

In reply refer to:

23 June 2026

Andrea West
CZA, Zoning Administrator
Department of Planning and Zoning
Town of Vienna

Subj: Zoning Variance Request – Project 2175931

Ref: (a) Article 8, Section 18-843 – Zoning Variance of the Zoning and Subdivision Ordinance for the Town of Vienna, effective 01 Jan 24
(b) Article 5A, Section 18-544(4) – Zoning Variance of the Zoning and Subdivision Ordinance for the Town of Vienna, effective 01 Jan 24
(c) 28 May 2026 Town of Vienna Letter re: Project ID 2175931 – Navy Federal request to install LED Parking Garage Space Counting Signs

Encl: (1) Proposed Sign Locations and Appearances
(2) Proposed Cleverciti Sign Technical Specifications

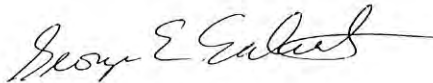
Dear Ms. West:

1. Pursuant to reference (a) – Zoning Variance Section 18-843, Navy Federal is requesting a variance be granted to permit construction of wall-mounted and stand-alone monument LED lit signs at or just before the entrances to its two existing, above-grade, parking structures at its headquarters campus: 820 Follin Lane and 1007 Electric Avenue. Please refer to enclosure (1) for the exact locations and number of signs.
2. Background. Navy Federal recently contracted to install parking space sensors in both garages. These sensors record whether a space is occupied or available. Navy Federal proposed to install a combination of wall-mounted and stand-alone monument signs at or before the entrances to these garages (total 6 locations). The proposed signs do not satisfy current Town of Vienna ordinance section 18-544(4), which prohibits “[s]igns with electronic messages; changeable copy; changing colors(s); flashing, blinking, or oscillating effects; that imitate movement through lighting effects; or that use video display of any kind.” See references (b) and (c). The ordinance does allow an exception for fuel station signs due to frequent price changes.

3. Navy Federal's primary objective for installing these signs is to indicate the presence of available parking (by level and type) or lack thereof. Normally these garages become completely full each workday morning, and driving around the garage looking for available spaces has become a source of significant employee frustration. This problem is exacerbated as employees leave the garage and create increased traffic flow along Electric Avenue and Follin Lane. Identifying a full garage prior to entry would enable the employee to immediately divert prior to entry to select alternate locations. Placing these signs within the garage provides limited value; the employee has already committed to enter the garage. Thus, installing these signs outside the garages simultaneously eliminates employee frustration and improves nearby traffic flow.
4. Navy Federal explored the possibility of requesting an exception along similar lines to the fuel station exception described in reference (a). However, purchasing outdated technology that must be custom manufactured is more expensive than state of the art and mass-produced LED displays. Navy Federal believes that spending more money for far less functionality is not a reasonable approach.
5. The LED signs illustrated in enclosures (1) and (2) incorporate current technology as used in multiple nearby locations such as shopping malls and airport garages. Lighting levels can be managed by laptop computer to limit light intensity and warmth (e.g., less than 3,000 kelvin). The size of the signs is an average used at many of the contractor's previous installations. The text and information displayed in enclosure (1) is what will be implemented and contains only the rudimentary list of available spaces by level within the garage.
6. Variance Criteria Satisfied. This proposal fulfills the criteria requirements of reference (a) – Variance section 18-843.
 - a. In accordance with reference (a), paragraph 3, design documents are provided as enclosures (1) and (2).
 - b. A pre-application meeting was effectively completed on 29 May 26 via telephone call between Tim Markle and Town of Vienna Planning and Zoning representatives.
 - c. The property was acquired in good faith, and the hardship was not created by the applicant.

- d. The granting of a variance will not be of substantial detriment to the adjacent property and nearby properties. None of the signs will be visible from adjacent, Town of Vienna properties.
 - e. The condition of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance. This specific proposal is unique to this geographic location in that the facility is associated with our headquarters facilities in an industrial (corporate) park (Zone: CP) surrounded by residential zones.
 - f. The granting of a variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property; and the relief sought by the variance application is not available through the Conditional Use Permit process or determination by the Zoning Administrator.
7. In accordance with reference (a) – Variance section 18-843, Navy Federal hereby respectfully requests a zoning variance from reference (b) - section 18-544(4) – Prohibited Signs, be approved to permit construction of these signs as described in this application. Granting approval will help alleviate traffic concerns, while simultaneously reducing Navy Federal employee frustration. No harm will be realized by adjacent Town of Vienna residents. Navy Federal contends that strict application of the limitation in reference (b) is an unreasonable restriction on Navy Federal’s utilization of its property. Granting a variance would remove this unreasonable restriction and alleviate a physical hardship as described above.
8. My point of contact regarding this request is Tim Markle. He can be reached at (571)334-5347 or Tim_Markle@NavyFederal.org. Your assistance is greatly appreciated.

Sincerely,



George Eichert
Senior Vice President
Workplace, Infrastructure, and Logistics