

TOWN OF  
**VIENNA**  
Planning & Zoning

## PUBLIC NOTIFICATION AFFIDAVIT

I hereby affirm that the Town of Vienna has adequately complied with the written notification procedures defined in § 15.2-2204 (amended) of the Code of Virginia and § 18-844 of the Code of the Town of Vienna.

Written notices were sent by First-Class mail on October 1, 2025, to the last known address of each abutting property owner (including those located across rights-of-way) shown in the current real estate tax assessment records. A list of these addresses is attached and is based on records provided by Fairfax County's Department of Tax Administration.

One sign was posted in front of the subject location, 301 Center Street, South on September 29, 2025, with dates of the *Planning Commission's* meeting. A photo of the posted sign is attached.

A certified letter was sent on September 29, 2025, to Fairfax County Department of Planning & Development Planning Division.

Copies of the notices, pertaining to date, time and location of the Planning Commission's meeting for a Conditional Use Permit at property located at 301 Center Street South and more particularly described as tax map parcel 0384 02 0150, are attached.

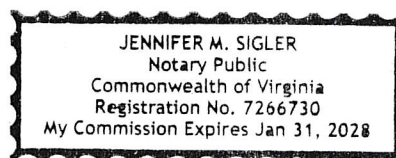
Jennifer M. Murphy  
Clerk to the Planning Commission

Commonwealth of Virginia  
Town of Vienna

Subscribed and sworn before me this 1<sup>st</sup> day of October, 2025.

Notary Public

My commission expires: 1-31-28





October 1, 2025

Re: 301 Center Street S – Town owned Annex property

Dear neighboring property owner,

Please be advised that the Town of Vienna Planning Commission will hold a public meeting to consider the following applications concerning the property located at 301 Center Street South (the “Annex”):

1. **Conditional Use Permit** (per Sec. 18-304): Request for recommendation to the Board of Zoning Appeals to allow governmental uses and public outdoor parks and recreational uses at the property, which is zoned RS-10 (Single-Unit Residential, 10,000 sq. ft.).
2. **Modification of Requirements** (per Sec. 18-830): Request for recommendation to the Town Council to allow lot coverage exceeding the maximum permitted in the RS-10 zone in order to accommodate proposed site improvements, including parking.

This item is scheduled for public meeting review by the Planning Commission on **Wednesday, October 8, 2025, at 7:30 pm** in Vienna Town Hall (Council Chambers), 127 Center St, South Vienna, VA 22180.

As part of the review process, the Planning Commission will hold a public meeting to provide recommendations to the Board of Zoning Appeals and to Vienna Town Council, for final decisions. Notification for the Board of Zoning Appeals and Vienna Town Council meeting dates will be sent out in separate notification letters.

The agenda and supporting materials for the Planning Commission’s meeting will be posted online by COB Friday, October 3<sup>rd</sup> at: <https://vienna-va.legistar.com/Calendar.aspx>. Interested parties may visit the Department of Planning & Zoning, first floor of Town Hall. For further inquiries and written public comments, please contact the Department of Planning and Zoning at 703 255-6341 or by Email: [DPZ@viennava.gov](mailto:DPZ@viennava.gov).

Respectfully,

Jennifer Murphy  
Clerk of the Planning Commission  
Department of Planning & Zoning

Surrounding Properties List  
301 Center Street South

School Board of Fairfax County  
8115 Gatehouse Rd  
Falls Church VA 22042

Town of Vienna Fire Dept.  
400 Center Street SW

Amin M. Aziz & Shaheen Akhtar  
103 Elm Street SW

Richard C Niemtzow TR  
Songxuan Niemtzow TR  
Amin M Aziz  
41794 Bristow Manor Dr  
Ashburn VA 20148

Resident  
105 Elm St SW

Richard C Niemtzow TR  
Songxuan Niemtzow TR  
PO Box 24128  
Oklahoma City OK 73124

David & Maria H. Otero  
107 Elm St SW

Daniel Joe & Ann Dillon Whitt  
109 Elm Street SW

Kathryn Pearl Isaac  
111 Elm Street SW

Paolo Ramon Martires Pasicolan  
Patricia M. Cochran  
John W. Cochran  
Arelene H. Cochran  
113 Elm Street SW

