



Town of Vienna

127 Center Street South
Vienna, Virginia 22180
p: 703.255.6341
TTY 7111

Meeting Agenda Board of Zoning Appeals

Wednesday, June 17, 2026

7:30 PM

Charles Robinson Jr. Town Hall, 127 Center St.
South

Roll Call

Approval of Minutes

Public Hearings

[BZA-26158](#)

544 Maple Ave W - Request approval of an application for a CUP pursuant to Sections 18-304 (Accessory Uses Table) and 18-323 (Drive-Through Facilities) of the Town of Vienna Zoning and Subdivision Ordinance. The request is to modify the existing drive-through facility at the McDonald's restaurant located at 544 Maple Avenue West, in the AW (Area West Commercial) zoning district.

Attachments:

- [01 - Staff Report - 544 Maple Ave W - CUP Drive Thru](#)
- [02 - McDonalds - 544 Maple Ave W - Application and Authorization](#)
- [03 - McDonalds - 544 Maple Ave W - CUP Narrative](#)
- [04 - McDonalds - CUP Site Plan](#)
- [05 - 544 Maple Ave, W - CO - 8.2011](#)
- [06 - McDonalds - 544 Maple Ave W - Site Photos](#)
- [07 - Relevant Regulations](#)
- [08 - Public Notification Affidavit - 544 Maple Ave W](#)
- [09 - PC Chair Memo to BZA - McDonalds CUP](#)

[BZA-26159](#)

415 Windover Ave NW - Continuation of the request to amend an existing Conditional Use Permit to increase number of students from 190 to 210 and staff from 42 to 50, along with associated campus, circulation, buffering, and site improvements. Link to May 20, 2026, BZA materials can be found on the June 17, 2026, Staff Memo.

Attachments:

- [01 - Staff Memo - GH Continued CUP Hearing](#)
- [02 - GHS Letter to BZA 05.29.26](#)
- [03 - CUP Condition Comparison 05.29.26](#)
- [04 - Letter from Jessica Wadlow Chair of the Green Hedges School Board of Trustees](#)
- [05 - Written Testimony Received for Public Hearing - June 17 2026](#)
- [06 - Public Notification Affidavit](#)

Meeting Adjournment

THE TOWN OF VIENNA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (703) 255-6341, OR 711 VIRGINIA RELAY SERVICE FOR THE HEARING IMPAIRED.

About the Board of Zoning Appeals

About the Board of Zoning Appeals:

The Board of Zoning Appeals is a quasi-judicial board comprised of seven members – all of whom are residents of the Town of Vienna. The Board serves as an arm of the Fairfax County Circuit Court, as all members are appointed to the Board by the Court after receipt of a recommendation from the Vienna Mayor and Town Council.

The Board of Zoning Appeals is empowered by the Code of Virginia, as defined in Section 15.2-2309, to:

- Grant variances from the Zoning and Subdivision Ordinance in accordance with Section 18-843 of the Town Code.
- Grant Conditional Use Permits in accordance with the provisions of Section 18-824 of the Vienna Town Code.
- Decide appeals from any order, requirement, decision, or determination of the Zoning Administrator.
- Decide applications for interpretation of the Zoning District Map when there is any uncertainty as to the location of the boundary line.

The Board decides each application on its own merit – there are no precedents. The Board of Zoning Appeals hears only sworn testimony, with each meeting participant sworn in before offering remarks. After hearing testimony and discussion, the Board will vote on each agenda item before moving to the next. The granting of an appeal, Conditional Use Permit, or variance requires an affirmative vote of a quorum, no less than a majority of the membership (4), of the Board. If any party is not satisfied with the decision of the Board, an appeal may be filed with the Circuit Court of Fairfax County within 30 days of the decision.



Town of Vienna

Charles A. Robinson Jr.
Town Hall
127 Center Street South
Vienna VA, 22180

Agenda Item Report

File #: BZA-26158, Version: 1

Subject:

544 Maple Ave W - Request approval of an application for a CUP pursuant to Sections 18-304 (Accessory Uses Table) and 18-323 (Drive-Through Facilities) of the Town of Vienna Zoning and Subdivision Ordinance. The request is to modify the existing drive-through facility at the McDonald's restaurant located at 544 Maple Avenue West, in the AW (Area West Commercial) zoning district.

Proposed /Suggested Motion

"I move to (approve) (approve with conditions) (deny) the request for approval of a Conditional Use Permit pursuant to Sections 18-304 and 18-323 of the Town of Vienna Zoning and Subdivision Ordinance, to modify the existing drive-through facility at the McDonald's restaurant located at 544 Maple Avenue West, in the AW (Area West Commercial) zoning district. (With the following conditions...)"

Or

Other action deemed necessary by the Board of Zoning Appeals



STAFF REPORT COVER SHEET

June 17, 2026

ATTACHMENT 01

Address:	544 Maple Ave W	Case Number:	PF-1644683					
Meeting Date:	6/17/2026	Applicant:	Evan Pritchard of Wire Gill LLP					
Board/Commission:	Planning Commission	Owners:	McDonald's USA, LLC					
Existing Zoning:	AW Avenue West	Existing Land Use:	Commercial					
Brief Summary of Request:	Approval of an application for a CUP pursuant to Sections 18-304 (Accessory Uses Table) and 18-323 (Drive-Through Facilities) of the Town of Vienna Zoning and Subdivision Ordinance. The request is to modify the existing drive-through facility at the McDonald's restaurant located at 544 Maple Avenue West, in the AW (Area West Commercial) zoning district.							
Site Improvements:	Proposed improvements to the property with this application include removal of rear parking spaces to accommodate second drive-through lane, reconfiguration of front entrance and parking space, and replacement and installation of menu and speaker equipment.							
Size of Property:	39,622 square feet / 0.91 acres							
Public Notice Requirements:	• Advertisement for two successive weeks of meeting in a newspaper having paid general circulation in the Town prior to Board of Zoning Appeals meeting. • Letters were sent on May 7, 2026, to adjacent, abutting and immediately-across-the-street property owners/agents/occupants and subject property owners notifying them of the Planning Commission meeting. • A certified letter was sent to Fairfax County on April 30, 2026. • One sign was posted in front of the lot along Maple Ave W on April 22, 2026, with the date of Planning Commission meeting and Board of Zoning Appeals hearing.							
Official Submission Date of Approval:	On April 21, 2026, the application was deemed by staff to be complete.							
Deadline for Action:	The BZA should take action by July 21, 2026, which is 90 days after the application was deemed complete. That date is directory, rather than mandatory; the Board does not lose jurisdiction to act after the time period has passed.							
Brief Analysis								
PROPERTY HISTORY The subject property, located at 544 Maple Avenue West, has been developed as a McDonald's restaurant since its original construction in 1967. The one-story commercial building, constructed of brick and cinder block with glass and brick exterior walls, contains approximately 3,579 square feet of gross floor area on a 0.91-acre parcel. The site has long operated as a fast-food restaurant with carry-out and seating. Ownership has remained under McDonald's Corporation, and the site has functioned as an established commercial use along the Maple Avenue corridor for several decades. COMPATIBILITY WITH THE COMPREHENSIVE PLAN The subject property is located along the Maple Avenue Commercial Corridor, which the Comprehensive Plan identifies as the Town's principal commercial corridor intended to support a mix of retail, office, and service uses (and residences in a mixed-use context) that serve both residents and the broader community. The continued use of the site as a fast-food restaurant is consistent with the Plan's guidance to maintain a vibrant commercial base and support established businesses along Maple Avenue.								

Planning & Zoning Staff Report to the Board of Zoning Appeals

June 17, 2026 – 544 Maple Ave W – McDonald's

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The proposed improvements do not expand the building footprint or introduce a new use but instead are intended to enhance the efficiency of an existing use, which aligns with the Plan's objective of encouraging reinvestment and modernization of older commercial properties. Additionally, improvements to internal circulation and reduction of vehicle queuing support broader transportation goals related to maintaining safe and efficient traffic operations along Maple Avenue.

COMPATIBILITY WITH THE ZONING ORDINANCE

The subject property is zoned Avenue West (AW). The existing restaurant use is permitted by right in this zoning district and operates under an approved Certificate of Occupancy establishing a maximum of 95 seats. The existing drive-through facility predates the current requirement for a Conditional Use Permit (CUP) and is therefore considered a legal nonconforming accessory use. The proposed application does not alter the principal use or approved seating capacity, but instead expands the existing drive-through operation, which is subject to CUP approval under the current Zoning Ordinance. Although the proposed modifications reduce the number of on-site parking spaces, the site will continue to meet the minimum parking requirements of the Zoning Ordinance based on the approved seating capacity.

Attachments:	01 – Staff Report 02 – Application and Authorization 03 - CUP Narrative 04 – CUP Site Plan 05 – Current Certificate of Occupancy	06 – Existing Site Photos taken by Town Staff 07 – Relevant Regulations 08 – Public Notification Affidavit 09 – Planning Commission Memo to Board of Zoning Appeals
Author:	Kelly O'Brien, AICP, Deputy Director of Planning and Zoning	

Planning & Zoning Staff Report to the Board of Zoning Appeals

June 17, 2026 – 544 Maple Ave W – McDonald's

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Introduction

The applicant is Evan Pritchard of Wire Gill LLP, on behalf of McDonald's USA, LLC, who has submitted an application for a Conditional Use Permit (CUP) pursuant to Sections 18-304 (Accessory Uses Table) and 18-323 (Drive-Through Facilities) of the Town of Vienna Zoning and Subdivision Ordinance. The request is to modify the existing drive-through facility at the McDonald's restaurant located at 544 Maple Avenue West, in the AW (Area West Commercial) zoning district.

Background

The subject property is located at 544 Maple Avenue West and is developed with an existing McDonald's restaurant. According to Fairfax County records, the building was constructed in 1967 and is a one-story structure containing approximately 3,579 square feet of gross floor area. The property is approximately 0.91 acres in size and is located along the Maple Avenue commercial corridor, in the AW Avenue West zoning district. The site is surrounded by a mix of commercial and residential uses, including adjacent commercial properties and a nearby townhouse development to the rear.

The site has been subject to prior approvals, including modifications to parking requirements and setback standards, resulting in the existing site configuration. These conditions reflect the long-standing configuration of the site and are not proposed to be modified as part of the current application. A Certificate of Occupancy issued on August 25, 2011, permits the operation of a restaurant use at this location, with a total of 95 seats allowed. The existing drive-through facility is a long-established component of the site and operates as an accessory use to the restaurant.

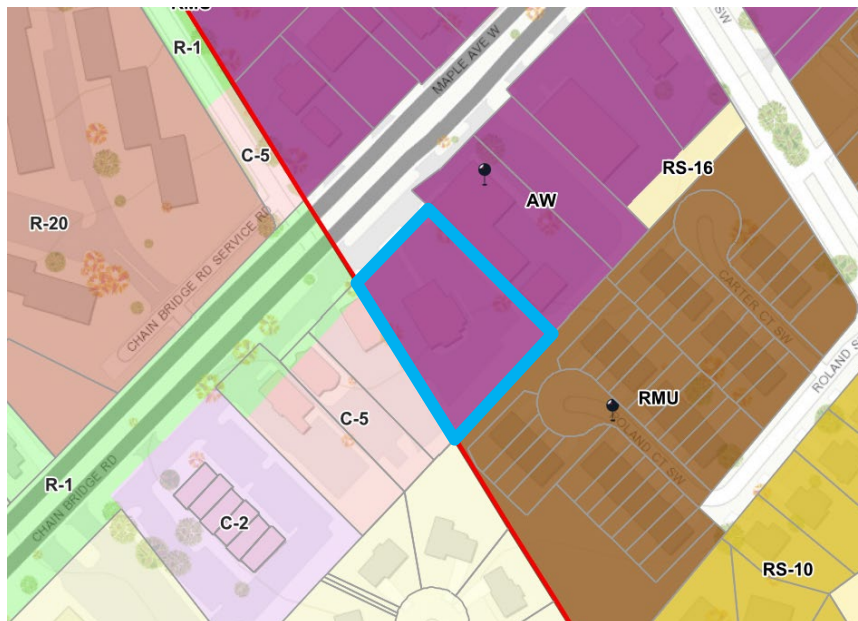


Figure 1 - Zoning map with 544 Maple Ave W identified with a blue boundary.

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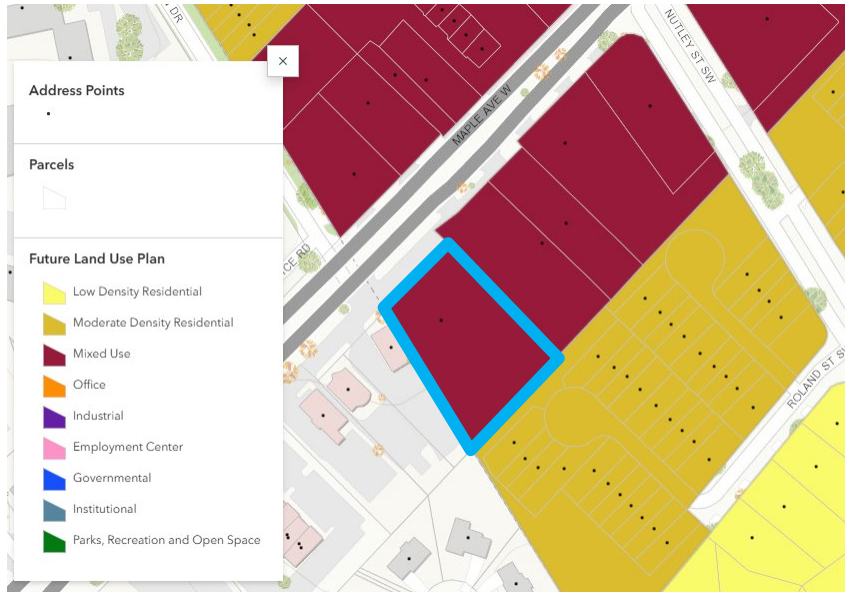


Figure 2 – Future Land Use Plan with 544 Maple Ave W identified with blue boundary.

As shown in Figure 2, the Future Land Use Map of the Town of Vienna Comprehensive Plan designates the subject property (outlined in blue) as **Mixed Use**. This designation supports a range of commercial and service-oriented uses along the Maple Avenue corridor.

Proposal

The applicant proposes to modify the existing drive-through facility to include a dual-lane ordering system. Under the proposed configuration, customers would place orders at one of two menu boards before merging into a single lane for payment and pickup. The proposed improvements are intended to enhance internal site circulation and reduce vehicle stacking associated with the existing drive-through operation.

No expansion of the building footprint, increase in seating capacity, or change in the principal use is proposed. Vehicular access to the site will remain unchanged, and no modifications to external access points are proposed.

The second drive-through lane is proposed to be located approximately 65 feet from the nearest residentially zoned property. In accordance with Section 18-323(9)(A) of the Town Code, the second lane and associated speaker will not be utilized after 10:00 p.m., and the menu board will be turned off during those hours.

Staff Analysis

The request does not involve an expansion of the building footprint, an increase in seating capacity, or a change in the principal use of the site. Instead, the proposal is focused on improving the efficiency of an existing, long-established restaurant use by modifying the existing drive-through operation.

Traffic and Circulation

The primary consideration for this request is the impact on site circulation and potential vehicle stacking. The Department of Public Works (DPW) has reviewed the proposed site plan and Conditional Use Permit narrative and has indicated that it does not have concerns with the proposed improvement. As noted in the applicant's narrative, the proposed dual-lane ordering

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June 17, 2026 – 544 Maple Ave W – McDonald's

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configuration is not expected to generate a notable increase in trips to the site but is designed to improve internal circulation and reduce vehicle stacking associated with the existing drive-through operation. DPW concurs with this assessment.

The site currently accommodates drive-through traffic within the existing circulation system. The proposed modification is designed to improve vehicle processing by allowing customers to order from two menu boards before merging into a single lane for payment and pickup. Based on the materials submitted, the proposed changes are expected to reduce queue lengths and improve the site's ability to manage peak demand without impacting adjacent roadways.

The submitted site plan identifies the restaurant as containing 60 seats and 36 parking spaces remaining after the proposed site changes for the drive through lane. Staff has confirmed that the restaurant currently operates with approximately 92 seats and an approved maximum seating capacity of 95 seats under the existing Certificate of Occupancy.

The proposed site changes would result in a total of 32 parking spaces on-site. Based on the maximum approved seating capacity, the site would continue to meet the minimum parking requirements of the Zoning Ordinance.

Staff also discussed loading operations with restaurant staff on site and confirmed the proposed changes to the drive through aisle would not impact loading practices.

Compatibility with Surrounding Uses

The property is located along the Maple Avenue commercial corridor and is surrounded by a mix of commercial and residential uses, including a nearby townhouse development to the rear of the site.

The proposal includes installation of a second menu board and speaker associated with the addition of a second drive-through ordering lane, as well as replacement and updating of existing drive-through ordering equipment. The proposed second drive-through lane is located approximately 65 feet from the nearest residentially zoned property. While the additional speaker and illuminated menu board may introduce some incremental noise and lighting impacts, those impacts are expected to be limited due to the operational restrictions. In accordance with Section 18-323(9)(A) of the Town Code, the second lane and associated speaker will not be utilized after 10:00 p.m., and the menu board will be turned off during those hours. These operational limitations are intended to minimize potential noise and activity impacts during late evening hours and support compatibility with adjacent residential properties.

Drive-through facilities with menu boards and speaker systems are an existing feature of commercial development along the Maple Avenue corridor. The proposal does not expand the building footprint or introduce a new use, but rather modifies the operation of an existing use to improve efficiency. As such, the overall character of the site and its relationship to surrounding properties is not significantly altered. The proposal does not expand the building footprint or introduce a new use but rather modifies the operation of an existing use to improve efficiency. As such, the overall character of the site and its relationship to surrounding properties is not significantly altered.

Operational Characteristics

The applicant proposes to continue operating the restaurant 24 hours per day, seven days per week, with approximately 12 employees per shift. The proposed modification does not change the nature of the use but adjusts how the drive-through component functions.

