



STAFF MEMORANDUM TO BOARD OF ZONING APPEALS

Address:	1007 Electric Ave SE	Parcel No.:	0393 02 0003C
Public Meeting Date:	4/16/2025	Case Number:	PF-1618443-BZA
Owner(s):	Navy Federal Credit Union (NFCU)	Applicant:	Evan Burch, ASD SKY Tim Markle, NFCU
Existing Zoning:	CP Corporate Park	Existing Land Use:	Office
Request:	<p>Request for approval of variances from Sec. 18-323.2 and 18-323.7, to construct a drive-through ATM facility within the front yard setback, with two lanes, for Navy Federal Credit Union, on the property located at 1007 Electric Ave SE, in the CP Corporate Park zoning district.</p>		
Site Improvements:	The subject property consists of 3-story office structure and parking garage.		
Size of Property:	469,047 sq ft		
Public Notice Requirements:	<p>Code of Virginia Section 15.2-2204 <i>Advertisement of plans, ordinances, etc.; joint public hearings; written notice of certain amendments.</i>, has been followed:</p> <ul style="list-style-type: none"> • <i>Written notices of the meeting to adjoining property owners provided on April 4, 2025;</i> • <i>Posting a placard on the subject property. The placard was posted on April 4, 2025;</i> • <i>Posting advertisements in local newspaper for two successive weeks prior to Board of Zoning Appeals meeting. This advertisement was published in the Washington Times newspaper on April 2, 2025, and April 9, 2025, 2025.</i> • <i>The Board Clerk filed an affidavit certifying that proper notification requirements were made as stated above.</i> 		
Staff:	Andrea West, Zoning Administrator		

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Variance - 1007 Electric Ave SE

April 16, 2025

Request:

Request for approval of variances from 1) Section 18-323.2 to construct a drive-through ATM facility within the front yard setback, and 2) Section 18-323.7, with two lanes, for Navy Federal Credit Union, on the property located at 1007 Electric Ave SE, in the CP Corporate Park zoning district.

Proposed Improvements:

The applicant proposes relocating the existing drive-through automated teller machine (ATM) facility from the 820 Follin Lane SE (HQ1) property to the HQ2 property at 1007 Electric Avenue SE. The ATM provides banking services for Navy Federal Credit Union members. The proposed drive-through is two lanes, one each direction, with one ATM serving each lane. The site is currently grass with sparse trees between the front parking lot and the right-of-way, Electric Avenue SE. The ATM will be covered by a fabric tensile structure to provide shade and cover from the weather. The new driveway is designed to accommodate up to twelve stacked vehicles within the new drive area without causing traffic back up onto internal roads or parking areas; this exceeds the stacking requirements in the code, see *Section 18-532. - Stacking Requirements*.

This proposal requires variances requested from two provisions of Section 18-323. Drive-Through Facilities, as adopted in January 2024:

2. Drive-through features shall not have any pick-up windows, ordering areas, signage, or other related items located on the front elevation of a building or located between the front building wall and street right-of-way.

7. A drive-through may have more than one window for ordering, paying and pickup; provided, however, there shall not be more than one drive-through lane on a property.

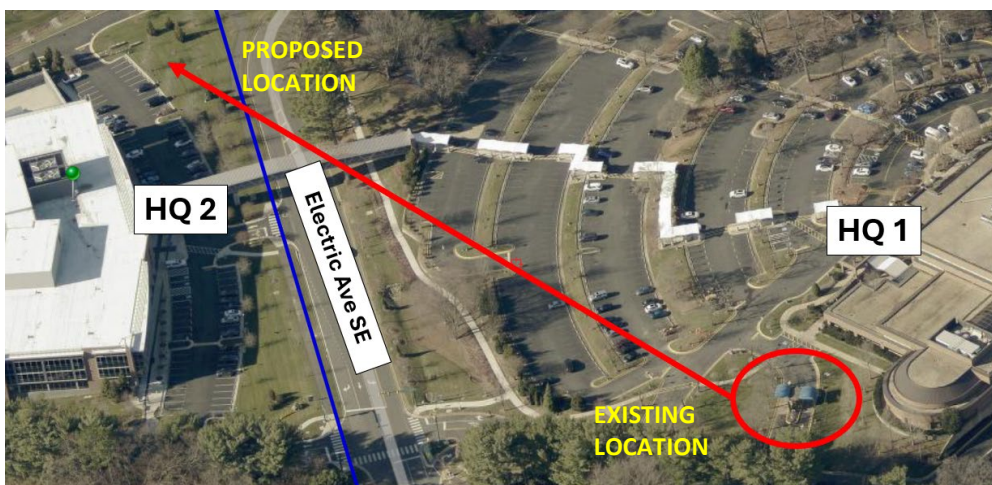


Figure 1 - The existing location of the drive-through ATM and the proposed location at HQ2, 1007 Electric Ave SE.

The applicant evaluated several alternative locations for the ATM facility on the NFCU campus, including the 820 Follin Lane site, but constraints—such as floodplain areas, stormwater facilities, mature trees, and key campus traffic routes—rendered those alternatives impractical or infeasible. The

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applicant requests two lanes to avoid on-site traffic backup, minimize wait times, and match the current successful ATM configuration being relocated due to upcoming construction.

