



Town of Vienna

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

Meeting Agenda Planning Commission

Wednesday, February 11, 2026

7:30 PM

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

Roll Call

Communication from Citizens and/or Commissioners

Public Hearings - None

Regular Business

1. [PC26-291](#) Recommendations to Board of Zoning Appeals on request to amend an existing Conditional Use Permit, and to Town Council on request for modifications of site plan requirements, for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Zoning District.

Attachments:

- [01 - Staff Memo - GHS Continuation of Discussion](#)
- [02 - Applicant's Letter to Planning Commission 02.04.26](#)
- [03 - Applicant's Clean CUP Conditions 02.06.26](#)
- [04 - Applicant's Buffer Planting Narrative 02.04.26](#)
- [05 - Applicant's Revised Modification Request Letter 02.06.26](#)
- [06 - Optional CUP Conditions with no Enrollment Increase](#)
- [07 - Written Testimony Received 1.28.26 to 2.10.26](#)
- [08 - Staff Presentation - GHS CUP and Modification](#)

2. [PC26-290](#) Draft 2026 Comprehensive Plan Update - Town-Business Liaison Committee Comments, Discussion and Direction to Staff

Attachments:

- [01 – Comments Received from TBLC on December 2, 2025](#)
- [02 – 2026 Draft Comprehensive Plan Analysis of Testimony Comments Received After](#)

New Business

Planning Director Comments

Approval of the Minutes - None

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) 255-6304, OR 711 VIRGINIA RELAY SERVICE FOR THE HEARING IMPAIRED.



Agenda Item Report

File #: PC26-291, **Version:** 1

Subject:

RECOMMENDATIONS TO BOARD OF ZONING APPEALS ON REQUEST TO AMEND AN EXISTING CONDITIONAL USE PERMIT, AND TO TOWN COUNCIL ON REQUEST FOR MODIFICATIONS OF SITE PLAN REQUIREMENTS, FOR GREEN HEDGES SCHOOL, LOCATED AT 415 WINDOVER AVE NW, IN THE RS-12.5 ZONING DISTRICT.

This item is a continuation of the discussions from January 14, 2026, and January 28, 2026, regarding two applications from the Green Hedges School to 1) amend an existing Conditional Use Permit (CUP), and 2) request modifications of site plan requirements.

At the January 28, 2026 meeting, the Planning Commission heard an updated presentation from the applicant, asked clarifying questions of staff, and discussed issues related to enrollment, noise mitigation, buffering, and site operations. The Commission did not reach consensus at that time and agreed to continue the discussion to the February 11, 2026, meeting to allow staff, in coordination with and independent of, the applicant, to develop draft conditions and options reflecting the issues raised.

Attachment 1, the Staff Report Addendum for February 11, 2026, summarizes new information and includes a list of materials submitted since the January 28 meeting as well as the additional attachments to this report.

Background materials, staff reports, presentations, and public comments from the January 14 and January 28, 2026 meetings remain part of the public record and are available through the Town's meeting agenda links for those dates.

- January 14:
<https://vienna-va.legistar.com/LegislationDetail.aspx?ID=7799671&GUID=6AB0636A-D48D->
- January 28:
<https://vienna-va.legistar.com/LegislationDetail.aspx?ID=7858444&GUID=D6302F99-C47A-4AC4-BB95->

PROPOSED/SUGGESTED MOTION

1) Modifications of Requirements (Recommendation to Town Council)

Option A - Recommend Approval

"I move to recommend **approval** to the Town Council for the modification of requirements to lot

coverage, frontage improvements, parking and loading standards, landscaping, buffering, bicycle parking, and duration of valid permit for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A, as proposed by the applicant in the revised letter dated February 6, 2026.”

OR

Option B - Recommend Approval (all or selected modifications) with conditions

“I move to recommend **approval** to the Town Council for the following modification of requirements: ____, ____, ____, etc. (lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, bicycle parking, and duration of valid permit); and to recommend **denial** to the Town Council for the following modification of requirements: ____, ____, ____, etc., for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A, as proposed by the applicant in the revised letter dated February 6, 2026, with the following conditions:”

1. The School shall install sound isolation fence membrane adjacent to the playground prior to commencing construction for the first phase of development.
2. Prior to issuance of an Occupancy Permit for the gym/multipurpose room, the School shall demonstrate that the buffers approved have been installed.
3. All canopy, understory and shrub species proposed to be planted in the buffers must be species appropriate for the anticipated post development conditions of aspect, exposure (light/shade), hydrological conditions, and contained within the area allotted for vegetative buffer. A landscape buffer maintenance plan shall be provided to demonstrate the ability of the School to provide consistent buffer functions as vegetation matures and replacement of materials due to neglect, injury, age, pest, and disease. Understory trees and shrubs should primarily be composed of species with flat-scale and broadleaf type evergreen foliage (e.g. ilex, juniperus, thuja, etc. species). Understory and shrub species with uniform foliage density throughout their mature height should be prioritized to provide consistent screening functions. Spacing and location of all buffer materials shall be such that competition for resources shall be mitigated to the greatest extent possible while providing for uniform development of buffer vegetation within the approved buffer areas.
4. Should a demonstrated need arise, the School will provide secure indoor bike storage without necessitating amendment of the site plan or CUP.
5. If Phase 2 is not constructed within 6 years, the deferred buffer plantings will be installed to meet Town regulations.
6. {Plus any other conditions recommended by the Planning Commission}

OR

Option C - Recommend Denial

“I move to recommend **denial** to the Town Council for the modification of requirements to lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, bicycle parking, and duration of valid permit for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A, as proposed by the applicant in

the revised letter dated February 6, 2026.”

OR

Other action deemed necessary by the Planning Commission.

2) Conditional Use Permit (Recommendation to the BZA)

Option A - Recommend Approval

"I move to recommend **approval** of the amendment of the conditional use permit to the Board of Zoning Appeals for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A **as proposed by the applicant's CUP conditions dated 02.06.26 and related plans and supplemental attachments.**"

OR

Option B - Recommend Approval with Additional/Amended Conditions

"I move to recommend **approval** of the amendment of the conditional use permit to the Board of Zoning Appeals for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A, **as proposed by the applicant's CUP conditions dated 02.06.26 and related plans and supplemental attachments, revised as follows ____, ____, etc.**"

(Add any conditions the Planning Commissioners wish to include).

OR

Option C - Recommend Denial

"I move to recommend **denial** of the amendment of the conditional use permit to the Board of Zoning Appeals for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A"

OR

Other action deemed necessary by the Planning Commission.



Department of Planning and Zoning
Town of Vienna
127 Center Street, South
Vienna, Virginia 22180-5719
p: (703) 255-6341
email: DPZ@viennava.gov

STAFF REPORT ADDENDUM

Meeting Date: February 11, 2026

To: Planning Commission

From: Kelly O'Brien, Deputy Director

RE: Continuation of Discussion on Green Hedges School's Applications for a Conditional Use Permit and Modification of Site Plan Requirements

THIS MEMORANDUM IS AN ADDENDUM TO THE STAFF REPORT FOR THE JANUARY 14, 2026, PLANNING COMMISSION MEETING AND THE ADDENDUM PREPARED FOR THE JANUARY 28, 2026, PLANNING COMMISSION MEETING.

Background and Purpose of This Addendum

The Planning Commission has previously reviewed Green Hedges School's applications for an amendment to its existing Conditional Use Permit (CUP) and related Modifications of Site Plan Requirements at its meetings on January 14 and January 28, 2026. At those meetings, staff presented a comprehensive analysis of the proposal, and the Commission provided direction regarding areas requiring additional clarification, refinement, and potential conditions of approval.

This memorandum serves as a focused addendum to the January 14, 2026 staff report and the January 28, 2026 addendum. It is intended to address specific issues raised by the Planning Commission, summarize new or revised information received since the January 28 meeting, and highlight potential condition refinements for Commission consideration. Unless expressly modified herein, the analysis and findings contained in the prior staff reports remain applicable.

Continuation of Discussion on Green Hedges School's Applications for a Conditional Use Permit and Modification of Site Plan Requirements

Recap of January 28, 2026, Planning Commission Meeting

At the January 28, 2026, Planning Commission meeting, the Commission continued its review of Green Hedges School's applications for 1) an amendment to its existing Conditional Use Permit (CUP), and 2) modifications of site plan requirements.

For that meeting the applicant presented revised materials, in response to feedback from the January 14 meeting, including:

- A reduction in the proposed maximum enrollment from 225 to 217 students (current cap: 190).
- Expanded vegetated buffers, in which the proposed plan would meet the 15-foot code requirement along approximately 90 percent of the property perimeter, with limited deviations due to existing site constraints.
- Reconfigured parking and athletic field areas to accommodate increased buffering.
- Proposed installation of acoustic fencing along play areas, to mitigate noise impacts.
- Clarification of school hours, camp operations, gym use, rentals, and special events.
- Phasing language tying construction timing to enrollment increases.

Commission discussion on January 28th focused primarily on the following themes:

- **Noise Impacts:**
Commissioners expressed significant concern regarding existing and ongoing noise impacts on adjacent residential properties, and the potential for increased noise if there were an increase in the number of students. While acknowledging that the proposed acoustic fencing and enhanced buffering would help to mitigate the noise, several Commissioners indicated that additional assurance was needed that the proposed measures would result in meaningful and enforceable noise mitigation over time.
- **Buffers and Site Design:**
Commissioners recognized that there were improvements to buffer widths compared to earlier submissions but raised questions regarding vegetation type, density, year-round effectiveness, and the proximity of outdoor activity areas to residential property lines.
- **Enrollment Increase and Intensity of Use:**
Commissioners questioned whether the site could reasonably accommodate an increase in enrollment, even with proposed mitigation measures. Several Commissioners emphasized concerns about cumulative impacts over time and suggested that modernization of facilities be considered separately from enrollment increases, or that enrollment increases occur only after mitigation measures are implemented and evaluated.
- **Phasing and Conditions:**
Discussion centered on whether approvals, if recommended, should include

Continuation of Discussion on Green Hedges School’s Applications for a Conditional Use Permit and Modification of Site Plan Requirements

phased implementation with checkpoints or reevaluation prior to allowing enrollment increases or subsequent construction phases.

- **Gym Use and Rentals:**

Commissioners expressed concern about potential impacts from expanded gym rentals, particularly athletic leagues, and indicated a preference for clearly defined limitations to protect adjacent neighborhoods.

The Planning Commission did not reach consensus on the applications on January 28th and agreed to defer action to allow staff, in coordination with and independent of, the applicant, to develop refined draft conditions and options reflecting the issues raised, for further consideration at the February 11, 2026, meeting.

The applicant agreed to defer the Board of Zoning Appeals hearing to March 2026 to allow additional time for Planning Commission review.

Attachments to This Addendum

This addendum includes only materials that are new or revised since the January 28, 2026 Planning Commission meeting. Prior attachments from the January 14 and January 28 staff reports are not reattached to avoid duplication and unnecessary volume.

Updated Applicant Submittals

The applicant submitted revised materials on February 4, 2026, some with staff requested edits on February 6, 2026, intended to respond to issues raised by the Commission, particularly related to enrollment, buffering, noise mitigation, rentals, and enforceability of conditions. The updated submittal includes the following attachments:

- **Attachment 02:** *Applicant’s Letter to Planning Commission 02.04.26*
- **Attachment 03:** *Applicant Clean CUP Conditions 02.06.26*
- **Attachment 04:** *Applicant’s Buffer Planting Narrative 02.04.26*
- **Attachment 05:** *Applicant’s Revised Modifications Request Letter 02.06.26*

Key changes from previous submittals include:

- A further reduction in the proposed maximum enrollment from 217 to 210 students, either as a fixed cap or as a five-year rolling average.
- Phased enrollment increases tied to specific implementation measures, including issuance of an Occupancy Permit for the new academic building, installation of sound isolation fencing, and installation of additional buffer vegetation.

Continuation of Discussion on Green Hedges School's Applications for a Conditional Use Permit and Modification of Site Plan Requirements

- A commitment to install sound isolation fencing adjacent to outdoor play areas prior to commencement of Phase 1 construction.
- Phased installation of required buffer in Phase 1, with deferral of installation in locations where stormwater infrastructure must be installed in Phase 2 (approximately 104 linear feet adjacent to 434 Knoll Street).
- Proposed mitigation measures in deferred buffer area, including supplemental shrub planting to discourage activity adjacent to neighboring residential properties.

Additional Attachments

In addition to the updated materials submitted by the applicant, staff have included the following attachments:

- **Attachment 06:** *Optional CUP Conditions with no Enrollment Increase*

During the January 28, 2026, Planning Commission meeting, Commissioners expressed the potential for amending the CUP to reflect the proposed improvements to the campus without increasing the enrollment. This is a version of the applicant's conditions of approval with no increase to enrollment or staff for the Planning Commission to consider.

- **Attachment 07:** *Written Testimony Received from 01.28.26 to 02.04.26 at 4 pm*

At the end of the January 28, 2026, Planning Commission discussion on this application, the Commission set a deadline for additional written testimony to be accepted for the packet by no later than 4 pm on Wednesday, February 4, 2026. This attachment includes correspondence received between January 28th and the deadline.

- **Attachment 08:** *Staff Presentation*

The staff presentation includes proposed motions for 1) recommendation to the Town Council on the requested Modifications of Requirements and 2) recommendation to the Board of Zoning Appeals on the Conditional Use Permit.



Department of Planning and Zoning
Town of Vienna
127 Center Street, South
Vienna, Virginia 22180-5719
p: (703) 255-6341
email: DPZ@viennava.gov

STAFF REPORT ADDENDUM

Meeting Date: January 28, 2026

To: Planning Commission

From: Lyndsey Clouatre, Principal Planner

RE: Continuation of Discussion on Green Hedges School's Applications for a Conditional Use Permit and Modification of Site Plan Requirements

THIS MEMORANDUM IS AN ADDENDUM TO THE STAFF REPORT (ATTACHMENT 1) FOR THE JANUARY 14, 2026, PLANNING COMMISSION MEETING.

Recap of January 14, 2026, Planning Commission Meeting

At the January 14, 2026, Planning Commission meeting, staff presented Green Hedges School's applications for a Conditional Use Permit and Modification of Site Plan Requirements. Green Hedges School representatives then presented its overview of the proposal to enlarge the school's physical campus and enrollment and discussed means of addressing concerns expressed by neighbors. Such concerns included noise, buffering, and traffic impacts. The Planning Commission then opened the floor for public comments, wherein 20 speakers testified regarding the school's proposal.

Following questions and discussion with staff and Green Hedges School representatives regarding elements of the applications and neighbors' continued concerns, the Planning Commission decided to defer action on its recommendations to the Board of Zoning Appeals regarding the Conditional Use Permit and to Town Council regarding the Modification of Site Plan Requirements until the January 28, 2026, meeting. One purpose of the deferral was to allow additional time for data collection and analysis.

To support continued discussion at the January 28 meeting, members of the Planning Commission requested additional information from staff. The requested materials, along

Continuation of Discussion on Green Hedges School’s Applications for a Conditional Use Permit and Modification of Site Plan Requirements

with presentations from the January 14 meeting and additional public comments received after that meeting have been included as supplemental attachments, as detailed below:

- **Attachment 15:** Staff’s presentation from January 14, 2026 Planning Commission meeting
- **Attachment 16:** Green Hedges School’s presentation from January 14, 2026, Planning Commission meeting
- **Attachment 17:** Currently active approved uses and conditions (the current CUP provisions)
- **Attachment 18:** Raw data files for Green Hedges School’s vehicular arrivals and departure
- **Attachment 19:** Trip generation memo from the proposed (now withdrawn) redevelopment of the property at 128 Nutley Street NW. (Additional data was requested by a Planning Commissioner, but this material is all that staff has in our possession.)
- **Attachment 20:** Detailed reasoning from DPW staff for the addition and location of the staff-proposed mid-block crosswalk on Nutley Street NW
- **Attachment 21:** Raw data files for the noise analysis conducted by Green Hedges School
- **Attachment 22:** Additional comments received from members of the public regarding the applications from January 15 through January 23, 2026

Conditions to Consider

Based on public testimony, staff’s and Green Hedges School’s presentations, and the Planning Commission’s questions and comments, staff suggest that the Planning Commission consider recommending the following underlined conditions to the Board of Zoning Appeals, in addition to other condition suggestions covered in page 13 of the original staff report:

1. Requiring sound-attenuating fencing or other effective noise mitigation measures along the property boundaries, especially when adjacent to homes.
A common theme amongst testimony opposing growth at Green Hedges School is noise generated by students during recess and breaks. While Green Hedges School has proposed increasing the current buffer in some locations between the property

Continuation of Discussion on Green Hedges School's Applications for a Conditional Use Permit and Modification of Site Plan Requirements

and neighbors, staff are concerned that the proposed 6' wooden fence may not be adequate for noise reduction. There are several sound-absorbing fencing options on the market that are considerably thicker than a standard fence and either include acoustic mineral wool or are designed specifically to reflect the noise back to its source. Both options have the potential to mitigate the noise entering neighboring properties, though the Town may remain open to other effective methods.

2. Providing the required 15' buffer around the entirety of 415 Windover Avenue NW.

In consideration of the noise issues addressed above, staff recommend consideration of maintaining the required buffer around the property, including a buffer between 415 Windover Avenue NW and 206 Lewis Street NW in the event the school divests itself of this property in the future. While this approach may impact the proposed underground stormwater storage facility or other site-plan provisions, it will the distance between the neighbors and on-campus noise that the zoning code prefers, and additional room for vegetation (which may also add stormwater mitigation capacity). This component could be offered as a condition to the approved CUP, or it could be done by recommending denial of a modification of requirements for buffer.

3. Six-year timeline to initiate Phase 2.

Green Hedges School has proposed a 24-month validity period for the start of its project but has not indicated the validity period for the start of the second phase. Staff recommends consideration of a six-year timeline, from the date of approval of the CUP, to begin work on Phase 2 of the Green Hedges School improvements. Should work not commence after this time, the applicant would need to apply for approval of this portion of the CUP to begin work on this phase.

4. Establish a single framework for campus uses, including school activities, rental groups, etc.

This approach would supersede any previous conditions and would include hours of use and the number of permissible events per month. These conditions should address the use of all campus facilities, including the playing field and the proposed gymnasium.

Additional Information from Applicant

Staff received additional materials from the applicant at 4:10 p.m. on January 23, 2026. Due to the timing of submittal and the meeting posting requirements, staff has not had sufficient time to fully review or analyze these materials for inclusion in this addendum.

Continuation of Discussion on Green Hedges School's Applications for a Conditional Use Permit and Modification of Site Plan Requirements

The additional materials submitted by the applicant are included in the agenda packet as the following attachments:

- **Attachment 23:** Letter to Planning Commission 01.23.26
- **Attachment 24:** Clean CUP Conditions 01.23.26
- **Attachment 25:** Redlined CUP Conditions 01.23.26
- **Attachment 26:** 2026-01-23 Revised Layout Exhibit
- **Attachment 27:** Buffers with Adjacent Neighbors 01.23.26 (REV)
- **Attachment 28:** 2026.01.23_Buffer revision
- **Attachment 29:** 2026.01.21_Fence and planting illustrative

Any additional materials received after posting will be added as subsequently numbered attachments as they are received.



STAFF REPORT COVER SHEET

January 14, 2026

ATTACHMENT 01

Address:	415 Windover Ave NW	Case Number:	PF-1925356-CUP PF-1815108-SP
Meeting Date:	1/14/2026	Applicant:	Green Hedges School
Board/Commission:	Planning Commission	Owners:	Green Hedges School
Existing Zoning:	RS-12.5	Existing Land Use:	Institutional
Brief Summary of Request:	<p>Recommendations to</p> <p>1) Board of Zoning Appeals on request to amend an existing Conditional Use Permit to increase number of students from 190 to 225 and staff from 42 to 50.</p> <p>2) Town Council on request for modifications of site plan requirements related to lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, and bicycle parking.</p>		
Site Improvements:	<p>The existing facility is comprised of several buildings: the administrative center (or Kilmer House), the Rice Arts Center, a general-use field, a house used as the residence by the Head of School, an educational garden, and Kilmer Hall.</p> <p>The proposed phased improvements to the school site include the addition of a new gymnasium, a new athletic field, new playgrounds, the demolition of the Rice Arts Center, several smaller buildings, a new academic building on Windover Avenue, and the modernization of Kilmer Hall.</p>		
Size of Property:	197,416 square feet or 4.5 acres (Lot 0007 – 10,148 sf; Lot 0008A – 187,268 sf)		
Public Notice Requirements:	<ul style="list-style-type: none"> • Two signs were posted on the property, one at the entrance on Nutley Street NW and the other at the intersection of Lewis Street NW and Windover Avenue NW, on December 31, 2025 with the date of Planning Commission meeting and Board of Zoning Appeals (BZA) hearing. • Letters were sent on January 9, 2026, to adjacent, abutting and immediately across the street property owners/agents/occupants and subject property owners notifying them of the Planning Commission meeting and Board of Zoning Appeals hearing. The Town Council meeting date has not been set at this time. An email was sent to the applicant and property owner on January 2, 2026. • A letter was sent to the Fairfax County Department of Planning & Development on December 31, 2025, notifying them of the proposed case and meeting dates for the Planning Commission and Board of Zoning Appeals. • Advertisement for two successive weeks of the BZA meeting in a newspaper having paid general circulation in the Town prior to Board of Zoning Appeals meeting scheduled for Wednesday, February 18, 2026. 		
Official Submission Date of Approval:	On November 13, 2025, the conditional use permit application was deemed by staff to be complete.		
Deadline for Action:	The BZA should take action by February 11, 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. The applicant has indicated its support of the BZA hearing the case at its meeting on February 18, 2026.		

Brief Analysis		
PROPERTY HISTORY		
<p>The Green Hedges School parcel is located in northwest Vienna, bordered by Windover Avenue NW, Nutley Street NW, and Lewis Street NW. The property is zoned RS-12.5 (Single-Family Detached Residential, 12,500 sq. ft. minimum lot size). It lies just outside the boundaries of the Windover Heights Historic District.</p> <p>The campus includes multiple structures: the administrative center (or Kilmer House), the Rice Arts Center, a general-use field, a house used as the residence by the Head of School, an educational garden, and Kilmer Hall.</p> <p>Green Hedges has operated in Vienna since 1955. Its initial Conditional Use Permit (CUP) approval occurred in 1964, with several subsequent amendments modifying enrollment and site development rights and responsibilities over time. Confirmed Town records show CUP amendments in 1964, 1978, 1981, 1985, 1997, 2000, 2007, and 2017, addressing enrollment limits, building additions, parking, circulation, and operation hours.</p> <p>Under the currently approved CUP, the school is limited to a maximum enrollment of 190 students and a maximum of 42 full-time employees.</p>		
COMPATIBILITY WITH THE COMPREHENSIVE PLAN		
<p>The 2015 Comprehensive Plan Future Land Use Map (page 38) designates the property as Institutional, which includes public and private schools and similar educational facilities. This designation establishes that the use itself is appropriate for the site.</p> <p>However, the Comprehensive Plan also outlines broader goals relevant to evaluating a CUP amendment, including the need to ensure compatibility with surrounding residential areas. The proposed changes do not inherently conflict with the Institutional land use classification. Their compatibility depends on site design, traffic management, buffering, and operational conditions, all of which are addressed later sections of this report.</p>		
COMPATIBILITY WITH THE ZONING ORDINANCE		
<p>The parcel is zoned RS-12.5, which is a single-unit residential district. Within this zoning district, “School, Elementary, Middle, and High” is not a by-right use; it is permitted only through approval of a CUP pursuant to Chapter 18 of the Town Code. The Zoning Ordinance requires that a conditional use demonstrate compatibility with the surrounding residential district through appropriate scale, site design, operational management, circulation, buffering, and mitigation of off-site impacts. Compatibility must be evaluated based on measurable impacts and is addressed later in the report. Previous BZAs have found the use, in general, to be compatible, with the inclusion of conditions.</p> <p>In addition to the CUP amendment, the applicant has submitted a formal request for site plan modifications under Section 18-830 of the Zoning Ordinance. These requested modifications, which would allow the applicant to deviate from certain standard requirements/regulations on the site, include increased lot coverage, variation from required frontage improvements, relief from standard loading requirements, adjustments to parking lot landscaping, buffer modifications, and relief from long-term bicycle parking requirements.</p> <p>The requested site plan modifications and CUP amendments must be reviewed together, as approval of one is contingent upon compatibility and successful mitigation demonstrated in the other.</p>		
Attachments:	<ul style="list-style-type: none"> 01 – Staff Report 02 – Applications and Authorizations Conditional Use Permit: 03 – CUP Narrative 04 – CUP Plans 05 – Conceptual Building Plans 06 – Campus Plan and Supplemental Document (Traffic & Circulation, Buffers, & Stormwater) 07 – Redlined CUP Conditions 	<ul style="list-style-type: none"> Modifications of Requirements: 08 – Site Plan Modification Request Letter 11.03.25 09 – Green Hedges Site Development Plan 11.03.25 Additional Staff Materials & Public Comments: 10 – History of Applications and CUP Orders 11 – Complaints reported to Zoning Administrator as of 01.05.26 12– Relevant Regulations 13 – Public Comments 14 – Notification Affidavit
Author:	Kelly O’Brien, AICP, Deputy Director of Planning and Zoning	

I. INTRODUCTION

The Planning Commission is asked to consider two separate but interrelated applications submitted by Green Hedges School for 1) a Conditional Use Permit (CUP) amendment; and 2) related Modifications of Requirements. Green Hedges seeks to modernize portions of its campus, revise operational limits to enrollment and staffing, and modify certain zoning development standards that affect site layout and circulation. Because these applications are interrelated, they are being presented together for coordinated review. Nonetheless, the Planning Commission's task is to provide two recommendations, one for each application. The specific components, impacts, and compliance considerations for each application are discussed in detail in the subsequent sections of this report.

