




# STAFF REPORT COVER SHEET

June 25, 2025

# ATTACHMENT 01

<b>Address</b>	1007 Electric Ave SE	<b>Case Number</b>	PF-1706190-SP
<b>Regular Meeting Date</b>	6/25/2025	<b>Applicant</b>	Evan Burch, ASD SKY
<b>Board/Commission</b>	Planning Commission	<b>Owner</b>	Navy Federal Credit Union
<b>Existing Zoning</b>	CP – Corporate Park	<b>Existing Land Use</b>	Commercial
<b>Brief Summary of Request</b>	Recommendation to the Town Council for a site plan change for relocation of drive-through ATMs in the Corporate Park (CP) zoning district.		
<b>Site Improvements</b>	Construction of two-lane drive-through ATM facility including drive aisles and canopy.		
<b>Size of Property</b>	10.77 acres		
<b>Public Notice, Per Requirements:</b>	<ul style="list-style-type: none"> <li>• Staff posted a sign on the property on June 13, 2025, notifying residents of Planning Commission and Town Council meetings.</li> <li>• Postcards were sent, on June 17, 2025, to the subject property owner; the applicant; and the adjacent, abutting, and property owners across the street from the property.</li> </ul>		
<b>Brief Analysis</b>			
<p><b>PROPERTY HISTORY</b></p> <p>The Navy Federal Credit Union headquarters consists of two properties: HQ 1, 820 Follin Lane SE, and the subject property, HQ 2, at 1007 Electric Avenue SE. The two main structures at HQ 2 are a 234,391-square-foot office building and a parking structure, both of which were constructed in 2015.</p> <p><b>COMPATIBILITY WITH THE COMPREHENSIVE PLAN</b></p> <p>The Town of Vienna Comprehensive Plan designates the subject property as "Employment Center" on the Future Land Use Map. The proposed modifications to the site plan, to move the drive-through ATM facility from HQ1 to HQ2, are consistent with this designation and will not alter the existing use or function of the site.</p> <p><b>COMPATIBILITY WITH THE ZONING ORDINANCE</b></p> <p>With two exceptions, the proposed site modifications comply with the Town's Zoning Ordinance and the specific requirements outlined in Articles 2, 3, and 5B of the CP – Corporate Park zoning district. The two exceptions are related to the location and number of drive-through lanes, for which the Board of Zoning Appeals granted variances on April 16, 2025.</p>			
<b>Attachments:</b>	01 – Staff Report                      04 – BZA Approved Variance Order 02 – Application & Authorization      05 – BAR Approved Renderings & Site Photos 03 – Site Plan                              06 – Relevant Code Sections		
<b>Author:</b>	Kelly O'Brien, AICP, CZA, Deputy Director		

## INTRODUCTION:

Navy Federal Credit Union (NFCU)'s headquarters, addressed at 820 Follin Lane SE, was constructed in three phases from the late 1970s through the 1990s and is currently undergoing modernization. As part of this effort, NFCU proposes relocating the existing drive-through ATMs at HQ1 (820 Follin Lane SE) across the street to HQ2 (1007 Electric Avenue SE). The purpose of this relocation is to accommodate a building addition in the location of the current ATMs. The site plan to accommodate the building addition will be brought forward to the Planning Commission and Town Council in the near future. In accordance with Section 18-836.2E of the Town Code, the proposed site plan requires review and recommendation by the Planning Commission before final approval by the Town Council.

## BACKGROUND:

NFCU established its headquarters in Vienna in 1977 and expanded its campus over time. Today, the headquarters spans two properties, six parcels north of Follin Lane SE which make up HQ1 and an additional parcel south of Electric Avenue SE referred to as HQ2. The subject property, HQ 2, is zoned CP Corporate Park (See Figure 1) and designated as "Employment Center" in the Future Land Use Plan of the Town of Vienna Comprehensive Plan (See Figure 2).

