

**Green Hedges School  
CUP Condition Comparison  
May 29, 2026**

<b>School Condition #</b>	<b>School Proposed</b>	<b>Neighbor Proposed</b>	<b>School Response</b>
1.	Enrollment shall be limited to 210 students. Enrollment shall not exceed 190 students until such time as the school complies with the following: a) Occupancy Permit is issued for the New Academic Building; b) sound isolation fence membrane is installed adjacent to the playground and newly-situated field; and c) additional buffer vegetation is installed consistent with Sheet C-101A of the Conditional Use Permit plans, sealed April 29, 2026. After demonstrating compliance to the Zoning Administrator with a, b, and c herein, no more than 10 additional students beyond 190 students may be added per school year, up to a maximum of 210 students.	Maximum Enrollment and Staffing  The School shall not exceed 190 students and 42 full-time equivalent employees at any time.	Enrollment has not been increased since 1985. Modest increase in enrollment will provide Green Hedges with balanced classrooms and financial flexibility to finance much-needed improvements while keeping tuition competitive. Increase in full-time-equivalent employees supports educational needs, expectations, and best practices.  See attached letter from Jessica Wadlow with additional information on proposed enrollment and staffing increases.
2.	A maximum of 50 full-time equivalent employees shall be permitted. Subsequent to the approval of this Conditional Use Permit ("CUP"), no more than two (2) additional full-time equivalent employees may be added per school year, up to a maximum of 50 full-time equivalent employees.	Maximum Enrollment and Staffing  The School shall not exceed 190 students and 42 full-time equivalent employees at any time.	See above
3.	The hours of school activities shall be as follows: - School Hours of Operation are permitted from 7:00 AM to 6:00 PM, Monday through Friday. - Extracurricular Activities and school events are permitted until 9:00 PM during the	School Days and Hours of Operation  Green Hedges School operations shall be limited to Monday through Friday, 7:00 a.m. to 6:00 p.m., except as otherwise expressly permitted under this CUP.  Rental Use Restrictions	The neighbor proposed condition conflicts with School operations, introduces confusion, and is overly burdensome for both School compliance and Town enforcement. See additional details below.