II. BACKGROUND

The Green Hedges School campus occupies approximately 4.5 acres across two parcels, 415 Windover Avenue NW and 206 Lewis Street NW, within the RS-12.5 residential zoning district (Figure 1). The combined campus includes academic buildings, administrative offices, the Rice Arts Center, outdoor recreation and play areas, a general-use field, landscaped open space, and a single-family residence used by the Head of School. The campus is surrounded primarily by single-family residential properties, with an established townhouse community located directly across Nutley Street NW. The property is situated just outside the boundaries of the Windover Heights Historic District.

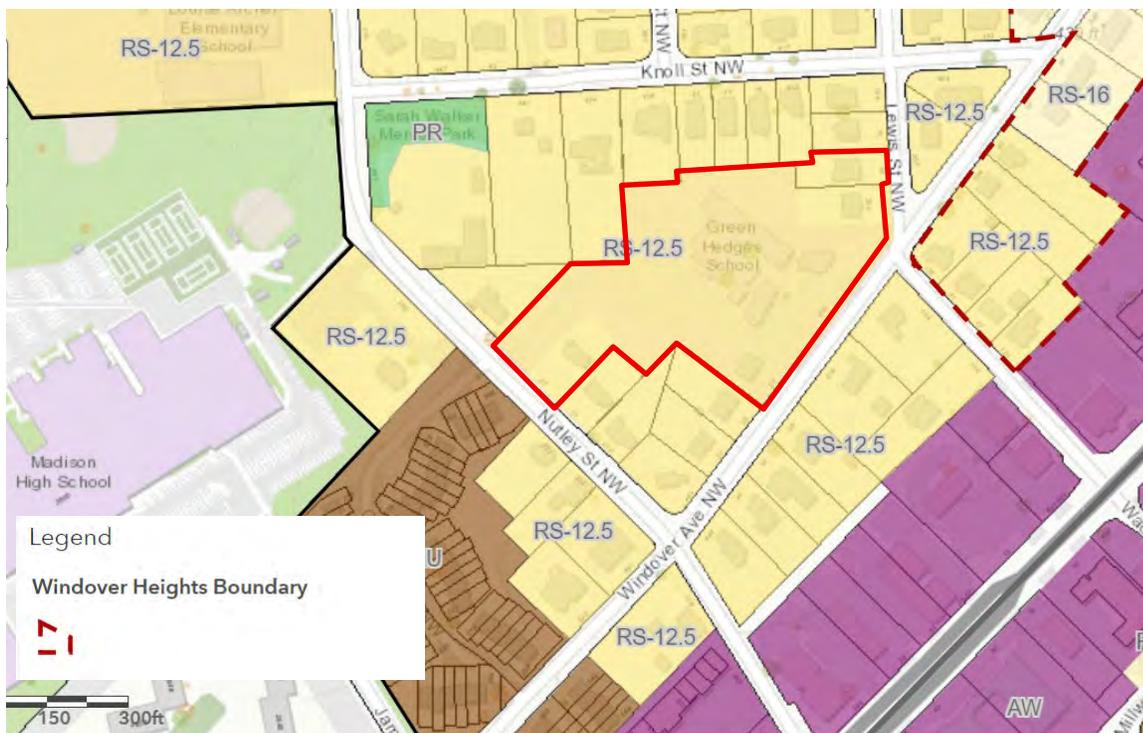


Figure 1 – Town of Vienna Zoning map with the Green Hedges School property outlined in red.

Planning & Zoning Staff Report to the Planning Commission
Meeting of January 14, 2026 - 415 Windover Ave NW - Green Hedges School
Page 4 of 14

As illustrated on the Town’s Comprehensive Plan Future Land Use Map (p. 38 of the Comprehensive Plan), the subject property is designated Institutional and Low Density Residential (Figure 2). Institutional areas in the Comprehensive Plan include public and private schools and related educational facilities that support community needs. Green Hedges School has occupied this site (with some changes to the school grounds) for 70 years, and the Land Use designation reflects the school’s continued role as an established institutional use within a predominantly residential context.



Figure 2 – Town of Vienna Future Land Use Map with Green Hedges School property outlined in red.

Green Hedges School has operated on the site since 1955 and has been subject to CUP oversight since 1964. As documented in Attachment 10 – History of Applications and CUP Orders, the school has applied and been approved for multiple CUP amendments and related actions between 1964 and 2017, reflecting incremental expansion of facilities, adjustments to enrollment, and changes to circulation, parking, and site layout. Early approvals focused on establishing enrollment limits, relocating parking to the rear of buildings, and addressing pickup/drop-off circulation on Windover Avenue and Nutley Street. Subsequent amendments in 1978, 1981, and 1985 increased enrollment to the currently permitted maximum of 190 students and established the staff limit of 30 employees. Later approvals in 1997 and 2007 authorized building additions, site plan modifications, stormwater improvements, parcel consolidation, and relocation of athletic and play facilities. The most recent action in 2017 permitted additional parking at 202 Lewis Street NW and increased staffing to 42 employees.

III. PROPOSAL

Conditional Use Permit

The Conditional Use Permit (CUP) amendment does not affect the school’s existing authorization to operate; rather, the applicant is requesting approval of changes to enrollment, staffing levels, building configuration, and associated site improvements. If the CUP amendment is not approved, the school will continue operating under the existing CUP conditions, including current enrollment and staffing caps.

The application proposes increasing maximum enrollment from 190 to 225 students and increasing full-time staff from 42 to 50, with both increases tied to issuance of an Occupancy Permit for a new academic building. The CUP also seeks approval to expand Kilmer Hall, construct a new academic building in place of the Rice Arts Center, develop a recreation field previously approved but not built, improve arrival and dismissal circulation, update stormwater facilities, and enhance landscaping and fencing along the school perimeter. No changes are proposed to the school's current hours of operation, extracurricular activities, or facility rental practices.

A narrative from the applicant describing the proposed operational updates, phasing, circulation, and campus improvements is included as Attachment 03. While the application outlines multiple project components, these elements are interrelated features of a single campus modernization effort and are not intended to be implemented independently of one another.

Furthermore, the proposed CUP amendment, in combination with the request for Modifications of Requirements, necessitates a new and updated site plan for the campus that would supersede previous CUP-related approvals. Because multiple earlier CUP orders remain in effect today, staff believes it is in the best interest of the school, the neighborhood, and the Town for the BZA's final decision on this application to clearly establish which components of prior CUP approvals remain applicable and which are superseded by the new approval. Clear determination of the controlling conditions will help ensure consistent administration, enforcement, and long-term operational certainty for all parties.

Further discussion of operational impacts, including traffic, buffering, stormwater, and site compatibility, is provided in later sections of this staff report.

Modifications of Requirements

In conjunction with the CUP, the applicant requests approval of several Modifications of Requirements under Section 18-830 of the Zoning Ordinance. These modifications relate to lot coverage, frontage improvements, loading, internal parking lot landscaping, perimeter buffers, and bicycle parking. Specifically, the applicant seeks to:

- increase permitted lot coverage from the previously approved 32.2% to 47.8%;
- modify required sidewalk and street section improvements along Lewis Street and Windover Avenue;
- waive the required loading space based on operational needs;
- allow deviation from the landscaped parking lot interior island requirements in order to accommodate underground stormwater management facilities located beneath the parking areas;
- adjust buffer widths while supplementing vegetation and fencing; and
- wave required long-term bicycle parking.

These requests are included because the proposed campus improvements, circulation reconfiguration, and stormwater upgrades cannot be accommodated within existing dimensional and design requirements. Because site layout, traffic circulation, buffering, and stormwater systems form the foundation of the CUP impact analysis, the Modifications of Requirements directly affect whether the proposed expanded enrollment and staffing can be accommodated without adverse impacts. The CUP amendment and the Modifications of Requirements must therefore be considered together, as approval of one is dependent on the

compatibility and mitigation measures achieved through the other. Detailed analysis of each modification request is provided in subsequent sections of this report.

IV. STAFF ANALYSIS

The Conditional Use Permit (CUP) amendment and associated Modifications of Requirements must be evaluated using the criteria set forth in the Town Code, including the findings required under §18-824.3, and for consistency with the Town's Comprehensive Plan. These standards require that the proposed use not adversely affect health or safety, that it not be detrimental to the public welfare or neighboring properties, that it be consistent with adopted land use policies, and that it meet all applicable use-specific and development standards. In addition, the requested Modifications of Requirements must demonstrate that the alternative design supports compatibility, mitigates impacts, and does not create new adverse conditions.

Sheet C-009A of the Site Development Plan (Attachment 09) contains the applicant's zoning compliance chart, summarizing how the proposed development compares to baseline code requirements. Staff has provided comments to the applicant noting needed revisions to this chart, particularly regarding loading space requirements and bicycle parking. For clarity, the plan set presents existing conditions and proposed conditions in two phases, which reflect the sequencing of construction and occupancy. To support the Commission's review, staff has grouped the relevant sheets by topic below:

- **Buffers:** See sheet C-010A
- **Canopy Coverage:**
 - Existing conditions see sheet C-005;
 - Phase 1 see sheet C-023;
 - Phase 2 see sheet C-036
- **Lot Coverage:**
 - Existing conditions see sheet C-012;
 - Phase 1 see sheet C-024;
 - Phase 2 see sheet C-037
- **Traffic Circulation:**
 - Existing conditions see sheet C-011;
 - Phase 1 see sheet C-025;
 - Phase 2 see sheet C-038

These sheets form the technical basis for staff's analysis of the CUP amendment and the requested modifications. They illustrate how the proposed campus improvements, circulation changes, and building expansions interact with dimensional standards, buffering requirements, stormwater placement, and pedestrian/vehicular movement. The following sections evaluate these elements in relation to the Town Code criteria, the Comprehensive Plan, and the anticipated operational impacts.

Consistency with the Comprehensive Plan

The Comprehensive Plan designates the Green Hedges property as Institutional, with a portion of the site adjacent to Lewis Street NW identified as Low Density Residential. This land use classification recognizes the long-standing presence of the school on the property and supports educational and community-serving institutional uses in established neighborhoods. Under this designation, modernization of the school's facilities and reinvestment in campus infrastructure

are generally consistent with the Plan's objectives, provided that physical improvements, circulation changes, and operational impacts remain compatible with surrounding residential properties.

The Comprehensive Plan also emphasizes broader policy goals relevant to the evaluation of a Conditional Use Permit amendment, including maintaining safe and efficient transportation networks, ensuring appropriate transitions between institutional and residential uses, and managing stormwater and environmental impacts in a manner that protects adjacent properties. The applicant's proposal includes new sidewalks, expanded internal circulation areas, enhanced buffering, improved stormwater management facilities, and reconfigured parking, all of which align with these guiding principles.

While the proposed improvements support several Comprehensive Plan goals, the requested increases in enrollment and staffing introduce additional operational considerations that must be evaluated for neighborhood compatibility, particularly with respect to traffic, stacking, and event activity.

Conditional Use Criteria

Final consistency with the Zoning Code depends not solely on the physical improvements and type of use, but also on whether the operational impacts associated with increased capacity can be mitigated through enforceable conditions and coordinated site design.

Zoning Ordinance *Sec. 18-824. - Conditional Use Permit* requires applicants to provide a statement of compliance with the four conditions for approval of Conditional Use Permits, and plans to control any potential impacts of the proposed use on the nearby community, including the following:

Noise Levels

The primary sources of noise on-site include outdoor play activities, athletic/recess periods, existing HVAC and mechanical equipment, vehicular activity during arrival and dismissal, and special events both during and outside of normal operating hours. The applicant proposes no change to the school's operating hours, outdoor programming, or event schedule that would elevate noise impacts beyond existing conditions, though staff notes the possibility that each outdoor program and event could involve, on average, more students. New mechanical systems associated with the expanded buildings will be required to meet the Town's noise ordinance at the property line and must be screened as part of site plan review.

Staff finds that general daytime noise associated with school functions remains compatible with the surrounding residential area, but recommends that final mechanical equipment locations and shielding be reviewed with the final site plan. Staff also recommends further discussion with the applicant regarding the noise impacts from special events, both during and outside of normal operating hours, as it is a continual area of concern for surrounding neighbors.

Odors

A trash enclosure exists on the site currently and the applicant has no plan to expand or modify the existing condition. Staff is unaware of any complaints related to odors. No odor-generating uses are proposed.

Trash and Litter

Trash generation will increase proportionally with increased enrollment and staff but will remain consistent with typical school operations. The existing dumpster location along the interior of the campus will be maintained, and the applicant proposes screening consistent with Town standards. Waste collection typically occurs during normal weekday hours and is accommodated on-site without blocking public streets; however, neighbors have recently submitted several complaints noting that trash pickup has occurred before 7 AM, which is a violation of the Town's noise ordinance (See Attachment 11). Staff notes that litter associated with outdoor events has been a periodic concern in the past; however, no change in event programming has been proposed, and the applicant notes existing litter management practices will continue. Staff recommend ensuring that final dumpster enclosure and access routes comply with screening and maneuvering standards at the site plan stage.

Loading and Unloading

The applicant requests relief from the Town's standard loading requirement. Deliveries to the school are limited and generally consist of box trucks or smaller vehicles that load on site during normal business hours. The school does not accommodate large freight deliveries. The applicant proposes to continue using designated interior parking areas for loading/unloading, ensuring activities do not occur in the public right-of-way.

Staff find that loading demands are modest and can be managed on-site but recommend that loading hours remain limited to weekday daytime hours and avoid conflicts with arrival/dismissal traffic.

Parking, Traffic and Circulation

Department of Public Works (DPW) staff reviewed the applicant's circulation plan and partial traffic analysis provided in the Campus Improvement Plan. Although a formal Traffic Impact Analysis (TIA) is not required, staff requested that an analysis be submitted due to the scale of the proposed enrollment and staffing increase. An official TIA was not submitted but some traffic analysis was included in the Campus Improvement Plan document (Attachment 06).

The analysis included both existing and proposed conditions along with mitigations for the proposed impacts. The applicant proposes 66 on-site parking spaces and a reconfigured internal circulation system designed to increase queueing capacity during peak arrival and dismissal periods. The Campus Improvement Plan includes geometric drawings demonstrating stacking between 62 and 74 vehicles depending on final adjustments.

While the proposed improvements will increase the number of students, thus the number of vehicles entering/exiting the development, the applicant is proposing mitigations to reduce impacts to the adjacent roadways. The applicant will be adjusting their drop-off process, modifying their drop-off/pick-up circulation, and increasing vehicular stacking capabilities. With these mitigations, staff believe the applicant has reduced the potential for stacking to overflow onto the adjacent roadways. Based on these details, DPW does not believe the proposed improvements will significantly impact the adjacent roadways and/or intersections.

As a part of the review process, DPW requested that the applicant add to its plan a mid-block pedestrian crosswalk across Nutley St NW. This improvement was requested at the specific location shown on the plan on Nutley St NW for the following reasons:

- Based on site observations within this area, there are numerous pedestrians crossing (mid-block) and at the specific location DPW requested the crosswalk, especially when James Madison High School is dismissed each afternoon.
- Placing a mid-block style crossing at this specific location will help reduce the vehicle-to-pedestrian conflict points versus placing it closer to/at the driveway entrance.
- It will also help provide space for the appropriate crosswalk signage and the space for a potential RRFB (pedestrian flashing signage) if determined necessary in the future.

Staff notes a distinction between routine daily traffic operations, which appear to be reasonably addressed through proposed mitigations, and occasional peak-demand events, for which insufficient analysis has been provided. It is unclear how the proposed increase in students and staff would affect special events where parents and others are on the campus in terms of both traffic and the demand for parking. Because amendment of a CUP is discretionary, staff recommend requiring a more complete operational analysis to ensure clarity regarding impacts. This is an area for Planning Commission and Board of Zoning Appeals exploration, especially considering that special events have been a source of neighborhood concern under the current CUP.

Use Capacity (Patrons, Students, Staff)

The applicant proposes to increase maximum enrollment from 190 to 225 students and the maximum number of full-time employees from 42 to 50, with both increases tied to the completion and occupancy of the new academic building. As outlined in the redlined development conditions, enrollment would remain capped at 190 students until an Occupancy Permit is issued for the new academic building, after which enrollment could increase gradually by no more than ten additional students per school year, up to the overall maximum of 225. Similarly, staffing would remain limited to 42 full-time employees until the new academic building is occupied, after which staffing levels could increase at a rate of no more than two additional full-time employees per year, up to a maximum of 50.

This phased approach distributes the impact of increased capacity over multiple years, allowing the Town to monitor the effect of incremental changes rather than accommodating the full increase at once. The applicant's circulation plan, parking reconfiguration, and expanded stacking capacity are based on these projected full-build figures. However, staff notes that while physical campus improvements alone do not generate traffic impacts, increases in students and staff directly influence daily arrival and dismissal activity, as well as occasional event-related parking demand. As stated previously, no formal Traffic Impact Analysis was submitted, though the applicant provided a partial operational assessment as part of its Campus Improvement Plan. Staff found this information helpful for understanding daily circulation flow, but observes that it does not quantify the potential effect of higher enrollment and staffing levels on special events, weekend programming, summer programming, or other activities outside the normal school day.

Because the amendment of a Conditional Use Permit is discretionary, and because Section 18-824.3 of the Town Code requires a finding that the proposed use will not adversely affect health,

safety, or neighboring properties, staff recommends that the Planning Commission and Board of Zoning Appeals evaluate whether the gradual increase in capacity is sufficiently supported by the proposed stacking, parking, and circulation improvements, and whether additional information or conditions may be appropriate to address event-related impacts.

Hours of Operation

No changes to existing hours of operation are proposed. The school's schedule currently aligns with typical daytime instructional hours, with limited after-school activities and events allowed under the existing CUP. Existing conditions governing outdoor activity, lighting, and community use will remain in effect unless modified by the Planning Commission or BZA.

Modifications of Requirements

Lot Coverage

The applicant requests an increase in lot coverage to approximately 47.8 percent, which exceeds both the RS-12.5 district maximum (25 percent) and the previously approved limit of 32.2 percent. According to the applicant, additional coverage is necessary to accommodate the proposed new academic building, the expansion of Kilmer Hall, internal circulation improvements, expanded stacking space, and new stormwater management facilities. While the increase is substantial, the applicant notes that comparable institutional uses in residential districts have been granted higher coverage levels under site plan and CUP approvals. Staff acknowledge that improved on-site circulation and the addition of comprehensive stormwater facilities may offset some impacts of increased impervious area; however, the change remains significant and requires careful consideration of downstream stormwater capacity, visual impact, and long-term maintenance responsibilities. Further evaluation by the Planning Commission and BZA is appropriate to determine whether the increased coverage maintains compatibility with the surrounding residential neighborhood.

Frontage Improvements

The applicant proposes to modify standard frontage improvements along Windover Avenue NW and Lewis Street NW. The requested modification would allow the sidewalk to shift partially internal to the site to preserve mature trees and achieve consistent pedestrian connections. DPW has separately requested the addition of a mid-block pedestrian crossing on Nutley Street NW based on observed safety concerns. The applicant has shown the crosswalk on the plans but indicates the Town would construct and fund it. Clarification is needed regarding responsibility for installation, signage, ADA ramps, and any potential future RRFB. Staff support improving pedestrian safety and maintaining continuity of the sidewalk network but recommends that the Planning Commission and BZA confirm the scope, responsibility, and timing of these improvements before acting on the modification request.

Loading Space

The applicant seeks relief from the requirement for one off-street loading space. Deliveries to the school occur infrequently and are typically accommodated by smaller vehicles during regular business hours. The applicant proposes to continue handling loading and unloading within interior drive aisles, away from public streets and outside peak arrival/dismissal times. Based on the school's operational profile, staff find that the loading demand is limited and can continue to be managed on-site without a dedicated bay, provided loading activity remains restricted to weekday daytime hours and avoids conflict with student arrival and dismissal. The Planning

Commission may consider recommending that these operational limits be incorporated as conditions.

Parking Lot Landscaping

The school requests modification of interior parking lot landscaping requirements due to the placement of new underground stormwater management facilities beneath both parking areas. These facilities prevent large canopy trees from being planted above them. The applicant proposes to meet the required perimeter landscaping while reducing interior island plantings. Staff recognize that the underground stormwater infrastructure provides significant functional benefits, but note that reduced interior planting may affect shade, heat-island mitigation, and visual screening. Staff recommend that the Planning Commission evaluate whether supplemental plantings around the perimeter or alternative species that can be accommodated above stormwater chambers would achieve the intent of the ordinance.

15-foot buffer

The applicant requests modification of the standard 15-foot landscaped buffer along portions of the campus perimeter. Approximately 44 percent of the site will meet the full buffer width, while the remaining buffer areas would be reduced to between 3 and 10 feet due to site constraints, mature vegetation, and circulation needs. The proposal includes supplementing narrow areas with additional vegetation and a 6-foot wooden fence to provide visual screening. Staff acknowledge that preserving mature trees and augmenting them with fencing can achieve effective buffering, but reduced widths warrant close review given the adjacency to single-family homes. The Planning Commission may consider requiring evergreen screening, minimum opacity standards (including during winter months), and long-term maintenance plans to ensure the reduced buffer continues to function as intended. The Planning Commission may also consider recommending a smaller reduction than that which is requested, or reductions in certain requested locations but not others.

Long-term bicycle parking

The applicant seeks modification of the requirement for long-term bicycle parking. As an elementary and middle school, the current demand for long-term bicycle storage is limited. The applicant proposes 20 short-term bicycle parking spaces and indicates that long-term storage can be accommodated inside a building if future demand arises. Staff find this approach reasonable given current usage patterns but recommend that the school be required to provide secure indoor storage upon demonstrated need, as part of administrative review, without requiring a new CUP amendment.

Summary of Complaint History and Compliance Status

The Department of Planning and Zoning maintains a record of complaints submitted by residents regarding Green Hedges School. The Zoning Administrator's log from 2022–2026 is included as Attachment 11.

The record reflects a mixture of confirmed zoning or CUP violations, unsubstantiated complaints, and operational concerns that do not constitute violations under the Town Code. While the Zoning Administrator did not find that many of the complaints were enforceable as zoning violations per Chapter 18 of the Town Code, or under the Conditional Use Permits, conditions

described may relate to neighborhood compatibility. The table in Attachment 11 includes only complaints reported directly to the Zoning Administrator; it does not capture complaints submitted through other channels. For example, the Vienna Police Department has received occasional noise-related calls, including reports of early-morning deliveries occurring before permitted hours. None of these calls resulted in a citation or enforcement action, other than reminding the contractors of the permitted hours of operation, but their occurrence provides additional context regarding how school operations are experienced by nearby residents.

Most documented zoning-oriented complaints fall into several recurring categories:

- (1) use of outdoor areas during times not permitted;
- (2) rental activity occurring outside buildings rather than indoors;
- (3) event-related parking and traffic impacts;
- (4) communication with neighbors; and
- (5) landscape buffer maintenance.