HQ2 shares boundaries with a variety of adjacent uses: the Washington & Old Dominion (W&OD) Trail lies to the west; NFCU HQ1 and a vacant office building are to the north; and residential neighborhoods surround the site beyond the trail to the west and south, and across the Town's boundary to the east in unincorporated Fairfax County.

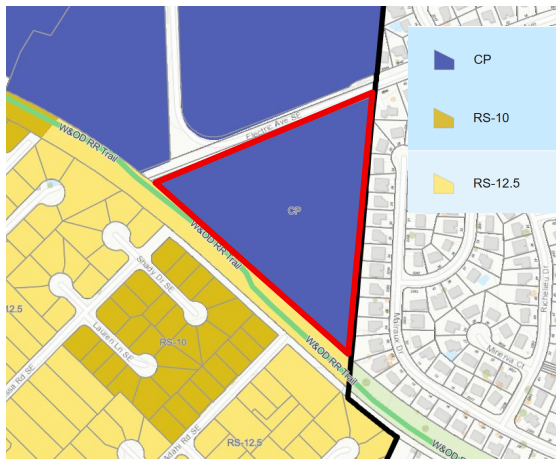


Figure 1 – 2024 Town of Vienna Zoning Map

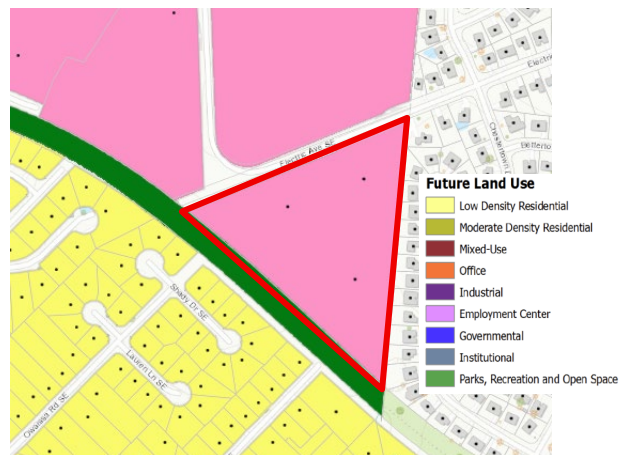


Figure 2 – 2015 Comprehensive Plan Future Land Use Plan

## PROPOSED IMPROVEMENTS:

The applicant proposes to relocate the existing two-lane drive-through automated teller machine (ATM) facility to HQ2. The proposed ATM structure will be sited between the front parking lot and Electric Avenue SE, currently an open, grassy area with sparse trees. The existing drive-through ATMs at HQ1 will be removed once the new facility is operational. (See Figure 3)

The new facility will consist of two drive-through lanes, each with its own ATM, placed on a 6-inch raised concrete island. A fabric tensile canopy will provide weather protection and visual screening. The queuing lane can accommodate up to 12 vehicles, exceeding the Town's stacking requirements, and is

designed to prevent backup into parking or circulation areas. Additional landscaping, including trees and shrubs, is proposed to screen the facility and buffer adjacent uses.