Property Characteristics & History:

The Navy Federal Credit Union headquarters consists of two parcels: HQ 1, 820 Follin Lane SE, and the subject property, HQ 2, at 1007 Electric Avenue SE. The subject property, HQ 2, is 469,047 square feet and zoned CP Corporate Park. The first building at HQ 1 was constructed in 1975, and expanded in the 1980s, and again in the 1990s and 2000s. In the pre-2024 Town of Vienna Zoning Ordinance, drive-through facilities were a permitted accessory use within the CMP Industrial zone, now the CP Corporate Park zone.

The structures at HQ 2, a 234,391 square foot office building and parking structure, were constructed in 2015. The site contains 1,184 parking spaces. The building frontage at Electric Avenue SE, the proposed location for the ATM drive-through facility, is set back 124 feet from the property line. The required front setback within the CP Corporate Park (formerly the CMP Industrial Park district) is 50 feet.

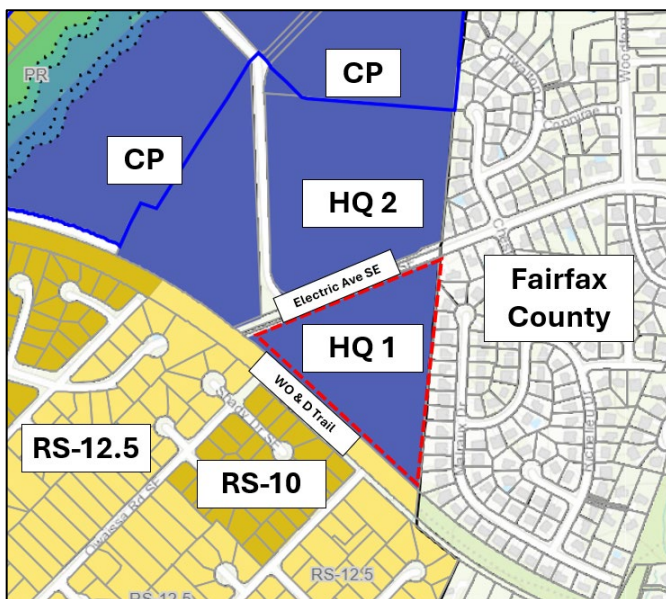


Figure 3 - Town of Vienna Zoning Map

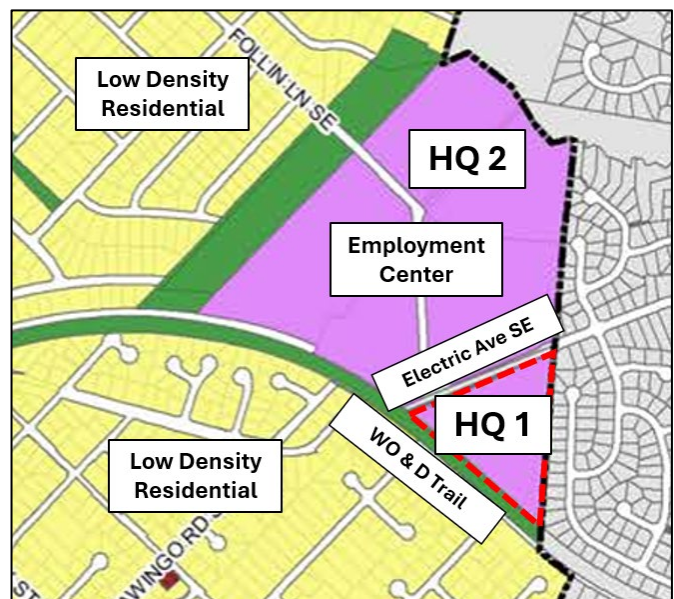


Figure 2 - Town of Vienna Future Land Use Map (Comprehensive Master Plan Update 2015)

Processes for Variances and Waivers

The requirements for Drive-Throughs are within *Article 3. - Uses And Use Standards*. The two standards that variances are requested for, the drive-through location and number of lanes, are new to the Zoning and Subdivision Ordinance from the adoption of the 2024 code update. Requiring drive-through facilities to be located behind the building frontage, and have only a single lane, was adopted based on urban design criteria and pedestrian safety considerations of the Maple Avenue corridor. Drive-through facilities on larger campuses, such as the Navy federal Credit Union, were not considered at the time. In February of 2025 the code was amended to permit drive-through facilities within the CP Corporate Park district.

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The Town Council has authority under *Section 18-830. Modification of Requirements* to permit site plan modifications for specific criteria in Articles 2, 4B, 5A, and 5B, for commercial, multi-family, mixed-use, industrial, and institutional uses. This authority does not include the use standards with Article 3.

Recommended Motion:

I move to (*approve*) (*deny*) (*table the request for*) the request for **variances** from 1) Sec. 18-323.2 and 2) 18-323.7, to construct a drive-through ATM facility within the front yard setback, with two lanes, for Navy Federal Credit Union, on the property located at 1007 Electric Ave SE, in the CP Corporate Park zoning district. (*For the following reasons....*)

Or, other language as recommended by the Board of Zoning Appeals.

Attachments:

Staff Supporting Documents	Applicant Supporting Documents
1. Staff Memo	5. Application And Authorization
2. Relevant Code Sections	6. Variance Request
3. Public Notification Affidavit	7. NFCU ATM Addition Site Evaluation Narrative
4. Pages from Navy Federal Credit Union HQ 2 Site Plan	8. NFCU ATM Addition Site Evaluation Drawings