The applicant has indicated that no increase in noise levels is anticipated and that updated speaker equipment replacing what currently exists and the new unit to be added are designed to limit impacts on adjacent properties. Additionally, the applicant has provided information regarding litter control, waste management, and air quality, noting that no adverse impacts are expected.

Compliance with Conditional Use Permit Criteria

Pursuant to Section 18-824 of the Town Code, a Conditional Use Permit is required for uses identified as conditional within the Zoning Ordinance. The Board of Zoning Appeals may approve a CUP if the proposed use:

- Will not adversely affect the health or safety of persons residing or working in the neighborhood;
- Will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood;
- Will be in accordance with the purposes of the Comprehensive Plan; and
- Meets the applicable use-specific standards outlined in Article 3.

The proposed modification to the drive-through facility is evaluated under Section 18-323 (Drive-Through Facilities), which establishes standards related to location, design, hours of operation, and potential impacts such as traffic, noise, and compatibility with surrounding uses.

Based on the information provided, the proposed modification is designed to improve internal circulation and reduce vehicle stacking without increasing the overall intensity of the use. Staff finds that the request is generally consistent with the applicable criteria for approval of a Conditional Use Permit.

Consistency with the Comprehensive Plan

The subject property is located within the Maple Avenue commercial corridor and is designated as Mixed Use in the Comprehensive Plan. This designation supports commercial and service-oriented uses in a corridor setting.

The proposed modification improves the functionality of an existing use by enhancing on-site circulation and reducing vehicle stacking. The proposal does not expand the building footprint or introduce a new use and maintains compatibility with adjacent properties through operational limitations, including the closure of the second drive-through lane after 10:00 p.m. The proposal refines the operation of an existing use rather than intensifying it.

Overall, the proposed improvements are intended to address existing operational constraints of the site while maintaining compatibility with surrounding uses. Based on these factors, staff finds the request to be consistent with the Comprehensive Plan.

Based on the analysis above, staff finds that the proposed modification satisfies the criteria for approval of a Conditional Use Permit as outlined in Section 18-824 of the Town Code.

Recommended Motion

I move to *(approve)* *(approve with conditions)* *(deny)* the request for approval of a Conditional Use Permit pursuant to Sections 18-304 and 18-323 of the Town of Vienna Zoning and Subdivision Ordinance, to modify the existing drive-through facility at the McDonald's restaurant located at 544 Maple Avenue West, in the AW (Area West Commercial) zoning district. *(With the following conditions...)*

Or, any other language deemed necessary by the Board of Zoning Appeals.



TOWN OF
VIENNA
since 1890

Conditional Use Permit

GeoCivix, LLC

9420 E. Golf Links Rd. Suite 108, #296 |

Tucson, AZ 85730

P: 520 319-0988 | E: (520) 319-1430 | E:

jace.coleman@geocivix.com

Project Overview

#1644683

Project Title: 544 Maple Ave W - CUP -
McDonalds Drive-Thru Lane Expansion

Application Type: Conditional Use Permit

Workflow: 2. Staff Review

Jurisdiction: Town of Vienna

State: VA

County: Fairfax

Project Contacts

Contact Information: Applicant

Evan Pritchard

Wire Gill LLP

700 N. Fairfax St., Suite 600

Alexandria, VA 22314

[REDACTED]

[REDACTED]

Contact Information: Owner

Michele Miller

McDonald's USA, LLC

110 N. Carpenter St.

Chicago, IL 60607

[REDACTED]

[REDACTED]

Indicate which of the following additional project contacts are to be included on project correspondences.: None of the Above

Project Address

Project Address: 544 MAPLE AVE W

Parcel (PIN): Address/Parcel

- 544 MAPLE AVE W: 0383 02 0152

Current Zoning: Address/Parcel

- 544 MAPLE AVE W: C-1

Suite:

Town Limits: Address/Parcel

- 544 MAPLE AVE W: IN TOWN OF VIENNA

Project Description

Project Description:

Addition of second drive-through lane.

Trade Name of Business (DBA): McDonald's

Type of Conditional Use Requested: Drive-through facility

Business Hours: 24 hours/7 days per week

Number of Proposed Employees: 12

Project Narrative:

According to Fairfax County records, the McDonalds restaurant located at 544 Maple Avenue West was constructed in 1967. The building is one story and has a gross floor area of approximately 3,579 square feet.

To improve operational efficiency and better serve our customers, McDonalds proposes to create a dual-lane ordering system.

Customers would order at either of the two menu boards then merge back into one lane to pay and pick up their order. This setup has substantially reduced wait times and stacking at locations where its been implemented. It is also an appropriate response to the fact that the majority of our customers use the drive-through rather than dine onsite.

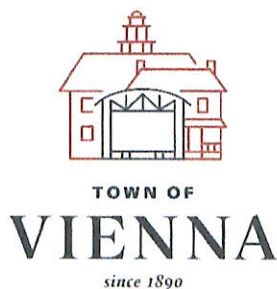
The second proposed drive-through lane will be approximately sixty-five (65) feet from the neighboring residentially zoned property. However, that drive-through lane will be closed after 10 p.m. in compliance with Section 18-323(9)(A) of the Vienna Zoning Ordinance. The menu boards will also be turned off at that time.

Additional information regarding the application is set forth below:

- i. Type of product/service: fast food restaurant.
- ii. Proposed hours and staffing: 24 hours, 7 days per week; approximately 12 employees per shift.
- iii. Plans for control of litter and the disposal and recycling of waste material: as is currently done, employees will ensure that trash cans are regularly emptied and that the site is maintained free of litter; trash will be placed in on-site, screened dumpster and regularly emptied, along with recyclable materials.

Are you amending an existing conditional use permit?: No

- iv. Effects on air quality at the site and in adjacent areas: no negative impacts on air quality have historically been produced on-site or are anticipated to occur in the future.
- v. Estimates of sound levels: no increase in sound levels is anticipated; new speaker equipment is designed to limit impacts on neighboring properties; as mentioned above, the newly proposed drive-through lane and associated speaker will not be utilized after 10 p.m.



Department of Planning and Zoning

Town of Vienna, Virginia

127 Center Street S

Vienna, Virginia 22180

Phone: 703-255-6341 | Email: DPZ@viennava.gov

Hours: Monday – Friday, 8:00 am - 4:30 pm

APPLICANT AUTHORIZATION FORM

I hereby certify that I am the property owner or I have authority of the property owner to make this application, that the information is complete, and that if a permit or certificate is issued, the construction and/or use will conform to the zoning ordinance and other applicable laws and regulations including private building restrictions, if any, which relate to the property. This form must be submitted prior to issuance of any permit or certificate.

I understand that the permits or certificates obtained pursuant to this permit authorization form will be in my name. I accept full responsibility for the work performed.

Check one box below:



I am the property owner



I am an applicant who has the authority of the property owner (owner will still need to sign)

Description of permits or certificates being applied for:

Conditional use permit to add a second drive-through lane at the existing McDonald's restaurant

at the following address: 544 Maple Avenue West.

Applicant Name (fill out if owner is not applicant): _____

Signature of Applicant: _____ Date: _____

Property Owner's Name: McDonald's Corp

Signature of Property Owner: *Michelle D. Miller* Date: 03/04/2025
Area Construction Manager

McDONALD'S CORPORATION
CERTIFICATE OF ASSISTANT SECRETARY

I, Angela K. Steele, an officer of McDonald's Corporation, a corporation organized under the laws of the State of Delaware (the "Company"), certify as follows, as of the date hereof:

1. I am the duly appointed, qualified and acting Corporate Senior Vice President, U.S. General Counsel and Assistant Secretary of the Company;
2. The Board of Directors of the Company duly adopted the McDonald's Corporation Corporate Governance Policy Regarding Authorizations, as amended, on May 24, 2018 (the "Authorization Policy"), that authorized the Chief Executive Officer to delegate signature authority for documents required in connection with real estate matters and construction projects to appropriate officers and employees of the Company, as part of the day-to-day operation of the business; and
3. Attached as Exhibit A is a true, complete and correct copy of the CEO Authorization of Signature Authority for Real Estate Matters, approved and executed by Christopher J. Kempczinski, President and Chief Executive Officer of the Company, on January 27, 2022, pursuant to the Authorization Policy. The Authorization Policy and the CEO Authorization of Signature Authority for Real Estate Matters have not been amended, modified, or rescinded in any way and remain in full force and effect.
4. Attached as Exhibit B is a true, complete and correct copy of the CEO Authorization of Signature Authority for U.S. Construction Projects, approved and executed by Christopher J. Kempczinski, President and Chief Executive Officer of the Company, on January 27, 2022, pursuant to the Authorization Policy. The Authorization Policy and the CEO Authorization of Signature Authority for U.S. Construction Projects have not been amended, modified, or rescinded in any way and remain in full force and effect.
5. That the individuals named on Exhibit C, attached, hold the title set forth opposite their names.

IN WITNESS WHEREOF, I have hereunto set my hand on this 19th day of January, 2023.



Angela K. Steele
Corporate Senior Vice President, U.S. General
Counsel and Assistant Secretary

EXHIBIT A

McDonald's Corporation CEO Authorization of Signature Authority for Real Estate Matters

Pursuant to the authority granted to the Chief Executive Officer under the McDonald's Corporation (the "Company") Corporate Governance Policy Regarding Authorizations, as amended, which was approved by resolution of the Board of Directors on May 24, 2018, I authorize any of Robert T. Lancaster, Denise A. Horne, Desiree Ralls-Morrison, David Bartlett, Michael T. Cieplak, Angela K. Steele, Savan N. Vaghani and Sarah K. Lee, all of whom are officers of the Company or McDonald's USA, LLC ("McD USA"), and any attorney employed by the Company who holds the title of Managing Counsel or Senior Counsel and practicing in the U.S. Legal Practice Group, to execute for and on behalf of the Company, contracts, leases, agreements, deeds, guarantees, mortgages, promissory notes and other documents relating to the purchase, sale, lease or transfer of the real property of the Company (including, but not limited to, beneficial interests in land trusts) and to perform all such acts and to execute such additional documents (including, but not limited to, easements, licenses, memoranda of lease and non-disturbance agreements, powers of attorney or contracts and documents associated with the due diligence and investigation of a site) as may be necessary or appropriate in connection with such transactions.

I further authorize any of the above signatories and any attorney employed by the Company or McD USA who holds the title of Counsel and practicing in the U.S. Legal Practice Group, to execute documents that are ancillary to real estate transactions but which do not convey any interest in real estate (including, but not limited to, memoranda of lease and non-disturbance agreements).

I further authorize each Senior Development Director of McD USA to execute, in the name of and on behalf of the Company, miscellaneous contracts and purchase orders associated with the due diligence and investigation of a site pursuant to a real estate transaction entered into by the Company (including, but not limited to, contracts or purchase orders for sales analysis, soil borings or survey work) up to a limit of One Million Four Hundred Thousand Dollars (\$1,400,000) per project.

I further authorize each Lead Development Director of McD USA and each U.S. Field Execution Development Director of McD USA to execute, in the name of and on behalf of the Company, miscellaneous contracts and purchase orders associated with the due diligence and investigation of a site pursuant to a real estate transaction entered into by the Company in his or her respective geographic area of responsibility (including, but not limited to, contracts or purchase orders for sales analysis, soil borings or survey work) up to a limit of Six Hundred Dollars (\$600,000.00) per occurrence not to exceed Eight Hundred Thousand Dollars (\$800,000.00) per project.

I further authorize each of the following persons who hold the positions as set forth below, to execute miscellaneous contracts and purchase orders associated with the due diligence and investigation of a site pursuant to a real estate transaction entered into by the Company in his or her respective geographic area of responsibility, up to the limits per such project as set forth below:

U.S. Field Execution Construction Manager up to \$50,000.00.

I further authorize any of the above signatories for real estate matters, any Assistant Secretary and any Assistant Treasurer of the Company and any attorney holding the title of Counsel and practicing in the U.S. Legal Practice Group, to attest to the signatures on any documents that have been executed pursuant to the foregoing authorizations (except that no individual may attest to his or her own signature).

The above authorizations supersede and replace the Authorization of Signature Authority for real estate documents, approved and executed by the President and Chief Executive Officer of the Company on June 22, 2021, and all actions taken by the persons duly authorized therein and in conformity therewith are in all respects confirmed, adopted and ratified as the valid and subsisting acts of this Company, having full force and effect from and after the dates thereof.

Effective as of January 27, 2022.

I direct that Jeffrey J. Pochowicz, Corporate Assistant Secretary, file this delegation of authority with the corporate records of the Company.

/s/ Christopher J. Kempczinski
Christopher J. Kempczinski
President and Chief Executive Officer

EXHIBIT B

McDonald's Corporation CEO Authorization of Signature Authority for U.S. Construction Projects

Pursuant to the authority granted to the Chief Executive Officer under the McDonald's Corporation (the "Company") Corporate Governance Policy Regarding Authorizations, as amended, which was approved by resolution of the Board of Directors on May 24, 2018, I authorize any of Robert T. Lancaster, Denise A. Horne, Desiree Ralls-Morrison, David Bartlett, Michael T. Cieplak, Angela K. Steele, Savan N. Vaghani and Sarah K. Lee, all of whom are officers of the Company or McDonald's USA, LLC ("McD USA"); Maximiliano Carmona, Senior Construction Director of McD USA; Joseph Collins, Senior Construction Director of McD USA; and any attorney employed by the Company who holds the title of Managing Counsel or Senior Counsel and practicing in the U.S. Legal Practice Group, to execute for and on behalf of the Company, such agreements, documents, certificates and all other instruments as may be necessary or appropriate in connection with construction projects undertaken by the Company.

I further authorize each Senior Development Director of McD USA to execute in the name of and on behalf of the Company such agreements, documents, certificates and all other instruments as may be necessary or appropriate in connection with construction projects undertaken by the Company in his or her respective geographic area of responsibility, up to a limit of One Million Four Hundred Thousand Dollars (\$1,400,000) per construction project.

I further authorize each Lead Development Director and each U.S. Field Execution Development Director of McD USA to execute in the name of and on behalf of the Company such agreements, documents, certificates and all other instruments as may be necessary or appropriate in connection with construction projects undertaken by the Company in his or her respective geographic area of responsibility, up to a limit of Six Hundred Thousand Dollars (\$600,000.00) per occurrence not to exceed Eight Hundred Thousand Dollars (\$800,000.00) per project.

I further authorize each U.S. Field Execution Construction Manager of McD USA to execute in the name of and on behalf of the Company such agreements, documents, certificates and all other instruments as may be necessary or appropriate in connection with construction projects undertaken by the Company in his or her respective geographic area of responsibility, up to a limit of Fifty Thousand Dollars (\$50,000) per occurrence not to exceed Three Hundred Thousand Dollars (\$300,000) per project.

I further authorize any of the above signatories for U.S. construction matters; any Assistant Secretary and any Assistant Treasurer of the Company; and any attorney holding the title of Counsel and practicing in the U.S. Legal Practice Group, to attest to the signatures on any documents that have been executed pursuant to the foregoing resolutions (except that no individual may attest to his or her own signature).

I further authorize any of the above signatories for U.S. construction matters to also sign governmental permit and zoning applications and forms for construction projects undertaken by the Company in his or her respective geographical area of responsibility.

I further authorize each Area Construction Manager of McD USA to also sign governmental permit and zoning applications and forms for construction projects undertaken by the Company in his or her respective geographical area of responsibility provided, however, that the authority granted to the Area Construction Manager will not apply to permits, applications or forms that include indemnity provisions, provisions that bind the Company to future obligations or that take away any of the Company's existing rights.

The above authorizations supersede and replace the Authorization of Signature Authority for documents required in connection with construction projects undertaken by the Company, approved and executed by the President and Chief Executive Officer of the Company on June 22, 2021, and all actions taken by the persons duly authorized therein and in conformity therewith are in all respects confirmed, adopted and ratified as the valid and subsisting acts of this Company, having full force and effect from and after the dates thereof.

Effective as of January 27, 2022.

I direct that Jeffrey J. Pochowicz, Corporate Assistant Secretary, file this delegation of authority with the corporate records of the Company.