Where violations were confirmed, the Town issued Notices of Violation and required corrective actions, which the school implemented. Examples include restricting rental activity to interior spaces, ensuring that the use of the field complied with the weekday hours of 8:00 a.m. to 6:00 p.m., and correcting improper parking practices. In these cases, the Zoning Administrator verified compliance after corrective measures were taken.

Several other complaints were determined not to be violations. These included concerns about members of the public parking on public streets, occupied vehicles queuing temporarily within fire lanes during arrival and dismissal, informal use of outdoor areas by rental attendees or community members, overnight parking of operable private vehicles on school property, and lighting or fencing conditions that were deemed “vested” under earlier approvals. In each of these instances, the Town provided clarification to complainants regarding what is and is not regulated under the existing CUP and Zoning Ordinance.

A smaller number of complaints identified erosion of previously approved canopy coverage. These were initially confirmed as violations of the approved 2017 site plan due to the removal of trees on campus without a new tree canopy coverage analysis. Research into what corrective measures may be needed is on-going. The site plan submitted for this application contains documentation of the canopy coverage that was not previously available.

Staff notes that many complaints relate to event parking, an issue that is highly sensitive in residential areas but is not, in itself, a zoning violation unless parking occurs on unapproved surfaces or in a manner that blocks access aisles. Parking on public streets is permitted, and the Green Hedges School cannot prevent members of the public from parking legally on the street during school events. The school has shared with the Town examples of communications to event attendees to park on campus or in a designated off-site parking lot. The frequency and pattern of these complaints illustrate that event management is a primary point of friction between the school and nearby residents. This aligns with the Transportation staff’s recommendation that event-related parking and traffic be specifically addressed as part of Planning Commission and BZA review.

In summary, while the majority of the complaints recorded between 2022 and 2026 did not constitute zoning or CUP violations, the cumulative record demonstrates that event management, communication, parking logistics, and maintenance of buffers are recurring areas of concern for adjacent residents. As the Commission evaluates the CUP amendment and Modifications of Requirements, these recurring themes can assist in determining whether additional conditions, updated communication protocols, enhanced landscaping, or event-specific management provisions are warranted to ensure compatibility consistent with §18-824.3 of the Zoning Ordinance.

V. CONDITIONS OF APPROVAL

The applicant has submitted a redlined version of the school's existing development conditions, which incorporates proposed changes to enrollment, staffing, hours, phasing, and operational commitments (Attachment 07). Staff have reviewed these proposed conditions and recommends that the BZA consider adopting updated conditions that provide clear, consolidated direction for future administration and enforcement.

Because multiple CUP orders remain in effect today, and because several past approvals contain conditions that have become outdated, staff recommend including an explicit condition stating that the conditions approved with this application supersede all prior CUP-related approvals. This will ensure that the Town, the applicant, and nearby residents have a single, authoritative set of conditions governing operations, enrollment, staffing, event management, buffering, circulation, and campus improvements.

Such a condition could read as follows:

"The conditions approved with this CUP amendment supersede and replace all conditions from prior CUP approvals for Green Hedges School. Upon approval of this application, only the conditions established herein shall govern the use and development of the property."

This language promotes administrative clarity, eliminates contradictory legacy provisions, and streamlines enforcement.

Staff further recommends that the Planning Commission and BZA consider whether additional conditions are warranted to address recurring neighborhood concerns, including:

- timing and communication of special events
- maintenance of required tree canopy, buffers and screening
- adherence to prescribed arrival/dismissal procedures
- enforcement of trash collection hours
- ongoing evaluation of event parking demand

These are not proposed as conditions but are recommended areas for Planning Commission and BZA discussion and refinement.

VI. REQUIRED COMMISSION/BOARD APPROVALS

The process for review and approval or denial of an application for a Conditional Use Permit (CUP) is outlined in Section 18-824 of the Town Code. After initial staff review, the Planning Commission reviews the application in order to make a recommendation to the Board of Zoning Appeals, per Section 18-824.6.D. The Board of Zoning Appeals, per Section 18-824.6.E., reviews the application, along with the Planning Commission recommendation and public testimony, and makes the final decision. It also includes any conditions that it believes to be necessary.

Per Section 18-824.4, 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.

The process for review and approval or denial of an application for a Modification of Requirements is outlined in Section 18-830 of the Town Code. After initial staff review, the Planning Commission, per Section 18-830.2.C., reviews the application, taking into account consistency with the Comprehensive Plan and the integrity of the Town code. The Commission then prepares a recommendation to the Town Council, which makes the final decision, taking into account the Planning Commission recommendation.

There is no directed timeline for the Modification of Requirements process.



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

February 4, 2026

VIA E-MAIL

Planning Commission
Town of Vienna
127 Center Street S
Vienna, Virginia 22180

Re: Green Hedges School, Inc.
Conditional Use Permit and Site Plan Modifications
PF-1925356-CUP
PF-1815108-SP

Dear Planning Commissioners:

In response to the discussion at the January 28, 2026 Planning Commission meeting, I have enclosed revised proposed Conditional Use Permit (CUP) conditions for your consideration. The School seeks to carry forward conditions that were previously adopted by the Board of Zoning Appeals as may be applicable, provide additional commitments, and address community and Commissioner comments, particularly related to increased enrollment, buffers, sound mitigation, and rentals.

Enrollment

The School proposes to lower its requested enrollment cap to 210 students or commit to a 5-year average of 210 students. These two options are included in the enclosed draft CUP conditions. The School has been approved for a maximum of 190 students since 1985. The School's initial submission proposed a maximum of 225 students, which the School now proposes to reduce to 210. Should the cap be reduced below 210 students, the School's plan is no longer executable. Should the cap be preferred to the averaging proposal, the School proposes to phase in students such that no more than 10 additional students per year, up to a maximum of 210 students.

Buffers

The School proposes to provide landscaping buffers in Phase 1 to the greatest extent possible. The buffers can be planted in Phase 1, except for approximately 104 linear feet adjacent to 434 Knoll Street. The full buffer cannot be accommodated in Phase 1 in this limited area due to required grading, berm construction, and stormwater management infrastructure that needs to be installed in this area in Phase 2. Except for this limited area, the proposed buffers are proposed to be installed in conjunction with Phase 1, prior to any proposed increase in enrollment. The

School proposes to install shrubs in this area to prevent children from playing directly adjacent to the neighboring property. I have enclosed additional information on the proposed buffer planting plan and potential species.

Sound Mitigation

Given existing weather conditions, and the lack of any outdoor School activity, additional information cannot be provided until the School can work with a sound consultant to finalize a detailed recommendation for implementation. The School is working with Polysonics on this effort. The School understands that any recommendation from the Planning Commission may advise that additional information be provided in advance of a vote by the Board of Zoning Appeals.

Polysonics will perform an on-site noise survey using precision sound testing equipment and perform a visual inspection of topographical and environmental conditions affecting noise conditions. Polysonics will then recommend noise abatement solutions to mitigate noise levels. Irrespective of additional analysis, as stated to the Planning Commission, and as memorialized in the proposed CUP conditions, the School proposes to install sound isolation fence membrane as soon as possible, and before commencement of the construction of the New Academic Building.

The School understands the interest in improving existing conditions, but additional information must be confirmed with respect to construction details including, but not limited to, the location of any necessary new fence footers, potential interaction with stormwater management and vegetative buffers, as well as the need to obtain Board of Architectural Review approval. Given the need to confirm these details, the School wants to avoid setting a well-intentioned deadline that is not achievable based on legitimate engineering constraints.

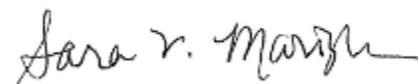
Rentals

The School has updated the proposed conditions to prohibit rental of the gym to youth basketball teams.

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

Very truly yours,

ODIN, FELDMAN & PITTLEMAN, P.C.



Sara V. Mariska

Enclosures

cc: Peter Barrett Jessica Brandt
 Jessica Wadlow Mike Huber

#6606098v1

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

February 6, 2026

1. Enrollment shall be limited to 210 students. Enrollment shall not exceed 190 students until such time as the school complies with the following: a) Occupancy Permit is issued for the New Academic Building; b) sound isolation fence membrane is installed adjacent to the playground and newly-situated field; and c) additional buffer vegetation is installed consistent with the attached Exhibit (collectively “Enrollment Increase Triggers”). After demonstrating compliance with the Enrollment Increase Triggers, no more than 10 additional students beyond 190 students may be added per school year, up to a maximum of 210 students.

OR

Enrollment shall not exceed 210 based on a 5-year average. Enrollment shall not exceed 190 students until such time as the school complies with the following: a) Occupancy Permit is issued for the New Academic Building; b) sound isolation fence membrane is installed adjacent to the playground and newly-situated field; and c) additional buffer vegetation is installed consistent with the attached Exhibit (collectively “Enrollment Increase Triggers”).

2. A maximum of 50 full-time equivalent employees shall be permitted. Subsequent to the approval of this Conditional Use Permit (“CUP”), no more than two (2) additional full-time employees may be added per school year, up to a maximum of 50 full-time employees.
3. The hours of school activities shall be as follows:
 - School Hours of Operation are permitted from 7:00 AM to 6:00 PM, Monday through Friday.
 - Extracurricular Activities and school events are permitted until 9:00 PM during the week, between 9:00 AM to 5:00 PM on Saturdays, and 9:30 AM to 2:00 PM on Sundays.
 - Summer camps, which may be operated by Green Hedges School or others, are permitted from 7:00 AM to 6:00 PM, Monday through Friday.
 - Rental of the School’s facilities shall be limited to 6:00 PM to 9:00 PM Monday through Friday; 9:00 AM to 5:00 PM on Saturday, and 9:30 AM to 2:00 PM on Sundays. No rental to youth basketball teams shall be permitted. No rental of the newly-situated field for youth sports teams shall be permitted.

- Grade level, divisional (Montessori, Lower School, and Middle School), and all-school events are permitted from 7:00 AM to 6:00 PM, Monday through Friday. Abutting property owners must be notified in writing a minimum of one (1) week in advance.
 - Special events beyond those listed above are limited to a maximum of twelve (12) events per year. Events must not extend beyond 9:00 PM, with departures occurring by 9:30 PM. Abutting property owners must be notified in writing a minimum of one (1) week in advance.
4. The School shall install sound isolation fence membrane adjacent to the playground prior to commencing construction for the first phase of development.
 5. Prior to issuance of an Occupancy Permit for the gym/multipurpose room, the School shall demonstrate that the buffers approved with this CUP have been installed.
 6. All canopy, understory and shrub species proposed to be planted in the buffers must be species appropriate for the anticipated post development conditions of aspect, exposure (light/shade), hydrological conditions, and contained within the area allotted for vegetative buffer. A landscape buffer maintenance plan shall be provided to demonstrate the ability of the School to provide consistent buffer functions as vegetation matures and replacement of materials due to neglect, injury, age, pest, and disease. Understory trees and shrubs should primarily be composed of species with flat-scale and broadleaf type evergreen foliage (e.g. ilex, juniperus, thuja, etc. species). Understory and shrub species with uniform foliage density throughout their mature height should be prioritized to provide consistent screening functions. Spacing and location of all buffer materials shall be such that competition for resources shall be mitigated to the greatest extent possible while providing for uniform development of buffer vegetation within the approved buffer areas.
 7. The School shall continue to mitigate any negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the School's facilities. The School shall provide off-street parking for all such activities.
 8. The School will provide priority scheduling for use of facilities to Town of Vienna youth teams, clubs and organizations. The School will also charge a reduced rate to Town of Vienna groups.
 9. Construction of improvements may be phased; the first phase of construction shall begin within 24 months of the approval of this CUP.
 10. Upon the issuance of the first new Certificate of Occupancy for the School subsequent to approval of this CUP, the School shall be required to receive approval of a site plan for a subsequent phase of development within 24 months.

OR

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

11. The School shall comply with the Tree Preservation Plan approved in any final site plan. Should encroachment into a tree preservation area identified on an approved final site plan occur, the School shall be required to submit a mitigation plan to the Town of Vienna Urban Forester which will list remedial measures and the time within which measure will be completed by the School to ensure the continued preservation of existing trees.
12. The School will include arrival and dismissal procedures in the Parent and Guardian Handbook which is distributed annually and upon enrollment for any student who begins after the first day of the school year.
13. Prior to final site plan approval for any phase of construction, Town Staff will review the location and screening of all mechanical equipment.
14. Prior to final site plan approval for any phase of construction, Town Staff will review dumpster location and screening.
15. Loading may occur between 7:00 AM and 6:00 PM, Mondays through Fridays.
16. Should a demonstrated need arise, the School will provide secure indoor bike storage without necessitating amendment of this CUP.
17. An administrative review shall be conducted to ensure compliance with all adopted CUP conditions within four (4) months of approval of this CUP. Thereafter, an administrative review will be conducted on a yearly basis.
18. The conditions approved with this CUP will supersede and replace all conditions from prior CUP approvals for the School. Upon approval of this CUP, only the conditions approved herein will govern the use and development of the property.

#6607936v1

Green Hedges School Buffer Planting Narrative

February 4, 2026

The buffer planting plan will use a layered combination of large canopy trees, understory trees, and evergreen or semi-evergreen shrubs, with final selections to be made from the approved lists. This mix will provide long-term height, mid-level structure, and year-round screening, while supporting ecological goals and maintaining a natural appearance. The planting palette will include both native and adaptive species to ensure resiliency and suitability to site conditions. Although specific species have not yet been chosen, all plants will be selected from the list below:

Large Canopy Trees:

Common Name	Scientific Name
Swamp White Oak	<i>Quercus bicolor</i>
Bur Oak	<i>Quercus macrocarpa</i>
Swamp Chestnut Oak	<i>Quercus michauxii</i>
Pin Oak	<i>Quercus palustris</i>
Willow Oak	<i>Quercus phellos</i>
Northern Red Oak	<i>Quercus rubra</i>
Post Oak	<i>Quercus stellata</i>
American Linden	<i>Tilia americana</i>

Understory Trees:

Common Name	Scientific Name
Sweetbay Magnolia	<i>Magnolia virginiana</i>
Deodar Cedar	<i>Cedrus deodara</i>
Atlas Cedar	<i>Cedrus atlantica</i>
Nellie Stevens Holly (tree form)	<i>Ilex</i> × ' <i>Nellie Stevens</i> '

Shrubs:

Common Name	Scientific Name
Inkberry Holly	<i>Ilex glabra</i>
American Holly	<i>Ilex opaca</i>
Wax Myrtle	<i>Morella cerifera</i>
Fragrant Sumac	<i>Rhus aromatica</i>



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

Revised
July 28, 2025
November 3, 2025
February 6, 2026

VIA E-MAIL

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 revised 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 significant time refining its proposal. As discussed with Town Staff, the School is submitting a new Site Plan for review and concurrent Conditional Use Permit (CUP) 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 25% to 47.8%

The Zoning Ordinance allows a maximum of 25% coverage in the RS-12.5 District. As of 2017, the School was approved for 31.1% 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, the building has been reduced to 1-story. A new building is proposed to replace the Rice Arts Center. 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 underground 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 the proposed site modifications, the School can 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 projected volumes.

A request to modify lot coverage is common for institutional uses within a residential zoning district in the Town. For example, Vienna Baptist Church at 541 Marshall Street SW is approved for up to 45% lot coverage, Louise Archer Elementary School at 324 Nutley Street NW is approved for up to 53.47% lot coverage, and Vienna Presbyterian Church is approved for up to 56.4% 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 lasts approximately 15 minutes, or less. The proposed modifications do not change the School’s loading needs and as such do not 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 90% of the Subject Property will comply with the minimum 15-foot requirement. The remaining 10% of the perimeter of the Subject Property is constrained by the location of existing structures, including a large shed, retaining walls, and underground stormwater management facilities. The School proposes to provide buffers in conformance with a Buffer Exhibit, revised January 23, 2026 and Buffer Planting Narrative, dated February 4, 2026.

In areas where the 15-foot width cannot be accommodated, the School proposes to add plantings beyond what currently exists. All of the buffers shown on the exhibit will be installed in the first phase of construction with the exception of approximately 104 linear feet of property adjacent to 434 Knoll Street. Installing the full 15-foot buffer in this area is not possible in Phase 1 due to grading and berming necessary for stormwater management that will be installed in a later phase. The School proposes to install shrubs adjacent to that limited area in Phase 1 to provide a barrier between children and the property line.

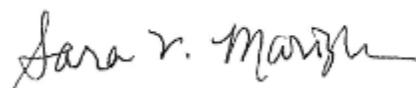
Additionally, the School proposes to provide sound isolation fence membrane, such as Acoustiblock or similar material, adjacent to exterior play areas.

- 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 & PITTLEMAN, P.C.



Sara V. Mariska

Enclosures

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

#6525249v1

OPTIONAL DRAFT CONDITIONS
(No enrollment increase)

ATTACHMENT 06

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

February 6, 2026

1. Enrollment shall be limited to 190 students.
2. A maximum of 42 full-time equivalent employees shall be permitted.
3. The hours of school activities shall be as follows:
 - School Hours of Operation are permitted from 7:00 AM to 6:00 PM, Monday through Friday.
 - Extracurricular Activities and school events are permitted until 9:00 PM during the week, between 9:00 AM to 5:00 PM on Saturdays, and 9:30 AM to 2:00 PM on Sundays.
 - Summer camps, which may be operated by Green Hedges School or others, are permitted from 7:00 AM to 6:00 PM, Monday through Friday.
 - Rental of the School's facilities shall be limited to 6:00 PM to 9:00 PM Monday through Friday; 9:00 AM to 5:00 PM on Saturday, and 9:30 AM to 2:00 PM on Sundays. No rental to youth basketball teams shall be permitted. No rental of the newly-situated field for youth sports teams shall be permitted.
 - Grade level, divisional (Montessori, Lower School, and Middle School), and all-school events are permitted from 7:00 AM to 6:00 PM, Monday through Friday. Abutting property owners must be notified in writing a minimum of one (1) week in advance.
 - Special events beyond those listed above are limited to a maximum of twelve (12) events per year. Events must not extend beyond 9:00 PM, with departures occurring by 9:30 PM. Abutting property owners must be notified in writing a minimum of one (1) week in advance.
4. The School shall install sound isolation fence membrane adjacent to the playground prior to commencing construction for the first phase of development.
5. Prior to issuance of an Occupancy Permit for the gym/multipurpose room, the School shall demonstrate that the buffers approved with this CUP have been installed.

OPTIONAL DRAFT CONDITIONS
(No enrollment increase)

6. All canopy, understory and shrub species proposed to be planted in the buffers must be species appropriate for the anticipated post development conditions of aspect, exposure (light/shade), hydrological conditions, and contained within the area allotted for vegetative buffer. A landscape buffer maintenance plan shall be provided to demonstrate the ability of the School to provide consistent buffer functions as vegetation matures and replacement of materials due to neglect, injury, age, pest, and disease. Understory trees and shrubs should primarily be composed of species with flat-scale and broadleaf type evergreen foliage (e.g. ilex, juniperus, thuja, etc. species). Understory and shrub species with uniform foliage density throughout their mature height should be prioritized to provide consistent screening functions. Spacing and location of all buffer materials shall be such that competition for resources shall be mitigated to the greatest extent possible while providing for uniform development of buffer vegetation within the approved buffer areas.
7. The School shall continue to mitigate any negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the School's facilities. The School shall provide off-street parking for all such activities.
8. The School will provide priority scheduling for use of facilities to Town of Vienna youth teams, clubs and organizations. The School will also charge a reduced rate to Town of Vienna groups.
9. Construction of improvements may be phased; the first phase of construction shall begin within 24 months of the approval of this CUP.
10. Upon the issuance of the first new Certificate of Occupancy for the School subsequent to approval of this CUP, the School shall be required to receive approval of a site plan for a subsequent phase of development within 24 months.

OR

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

11. The School shall comply with the Tree Preservation Plan approved in any final site plan. Should encroachment into a tree preservation area identified on an approved final site plan occur, the School shall be required to submit a mitigation plan to the Town of Vienna Urban Forester which will list remedial measures and the time within which measure will be completed by the School to ensure the continued preservation of existing trees.
12. The School will include arrival and dismissal procedures in the Parent and Guardian Handbook which is distributed annually and upon enrollment for any student who begins after the first day of the school year.

OPTIONAL DRAFT CONDITIONS
(No enrollment increase)

13. Prior to final site plan approval for any phase of construction, Town Staff will review the location and screening of all mechanical equipment.
14. Prior to final site plan approval for any phase of construction, Town Staff will review dumpster location and screening.
15. Loading may occur between 7:00 AM and 6:00 PM, Mondays through Fridays.
16. Should a demonstrated need arise, the School will provide secure indoor bike storage without necessitating amendment of this CUP.
17. An administrative review shall be conducted to ensure compliance with all adopted CUP conditions within four (4) months of approval of this CUP. Thereafter, an administrative review will be conducted on a yearly basis.
18. The conditions approved with this CUP will supersede and replace all conditions from prior CUP approvals for the School. Upon approval of this CUP, only the conditions approved herein will govern the use and development of the property.

Written Testimony Received

Continued request for recommendation to the Board of Zoning Appeals on a request to amend an existing Conditional Use Permit, and to Town Council on a request for modifications of site plan requirements for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Zoning District.

Testimony Number	Name of Submitter	Address of Submitter
1.	David Welch	412 Knoll Street NW
2.	Katherine Welch	412 Knoll Street NW
3.	Ashit Vora	122 Cherry Circle SW
4.	Penny Oszak	221 Nutley Street NW
5.	Penny Oszak	221 Nutley Street NW
6.	Penny Oszak	221 Nutley Street NW
7.	Elizabeth DiFrancisco	434 Knoll Street NW
8.	Edward & Melissa Maillett	214 Nutley Street NW
9.	Penny Oszak	221 Nutley Street NW
10.	Penny Oszak	221 Nutley Street NW
11.	Penny Oszak	221 Nutley Street NW
12.	Elizabeth DiFrancisco	434 Knoll Street NW
13.	Tony Zhang & Ying Huang	424 Knoll Street NW
14.	Edward & Melissa Maillett	214 Nutley Street NW
15.	Penny Oszak	221 Nutley Street NW
16.	Penny Oszak	221 Nutley Street NW
17.	David Welch	412 Knoll Street NW
18.	William DuRoss	416 Knoll Street NW
19.		
20.		
21.		
22.		
23.		
24.		

From: [REDACTED]
To: [Murphy, Jennifer](#); [O'Brien, Kelly](#); [Levy, David](#)
Subject: Public comment - Green Hedges
Date: Tuesday, February 3, 2026 11:05:44 AM

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

To the town of Vienna Planning Commission:

Please let me begin by acknowledging your tremendous investment in time and attention to the matter of Green Hedges' proposed expansion and redevelopment. I have only a passing familiarity with your "regular business" but can see clearly how much this proposal and the process surrounding it differ from the standard. Thank you.

I would like to share a few reactions to the January 28 discussion.

I appreciate that the Commission spent considerable time discussing whether to recommend a revised CUP that included additional students and faculty ("growth"). As I have made clear in previous comments, it is this request for growth that concerns me above all else.

I understand Commissioners hold a variety of views on this question. Some expressed strong beliefs that Green Hedges should not be allowed additional students and faculty. I believe others offered a more nuanced view that *some* growth *might* be reasonable *provided* the school sufficiently mitigated the impact (particularly noise-related impact). For the reasons noted below, I urge those on the committee who might currently be open to additional growth to reconsider.

I am confident we would all agree (even, perhaps, the school?) that there is a limit on the student/faculty density that the Green Hedges property can support. No one would suggest 300-400 students could be supported on the school's ~4-acre lot. Such a proposal would be patently absurd because the mitigations required to "preserve" the neighborhood would be so extreme as to themselves destroy it: 15-foot sound barriers, roadway widening, 80% lot coverage, etc.

Provided the commission agrees that there is, in fact, some limit, then the question becomes whether we have already reached that limit for *this organization* in *this town*. I propose the following questions are useful in this regard:

- Are Green Hedges' current operations already causing material disruption to the

local neighborhood?

- If unmitigated, would any proposed changes (“growth”) have a realistic potential to increase the disruption to the neighborhood?
- Does the town have high confidence that any proposed mitigations to manage additional disruption would be both verifiably effective in this context *and* minimally disruptive?
- Are there adequate mechanisms to independently monitor compliance and for the town to meaningfully ensure/enforce accountability with respect to any new CUP requirements?
- Has the organization demonstrated a sustained history of being both willing and able to live up to the requirements/constraints imposed by a CUP of this nature in this residential neighborhood?

