood
- Hear and decide applications for interpretation of the Zoning District Map when there is any uncertainty as to the location of the boundary line.
- Grant Conditional Use Permits in accordance with the provisions of Section 18-209 – 216 of the Vienna Town Code.

The Board of Zoning Appeals does not have the power to change the Zoning Ordinance or the rezone property. Those powers rest with the Mayor and Town Council. Please be advised, the Board decides each application on its own merit – there are no precedents.

The Board will first consider each application during the Public Hearing portion of the meeting. As part of the Virginia Court System, the Board of Zoning Appeals takes sworn testimony and each participant will be sworn in prior to offering comments. During the public hearing each agenda shall be closed a decision will be rendered.

The grant of a Conditional Use Permit, Variance, or appeal from a decision by the Town's Zoning Administrator requires an affirmative vote of no less than a majority of membership, of the Board. The Board consists of 7 members and a majority consists 4 members. If the applicant is unable to stay for the Board's decision portion, the applicant may learn the Board's decision by contacting staff.

The second portion of the meeting – the Regular Meeting – is for approval of meeting minutes and new business and will convene after the Public Hearing has been closed.

If any party is not satisfied with the decision of the Board, an appeal may be filed with the Circuit Court of Fairfax County within 30 days after the issuance of the Board's decision on the matter.