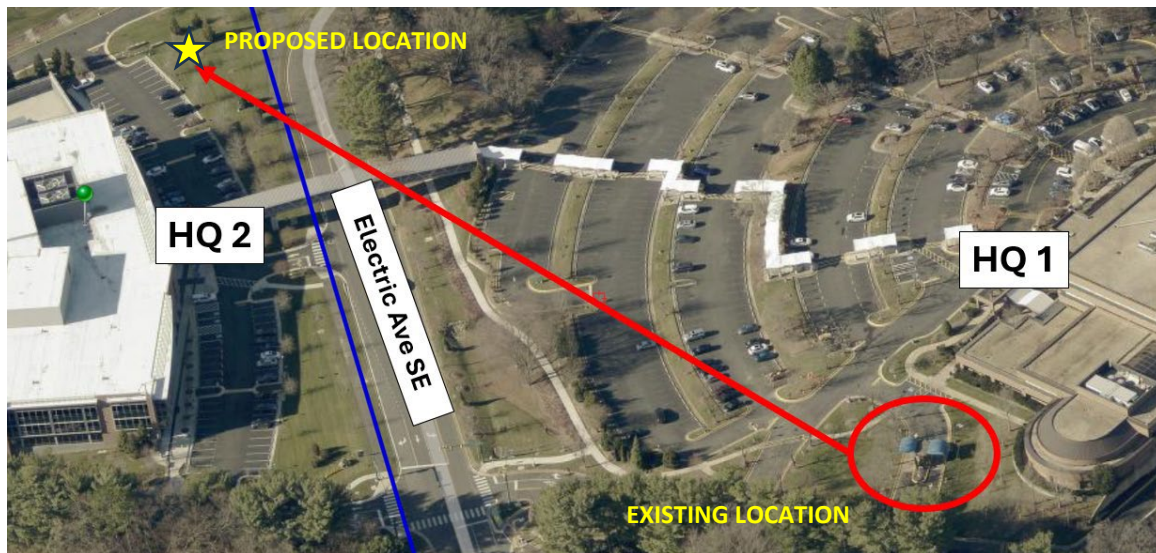


Figure 3 – The existing location of the drive-through ATM at HQ1 and the proposed location at HQ2, 1007 Electric Ave SE.

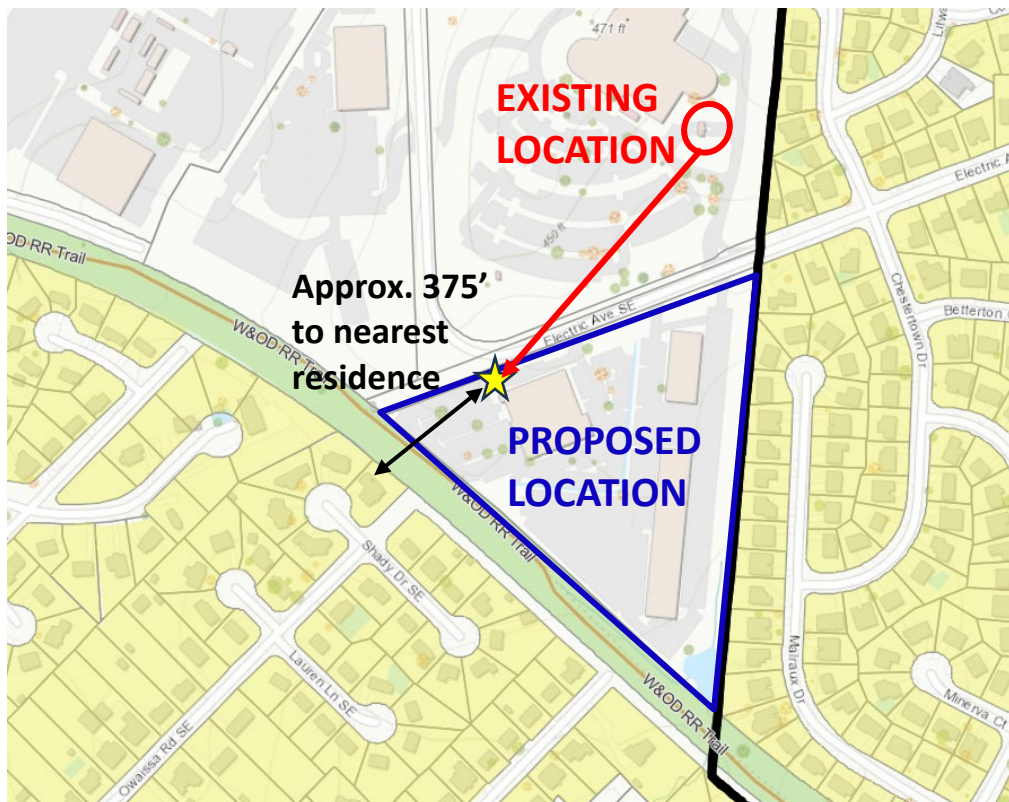


Figure 4 – Map showing the existing location of the drive-through ATM at HQ1 and the proposed location at HQ2, 1007 Electric Ave SE, in relation to surrounding residences and W&OD Trail.