I submit that the answers to all these questions compel you to disallow additional growth: The neighborhood has already reached a breaking point under the existing CUP (while Green Hedges may not be solely responsible for this breaking point, we nevertheless find ourselves here); Absent any effective mitigations, growth will absolutely exacerbate the negative impacts imposed on the community. Mitigations will - at best - simply maintain the currently unsustainable status quo. The town has (to date) had no effective way of monitoring or enforcing ongoing accountability. Finally, the school’s long history of non-compliance and “this is the last time” requests has destroyed any institutional credibility that might otherwise make a “trust us, we care” argument plausible.

Unfortunately, Green Hedges' actions demonstrate that their concern for the town’s rules (or their neighbors!) surfaces only when they need something from this commission or the town. Green Hedges' initial 2022 submission reflected no material changes despite neighbors repeatedly raising concerns about building size/location, noise, density, traffic, etc. After the commission did not recommend their initial plan, the school relented and made (a few) changes. However, please consider that these changes reflect literally the bare minimum they think is necessary to secure your approval, not an example of “finding a solution that works for everyone”. For example, they propose installing noise abatement fencing only for ~50% of the abutting properties and rely upon neighbor-owned privacy fences for the others — even those properties like ours which would face substantial noise increases because of the new playground location!

The decision before you now on whether to allow additional growth is a rare moment - perhaps the only one left - where the town and our community have the opportunity to

enforce real accountability for this institution's last 40 years of broken promises and false assurances.

Thank you for your attention, patience, and public service.

David Welch

412 Knoll St NW

Murphy, Jennifer

From: Katherine Welch [REDACTED]
Sent: Wednesday, February 4, 2026 11:47 AM
To: Murphy, Jennifer; Levy, David; O'Brien, Kelly
Subject: Public comment about Green Hedges (K. Welch/412 Knoll)

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

Dear Commissioners,

Ahead of next week's meeting and likely vote on Green Hedge's site plan and requested CUP changes, I would like to provide some final thoughts. As always, I'm grateful for the seriousness with which you are taking the neighbors' concerns, viewpoints, and general welfare.

Yesterday afternoon, I took a moment to view my property line from the Green Hedges' side. Living at 412 Knoll St, I own one of the properties that Green Hedges maintains already has a compliant 15' buffer. I had suspected that we didn't but didn't know for certain until yesterday. Attached below are pictures of what I found. The tape measure is stopped right at 15' from the property line (the chainlink fence, which is just visible if you zoom in and look at the base of our privacy fence). As you can see, at best, we have a 8-9' buffer. It is even narrower in other locations (pictured). The vegetation you see on the ground is from a holly tree that's branches are drooping to the ground. We have just two mature trees between our properties, two more close enough that they help provide a modest buffer, and a couple/few smaller trees like the holly tree. One of the two mature trees will need to be felled soon per an arborist. Although I didn't have the opportunity to walk the property line, I feel confident in saying that the buffers for at the least the next couple of houses are very similar to ours and also fall well short of the 15' mark. Further, I now understand why I get soccer balls in my backyard so frequently: As you can see, Green Hedges has placed a soccer goal 11' from my property line.

Again, Green Hedges maintains we already have a 15' buffer. Further since we have a 6' privacy fence (that we erected), they are not proposing Acoustiboard panels. Therefore, any sound mitigation they are proposing will have **no** effect on the sound on our property. Any sound study meant to show the positive effects of sound mitigation is entirely irrelevant to our property. There will be **no** improvement based on Green Hedges' current proposal. However, there **will** be change. It will get **worse** because Green Hedges' proposal includes placing a playground adjacent to our property.

Greater than my concerns about the sound is what this says about Green Hedges' relationship with the neighborhood. Despite hearing repeatedly that the neighbors have concerns about noise, not only does their plan remain wholly inadequate, but they are trying to pass off obvious noncompliance as compliance. A number of commissioners at the 1/28 meeting wondered aloud why Green Hedges hadn't already improved buffers, why the promise of buffers seemed like it was contingent upon approval of their site plan. I will add to that musing by asking why even their current plan is so wildly inadequate and flagrantly noncompliant, even in the face of intense scrutiny. Did they think we wouldn't notice? Being a good neighbor isn't just saying that you are; it's being truthful about where you are falling short and making meaningful change willingly and without requiring something in exchange.

Some commissioners, though falling short of saying that Green Hedges has reached the capacity their current lot can handle, acknowledged that there IS a cap. I urge you again to consider that **we are there now**. Green Hedges' proposals have long been met with neighbor concerns and questions, but this level of sustained resistance from the neighborhood writ large is new and should be precisely the kind of signal the Commission should be looking for that indicates when we have reached the tipping point. I respectfully request that you do not approve **any** growth to Green Hedges, as you are simply placing a larger burden on neighbors while deferring the decision to yet another iteration of the Committee and neighborhood. You have the ability to say we are at the point **now** that Green Hedges cannot grow further and to put an end to this endless cycle of "just a little more."

Sincerely,
Katherine Welch
412 Knoll St NW







From: [REDACTED]
To: [Murphy, Jennifer](#); [Levy, David](#); [O'Brien, Kelly](#)
Subject: Green Hedges School Campus Plan
Date: Wednesday, February 4, 2026 12:10:00 PM

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

Dear Members of the Town of Vienna Planning Commission,

I am writing as a parent of a current GHS student but more importantly as a **Town of Vienna resident** to express my strong support for the proposed project currently under your review.

Over the course of this process, the school has demonstrated a **clear and sustained good-faith effort** to balance the needs of its students and faculty with those of its neighbors and the broader Vienna community. This has not been a superficial exercise. The school has **meaningfully incorporated Planning Commission feedback and has made material changes to its plans**, most notably reducing requested enrollment growth over multiple years to a level substantially lower than originally requested.

It is difficult to reconcile these demonstrated efforts with the continued level of opposition from a small group of neighbors. While community input is essential and should always be heard, it is also **important to acknowledge when responses become disproportionate to the issues at hand**. In this case, the school has been subject to persistent public disparagement and a high volume of complaints, many of which, according to the Town's zoning enforcement officer, **do not constitute violations**.

At some point, repeated objections that are not grounded in code compliance or material impact risk overshadowing the broader public interest. The school's proposal reflects **thoughtful compromise, responsiveness, and a genuine commitment** to being a responsible institutional neighbor.

Vienna benefits from strong educational institutions that are willing to **engage constructively**, adapt their plans, and **invest in the community**. I believe this project meets that standard and merits your support.

Thank you for your time, your service, and your careful consideration of this matter.

Sincerely,
Ashit Vora
Town of Vienna Resident

From: [REDACTED]
To: [COUNCIL](#); [Town Manager](#); [Levy, David](#); [West, Andrea](#); [O'Brien, Kelly](#); [Briaglia, Steven](#); [Kenney, Steve](#); [Plowgian, Jessica](#); [Glassman, Matthew](#); [Noble, Douglas](#); [Lowther, Joseph](#); [Clouatre, Lyndsey](#); [Janickey, Daniel](#); [Murphy, Jennifer](#); [Chakrapani, Deepa](#); [Aimone, Keith](#); [Miller, David](#)
Cc: [REDACTED]
Subject: Green Hedges School
Date: Wednesday, February 4, 2026 1:14:58 PM
Attachments: [PC 01282026 Meeting Rebuttal.docx](#)

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

Dear All:

In the Planning Commission meeting on 01282026, it was stated that the Planning Commission would continue to accept written statements regarding the Green Hedges School CUP and Site Modifications proposals.

Please accept the attached written statement with respect to the Planning Commission meeting held on 01282026. Please ensure this document is added to the list of comments received for next week's Planning Commission meeting on 02/11/2026.

Thank you for your time and consideration.

Respectfully,

Penny Oszak,
221 Nutley St NW

PC 1/28 Meeting Rebuttal

The School returned with another modification to its proposal. While the proposed buffer improvements are appreciated, once again the School has done only the minimum necessary to barely meet zoning requirements, rather than meaningfully address the documented impacts on surrounding neighbors.

CUP Conditions:

At the January 28 meeting, the Planning Commission Chair stated that the Commission did not wish to wordsmith CUP conditions during the meeting. I respectfully urge the Commission to wordsmith the conditions before forwarding any recommendation to the BZA.

CUP conditions are the neighbors' only recourse when impacts occur. History has already demonstrated that poorly written or vague CUP conditions are unenforceable and fail to protect the health, safety, and welfare of the surrounding neighborhood. That has happened here before.

The neighbors submitted recommended CUP conditions based directly on issues already experienced at this site. In addition, we respectfully request that the following conditions be included:

- Sound attenuation installed for all abutting neighbors
- Annual sound attenuation testing to achieve a mutually agreed-upon decibel level at the property line.
 - If testing fails, the School must correct the deficiency within six (6) months or the CUP shall be null and void.
- Annual performance evaluations of CUP compliance.
- A minimum 15-foot dense sound-mitigating mature plant-mix buffer for all abutting neighbors.
- No activity within buffer areas other than maintenance.

Buffers:

While approximately 90% of the site perimeter may meet the 15-foot buffer requirement, 221 Nutley St NW property lies within the remaining 10%—on both sides; effectively surrounded by the School with limited protection.

Although the athletic field has been relocated, a parking lot is now immediately outside the fence line. As one Commissioner noted, children exiting events are noisy. This includes car doors, engines, honking, headlights, conversations, and informal play, including basketball. These impacts are real and ongoing as the children play in the parking lot every day.

These issues could be addressed by relocating the parking area to the basketball court location, or more simply, **by not approving additional enrollment, thereby eliminating the need for additional parking altogether.**

The retaining wall adjacent to 221 Nutley St NW consists of railroad ties. A compliant buffer can be planted without impacting the wall. However, the shed located approximately twelve inches from the fence line still appears on the site plan and prevents the required 15-foot buffer from being achieved. That shed should be removed.

The School has twice previously sought approval to replace the adjacent residence with institutional use. There is currently no protection preventing future development in that location, leaving that property exposed to further impacts. That is a significant concern.

At 435 Windover Ave NW, the School stated the shed would be difficult to move. The School is modernizing its facilities and can construct internal storage to replace sheds and meet buffer requirements.

There was also discussion regarding whether the proposed 15-foot buffer meets zoning requirements for plant mix and density. The School could not answer that question. A Commissioner recommended that the buffer be designed specifically for sound mitigation. Neighbors are agreeable to a sound-mitigating mature plant mix provided the full 15-foot buffer is maintained, proven effective, and remains a passive zone.

Sound Mitigation:

The School has repeatedly stated that it will address noise issues only after approval is granted. That position treats noise mitigation as a hurdle rather than a responsibility. Without approval, the School has demonstrated no intention to act. **That alone should weigh heavily against recommending approval.**

Every Planning Commission member identified noise as the primary concern. Commissioner Noble's sound analysis shows the issue is far worse than presented by the School. There is no evidence that the proposed mitigation will resolve the problem, and reflective noise has not been addressed at all. The School's CUP application does not even mention sound mitigation.

The School repeatedly stated that parking lots and driveways do not generate noise. They do. Children congregate, play, and linger after events. Car doors, engines, honking, headlights, and basketball noise are routine. Basketball noise is not quiet and reflects extensively.

The School also stated that additional children will not increase noise. Common sense and lived experience say otherwise. One screaming child often leads to several more, and noise escalates quickly. Increased enrollment drives noise, traffic, parking.

The School claimed that nothing has changed in 40 years and that playgrounds and enrollment have remained constant. That is not accurate. Enrollment figures provided by the School range from 180 to 189 currently. Historical enrollment data ranged from 135-162 and showed significant fluctuation and growth over time. Photo evidence already submitted demonstrates that playgrounds have expanded across the property and that open green space has been eliminated.

The School proposes installing sound mitigation on existing chain-link fencing. Given the severity and persistence of the noise issue, this is insufficient.

Effective mitigation for all abutting neighbors should include:

- Six-foot solid wood fencing (replacing existing chain link fencing)
- Sound attenuation treatments
- Dense 15-foot sound-mitigating mature buffers

Gym and Community Use:

The School has stated that the gym will be used exclusively by the School. If that is true, then it should not be rented out. Neighbors have previously detailed why gym rentals are unacceptable. Reframing the use as “community use” does not change the impact. Neighbors did not choose to live next to a community center.

The DPZ Director stated that the Town previously requested that the site be available for public use. There is no BZA order on record supporting that statement.

Closing:

Neighbors do not oppose the School modernizing its facilities. However, neighbors strongly oppose any increase in enrollment, lot coverage, or reductions to required buffers or landscaping.

How many times does the School get to ask for “just a little more”? Town Council stated in 1997 that further expansion had reached its limit. Impacts are already occurring. The line must be drawn now.

This site is uniquely constrained, surrounded by residences on all sides. That condition does not exist elsewhere in town and demands greater scrutiny, not looser standards.

A Conditional Use Permit is predicated on protecting neighboring health and welfare, and **when impacts are already occurring and mitigation is speculative and unenforceable, approval is not appropriate.** We respectfully request that no further increase in enrollment or site intensity be approved and that the School be permitted to modernize only within its existing footprint.

PC 1/28 Meeting Rebuttal

The School returned with another modification to its proposal. While the proposed buffer improvements are appreciated, once again the School has done only the minimum necessary to barely meet zoning requirements, rather than meaningfully address the documented impacts on surrounding neighbors.

CUP Conditions:

At the January 28 meeting, the Planning Commission Chair stated that the Commission did not wish to wordsmith CUP conditions during the meeting. I respectfully urge the Commission to wordsmith the conditions before forwarding any recommendation to the BZA.

CUP conditions are the neighbors' only recourse when impacts occur. History has already demonstrated that poorly written or vague CUP conditions are unenforceable and fail to protect the health, safety, and welfare of the surrounding neighborhood. That has happened here before.

The neighbors submitted recommended CUP conditions based directly on issues already experienced at this site. In addition, we respectfully request that the following conditions be included:

- Sound attenuation installed for all abutting neighbors
- Annual sound attenuation testing to achieve a mutually agreed-upon decibel level at the property line.
 - If testing fails, the School must correct the deficiency within six (6) months or the CUP shall be null and void.
- Annual performance evaluations of CUP compliance.
- A minimum 15-foot dense sound-mitigating mature plant-mix buffer for all abutting neighbors.
- No activity within buffer areas other than maintenance.

Buffers:

While approximately 90% of the site perimeter may meet the 15-foot buffer requirement, 221 Nutley St NW property lies within the remaining 10%—on both sides; effectively surrounded by the School with limited protection.

Although the athletic field has been relocated, a parking lot is now immediately outside the fence line. As one Commissioner noted, children exiting events are noisy. This includes car doors, engines, honking, headlights, conversations, and informal play, including basketball. These impacts are real and ongoing as the children play in the parking lot every day.

These issues could be addressed by relocating the parking area to the basketball court location, or more simply, **by not approving additional enrollment, thereby eliminating the need for additional parking altogether.**

The retaining wall adjacent to 221 Nutley St NW consists of railroad ties. A compliant buffer can be planted without impacting the wall. However, the shed located approximately twelve inches from the fence line still appears on the site plan and prevents the required 15-foot buffer from being achieved. That shed should be removed.

The School has twice previously sought approval to replace the adjacent residence with institutional use. There is currently no protection preventing future development in that location, leaving that property exposed to further impacts. That is a significant concern.

At 435 Windover Ave NW, the School stated the shed would be difficult to move. The School is modernizing its facilities and can construct internal storage to replace sheds and meet buffer requirements.

There was also discussion regarding whether the proposed 15-foot buffer meets zoning requirements for plant mix and density. The School could not answer that question. A Commissioner recommended that the buffer be designed specifically for sound mitigation. Neighbors are agreeable to a sound-mitigating mature plant mix provided the full 15-foot buffer is maintained, proven effective, and remains a passive zone.

Sound Mitigation:

The School has repeatedly stated that it will address noise issues only after approval is granted. That position treats noise mitigation as a hurdle rather than a responsibility. Without approval, the School has demonstrated no intention to act. **That alone should weigh heavily against recommending approval.**

Every Planning Commission member identified noise as the primary concern. Commissioner Noble's sound analysis shows the issue is far worse than presented by the School. There is no evidence that the proposed mitigation will resolve the problem, and reflective noise has not been addressed at all. The School's CUP application does not even mention sound mitigation.

The School repeatedly stated that parking lots and driveways do not generate noise. They do. Children congregate, play, and linger after events. Car doors, engines, honking, headlights, and basketball noise are routine. Basketball noise is not quiet and reflects extensively.

The School also stated that additional children will not increase noise. Common sense and lived experience say otherwise. One screaming child often leads to several more, and noise escalates quickly. Increased enrollment drives noise, traffic, parking.

The School claimed that nothing has changed in 40 years and that playgrounds and enrollment have remained constant. That is not accurate. Enrollment figures provided by the School range from 180 to 189 currently. Historical enrollment data ranged from 135-162 and showed significant fluctuation and growth over time. Photo evidence already submitted demonstrates that playgrounds have expanded across the property and that open green space has been eliminated.

The School proposes installing sound mitigation on existing chain-link fencing. Given the severity and persistence of the noise issue, this is insufficient.

Effective mitigation for all abutting neighbors should include:

- Six-foot solid wood fencing (replacing existing chain link fencing)
- Sound attenuation treatments
- Dense 15-foot sound-mitigating mature buffers

Gym and Community Use:

The School has stated that the gym will be used exclusively by the School. If that is true, then it should not be rented out. Neighbors have previously detailed why gym rentals are unacceptable. Reframing the use as “community use” does not change the impact. Neighbors did not choose to live next to a community center.

The DPZ Director stated that the Town previously requested that the site be available for public use. There is no BZA order on record supporting that statement.

Closing:

Neighbors do not oppose the School modernizing its facilities. However, neighbors strongly oppose any increase in enrollment, lot coverage, or reductions to required buffers or landscaping.

How many times does the School get to ask for “just a little more”? Town Council stated in 1997 that further expansion had reached its limit. Impacts are already occurring. The line must be drawn now.

This site is uniquely constrained, surrounded by residences on all sides. That condition does not exist elsewhere in town and demands greater scrutiny, not looser standards.

A Conditional Use Permit is predicated on protecting neighboring health and welfare, and **when impacts are already occurring and mitigation is speculative and unenforceable, approval is not appropriate.** We respectfully request that no further increase in enrollment or site intensity be approved and that the School be permitted to modernize only within its existing footprint.

From: [REDACTED]
To: [COUNCIL](#); [Town Manager](#); [Levy, David](#); [West, Andrea](#); [O'Brien, Kelly](#); [Briqlia, Steven](#); [Kenney, Steve](#); [Plowqian, Jessica](#); [Glassman, Matthew](#); [Noble, Douglas](#); [Lowther, Joseph](#); [Clouatre, Lyndsey](#); [Janickey, Daniel](#); [Murphy, Jennifer](#); [Chakrapani, Deepa](#); [Aimone, Keith](#); [Miller, David](#)
Cc: [REDACTED]
Subject: Green Hedges School
Date: Wednesday, February 4, 2026 1:22:44 PM
Attachments: [CUP Event Conditions.docx](#)

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

Dear All:

In the Planning Commission meeting on 01282026, it was stated that the Planning Commission would continue to accept written statements regarding the Green Hedges School CUP and Site Modifications proposals.

Please accept the attached written statement with respect to the Planning Commission meeting held on 01282026.

This document specifically addresses the School's inadequate proposed conditions related to "events" held at the School.

Please ensure this document is added to the list of comments received for next week's Planning Commission meeting on 02/11/2026.

Thank you for your time and consideration.

Respectfully,

Penny Oszak,
221 Nutley St NW

GREEN HEDGES SCHOOL CUP “EVENT” CONDITIONS

I want to focus briefly on the proposed conditions governing events and hours of operation that were put forward by the School’s attorney.

Neighbors specifically requested a CUP condition addressing the number of events held at the School. The purpose was to minimize the impacts of traffic, parking, and noise on the surrounding neighborhood. The 2008 CUP included a condition stating that events would be “infrequent.” However, when neighbors raised concerns about the continual increase in events, the Zoning Administrator advised that the condition was unenforceable, because the term “infrequent” was never defined.

Learning from that experience, the neighbors proposed a clear and enforceable approach: a cap of twelve events per year, along with definitions for special events and extracurricular activities to eliminate ambiguity.

In response, the School proposed conditions, which I won’t repeat in full, but which rely on categories such as extracurricular activities, divisional events, all-school events, and special events.

At first glance, this language sounds restrictive. In practice, it is not. None of these key terms are defined. When terms are undefined, enforcement becomes subjective, and neighbors have no clear protections.

Under the proposed language, extracurricular activities and school events may occur every weekday evening until 9:00 PM, with no limits on frequency, size, or noise. That allows near-continuous evening activity in a residential neighborhood, creating a real quality-of-life impact.

There is also no definition distinguishing divisional events from all-school events. As written, events can be re-labeled to fit the most convenient category. A large event could be characterized as “divisional” to avoid the twelve-event annual cap.

Only special events are limited to twelve per year — but special events are not defined. As a result, larger or more impactful events can simply be categorized differently, undermining the purpose of having a cap at all.

The conditions regulate time, but not impact. A small club meeting and a large, noisy, high-traffic event are treated the same. While some notice to neighbors is required, notice alone does not provide accountability or enforceability.

Finally, allowing departures until 9:30 PM effectively extends noise, traffic, and disruption beyond 9:00 PM, with no requirement that activities or noise cease earlier.

This is not about opposing school activities. It is about ensuring that activities in a residential neighborhood are clearly defined, limited in intensity, and enforceable. Clear conditions protect the Town, the School, and surrounding neighbors, and help avoid ongoing conflict. We respectfully submit our proposed conditions for school events, activities, and hours of operation.

Revised Condition: Events, Activities, and Hours of Operation

1. Definitions

For purposes of this Conditional Use Permit:

a. Extracurricular Activities

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.

b. Divisional Events

Events limited to a single grade or school division (e.g., Lower, Middle, or PK), involving enrolled students and staff only, and not open to the public.

c. All-School Events

Events involving more than one division or the full student body, involving enrolled students and staff only, and not open to the public.

d. Special Events

Any event that meets one or more of the following criteria:

- open to the public or invited guests beyond enrolled students and staff
- involves outside organizations, rentals, or third-party use
- uses amplified sound outdoors
- exceeds 50 attendees, including students, staff, and guests

2. Extracurricular Activities (Limited Use)

Extracurricular Activities shall be permitted only during the following hours:

- Monday–Friday: 7:00 AM to 9:00 PM (all activities must cease by 8:30 PM)

- Saturday: 9:00 AM to 2:00 PM (all activities must cease by 1:30 PM)

The site shall be fully vacated within 30 minutes of activity cessation.

Written notice shall be provided to all abutting property owners and Town Planning staff at least ten (10) calendar days in advance.

The School shall maintain and submit annually to the Town a log documenting the date, time, and nature of all Extracurricular Activities.

3. Divisional and All-School Events

Divisional and All-School Events shall be permitted only under the following conditions:

- Monday-Friday: 7:00 AM to 6:00 PM

No Divisional or All-School Events shall occur on weekends, holidays, or evenings.

4. Special Events (Limited Use)

Special Events shall be permitted only under the following conditions:

- Monday–Friday: 7:00 AM to 9:00 PM (all activities must cease by 8:30 PM)

The site shall be fully vacated within 30 minutes of activity cessation.

Written notice shall be provided to abutting property owners and Town staff at least ten (10) calendar days in advance.

The School shall maintain and submit annually to the Town a log documenting the date, time, and nature of all Special Events.

5. Annual Event Limitation

The combined total number of Extracurricular Activities and Special Events conducted outside regular school instructional hours shall not exceed twelve (12) events per school calendar year.

6. Noise, Parking, and Traffic Controls

All events and activities shall comply with applicable Town noise ordinances and conditions of this Conditional Use Permit.

No off-site queuing, parking, or traffic obstruction shall occur.

When anticipated attendance exceeds the School's on-site parking capacity of sixty-three (63) spaces, off-site parking shall be provided and managed by the School.

Event staff and/or traffic control shall be provided as necessary to ensure compliance with these conditions.

7. Enforcement and Violations

Failure to comply with any provision of this condition shall constitute a violation of the Conditional Use Permit.

