

To: Town of Vienna Zoning and Planning Department

From: First Baptist Church of Vienna

Subject: Waiver to Exceed 25% Lot Coverage and Request for Retroactive Approval of Accessory Structures and Access Road on First Baptist Church of Vienna Property

On behalf of First Baptist Church of Vienna (FBCV), located at 450 Orchard St., Vienna, VA, we respectfully submit this formal waiver request to the Town of Vienna for retroactive approval of two storage attachments and the access road leading to them on church property as well as a waiver to exceed the 25% lot coverage. The structures, installed approximately 10 to 12 years ago, were added to support the church's operations and ministry, particularly to house additional and seasonal equipment essential for serving our congregation and the broader Vienna community and will most likely cause the church to exceed lot coverage limits.

Since its inception, FBCV has remained committed to its mission of service, outreach, and stewardship of its property. Between 2013 and 2015, the church identified a critical need for additional storage to accommodate equipment used for annual programs, seasonal events, and ongoing maintenance. Responding to these needs, FBCV installed the storage sheds and an improved access road, to facilitate the safe and efficient management of church resources.

At the time, the church leadership (trustees) team were not aware of specific Town of Vienna requirements regarding permit applications, approval processes, or site surveys related to such improvements. As a result, the attachments and road were installed without formal review or approval from the Town.

When church leadership became aware of the requirement for Town approval of such structures and site modifications a few years back, FBCV initiated the process to become compliant with the Town of Vienna's requirements. Although it has taken longer than initially planned to become compliant, we feel as though we have taken the necessary measures required to become compliant.

Actions the church took to address the situation:

- Commissioned a new, professionally prepared site survey of the property, detailing the precise location of all structures and the access road.
- Engaged licensed contractors to move the attachments as needed, ensuring compliance with Town of Vienna's minimum setback and spacing requirements.
- Prepared this waiver request to memorialize compliance efforts and respectfully seek retroactive approval.

We hereby request that the Town of Vienna grant a waiver to allow retroactive approval of the following:

- Exceed the 25% lot coverage standards
- All storage attachments added to the property now relocated in accordance with Town regulations.
- The access road leading to these storage structures, as surveyed and detailed in the submitted site plan.

- Approval of the new site survey reflecting the current, compliant placement of all attachments and the access road.

FBCV has always acted in good faith, striving to be a responsible neighbor and steward of its property. The attachments were installed solely to enhance the church's ability to serve the congregation and community. At no point did the church seek to circumvent Town regulations, and upon learning of the oversight, it initiated corrective actions.

All structures in question have now been moved as necessary to comply with applicable zoning regulations, including setbacks, lot coverage, and access. The new site plan, prepared by a licensed surveyor, provides clear and accurate documentation of all improvements.

The storage attachments and access road have existed on the property for more than a decade without any known adverse impact on adjacent properties or the surrounding neighborhood. There have been no complaints or documented concerns regarding their existence, appearance, or use.

FBCV has established new internal protocols to ensure that all future site modifications and improvements will be preceded by consultation with Town officials and the appropriate application process.

First Baptist Church of Vienna respectfully asks for the Town's understanding and support in granting this waiver and retroactive approval. These actions will bring the property into full compliance, ensuring the church can continue to serve its mission without interruption, while upholding the Town's development standards and community values. The church remains committed to transparency and will fully cooperate with any additional review or inspection process required by the Town. We sincerely appreciate your consideration of this request and stand ready to provide any further information or clarification.

For questions or further correspondence, please contact me at 571-263-6626 or via email at monroenealjr@gmail.com.

Thank you for your attention to this matter and for your service to the Vienna community.

Respectfully submitted,



Monroe Neal, Jr., Vice-Chair Trustee Ministry
First Baptist Church of Vienna