/s/ Christopher J. Kempczinski
 Christopher J. Kempczinski
 President and Chief Executive Officer

EXHIBIT C

McDonald's Corporation Authorized signatories for Real Estate Development, Construction and Employee Relocation Matters

Officers of McDonald's USA, LLC:

Desiree Ralls-Morrison, Executive Vice President, General Counsel and Secretary
Angela K. Steele-Vice President, US General Counsel and Assistant Secretary
Sarah K. Lee – Assistant Secretary
Savan N. Vaghani – Assistant Secretary

Managing Counsel of McDonald's Corporation:

Krystin Hernandez
Sarah K. Lee
Savan N. Vaghani

Senior Counsel of McDonald's Corporation:

Jennifer L. Cohn
Rebekah S. Czerwionka
Diedre S. Dunn
Stephanie S. Hipp
Kevin Hyde
Bryan K. Maguire
Daniel Marks
Robert J. McCormack
Mark A. Meister
Padraic G. Molloy
Bruce A. Neumann
Wendy T. Newkirk
Thomas R. Pickett
Brian T. Sheedy
Timothy J. Slattery
Jacob M. Steinfink
Shilpa M. Upadhye
Shilpi V. Upadhyaya
Tony P. Valevicius

Senior Development Directors of McDonald's USA, LLC:

John R. Wendel
Bruce Crown

Lead Development Directors of McDonald's USA, LLC:

John D'Anna

US Field Development Officers of McDonald's USA, LLC:

Keith Romine
Helen Singer
Victoria Seward
Jimmy Lopez
Cynthia Talkovic
Mark Hertel
Vivian Valdivia
Joseph Diozzi
Asa Mayo
Antwan Smith

US Field Execution Construction Managers of McDonald's USA, LLC:

Keith Botkin
Kevin McAuley
Adam Brandenburg
Tim Crowder
Dan Gross
Robin King
Chris Stamps
Dawn Bourseau
Andy Vitale
Tim Chess
Gregg Protch
Gary Zonitch
Yasemin Sarier
Tessa Bernstein
Lee Morris
Jorge Martinez
Jack Wegler
Kurtis Demarse
Armen Parker
Derek Moskal

US Field Area Construction Managers of McDonald's USA, LLC:

Greg Carleton
Daryl Groet
Greg Chapman
Edgar Ortiz
Alibia de Vente
Jason Sawall
Keisha Smith
Rosangela Demello
Steve Kellett

Tammy Kahm
Brian Reeder
Eileen Seeburger
Leo Van Buuren
Joe Coconato
Steve Rizzo
Chris Stepp
John Lorentzen
Joseph Minorik
John Taylor
Jason Ramsey
Sharon Sills
Larry Drake
Sean Kennedy
Michele Miller
Eric Wagner
Damaris Walton
Dan Mayo
Belinda Dartley
Kim Vukov
Tanya Momchev
Patrick Piehl
Andy Lee
Regina Killebrew
Jose Ramirez
Kortney Pedigo
Lyndsey Denny
Rowdy Durham
Trevor Prophet
Chuck Morgan
Charlie Miller
Carter Mann
Mike Riendeau
Lincoln Ludwig
Scott Audsley
Eddie Nunez
Carlos Madrigal
Christine Cho
Jason Wilner
Scott Wilkeson
Lonnie Smith
Reggie Anderson
John Hyder
Alex Breeden
Bob Keesaer
Becky Jansen
Amy Switzer
Debra Lyster
Mike Crowley

Kyle Bourgeois
 Brian Smallwood
 Curt Hobbs
 Robert Yagusesky
 Deanna Uecker
 Drew Sanchez
 Amanda Goodie
 Nancy Malone

National Construction COE:

Joe Collins, Sr. Director
 Ben Aguirre, Development Director
 Lynn Misiaszek, Development Director
 Alison Brickett, Construction Manager
 Kevin Reed, Construction Manager

Employees of McDonald's Corporation authorized to execute miscellaneous documents that are ancillary to employee relocation residential real estate transactions (including, but not limited to, Company Offer Agreements ("GBOs") and Listing Agreements:

Brian Madine, Director, Global Mobility
 Sherry Moran, U.S. Relocation Manager, Global Business Services
 Tracy Toth, Manager, Global Mobility
 Didi Daubenspeck, U.S. Relocation Consultant, Global Business Services
 Sharon Balich, U.S. Relocation Consultant, Global Business Services

Employees of McDonald's USA, LLC authorized to execute license agreements in connection with restaurant development due diligence:

- **National RE Director:**
 Lori Nunez
 Meredith Lenoir
- **National RE Leads**
 Bob O'Connell
 Rich Davis
 Amy Bayles
 Lisa Walker
 Natalie Mattei
- **National RE Managers**
 Gary Blau
 Zach Pagel
 Schuyler Jackson
 Rona Gaur
 Darla Bowen
 Kellie Wisbrock
 Clark Lambdin
 Ray Clopton

Craig Givens
Troy Faulkner
Rey Hernandez
Dan Toth
Mathis Nedell
Mike Manteen
Uri Starr
Chris Smitherman
Rudy McCarthy
Kaley Devries
Marineth Dermovsesian

- **National Transactional Managers**

Carla Freise
Sara Sailors
Jennifer Steinhagen

CONDITIONAL USE PERMIT NARRATIVE

According to Fairfax County records, the McDonald's restaurant located at 544 Maple Avenue West was constructed in 1967. The building is one story and has a gross floor area of approximately 3,579 square feet.

To improve operational efficiency and better serve our customers, McDonald's proposes to create a dual-lane ordering system. Customers would order at either of the two menu boards then merge back into one lane to pay and pick up their order. This configuration has substantially reduced wait times and stacking at locations where it's been implemented. The proposed improvements are intended to enhance internal circulation and reduce vehicle queuing onto adjacent public streets, thereby improving overall traffic operations in the vicinity.

The second proposed drive-through lane will be approximately sixty-five (65) feet from the neighboring residentially zoned property. However, that drive-through lane will be closed after 10 p.m. in compliance with Section 18-323(9)(A) of the Vienna Zoning Ordinance. The menu boards will also be turned off at that time. These operational limitations are intended to minimize potential impacts on nearby residential properties.

The proposed Conditional Use Permit satisfies the applicable criteria of Town Code Section 18-323.10.B, as described below.

Additional information regarding the application is set forth below:

- i. Type of product/service: fast food restaurant.
- ii. Proposed hours and staffing: 24 hours, 7 days per week; approximately 12 employees per shift.
- iii. Plans for control of litter and the disposal and recycling of waste material: as is currently done, employees will ensure that trash cans are regularly emptied and that the site is maintained free of litter; trash will be placed in an on-site, screened dumpster and regularly emptied, along with recyclable materials.
- iv. Effects on air quality at the site and in adjacent areas: no negative impacts on air quality have historically been produced on-site or are anticipated to occur in the future.
- v. Estimates of sound levels: no increase in sound levels is anticipated; new speaker equipment is designed to limit impacts on neighboring properties; as mentioned above, the newly proposed drive-through lane and associated speaker will not be utilized after 10 p.m.
- vi. Traffic analysis: This narrative is provided in response to Town Code §18-323.10.B.i, iii, and v and addresses anticipated traffic impacts, internal and

external circulation, and existing roadway capacity. The proposed site improvements are not expected to generate a notable volume of additional trips to the property; rather, the proposed dual-lane ordering configuration is intended to improve on-site circulation and reduce vehicular stacking associated with the existing drive-through operation. The improvements are expected to reduce queue lengths and wait times by allowing customers to order from either of two menu boards before merging into a single lane for payment and pick-up. As a result, the proposal is expected to improve the site's ability to accommodate daily traffic demand, including traffic during a.m. and p.m. peak periods, and to reduce the potential for vehicles to stack toward adjacent public streets.

Estimated internal and external traffic flows: Vehicles will continue to enter and exit the site through the existing access points, and no changes to external site access are proposed. Traffic will continue to circulate internally through the existing drive-through and parking lot system, with the modified ordering area improving internal vehicle processing and reducing on-site congestion. Because the proposal does not expand the building, increase seating, or introduce a new use, no substantial change in external traffic patterns is anticipated. Rather, the proposal is expected to improve the efficiency of traffic flow already associated with the existing restaurant use.

Existing traffic conditions and roadway capacity: The property fronts on Maple Avenue West, an established commercial corridor designed to accommodate existing commercial traffic volumes. The proposed improvements are intended to better manage traffic already generated by the site by reducing internal queuing and improving drive-through operations. No adverse impacts to the traffic-handling capacity of adjacent roadways are anticipated, and the proposed changes should lessen the likelihood of vehicle stacking affecting traffic operations on surrounding public streets.

Accordingly, the proposed improvements satisfy the applicable criteria of Town Code §18-323.10.B.i, iii, and v by maintaining safe and efficient traffic operations, preserving adequate circulation and access, and avoiding adverse impacts on adjacent roadways.

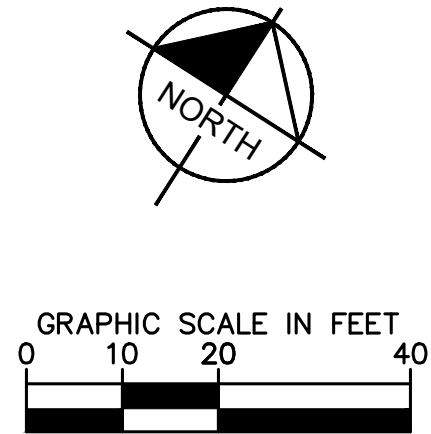
- vii. Compatibility with surrounding uses: The property is located within a commercial corridor along Maple Avenue and is surrounded by a mix of commercial and residential uses. The proposed improvements do not expand

the building footprint or introduce a new use, but rather improve the efficiency of an existing, long-established restaurant use. Operational restrictions, including the closure of the second drive-through lane after 10 p.m., ensure compatibility with nearby residential properties.

- viii. Public health, safety, and welfare: The proposed improvements will enhance site safety by improving traffic flow and reducing vehicle conflicts within the site. No adverse impacts to public health, safety, or welfare are anticipated.

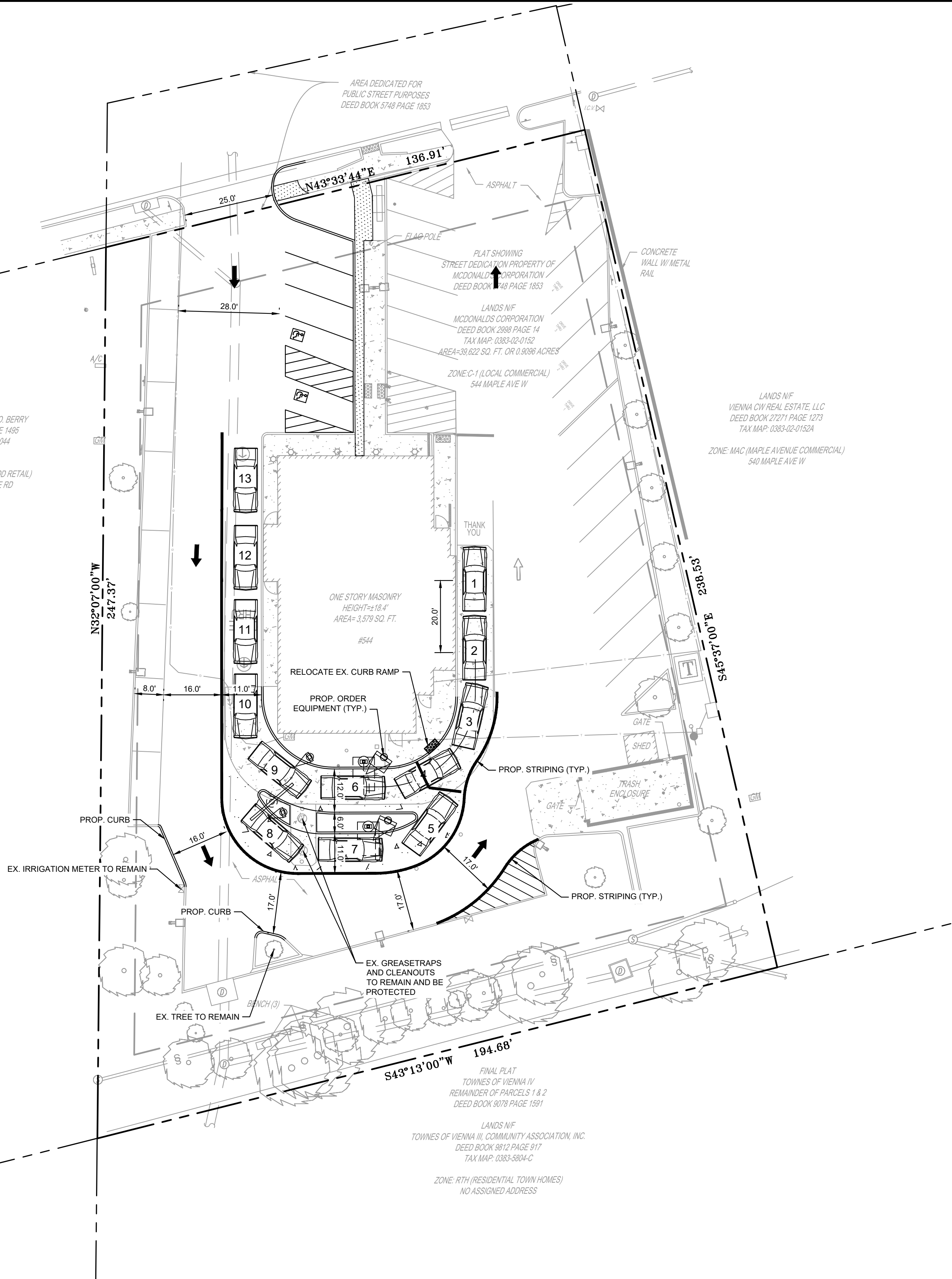
Plotted By:Gonzalezher, Abel Sheet Set:Kia Layout:SITE PLAN March 19, 2026 09:50:09am KINVA CIV110368 McDonalds110368134 McDonald's - Vienna (Maple Ave) VACADPlanSheetsC-200 SITE PLAN.dwg
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CHAIN BRIDGE ROAD
VA RTE. 123
VARIABLE WIDTH RIGHT-OF-WAY
ASPHALT PAVED PUBLIC ROADWAY



LANDS N/F
JOSEPH G. JR. & DALLAS O. BERRY
DEED BOOK 5541 PAGE 1455
TAX MAP: 0383-01-0044

PARCEL FIVE
ZONE: C-5 (NEIGHBORHOOD RETAIL)
25201 CHAIN BRIDGE RD



FINAL PLAT
TOWNS OF VIENNA IV
REMAINDER OF PARCELS 1 & 2
DEED BOOK 9078 PAGE 1591

LANDS N/F
TOWNS OF VIENNA II, COMMUNITY ASSOCIATION, INC.
DEED BOOK 9612 PAGE 917
TAX MAP: 0383-8004-C

ZONE: RTH (RESIDENTIAL TOWN HOMES)
NO ASSIGNED ADDRESS

LANDS N/F
VIENNA OW REAL ESTATE, LLC
DEED BOOK 27271 PAGE 1273
TAX MAP: 0383-02-0152A

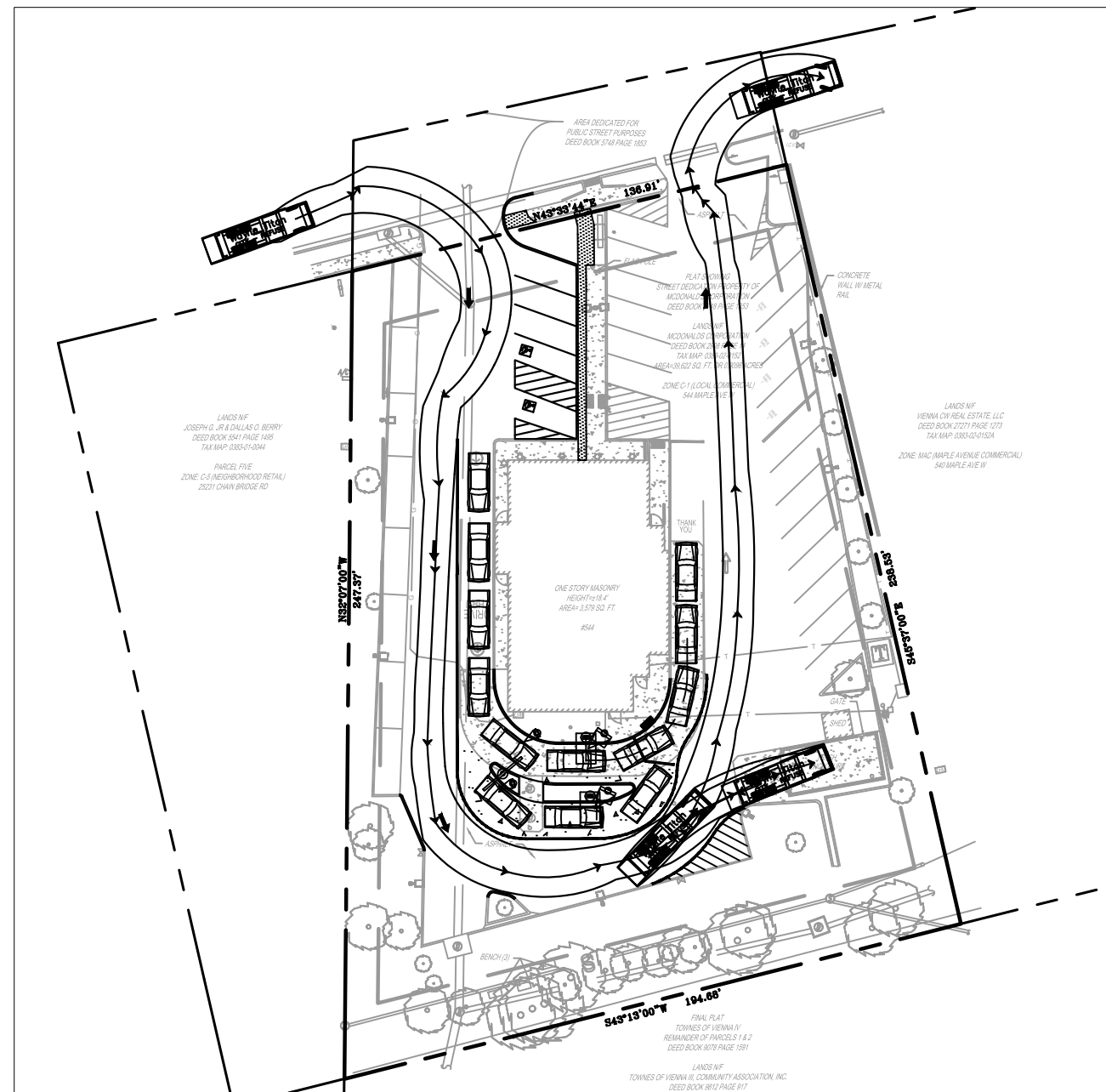
ZONE: MAC (MAPLE AVENUE COMMERCIAL)
540 MAPLE AVE W

LEGEND

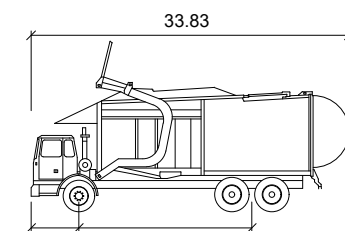
	PROPERTY LINE
	PROPOSED CURB
	PROPOSED CURB AND GUTTER
	PROPOSED SIGN
	PROPOSED CONCRETE PAVEMENT
	PROPOSED CONCRETE SIDEWALK
	PROPOSED ASPHALT

SITE DATA

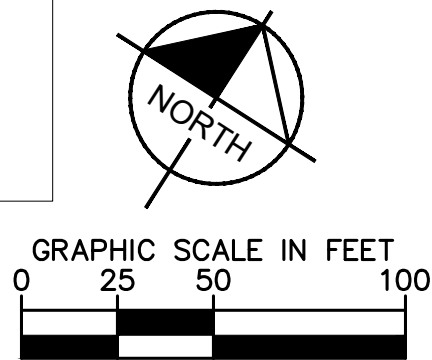
LOCATION:	TOWN OF VIENNA		
ADDRESS:	544 MAPLE AVE W VIENNA, VA 22180		
ZONING:	AW - AVENUE WEST		
LAND USE:	RESTAURANT, FAST FOOD		
SITE AREA:	39,621 SF	0.91 AC	
APPROXIMATE LIMITS OF DISTURBANCE:	981 SF		
PARKING CALCULATION:	1 SPACE PER 4 SEATS # SEATS = 60 1 SPACE / 4 SEATS = 15 SPACES REQUIRED		
PARKING SUMMARY	REQUIRED	EXISTING	PROVIDED
TOTAL PARKING	15	42	36
ACCESSIBLE SPACES	2	2	2



GARBAGE TRUCK DETAIL
SCALE: 1" = 50'



Wayne Titan	feet
Width	: 6.46
Track	: 6.00
Lock to Lock Time	: 6.0
Steering Angle	: 45.0



CALL 48 HOURS
BEFORE YOU DIG

811

IT'S THE LAW!
DIAL 811

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before you dig.