- Repeated or documented violations may result in enforcement action, modification, or revocation of the CUP.
- Exceeding the annual event limitation shall require approval by Town Council with written notice to abutting property owners and Town staff at least ten (10) calendar days in advance of such approval request.

GREEN HEDGES SCHOOL CUP “EVENT” CONDITIONS

I want to focus briefly on the proposed conditions governing events and hours of operation that were put forward by the School’s attorney.

Neighbors specifically requested a CUP condition addressing the number of events held at the School. The purpose was to minimize the impacts of traffic, parking, and noise on the surrounding neighborhood. The 2008 CUP included a condition stating that events would be “infrequent.” However, when neighbors raised concerns about the continual increase in events, the Zoning Administrator advised that the condition was unenforceable, because the term “infrequent” was never defined.

Learning from that experience, the neighbors proposed a clear and enforceable approach: a cap of twelve events per year, along with definitions for special events and extracurricular activities to eliminate ambiguity.

In response, the School proposed conditions, which I won’t repeat in full, but which rely on categories such as extracurricular activities, divisional events, all-school events, and special events.

At first glance, this language sounds restrictive. In practice, it is not. None of these key terms are defined. When terms are undefined, enforcement becomes subjective, and neighbors have no clear protections.

Under the proposed language, extracurricular activities and school events may occur every weekday evening until 9:00 PM, with no limits on frequency, size, or noise. That allows near-continuous evening activity in a residential neighborhood, creating a real quality-of-life impact.

There is also no definition distinguishing divisional events from all-school events. As written, events can be re-labeled to fit the most convenient category. A large event could be characterized as “divisional” to avoid the twelve-event annual cap.

Only special events are limited to twelve per year — but special events are not defined. As a result, larger or more impactful events can simply be categorized differently, undermining the purpose of having a cap at all.

The conditions regulate time, but not impact. A small club meeting and a large, noisy, high-traffic event are treated the same. While some notice to neighbors is required, notice alone does not provide accountability or enforceability.

Finally, allowing departures until 9:30 PM effectively extends noise, traffic, and disruption beyond 9:00 PM, with no requirement that activities or noise cease earlier.

This is not about opposing school activities. It is about ensuring that activities in a residential neighborhood are clearly defined, limited in intensity, and enforceable. Clear conditions protect the Town, the School, and surrounding neighbors, and help avoid ongoing conflict. We respectfully submit our proposed conditions for school events, activities, and hours of operation.

Revised Condition: Events, Activities, and Hours of Operation

1. Definitions

For purposes of this Conditional Use Permit:

a. Extracurricular Activities

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.

b. Divisional Events

Events limited to a single grade or school division (e.g., Lower, Middle, or PK), involving enrolled students and staff only, and not open to the public.

c. All-School Events

Events involving more than one division or the full student body, involving enrolled students and staff only, and not open to the public.

d. Special Events

Any event that meets one or more of the following criteria:

- open to the public or invited guests beyond enrolled students and staff
- involves outside organizations, rentals, or third-party use
- uses amplified sound outdoors
- exceeds 50 attendees, including students, staff, and guests

2. Extracurricular Activities (Limited Use)

Extracurricular Activities shall be permitted only during the following hours:

- Monday–Friday: 7:00 AM to 9:00 PM (all activities must cease by 8:30 PM)

- Saturday: 9:00 AM to 2:00 PM (all activities must cease by 1:30 PM)

The site shall be fully vacated within 30 minutes of activity cessation.

Written notice shall be provided to all abutting property owners and Town Planning staff at least ten (10) calendar days in advance.

The School shall maintain and submit annually to the Town a log documenting the date, time, and nature of all Extracurricular Activities.

3. Divisional and All-School Events

Divisional and All-School Events shall be permitted only under the following conditions:

- Monday-Friday: 7:00 AM to 6:00 PM

No Divisional or All-School Events shall occur on weekends, holidays, or evenings.

4. Special Events (Limited Use)

Special Events shall be permitted only under the following conditions:

- Monday–Friday: 7:00 AM to 9:00 PM (all activities must cease by 8:30 PM)

The site shall be fully vacated within 30 minutes of activity cessation.

Written notice shall be provided to abutting property owners and Town staff at least ten (10) calendar days in advance.

The School shall maintain and submit annually to the Town a log documenting the date, time, and nature of all Special Events.

5. Annual Event Limitation

The combined total number of Extracurricular Activities and Special Events conducted outside regular school instructional hours shall not exceed twelve (12) events per school calendar year.

6. Noise, Parking, and Traffic Controls

All events and activities shall comply with applicable Town noise ordinances and conditions of this Conditional Use Permit.

No off-site queuing, parking, or traffic obstruction shall occur.

When anticipated attendance exceeds the School's on-site parking capacity of sixty-three (63) spaces, off-site parking shall be provided and managed by the School.

Event staff and/or traffic control shall be provided as necessary to ensure compliance with these conditions.

7. Enforcement and Violations

Failure to comply with any provision of this condition shall constitute a violation of the Conditional Use Permit.

- Repeated or documented violations may result in enforcement action, modification, or revocation of the CUP.
- Exceeding the annual event limitation shall require approval by Town Council with written notice to abutting property owners and Town staff at least ten (10) calendar days in advance of such approval request.

From: [REDACTED]
To: [COUNCIL](#); [Town Manager](#); [Levy, David](#); [West, Andrea](#); [O'Brien, Kelly](#); [Briaglia, Steven](#); [Kenney, Steve](#); [Plowqian, Jessica](#); [Glassman, Matthew](#); [Noble, Douglas](#); [Lowther, Joseph](#); [Clouatre, Lyndsey](#); [Janickey, Daniel](#); [Murphy, Jennifer](#); [Chakrapani, Deepa](#); [Aimone, Keith](#); [Miller, David](#)
Cc: [REDACTED]
Subject: Green Hedges School
Date: Wednesday, February 4, 2026 2:11:00 PM
Attachments: [GHS Buffer Misrepresentation.docx](#)

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

Dear All:

In the Planning Commission meeting on 01282026, it was stated that the Planning Commission would continue to accept written statements regarding the Green Hedges School CUP and Site Modifications proposals.

Attached is a written statement specifically addressing the School's misrepresentations of existing buffers.

Please ensure this document is added to the list of comments received for next week's Planning Commission meeting on 02/11/2026.

Thank you for your time and consideration.

Respectfully,

Penny Oszak,
221 Nutley St NW

GREEN HEDGES SCHOOL - Formal Objection – Misrepresentation of Existing Buffers

I am writing to formally object to the School’s characterization of existing and proposed buffers as presented in their “Improved Buffers with Neighbors” materials.

The School represents that multiple abutting residential properties already have 15-foot buffers. This is demonstrably false. Previously provided photos and measurements show that no such 15-foot buffers exist along several abutting property lines. This misrepresentation benefits the applicant by understating impacts and creating the impression of existing compliance.

Buffer widths are not a minor detail. They directly affect noise attenuation, visual screening, and overall neighborhood compatibility. When an applicant asserts that a 15-foot buffer already exists where it does not, it changes the narrative from “mitigation is needed” to “conditions are already acceptable.” That is misleading and materially affects the impact analysis and the ability to meaningfully evaluate the proposal.

Planning decisions must be based on accurate and complete information. This misrepresentation undermines the integrity of the review process and raises serious concerns about the reliability of the broader application, including representations related to noise, traffic, and operations.

Accordingly, we respectfully request that:

1. The applicant be required to correct the record and revise all buffer depictions and statements for clarity and accuracy;
2. Staff analysis that relies on these materials be reconsidered and updated as necessary;
3. Any approval require continuous, fully compliant buffers along all residential property lines, verified by Town inspection prior to occupancy; and
4. Buffer requirements be written as enforceable CUP conditions, not aspirational commitments.

Given the School’s history of documented neighborhood impacts and the inaccuracies presented here, enforceable standards—not generalized assurances—are essential to protect the surrounding community.

Thank you for ensuring this application is evaluated based on factual conditions and measurable compliance.

GREEN HEDGES SCHOOL - Formal Objection – Misrepresentation of Existing Buffers

I am writing to formally object to the School’s characterization of existing and proposed buffers as presented in their “Improved Buffers with Neighbors” materials.

The School represents that multiple abutting residential properties already have 15-foot buffers. This is demonstrably false. Previously provided photos and measurements show that no such 15-foot buffers exist along several abutting property lines. This misrepresentation benefits the applicant by understating impacts and creating the impression of existing compliance.

Buffer widths are not a minor detail. They directly affect noise attenuation, visual screening, and overall neighborhood compatibility. When an applicant asserts that a 15-foot buffer already exists where it does not, it changes the narrative from “mitigation is needed” to “conditions are already acceptable.” That is misleading and materially affects the impact analysis and the ability to meaningfully evaluate the proposal.

Planning decisions must be based on accurate and complete information. This misrepresentation undermines the integrity of the review process and raises serious concerns about the reliability of the broader application, including representations related to noise, traffic, and operations.

Accordingly, we respectfully request that:

1. The applicant be required to correct the record and revise all buffer depictions and statements for clarity and accuracy;
2. Staff analysis that relies on these materials be reconsidered and updated as necessary;
3. Any approval require continuous, fully compliant buffers along all residential property lines, verified by Town inspection prior to occupancy; and
4. Buffer requirements be written as enforceable CUP conditions, not aspirational commitments.

Given the School’s history of documented neighborhood impacts and the inaccuracies presented here, enforceable standards—not generalized assurances—are essential to protect the surrounding community.

Thank you for ensuring this application is evaluated based on factual conditions and measurable compliance.

From: [REDACTED]
 To: [Penny Oszak](#)
 Cc: [COUNCIL](#); [Town Manager](#); [Levy, David](#); [West, Andrea](#); [O'Brien, Kelly](#); [Morris, Jim](#); [Briglia, Steven](#); [Kenney, Steve](#); [Plowqian, Jessica](#); [Glassman, Matthew](#); [Noble, Douglas](#); [Lowther, Joseph](#); [Clouatre, Lyndsey](#); [Janickey, Daniel](#); [Murphy, Jennifer](#); [Chakrapani, Deepa](#); [Aimone, Keith](#); [Miller, David](#); [REDACTED]
 Subject: Re: Green Hedges School - neighbor testimony
 Date: Wednesday, February 4, 2026 3:57:02 PM

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

Good Afternoon,

I am sure you have gotten many passionate, and factual, responses after the 1/28/26 meeting and I hope you have energy to read one more.

I live at 434 Knoll Street NW and our back yard directly abuts the playground and driveway coming in.

While I am pleased that the proposal shows my playground fence will FINALLY have a buffer area and an Acoustiblok Fence, my back fence, that is close to the driveway will get nothing. We see and hear every headlight, car, truck and pedestrian as well as ALL school kids who use the driveway for the PE laps. I am so disappointed that Green Hedges has, again, chosen the cheap way out, to meet the bare minimums.

Additionally, I am concerned that the neighbors along Knoll, Windover and Nutley Street have not been included in any sound proposal and find it inconsiderate on the school to not include sound proofing on the entire property, since EVERYONE is "blessed" with the daily high pitched screams.

It also appears that residence at 213 Nutley Street was entirely left off the buffer sheet.

CUP components say that the neighbors will not face issues, paraphrasing here. We have ALL born the brunt of the constant Green Hedges proposals, meetings, expansions, promises, broken promises, more broken promises and frustrations.

It is time for the Town to follow their 1997 promise and say ENOUGH IS ENOUGH.

Renovate what you have, install buffers and sound mitigation around the entire property, fix drainage and tell the school that they are done growing in both footprint and human capacity. If they cannot operate with these numbers, it is time to follow Paul VI, and move to where there is more land.

It bugged me when I heard that school said, again paraphrasing, either give us what we want or you will get no sound attenuation. Take it or leave it.

We have been asking for help with noise, flooding, late nights, early mornings, trash and contractors coming outside of regulated hours and NOTHING being done.

It is time to listen to the tax paying residents and actually hear what is being said, Please tell Green Hedges NO and that they need to remediate the sound issues before the start of the new school year, in August/September 2026 or their CUP to operate will be null and void.

Respectfully,
 Elizabeth DiFrancisco
 434 Knoll Street NW

From: [REDACTED]
To: [Murphy, Jennifer](#)
Cc: [Elizabeth Difrancisco](#); [Penny Oszak](#); [COUNCIL](#); [Town Manager](#); [Levy, David](#); [West, Andrea](#); [O'Brien, Kelly](#); [Morris, Jim](#); [Briqlia, Steven](#); [Kenney, Steve](#); [Howqian, Jessica](#); [Glassman, Matthew](#); [Noble, Douglas](#); [Lowther, Joseph](#); [Clouatre, Lyndsey](#); [Janickey, Daniel](#); [Chakrapani, Deepa](#); [Aimone, Keith](#); [Miller, David](#); [REDACTED]
Subject: Re: Green Hedges School - neighbor testimony
Date: Wednesday, February 4, 2026 6:58:20 PM

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

Good afternoon Jennifer.

I just wanted to reiterate my support for my neighbors testimonies. We have lived in our home for over 30 years and have witnessed this rodeo with Green Hedges many times over the years. Each time they promise no more expansion, yet here we are again and unfortunately, not to our surprise. What is unique this time is that while the school has been able to take advantage of continuous changes to Town personnel who were not witness to previous expansion requests, all of which were opposed by the neighbors, this time the school is up against neighbors who have stayed and kept records regarding the schools actions and promises made in the past.

As I have stated, our neighborhood is suffering from all the non-residential variances being offered to schools and commercial establishments adjacent too or within our residential zone. We have reached a breaking point and while it is not entirely attributable to Green Hedges they are the only non-residential operation operating entirely within and surrounded by single family homes. The school was just a fraction of their size when they began operations and the Town has continually allowed the school to expand in the past against the testimony of the neighbors. We are all limited as to how much we can expand our lots and given Green Hedges operates entirely within our zoned R-12 neighborhood, so should they.

In particular, we are firmly against allowing the school to rent, loan, or allow the use of their current or future facilities to outside groups or entities. It would be patently unfair to allow the school to expand and then to collect revenue from the expansion by renting facilities during non-school hours weekdays and weekends. Such use is patently not in conformity with the characteristics of a residential neighborhood and would bring much more additional traffic not associate with faculty or students into our streets and neighborhood, along with the noise associated with the use of those facilities when we all have very little quiet time as it is.

We respectfully request that should school expansion move forward in some manner, which we do not support, then at least make it a term of condition that facility can not be used by outside groups in order to preserve the residential qualities of the neighbors that surround the school.

Thank you.

Edward and Melissa Maillett
214 Nutley St., NW

From: Penny Oszak [REDACTED]
Sent: Wednesday, February 4, 2026 8:41 PM
To: COUNCIL <council@viennava.gov>; Town Manager <Manager@viennava.gov>; Levy, David <David.Levy@viennava.gov>; West, Andrea <Andrea.West@viennava.gov>; O'Brien, Kelly <kelly.obrien@viennava.gov>; Briglia, Steven <sbriglia@viennava.gov>; Kenney, Steve <steve.kenney@viennava.gov>; Plowgian, Jessica <jessica.plowgian@viennava.gov>; Glassman, Matthew <matthew.glassman@viennava.gov>; Noble, Douglas <Douglas.noble@viennava.gov>; Lowther, Joseph <joseph.lowther@viennava.gov>; Clouatre, Lyndsey <Lyndsey.Clouatre@viennava.gov>; Janickey, Daniel <dan.janickey@viennava.gov>; Murphy, Jennifer <jmurphy@viennava.gov>; Chakrapani, Deepa <deepa.chakrapani@viennava.gov>; Aimone, Keith <keith.aimone@viennava.gov>; Miller, David <david.miller@viennava.gov>

Cc: [REDACTED]

Subject: Green Hedges School - Windover Ave Queuing

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

Good Evening -

At the last Planning Commission meeting on 1/28, the Commissioners asked if there was currently a stacking issue on Windover Ave.

There have been stacking issues on Windover.

Attached are some photographs taken this week (shows oncoming traffic also blocked as a car was waiting to turn into the school).

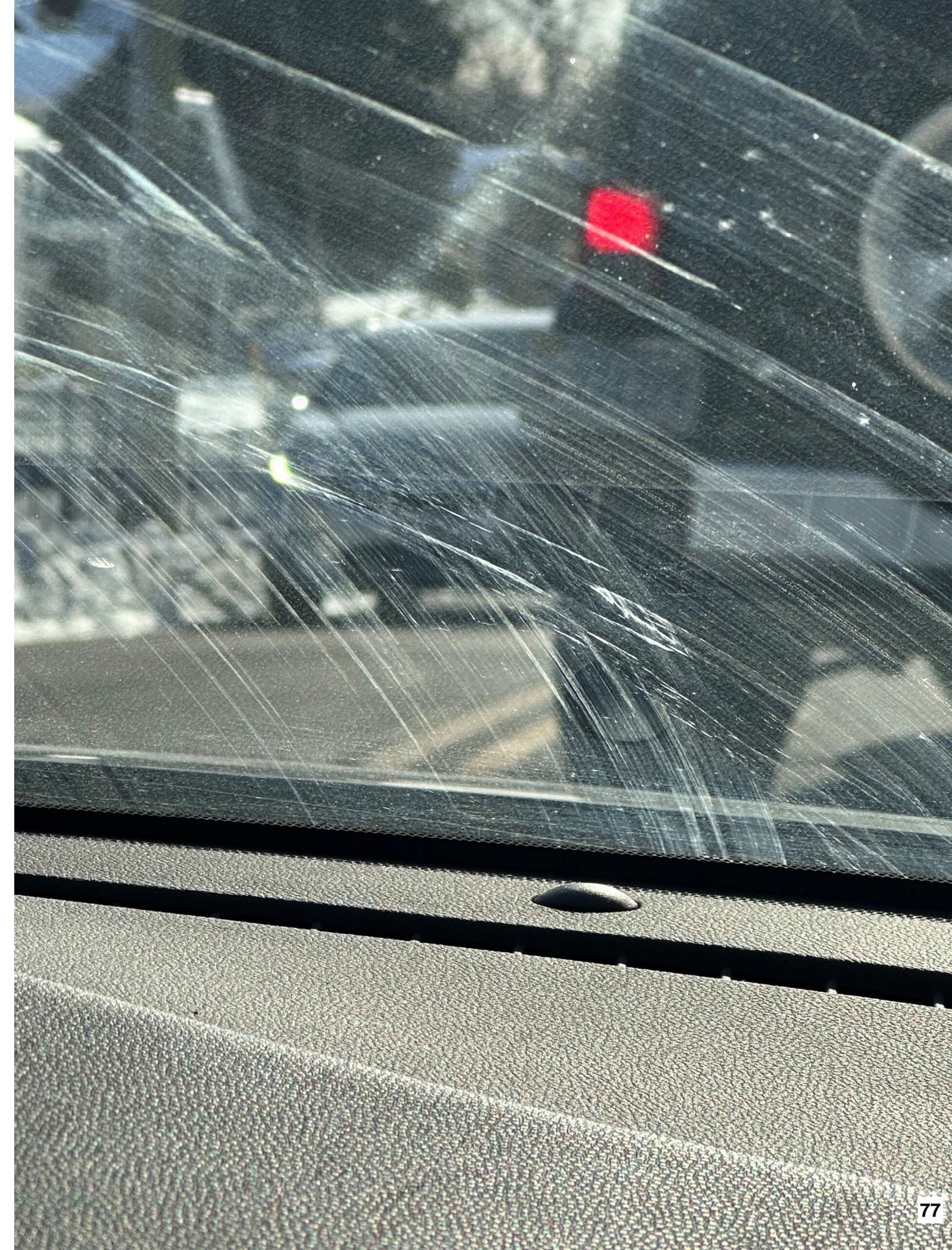
Another set in a second email was taken a few months ago.

Respectfully,

Penny Oszak
221 Nutley St NW







From: Penny Oszak <[REDACTED]>

Sent: Wednesday, February 4, 2026 8:46 PM

To: COUNCIL <council@viennava.gov>; Town Manager <Manager@viennava.gov>; Levy, David <David.Levy@viennava.gov>; West, Andrea <Andrea.West@viennava.gov>; O'Brien, Kelly <kelly.obrien@viennava.gov>; Briglia, Steven <sbriglia@viennava.gov>; Kenney, Steve <steve.kenney@viennava.gov>; Plowgian, Jessica <jessica.plowgian@viennava.gov>; Glassman, Matthew <matthew.glassman@viennava.gov>; Noble, Douglas <Douglas.noble@viennava.gov>; Lowther, Joseph <joseph.lowther@viennava.gov>; Clouatre, Lyndsey <Lyndsey.Clouatre@viennava.gov>; Janickey, Daniel <dan.janickey@viennava.gov>; Murphy, Jennifer <jmurphy@viennava.gov>; Chakrapani, Deepa <deepa.chakrapani@viennava.gov>; Aimone, Keith <keith.aimone@viennava.gov>; Miller, David <david.miller@viennava.gov>

Cc: [REDACTED]

Subject: Re: Green Hedges School - Windover Ave Queuing

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

Second set of photos of Windover Ave stacking.

Respectfully,

Penny Oszak
221 Nutley St NW







From: [REDACTED]
To: [COUNCIL](#); [Town Manager](#); [Levy, David](#); [West, Andrea](#); [O'Brien, Kelly](#); [Briaglia, Steven](#); [Kenney, Steve](#); [Plowgian, Jessica](#); [Glassman, Matthew](#); [Noble, Douglas](#); [Lowther, Joseph](#); [Clouatre, Lyndsey](#); [Janickev, Daniel](#); [Murphy, Jennifer](#); [Chakrapani, Deepa](#); [Aimone, Keith](#); [Miller, David](#)
Cc: [REDACTED]
Subject: Formal Request to Reopen Public Comment – Green Hedges Application
Date: Monday, February 9, 2026 1:09:35 AM

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

Good Evening,

On behalf of the adjacent neighbors, I am writing to formally object to the closure of the public record where material new information was disclosed after the established public comment deadline. Accordingly, we respectfully request that the Planning Commission reopen the public record or continue the public hearing regarding the Green Hedges application.

At the January 28, 2026 Planning Commission meeting, the public was advised that written comments would close on February 4 so they could be included in the February 6 packet. Neighbors relied on that stated deadline.

However, after public comment had closed, on February 6, the School disclosed for the first time that required buffers and stormwater infrastructure adjacent to 434 Knoll Street cannot be completed in Phase 1. This change leaves three adjacent homes—approximately 35% of the affected perimeter—without required buffering during Phase 1 operations.

This is not a minor technical detail. It is a substantive change that directly affects zoning compliance, neighborhood impacts, and the conditions under which this project is being evaluated.

The public relied on the Town's February 4 deadline for written comments. Disclosure of new compliance information after that deadline deprived adjacent property owners of a meaningful

opportunity to be heard.

Regardless of how this change is characterized, it alters the factual basis of the application. That makes it material. Basic principles of procedural fairness require reopening the record so impacted residents may comment on information that was not previously available.

Because this new information affects zoning compliance, directly impacts adjacent properties, and was disclosed only after public input closed, we respectfully request that the Planning Commission reopen the public record or continue the public hearing to allow supplemental public comment.

We also note that the Planning Commission bylaws state: “At the discretion of the Chair, the deadline for submission may be extended and submissions received after the deadline may be read at the meeting.”

Thank you for your consideration. We appreciate your attention to ensuring a complete and fair public process.

Sincerely,

Pennyellen Oszak
221 Nutley St NW

From: [REDACTED]
 To: [Levy, David](#)
 Cc: [Penny Oszak](#); [COUNCIL](#); [Town Manager](#); [West, Andrea](#); [O'Brien, Kelly](#); [Briaglia, Steven](#); [Kenney, Steve](#); [Plowgian, Jessica](#); [Glassman, Matthew](#); [Noble, Douglas](#); [Lowther, Joseph](#); [Clouatre, Lyndsey](#); [Janickey, Daniel](#); [Murphy, Jennifer](#); [Chakrapani, Deepa](#); [Aimone, Keith](#); [Miller, David](#); [REDACTED]
 Subject: Re: Formal Request to Reopen Public Comment – Green Hedges Application
 Date: Monday, February 9, 2026 3:24:08 PM

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

Resubmitting, in case it were to disappear.

All

All,

In Green Hedges School's latest submission, it now asserts that approximately 104 linear feet of required buffer adjacent to 434 Knoll Street cannot be installed in Phase 1 due to grading, berm construction, and storm water infrastructure that it claims must be deferred to Phase 2.