	<p>week, between 9:00 AM to 5:00 PM on Saturdays, and 9:30 AM to 2:00 PM on Sundays.</p> <ul style="list-style-type: none"> <li>- Summer camps, which may be operated by Green Hedges School or others, are permitted from 7:00 AM to 6:00 PM, Monday through Friday.</li> <li>- Rental of the School’s facilities shall be limited to 6:00 PM to 9:00 PM Monday through Friday; 9:00 AM to 5:00 PM on Saturday, and 9:30 AM to 2:00 PM on Sundays. No rental of the gym/multipurpose room or field to athletic groups shall be permitted.</li> <li>- Grade level, divisional (Montessori, Lower School, and Middle School), and all-school events are permitted from 7:00 AM to 6:00 PM, Monday through Friday. Abutting property owners must be notified in writing a minimum of one (1) week in advance.</li> <li>- Special events beyond those listed above are limited to a maximum of twelve (12) events per year. Events must not extend beyond 9:00 PM, with departures occurring by 9:30 PM. Abutting property owners must be notified in writing a minimum of one (1) week in advance.</li> </ul>	<p>Rental use shall be limited to internal school buildings only and shall not include outdoor facilities.</p> <ul style="list-style-type: none"> <li>a. Rental hours shall be limited to Monday-Friday, 6:00pm-9:00 p.m., and Saturday, 9:00 a.m.-2:00 p.m.</li> <li>b. The campus shall be fully closed within one (1) hour of the last scheduled activity.</li> <li>c. Rental group size shall not exceed 30 participants.</li> <li>d. Rental policies and one-time events shall be reviewed annually, or as needed, with abutting neighbors and the Director of Planning and Zoning.</li> <li>e. The School will provide priority scheduling for use of facilities to Town of Vienna youth clubs and organizations, unless otherwise inconsistent with this CUP. The School will also charge a reduced rate to Town of Vienna groups.</li> <li>f. The gymnasium and performance space or multi-purpose room shall be used exclusively for school-related activities. Rental, leasing, or use by outside organizations or individuals shall be prohibited. Use of the gymnasium shall be limited to: <ul style="list-style-type: none"> <li>i. School days between 8am and 6pm</li> <li>ii. School sponsored events only</li> <li>iii. Maximum occupancy shall not exceed limits set by the Fire Marshal</li> </ul> </li> </ul> <p>Special Events, Activities, and Hours of Operation</p> <p>For purposes of this Conditional Use Permit:</p>	<p>These rental hours preclude current rentals to a place of worship on Sunday mornings.</p> <p>School proposes to be cleared within 30 minutes of last scheduled activity.</p> <p>It is anticipated that rental policies can be reviewed on an annual basis with the Town as proposed in Condition 18.</p> <p>The gym/multipurpose room will primarily serve the School; however, it has long-served community groups which the School proposes to continue. Limiting use of the gymnasium from 8am to 6pm would prevent evening school musical performances and school league basketball games.</p> <p>Some extracurricular activities are managed by outside vendors, which is common in all Schools.</p> <p>Language that maximum occupancy shall not exceed limits set by the Fire Marshal is acceptable to the School.</p>
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		<p>c. Special Events</p> <ul style="list-style-type: none"><li>i. Any event that meets one or more of the following criteria:<ul style="list-style-type: none"><li>1. Open to the public or invited guests beyond enrolled students and staff</li><li>2. Involves outside organizations, rentals, or third-party use</li><li>3. Uses amplified sound outdoors</li><li>4. Exceeds 50 attendees, including students, staff and guests</li><li>5. Occurs outside of the normal School days/hours or Monday – Friday 7am-6pm</li></ul></li><li>ii. Special Events shall be permitted only under the following conditions:<ul style="list-style-type: none"><li>1. Monday-Friday: 7:00 AM to 9:00 PM (all activities must cease by 8:30 PM)</li><li>2. The site shall be fully vacated within 30 minutes of activity cessation.</li><li>3. Written notice shall be provided to abutting property owners and Town staff at least ten (10) calendar days in advance.</li></ul></li></ul> <p>d. Annual Event Limitation</p> <ul style="list-style-type: none"><li>i. The total number of Special Events shall not exceed twelve (12) events per school calendar year.</li><li>ii. The School shall maintain and submit annually to the Town a log documenting the date, time, and</li></ul>	
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		nature of all Special Events and Extracurricular Activities.	
4.	The School shall install sound isolation fence membrane adjacent to the playground prior to commencing construction of the first phase of development.	<p>Fencing</p> <p>A minimum eight-foot (8') solid wood fence shall be installed along all property lines abutting residential uses. All fencing shall be permanently maintained in good condition. Any damaged, deteriorated, or removed fencing shall be promptly repaired or replaced to ensure continuous compliance with applicable screening and buffering requirements. The School shall install sound isolation fencing barrier and approved sound mitigating vegetation for all adjacent properties prior to commencing construction for the first phase.</p>	<p>Per the Town of Vienna Zoning Ordinance and as confirmed by Town Staff, fencing above 6 feet is permitted adjacent to the playground and field. The School has been in contact with neighbors adjacent to the playground and field regarding 8-foot wood fencing with sound isolation membrane and is scheduled for a BAR Work Session on June 3. Fencing and sound attenuation along the playground and current field will be installed prior to commencing construction. Buffer vegetation will be installed during Phase 1 construction to avoid disturbance of newly planted buffers. Buffer vegetation will comply with the Town approved species list. See Condition #6 below.</p> <p>It is not within the BZA's purview to approve fence height increases elsewhere on the School property; such increases must be approved by Town Council.</p>
5.	All new and/or modified fencing shall be subject to final engineering and Board of Architectural Review approval.		
6.	Prior to issuance of an Occupancy Permit for the gym/multipurpose room, the School shall demonstrate to the Zoning Administrator that the buffers approved with this CUP have been installed and maintained.	Prior to the issuance of an Occupancy Permit for the New Academic Building, the School shall demonstrate that the buffers approved have been installed. Prior to the issuance of an Occupancy Permit for the new Gym/Multipurpose room, the School shall demonstrate that the buffers approved have been installed.	This proposed condition is acceptable to the School.