Kimley»Horn

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11400 COMMERCE PARK DR., SUITE 400, RESTON, VA 20191
PHONE: 703-674-1300 FAX: 703-674-1350
WWW.KIMLEY-HORN.COM



KHA PROJECT	DATE	SCALE	DESIGNED BY	DRAWN BY	CHECKED BY
110368134	3/19/2026	AS SHOWN	DJR	BST	CMH

SITE PLAN

544 MAPLE AVE W,
VIENNA, VA 22180
PREPARED FOR
MCDONALD'S CORPORATION
TOWN OF VIENNA
VIRGINIA

SHEET NUMBER
BR-2

REVISIONS		BY	DATE
No.			

Plotted By:Gonzalez, Abel Sheet Set:Kim Layout:REDLINE PLAN March 19, 2026 09:50:18am K:\NVA CIV\110368 McDonalds\110368134 McDonalds - Vienna (Maple Ave) VACAD\PlanSheets\SC-300 REDLINE PLAN.dwg
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CHAIN BRIDGE ROAD
VA RTE. 123
VARIABLE WIDTH RIGHT-OF-WAY
ASPHALT PAVED PUBLIC ROADWAY

LANDS N/F
JOSEPH G. JR & DALLAS O. BERRY
DEED BOOK 5541 PAGE 1495
TAX MAP: 0383-01-0044

PARCEL FIVE
ZONE: C-5 (NEIGHBORHOOD RETAIL)
25201 CHAIN BRIDGE RD

N32°07'00"W
247.37'

S43°13'00"W
194.68'

LANDS N/F
TOWNES OF VIENNA II, COMMUNITY ASSOCIATION, INC.
DEED BOOK 9612 PAGE 917
TAX MAP: 0383-8004-C

ZONE: RTH (RESIDENTIAL TOWN HOMES)
NO ASSIGNED ADDRESS

LANDS N/F
VIENNA OW REAL ESTATE, LLC
DEED BOOK 27271 PAGE 1273
TAX MAP: 0383-02-0152A

ZONE: MAC (MAPLE AVENUE COMMERCIAL)
540 MAPLE AVE W

PLAT SHOWING
STREET DEDICATION PROPERTY OF
MCDONALD'S CORPORATION
DEED BOOK 5748 PAGE 1853

LANDS N/F
MCDONALD'S CORPORATION
DEED BOOK 2688 PAGE 14
TAX MAP: 0383-02-0152
AREA=59,622 SQ. FT. OR 0.9096 ACRES

ZONE: C-1 (LOCAL COMMERCIAL)
544 MAPLE AVE W

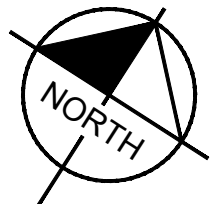
ONE STORY MASONRY
HEIGHT=18.4'
AREA=3,579 SQ. FT.
#544

AREA DEDICATED FOR
PUBLIC STREET PURPOSES
DEED BOOK 5748 PAGE 1853

THANK
YOU

238.53'

S45°31'00"E



GRAPHIC SCALE IN FEET
0 10 20 40

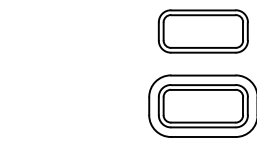
CALL 48 HOURS
BEFORE YOU DIG



IT'S THE LAW!
DIAL 811

Know what's
Call below.
before you dig.

LEGEND



PROPERTY LINE
PROPOSED CURB
PROPOSED CURB AND GUTTER
PROPOSED SIGN
PROPOSED CONCRETE PAVEMENT
PROPOSED CONCRETE SIDEWALK
PROPOSED ASPHALT

SITE DATA

LOCATION: TOWN OF VIENNA
ADDRESS: 544 MAPLE AVE W
VIENNA, VA 22180

ZONING: AW - AVENUE WEST

LAND USE: RESTAURANT, FAST FOOD

SITE AREA: 39,621 SF 0.91 AC

APPROXIMATE LIMITS
OF DISTURBANCE: 981 SF

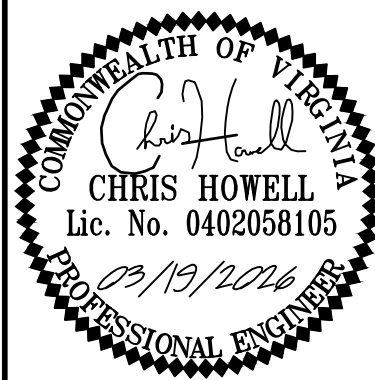
PARKING CALCULATION: 1 SPACE PER 4 SEATS
SEATS = 60
1 SPACE / 4 SEATS = 15 SPACES REQUIRED

PARKING SUMMARY
TOTAL PARKING
ACCESSIBLE SPACES

REQUIRED	EXISTING	PROVIDED
15	42	36
2	2	2

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WWW.KIMLEY-HORN.COM



KHA PROJECT	DATE	SCALE	AS SHOWN	DESIGNED BY	DJR	BBT	CMH
110368134	3/19/2026						

REDLINE
PLAN

544 MAPLE AVE W,
VIENNA, VA 22180
PREPARED FOR
MCDONALD'S CORPORATION
TOWN OF VIENNA
VIRGINIA

SHEET NUMBER
BR-3

BY	DATE	REVISIONS
No.		

**TOWN OF VIENNA, VIRGINIA
CERTIFICATE OF OCCUPANCY
ARTICLE 22, CHAPTER 18, TOWN CODE**

ATTACHMENT 05

NUMBER: 13018

A Certificate of Occupancy is hereby granted for the following firm, business, establishment, or individual in accordance with Article 22, Chapter 18, of the Code of the Town of Vienna, Virginia:

OCCUPANT NAME: McDONALD'S RESTAURANTS OF VIRGINIA, INC.

STREET ADDRESS: 544 MAPLE AVENUE, WEST

SUITE: -

FLOOR: -

ZONING DISTRICT: C-1, LOCAL COMMERCIAL

LEGAL DESCRIPTION: 38-3-((2))-152

IF PLATTED: LOT: -

BLOCK: 25

SUITE: -

SUBDIVISION: WINDOVER HEIGHTS

PERMITTED USES: COMMERCIAL OCCUPANCY FOR A RESTAURANT - USE GROUP: B - ALL IMPROVEMENTS SHALL REMAIN IN ACCORDANCE WITH PF-15-10-BAR AND PF-38-10-SP WITH A TOTAL OF 95 SEATS ALLOWED

APPROVED FOR ISSUANCE OF CERTIFICATE:



DIRECTOR OF PLANNING & ZONING AND ZONING ADMINISTRATOR

DATE: August 25, 2011

This certificate does not take the place of any license required by law, nor does it authorize the use of boilers, motors, machinery, or any signs. Any change in the use or occupancy of this structure or upon the subject property shall require a new certificate of occupancy. No land disturbing activity modifying an approved erosion and sediment control permit shall be permitted without obtaining the appropriate approvals and permits.

THIS CERTIFICATE SHALL BE CONSPICUOUSLY POSTED AT ALL TIMES

The Town of Vienna does not discriminate on the basis of disability in the administration or access to, or treatment or employment in, its programs or activities. The Director of Human Resources, 127 Center Street, South, Vienna, Virginia 22180, has been designated to coordinate compliance with non-discrimination requirements. This document will be made available in large print or on audio cassette upon request. Call 255-6300 (voice) or TDD users dial 255-5730 (Police Department), 255-5735 (Town Hall) or 255-5739 (Parks and Recreation).

Town Manager's Recommendation:	
--------------------------------	--

Cost and Financing:	
Account Number:	

Decision Needed by This date:	
-------------------------------	--

PROPOSED/SUGGESTED MOTION

I move for the **(approval/denial)** of the requested site plan modifications as filed by Inda E. Stagg, c/o Walsh, Colucci, Lubeley, Emrich & Walsh, and agent for McDonald's Restaurant at 544 Maple Avenue West, in the C-1, Local Commercial zone. Said modifications pertain to § 18-72.A.2, 18-131, and 18-210.II.3.A. of the Vienna Town Code, and will permit the construction of a "rebranded and modern" McDonald's Restaurant with 95 seats as opposed to the required minimum of 125 seats; the retention of the parking area in its existing location with a minimum setback of 1.79 feet from the front property line, 1.01 from the easterly side-yard property line and 6.36 feet from the westerly side-yard property line; and the retention of a portion of the existing drive-through stacking lane approximately 66 feet from the rear property line as opposed to the minimum setback of 75 feet.

OR

Other action as determined by the Mayor and Town Council.











Town Code

Sec. 18-824. - Conditional Use Permit.

1. **Conditional Use Permit Required.** Any use that is indicated within Article 3 of this Chapter and is marked with a "C" on the Principal Uses or Accessory Uses Tables requires the approval of a Conditional Use Permit by the Board of Zoning Appeals prior to the issuance of a Building Permit or Certificate of Occupancy.
2. **Site Plan May be Required.** The Zoning Administrator will review the application and determine whether a site plan review is required prior to the commencement of review of an application for a Conditional Use Permit. See Site Plan in [§ 18-836](#).
3. **Conditions for Approval.** The Board of Zoning Appeals may issue a use permit for any of the uses indicated, within Article 3, with a "C" (conditional) on the Use Table, provided the use for which the permit is sought:
 - A. Will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use;
 - B. Will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood;
 - C. Will be in accordance with the purposes of the Town's comprehensive plan; and
 - D. Meets use-specific standards outlined in Article 3 of this chapter.
4. **Action Required in Reasonable Time.** The Board of Zoning Appeals shall fix a reasonable time for the hearing of an application, within ninety (90) days of the application being deemed complete. This time period is directory, rather than mandatory; the Board does not lose jurisdiction to act after the time period has passed.
5. **Application.** An application for a conditional use permit shall be submitted to the Director of Planning and Zoning on such forms as the Director may prescribe and shall include the following:
 - A. detailed description of the operation of the proposed use, including any proposed ancillary or secondary use that the applicant is considering.
 - B. Plans to control any potential impacts of the proposed use on the nearby community, including:
 - i. **Noise.**
 - a. Noise levels anticipated from all uses and equipment.
 - b. A statement as to whether the anticipated noise complies with the levels permitted by the Town Code.
 - c. Plans to control these anticipated noise levels, including noise emanating from patrons or visitors to the proposed use.
 - ii. **Odors.** Methods to be used to control odors emanating from the use when applicable.
 - iii. **Trash and litter.**
 - a. The type and volume of trash and garbage the proposed use will generate.
 - b. The planned frequency of trash collection.



RELEVANT REGULATIONS

- c. Planned methods to prevent littering on the property, streets and nearby properties.
 - iv. **Loading/unloading.**
 - a. Availability and adequacy of off-street loading facilities.
 - b. Hours and frequency of off-street loading.
 - v. **Parking and Stacking.**
 - a. Number of spaces available to serve residents, employees, and patrons during the hours of operation, for all primary and secondary uses being proposed.
 - b. Plan showing geometric design of stacking aisle and number of stacking spaces provided.
 - vi. **Use capacity.**
 - a. The estimated number of patrons, visitors, clients, pupils and other such users.
 - b. The proposed number of employees, staff and other personnel.
 - vii. **Hours.** The proposed hours and days of operation of all proposed uses.
 - viii. **Site Plan.** A proposed site plan consistent with the requirements of [§ 18-836](#) shall be submitted, reviewed, and approved as part of the conditional use permit application and pursuant to the procedures and standards of this section, or an approved site plan showing compliance with the uses proposed.
 - ix. Plans and other documents exhibiting compliance with any other requirements contained in this ordinance for the conditional use proposed and as the Director of Planning and Zoning determines are necessary and desirable for adequate review.
6. **Review Process.**
- A. **Pre-Application Meeting.** The applicant is required to attend a pre-application meeting with Town staff prior to submitting an application for a Conditional Use Permit. See [§ 18-833](#), Pre-Application Meeting.
 - B. **Review for completeness.** Applications for Conditional Use Permits are reviewed for completeness by the Director of Planning and Zoning and the Zoning Administrator. The application may be referred to the Director of Public Works if determined to be required by the Zoning Administrator.
 - C. **Application deemed complete.** Once the Director of Planning and Zoning and the Zoning Administrator deem the application to be complete, the application and supporting materials are transmitted to the Planning Commission.
 - D. **Action by Planning Commission.** The Planning Commission shall make a recommendation on the application based on Conditions for Approval outlined in § 18-824.3, and applicable Use Standards outlined in Article 3. The Zoning Administrator shall transmit the Planning Commission's recommendation with the application and supporting materials to the Board of Zoning Appeals for final review and determination.
 - E. **Action by the Board of Zoning Appeals.**
 - i. **Final Decision.** The Board of Zoning Appeals has the final decision authority on Conditional Use Permits.



RELEVANT REGULATIONS

- ii. **Board may Impose Conditions.** The Board may impose such conditions relating to the use for which a permit is granted as it may deem necessary in the public interest, including limiting the duration of a permit, and may require a guarantee or bond to ensure continued compliance with the conditions imposed.
- F. **Appeals.** Decisions by the Board of Zoning Appeals may be appealed to the Fairfax County Circuit Court per Code of Virginia § 15.2-2285, 1950, as amended.
- 7. **Duration of valid permit.**
 - A. **Permit void after six months if operation not commenced.** Any use permit or amended portions of existing use permits shall become void six months after issuance if construction or operation related thereto has not commenced, unless otherwise specified by the Board of Zoning Appeals.
 - B. **Extension of time allowed under certain conditions.** An extension of time may be permitted by the Board of Zoning Appeals.
 - C. **Termination of use.** A conditional use permit shall cease to be valid if the use for which such permit is granted is not operated for a continuous period of two (2) years or more.
- 8. **Enforcement and Compliance.**
 - A. **Failure to Comply with Permit Conditions.** Failure to comply with Conditional Use Permit conditions are zoning violations and subject to the enforcement measures within Division 6 - Enforcement, Compliance and Penalties.
 - B. **Revocation of Non-Compliant Permits.** The Board of Zoning Appeals may revoke a Conditional Use Permit if the board determines that there has not been compliance with the terms and conditions of the permit. No permit may be revoked except after notice and hearing as provided by Code of Virginia, § 15.2-2204.

Sec. 18-323. Drive-Through Facilities.

1. A drive-through facility shall be designed as complementary to the principal building it serves.
2. Within the AW and AE zoning districts, drive-through features shall not have any pick-up windows, ordering areas, signage, or other related items located on the front elevation of a building or located between the front building wall and street right-of-way.
3. Within the AW and AE zoning districts, where a drive-through facility is located on a corner lot, the orientation of the drive-through facility and the principal structure shall be located such that the drive-through facility is not located between the principal structure and secondary street.
4. Vehicles shall not be permitted to wait or stack within any public right-of-way for service at any drive-through.
5. See Article 5A, § 18-532 for stacking standards.
6. A drive-through lane shall be a minimum of eleven (11) feet wide.
7. A drive-through may have one or more windows for ordering, paying and pickup; however, there shall not be more than two drive-through lanes on a property.
8. The signage provided by the restaurant in the drive aisle for patrons to view the menu of options shall not be more than twenty-four (24) square feet in total area and shall not emit any sound, noise,



RELEVANT REGULATIONS

or music other than an order speaker of reasonable noise levels. All advertisements related to drive-through services shall be located on the order board.

9. Drive-through facilities adjacent to residentially zoned properties shall meet the following applicable criteria:
 - A. A drive-through facility operating later than 10:00 p.m. shall not have any portion of its operation (including, but not limited to, the stacking lane, menu boards or speaker boxes) located closer than 75 feet from any residentially-zoned property.
 - B. No speaker box or other audio mechanism, regardless of operating hours, shall be located closer than thirty-five (35) feet from any residentially zoned property.
10. Application submittals for this use must include the following:
 - A. A written statement describing the proposed use and providing all information pertinent to the review of the application. Such information shall include, but not be limited to:
 - i. Type of product or service to be offered;
 - ii. Proposed hours of operation and employee staffing;
 - iii. Plans for the control of litter and the disposal and recycling of waste material;
 - iv. Effects on air quality at the site and in adjacent areas; and
 - v. Estimates of sound levels that would be generated by the proposed use at site boundary lines.
 - B. A traffic analysis providing information that includes, but is not limited to:
 - i. Estimates of the number of vehicle trips and the amount of vehicular stacking that would occur daily and during a.m./p.m. peak hours;
 - ii. Trip generation by use type;
 - iii. Estimated internal and external traffic flows;
 - iv. Parking and vehicular stacking spaces that would be provided on-site;
 - v. Data on existing traffic conditions and the traffic-handling capacity of roads fronted by the proposed use;
 - vi. Sight distances at points of ingress and egress;
 - vii. Pedestrian and bicycle traffic; and
 - viii. Any other site-specific traffic factors or public safety issues associated with the application.
 - C. The Zoning Administrator, in consultation with the Director of Public Works, may waive certain requirements based on the scope of work and project scale.
11. Applications for drive-through facilities will be evaluated on the basis of the following criteria, with emphasis given to potential adverse effects on adjoining or nearby properties:
 - A. Location and arrangement of any drive-through window in relation to adjoining properties and public rights-of-way.
 - B. Appropriateness of proposed hours of operation.
 - C. Traffic circulation patterns, including safe ingress and egress, and a clear designation of drive-through aisles through the use of paving materials, pavement markings or landscaping.
 - D. Pedestrian circulation and safety.
 - E. Adequacy of screening of vehicle use and parking areas.
 - F. Noise impact associated with, but not limited to, exterior speakers and motor vehicles.
 - G. Compliance with Federal, Commonwealth, and local pollution standards.
 - H. Other factors, as deemed appropriate, that affect the health, safety, and general welfare of the community.