Buffer widths are not cosmetic. They are required zoning protections directly tied to noise attenuation, visual screening, and neighborhood compatibility. Deferring required buffers fundamentally alter the impacts experienced by adjacent properties during Phase 1 operations.

This is a material change and raises serious concerns.

It strains credibility that this constraint was “just discovered” only now—after plans were prepared, submitted, reviewed, revised, and publicly discussed.

Each phase is required to stand on its own. Phase 1 must therefore be fully compliant with all zoning requirements. Yet under this revised proposal, Phase 1 would leave 3 of the 9 impacted homes— approximately 35%—without required buffers. That is not a minor technical exception; it represents a substantial portion of the site perimeter remaining noncompliant.

This also raises a serious and unavoidable question: does this admission mean the site itself will not be fully compliant with stormwater requirements until Phase 2?

Neighbors are being asked to accept immediate and ongoing impacts based on promises of future compliance. Given the School's documented history of incomplete projects and missed commitments, there is no credible assurance Phase

2 will ever occur. The School's own materials indicate Phase 2 may not begin for up to eight years and is dependent on future funding. That effectively means affected residents would receive no required mitigation for nearly a decade — if at all.

Approving a Conditional Use Permit and Site Plan Modification based on deferred zoning and infrastructure compliance is not responsible planning. It places permanent impacts on neighbors today in exchange for speculative future improvements that we know may never materialize.

Compounding this concern, the School also revised proposed CUP language from “youth sports” rentals to “youth basketball” rentals—another substantive operational change made in response to public scrutiny. These late revisions materially alter both physical site conditions and permitted use.

Taken together, these changes demonstrate a pattern of incremental concessions introduced only after public feedback, designed to advance approval, rather than full and transparent disclosure from the outset.

If this body did not already have sufficient cause to reconsider recommending approval, this latest development should remove any remaining doubt.

For these reasons, we respectfully urge that this Conditional Use Permit and Site

Plan Modification application not be advanced.

Respectfully,

Liz DiFrancisco

434 Knoll Street NW

From: [REDACTED]
To: [COUNCIL](#); [Town Manager](#); [Levy, David](#); [West, Andrea](#); [O'Brien, Kelly](#); [Briaglia, Steven](#); [Kenney, Steve](#); [Plowqian, Jessica](#); [Glassman, Matthew](#); [Noble, Douglas](#); [Lowther, Joseph](#); [Clouatre, Lyndsey](#); [Janickey, Daniel](#); [Murphy, Jennifer](#); [Chakrapani, Deepa](#); [Aimone, Keith](#); [Miller, David](#)
Cc: [REDACTED]
Subject: Formal Opposition to Conditional Use Permit and Modification of Requirements for Green Hedges School (415 Windover Ave NW)
Date: Monday, February 9, 2026 5:29:41 PM
Attachments: [Town of Vienna - File # 22-3433.pdf](#)
[Town of Vienna - File # 24-4462.pdf](#)

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

Dear Commissioners,

We stand before you not as technical experts, but as the families, neighbors, and stewards of the quiet residential streets that define the soul of Vienna. **We are writing to urge you to deny the request by Green Hedges School to nearly double its physical footprint and increase its enrollment and staffing.**

While we value education, a residential neighborhood is a delicate ecosystem. The proposal to increase the school's Lot Coverage (CPU) to **47.8%**—nearly double the legal limit for every home surrounding it—is a breach of the "zoning contract" that protects our community.

I. The Standard of Fairness: A Disproportionate Density

Zoning is designed to ensure that no single property owner overwhelms the neighborhood. In our RS-12.5 district, every resident is strictly held to a **25% lot coverage limit**. Many of our neighbors utilize only **11-12%** of their lots to preserve green space and the "small-town feel" Vienna prides itself on.

To allow a private institution to reach **47.8%** coverage is more than an "adjustment"—it is an institutional transformation. As seen in **File 24-4462 (The Annex Property)**, this Town even held itself to the 25% standard for a public project, ultimately failing that application when it could not meet the residential scale. If the Town cannot justify exceeding 25% for a public benefit, it cannot justify 47.8% for a private expansion.

II. Impact on Safety and "Quiet Enjoyment"

Our neighborhood has already reached its "saturation point." The proposed expansion is not a victimless growth; it comes at the direct expense of the neighbors' quality of life:

- **Traffic & Safety:** Increasing enrollment to **217 students** and staff to **50 employees** will flood narrow residential streets with hundreds of additional daily trips. Our streets were engineered for families, not for the peak-hour congestion of a commercial-scale campus.
- **Acoustic Intrusion:** Technical data already shows noise levels reaching **60–80 dB**. Doubling the building size and increasing the student body will permanently shatter the "quiet enjoyment" that is the legal right of every homeowner.
- **Environmental Loss:** To achieve this massive CPU, mature trees must be destroyed to make way for pavement. We are losing the very canopy that mitigates heat and noise in our neighborhood.

III. The Doctrine of Neighborhood Character

A Conditional Use Permit is a privilege, not a right. It must be "in harmony" with the neighborhood. There is no harmony in a **38,000-square-foot facility** towering over single-family homes. As demonstrated in the **Deferred Case (File 22-3433)**, the Town has a history of pausing projects that represent an "over-build" of the land.

Conclusion

We ask you to remember that once the concrete is poured and the trees are gone, there is no going back. We are the ones who live with the traffic, the noise, and the loss of privacy. We ask you to defend the integrity of the **25% lot coverage standard** and deny this application. Please require the school to grow within the existing constraints of its site, just as every other resident in Vienna is required to do.

Respectfully,

Tony Zhang and Ying Huang
424 Knoll St NW, Vienna



[Home](#)
[Legislation](#)
[Calendar](#)
[Town Council](#)
[Departments](#)
[People](#)



Details

Reports

File #:	22-3433	Version: 1	Name:	
Type:	Action Item		Status:	Defer
File created:	10/7/2022		In control:	Town Council Meeting
On agenda:	10/24/2022		Final action:	
Title:	Request for modifications of site plan requirement related to the proposed rezoning of twelve parcels located at 127-133 Park Street NE for lot coverage, front yard setback, rear yard setback, and minimum lot area requirements.			
Attachments:	1. 01 - STAFF REPORT - 10-24-2022 - Vienna Courts , 2. 02 - Vienna Courts - Application & Rezoning Affidavit , 3. 03 - Vienna Courts - Modification Request Letter , 4. 04 - Vienna Courts - Rezoning Plan - 06.29.22 , 5. 05 - Vienna Courts - Illustrative Site Plan , 6. 06 - Vienna Courts - Renderings , 7. 07 - Vienna Courts - Fire Marshal Approval Plan , 8. 08 - Vienna Courts - Fiscal Impact Analysis , 9. 09 - Vienna Courts - By-right and comparable development for reference , 10. 10 - Existing Residential Multi-unit developments analysis , 11. 11 - Relevant Code Sections , 12. 12 - Planning Commission Chair Memos-ViennaCourts , 13. 13 - Vienna Courts - Public Notification Affidavits , 14. 14 - Vienna Courts - Staff Presentation , 15. 15 - Regulatory Requirements for Vienna Courts Rezoning			

Text

Subject:

Title

Request for modifications of site plan requirement related to the proposed rezoning of twelve parcels located at 127-133 Park Street NE for lot coverage, front yard setback, rear yard setback, and minimum lot area requirements.

Body

EXPLANATION AND SUMMARY:

Background

The subject site, 127 to 133 Park St., NE, includes four separate three-story office buildings on a 72,173-square-foot site. The existing buildings were built in 1973 with approximately 24,000 square feet of gross floor area of office space. According to the original site plan, the site also contains 80 surface parking spaces. The site is currently zoned Transitional, which allows professional office uses. The site is surrounded by commercial properties facing Maple Avenue, E. and single-family residential properties along Church Street, NE. The Vienna Presbyterian Church is located across Park Street, NE from the subject parcel to the south.

Proposal

This item is the second of two regarding this proposed development project. The applicant seeks approval of the requests in both items, to be able to construct 14 two-family dwellings (for a total of 28 single-floor units), private alleys, parking, and walkways.

In the first item, the applicant is requesting a zoning map change for the 12 parcels, from T Transitional to RM-2 Multifamily, Low Density. If the Vienna Town Council approves the rezoning, this second item, which

requests modifications to site plan requirements of the RM-2 zone, may be considered. If the Town Council denies the requested rezoning, this second item will have lost relevance.

The applicant is requesting the following site plan modifications of requirements of the RM-2 zone, per Sections 18-256 and 18-257. These requests include permission for:

- Lot coverage to exceed the maximum 25% ([Section 18-58.I](https://library.municode.com/va/vienna/codes/code_of_ordinances?nodeId=PTIICOOR_CH18ZO_ART9MULODEZORE_S18-58ARRE) [<https://library.municode.com/va/vienna/codes/code_of_ordinances?nodeId=PTIICOOR_CH18ZO_ART9MULODEZORE_S18-58ARRE>](https://library.municode.com/va/vienna/codes/code_of_ordinances?nodeId=PTIICOOR_CH18ZO_ART9MULODEZORE_S18-58ARRE)),
- Encroachment into the 35-foot front yard setback ([Section 18-58.D](https://library.municode.com/va/vienna/codes/code_of_ordinances?nodeId=PTIICOOR_CH18ZO_ART9MULODEZORE_S18-58ARRE) [<https://library.municode.com/va/vienna/codes/code_of_ordinances?nodeId=PTIICOOR_CH18ZO_ART9MULODEZORE_S18-58ARRE>](https://library.municode.com/va/vienna/codes/code_of_ordinances?nodeId=PTIICOOR_CH18ZO_ART9MULODEZORE_S18-58ARRE)),
- Encroachment into the 35-foot rear yard setback ([Section 18-58.F](https://library.municode.com/va/vienna/codes/code_of_ordinances?nodeId=PTIICOOR_CH18ZO_ART9MULODEZORE_S18-58ARRE) [<https://library.municode.com/va/vienna/codes/code_of_ordinances?nodeId=PTIICOOR_CH18ZO_ART9MULODEZORE_S18-58ARRE>](https://library.municode.com/va/vienna/codes/code_of_ordinances?nodeId=PTIICOOR_CH18ZO_ART9MULODEZORE_S18-58ARRE)), and
- Deviation from certain lot requirements of the RS-10 zone, which the code establishes as also applying to the RM-2 zone, and the 8,000 square feet of lot area per two-family dwelling requirement ([Section 18-58.A.2](https://library.municode.com/va/vienna/codes/code_of_ordinances?nodeId=PTIICOOR_CH18ZO_ART9MULODEZORE_S18-58ARRE) [<https://library.municode.com/va/vienna/codes/code_of_ordinances?nodeId=PTIICOOR_CH18ZO_ART9MULODEZORE_S18-58ARRE>](https://library.municode.com/va/vienna/codes/code_of_ordinances?nodeId=PTIICOOR_CH18ZO_ART9MULODEZORE_S18-58ARRE)).

More detail is provided in Attachment 1, the staff report, where a listing and title of all other attachments is included.

PLEASE NOTE THAT THE STAFF REPORT AND ALL ATTACHMENTS ARE THE SAME IN THIS ITEM AS IN THE PREVIOUS ITEM, THE PROPOSED REZONING.

Town Council received a presentation on an earlier version of the proposed development from the applicant at a Conference Session on Sept. 27, 2021.

Departmental Recommendation: Town Council can approve or deny the request for the site plan requirement modifications based on Section 18-256 and Section 18-257 of the Town Code.

Finance Recommendation: Finance recommends Town Council to approve or deny the request at their discretion.

Town Attorney Recommendation: After receiving a report and recommendation from the Planning Commission, the Town Council may consider site plan modifications under Town Code Sections 18-256 and 18-257 if the Town Council makes the finding that the integrity of Chapter 18 and the health, safety and morals of the Town will not be thereby impaired.

Sec. 18-256. - Modification of requirements.

Where an applicant for a building permit subject to the requirements of this article can demonstrate to the council that the most practical, efficient or aesthetic development of the site involved cannot be achieved within the requirements of this chapter, the council, after receiving the recommendation of the planning commission, or not less than 30 days after requesting such recommendation in writing, may modify such requirements upon a finding that the integrity of this chapter and the health, safety and morals of the Town will not be thereby impaired. Such modifications may apply to yard, lot area, lot coverage, parking, number of units, unit floor area, screening, frontage, and similar requirements, but this section shall not be construed to permit any modifications of the uses permitted in any zone or of the maximum building height permitted for any building.

Town Manager's Recommendation: The Town Council may conduct a Public Hearing on the proposed rezoning in its discretion. In consideration of the proposed rezoning, the Town Council should consider the

comments of the public, the Report and Recommendation of the Planning Commission, as well as the consistency of the application with the Town's current Comprehensive Plan.

Decision Needed by This date: N/A

PROPOSED/SUGGESTED MOTION

Recommended Action

"I move to approve the requested modifications of requirements related to the requested rezoning for 127-133 Park Street NE for front yard setback of 25 feet, rear yard setback of 15 feet, lot coverage of 68%, and lot area of 72,167 square feet for the proposed development of 28 single-floor units in 14 buildings as shown in the concept plan."

Or

Other action deemed necessary by Council.



[Home](#) [Legislation](#) [Calendar](#) [Town Council](#) [Departments](#) [People](#)



Details

Reports

File #:	24-4462	Version: 1	Name:	
Type:	Action Item		Status:	Failed
File created:	5/15/2024		In control:	Town Council Meeting
On agenda:	6/3/2024		Final action:	
Title:	9:30p.m. - 10:00 p.m. - Review of Conditional Use Permit Application - Annex Property 301 Center St S			
Attachments:	1. 01 - Parking Study Exhibit 1 , 2. 02 - Parking Study Exhibit 2 , 3. 03 - Parking Study Exhibit 3 , 4. 04 - Staff Presentation - Annex CUP , 5. 05 - Regulatory Requirements for Agenda Item			

Text

Subject:

Title

9:30p.m. - 10:00 p.m. - Review of Conditional Use Permit Application - Annex Property 301 Center St S

Body

DATE(S) OF PRIOR COUNCIL CONSIDERATION OF THIS ISSUE: 1/22/24 Conference Session

EXPLANATION AND SUMMARY:

The Town purchased the Faith Baptist Church building located at 301 Center St., S, referred to as the Annex, intending to use the building and grounds for public use. The Annex was used as a temporary police station until 2022. Parks & Recreation had intended to use the building for recreational programming once the police vacated the building; however, due to the condition of the building, the Town could not obtain a Certificate of Occupancy from Fairfax County to use the building for recreational use and meeting spaces.

Because the property is zoned RS-10 single-unit residential, no uses other than a single-unit home are permitted under this zoning classification without either 1) the Board of Zoning Appeals approving a new Conditional Use Permit or 2) the Town Manager's approval of a special event use. The Town Manager has received many requests to use the Annex parking lot and other parts of the property for various events and projects and has reviewed each request on a case-by-case basis.

Town Council directed staff to conduct a study to determine the long-term use of the Annex property, which is underway. The former church building has already been demolished. At the Jan. 22, 2024, work session, the Council directed staff to move forward with a conditional use permit application for interim site uses.

Staff is seeking direction from the Town Council on the uses proposed for the conditional use permit application and which parking layout is preferred. In addition to the conditional use permit, approval of a

Modification of Requirement will also be required for lot coverage, as the maximum lot coverage in single-unit residential zones is 25%, and all options exceed 25%.

In the plans attached, the area previously covered by the building will be seeded for grass and available for approved governmental uses, as specified in the permit application.

Staff worked with Land Design to develop three exhibits for Council's review:

- **Exhibit 1** shows minimal changes to the site after building demolition is complete. The front parking area would require 215 square feet of additional paving to bring the spaces in current regulations. Four ADA-accessible parking spaces would be incorporated into the revised striping of the front parking lot. The rear parking lot would be left in its current size and striped for two rows of 90-degree parking. The curved driveway would be removed, and a sidewalk would be added from the rear parking lot to the sidewalk along Center Street with a connection to the front parking lot. No trees would be affected by this design. The fenced storage area in the northwest corner of the property would expand from its current configuration by 25 feet toward the rear property line. 68 total parking spaces are provided with this layout.
- **Exhibit 2** shows the same changes to the front parking lot, curved driveway, sidewalk, and fence storage area as Exhibit 1. If the rear parking lot paved area is expanded 3,105 square feet toward Center Street, three rows of 90-degree parking spaces can be striped. No trees would be affected by this design. 95 total parking spaces are provided with this layout.
- **Exhibit 3** shows the same front parking lot, fenced storage area, and removal of the curved driveway as the other exhibits. The sidewalk from the rear parking lot would be straight rather than curving around a mature holly tree. If 7,670 square feet of pavement is added to the rear parking lot, 4 rows of 90-degree parking can be striped. The expanded pavement would require the holly tree to be removed. 118 total parking spaces are provided with this layout.

Attachment 4 is a staff presentation summarizing the permitted uses, proposed conditional uses, comparison of the three exhibits, and the review process for Conditional Use Permits (CUP) and Modification of Requirement.

Departmental Recommendation: Staff recommends the Council provide direction as to whether the proposed uses are appropriate for this location and which of the three proposed site layouts should be submitted with the conditional use permit application.

Finance Recommendation: Recommend Council give direction for the preferred plan for the Annex CUP.

Purchasing Recommendation: Recommend Approval.

Town Attorney Recommendation:

Town Manager's Recommendation: I recommend the Town Council direct staff to submit an application for a conditional use permit for the uses outlined in Attachment 4 for the property located at 301 Center Street South, as presented.

Cost and Financing: Staff is working on preparing cost estimates for the work proposed for each of the three exhibits. The information will be posted prior to the meeting.

Account Number: n/a

Prior Funding Approval: *Annual General Budget (Year), Amendments, CIP Budget (Year), or ARPA.*

Decision Needed by This date:

PROPOSED/SUGGESTED MOTION

Recommended Action

"I move to direct staff to submit an application for a conditional use permit for the uses outlined in Attachment 4 for the property located at 301 Center St S."

AND

"I further move to direct staff to include Exhibit ____ (1, 2, or 3) as part of the conditional use permit application."

Or

Other action deemed necessary by Council.

From: [REDACTED]
 To: [Levy, David](#)
 Cc: [Glassman, Matthew](#); [COUNCIL](#); [Town Manager](#); [West, Andrea](#); [O'Brien, Kelly](#); [Briaglia, Steven](#); [Kenney, Steve](#); [Plowqian, Jessica](#); [Noble, Douglas](#); [Lowther, Joseph](#); [Clouatre, Lyndsey](#); [Janickev, Daniel](#); [Murphy, Jennifer](#); [Chakrapani, Deepa](#); [Aimone, Keith](#); [Miller, David](#); [REDACTED]
 Subject: Re: Formal Request to Reopen Public Comment – Green Hedges Application - The breaking point of living on Nutley street and impacts of non-school activities.
 Date: Tuesday, February 10, 2026 1:29:09 PM

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

I am resubmitting my statement from earlier this morning to correct for mis-spellings I missed due to auto-correct. My apologies.

Good morning.

I wanted to take advantage of the reopening of the comment period regarding Green Hedges expansion request to remind the commission that we previously gave oral testimony regarding the fact that our residential neighborhood has been hammered by the cumulative consequences of previous decisions by the Town related to the expansion of commercial establishments and schools. Nutley Street is now regularly backed up with school traffic and our street parking has been taken over by commercial workers leaving no room for our family, friends, and neighbors to park nearby when visiting.

The town previously experienced the breaking point of our residential neighborhood when we all joined together in protest of a planned townhouse development on the Holmes residential property. Our resolve has not changed regarding further expansion of the Green Hedges school. We have existed in a mutual state of detent over the past decade since the last time they were approved for a CUP, against neighbor wishes. Since then, we have seen the school go against promises made by acquiring residential properties when they explicitly promised not too as part of their request.

The Town, and our neighborhood failed to explicitly spell out the conditions of the CUP to protect against the ignorance of future Town Commissions, employees, and new neighbors when new school staff either willfully or not decided to go against previous promises made that were not memorialized. If this project goes forward, in some manner, which the entire neighborhood is against and believes is a detriment to remnants of our neighborhood characteristics, I ask that this time all conditions and promises are specifically spelled out to prevent ambiguity in future years.

On this note in particular, I am concerned about the school’s desire to build a gymnasium on their grounds. Not only are these very big buildings but they are expensive to operate and represent a tantalizing source of additional revenue to the school when not in use. However, allowing a future gym to be used by outside groups during non-school hours just brings additional hardship to our community with even more unwanted traffic and noise. We all

deserve the little peace and quiet we can get when schools are not in session. The school has survived just fine without a gym over their lifetime and absence of a gym has not negatively affected their enrollment.

If the school is granted a CUP of any form, which again we do not support on the basis that the school no longer operates unobtrusively within our residential neighborhood, please ensure that unambiguous language is included that prohibits the school from opening up their campus to outside groups or activities during non-school hours. At the very least, we deserve that curtesy.

Thank you.

Sincerely,

Edward and Melissa Maillett
214 Nutley St., NW

From: [REDACTED]
To: [COUNCIL](#); [Town Manager](#); [Levy, David](#); [West, Andrea](#); [O'Brien, Kelly](#); [Briaglia, Steven](#); [Kenney, Steve](#); [Plowgian, Jessica](#); [Glassman, Matthew](#); [Noble, Douglas](#); [Lowther, Joseph](#); [Clouatre, Lyndsey](#); [Janickey, Daniel](#); [Murphy, Jennifer](#); [Chakrapani, Deepa](#); [Aimone, Keith](#); [Miller, David](#)
Cc: [REDACTED]
Subject: Written Comment - Green Hedges PC 02112026 Meeting - Agenda Items
Date: Tuesday, February 10, 2026 1:52:01 PM
Attachments: [CUP Event Conditions.docx](#)
[GHS 2025 010626.docx](#)

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

Dear All:

Thank you for the opportunity to publicly comment on the Planning Commission Meeting agenda materials for the meeting scheduled for 2/11/2026. With respect to the Agenda Materials, I offer the following:

PC 2/11 Agenda Materials

Attachment 1 – Staff Report Addendum

CUP Condition #3 (Phasing Timeline)

Staff recommends a six-year timeline from CUP approval to begin Phase 2. Based on Green Hedges’ documented history, a “start” date without a required completion date is meaningless. In a prior approval, the School satisfied the “begin work” requirement by installing a sign. Five years later, limited construction occurred, and the project remains incomplete to this day.

Neighbors recommend that all work be fully completed within three years, not merely “started.” Anything less exposes neighbors to indefinite disruption with no enforceable endpoint.

Attachment 2 – Letter Dated 02/04/2026 (Odin Feldman Pittleman)

Enrollment

As Commissioner Miller correctly noted, a five-year averaging of enrollment is not realistically enforceable. There must be a clear, fixed enrollment cap.

Buffers

The statement that the School will provide buffers in Phase 1 “to the greatest extent possible” is vague and unenforceable. Newly disclosed information confirms that buffers at 434 Knoll Street—adjacent to the playground—cannot be completed in Phase 1.

The Town has been explicit that each phase must stand on its own. Phase 2 may never occur.

If Phase 1 cannot fully comply with buffer requirements, it should not proceed.

With this admission, 35% of adjacent homes will lack compliant buffers, including two homes impacted on two sides. This is not a minor exception—it is a material failure.

Sound Mitigation

The School has stated it will address noise only if its application is approved. That position speaks for itself. **Mitigation is being offered as leverage, not as a responsibility.**

Rentals

Prohibiting gym rentals only to youth basketball teams is arbitrarily narrow. Many youth sports generate identical impacts. Neighbors have direct experience with vague, undefined CUP conditions that are impossible to enforce. This language repeats that failure. Neighbors recommend no rental of the gym/multipurpose room.

Attachment 3 – School’s DRAFT Proposed Development Conditions

Neighbors have submitted extensive, experience-based feedback on CUP conditions. Past approvals demonstrate that conditions lacking precision are functionally unenforceable. The School’s draft conditions again rely on undefined terms and discretionary language.

Please see the attached Neighbors Recommended CUP Conditions and CUP Event Conditions, which provide clear, measurable standards.

