

Background and History

The property located at 301 Center Street South, formerly owned and operated by the Faith Baptist Church, was purchased by the Town in September 2020 for public uses. The Town has since referred to the property as the “Annex”.

Site Characteristics

The property consists of approximately three acres and is zoned RS-10, Residential – Single-Unit, 10,000 sq. ft. It directly abuts the Bowman House, the new Police Station, and several single-family detached houses. Waters and Caffi Fields are located across Center Street South.

Current Use Context

Since acquisition, the Town has engaged the community regarding long-term use of the site; no final decision has been made. In the interim, demand for public-serving use has been high. Under RS-10 zoning, permitted-by-right activities are limited to those typical of single-unit residential property. Other public activities (e.g., recreation, temporary parking, or events) have required case-by-case Special Event approvals from the Town Manager; however, the Zoning Ordinance does not provide a comprehensive regulatory framework for those approvals.

Proposed Uses under CUP

Following Town Council direction, the Department of Parks and Recreation (DPR), in coordination with Planning and Zoning (DPZ), Public Works (DPW), and the Police Department, evaluated appropriate public activities for the Annex. In June 2024, DPR presented potential site plans and use categories; the Town Council voted 5–2 to direct staff to apply for a CUP.

If approved, the CUP would authorize the following:

A. Governmental uses, including:

- Overflow parking for the Community Center, Police Station, Town events, Fire Station events, and activities at Waters and Caffi Fields.
- Temporary parking for construction worker vehicles during the Vienna Library construction project (no construction material storage permitted).
- Short-term material storage for the Department of Public Works and Fairfax County Public Schools (i.e. mulch for booster fundraiser).
- Event space for Parks and Recreation and the Department of Economic Development.
- Police training exercises to include use of bicycles, vehicles and motorcycles during daytime hours.

B. Public Outdoor Parks and Recreational Uses, including:

Parks and Recreation classes, programs, and camps. Camps may be run by outside contractors, however, under the supervision and management of Parks staff.

Administration & Compliance. DPR will manage scheduling and review use applications to ensure compliance with all Board of Zoning Appeals conditions, the Town Code, and applicable laws regarding noise, odors, trash, loading/unloading, and site capacity.

Noise. – All events and activities will comply with the Town’s noise ordinance. No amplified sound or other noise-generating activities will occur outside the permitted hours.

Odors. – No odors are anticipated from the proposed uses. If a future event includes an element that could create odor—such as a food truck—staff will coordinate with adjacent property owners during the event-planning process to address any concerns. No food trucks are currently proposed; this was provided only as an example of a possible odor-producing activity.

Trash and litter. – Adequate trash receptacles will be provided during all events. Town staff will ensure the site is cleaned promptly following each use.

Loading/unloading. – Any loading or unloading of equipment or materials will be scheduled to avoid conflicts with other site activities and will comply with the Town’s noise ordinance.

Parking and Stacking. – Parking is limited to the existing on-site spaces. Because many of the proposed activities serve as overflow parking for other locations, no minimum parking requirement applies to these uses. No vehicle stacking is anticipated as part of the proposed operations.

Use capacity. – Site capacity is limited to the number of established parking spaces: approximately 15 spaces in the front lot and 50 spaces in the rear lot. Parking on grassed areas is prohibited. As there is no enclosed building on the property, no occupancy load applies.

Hours. – All activities may begin no earlier than 7:00 a.m. and must conclude by 9:00 p.m., with the exception of parking-only use, which is permitted until 11:00 p.m. Examples of the proposed activities, including anticipated frequency and duration, are provided in the attached materials.

Examples of Uses, Duration, Frequency, and Hours

10.24.25

Proposed Use/Activity	Duration & Frequency	Days of Operation	Hours of Use
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Parking			
Overflow parking for Waters/Caffi Fields for sport activities	Year Round	Monday - Friday Saturday Sunday	7am - 11pm 8am - 11pm 8am - 11pm
Overflow parking for Community Center usage	Year Round	Monday - Friday Saturday Sunday	4pm - 11pm 8am - 11pm 12noon - 6pm
Overflow parking for Police Cops & Kids Event	1x year - October	Sunday	8am - 2 pm
Drug Take Back Event	3x year	Saturday	10am - 2pm
Overflow parking for Fire Station events Taste of Vienna	1x year - April	Saturday	7am - 9pm
Bingo	Year Round	Sunday	4pm - 9:30pm
Open House	1x year - October	Saturday	9:30am - 5pm
Other Hall Rentals & Events	Year Round	Monday - Saturday Sunday	7am - 11pm 7am - 4pm
Temporary Parking for construction workers - Library project	now - Dec. 31, 2027	Monday - Friday	7am - 4pm
Parking for Octoberfest vendors and attendees	1x year	1st Saturday in October	7am - 9pm
Parking for Halloween Parade participants	1x year	Wednesday before Halloween	4pm - 11pm
Parking for Viva Vienna	3 days per year	Memorial Day weekend - Sat & Sun Memorial Day weekend -	8am - 11pm 8am - 7pm
Material & Trailer Storage			
FCPS Fundraiser Material Storage	2 days a year	Friday - Saturday	
DPW Short Term Material Storage	Year Round		
VYI Short Term Material Storage - Football storage trailer	13 weeks/year		
P&R Short Term Material and Vehicle Storage - events trailer	Year Round		
Police Storage Shed	Year Round		

Proposed Use/Activity	Duration & Frequency	Days of Operation	Hours of Use
Events & Classes			
Parks & Recreation Events	4x year	Saturday	7am - 8pm
Parks & Recreation Camps	June - August	Monday - Friday	7am - 7pm
Parks & Recreation Classes & Programs	Year Round	Monday - Friday	7am - 7pm *or until
		Saturday	8am - 7pm *or until
		Sunday	10am - 5pm
Economic Development Events	4x year	Saturday	7am - 8pm
Police Training Exercises			
Bicycles	Year Round - if available	Monday - Sunday	10am - 5pm
Vehicles	Year Round - if available	Monday - Friday	10am - 5pm (max 2 hour increment)
		Saturday	10am - 2pm (max 1 hour increment)
Motorcycles	10x year - if available	Monday - Friday	10am - 5pm (max 2 hour increment)
		Saturday	10am - 2pm (max 1 hour increment)

Material & Trailer Storage

DPW Short Term Material Storage



VYI football storage trailer



Parks and Recreation events trailer



Police Storage Shed



Events & Classes