RELEVANT REGULATIONS

Virginia State Code

§ 15.2-2232. Legal status of plan.

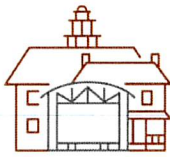
A. Whenever a local planning commission recommends a comprehensive plan or part thereof for the locality and such plan has been approved and adopted by the governing body, it shall control the general or approximate location, character and extent of each feature shown on the plan. Thereafter, unless a feature is already shown on the adopted master plan or part thereof or is deemed so under subsection D, no street or connection to an existing street, park or other public area, public building or public structure, public utility facility or public service corporation facility other than a railroad facility or an underground natural gas or underground electric distribution facility of a public utility as defined in subdivision (b) of § 56-265.1 within its certificated service territory, whether publicly or privately owned, shall be constructed, established or authorized, unless and until the general location or approximate location, character, and extent thereof has been submitted to and approved by the commission as being substantially in accord with the adopted comprehensive plan or part thereof. In connection with any such determination, the commission may, and at the direction of the governing body shall, hold a public hearing, after notice as required by § 15.2-2204. Following the adoption of the Statewide Transportation Plan by the Commonwealth Transportation Board pursuant to § 33.2-353 and written notification to the affected local governments, each local government through which one or more of the designated corridors of statewide significance traverses, shall, at a minimum, note such corridor or corridors on the transportation plan map included in its comprehensive plan for information purposes at the next regular update of the transportation plan map. Prior to the next regular update of the transportation plan map, the local government shall acknowledge the existence of corridors of statewide significance within its boundaries.

B. The commission shall communicate its findings to the governing body, indicating its approval or disapproval with written reasons therefor. The governing body may overrule the action of the commission by a vote of a majority of its membership. Failure of the commission to act within 60 days of a submission, unless the time is extended by the governing body, shall be deemed approval. The owner or owners or their agents may appeal the decision of the commission to the governing body within 10 days after the decision of the commission. The appeal shall be by written petition to the governing body setting forth the reasons for the appeal. The appeal shall be heard and determined within 60 days from its filing. A majority vote of the governing body shall overrule the commission.

§ 15.2-2309. Powers and duties of boards of zoning appeals.

6. To hear and decide applications for special exceptions as may be authorized in the ordinance. The board may impose such conditions relating to the use for which a permit is granted as it may deem necessary in the public interest, including limiting the duration of a permit, and may require a guarantee or bond to ensure that the conditions imposed are being and will continue to be complied with.

No special exception may be granted except after notice and hearing as provided by § 15.2-2204. However, when giving any required notice to the owners, their agents or the occupants of abutting property and property immediately across the street or road from the property affected, the board may give such notice by first-class mail rather than by registered or certified mail.



TOWN OF
VIENNA
Planning & Zoning

PUBLIC NOTIFICATION AFFIDAVIT

I hereby affirm that the Town of Vienna has adequately complied with the written notification procedures defined in § 15.2-2204 (amended) of the Code of Virginia and § 18-844 of the Code of the Town of Vienna.

Written notices were sent by certified mail on May 7, 2026, to the last known address of each abutting property owner (including those located across rights-of-way) shown in the current real estate tax assessment records. A list of these addresses is attached and is based on records provided by Fairfax County's Department of Tax Administration.

One sign was posted in front of the subject location, 544 Maple Avenue West on April 22, 2026, with dates of the Planning Commission meeting and Board of Zoning Appeals public hearing. A photo of the posted sign is attached.

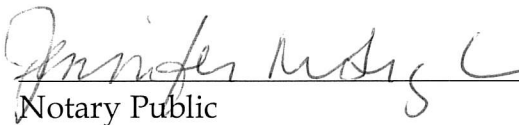
A certified letter was sent on April 30, 2026, to Fairfax County Department of Planning & Development Planning Division.

Copies of the notices, pertaining to date, time and location of the Planning Commission meeting for Conditional Use Permit for property located at 544 Maple Avenue West and more particularly described as tax map parcel 0383 02 0152, are attached.


Jennifer Murphy
Clerk to the Planning Commission

Commonwealth of Virginia
Town of Vienna

Subscribed and sworn before me this 7th day of May 2026.


Notary Public

My commission expires: 1-31-28



NOTICE OF PUBLIC MEETING

RE: 544 Maple Avenue West - Conditional Use Permit
McDonalds Vienna



APPLICATION REQUEST

To modify the existing drive-through at McDonald's to add a second ordering lane (dual-lane system) to improve traffic flow and reduce queuing. No building expansion is proposed. The second lane to close after 10:00 p.m.

The Planning Commission will hold a

7:30 pm • Wednesday, May 13, 2026 This is to inform you that the Commission will hold a public hearing at:

7:30 pm • Wednesday, June 17, 2026 **7:30 pm • Wednesday, September 18, 2019 at 8 pm**

and held at Town Hall, 127 Center Street, South, 2nd floor, Council Chambers

You are receiving this notification as a neighbor to the subject property shown above. You do not have to respond to this card. If you would like more information, please email DPZ@viennava.gov or call 703.255.6341. Meeting materials can also be viewed online at: <https://vienna-va.legistar.com/Calendar.aspx>



SITE LOCATION

NOTICE OF PUBLIC MEETING

RE: 544 Maple Avenue West - Conditional Use Permit
McDonalds Vienna



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SITE LOCATION

Michele Miller
McDonalds USA LLC
110 N. Carpenter St
Chicago, IL 60607

537-545 Maple LLC
2900 Telstar Ct
Falls Church, VA 22042

537-545 Maple LLC
2900 Telstar Ct
Falls Church, VA 22042

Tenant
540 Maple Ave W
Vienna, VA 22180

Vienna CW Real Estate LLC
2132 Polo Point Drive
Vienna, VA 22181

Arrowood Parc LLC
C/o Lerner Enterprises LLC
2000 Tower Oaks Blvd 8th Floor
Rockville, MD 20852

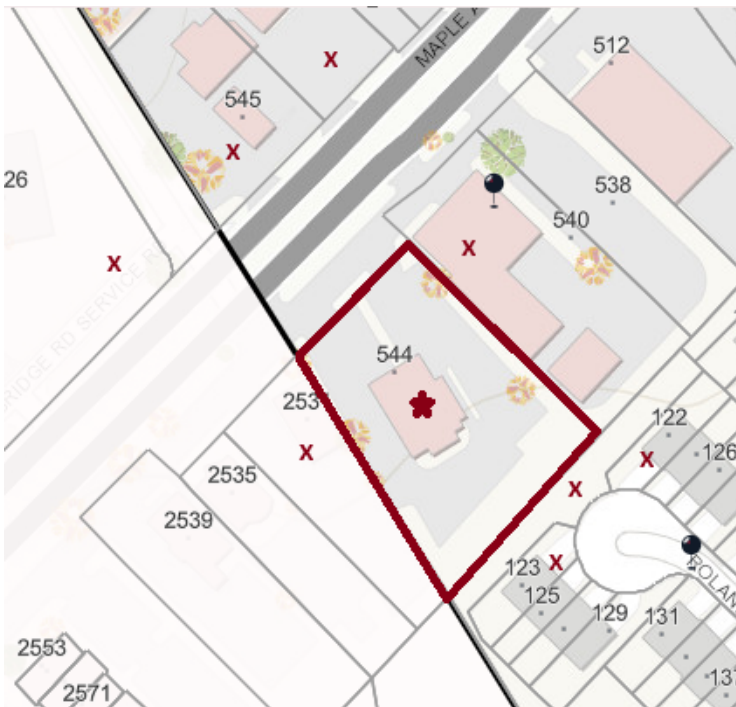
Joseph G Berry Jr
Dallas O'Berry TR
PO Box 2468
Vienna, VA 22183

Tenant
2531 Chain Bridge Rd
Vienna, VA 22181

Attn: Treasurer
Townes of Vienna III
Community Association Inc
4306 Evergreen Ln Ste 101
Annandale, VA 22002 2217

Irfan & Nadia Saeed
122 Roland Ct SW
Vienna, VA 22180

Ashley & Richard Marks
123 Roland Ct SW
Vienna, VA 22180



APPLICATION TYPE: Conditional Use Permit

PROPOSAL:

Request to modify the existing drive-through at McDonald's to add a second ordering lane (dual-lane system) to improve traffic flow and reduce queuing. No building expansion proposed. Second lane to close after 10:00 p.m.

PROPERTY ADDRESS: 544 Maple Avenue West

MEETING DATE(S):

Planning Commission: Wednesday, May 13, 2026 at 7:30 PM

Board of Zoning Appeals: Wednesday, June 17, 2026, 7:30 PM

Apr 22, 2026 at 4:03:35 PM
2531 Chain Bridge Rd
Vienna VA 22181
United States



TOWN OF
VIENNA
Virginia

PUBLIC NOTICE

SIGN ID

02

www.viennava.gov/notice



APPLICATION TYPE: **Conditional Use Permit**

PROPOSAL:

Request to modify the existing drive-through at McDonald's to add a second ordering lane (dual-lane system) to improve traffic flow and reduce queuing. No building expansion proposed. Second lane to close after 10:00 p.m.

PROPERTY ADDRESS: **544 Maple Avenue West**

MEETING DATE(S):

Planning Commission: Wednesday, May 13, 2026 at 7:30 PM
Board of Zoning Appeals: Wednesday, June 17, 2026, 7:30 PM

Questions? Call **703-255-6341**

DO NOT REMOVE OR DEFACE UNDER PENALTY OF LAW

Apr 22, 2026 at 4:03:24 PM
2531 Chain Bridge Rd
Vienna VA 22181
United States





April 29, 2026

Attn: Tracy Strunk
Fairfax County Department of Planning & Development
Planning Division
12055 Government Center Parkway, Suite 730
Fairfax, VA 22035-5507

Re: Notice of Public Meeting

As part of the legal notice requirements contained in Section 15.2-2204 (Amended) of the Code of Virginia, the following regulations must be addressed relating to notification of adjacent counties and municipalities:

"When a proposed comprehensive plan or amendment thereto, a proposed change in zoning map classification, or an application for special exception or variance involves any parcel of land located within one-half mile of a boundary of an adjoining county or municipality of the Commonwealth, then, in addition to the advertising and written notification as above required, written notice shall also be given by the local commission, or its representative, at least ten days before the hearing to the chief administrative officer, or his designee, of such adjoining county or municipality."

Therefore, in accordance with the above regulations, please let this letter serve to inform you that the Town of Vienna's Planning Commission will hold a public meeting to review the following:

- Request for approval of a Conditional Use Permit per Sec. 18-304., Principal Uses Table., of the Town of Vienna Zoning and Subdivision Ordinance, to relocate a portion of an existing art school (K-12 visual arts instruction) to 421 Church St NE, Suite G, in the AE – Avenue East commercial zone. Application filed by Ray Lee, ISA on behalf of International School of Arts (DBA) New York School of Arts.
- Request for approval of an updated Conditional Use Permit per Sec. 18-305, Accessory Uses Table and 18-323 Drive-Through Facilities of the Town of Vienna Zoning and Subdivision Ordinance, to modify the existing drive-through at the McDonald's restaurant, located at 544 Maple Avenue West, in the AW – Area West commercial zone. Application filed by Evan Pritchard of Wire Gill LLP, on behalf of McDonald's USA, LLC owner.

The Planning Commission will review the previously listed items, providing recommendations to the Board of Zoning Appeals. Scheduled hearing dates are as follows:

International School of Arts – 421 Church Street NE:

- Wednesday, May 13, 2026, at 7:30 pm, Vienna Town Hall – Planning Commission
- Wednesday, May 20, 2026, at 7:30 pm, Vienna Town Hall – Board of Zoning Appeals

McDonalds Restaurant – 544 Maple Avenue West:

- Wednesday, May 13, 2026, at 7:30 pm, Vienna Town Hall – Planning Commission
- Wednesday, June 17, 2026, at 7:30 pm, Vienna Town Hall – Board of Zoning Appeals

Interested parties may contact the Department of Planning & Zoning, on the first floor of Vienna Town Hall. Agenda items can also be reviewed online up to five (5) days prior to the scheduled meeting <https://vienna-va.legistar.com/Calendar.aspx>.

In the event that the item is rescheduled, continued, or deferred you will be notified. For further questions and inquiries, please contact the Department of Planning and Zoning by phone, (703) 255-6341 or by email: DPZ@Viennava.gov.

Sincerely,



David B. Levy, AICP
Director of the Department of Planning & Zoning
Town of Vienna, VA



Memorandum

To: Board of Zoning Appeals
From: Matthew Glassman, Chair of the Planning Commission *mg*
Meeting Date: May 13, 2026
Re: Recommendation for Conditional Use Permit – Modifications to Existing Drive-Through Facility at 544 Maple Avenue West

Summary:

The Planning Commission met on May 13, 2026, to review and discuss the application from McDonald's USA, LLC (henceforth referred to as "the applicant") for approval of a Conditional Use Permit (CUP) from the Board of Zoning Appeals (BZA) for modifications to the existing drive-through facility at 544 Maple Avenue West, located in the Avenue West (AW) zoning district. The Planning Commission's role is to provide a recommendation to the BZA.

The applicant proposes modifications to the existing drive-through facility to add a second ordering lane while retaining the existing payment and pick-up windows. No expansion to the building footprint or changes to restaurant seating are proposed.

After discussion, the Planning Commission voted 4-1 on May 13, 2026, to recommend approval of the CUP.

Site & Proposal Overview:

The subject property is located at 544 Maple Avenue West and contains an existing McDonald's restaurant with a drive-through facility originally established prior to current CUP requirements. The site is zoned AW, Avenue West, and is identified as Mixed Use on the Future Land Use Map.

The proposal would modify the existing drive-through configuration by adding a second ordering lane at the rear of the site. The existing circulation pattern through the site would remain generally unchanged, and the payment and pick-up windows on the building would remain in their current locations. To accommodate the second ordering lane, several existing parking spaces at the rear of the property would be removed.

The applicant stated that the dual ordering lane is intended to improve operational efficiency and reduce vehicle queuing during peak periods. The applicant also stated that the second ordering lane menu board and speaker would be turned off after 10:00 p.m. to minimize potential impacts on nearby residential properties.

Staff noted that despite the removal of several parking spaces, the site would continue to exceed the minimum parking requirements under the Town Code.

Planning Commission
Recommendation for Conditional Use Permit – Modifications to Existing
Drive-Through Facility at 544 Maple Avenue West

Discussion:

Planning Commission discussion focused primarily on traffic circulation, queuing, and the level of supporting information provided with the application.

Commissioner Noble expressed concern that the application narrative asserted that the proposed dual ordering lane would reduce queuing and improve traffic flow but did not provide quantitative traffic or queuing analysis to support those claims. Commissioner Noble noted that McDonald's likely possesses operational data regarding drive-through efficiency and queuing and stated that additional supporting analysis would have been helpful in evaluating the request. In response, the applicant acknowledged that no formal traffic or queuing analysis had been submitted because such information is not currently required as part of the Town's Conditional Use Permit application materials. The applicant stated that McDonald's has implemented similar dual-lane configurations at many locations nationwide and that the company's operational experience indicates that a second ordering lane generally improves throughput and reduces queuing.

Commissioner Fallor asked whether the request was driven by existing queuing problems at the site or whether it reflected a broader nationwide operational strategy by McDonald's. The applicant stated that the proposal was primarily part of McDonald's broader modernization efforts and changing customer behavior trends, including increased use of drive-through and takeout service. Commissioner Plowgian asked about the parking impacts associated with removal of rear parking spaces. Staff confirmed that the site would continue to comply with Town parking requirements despite the reduction in parking supply.

No members of the public spoke regarding the application.

Planning Commission Recommendation

After staff presentation and discussion, the Planning Commission voted to recommend approval to the Board of Zoning Appeals, as follows:

Motion: Commissioner Plowgian

2nd: Commissioner Fallor

Roll Call Vote: 4-1

Matthew Glassman, Chair	Aye
Douglas Noble, Vice Chair	Nay
Keith Aimone	absent
Deepa Chakrapani	absent
Evan Fallor	Aye
David Miller	Aye
Jessica Plowgian	Aye

Closing

The Planning Commission respectfully submits this recommendation for Board of Zoning Appeal's consideration.



Town of Vienna

Charles A. Robinson Jr.
Town Hall
127 Center Street South
Vienna VA, 22180

Agenda Item Report

File #: BZA-26159, **Version:** 1

Subject:

415 Windover Ave NW - Continuation of the request to amend an existing Conditional Use Permit to increase number of students from 190 to 210 and staff from 42 to 50, along with associated campus, circulation, buffering, and site improvements. Link to May 20, 2026, BZA materials can be found on the June 17, 2026, Staff Memo.

Proposed /Suggested Motion

The Board of Zoning Appeals may use the language as follows, or other phrasing as they deem appropriate:

"I move to approve/approve with conditions/deny a Conditional Use Permit for Specialized Instruction, per Section 18-304 of the Town Code, at 421 Church Street NE Unit G, in the Avenue East zoning district, described as tax map parcel 0382 02 0019, with the following conditions..."



Memorandum

To: Board of Zoning Appeals
From: Kelly O'Brien, AICP, CZA, Deputy Director
Meeting Dates: May 20, 2026 & June 17, 2026
Re: Continuation of Public Hearing on Amendment to
Conditional Use Permit
Green Hedges School - 415 Windover Avenue NW

At its May 20, 2026, public hearing, the Board of Zoning Appeals considered a request by Green Hedges School to amend an existing Conditional Use Permit to increase student enrollment from 190 to 210 students and staff from 42 to 50 employees, along with associated campus improvements and circulation modifications.