Additional concerns:

- Student enrollment has decreased. Why has staff count not been reduced accordingly?
- Condition #5: Each phase must independently comply. Buffer compliance must be validated at Phase 1 and again at Phase 2.
- Conditions #9 and #10: Requiring construction to “begin” within 24 months or six years is insufficient. A sign previously satisfied this requirement. It is unreasonable to subject neighbors to a potential 10+ year construction horizon without mandatory completion deadlines.

Attachment 5 – Revised Letter Dated 02/06/2026 (Odin Feldman Pittleman)

- Page 2, third sub-bullet: The School states that all underground stormwater facilities will be constructed in Phase 1. **If true, there is no technical barrier to installing fully compliant buffers at 434 Knoll Street in Phase 1.**
- Page 3, third bullet: Confirms that 35% of adjacent homes will lack compliant buffers as proposed.
- Page 4, final paragraph: Claims improvements are “not possible” without site modifications. This directly contradicts Planning Commission statements that buffer and sound mitigation improvements could be implemented today. **The School’s position is**

clear: approve the project, or neighbors get nothing.

Attachment 8 – Modification of Site Plan Requirements & Condition Use Permit

Neighbors have already submitted detailed objections to the proposed CUP conditions. Those concerns remain unchanged and unresolved.

CLOSING

The neighbors have been consistent, factual, and patient. We have provided extensive documentation grounded in lived daily experience. The record shows repeated noncompliance, vague conditions, shifting representations, and impacts that remain unresolved.

We respectfully request that the Planning Commission deny recommendation of the Conditional Use Permit and Site Plan Modifications as submitted. Commissioner Miller asked, “When do we listen to the neighbors?”

That time is now. Our health, safety, and welfare depend on it.

Penny Oszak
221 Nutley St NW

GREEN HEDGES SCHOOL CUP “EVENT” CONDITIONS

I want to focus briefly on the proposed conditions governing events and hours of operation that were put forward by the School’s attorney.

Neighbors specifically requested a CUP condition addressing the number of events held at the School. The purpose was to minimize the impacts of traffic, parking, and noise on the surrounding neighborhood. The 2008 CUP included a condition stating that events would be “infrequent.” However, when neighbors raised concerns about the continual increase in events, the Zoning Administrator advised that the condition was unenforceable, because the term “infrequent” was never defined.

Learning from that experience, the neighbors proposed a clear and enforceable approach: a cap of twelve events per year, along with definitions for special events and extracurricular activities to eliminate ambiguity.

In response, the School proposed conditions, which I won’t repeat in full, but which rely on categories such as extracurricular activities, divisional events, all-school events, and special events.

At first glance, this language sounds restrictive. In practice, it is not. None of these key terms are defined. When terms are undefined, enforcement becomes subjective, and neighbors have no clear protections.

Under the proposed language, extracurricular activities and school events may occur every weekday evening until 9:00 PM, with no limits on frequency, size, or noise. That allows near-continuous evening activity in a residential neighborhood, creating a real quality-of-life impact.

There is also no definition distinguishing divisional events from all-school events. As written, events can be re-labeled to fit the most convenient category. A large event could be characterized as “divisional” to avoid the twelve-event annual cap.

Only special events are limited to twelve per year — but special events are not defined. As a result, larger or more impactful events can simply be categorized differently, undermining the purpose of having a cap at all.

The conditions regulate time, but not impact. A small club meeting and a large, noisy, high-traffic event are treated the same. While some notice to neighbors is required, notice alone does not provide accountability or enforceability.

Finally, allowing departures until 9:30 PM effectively extends noise, traffic, and disruption beyond 9:00 PM, with no requirement that activities or noise cease earlier.

This is not about opposing school activities. It is about ensuring that activities in a residential neighborhood are clearly defined, limited in intensity, and enforceable. Clear conditions protect the Town, the School, and surrounding neighbors, and help avoid ongoing conflict. We respectfully submit our proposed conditions for school events, activities, and hours of operation.

Revised Condition: Events, Activities, and Hours of Operation

1. Definitions

For purposes of this Conditional Use Permit:

a. Extracurricular Activities

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.

b. Divisional Events

Events limited to a single grade or school division (e.g., Lower, Middle, or PK), involving enrolled students and staff only, and not open to the public.

c. All-School Events

Events involving more than one division or the full student body, involving enrolled students and staff only, and not open to the public.

d. Special Events

Any event that meets one or more of the following criteria:

- open to the public or invited guests beyond enrolled students and staff
- involves outside organizations, rentals, or third-party use
- uses amplified sound outdoors
- exceeds 50 attendees, including students, staff, and guests

2. Extracurricular Activities (Limited Use)

Extracurricular Activities shall be permitted only during the following hours:

- Monday–Friday: 7:00 AM to 9:00 PM (all activities must cease by 8:30 PM)

- Saturday: 9:00 AM to 2:00 PM (all activities must cease by 1:30 PM)

The site shall be fully vacated within 30 minutes of activity cessation.

Written notice shall be provided to all abutting property owners and Town Planning staff at least ten (10) calendar days in advance.

The School shall maintain and submit annually to the Town a log documenting the date, time, and nature of all Extracurricular Activities.

3. Divisional and All-School Events

Divisional and All-School Events shall be permitted only under the following conditions:

- Monday-Friday: 7:00 AM to 6:00 PM

No Divisional or All-School Events shall occur on weekends, holidays, or evenings.

4. Special Events (Limited Use)

Special Events shall be permitted only under the following conditions:

- Monday–Friday: 7:00 AM to 9:00 PM (all activities must cease by 8:30 PM)

The site shall be fully vacated within 30 minutes of activity cessation.

Written notice shall be provided to abutting property owners and Town staff at least ten (10) calendar days in advance.

The School shall maintain and submit annually to the Town a log documenting the date, time, and nature of all Special Events.

5. Annual Event Limitation

The combined total number of Extracurricular Activities and Special Events conducted outside regular school instructional hours shall not exceed twelve (12) events per school calendar year.

6. Noise, Parking, and Traffic Controls

All events and activities shall comply with applicable Town noise ordinances and conditions of this Conditional Use Permit.

No off-site queuing, parking, or traffic obstruction shall occur.

When anticipated attendance exceeds the School's on-site parking capacity of sixty-three (63) spaces, off-site parking shall be provided and managed by the School.

Event staff and/or traffic control shall be provided as necessary to ensure compliance with these conditions.

7. Enforcement and Violations

Failure to comply with any provision of this condition shall constitute a violation of the Conditional Use Permit.

- Repeated or documented violations may result in enforcement action, modification, or revocation of the CUP.
- Exceeding the annual event limitation shall require approval by Town Council with written notice to abutting property owners and Town staff at least ten (10) calendar days in advance of such approval request.

GREEN HEDGES SCHOOL INTRODUCTION AND PURPOSE OF THIS DOCUMENT

This document has been prepared by residents living adjacent to and impacted by Green Hedges School to provide Town Council, reviewing or approval boards, Town staff, and the public with a comprehensive, factual, and consolidated record of the School's historical approvals, governing conditions, and neighborhood impacts. It is also intended to evaluate and place the School's proposed Conditional Use Permit (CUP) and Site Plan Modification applications within their full historical, regulatory, and neighborhood context.

Green Hedges School has operated at 415 Windover Avenue since 1955 and has pursued repeated expansions through a series of CUPs, Site Plan Modifications, variances, and related approvals granted over multiple decades. These approvals were granted incrementally, often by different reviewing bodies, and frequently included specific conditions intended to limit intensity of use and mitigate impacts on the surrounding residential neighborhood. Unless expressly modified or superseded, those conditions remain in full force and effect.

Over time, the accumulation of approvals—combined with uncompleted commitments, missed deadlines, and evolving interpretations of prior conditions—has created ambiguity regarding which restrictions remain applicable and how they should be enforced. This document is intended to eliminate that ambiguity by providing a complete and organized record of prior approvals and their associated conditions.

The first portion of this document (*Green Hedges School History 1955-2017 p2*):

- Provides a chronological history of Green Hedges School's expansions and approvals from 1955 through the present;
- Identifies conditions, restrictions, and limitations imposed through prior CUPs and Site Plans that remain applicable unless expressly superseded;
- Documents patterns of incomplete or delayed implementation of approved improvements, including buffers, lighting, sidewalks, and other neighborhood protections;
- Summarizes longstanding and ongoing neighborhood impacts, including traffic congestion, parking shortages, noise, excessive density, prolonged construction impacts, and inadequate buffering; as well as the history of enforcement complaints associated with these issues.

The second portion of the document (*Green Hedges School Current Application & Neighbors' Concerns p5*):

- Outlines the scope, scale, and intensity of the proposed development;
- Identifies the zoning variances and modifications being requested, as well as the proposed phasing of construction; and
- Considers the cumulative impacts of the proposed expansion in light of the site's historical approvals, existing neighborhood conditions, and the residential zoning context in which the School operates.

Finally, the document sets forth specific, enforceable conditions recommended by neighboring residents should any new CUP or Site Plan approval be granted (*Neighbors Recommended CUP Conditions p11*). These recommended conditions are intended to mitigate documented impacts, ensure compliance with applicable zoning standards, establish clear operational limits, and provide enforceable timelines and accountability mechanisms. They are also intended to avoid the ambiguity and enforcement challenges that have resulted from fragmented and overlapping approvals in the past.

The purpose of this document is not to oppose reasonable, code-compliant improvements to Green Hedges School's facilities. Rather, it is to ensure that any future approvals are informed by the complete historical record, reflect the cumulative impacts of past and proposed development, and appropriately balance the School's operational objectives with the **health, safety, and quality of life of the surrounding residential community.**

GREEN HEDGES SCHOOL HISTORY 1955-2017

Green Hedges School has been located in the Town of Vienna at 415 Windover Ave since 1955 and has pursued repeated expansions over the past seven decades.

Conditional Use Permits (CUPs) and Site Plan Modifications – 1961 - 2017

CUPs and/or Site Plan Modifications for Green Hedges School have been approved for the following years:

- 1961. Student increase from 60 to 75. Town Attorney letter dated 4/6/1961 determined that increase in students would not change the non-conforming use.
- 1964. Additional classroom, bathroom, and exit driveway.
- 1970. Addition of a one-story building with two additional classrooms, and student increase to 100. Construction **was not completed until 1976-1977.**
- 1978. Add an addition, add a parking lot behind the existing buildings, and student increase to 120.
- 1981. Lot consolidation to include 427 Windover (Rice Art Center) to be used for additional classrooms.
- 1985. Build an additional 4,700 square feet of space as a multi-purpose type building with two classrooms and two additional bathrooms, student increase to 190. A condition of the approval required construction to be completed by May 1987; due to delays, the condition was modified to require **that construction begin by May 1987.**
- 1997. Construction of two additional class rooms and consolidation of Kilmer residence and rear yards of 221 and 227 Nutley St NW (four lots consolidated into one). Add a new driveway along Windover Ave to include on-site parking spaces. This was the **last Site Plan modification to be reviewed and approved by Town Council; construction was not completed until 2000.** This project was widely viewed as **the last expansion that could be reasonably accommodated** within the surrounding neighborhood. This understanding was documented in the Town Council Meeting held on December 15th, 1997.
- 2000. Construction of a 6,750 square foot playing field behind 227 and 221 Nutley St NW.
- 2007. Demolish the Stable Building and incorporate it with the expanded Kilmer Hall. New additions would be constructed on both one- and two-story platforms at the existing one-story Kilmer Hall. Construction of a 2-story tall underground athletic center. Reconfigure the existing entry drive and parking area (restripe 54 space parking lot. Create additional green space. Add a sidewalk along the Nutley St Entrance. Replace existing lighting to be compliant. Demolish 227 Nutley St and the existing athletic field be relocated to the 227 Nutley St site. Full Time Equivalent increase to 37.
 - Approved by Board of Zoning Appeals only as a three-phase, 12–15-year project; **only the second story additional to the Stable was completed in 2013.** While not all Site Plan Modifications require Town Council review, the scale and scope of this modification **were significant and should have been reviewed and approved by Town Council.**
- 2017. Lot consolidation of 202 Lewis St @ approximately .023 acres to establish an educational garden. Full Time Equivalent increase from 37 to 42. Utilize two parking spaces to increase total parking at 415 Windover Ave to 57 spaces.

Historic Conditions and Restrictions (1961–2017)

During the 2017 CUP expansion proceedings, the Town Attorney was consulted and advised that a subsequent CUP application does not reopen, negate or otherwise invalidate prior approved uses, conditions, or future improvement approvals. Accordingly, all conditions, restrictions, variances improved under prior CUPs and Site Plans remain in full force and effect unless expressly modified or superseded by a later CUP or Site Plan Approval.

Given Green Hedges School’s long history of incremental approvals spanning multiple decades, we strongly recommend that any future CUP and/or Site Plan approval expressly incorporate, restate, and replace all prior conditions and variances, thereby superseding earlier CUPs and Site Plans in their entirety. This approach would eliminate ambiguity, ensure enforceability, and provide clarity for the Town, the School, and surrounding neighbors.

The following is what the neighbors believe to be the complete list of applicable CUP conditions and restrictions approved between 1964 and 2017 (based upon historical CUPs):

1970

- All permanent parking spaces shall be to the rear of the proposed building.
- No prepared parking spaces shall be developed along the entrance driveway between Nutley St and the permanent parking areas.

1978

- The edge of the parking lot will be screened with fast growing trees and shrubbery. **Complaints filed.**
- Two speed bumps will be installed between the new parking lot and Nutley St.

1981

- Use of the Rice Arts Center is limited solely to classrooms and storage of instructional materials. **Complaint filed.**

1985

- No parking or standing permitted on Nutley St. **Complaints filed.**
- Student enrollment increased to a maximum of 190 students.

1996

- Waiver from public street improvement requirements, in lieu of which Green Hedges was required to construct a storm drainage system along the northwesterly side of Windover Ave connecting to an existing system near Nutley St.
- The Kilmer House may be used as a residence only until Mrs. Kilmer vacates the premises; thereafter, use by Green Hedges is limited solely to administrative services.
- Additional escrow contribution of up to \$2,000, not to exceed a total of \$7,000, for the Town of Vienna to construct a meandering asphalt sidewalk from the southerly Green Hedges driveway along Windover Ave to the intersection of Windover and Nutley.
- Town Council's site plan modification was approved based upon statements from the Chair of the Board of Directors for Green Hedges School that there are no plans to increase enrollment, staff or facilities (other than that considered by the Town Council on December 15, 1997), **nor are any such additions likely to be approved by the Town in the future.** This was added to the CUP order. **Complaints filed.**

2000

- Use of the athletic field by the School is limited to school hours of operation between 8:00 a.m. and 6:00 p.m. daily. **Complaints filed.**

2007

- Maximum 190 students.
- Hours of school activities:
 - Normal school activities, including daily physical education and after-school programs: 7:00 a.m. – 6:00 p.m., Monday through Friday.
 - Extracurricular activities, special events, and infrequent or intermittent activities: **Complaints filed.**
 - Weekdays: until 9:00 p.m.
 - Saturdays: 9:00 a.m. – 5:00 p.m.
 - Sundays: 10:00 a.m. – 2:00 p.m.
 - With prior notification and approval from abutting neighbors, one-time events outside these hours may be permitted. Board of Trustees meetings are permitted on Sunday evenings. **Complaints filed.**
 - Rental of school facilities, including the underground athletic facility when completed, is limited to: **Complaints filed.**
 - Weekdays: 3:00 p.m. – 9:00 p.m.
 - Saturdays: 9:00 a.m. – 5:00 p.m.
 - Sundays: 9:30 a.m. – 2:00 p.m.
- The School shall mitigate negative impacts to the surrounding neighborhood from traffic and parking for all activities, including facility rentals, and shall provide and enforce off-street parking. **Complaints filed.**
- Priority scheduling and reduced rental rates for neighborhood youth teams, clubs, and organizations.
- Maximum capacity of the athletic facility limited to 375 persons, or the Fire Marshall's limit, whichever is less.
- Construction may be phased; however, the first phase must commence within 18 months of CUP approval. **Complaints filed.**

- Rental policies and one-time events to be reviewed annually, or as needed, with abutting neighbors and the Town’s Director of Planning and Zoning.
- Best efforts to preserve existing trees on neighboring properties. **Complaints filed.**

2017

- Increase in Full Time Equivalent employees from 37 to 42.
- Two parking spaces at 202 Lewis St restricted to maintenance, custodial, and administrative personnel only; signage required. **Complaints filed.**
- Two parking spaces at 202 Lewis St to be screened with landscaping consistent with the approved Site Development Plan (5’ evergreens along Lewis St and 8’ evergreens along the northern property boundary). **Complaints filed.**
- Total parking spaces at 415 Windover Ave and 202 Lewis St not to exceed 56. **Complaints filed.**
- Maximum lot coverage of 31.22%.

Pattern of Uncompleted Commitments

Over decades, numerous CUPs and Site Plan modifications were approved yet portions of the work were **never started or completed.** As a result:

- Promised buffers, green space, sidewalks, and compliant lighting were not delivered
- Meanwhile the School benefited from increased density, enrollment and staffing

Given the long history of approvals and the ongoing, well-documented impacts to the surrounding community, further expansion of this site exceeds the reasonable capacity of the neighborhood and warrants formal recognition by the Town Council.

Longstanding Neighborhood Impacts

Since **1964**, surrounding neighbors have consistently raised concerns regarding:

- Excessive **density**
- **Traffic** congestion
- **Parking** shortages
- **Lack** of Buffers
- **Prolonged impact of construction activity**
- **Noise** Impacts
- **Storm Water** issues

Enforcement History

To date, neighbors have filed **over 80 Complaints** against the School (see Appendix A). While not every complaint resulted in a zoning violation, the volume and consistency of these complaints underscore the ongoing and significant impacts the School has had on the surrounding neighbors’ quality of life.

GREEN HEDGES SCHOOL CURRENT APPLICATION

Recent Expansion Efforts – 2022 - 2026

In **2022**, Green Hedges School began planning for another expansion and submitted a Conditional Use Permit application and Site Plan modification in **October 2023**. Based on Town feedback, the School spent the following 2 years revising its proposal and submitted a new CUP and Site Plan Modification on **July 29, 2025**.

While the CUP and Site Plan modification are separate applications, the School has stated its proposed updates and improvements are **contingent upon approval of both**.

Proposed Development:

Green Hedges School proposes the following improvements and operational changes as part of its 2025 application:

- Renovation and expansion of Kilmer Hall, the main school building
 - Existing: approximately 15,495 square feet in a single story
 - Proposed: 38,860 square feet in a single level
 - Notably, portions of the Schools' narrative characterize this as an increase of approximately 6,445 square feet, **which appears inconsistent with the stated total building size**
- Demolition of the Rice Arts Center (approximately 2,197 square feet) and construction of a new Academic Building in the same general location,
 - Proposed Building: 35-foot tall, 12,690 square feet
- Enrollment increase to maximum of 225 students, phased at ten additional students per year beginning after the issuance of the Occupancy Permit for the New Academic building
- Staff increase to a maximum of 50 full-time employees, phased at two additional full-time employees per school year following the issuance of the Occupancy Permit,
- Parking and circulation improvements, including
 - A total of 66 code-compliant parking spaces
 - Improved vehicular circulation and additional on-site car queuing capacity
- Relocation and expansion of the recreation field to Windover Ave and Lewis St areas
- Updates to playground areas along Knoll St and Windover Ave
- Stormwater management improvements to meet current state requirements
- Landscaping and fencing enhancements along School perimeter to provide a visual and acoustic buffering for adjacent properties
- Dedication of right-of-way along Lewis St and construction of new sidewalks along Lewis St and Windover Ave

Construction Phasing

The School proposes phased construction but the exact phasing will depend on final design details, **fundraising efforts, construction costs**, and permitting. The current phasing plan is as follows:

- Phase 1
 - Demolition of Rice Arts Center and construction of the New Academic Building.
 - Construction of new parking areas
 - Construction of new grass field
 - Installation of bicycle parking
 - Landscaping enhancements
 - Construction of new fencing
 - Construction of sidewalks along Lewis St and Windover Ave
- Phase 2
 - Renovation and expansion of Kilmer Hall
 - Construction of new playgrounds
 - Additional landscaping improvements within playground areas

Variations and Modifications Requested

The School is requesting the following modifications to the Town's Zoning Code

- Section 18-824(7): Extension of the commencement period for construction from 6 months to 24 months following issuance of the CUP
- Section 18-218.2: Modification of lot coverage requirements from the permitted 25% to 47.8%
 - The School is currently approved for up to 32.2% coverage
- Section 18-402: Modification of required frontage improvements to allow for a modified sidewalk configuration and street section on Lewis St and Windover Ave
- Section 18-582: Waiver of the requirement for a dedicated loading space (one per every 100,000 square feet of gross floor area) with loading proposed to be accommodated elsewhere on site
- Section 18-560: Modification of interior parking lot landscaping, (one landscaping island per ten parking spaces) to allow for underground stormwater facilities in both parking areas
- Section 18-561.1: Modification of the required 15-foot buffer with approximately **56% of the property not meeting the minimum buffer width**
- Section 18-583: Modification of bicycle parking requirements, specifically the long-term parking standard (one short-term and one long-term space per 2,500 square feet)

NEIGHBORS' CONCERNS

The neighbors' long standing and primary concerns related to Green Hedges School have consistently centered on density, traffic, parking, inadequate buffers, and noise. The current application proposes increases in density and traffic, does not comply with required buffer standards, and does nothing to mitigate existing noise impacts. In several respects, it exacerbates them.

Phasing and Completion Deadline

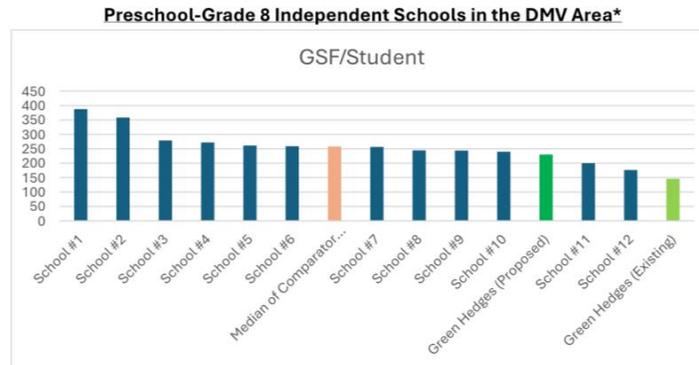
The current Green Hedges proposal anticipates a multi-year construction period. Given the School's documented history of missed deadlines and subsequent unreviewed and unapproved site plans, the neighboring community insists that any approvals be conditioned on a firm timeline.

Specifically, all approved phases of the Site Plan must be fully completed within three (3) years of final approval by both the Board of Zoning Appeals and the Town Council. Failure to complete all phases within this three-year period shall result in the automatic revocation of the Conditional Use Permit. In such event, Green Hedges School shall be required to submit and obtain approval of an amended CUP and Site Plan.

Additionally, to the extent practicable, all improvements facing or impacting neighboring residential properties – including but not limited to buffers, fencing or walls, and lighting – shall be completed prior to the commencement of any other site modifications or construction activities.

Density and Institutional Expansion in a Residential Neighborhood

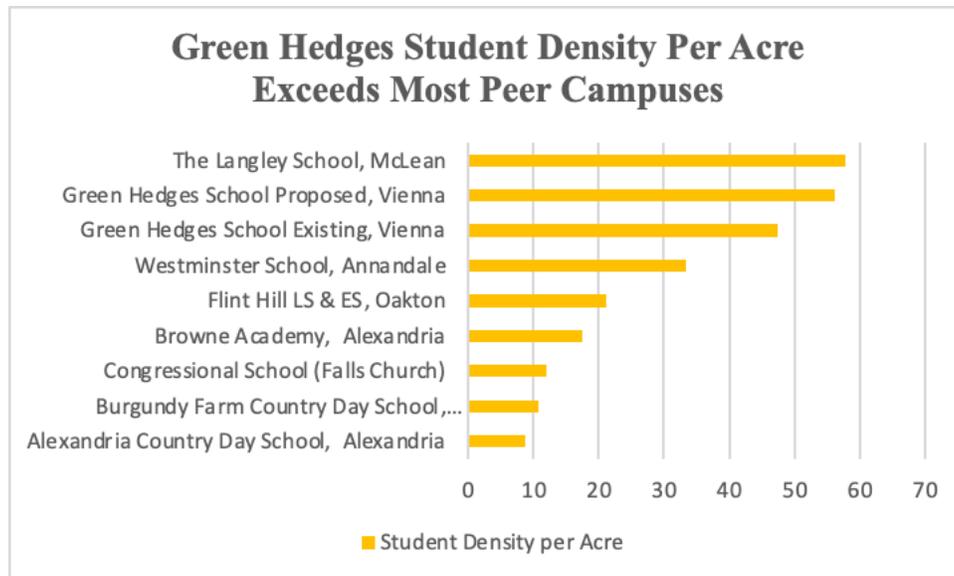
Green Hedges has stated that its need to expand is driven by the fact that the existing school is “significantly undersized (56% vs. median) relative to peer preschool–Grade 8 independent schools in the DMV area.” Despite operating within a residential neighborhood with limited expansion capacity, the School's stated objective is to reach approximately 91% of the median gross square footage (GSF) per student for comparable private schools.