7.	<p>All canopy, understory and shrub species proposed to be planted in the buffers must be species appropriate for the anticipated post development conditions of aspect, exposure (light/shade), hydrological conditions, and contained within the area allotted for vegetative buffer. Prior to issuance of any new Occupancy Permit, a landscape buffer maintenance plan shall be provided to the Town to demonstrate the ability of the School to provide consistent buffer functions as vegetation matures and replacement of materials due to neglect, injury, age, pest, and disease. Understory trees and shrubs should primarily be composed of species with flat-scale and broadleaf type evergreen foliage (e.g. ilex, juniperus, thuja, etc. species). Understory and shrub species with uniform foliage density throughout their mature height should be prioritized to provide consistent screening functions. Spacing and location of all buffer materials shall be such that competition for resources shall be mitigated to the greatest extent possible while providing for uniform development of buffer vegetation within the approved buffer areas.</p>	<p><b>Buffering and Landscaping</b></p> <p>All buffer widths shall comply fully with the applicable zoning code. Buffer areas shall include dense, year-round sound mitigating vegetative screening, consisting of a continuous barrier to provide visual and noise attenuation throughout all seasons. Buffer plantings shall not be cut back, thinned, or removed except for maintenance or replacement of dead or diseased material, subject to Town approval. All buffer areas shall be designated as passive space. No playground use, circulation, storage, seating or programed activity shall occur within buffer zones.</p>	<p>The second sentence is not consistent with applicable zoning code.</p> <p>The School proposes to comply with the buffer requirement along 90% of the property boundary. It is not possible to comply for 10% of the property boundary due to existing conditions and the need to accommodate underground stormwater management infrastructure that has been located based upon drainage divides, utility infrastructure, and site topography. The request to modify 10% of the buffers was supported by the Planning Commission and is subject to approval by Town Council.</p> <p>The School's proposed condition language was provided by Town Staff.</p>
8.	<p>The School shall continue to mitigate any negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the School's facilities. The School shall provide off-street parking for all such activities.</p>	<p><b>Parking Maximum</b></p> <p>The total number of parking spaces at 415 Windover Ave shall not exceed 56 spaces.</p> <p><b>Lot Coverage</b></p> <p>Total lot coverage shall not exceed 31.22 percent.</p>	<p>The School proposes to increase existing parking supply by 8 spaces to 62 total spaces to minimize off-site parking. This is part of the improvement to benefit neighbors who expressed concerns with overflow parking.</p> <p>The proposed increase in lot coverage will allow for additional parking, car queuing, and stormwater detention, all of which will mitigate community concerns. Lot coverage</p>

		<p><b>On-site Parking and Overflow Parking</b></p> <p>All parking shall occur on-site within areas shown on the approved Site Plan. No overflow parking shall be permitted on surrounding streets, including Nutley St, Windover Ave, Knoll St, or Lewis St. Off-site parking shall be secured for overflow events or rentals, and staff shall be assigned to direct traffic accordingly.</p>	<p>modification was supported by Planning Commission and is subject to Town Council approval.</p> <p>Proposed Condition 8 requires the School to provide off-street parking for all events and activities.</p> <p>The School cannot be held responsible for individuals parking on public streets that permit on-street parking.</p>
9.	The School will provide priority scheduling for use of facilities to Town of Vienna youth teams, clubs and organizations, unless otherwise inconsistent with this CUP. The School will also charge a reduced rate to Town of Vienna groups.	The School will provide priority scheduling for the use of facilities to Town of Vienna youth clubs and organizations, unless otherwise inconsistent with this CUP. The School will also charge a reduced rate to Town of Vienna groups.	A “team” can include a Science Olympiad, math competition, and other such events.
10.	Construction of improvements may be phased; the first phase of construction shall begin within 24 months of the approval of this CUP.	<p><b>Project Phasing and Completion</b></p> <p>The approved project may be constructed in phases; however, all phases shall be completed within five (5) years of final approval by the Board of Zoning Appeals and the Town Council. Failure to complete all phases within five (5) years shall result in revocation of the Conditional Use Permit, and Green Hedges School shall be required to apply for an amendment to the CUP and Site Plan.</p>	Given the time necessary to prepare final site plans, building plans, and obtain site plan approval, building permits, finalize construction financing, determine construction phasing and schedule construction to minimize disruption to School operations and surrounding community, it is not possible to complete all phases within 5 years.
11.	Upon issuance of the first new Certificate of Occupancy for the School subsequent to approval of this CUP, the School shall be	<p><b>Project Phasing and Completion</b></p> <p>The approved project may be constructed in phases; however, all phases shall be</p>	See Above

	required to begin construction of a subsequent phase within 6 years.	completed within five (5) years of final approval by the Board of Zoning Appeals and the Town Council. Failure to complete all phases within five (5) years shall result in revocation of the Conditional Use Permit, and Green Hedges School shall be required to apply for an amendment to the CUP and Site Plan.	
12.	The School shall comply with the Tree Preservation Plan approved in any final site plan. Should encroachment into a tree preservation area identified on an approved final site plan occur, the School shall be required to submit a mitigation plan to the Town of Vienna Urban Forester which will list remedial measures and the time within which measure will be completed by the School to ensure the continued preservation of existing trees.		
13.	The School will include arrival and dismissal procedures in the Parent and Guardian Handbook which is distributed annually and upon enrollment for any student who begins after the first day of the school year.		
14.	Prior to final site plan approval for any phase of construction, Town Staff will review the location and screening of all mechanical equipment.	Prior to final site plan approval for any phase of construction, Town Staff will review the location and screening of all mechanical equipment.	Accepted
15.	Prior to final site plan approval for any phase of construction, Town Staff will review dumpster location and screening.	Prior to final site plan approval for any phase of construction, Town Staff will review dumpster location and screening.	Accepted
16.	Loading may occur between 7:00 AM and 6:00 PM, Mondays through Fridays.	Loading may occur between 7:00 AM and 6:00 PM, Mondays through Fridays.	Accepted