Concerns were raised during the hearing that the Town Hall doors had been locked, potentially preventing additional members of the public from attending and providing testimony. The Board determined that additional opportunity for public participation was warranted and elected to keep the written comment period open through May 29, 2026, and to reopen the public hearing for testimony on June 17, 2026. The Board indicated that only individuals who did not provide testimony at the May 20, 2026, hearing will be permitted to provide oral testimony at the June 17, 2026, hearing.

Following public testimony and Board discussion, the Board voted 6-0 to table the application until the June 17, 2026, meeting and to continue accepting written public comments through Friday, May 29, 2026.

All application materials, staff reports, exhibits, and other documents associated with the hearing held on May 20, 2026, remain unchanged and continue to be part of the record. Those materials are available through the Town's legislative agenda portal and should be considered together with the supplemental information provided herein.

Staff Memo on Continuation of Public Hearing on
Amendment to Conditional Use Permit
Green Hedges School - 415 Windover Avenue NW

Link to May 20, 2026, materials:

<https://vienna-va.legistar.com/LegislationDetail.aspx?ID=8033662&GUID=DDE752C7-57E2-4021-A6A2-E8D83C2E1119&Options=&Search=>

During the board discussion on May 20, 2026, members asked whether the applicant had reviewed and considered the conditions proposed by neighboring property owners. In response, the applicant submitted supplemental materials for the Board's consideration. On May 29, 2026, the Town received a letter from the applicant's representative, Sara Mariska of Odin, Feldman & Pittleman, P.C., together with attachments that included: (1) a comparison of the Conditional Use Permit conditions proposed by the School and those proposed by neighboring property owners, along with the School's response to each proposed condition; and (2) additional information regarding traffic circulation, buffering, and noise issues discussed during the May 20 public hearing.

The supplemental materials received on May 29, 2026, are attached for the Board's review and consideration.

The Board may consider the entire record, including previously submitted application materials, public testimony, written comments received through May 29, 2026, and the applicant's supplemental submission, when deliberating on the request at the June 17, 2026, hearing.

ATTACHMENTS:

- 1) Staff Memo
- 2) GHS Letter to BZA – May 29, 2026
- 3) CUP Condition Comparison – May 29, 2026
- 4) Letter from Jessica Wadlow, Chair of the Green Hedges School Board of Trustees
- 5) Written Testimony - Received May 21 through May 29, 2026
- 6) Public Notice Affidavit



Sara V. Mariska
sara.mariska@ofplaw.com
Direct: 703-218-2146

May 29, 2026

VIA E-MAIL

Board of Zoning Appeals
Town of Vienna
127 Center Street S
Vienna, Virginia 22180

Re: Green Hedges School, Inc. (the "School")
Conditional Use Permit
PF-1925356-CUP

Dear Board of Zoning Appeals Members:

Please accept this letter clarifying information discussed at the May 20, 2026 public hearing.

CUP Conditions

I have enclosed a side-by-side comparison of the CUP conditions proposed by the School and those proposed by neighbors, along with the School's response to conditions proposed by neighbors. Many of the conditions proposed by the School and neighbors are identical or substantially similar. The School is amenable to several of the conditions proposed by the neighbors and has so indicated in the chart. Finally, some conditions proposed by neighbors are inconsistent with the School's proposal or impossible to achieve based upon construction logistics, timing, or the Town's approval process.

Traffic Flow

The table below shows a comparison of traffic management under existing conditions versus the proposed plan (at maximum enrollment) for both Windover Avenue and Nutley Street. With the new traffic flow, there is a notable increase in the School's ability to handle more vehicles on campus and avoid traffic overflow onto Windover or Nutley, even with the modest enrollment increase.

	Windover Avenue		Nutley Street	
	Existing	Proposed (cap)	Existing	Proposed (cap)
Vehicle Stacking	14	18	30	54
ARRIVAL ANALYSIS				
Processing Time: Arrival	4.5 mins	3.5 mins*	3 mins	3 mins
Maximum number of vehicles per 5-minute interval: Arrival (based on data collection & future projections)	17	20	15	20
Capacity of vehicles per 5-minute interval: Arrival	16	26	50	90
Difference in Actuals vs. Capacity	-1: Occasional and brief back-up on Windover can occur	+6: No anticipated back-up on Windover	+35: No back-up on Nutley	+70: No back-up on Nutley
DISMISSAL ANALYSIS^				
Processing time: Dismissal	5 mins	5 mins	5 mins	5 mins
Maximum number of vehicles per 5-minute interval: Dismissal (based on data collection & future projections)	8	9	10	14
Capacity of vehicles per 5-minute interval: Dismissal	14	18	30	54
Difference in Actuals vs. Capacity	+6: No back-up on Windover	+9: No back-up on Windover	+20: No back-up on Nutley	+40: No back-up on Nutley

*Note: reduced processing time driven by consolidation of Montessori classrooms into The Stable. ^Dismissal has a reduced number of vehicles due to staggered dismissal times with after-care, after school enrichment and athletic activities

As indicated in the above table, the actual projected peak number of cars arriving on Windover Avenue will be 20 with a capacity of 26 and the projected peak number of cars arriving on Nutley Street will be 20 with a capacity of 90. We have verified that the existing driveway to the School is located approximately 30 feet east of the adjacent property at 245 Nutley Street and will remain approximately 30 feet east of this property in the proposed campus plan.

Buffer Landscaping

The School will work with its landscape architect, arborist, acoustic consultant, and Town Staff to ensure that buffer landscaping will provide sound mitigation. Although there may be sound dampening plant species (which the School will explore with its consultants), all plantings must comply with Town of Vienna approved species.

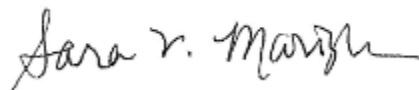
Noise

Neighbors referenced peak noise levels up to 110 decibels. As noted in the submitted Polysonics analysis, the highest peaks detected in the analysis were a result of a sound meter being knocked over, not based on school sounds.

Thank you for your time and consideration of the School's proposed improvements.

Very truly yours,

ODIN, FELDMAN & PITTLEMAN, P.C.

A handwritten signature in dark ink, appearing to read "Sara V. Mariska". The signature is fluid and cursive, with a long horizontal stroke at the end.

Sara V. Mariska

Enclosure

cc: Peter Barrett
Jessica Brandt
Mike Huber
Jessica Wadlow

#6683387v1

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

School Condition #	School Proposed	Neighbor Proposed	School Response
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.

	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 of the gym/multipurpose room or field to athletic groups 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.	Rental use shall be limited to internal school buildings only and shall not include outdoor facilities. 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. b. The campus shall be fully closed within one (1) hour of the last scheduled activity. c. Rental group size shall not exceed 30 participants. d. Rental policies and one-time events shall be reviewed annually, or as needed, with abutting neighbors and the Director of Planning and Zoning. 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. 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: i. School days between 8am and 6pm ii. School sponsored events only iii. Maximum occupancy shall not exceed limits set by the Fire Marshal Special Events, Activities, and Hours of Operation For purposes of this Conditional Use Permit:	These rental hours preclude current rentals to a place of worship on Sunday mornings. School proposes to be cleared within 30 minutes of last scheduled activity. It is anticipated that rental policies can be reviewed on an annual basis with the Town as proposed in Condition 18. 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. Some extracurricular activities are managed by outside vendors, which is common in all Schools. Language that maximum occupancy shall not exceed limits set by the Fire Marshal is acceptable to the School.
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		a. Extracurricular Activities i. Activities limited to currently enrolled students and school staff only, not open to the public, not involving outside organizations or third-party use; and not using amplified sound. Examples include clubs, rehearsals, practices, and meetings. ii. Extracurricular Activities shall be permitted only during the following hours: 1. Monday-Friday: 7:00 AM to 9:00 PM (all activities must cease by 8:30 PM) 2. Saturday: 9:00 AM to 2:00 PM (all activities must cease by 1:30 PM) iii. The site shall be fully vacated within 30 minutes of activity cessation. iv. Written notice shall be provided to all abutting property owners and Town Planning staff at least ten (10) calendar days in advance. b. Divisional and All-School Events i. Events limited to a single grade or school division (e.g., Lower, Middle, or PK), or entire student body involving enrolled students and staff only, and not open to the public. ii. Divisional and All-School Events shall be permitted only under the following conditions: a. Monday-Friday: 7:00 AM to 6:00 PM b. Divisional or All-School Events shall occur on weekends, holidays or evenings.	It is critical to allow families to be actively involved in the School experience such that events cannot be limited to students and staff. 10 day notice rather than 7 day notice is acceptable to the School.
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		c. Special Events i. Any event that meets one or more of the following criteria: 1. Open to the public or invited guests beyond enrolled students and staff 2. Involves outside organizations, rentals, or third-party use 3. Uses amplified sound outdoors 4. Exceeds 50 attendees, including students, staff and guests 5. Occurs outside of the normal School days/hours or Monday – Friday 7am-6pm ii. Special Events shall be permitted only under the following conditions: 1. Monday-Friday: 7:00 AM to 9:00 PM (all activities must cease by 8:30 PM) 2. The site shall be fully vacated within 30 minutes of activity cessation. 3. Written notice shall be provided to abutting property owners and Town staff at least ten (10) calendar days in advance. d. Annual Event Limitation i. The total number of Special Events shall not exceed twelve (12) events per school calendar year. ii. The School shall maintain and submit annually to the Town a log documenting the date, time, and	
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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.	Fencing 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.	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. 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.
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.	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.	Buffering and Landscaping 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.	The second sentence is not consistent with applicable zoning code. 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. The School's proposed condition language was provided by Town Staff.
8.	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.	Parking Maximum The total number of parking spaces at 415 Windover Ave shall not exceed 56 spaces. Lot Coverage Total lot coverage shall not exceed 31.22 percent.	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. 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

		On-site Parking and Overflow Parking 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.	modification was supported by Planning Commission and is subject to Town Council approval. Proposed Condition 8 requires the School to provide off-street parking for all events and activities. The School cannot be held responsible for individuals parking on public streets that permit on-street parking.
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.	Project Phasing and Completion 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.	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	Project Phasing and Completion The approved project may be constructed in phases; however, all phases shall be	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

		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.	in the Polysonics sound study, there is no discernible impact in excess of 15 students. Play areas will be fenced along property boundaries.
25.		Noise Controls The use of outdoor amplification, including whistles, speakers, bullhorns, or PA systems shall be prohibited.	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.

Dear Members of the Board of Zoning Appeals,

On behalf of Green Hedges School, I am writing to provide additional clarity regarding our request for a modest increase of 20 students and eight full-time equivalent (FTE) faculty and staff members. We believe it is important to emphasize that this request is not driven by growth for growth's sake as a few of our neighbors have suggested. As a nonprofit institution that has served the Vienna community for more than 70 years, our mission is—and has always been—to reinvest every dollar of operating surplus directly back into the school to strengthen our programs, support our students, and be a responsible neighbor.

Rationale for the Student Enrollment Adjustment

This request represents the first proposed increase to our enrollment cap since 1985. Over the past four decades, the educational landscape, community needs, and expectations for schools, both independent and public, have evolved significantly. The ability to enroll an additional 20 students serves two essential purposes:

1. **Ensuring Healthy Grade Sizes:** Maintaining a healthy cohort of students per grade is critical to the academic, social, and developmental well-being of students. Green Hedges is committed to the one section per grade model in the Lower School and Middle School divisions. A range of 18-20 students per grade allows for balanced classroom dynamics, sustainable peer groups, and the flexibility to manage natural year-to-year fluctuations in enrollment.
2. **Supporting Community-Focused Improvements:** A modest increase in enrollment strengthens the school's financial foundation, enabling us to fund improvements that directly benefit teaching and learning here at Green Hedges, our neighbors, and the broader Vienna community. These include campus enhancements, traffic and safety measures, and continued stewardship of our shared environment.

With this modest increase, Green Hedges will operate as a small school now and into the future, maintaining our mission and ambition.

Rationale for the Increase in Faculty and Staff

The request for eight additional FTE faculty and staff members is independent of the requested student enrollment increase. It reflects the realities of modern education and the responsibilities we have as a school that is committed to student well-being and support, academic excellence, administrative responsiveness, and campus safety. Specifically:

1. **Evolving Student Needs:** Green Hedges is determined to respond effectively to a wider range of learning profiles and support needs than schools have traditionally done in the past. Additional *Learning Specialists* are essential to meeting these needs effectively and compassionately.

2. **Expanded Focus on Science and Technology:** To prepare students for a rapidly changing world, we are strengthening our science, technology, and innovation programs. These disciplines require specialized *STEM Faculty* who can deliver high-quality instruction in current and emerging fields and technologies.
3. **Health and Wellness Requirements:** A dedicated *School Nurse* and full-time *School Counselor* are now standard expectations in high-quality K–8 education, ensuring that student health and safety are supported every day.
4. **Operational, Safety, and Security Needs:** As expectations for school safety and operational oversight have increased, Green Hedges must strengthen a lean administrative and operational team to ensure that our campus remains secure, well-managed, and aligned with best practices.

Green Hedges School is deeply committed to being a thoughtful, responsible, and collaborative member of the Vienna community. Our request is rooted in our mission, our history, and our desire to continue serving families and neighbors with excellence and integrity.

Thank you for your consideration and for your ongoing partnership. We welcome any questions and look forward to continuing this dialogue.

Sincerely,

Jessica Wadlow
Chair of the Green Hedges School Board of Trustees

#6684524v1

Written Testimony Received

Between May 20 and May 29, 2026

Request to amend an existing Conditional Use Permit to increase the number of students from 190 to 210 and staff from 42 to 50 in accordance with Sec. 18-304, for the Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Residential - Single-Unit, 12,500 sq. ft. zone.

Testimony Number	Name of Submitter	Address of Submitter
33	Pablo Perez	501 Windover Ave NW
34	Elizabeth Williams	123 Lewis St NW
35	Emily Schofield	135 Lewis St NW
36	Katherine Welch	412 Knoll St NW
37	Rory Coffey	227 Nutley St NW
38	Alnoor Jamal	385 Courthouse Rd SW
39	Penny Oszak	221 Nutley St NW
40	Jessica Brandt	605 John Marshall Dr NW
41	Elizabeth DiFrancisco	434 Knoll St NW

From: [pablo.perez](#)
To: [West, Andrea](#); [O'Brien, Kelly](#); [DPZ](#); [Levy, David](#)
Subject: Green Hedges
Date: Thursday, May 21, 2026 8:14:37 AM

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Board of Zoning Members:

I am writing to respectfully oppose the proposed expansion of Green Hedges School.

The School is located within an established residential neighborhood that already experiences ongoing impacts related to noise, traffic, parking, and site intensity under the School's current approvals. These impacts have been documented over time and remain unresolved. Increasing enrollment, staffing, and physical intensity would further burden surrounding homes and streets that were not designed to accommodate such an institutional-scale use.

Of particular concern is the number and nature of zoning variances and waivers requested as part of this application. These requests seek relief from standards specifically intended to protect residential neighborhoods and, taken together, would materially alter the scale and character of the use. Granting multiple variances to enable further expansion raises serious concerns about precedent and whether the proposal can truly be considered compatible with its surroundings without harm to public health, safety, and neighborhood character.

For these reasons, I respectfully urge the Board of Zoning to deny the application as submitted.

Thank you for your time and consideration.

Sincerely,

Pablo Perez

501 Windover Avenue NW

Vienna, VA 22180

From: [Elizabeth Williams](#)
To: [West, Andrea](#); [DPZ](#); [Levy, David](#); [O'Brien, Kelly](#)
Subject: Green Hedges letter to BZA
Date: Thursday, May 28, 2026 8:39:32 PM

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Dear BZA,

My name is Elizabeth Williams and my address is 123 Lewis Street, NW. I am three houses away from Green Hedges and can see the playground from my home.

I am concerned that there are a very small number of neighbors who seem to frequently and loudly vocalize their ongoing distaste for the school, as well as put a significant amount of time and effort into generating negative feedback from other neighbors and community members.

As a neighbor, I am pleased to see the campus plan that has been submitted. I know the plans have been thoughtfully and intentionally designed, taking into consideration feedback from other neighbors and me, Town of Vienna staff, and the Planning Commission. Over the last few years, I have been invited to participate in multiple meetings on campus to discuss the plans, and have received numerous communications from the school stating that if any neighbors have any questions or concerns, that I am welcome to contact the school directly. I did take the opportunity to do that and Peter Barrett, the current Interim Head of School, reviewed the plans with me.

For me, alleviating the traffic concerns on Windover is a huge win. Very occasionally, as stated by Green Hedges and others, the Windover entrance can sometimes back up onto the street. By allowing additional stacking, even with increased student headcount, I am confident that cars will not back up on to Windover. Additionally, I know that a crosswalk on Nutley has been suggested by the Town, but I also hope crosswalks at the intersection of Windover and Lewis are also being considered. Now that a sidewalk will be installed by Green Hedges along Windover beginning at Lewis, crosswalks should be installed at the intersection to encourage safe crossing by pedestrians, and more importantly, recognition by drivers that there are pedestrians using Windover.

As I mentioned above, I can see the Green Hedges playground from my home and suppose that I am pretty equidistant to the school as others who have submitted comments. Noise from the school has never been an issue for me. On the rare occasion that I do notice playground noise, it serves as a reminder that students are happily playing outside which is something I think we can all agree is to the benefit of children.

I am also very much in favor of the new academic building. As I understand it, the new building is designed to be harmonious with the current building that is next to it as well as other homes on Windover and in the neighborhood. The current building was originally a house and never intended to be an academic space. As with all new buildings, it will be much more accessible and safer for the children and adults who spend their time there.

I appreciate having the opportunity to provide feedback to the Board of Zoning Appeals and urge you to approve Green Hedges' request for a new conditional use permit, including increased enrollment. Please don't hesitate to let me know if you have any questions.

