



# Town of Vienna

## Meeting Agenda

### Board of Zoning Appeals

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

Wednesday, January 21, 2026

7:30 PM

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

## Roll Call

## Public Hearings

[BZA-26150](#) 438-440 Mill St NE - Request approval of a Conditional Use Permit (CUP) for private indoor recreational use at 432-436 Mill Street NE to include 438-440 Mill Street NE in the Mill District zone.

Attachments:

- [01\\_BZA\\_438-440 Mill St NE - CUP - Private Indoor Recreational Use](#)
- [02\\_438-440 Mill Street NE Application & Authorization Form](#)
- [03\\_438-440 Mill Street NE Applicant Narrative](#)
- [04\\_432-440 Mill Street NE Plat](#)
- [05\\_432-440 Mill Street NE Floor Plan](#)
- [06\\_432-440 Mill Street NE Photos](#)
- [07\\_432-436 Mill Street NE Certificate of Occupancy](#)
- [08 - Relevant Regulations](#)
- [09 - Notification Affidavit](#)
- [10 - PC Chair Memo to BZA - 438-440 Mill St NE](#)

[BZA-26149](#) 301 Center St S. - Consider an application concerning the Town-owned property at 301 Center Street South, commonly referred to as “the Annex,” for a Conditional Use Permit (CUP) to authorize a range of short-term governmental and community uses.

Attachments:

- [01 - BZA STAFF REPORT - 01-21-2026 - 301 Center St S - CUP](#)
- [02 - 301 Center Street S - CUP Narrative & Examples](#)
- [03 - 301 Center St S - Interim Conditions Site Plan](#)
- [04 - Relevant Regulations](#)
- [05 - Notification Affidavit](#)
- [06 - PC Chair Memo to BZA - Annex 301 Center St S Final](#)
- [07 - Written Testimony Received](#)

## Regular Meeting

**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 18-824 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.