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**Revised**  
July 28, 2025  
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**VIA IDT System**

David Levy, Director  
Department of Planning and Zoning  
Town of Vienna  
127 Center Street S  
Vienna, Virginia 22180

Re: Green Hedges School, Inc.  
Proposed Site Plan Modifications

Dear Mr. Levy:

Please accept this letter as a request for site plan modifications pursuant to the Town of Vienna Zoning Ordinance Section 18-830 on behalf of Green Hedges School, Inc. (the “School”) on property identified as Fairfax County Tax Map Reference 38-3 ((21)) 8A (the “Subject Property”). Located northwest of the intersection of Nutley Street NW and Windover Avenue NW, the Subject Property is comprised of an approximately 4.3-acre parcel that is zoned to the RS-12.5 District.

The School has been a part of the Town of Vienna since 1955. The School’s primary academic building (Kilmer Hall) is over 40 years old and no longer meets educational, code, or safety requirements. Beginning in 2022, the School began considering physical and operational changes and submitted a Conditional Use Permit application and Site Plan modifications in October 2023. Based upon feedback from Town Staff, community members, the Board of Architectural Review, and Planning Commission, the School has spent the last sixteen (16) months refining its proposal. As discussed with Town Staff, the School is submitting a new Site Plan for review and concurrent Conditional Use Permit application. Although the CUP and the site plan are separate applications, School updates and improvements are contingent on both applications being approved.

On behalf of the School, I hereby request approval of the following site plan modifications:

- Modification of Section 18-218.2 to modify lot coverage requirements from the 25% to 47.8%

The Zoning Ordinance allows a maximum of 25% coverage in the RS-12.5 District and in 2007, the School was approved for up to 32.2% coverage. The School now requests 47.8% coverage to improve existing structures, parking, circulation, and recreation spaces. The additional coverage will allow for the following:

- Modest expansion of the School's Kilmer Hall building footprint by approximately 6,445 square feet to ensure that the School's main building meets educational needs, industry standards, and building code requirements. The building was previously proposed as two (2) stories; however, with this submission the building has been reduced to 1-story. A new building is proposed to replace the Rice Arts Center; however, a previously proposed gym building has been eliminated from the School's proposal.
- Increase parking provided and ensure that all parking spaces are compliant with Zoning Ordinance standards. Many existing parking spaces are sub-standard and do not meet the Town's dimensional requirements.
- Provide three (3) new stormwater management detention facilities, in addition to the one (1) existing detention facility, and two (2) underground manufactured treatment devices which will store and treat all stormwater, much of which currently sheet flows from the Subject Property to adjacent properties. With this application the School proposes to construct all stormwater facilities in its first phase so that stormwater will be detained and treated on-site before being directed to three (3) outfall locations.
- Accommodate additional car queuing on the Subject Property. Approximately 30 cars currently queue in front of Kilmer Hall and approximately 14 queue in front of the Stable during arrival and dismissal times which vary. With this submission, the School will accommodate approximately 54 cars in front of Kilmer Hall and approximately 18 cars in front of the Stable. Enclosed with the School's submission is a supplemental document that includes detailed information with respect to the different arrival and dismissal times, existing volumes, and project volumes.

A request to modify lot coverage is common for institutional uses within a residential zoning district in the Town. For example, the new police station located at 215 Center Street South is approved for up to 69.9% lot coverage, Vienna Baptist Church at 541 Marshall Street SW is approved for up to 45% lot coverage, and Louise Archer Elementary School at 324 Nutley Street NW is approved for up to 53.47% lot coverage.

- Modification of Section 18-402 to modify required frontage improvements to allow a modified sidewalk configuration and street section on Lewis Street and Windover Avenue, as shown on the conceptual site plan. The School proposes a five (5) foot

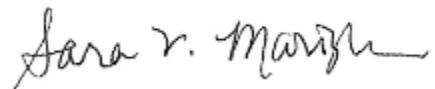
sidewalk, a portion of which will be internal to the Subject Property instead of at the periphery of the Subject Property, as shown on the conceptual site plan. The School requests this modification to maximize preservation of mature trees to the greatest extent possible.

- Modification of Section 18-582 which requires one loading space for every 100,000 square feet of gross floor area. Based on the total of approximately 45,945 square feet of gross floor area which includes all buildings – academic buildings, administrative buildings, and the head of school house – one (1) loading space is required. The School proposes to accommodate loading without a dedicated loading space. Unloading is infrequent and can be handled internal to the site without a dedicated loading space. Loading currently occurs in front of the Kilmer Building entrance. Loading occurs infrequently and when it does occur, it occurs outside of school drop-off and pick-up windows and lasts approximately 15 minutes. The proposed modifications do not change the School's loading needs and as such do no necessitate a change from existing loading practices.
- Modification of Section 18-560 related to interior parking lot landscaping, which requires one (1) landscaping island for every ten (10) parking spaces. The School requests this modification to allow for new underground stormwater facilities in both parking areas. Because planting cannot occur over underground stormwater facilities, the School requests relief from the strict requirements of interior parking lot landscaping to accommodate this critical infrastructure which will improve existing conditions for surrounding properties.
- Modification of Section 18-561.1 which requires a 15-foot buffer comprised of canopy trees (4 feet minimum), understory trees (4 feet minimum), and shrubs (5 feet minimum). Approximately 44% of the Subject Property will comply with the minimum 15-foot requirement. For the balance of the Subject Property perimeter, the School proposes to provide a buffer ranging from 3-10 feet along portions of the Subject Property to allow for preservation of mature vegetation that is not in strict compliance with the width or planting mix to remain in combination with a 6-foot wooden fence. The School will further supplement buffer areas with additional vegetation, where feasible. I have included in this submission an exhibit that provides detailed information on the proposed buffer width, existing and proposed landscaping, and justifications for the requested modifications.
- Modification of Section 18-583 which requires one (1) short-term bike parking space per 2,500 square feet plus one (1) long-term bike parking space per 2,500 square feet which would necessitate 19 short-term bike parking spaces and 19 long-term bike parking spaces based on the overall School gross floor area of approximately 45,945 square feet. The School proposes 20 short-term bike parking spaces, but proposes to modify the long-term bike parking requirement. Should bike users seek weather-protected long-term bike storage, the School will work with such users to accommodate bike storage internal to a School building.

In sum, the School proposes to update its existing facilities to allow the School to remain an active and valuable part of the Town for years to come. The proposed modifications have been carefully designed and planned to meet School needs, allow the School to serve as a community resource, while also being sensitive to neighbors. The proposed changes to the School will be a significant improvement to screening, buffering, parking, stormwater management, and pedestrian connectivity. These improvements are not possible without the proposed site modifications. Should you have any questions, or need additional information, do not hesitate to contact me. We look forward to working with the Town on this application.

Very truly yours,

ODIN, FELDMAN & PITTELMAN, P.C.



Sara V. Mariska

Enclosures

cc: Peter Barrett  
Jessica Wadlow  
Mike Huber  
Anthony Owens  
Joseph Plumpe

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