Sincerely,

Elizabeth Williams
123 Lewis St, NW
Vienna

From: [Emily S](#)
To: [West, Andrea](#); [DPZ](#); [Levy, David](#); [O'Brien, Kelly](#)
Subject: Green Hedges- Conditional use permit
Date: Thursday, May 28, 2026 6:58:27 PM

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Good evening!

My name is Emily Schofield, and I live at 135 Lewis Street, NW, diagonally across the street from Green Hedges.

I am supportive of the small increase in students that Green Hedges has made as part of their Conditional Use Permit request. I am hopeful that the changes they are making to the campus will help alleviate any possible traffic backup on Windover, and that the new sidewalk will help make that one block safer for pedestrians like myself and my children who are or will be walkers to JMHS. I do not think adding a few more families across different grade levels will negatively impact the preschool drop-off that takes place outside my home.

Regarding playground noise, my experience has been that when I raised an issue to the Head of School, the school was responsive and worked with me to address the issue. As an example, there was a teacher that used a bull horn to direct children rehearsing an outdoor program on the playground closest to my house. When I let the previous Head of School jokingly know that the noise was bothersome to me, the teacher was told to stop using it. The children play outside daily, and while I can certainly hear them, it's not bothersome to me. I have found the school responsive to concerns I've raised.

I encourage the BZA to approve the school's conditional use permit. Thanks for your consideration.

Emily Schofield

From: [Katherine Welch](#)
To: [Levy, David](#); [West, Andrea](#); [O'Brien, Kelly](#); [DPZ](#)
Cc: [David Welch](#)
Subject: Comments regarding Green Hedges" application
Date: Friday, May 29, 2026 5:10:08 PM
Attachments: [Noise Pollution Hero Banner \(Website\).png](#)
[41370_2024_642_Fig1_HTML.png](#)

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Dear board members,

I am submitting a second email in response to Green Hedges' sound study and what felt to me like a cavalier response on their part to what it found. I have attached several articles and studies that discuss the effects of sound on humans. There still doesn't exist a large body of research on the effects of environmental noise, but what does exist already makes clear that the effects of environmental noise are consequential and extend well beyond hearing loss. Although much of the research has focused on vehicular noise, that doesn't mean it isn't relevant. In fact, some are calling for fundamental change in the absence of more studies because the effects of noise are so obviously profound. Numerous studies show that sustained exposure to conversational levels of sound (like that of children playing on an adjacent playground) can have cardiovascular, mental health, sleep, and other health consequences. Representatives of Green Hedges commented that the sound levels were comparable to a dinner party. But who wants a daily, hours-long dinner party in their back yard? Peaks of sounds (like shrieks on a playground) also have effects, which studies suggest may be even more profound than steady noise. Further, how sound is perceived has a strong effect on its effects. When reading the literature on the subject, one of the things that jumped out to me was that "annoyance" was a real effect with physiological consequences. When neighbors complain about the noise coming from Green Hedges, it is critical to understand that the sound is at a level that researchers agree causes adverse effects to human health. I respectfully request that this information be carefully weighed when considering Green Hedges' application.

Sincerely,
Katherine Welch
412 Knoll St. NW

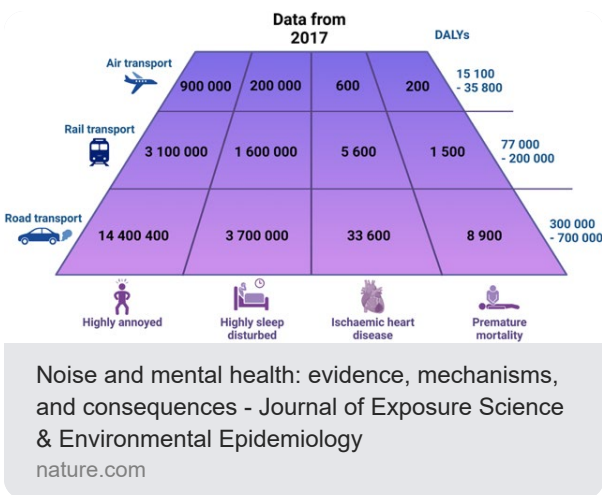


How noise pollution quietly affects your health
coeh.ucdavis.edu



How Different Sound Levels Can Affect You

noiseproject.org



Public Comment: Green Hedges School Campus Plan

Rory Coffey
227 Nutley Street NW
Vienna, VA
05/29/2026

To whom it may concern,

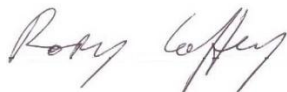
My name is Rory Coffey, and I have been renting the home at 227 Nutley Street NW in Vienna for nearly one year. I live at the entrance to Green Hedges School. Prior to moving here, I lived at 548 Windover Avenue NW. I am an Environmental Scientist, and work from home most of the time.

I understand that there are concerns about noise from Green Hedges School, particularly from the playground during recess. From my experience working at home throughout the day, the noise has been unobtrusive and what I would consider typical for a residential area near a school. In fact, it is usually less noticeable than the noise generated by Madison High School during sporting events (such as football and baseball games) and other High School activities (e.g., marching band practices), or dogs barking in the neighborhood.

Having lived in this neighborhood for several years, I view this kind of ambient noise as part of living in a community with nearby schools. For these reasons, I believe Green Hedges School should be allowed to increase its student enrollment. In my view, a modest increase is unlikely to meaningfully change overall noise levels—much as small increases in attendance or activity do not significantly affect sound levels from Madison High School.

I appreciate the strong sense of community support for children and their activities and believe this energy is a positive feature of the area that contributes to its character.

Sincerely,

A handwritten signature in cursive script that reads "Rory Coffey". The ink is dark and the signature is fluid, with the first and last names clearly legible.

From: [Alnoor Jamal](#)
To: [West, Andrea](#); [DPZ](#); [Levy, David](#); [O'Brien, Kelly](#)
Subject: Green Hedges
Date: Friday, May 29, 2026 2:56:31 PM

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Good afternoon,

My name is Alnoor Jamal. I live at 385 Courthouse Road, SW, Vienna, and am a member of the Green Hedges School Board of Trustees. To fulfill my fiduciary responsibility to Green Hedges, I have closely followed the school's campus improvement plan and on-going relationships with its neighbors.

I am aware of the complaints made to the Zoning Administrator about Green Hedges, but I am also aware that the vast majority of those complaints are made by the two individuals residing at 434 Knoll St, NW and 221 Nutley St, NW. I have two primary concerns. My first concern is that Green Hedges adheres to its Conditional Use Permit and, when they are notified of possible violations, they work to rectify the situation as soon as administratively possible. My second concern is the number of false or misleading claims that have been made about Green Hedges.

The most recent example of a false complaint pertains to trash pickup that supposedly occurred on Sunday, May 3, at 7:36 a.m. After receiving complaints about trash pickup occurring outside of appropriate hours during the winter, which had not previously been a problem, Green Hedges first worked to remedy the situation with the trash hauler. When those efforts were unsuccessful, Green Hedges ended the contract effective on February 23, 2026, (after a 30-day cancellation period) and began working with a new company. Since that time, there were no complaints until May 3.

Typically, when a complaint to Zoning Enforcement is made by the neighbors, Interim Head of School Peter Barrett is copied on the email to Town Staff and elected officials, and quite possibly the Planning Commission and BZA members. On May 3, no email was received by Mr. Barrett or anyone else at the school. Once Mr. Barrett was made aware of the complaint via the Zoning and CUP Complaint Summary document, Green Hedges contacted the current company, RoadRunner Waste & Recycling. RoadRunner responded that trash was not picked up on May 3 because the hauler is closed on Saturdays and Sundays (see below). It is quite suspicious to me that just a short time before May's BZA hearing, a bogus trash violation claim was made.

Throughout the Zoning and CUP Complaint Summary, there are similar claims that are false or misleading, were not deemed zoning violations, or are clearly not in the purview of zoning enforcement. I also find it interesting that the list of zoning complaints commenced around the same time that the school began discussing its proposed campus updates.

I hope that members of the BZA will fully consider all the information available to them, as well as the sources and reliability of the information they receive.

Alnoor

[REDACTED]

----- Forwarded message -----

From: **Patrick Cullen from RoadRunner Recycling** <[REDACTED]>

Date: Thu, May 21, 2026 at 5:57 PM

Subject: Green Hedges School - 415 Windover Ave - Sunday Pickup Dispute 5/3

To: Tan Nguyen [REDACTED]

Good Afternoon,

I am following up here as we did speak to the hauler, and they also advised that they did not service the area on 5/3, as they are closed on Saturday and Sunday.

To be save, I have added notes to make sure that service never takes place on the weekend due to the noise ordinance. However, as stated earlier for 5/3, this was neither the trash or recycling driver from our end.

Best Regards,

Patrick Cullen

Service Operations Representative II

Email: [REDACTED]



From: [Penny Oszak](#)
To: [Levy, David](#); [West, Andrea](#); [O'Brien, Kelly](#); [DPZ](#)
Cc: [Elizabeth DiFrancisco](#)
Subject: Green Hedges - CUP Application - BZA 5/20 Meeting
Date: Friday, May 29, 2026 2:27:31 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Zoning Board Members,

Good Afternoon,

This is my fifth written submission regarding the Green Hedges Conditional Use Permit application.

In prior letters, I provided sample sound recordings, a history of the School's growth and its impacts on neighboring properties, and comments regarding the proposed CUP conditions and sound analysis. This letter is intended to address comments made during the Board's May 20 meeting.

After reviewing the hearing, I was struck by the fact that many speakers discussed the value of the School, its educational mission, and the benefits it provides to students and families. However, those comments did not address the central question before this Board: whether the proposed Conditional Use Permit satisfies the standards required for approval and whether the expansion can occur without adversely affecting the health, safety, and welfare of surrounding residents.

The testimony from neighboring property owners should weigh heavily in that determination. Nine of the ten abutting property owners who submitted written testimony, oral testimony, or both expressing opposition to the application based on direct impacts to their homes and quality of life. These are the residents most directly affected by the School's operations, and their concerns have been consistent throughout this process.

The Planning Commission ultimately recommended denial of the Conditional Use Permit based on concerns regarding:

- Noise impacts associated with outdoor activities;

- The effectiveness and enforceability of proposed mitigation measures;
- Increased enrollment and associated operational impacts;
- Compatibility with the surrounding residential neighborhood; and
- Long-term compliance with CUP conditions.

The Planning Commission concluded that the proposed mitigation measures did not adequately address the concerns raised by neighboring residents. I respectfully submit that the record before this Board supports the same conclusion.

A significant issue throughout this process has been the lack of measurable outcomes associated with the proposed noise mitigation. The Planning Commission repeatedly sought to understand what actual results would be achieved. What noise reduction will occur? How will success be measured? What standards will be used to determine whether the mitigation is working?

Those questions remain largely unanswered.

The School's consultant relied heavily on modeling and assumptions. Noise levels associated with the field and parking lot were not directly measured. Peak impacts were modeled rather than demonstrated through actual post-mitigation testing. As a result, there remains no clear evidence that the proposed measures will adequately mitigate the impacts experienced by neighboring residents.

I recognize that I live next to a school. However, the issue before the Board is not the existence of the School. The issue is the continual increase in the intensity of use over time and the resulting impacts on surrounding homes.

For decades, the School has sought and received approvals that increased enrollment, staffing, building area, parking, and operational activity. Yet neighbors continue to experience increasing impacts from noise, traffic, parking, and activity occurring immediately adjacent to residential properties.

It is also important to remember that when the Board asked what would

happen if this application were denied, the School stated that operations would continue under the existing approvals and conditions.

In other words, denial of this application would not prevent the School from operating. It would simply maintain the current approved level of intensity.

Equally important, the School indicated that many of the proposed mitigation measures would not occur absent approval of the expansion. That position effectively ties neighborhood protections to approval of additional intensity. In other words, many of the measures presented as mitigation for existing impacts would not be implemented unless the School receives permission to expand. Respectfully, neighborhood protections should not be conditioned upon approval of further expansion. If mitigation is necessary to address existing impacts, it should not depend on increasing the intensity of use.

The purpose of a Conditional Use Permit is to ensure that a proposed use is compatible with surrounding properties and that impacts to neighboring residents are adequately addressed. Based on the testimony of adjacent homeowners, the Planning Commission's recommendation, and the unresolved concerns that remain in the record, I do not believe that standard has been met.

I respectfully urge the Board to listen to the residents most directly affected by this proposal and reach the same conclusion as the Planning Commission: the application does not satisfy the requirements for approval of a Conditional Use Permit.

Thank you for your consideration.

Sincerely,

Penny Oszak

221 Nutley St NW

My name is Jessica Brandt and I live at 605 John Marshall Drive in the Town of Vienna. This letter is a follow-up to the sworn testimony I provided during the public hearing on May 20, 2026. I am submitting this letter to ensure the data I provided is part of the official written record.

I'd also like to note that though one of the letters was signed by Robert McCahill, President of Northeast Vienna Citizens' Association, a NEVCA membership resolution was not voted on by the membership.

Below is my verbal testimony:

I submitted written testimony but because of certain actions that were taken more recently, I feel compelled to testify tonight.

My testimony is related to the written public comments that have been submitted to you as well as to Town Staff. At the end of the day on Friday, May 15th, when the BZA package was published on the Town of Vienna website, there were 10 written letters that had been submitted. 5 of the letters were from Green Hedges parents or faculty members that all reside within the Town of Vienna. The other 5 letters were submitted by 4 abutting neighbors. Please note that one resident of 221 Nutley Street NW submitted two different letters. So, 5 Green Hedges letters and 4 abutting neighbor letters.

On Saturday morning, a resident of 434 Knoll Street NW posted a message on Facebook in the popular Town Facebook group known as Vienna Virtual Community Page. This Facebook group has over 5,400 members all residing in zip codes 22180, 22181, and 22182. The Facebook group is administered by a local FCPS school psychologist. The administrator has had to previously admonish the resident of 434 Knoll Street NW for disparaging posts she has made in the past about Green Hedges. The Facebook post to the 5,400 members of the group reads as follows:

Vienna friends, **do NOT** need to live in town! (Please note, this is in all bold and the word NOT is in all capital letters.)

"Favor needed. Will take about 5 minutes and you don't need to leave your house. PM me if you can help."

And then a large graphic of an envelope.

Several people responded, including one that commented suggesting the neighbor provide more info. The resident of 434 Knoll Street NW replied, "Being nebulous on purpose. Those who messaged are appreciated!"

We have been made aware that people who commented then received an email from the resident of 434 Knoll Street NW and/or the resident of 221 Nutley St NW about Green Hedges CUP application and directing them to email the BZA and Town Staff. The resident of 434 Knoll Street NW and/or the resident of 221 Nutley St NW provided content that should be included in letters to the BZA. Since that Facebook post on Saturday, 22 more letters have been received. Those letters break down as follows:

4 letters from abutting neighbors, plus 2 more letters from the resident of 221 Nutley Street NW who had already submitted a letter plus 1 from her husband.

8 letters from various Town residents who don't live within the vicinity of the school. In fact, 6 of the 8 live 1 or more miles from campus. (How do we want to address this since that late letter by the Chicas who live by the school, but not bordering the school?)

5 letters from people who do not live within the Town limits.

1 person with no verifiable address. EDIT – We have been able to ascertain to this person is, though she doesn't use her full name on Facebook. She does not live within the Town of Vienna. (do you want to include this for Martha?)

1 person with a seemingly fake name and no signature.

All legitimate public comments should be considered. However, comments that are simply parroting talking points provided to them, especially by those who do not live anywhere close to a CUP application, should not be given any weight.

Thank you,



Jessica Edwards-Brandt

See below screenshot of Facebook post and Written Testimony Received analysis table



Comments

**Vienna Virtual Community Page** · [Follow](#)Elizabeth Liz Iacoponi DiFrancisco · 2d ·  All-star contributor**Vienna Friends, do NOT need to live in town!**

Favor needed

Will take about 5 minutes and you don't need to leave your house

PM me if you can help.



GIPHY

 4  9 

All comments ▾

**Melanie-Joy Hayes Dorn** · 2d ·  All-star contributor

You should provide some more information.

Reply

**Elizabeth Liz Iacoponi DiFrancisco** · 2d · [Author](#)[Melanie-Joy](#), being nebulous on purpose. Those who have messaged are appreciated!Reply  1**Vienna Virtual Community Page**

Private group

5,400 Members

[See Group](#)

Written Testimony Received

Request to amend an existing Conditional Use Permit to increase the number of students from 190 to 210 and staff from 42 to 50 in accordance with Sec. 18-304, for the Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Residential - Single-Unit, 12,500 sq. ft. zone.

Testimony Number	Name of Submitter	Address of Submitter	Date Submitted
1	Ashit Vora	122 Cherry Cir SW	5/11/26
2	Alicia McGuire	532 Walker St SW	5/11/26
3	Neil Potts	307 John Marshall Dr NE	5/14/26
4	Sherry Dart	331 Lewis St NW	
5	Jessica Edwards-Brandt	605 John Marsall Dr NE	5/12/26
6	Laura Lee	213 Nutley St NW	5/13/26
7	Penny Oszak	221 Nutley St NW	5/15/26
8	Penny Oszak	221 Nutley St NW	5/15/26
9	Liz DiFrancisco	434 Knoll St NW	5/15/26
10	Katherine and David Welch	412 Knoll St NW	5/15/26
11	Mary Ellen Larkins	317 Church St NE	5/16/26
12	Howard Uman	114 Wilmar Pl NW	5/16/26
13	Laura Bligh	226 Glen Avenue SW	5/16/26
14	Dawn Zimmerman	8226 Goldstream Ct	5/16/26
15	Ying Huang	424 Knoll St NW	5/16/26
16	Sheila Cunningham	410 Adahi Rd SE	5/16/26
17	Martha Ryan	No Address Provided	5/16/26
18	Barbara Hensel	2614 Babcock Road	5/16/26
19	Kathy Flood	2431 Cedar Ln	5/16/26
20	Sara Byrd Goldberg	428 Knoll ST NW	5/17/26
21	Felice Forrester	No Address Provided	5/17/26
22	Janet Weiner	2024 Spring Branch Dr	5/17/26
23	Maureen Halligan	8420 Black Stallion Pl	5/17/26
24	Bill and Melissa DuRoss	416 Knoll St NW	5/17/26
25	Jim and Alice Williamson	404 Meadow Ln SW	5/17/26
26	Kathy J Cutri	424 Blair Rd NW	5/17/26
27	David Oszak	221 Nutley St NW	5/17/26
28	Penny Oszak	221 Nutley St NW	5/17/26
29	Penny Oszak	221 Nutley St NW	5/18/26
30	Robert McCahill	429 Center St N	5/18/26

Green - Green Hedges Parent/Teacher

Pink - Abutting Neighbor

Yellow - Town Resident

Orange - Does Not Reside in Town

From: [Liz](#)
To: [DPZ](#); [Levy, David](#); [West, Andrea](#); [O'Brien, Kelly](#)
Cc: [Penny Oszak](#)
Subject: Green Hedges June 17, 2026
Date: Friday, May 29, 2026 2:21:00 PM

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Good Afternoon,

The Board indicated that written comments regarding the Green Hedges Conditional Use Permit application would remain open through May 29. After listening to the May 20 meeting, I would like to provide several additional comments for the record.

