

Sara V. Mariska
[REDACTED]
[REDACTED]November 3, 2025
April 29, 2026VIA IDTDavid Levy, Director
Planning & Zoning Department
Town of Vienna
127 Center Street S
Vienna, Virginia 22180Re: Green Hedges School, Inc.
Conditional Use Permit

Dear Mr. Levy:

Please accept this letter as a revised statement of justification for a Conditional Use Permit for Green Hedges School, Inc. (the "School") on property identified as Fairfax County Tax Map Reference 38-3 ((21)) 8A, addressed as 415 Windover Avenue NW (the "Subject Property"). Located northwest of the intersection of Nutley Street NW and Windover Avenue NW, the Subject Property is comprised of approximately 4.3-acres that and zoned to the RS-12.5 District.

The School was founded in 1942 and has been part of the Town since 1955. The original Conditional Use Permit (CUP) for the School was granted in 1964. Since the initial approval, the CUP has been amended several times and the School currently operates pursuant to development conditions that were approved in 2007 and 2017. The 2007 approval allowed a significant expansion of School facilities; however, other than the construction of the two-story Stable building, construction of other buildings and improvements have not come to fruition. The School's primary academic building, Kilmer Hall, is over 40 years old with the most recent addition having been constructed in 1997. The School proposes to modernize its aging infrastructure, address critical educational needs, and update development conditions for clarity.

The School has spent the past four (4) years working with design professionals, Town Staff, and the surrounding community to formulate and refine its proposal. This application has considered the best use of existing buildings, building codes, educational needs, the size and location of open space, landscaping and screening, zoning requirements, the appropriate size and scale of campus buildings, vehicular and pedestrian safety, the Green Hedges design aesthetic, neighborhood feedback, and phasing. Over the past four (4) years the School has made significant changes to the proposal in response to feedback from Town Staff, surrounding community, and Town bodies.

Since the Planning Commission public hearing on the CUP, the School engaged an acoustic consultant, collected sound data, and considered potential noise mitigations based upon the consultant's recommendations to address the primary outstanding issue identified by the Planning Commission. In addition to the noise analysis, this letter is accompanied by detailed information regarding the proposed building improvements, stormwater management, traffic, and buffers.

This CUP requests updates to the School use and operations and proposes to consolidate all CUP conditions in a single set of conditions that are proposed to replace and supersede all previously approved conditions. Concurrently, the School has filed a conceptual site plan that provides detailed information on the layout, design, phasing, and engineering associated with the proposed updates. The School has requested several site plan modifications that must be approved by Town Council. Although the CUP and the site plan are separate applications, School updates and improvements are contingent on both applications being approved.

The School proposes the following with this application:

- A maximum of 210 students.
 - The School proposes no increase beyond 190 students until such time as an Occupancy Permit for the New Academic Building has been issued, sound isolation fence membrane is installed adjacent to the playground and newly-situated field, and additional buffer installation is planted consistent with the CUP Plans. The School further proposes to limit additional students to a maximum of 10 additional students beyond 190 students per school year, up to a maximum of 210 students.
- A maximum of 50 full-time equivalent employees, an increase from the 42 full-time equivalent employees currently permitted.
 - The School proposes to limit additional full-time employees to a maximum of two (2) additional full-time employees beyond 42 full-time employees per school year, up to a maximum of 50 full-time employees.
- Demolish Rice Arts Center which is comprised of approximately 2,197 square feet, and replace it with a 35-foot tall, 12,690 square foot New Academic Building in the same general location as the Rice Arts Center.
- Renovate and expand Kilmer Hall, the main school building. Kilmer Hall was constructed in 1976. The building requires life, health, safety, and accessibility improvements. Kilmer Hall is currently comprised of approximately 15,495 square feet in a single story. The School proposes an approximately 6,445 square foot addition.
- Relocate the outdoor grass field. A larger recreation field than currently exists was approved as part of the 2007 CUP but has not been constructed.

- Update playground spaces with age-appropriate, safe, immersive play spaces that are sustainable, educational, and integrated with nature. The playgrounds have not been substantially upgraded in the past 20 years. The playgrounds will be moved away from adjacent properties, dispersed across a larger area, and buffered with new landscaping. The School further proposes to install sound isolation fence membrane adjacent to the playgrounds and newly situated outdoor field prior to commencing any future construction.
- Improve vehicular circulation. Currently, the School queues approximately 30 cars in front of Kilmer Hall and 14 cars in front of the Stable at arrival and dismissal times. With this application, approximately 54 cars can be accommodated in front of Kilmer Hall and 18 in front of the Stable. Additional stacking spaces will ensure that arrival and dismissal are efficiently managed and will be an improvement over existing conditions. Detailed arrival and dismissal details are included in a supplemental document.
- A total of 62 code-compliant parking spaces. The School currently has 54 parking spaces; however, many of the existing parking spaces do not meet Zoning Ordinance requirements.
- Update stormwater management which will significantly enhance stormwater quantity and quality controls beyond what currently exists on the Property.
- Enhance landscaping on the School periphery to provide a visual and acoustic buffer to adjacent properties. The Town Zoning Ordinance did not require buffers until adoption of an updated Zoning Ordinance that became effective January 1, 2024. With this application, the School proposes to comply with this new requirement to the greatest extent practicable on this Property.
- Add, modify, or improve fences on the School periphery to provide a visual and acoustic buffer to adjacent properties.
- Dedicate right-of-way along Lewis Street.
- Construct new sidewalks along Lewis Street and Windover Avenue.
- Phase construction. The exact phasing will depend on final design details, fundraising efforts, construction costs, and permitting.

Section 18-824, Paragraph 7 states that use permits shall become void six (6) months after issuance if construction or operation has not commenced, unless otherwise specified by the Board of Zoning Appeals. Should this CUP be approved, the School will need to process a more detailed site plan, receive approval from the Board of Architectural Review, and process building permits through Fairfax County. Those combined processes will likely take significantly more than six (6) months to complete. Additionally, it will be critical to accomplish the improvements when

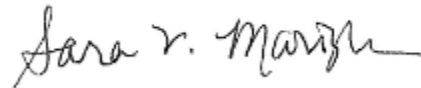
both Green Hedges, and surrounding schools, are not in session. Accordingly, the School hereby requests twenty-four (24) months from date of CUP issuance to commence construction.

I have enclosed draft proposed CUP Conditions for your consideration. The proposed CUP conditions carry forward conditions previously approved by the Board of Zoning Appeals as may be applicable, provide additional commitments, particularly related to increased enrollment, buffers, sound mitigation, and rentals, and provide clarity and accountability for the School, Town, and community with respect to School operations and modifications. The School's proposal substantially improves existing site conditions and with the adoption of the proposed conditions, will mitigate impacts to ensure that the proposal will not adversely affect the health or safety of persons residing or working the neighborhood, will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood, and will be in accordance with the Town's comprehensive plan.

In sum, the School proposes to update its existing facilities to allow the School to remain an active and valuable part of the Town for years to come. The proposed modifications have been carefully designed and planned to meet School needs, allow the School to serve as a community resource, mitigate adverse impacts to the neighborhood, and meet Zoning Ordinance requirements for approval of a CUP. Thank you for your time and consideration.

Very truly yours,

ODIN, FELDMAN & PITTLEMAN, P.C.

A handwritten signature in black ink that reads "Sara V. Mariska". The signature is written in a cursive style with a long horizontal flourish at the end.

Sara V. Mariska

cc: Peter Barrett
Jessica Wadlow
Jessica Brandt
Tracy McCarty
Mike Huber