

**DRAFT**  
**PROPOSED DEVELOPMENT CONDITIONS**  
**GREEN HEDGES SCHOOL**  
**Tax Map #38-3 ((21)) 8A and 38-3 ((11)) 7**

**February 6, 2026**

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 the attached Exhibit (collectively “Enrollment Increase Triggers”). After demonstrating compliance with the Enrollment Increase Triggers, no more than 10 additional students beyond 190 students may be added per school year, up to a maximum of 210 students.

OR

Enrollment shall not exceed 210 based on a 5-year average. 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 the attached Exhibit (collectively “Enrollment Increase Triggers”).

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 employees may be added per school year, up to a maximum of 50 full-time employees.
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 week, between 9:00 AM to 5:00 PM on Saturdays, and 9:30 AM to 2:00 PM on Sundays.
  - 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.
  - 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 to youth basketball teams shall be permitted. No rental of the newly-situated field for youth sports teams shall be permitted.

- 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.
  - 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.
4. The School shall install sound isolation fence membrane adjacent to the playground prior to commencing construction for the first phase of development.
  5. Prior to issuance of an Occupancy Permit for the gym/multipurpose room, the School shall demonstrate that the buffers approved with this CUP have been installed.
  6. 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. A landscape buffer maintenance plan shall be provided 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.
  7. 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.
  8. The School will provide priority scheduling for use of facilities to Town of Vienna youth teams, clubs and organizations. The School will also charge a reduced rate to Town of Vienna groups.
  9. Construction of improvements may be phased; the first phase of construction shall begin within 24 months of the approval of this CUP.
  10. Upon the issuance of the first new Certificate of Occupancy for the School subsequent to approval of this CUP, the School shall be required to receive approval of a site plan for a subsequent phase of development within 24 months.

OR

Upon issuance of the first new Certificate of Occupancy for the School subsequent to approval of this CUP, the School shall be required to begin construction of a subsequent phase within 6 years.

11. 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.
12. 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.
13. Prior to final site plan approval for any phase of construction, Town Staff will review the location and screening of all mechanical equipment.
14. Prior to final site plan approval for any phase of construction, Town Staff will review dumpster location and screening.
15. Loading may occur between 7:00 AM and 6:00 PM, Mondays through Fridays.
16. Should a demonstrated need arise, the School will provide secure indoor bike storage without necessitating amendment of this CUP.
17. 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.
18. 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.

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