At its core, this application seeks to increase the intensity of use on an already constrained residential site. The School has stated that additional enrollment is necessary to support the proposed improvements. However, increased enrollment brings increased staffing, additional parking demand, greater building area, expanded operations, and increased activity on a site that is already struggling to coexist with the surrounding neighborhood.

The current proposal may be an improvement over earlier versions, but it does not change the fundamental reality that this property is constrained by its location, size, and proximity to neighboring homes. The question before the Board is not whether the School provides a valuable educational service. The question is whether this expansion can occur without adversely affecting the health, safety, and welfare of surrounding residents. The evidence demonstrates that those impacts already exist and will only increase if this application is approved.

One of the most concerning aspects of the proposal remains the potential use of the new gymnasium and multipurpose facilities for rentals and events. During the hearing, the School

referenced its current church rental arrangement. However, rental of a gymnasium or multipurpose facility is fundamentally different. Such facilities are capable of hosting large gatherings, athletic activities, practices, tournaments, meetings, and other events that generate additional traffic, parking demand, noise, and evening activity.

Permitting rentals until 9:00 p.m. on weekdays and throughout weekends would create a near-continuous stream of activity in the middle of a residential neighborhood. These activities are not necessary for the School's educational mission and are not comparable to normal school operations. They function as event-based uses that create impacts materially different from those associated with day-to-day educational activities.

For these reasons, gymnasium and multipurpose room rentals should not be permitted as part of any approval.

Similarly, any conditions governing events must be clearly defined and enforceable. Neighbors specifically requested limitations on the number, type, and duration of events because of longstanding concerns regarding traffic, parking, and noise.

The existing CUP included a condition that events would occur only "infrequently." When neighbors later sought enforcement, the Zoning Administrator determined that the condition was unenforceable because the term was never defined. That experience demonstrates why vague conditions do not protect either the neighborhood or the School. If the Board approves a CUP, event limitations, operating hours, and permitted activities should be specifically defined and enforceable. A list of "events" that occurred during the school year is listed below.

Noise remains one of the most significant unresolved issues.

I encourage the Board to review the sound recordings submitted by neighboring residents. These recordings are representative of what many adjacent homeowners experience on a regular basis and illustrate the persistent

nature of the impacts.

The School's own sound monitoring documented repeated noise events exceeding 60 dBA and frequent peaks above 80 dBA during school operations. While decibel levels provide one measure of impact, the more important consideration is the frequency, duration, and repetitive nature of these noise events and their effect on neighboring residents' ability to enjoy their homes and properties.

Importantly, the School's own consultant acknowledged that distance from the sound source provides the greatest benefit, with sound levels decreasing as separation increases. That conclusion supports larger setbacks and wider buffers, not reductions in buffering requirements.

The consultant also indicated that relocation of playground equipment would have little meaningful impact on noise levels. What would provide meaningful benefit is increased separation from neighboring homes, solid sound-mitigating barriers, and dense year-round vegetation designed specifically for sound attenuation.

The Planning Commission recommended sound-mitigating fencing and dense vegetation. Those recommendations should be fully implemented. In addition, sound mitigation should not be limited to the playgrounds. Recreational activities occur throughout the property, including adjacent to neighboring homes along multiple property lines.

The School has also stated that operational controls will prevent children from using buffer areas. If those controls are important to the effectiveness of the proposal, they should be incorporated as enforceable CUP conditions. Without enforceable conditions, future compliance depends entirely on voluntary implementation.

The Board also heard testimony regarding buffering and phasing. There remains considerable confusion regarding what improvements will occur in Phase 1, what improvements will be deferred to Phase 2, and when Phase 2 would occur.

All required buffers should be installed and fully compliant during Phase 1. Compliance should not be deferred to a future phase. Given the School's history of phased projects extending far beyond originally anticipated timelines, each phase should stand on its own and satisfy all applicable zoning requirements before additional enrollment or operational intensity is permitted.

I am also concerned by several representations made in the School's presentation materials. The "Improved Buffers" slide and related exhibits suggest conditions that do not accurately reflect existing conditions on the ground. Multiple neighboring properties do not currently have 15-foot buffers. Accurate existing conditions are essential because buffering directly affects noise attenuation, visual screening, and neighborhood compatibility. Zoning decisions should be based upon complete and accurate information.

Finally, I would ask the Board to carefully consider comparisons made to public schools and government facilities. Those comparisons are not appropriate. Green Hedges is a private institution seeking discretionary approval to intensify its use within a residential neighborhood. Public schools and government facilities serve different purposes, occupy substantially different sites, and are subject to different legal and policy considerations. In addition, schools such as Cunningham Park and Louise Archer are situated on significantly larger properties and are not surrounded on all sides by residential homes in the manner that Green Hedges is today.

The Board also expressed concern regarding letters submitted without addresses. Listed below is a list of the addresses associated with those submissions. The Board is free to weigh the evidence as it sees fit. However, it is noteworthy that nine of the ten abutting property owners provided written testimony, oral testimony, or both regarding the impacts they experience from this property. That level of participation is significant and reflects the extent of neighborhood concern.

In closing, the evidence before the Board demonstrates that this application will increase the intensity of use on an already constrained site while leaving unresolved concerns relating to noise, traffic, parking, buffering, and neighborhood compatibility. The testimony of adjacent property owners, the School's own studies, and the record developed over many months establish that these impacts are real and ongoing.

For these reasons, I respectfully request that the Board deny the Conditional Use Permit application.

Thank you for your consideration.

Elizabeth DiFrancisco

434 Knoll St NW

Listed below is a typical list of events held at the School. Any activity that is open to the public or occurs outside of the School's normal days/hours of operations of Monday – Friday, 8am to 6pm is considered an event and is impactful to the surrounding neighbors.

Back to School Playdates - Two Scheduled (4-5:30 pm)

Back-to-School Nights - Two Scheduled (5:30-8:45pm)

Middle School Dance - (7-8:30pm)

Middle School Fall Fest - (3:30-6pm)

Middle School Play - (7:00-8:00pm)

Winter Concert: Grades 3-8 (7-8pm)

Winter Concert: Montessori PK-Grade 2: (8:30-9:30am)

Winter / Spring Dance - (6-8:30PM)

Spring Concert: Montessori PK-Grade 2 (8-10am)

Spring Concert: Grades 3-8 (1:30-2:30pm)

Grade 3 Play - 2:15pm

Grade 4 Play - 7pm

Grade 5 Play - 7 pm

Dragon Fest- Saturday (11am - 2pm)

Dragon Dash - (9:30-11:30 am)

Grandparents' and Special Friends' Day- (8:00am- 12pm)

Field Day- June – (9:30am-3:30pm)

Ad Hoc Movies/Training/Games - (7-:830pm)

Winter, Spring, Fall Break Camps

Summer Camps

NAMES AND ADDRESSES OF LETTERS RECEIVED

No & Name of Submitter	Address of Submitter
1 Ashit Vora	122 Cherry Cir SW
2 Alicia McGuire	532 Walker St SW
3 Neil Potts	307 John Marshall Dr NE
4 Sherry Dart	331 Lewis St NW
5 Jessica Edwards-Brandt	605 John Marsall Dr NE
6 Laura Lee	213 Nutley St NW
7 Penny Oszak	221 Nutley St NW
8 Penny Oszak 221 Nutley St NW	221 Nutley St NW
9 Liz DiFrancisco	434 Knoll St NW
10 Katherine and David Welch	412 Knoll St NW
11 Mary Ellen Larkins	317 Church St NE
12 Howard Uman	114 Wilmar PI NW
13 Laura Bligh	226 Glen Avenue SW
14 Dawn Zimmerman No Address Provided	8226 Goldstream Ct
15 Ying Huang	424 Knoll St NW
16 Sheila Cunningham No Address Provided	410 Adahi Rd SE
17 Martha Ryan No Address Provided	2960 Vaden Dr.
18 Barbara Hensel	2614 Babcock Road

19 Kathy Flood No Address Provided	2431 Cedar Ln
20 Sara Byrd Goldberg	428 Knoll ST NW
21 Felice Forrester No Address Provided	
22 Janet Weiner No Address Provided	2024 Spring Branch Dr
23 Maureen Halligan No Address Provided	8420 Black Stallion Pl
24 Bill and Melissa DuRoss	416 Knoll St NW
25 Jim and Alice Williamson No Address Provided	404 Meadow LN SW
26 Kathy J Cutri	424 Blair Rd NW
27 David Oszak	221 Nutley St NW
28 Penny Oszak	221 Nutley St NW
29 Penny Oszak	221 Nutley St NW
30 Robert McCahill	429 Center St N
31 Luis & Maria Chica	210 Lewis St NW
32 Julie Turnbow & Curtis Turnbow	435 Windover Ave NW



PUBLIC NOTIFICATION AFFIDAVIT

I hereby affirm that the Town of Vienna has adequately complied with the written notification procedures defined in § 15.2-2204 (amended) of the Code of Virginia and § 18-844 of the Code of the Town of Vienna.

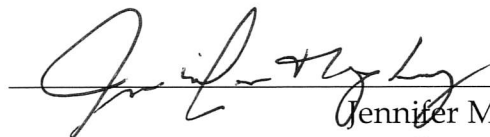
An advertisement for the Board of Zoning Appeals meeting, dates and time was published in the Washington Times on *June 3*, and *June 10* 2026, two weeks prior to the scheduled meeting date on *June 17*, 2026.

Written notices were sent by registered mail on *June 9*, 2026, to the last known address of each abutting property owner (including those located across rights-of-way) shown in the current real estate tax assessment records. A list of these addresses is attached and is based on records provided by Fairfax County's Department of Tax Administration.

Two signs were posted on the subject location, *415 Windover Ave NW*, on *June 4*, 2026, with the date of the Board of Zoning Appeals meeting. A photo of the posted signs is attached.

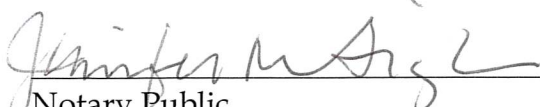
A certified letter was sent on *June 3rd* to Fairfax County Department of Planning & Development Planning Division.

Copies of the notices, pertaining to date, time and location of the Board of Zoning Appeals meeting to *amend the Conditional Use Permit* for property located at *415 Windover Avenue NW*, and more particularly described as tax map parcel *0383 21 0008A*, are attached.

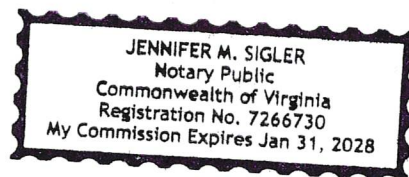

Jennifer Murphy
Board Clerk

Commonwealth of Virginia
Town of Vienna

Subscribed and sworn before me this 11th day of June 2026.


Notary Public

My commission expires: 1-31-28



NOTICE OF PUBLIC HEARING BOARD OF ZONING APPEALS

NOTICE is hereby given pursuant to the provisions of the Code of Virginia and the Code of the Town of Vienna that a public hearing will be held by the Board of Zoning Appeals in Town Hall, 127 Center St South, Vienna, Virginia 22180, on **Wednesday, June 17, 2026**, beginning at 7:30 PM on the following:
Public Hearing:

1. Request for approval of a Conditional Use Permit in accordance with Sec. 18-305 of the Town of Vienna Zoning and Subdivision Ordinance to modify the existing drive-through to add a second ordering lane at McDonald's located at 544 Maple Ave W, in the AW – Avenue West zoning district.

2. Request to amend an existing Conditional Use Permit to increase number of students from 190 to 210 and staff from 42 to 50 in accordance with Sec. 18-304, for the Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Residential - Single-Unit, 12,500 sq. ft. zone.

At said public hearing, any interested persons will be given an opportunity to express their views and speak in favor of the proposal or in opposition thereto. Copies of the proposal are available for inspection in the Department of Planning & Zoning, 1st floor, Vienna Town Hall, 127 Center Street South, Vienna, VA, 22180-5719, during regular working hours.

By order of the Board of Zoning Appeals

Michael Rettinger, Chairman

Publication Dates: June 3rd, 2026
June 10th, 2026



June 9, 2026

Re: 415 Windover Ave NW – Conditional Use Permit Request

Dear Property Owner,

Please be advised that an application has been filed with the Board of Zoning Appeals to review a request to amend an existing Conditional Use Permit to increase the number of students from 190 to 210 and staff from 42 to 50 in accordance with Sec. 18-304, for the Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Residential - Single-Unit, 12,500 sq. ft. zone.

The meeting will be held at **7:30 p.m. on Wednesday, June 17, 2026** at the Vienna Town Hall (Council Chambers), 127 Center St, South Vienna, VA 22180. The agenda and supporting materials will be posted online on Friday, June 12th, and can be viewed at: <https://vienna-va.legistar.com/Calendar.aspx>. If you have any questions, please contact the Department of Planning and Zoning at 703 255-6341 or email at dpz@viennava.gov.

Only individuals who did not provide testimony at the May 20, 2026, hearing will be permitted to provide oral testimony at the June 17, 2026, hearing.

Sincerely,

A handwritten signature in cursive script that reads "Andrea West".

Andrea West
Zoning Administrator
Liaison to the Board of Zoning Appeals
andrea.west@viennava.gov
(703) 255-7858

415 Windover Ave NW
List of Surrounding Property Owners

Resident
206 Lewis St NW
Vienna, VA 22180

Luis & Maria Chica
210 Lewis St NW

David A Welch TR
Katherine O Welch TR
412 Knoll St NW

William H Duross IV
Melissa L Duross
416 Knoll St NW

Mahmood Sahraeyan
Fereshteh Gachpazan
420 Knoll St NW

Tony Hua Zhang
424 Knoll St NW

Sara Byrd Goldberg
428 Knoll St NW

Michael & Elizabeth DiFrancisco
434 Knoll St NW

Patricia Ann Vinson Mercer TR
440 Knoll St NW

Harry & Yeshe Proctor
245 Nutley St NW

Vienna Commons Association
PO Box 300
Vienna, VA 22183

Suman Gupta
239 Commons Dr NW

Elks Lodge of the World
No 529 James HH
250 Nutley St NW



221

David & Penny Oszak
221 Nutley St NW

Laura Lee
Ramsey Zachariaia
213 Nutley St NW

Curtis Turnbow
435 Windover Avenue NW

Elnora M Duncan TR
Duncan Living Trust
222 Nutley St NW

Douglas L Mann TR
Linda J Mann TR
428 Windover Avenue NW

Ryung Suh
10215 Lawyers Rd

Resident
416 Windover Ave NW

Ashwani & Bhavna Gupta
134 Lewis St NW

Parker F Schofield III
135 Lewis St NW

Narayan Natarajan
Anitha E Thomas
207 Lewis St NW

APPLICATION TYPE: Conditional Use Permit

PROPOSAL:

Request to amend an existing Conditional Use Permit to increase number of students from 190 to 217 and staff from 42 to 50 in accordance with Sec. 18-304, for the Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Residential - Single Unit, 12,500 sq. ft zone.

PROPERTY ADDRESS: 415 Windover Ave NW

MEETING DATE(S):

Board of Zoning Appeals: Wed., June 17, 2026 at 7:30 p.m.







June 3, 2026

Attn: Tracy Strunck
Fairfax County Department of Planning & Development
Planning Division
12055 Government Center Parkway, Suite 730
Fairfax, VA 22035-5507

Re: Notice of Hearing

As part of the legal notice requirements contained in Section 15.2-2204 (Amended) of the Code of Virginia, the following regulations must be addressed relating to notification of adjacent counties and municipalities:

"When a proposed comprehensive plan or amendment thereto, a proposed change in zoning map classification or an application for special exception or variance involves any parcel of land located within one-half mile of a boundary of an adjoining county or municipality of the Commonwealth, then, in addition to the advertising and written notification as above required, written notice shall also be given by the local commission, or its representative, at least ten days before the hearing to the chief administrative officer, or his designee, of such adjoining county or municipality."

Therefore, by the above regulations, please let this letter serve to inform you that the Town of Vienna Board of Zoning Appeals is holding a public hearing in the Vienna Town Hall at 127 Center St S, Vienna, VA 22180, on **Wednesday, June 17, 2026, at 7:30 pm** to consider the following:

1. Request to amend an existing Conditional Use Permit to increase number of students from 190 to 210 and staff from 42 to 50 in accordance with Sec. 18-304, for the Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Residential - Single-Unit, 12,500 sq. ft. zone.

Interested parties may contact the Department of Planning & Zoning, on the first floor of the Town Hall. Agenda items can also be reviewed online five (5) days prior to the scheduled meeting <https://vienna-va.legistar.com/Calendar.aspx>. In the event that the Town Council reschedules, continues, or defers the application, you will be notified. For

further questions and inquiries, please contact the Department of Planning and Zoning at 703.255.6341 or by e-mail at DPZ@Viennava.gov.

Sincerely,

A handwritten signature in cursive script, appearing to read "A West".

Andrea West
Zoning Administrator
Department of Planning and
Zoning Town of Vienna, VA