17.	Should a demonstrated need arise, the School will provide secure indoor bike storage without necessitating amendment of this CUP.	Should a demonstrated need arise, the School will provide secure indoor bike storage without necessitating amendment of this CUP.	Accepted
18.	An administrative review shall be conducted to ensure compliance with all adopted CUP conditions within four (4) months of approval of this CUP. Thereafter, an administrative review will be conducted on a yearly basis.	An administrative review shall be conducted to ensure compliance with all adopted CUP conditions within four (4) months of approval of this CUP. Thereafter, an administrative review will be conducted on a yearly basis. The administrative review shall include at a minimum, the following: annual enrollment, number of FTEs, number of Special events and attendance, list of active rentals, any complaints or CUP Violations, annual sound analysis testing results, buffer maintenance, and storm water management. Such administrative review shall be shared with all abutting neighbors.	Neighbor proposed condition is overly burdensome, costly, and unclear as to what information would be necessary for items such as stormwater management. The School will work with Town Staff to ensure compliance and publicly available information may be requested by community members.
19.	The conditions approved with this CUP will supersede and replace all conditions from prior CUP approvals for the School. Upon approval of this CUP, only the conditions approved herein will govern the use and development of the property.	Upon approval of this Conditional Use Permit and any associated Site Plan, all prior Conditional Use Permits, Site Plans, special exceptions, variances, approvals, and associated conditions previously granted for Green Hedges School are hereby expressly superseded, replaced, and rendered null and void.  This Conditional use Permit and associated Site Plan shall constitute the sole and controlling land use authorization governing the use, operation, development, and expansion of Green Hedges School. No prior approval, condition, or representation shall have any force or effect unless it is expressly incorporated into this Conditional Use Permit.	In addition to the CUP and site plan, the School will also be governed by BAR approvals, site permits, and Occupancy Permits, all of which are beyond the scope of the BZA's authority.
20.		Corrective Drainage Improvements	The School will provide stormwater management consistent with Town and State

		Corrective grading to address existing drainage issues affecting the rear yards of 434 Knoll St and 416 Knoll St shall be completed by the applicant prior to issuance of the CUP, as determined necessary by the Department of Public Works and upon request of other abutting property owners.	requirements. Stormwater management will be reviewed and approved by the Town in conjunction with the final site plan and installed in Phase 1. It is unclear what is requested by this condition.
21.		Occupancy Limits Maximum occupancy of any multi-purpose room, auditorium, gymnasium or other communal space shall not exceed limited established by the Fire Marshal.	This proposed condition is acceptable to the School.
22.		Noise Ordinance All contractors and vendors shall be subject to the Town of Vienna noise ordinances, and the School shall be responsible for compliance. Repeated violations by contractors shall be deemed violations by the School.	All contractors and vendors are subject to the Town of Vienna noise ordinance. The School has worked and will continue to work with vendors to ensure compliance.
23.		Student Drop-Off and Vehicle Stacking All student drop-off and pick up shall occur entirely on-site only. All vehicles shall enter the site and utilize designated on-side drop-off and pick-up areas. Vehicle stacking shall be accommodated exclusively on-site. Under no circumstances shall vehicles queue or stage off-site. If on-site stacking capacity is reached, vehicles shall be directed to continuously circulate until space becomes available. Green Hedges shall be solely responsible for enforcing this condition, including the provision of on-site staff or the hiring of staff to manage traffic and ensure compliance.	This proposed condition is acceptable to the School.
24.		Outdoor Play Areas	The School accommodates approximately 60 children outdoors at any one time. As noted

		<p>Outdoor recreational play areas shall not be located adjacent to residential property lines without required buffer separation. Outdoor student activity shall be limited to designated areas shown on the approved Site Plan. Use of outdoor recreational play areas shall be limited to Monday-Friday, 8:00 a.m.-6:00 p.m. Use of outdoor areas shall be continuously monitored by staff at all times. No more than 40 children shall be outdoors at any one time during standard school days and hours. No lighting shall be permitted, and play areas shall be fenced.</p>	<p>in the Polysonics sound study, there is no discernible impact in excess of 15 students. Play areas will be fenced along property boundaries.</p>
25.		<p>Noise Controls</p> <p>The use of outdoor amplification, including whistles, speakers, bullhorns, or PA systems shall be prohibited.</p>	<p>The School limits use of amplification and will continue to do so. The School uses amplified sound during infrequent events for which event permits are obtained from the Town. In order to prioritize student safety and security, the School is not willing to prohibit use of these devices.</p>