**ZONING & VARIANCE APPROVAL:**

Per the Town Code, any modifications to site plans for properties zoned CP (Corporate Park) require site plan review and recommendation by the Planning Commission, followed by approval from the Town Council. Although CP zoning allows a variety of commercial and institutional uses, drive-through facilities were not explicitly addressed until early 2025.

In February 2025, the Town amended the Zoning and Subdivision Ordinance to allow drive-through facilities by-right in the CP district. However, the 2024 zoning update (through the Code Create Vienna process) introduced general requirements for drive-through facilities townwide, including limitations on the number of lanes (one maximum) and location (must be behind the building). These criteria were developed with the urban design goals of the Maple Avenue corridor in mind and were not tailored for the Employment Center area of Vienna, including NFCU's large campus.

The Town Council has authority under *Section 18-830. Modification of Requirements* to provide relief from specific requirements in Articles 2, 4B, 5A, and 5B (for commercial, multi-family, mixed-use, industrial, and institutional uses). The code does not give authority to the Town Council with respect to the use standards within Article 3, which is the prerogative of the Board of Zoning Appeals (BZA).

As such, the applicant sought relief from these requirements from the BZA. On April 16, 2025, the BZA unanimously approved the two requested variances, which were to allow the drive-through ATMs in the front yard, and to allow two drive-through lanes.

The BZA found the request reasonable due to the relocation of an existing facility, site constraints elsewhere on campus, and the operational need to manage the traffic of NFCU members. The BZA Order of Approval (Attachment 04) is valid for six months, with a deadline of October 16, 2025, to obtain construction permits.

**PROPOSAL ANALYSIS:**

The applicant has informed staff that the proposed improvements have been strategically located to minimize disruption to surrounding properties. 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 nearest residence is approximately 375 feet from the proposed ATM facility location and the W&OD Trail runs between HQ2 and the residential properties. (See Figure 4)

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 is 50 feet. This location provides ample space for the proposed ATM facility. The 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.

The lighting levels of the proposed ATM facility and relocated light posts are all in conformance with the code. The applicant is providing ample landscaping to shield the headlights of the cars from the nearby vehicle traffic on Electric Avenue SE. They have also provided site photos of the existing vegetation of the adjacent W&OD Trail which buffers the proposed facility from the closest residential properties. (See Attachment 05)

**SIGNAGE:**

The site plan shows a monument sign in the public right-of-way, proposed to be relocated from its current location at HQ2. However, the existing sign was not previously approved for placement in the right-of-way, and Town Code prohibits such locations without Town Council approval. The Department of Public Works has requested a sight-distance analysis to ensure the proposed sign location does not create visibility concerns.

Because signs located in the public right-of-way are not subject to review by the Board of Architectural Review (BAR), any approval regarding the aesthetics and location of this sign must be granted by the Town Council. The applicant has opted to return at a future date to request Town Council review for the monument sign relocation.

**BOARD OF ARCHITECTURAL REVIEW:**

The project was reviewed by the Board of Architectural Review during a work session on May 8, 2025, and subsequently approved at the BAR's regular meeting on June 12, 2025. The approval is contingent upon Town Council approval of the associated site plan. Renderings and material details are included in Attachment 05.

**RECOMMENDATION:**

Staff recommends approval of the site plan for the relocated ATM facility at 1007 Electric Avenue SE, subject to the following:

- All applicable zoning and site development requirements must be met.
- Separate Town Council review is required for any monument signage proposed within the public right-of-way.

The proposal is consistent with the goals of the 2015 Comprehensive Plan, complies with the CP zoning district, and aside from the variances already granted is in conformance with Chapter 18 of the Town Code. The design and placement of the proposed ATM facility appropriately respond to the site's operational needs, zoning standards, and contextual conditions.