Robert S Holmes TR  
115 Elm Street SW

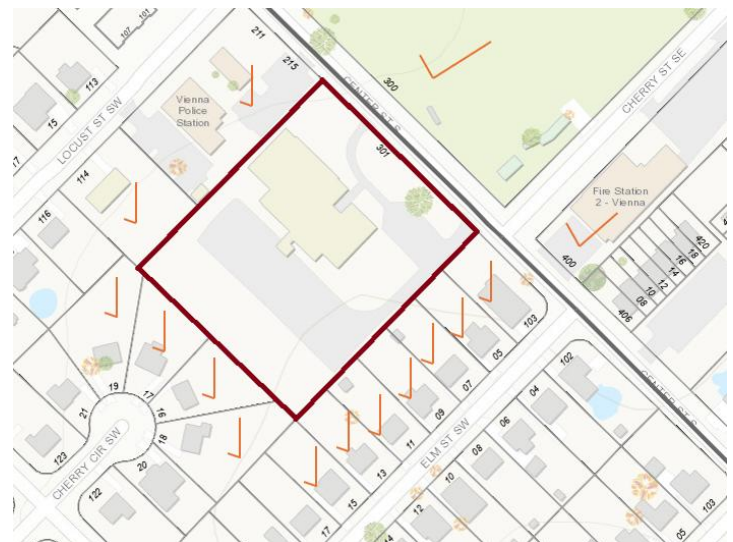
Martha C Yeeles  
118 Cherry Circle SW

Resident  
116 Cherry Circle SW

Steven M Karp TR  
PO Box 755  
Vienna, VA 22180

John M Bland  
117 Cherry Circle SW

James F & Barbara C Jackson  
119 Cherry Circle SW



# PLANNING COMMISSION BOARD OF ZONING APPEALS CONDITIONAL USE PERMIT



SCAN CODE TO LEARN MORE

301 Center Street South (the “Annex”):

1. Conditional Use Permit (per Sec. 18-304): Request for recommendation to the Board of Zoning Appeals to allow governmental uses and public outdoor parks and recreational uses at the property, which is zoned RS-10 (Single-Unit Residential, 10,000 sq. ft.).
2. Modification of Requirements (per Sec. 18-830): Request for recommendation to the Town Council to allow lot coverage exceeding the maximum permitted in the RS-10 zone in order to accommodate proposed site improvements, including parking.

The Planning Commission will make recommendations to the Board of Zoning Appeals (BZA) and Town Council (TC), which will hold subsequent public hearings and take final action.

TOWN HALL - 127 CENTER ST. S., ON Wednesday, October 8, 2025, AT 7:30 PM.  
PLANNING COMMISSION (recommendation to BZA & TC)

INQUIRIES SHOULD BE DIRECTED TO THE OFFICE OF PLANNING AND ZONING  
**(703) 255-6341** or **[DPZ@viennava.gov](mailto:DPZ@viennava.gov)**  
**<https://vienna-va.legistar.com/Calendar.aspx>**

**THIS NOTICE SHALL NOT BE REMOVED OR DEFACED  
UNDER PENALTY OF LAW**



Sep 29, 2025 at 5:35:20 PM

301 Center St S  
Vienna VA 22180  
United States

# PUBLIC NOTICE

## TOWN OF VIENNA

### PLANNING COMMISSION BOARD OF ZONING APPEALS CONDITIONAL USE PERMIT



SCAN CODE TO LEARN MORE

301 Center Street South (the "Annex"):

1. Conditional Use Permit (per Sec. 18-304): Request for recommendation to the Board of Zoning Appeals to allow governmental uses and public outdoor parks and recreational uses at the property, which is zoned RS-10 (Single-Unit Residential, 10,000 sq. ft.).
2. Modification of Requirements (per Sec. 18-830): Request for recommendation to the Town Council to allow lot coverage exceeding the maximum permitted in the RS-10 zone in order to accommodate proposed site improvements, including parking.

