



Memorandum

To: Vienna Town Council
From: Matthew Glassman, Chair of the Planning Commission *mg*
Meeting Date: June 25, 2025
Re: Recommendation for Approval – Site Plan for Navy Federal Credit Union (NFCU) at 1007 Electric Avenue SE

Summary:

The Planning Commission met to review proposed site plan modifications for Navy Federal Credit Union (NFCU), specifically the relocation of drive-through ATMs from HQ1 at 820 Follin Lane SE to HQ2 at 1007 Electric Avenue SE. The relocation is intended to make way for a building addition at the current ATM location.

Per Section 18-836.2E of the Town Code, this site plan requires Planning Commission review and recommendation prior to Town Council consideration. The Planning Commission unanimously recommends approval of the proposed site plan. Below is a summary of the Commission's discussion.

Key Discussion Points:

- **Rate of usage and vehicle stacking:** Tim Markle from NFCU testified that post pandemic the peak usage of the current ATMs was 11 cars total in one hour on a Saturday in December. They are confident that the stacking spaces provided in the new location is sufficient for peak usage.
- **Signage and Circulation:** The proposed plan includes "No Parking" signage along the ATM drive aisles, "Keep Right" signs at the island entrances, and a STOP sign where the drive aisles meet the parking lot. Commissioner Noble suggested that double yellow striping be added to better delineate the drive-through lanes.

No public comments were received, and no one attended to speak on this item.

PC Recommendation:

The Planning Commission voted unanimously to recommend **approval** of the site plan with no

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additional considerations. We respectfully submit this recommendation for Council's review and decision.

Motion: Commissioner Plowgian

2nd: Commissioner Kenney

Roll Call Vote: 5-0

(Commissioners Aimone and Chakrapani were absent.)

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