The Planning Commission will make recommendations to the Board of Zoning Appeals (BZA) and Town Council (TC), which will hold subsequent public hearings and take final action.

TOWN HALL - 127 CENTER ST. S., ON Wednesday, October 8, 2025, AT 7:30 PM  
PLANNING COMMISSION (recommendation to BZA & TC)

INQUIRIES SHOULD BE DIRECTED TO THE OFFICE OF PLANNING AND ZONING  
(703) 255-6341 or [DPZ@viennava.gov](mailto:DPZ@viennava.gov)  
<https://vienna-va.legistar.com/Calendar.aspx>

**THIS NOTICE SHALL NOT BE REMOVED OR DEFACED  
UNDER PENALTY OF LAW**

## CALL 703-255-6300

**WWW.VIENNAVA.GOV**

**TOWN HALL**

**127 CENTER STREET S**

**DO NOT REMOVE OR DEFACE  
UNDER PENALTY OF LAW**



Sep 29, 2025 at 5:35:14 PM  
301 Center St S  
Vienna VA 22180  
United States





September 26, 2025

Attn: Tracy Strunk  
Fairfax County Department of Planning & Development  
Planning Division  
12055 Government Center Parkway, Suite 730  
Fairfax, VA 22035-5507

Re: Notice of Public Meeting

As part of the legal notice requirements contained in Section 15.2-2204 (Amended) of the Code of Virginia, the following regulations must be addressed relating to notification of adjacent counties and municipalities:

"When a proposed comprehensive plan or amendment thereto, a proposed change in zoning map classification, or an application for special exception or variance involves any parcel of land located within one-half mile of a boundary of an adjoining county or municipality of the Commonwealth, then, in addition to the advertising and written notification as above required, written notice shall also be given by the local commission, or its representative, at least ten days before the hearing to the chief administrative officer, or his designee, of such adjoining county or municipality."

Therefore, in accordance with the above regulations, please let this letter serve to inform you that the Town of Vienna will hold a public meeting on **Wednesday, October 8, 2025**, to review the following:

- Request for recommendation for a Conditional Use Permit, per Sec. 18-304, to allow a Child Care Center to enroll children under 2.5 years old at the Wesley United Methodist Church Preschool, located at 711 Spring Street SE in the RS-10, Residential Single-Unit zone.
- Public meeting to consider the following applications concerning the property located at 301 Center Street South (the "Annex"):
  - Conditional Use Permit (per Sec. 18-304): Request for recommendation to the Board of Zoning Appeals to allow governmental uses and public outdoor parks and recreational uses at the property, which is zoned RS-10 (Single-Unit Residential, 10,000 sq. ft.).
  - Modification of Requirements (per Sec. 18-830): Request for recommendation to the Town Council to allow lot coverage exceeding the maximum permitted in the RS-10 zone in order to accommodate proposed site improvements, including parking.

The Planning Commission will review the previously listed items, providing recommendations to the Board of Zoning Appeals and to Vienna Town Council. Scheduled hearing dates are as follows:

Conditional Use Permit request for 711 Spring Street SE:

- Wednesday, October 8, 2025, at 7:30 pm, Vienna Town Hall – Planning Commission
- Wednesday, October 15, at 7:30 pm, Vienna Town Hall – Board of Zoning Appeals

Conditional Use Permit and Modification of Requirement request for 301 Center Street S:

- Wednesday, October 8, 2025, at 7:30 pm, Vienna Town Hall – Planning Commission
- TBD – Board of Zoning Appeals
- TBD – Vienna Town Council

Interested parties may contact the Department of Planning & Zoning, first floor of Town Hall. Agenda items can also be reviewed online up to five (5) days prior to the scheduled meeting <https://vienna-va.legistar.com/Calendar.aspx>.

In the event that the item is rescheduled, continued, or deferred you will be notified. For further questions and inquiries, please contact the Department of Planning and Zoning by phone, (703) 255-6341 or by email: [DPZ@Viennava.gov](mailto:DPZ@Viennava.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "David Levy", with a stylized flourish extending from the end.

David B. Levy, AICP  
Director of the Department of Planning & Zoning  
Town of Vienna, VA