* Comparator school Gross Square Footage based on The Stonehouse Group database and last published enrollment. Schools include: Alexandria Country Day School, Browne Academy, Burgundy Farm Country Day School, Capitol Hill Day School, Congressional School, Flint Hill LS+MS, Harford Day School, Langley School, Lowell School, The River School, Westminster School, Woods Academy.

*Chart taken from the Green Hedges Campus Plan

A further review of the Virginia peer schools reflects the following student/density parameters. As shown in the chart below, Green Hedges School's proposed student density per acre is among the highest when compared to their peer independent schools in Northern Virginia, exceeding both its existing condition and the densities observed at most peer campuses. Several comparative schools achieve lower student density through substantially larger campus acreage, **underscoring the relationship between site size and operational intensity.**



Green Hedges further asserts that increased enrollment is necessary to maintain competitiveness with other independent schools throughout Northern Virginia, the District of Columbia, and suburban Maryland, citing rising operational costs and a fixed tuition base at 190 students.

The surrounding residential neighbors should not bear the burden of enabling a private institution to remain competitive with schools located outside the Town of Vienna, particularly where those schools are sited on substantially larger campuses or in non-residential zoning districts.

We are confident that the Town Council would not support granting restaurants, retail establishments, or office facilities zoning variances that fundamentally alter the Town’s character – such as expanded hours of operation, reduced parking requirements, or increased lot coverage – simply to make those businesses “more competitive” with similar uses in neighboring jurisdictions.

Green Hedges School is a private institution operating within a residential zoning district. Granting variances on the basis of competitiveness in this context establishes an inconsistent and concerning precedent, raising the question of why this applicant should be treated differently from other private entities subject to the same zoning constraints.

Lot Coverage and Inappropriate Comparisons

While modifications to lot coverage are sometimes granted for institutional uses in residential zoning districts, such allowances are typically made for public or governmental uses that serve a broader civic purpose. The School’s comparison of its lot coverage modification to public schools or a police station is inappropriate.

A private school is not required to expand to fulfill a public mandate. This expansion is discretionary and serves the School’s interest and it is not essential.

Although the proposed expanded facilities may physically accommodate additional students and staff, the surrounding residential neighborhood cannot accommodate the resulting impacts.

Phase 2 Proposed Expansion and Intensity of Use

In Phase 2, the School proposes expanding the Multi-Purpose Room into a gymnasium and enhanced performance space. Such a facility has the potential to **significantly increase the intensity of use, particularly if rented or used outside of normal school hours.**

To prevent impacts that would be incompatible with the surrounding residential neighborhood, any approval should include clear and enforceable conditions limiting:

- Days and hours of use
- Maximum occupancy
- Permitted users (e.g., school-only use)

Additionally, Green Hedges already lacks sufficient on-site parking to support its current extracurricular activities. Increasing enrollment, staffing and rental use will further compound existing parking and traffic issues.

Review of the School’s Supplemental Submission

The School submitted a supplemental document asserting that the Campus Plan improves conditions while supporting increased enrollment and faculty, addressing:

- Traffic and Circulation, particularly at arrival and dismissal
 - Note: **Faculty and staff were not included in the traffic analysis.**
- Buffers with contiguous residential properties
- Sound Management
- Stormwater Management

Buffers

The neighbors oppose any modification to the required buffer zones. The school acknowledges that its current proposal cannot meet zoning buffer requirements. That burden should not be shifted to the surrounding residents. Instead, the School should revise its plans to comply fully with all applicable zoning codes.

All required buffers should include dense, year-round plantings. Existing “buffers” at 434 Knoll St and 206 Lewis St are routinely cut back each fall, rendering them ineffective.

Because children currently play directly adjacent to neighboring fence lines, the neighbors request a condition requiring that **all buffer zones be designated as passive areas**, with **NO human activity** permitted other than maintenance.

Regardless of ownership, the property at 206 Lewis St is not included in the campus improvement plan and should therefore be required to meet all applicable zoning requirements independently.

Sound Management

The School provided a sound analysis based on data collected between Saturday, October 11, through Monday, October 13th and Monday, October 27 and Thursday, October 30, 2025 correlating sound levels with arrival, playground, lunch, recess, and dismissal periods.

In the absence of a Town of Vienna noise ordinance with specific decibel limitations, the Fairfax County Noise Ordinance (Chapter 108.1-4-2.) provides guidance. In residential areas between 7:00am and 10:00pm, continuous sound levels must be below 60 dBA.

Date	Continuous Sound, dBA 7AM - 10PM (Max 60 dBA)	Impulse Sound, dBA 7AM - 10PM (Max 100 dBA)	Notes
Oct 11, 2025	45	66	No School Day
Oct 12, 2025	53*	69	No School Day
Oct 13, 2025	42	68	No School Day
Oct 27, 2025	53	83	School Day
Oct 28, 2025	54	87	School Day
Oct 29, 2025	54	84	School Day

*Note, the data trend showed gradual increase in decibels representative of yard work around the area

*Chart taken from Green Hedges Campus Plan

The School asserts that the proposed increase in enrollment would result in only negligible increases in noise levels and that an installation of a six-foot wooden fence would provide an estimated 5-8 dBA reduction.

However, the above chart indicates a substantial increase in sound levels (**+20 dBA**) generated by School operations.

Neighbors have concerns regarding the methodology, timing, and completeness of the School's sound data collection and have formally requested from the School additional data points to allow for a more accurate and representative analysis.

In parallel, neighbors are conducting an independent sound analysis to evaluate existing and projected noise impacts.

NEIGHBOR RECOMMENDED CUP CONDITIONS

Should Green Hedges be granted a new Conditional Use Permit and/or Site Plan approval, the neighbors respectfully request the following conditions be included as binding and enforceable conditions of approval. These conditions are intended to mitigate ongoing and documented School impacts to the surrounding residential neighborhood.

1. **Kilmer House Use and Exterior**
The Kilmer House shall be used solely for administrative office purposes. No exterior alterations, expansions, or modifications to the structure shall be permitted.
2. **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.
3. **Maximum Enrollment and Staffing**
The School shall not exceed 190 students and 42 full-time equivalent employees at any time.
4. **Parking Maximum**
The total number of parking spaces at 415 Windover Ave shall not exceed 66 spaces.
5. **Lot Coverage**
Total lot coverage shall not exceed 31.22 percent.
6. **Project Phasing and Completion**
The approved project may be constructed in phases; however, all phases shall be completed within three (3) years of final approval by the Board of Zoning Appeals and the Town Council. Failure to complete all phases within three (3) 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.
7. **Corrective Drainage Improvements**
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.
8. **Construction Traffic Timing Restrictions**
Construction vehicles and equipment, other than passenger cars, vans, or pickup trucks, shall not enter or exit the site between 6:30–8:30 a.m. and 3:00–6:00 p.m. during the school year.
9. **Construction Parking Restrictions**
All construction vehicles and equipment shall be parked on-site or at an approved off-street location. No construction-related parking shall be permitted on Windover Ave, Lewis St, Nutley Str, or Knoll St.
10. **Occupancy Limits**
Maximum occupancy of any multi-purpose room, auditorium, gymnasium, or other communal space shall not exceed limits established by the Fire Marshall.
11. **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.
12. **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-site 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 police officers to manage traffic and ensure compliance.

13. 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.

14. Buffering and Landscaping

No modification or reduction of required buffers shall be permitted. All buffers shall comply fully with the applicable zoning code. Buffer areas shall include dense, year-round vegetative screening, consisting of a continuous barrier of evergreen trees 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.

15. Fencing and Masonry Walls

A minimum six-foot (6') solid wood fence shall be installed along all property lines abutting residential uses. A minimum six-foot (6') masonry wall shall be required wherever driveways, loading areas, or parking areas directly abut residential properties. All fencing and masonry walls 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.

16. Rental Use Restrictions

Rental use shall be limited to internal school buildings only and shall not include outdoor facilities. Rental hours shall be limited to Monday–Friday, 3:00–8:00 p.m., and Saturday, 9:00 a.m.–2:00 p.m. The campus shall be fully closed within one (1) hour of the last scheduled activity. Rental group size shall not exceed 20 participants. Rental policies and one-time events shall be reviewed annually, or as needed, with abutting neighbors and the Director of Planning and Zoning.

17. 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:

- School days between 8am and 6pm
- School sponsored events only
- Maximum occupancy shall not exceed limits set by the Fire Marshall

18. Special Events and Extracurricular Activities

Special events and extracurricular activities shall be limited to 12 events per school calendar year. Weekday events shall conclude with campus closure by 9:00 p.m. Saturday events shall occur between 9:00 a.m. and 2:00 p.m., with campus closure by 3:00 p.m. Written mail and email notice of all such special events and extracurricular activities shall be provided to abutting neighbors at least two (2) weeks in advance.

19. Outdoor Play Areas

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.

20. Noise Controls

The use of outdoor amplification, including whistles, speakers, bullhorns, or PA systems shall be prohibited. The proposed six-foot wooden fence shall not substitute for required buffers and shall not be relied upon as the sole noise mitigation measure

21. **Mechanical Equipment and Noise Mitigation**
Generators, HVAC systems, and mechanical equipment shall be located toward the interior of the site, with components placed indoors to the maximum extent feasible. All equipment shall comply with zoning noise and screening.
22. **Solid Waste and Refuse Collection**
Dumpsters and refuse areas shall be located as far from residential properties as practicable. Dumpsters and refuse areas shall be fully compliant with all zoning enclosure and screening standards.
23. **Outdoor Lighting**
Outdoor lighting shall not exceed 12 feet in height and shall be fully shielded and directed downward away from adjacent residential properties. No exterior lighting shall remain illuminated after 7pm, except for safety lighting.
24. **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.**
25. **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 CLOSING

Neighborhood residents recognize Green Hedges School's right to maintain and improve its facilities, so long as those improvements comply with the residential zoning standards that protect our community. We would support such efforts just as we would for any other neighbor.

Residents object to repeated requests for preferential treatment through additional zoning allowances, variances, or expanded conditional use permissions that would further intensify use of the property and impose added impacts on an already burdened residential neighborhood. Residents therefore urge the Town Council to reaffirm and enforce strict compliance with all existing CUP and zoning conditions, including those governing noise, buffering, and operational limitations, in order to protect the health, safety, and welfare of the surrounding community.

Over the past several years, residents have filed numerous formal complaints documenting recurring impacts associated with the School's operations, including noise, traffic, and parking concerns, as well as issues related to compliance with existing conditions. These complaints reflect a consistent pattern of impacts rather than isolated or occasional incidents and have required repeated Town attention. While the School continues to operate under its current approvals, the documented issues raise reasonable concerns regarding the site's ability to accommodate additional intensity. Taken together, this record provides a sound basis for the Town Council to carefully evaluate whether further expansion would be compatible with the surrounding neighborhood or serve the public interest.

APPENDIX A

See File Attached in email sent to ToV on 1/5/2026 Named:

Zoning and CUP Complaints Reported to ToV DPZ_Green Hedges School_12-22-2025.pdf

From: [REDACTED]
To: [COUNCIL](#); [Town Manager](#); [Levy, David](#); [West, Andrea](#); [O'Brien, Kelly](#); [Briaglia, Steven](#); [Kenney, Steve](#); [Plowgian, Jessica](#); [Glassman, Matthew](#); [Noble, Douglas](#); [Lowther, Joseph](#); [Clouatre, Lyndsey](#); [Janickev, Daniel](#); [Murphy, Jennifer](#); [Chakrapani, Deepa](#); [Aimone, Keith](#); [Miller, David](#)
Cc: [REDACTED]
Subject: Green Hedges Application - Additional Public Comments
Date: Tuesday, February 10, 2026 1:54:30 PM

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

Dear All:

Thank you for the opportunity to submit additional public comments.

Although neighbors have been allowed to comment on each revision, the School's repeated modifications expose a deeper problem: this application is being reshaped to preserve what the applicant wants—not what the site demonstrably needs.

Each time concerns are raised, specific elements are adjusted—buffers, phasing, compliance representations—while the overall scale and intensity of the project remain unchanged. This pattern makes clear that revisions are not driven by site constraints or neighborhood compatibility, but by an effort to maintain a preferred outcome.

Responding to feedback is not inherently problematic. However, when revisions consistently follow criticism—particularly on core issues such as buffering, phasing, and compliance—it calls into question whether the proposal reflects what this residential site requires to function compatibly, or what the applicant prefers in order to maximize use of the property.

Zoning review is intended to evaluate whether a proposal, as submitted, is appropriate for a specific site. It is not meant to become an iterative negotiation in which requirements are minimized, deferred, or reconfigured in response to objections while the applicant's desired project remains intact.

Respectfully, this process raises a fundamental question: does this project reflect what is necessary—or simply what is wanted?

For these reasons, neighbors respectfully request that the Planning Commission deny recommendation of the Conditional Use Permit and Site Plan Modifications as submitted. The record reflects an application repeatedly reshaped in response to objections, while fundamental issues of scale, buffering, phasing, and neighborhood compatibility remain unresolved.

This process has deprived both residents and decision-makers of a single, complete proposal grounded in demonstrated site need. Instead, it has produced rolling revisions designed to preserve the applicant's preferred outcome at the expense of residential compatibility.

At some point, the question must shift from **how** to make this project fit to **whether** it fits at all.

The neighbors believe the answer is clear: this proposal exceeds what this site can reasonably support. We respectfully urge the Commission to deny the application.

Respectfully,

Penny Oszak

221 Nutley St NW

From: [REDACTED]
To: [Murphy, Jennifer](#); [O'Brien, Kelly](#); [Levy, David](#)
Subject: Submission re: Updated GH site plan and CUP
Date: Tuesday, February 10, 2026 3:04:00 PM

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

To the Town of Vienna Planning Commission -

I remain grateful for your public service and the seriousness of your deliberations on the Green Hedges applications for a new CUP and site plan variances.

I'd like to begin with my full-throated support for the neighbor objections that have already been submitted. In the interest of brevity, I will not restate these objections.

However, I would like to emphasize one observation from the latest (last-minute) submission from the school. Throughout the process, Green Hedges has professed a deep commitment to making their expansion plans "work for neighbors." This is patently false. Their plan works for them. Full stop. They hope it isn't sufficiently bad for neighbors that the Town will have reason to object. "Good for the neighbors" was never a goal. I know this from the choices they have made throughout the process, including this most recent submission.

The school's most recent plan backtracks from previous (verbal) reassurances that all noise abatement would be included in a phase 1. Must we once again be subject to bait-and-switch promises? What else will they "discover" about their site plan once the zoning and CUP variances are advanced and approved? Waiting until now to explore the feasibility of noise abatement was a choice.

Even if they just now discovered issues with stormwater management, the school could have proposed erecting a semi-permanent noise abatement perimeter during phase 1, admittedly at extra cost since it would need to be rebuilt during phase 2. That they didn't propose meaningful (temporary) phase 1 noise abatement was a choice.

Finally, the latest plan acknowledges the disruption caused by gym rentals, but conspicuously uses the least limiting restriction possible ("youth basketball") to preserve as many rental-generating options as possible. What about other youth sports? Using the language "youth basketball" instead of "youth sports" was a choice.

Their intentions are revealed in their choices, not their words.

I urge you to say “no” to further growth. Not 235. Not 217. Not 210. The school can modernize within their existing constraints. That they invested so much time and money building a plan that should not and cannot be advanced is not an issue that this Council is obligated to remedy.

Respectfully,
David Welch
412 Knoll St NW

From: [REDACTED]
 To: [Murphy, Jennifer](#)
 Cc: [REDACTED] [COUNCIL](#); [Town Manager](#); [Levy, David](#); [West, Andrea](#); [O'Brien, Kelly](#); [Briaglia, Steven](#); [Kenney, Steve](#); [Plowman, Jessica](#); [Glassman, Matthew](#); [Noble, Douglas](#); [Lowther, Joseph](#); [Clouatre, Lyndsey](#); [Janickey, Daniel](#); [Chakrapani, Deepa](#); [Aimone, Keith](#); [Miller, David](#); [REDACTED]
 Subject: Re: Green Hedges Application - Additional Public Comments
 Date: Tuesday, February 10, 2026 4:14:18 PM

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

Dear Members of the Board,

My name is William DuRoss, and I reside at 416 Knoll Street NW with my wife and two daughters. We have called Vienna home for over five years, but we are relatively new to the long and complex history regarding the Green Hedges School (GHS) expansion efforts and Conditional Use Permit (CUP) revisions.

Frankly, had we been aware of this history prior to our purchase, our family would have seriously reconsidered moving to this location. **For the record, my family is firmly against the expansion of Green Hedges School.**

Impact on Our Historic Neighborhood

Since moving here, our historic neighborhood has been under constant pressure. Within a one-block radius of our home, we have faced the massive expansions of Louise Archer and Madison High School, the recurring threat of GHS expansion, and the rise of pop-up daycare centers in residential homes. This level of commercial and institutional density is not what we envisioned when we chose this neighborhood.

While I appreciate that GHS’s revised plan addresses some immediate privacy concerns—such as removing the second-story balconies that would have looked directly into our master bedroom—I must underscore that **any expansion** remains detrimental to our community.

Critical Requirements if Approved

Should this plan move forward despite our objections, the following issues must be aggressively addressed:

- **Noise Mitigation:** The current buffers are wholly inadequate. As someone who works from home, the lack of noise deflection is a major concern shared by all neighbors abutting the property. We need drastic improvements to these buffers.
- **Stormwater Management:** My backyard currently floods due to runoff from the school grounds. Adding more impervious surfaces through new construction will exacerbate this issue unless a comprehensive drainage solution is implemented.
- **Traffic Congestion:** Our small residential roads are already at a breaking point with

current school traffic. I have yet to see a plan that realistically addresses how our infrastructure will handle additional volume.

Looking Ahead: When is "Enough"?

My primary concern is the precedent this sets. Given the documented history of the school's growth, there is a high probability they will return to this board for further CUP changes in the future. At what point does the Town of Vienna decide that this private institution has simply outgrown a historic residential neighborhood?

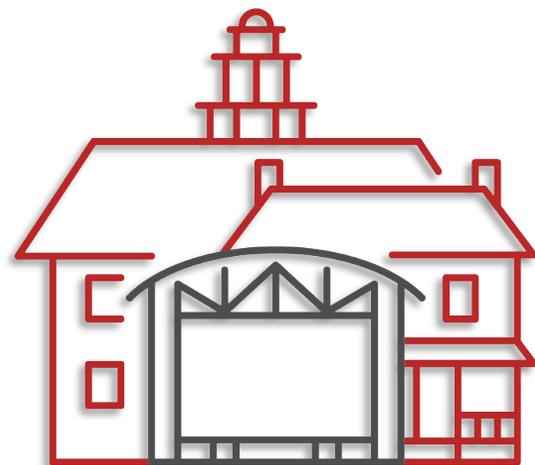
Thank you for your time and for considering these comments in your final decision.

Sincerely,

William DuRoss

416 Knoll St NW Vienna, VA

Modification of Site Plan Requirements & Conditional Use Permit for Green Hedges School at 415 Windover Avenue NW



TOWN OF
VIENNA
since 1890

Planning Commission Meeting
February 11, 2026

Applicant Requests

Recommendation to Board of Zoning Appeals to amend an existing Conditional Use Permit to:

- Increase number of students from 190 to **210** (previous requests were 225 and 217)
- Increase number of full-time employees from 42 to 50

Recommendation to Town Council for modification of site plan requirements pertaining to:

- Lot coverage
- Frontage improvements
- Parking and loading standards
- Landscaping
- Buffering
- Bicycle parking
- Duration of valid permit



Proposed Modification of Site Plan Requirements

1. **Increase** permitted lot coverage from previously approved 31.11% to 47.8%.
2. **Modify** required sidewalk and street section improvements along Lewis Street and Windover Avenue by partially shifting the sidewalk internal to the site to preserve mature trees.
3. **Waive** the required loading space.
4. **Allow deviation** from the landscaped parking lot interior island requirements in order to accommodate underground stormwater management facilities located beneath the parking areas.
5. **Adjust** buffer widths while supplementing vegetation and fencing. **Phased implementation.**
6. **Waive** required long-term bicycle parking.
7. **Modify the requirement** to void the use permit if construction has not commenced within six months and instead allow a duration of 24 months to commence construction.



Modification of Requirements – Suggested Motions

Option A — Recommend Approval as presented

“I move to recommend **approval** to the Town Council for the modification of requirements to lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, bicycle parking, and duration of valid permit for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A, as proposed by the applicant in the revised letter dated February 6, 2026.”



Modification of Requirements – Suggested Motions

Option B — Recommend Approval (all or selected modifications) with conditions

“I move to recommend **approval** to the Town Council for the following modification of requirements: ____, ____, ____, etc.

(lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, bicycle parking, and duration of valid permit);

and to recommend **denial** to the Town Council for the following modification of requirements: ____, ____, ____, etc.

for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A, as proposed by the applicant in the revised letter dated February 6, 2026, **with the following conditions:**”



Modification of Requirements – Suggested Motions

Option B — Recommend Approval **with conditions**

1. The School shall install sound isolation fence membrane adjacent to the playground prior to commencing construction for the first phase of development.
2. Prior to issuance of an Occupancy Permit for the gym/multipurpose room, the School shall demonstrate that the buffers approved have been installed.
3. All canopy, understory and shrub species proposed to be planted in the buffers must be species appropriate for the anticipated post development conditions of aspect, exposure (light/shade), hydrological conditions, and contained within the area allotted for vegetative buffer. A landscape buffer maintenance plan shall be provided to demonstrate the ability of the School to provide consistent buffer functions as vegetation matures and replacement of materials due to neglect, injury, age, pest, and disease. Understory trees and shrubs should primarily be composed of species with flat-scale and broadleaf type evergreen foliage (e.g. ilex, juniperus, thuja, etc. species). Understory and shrub species with uniform foliage density throughout their mature height should be prioritized to provide consistent screening functions. Spacing and location of all buffer materials shall be such that competition for resources shall be mitigated to the greatest extent possible while providing for uniform development of buffer vegetation within the approved buffer areas.



Modification of Requirements – Suggested Motions

Option B — Recommend Approval with conditions

4. Should a demonstrated need arise, the School will provide secure indoor bike storage without necessitating amendment of the site plan or CUP.
5. **If Phase 2 is not constructed within 6 years, the deferred buffer plantings will be installed to meet Town regulations.**
6. {Plus any other conditions recommended by the Planning Commission}



Modification of Requirements – Suggested Motions

Option C — Recommend Denial

“I move to recommend **denial** to the Town Council for the modification of requirements to lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, bicycle parking, and duration of valid permit for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A, as proposed by the applicant in the revised letter dated February 6, 2026.”



Conditional Use Permit Conditions for Approval (Town Code Section 18-824)

- 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 Chapter 18, Article 3 of the Town Code.

Plans to control any potential impacts of the proposed use on the nearby community, including:

- **Noise**
- **Odors**
- **Trash and litter**
- **Loading and unloading**
- **Parking and stacking**
- **Use capacity**
- **Hours of operation**



Conditional Use Permit – Suggested Motions

Option A – Recommend Approval

"I move to recommend **approval** of the amendment of the conditional use permit to the Board of Zoning Appeals for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A **as proposed by the applicant's CUP conditions dated 02.06.26 and related plans and supplemental attachments.**"

Option B - Recommend Approval with Additional Conditions

"I move to recommend **approval** of the amendment of the conditional use permit to the Board of Zoning Appeals for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A, **as proposed by the applicant's CUP conditions dated 02.06.26 and related plans and supplemental attachments, revised as follows ____, etc.**"

(Add any conditions the Planning Commissioners wish to include)



Conditional Use Permit – Suggested Motions

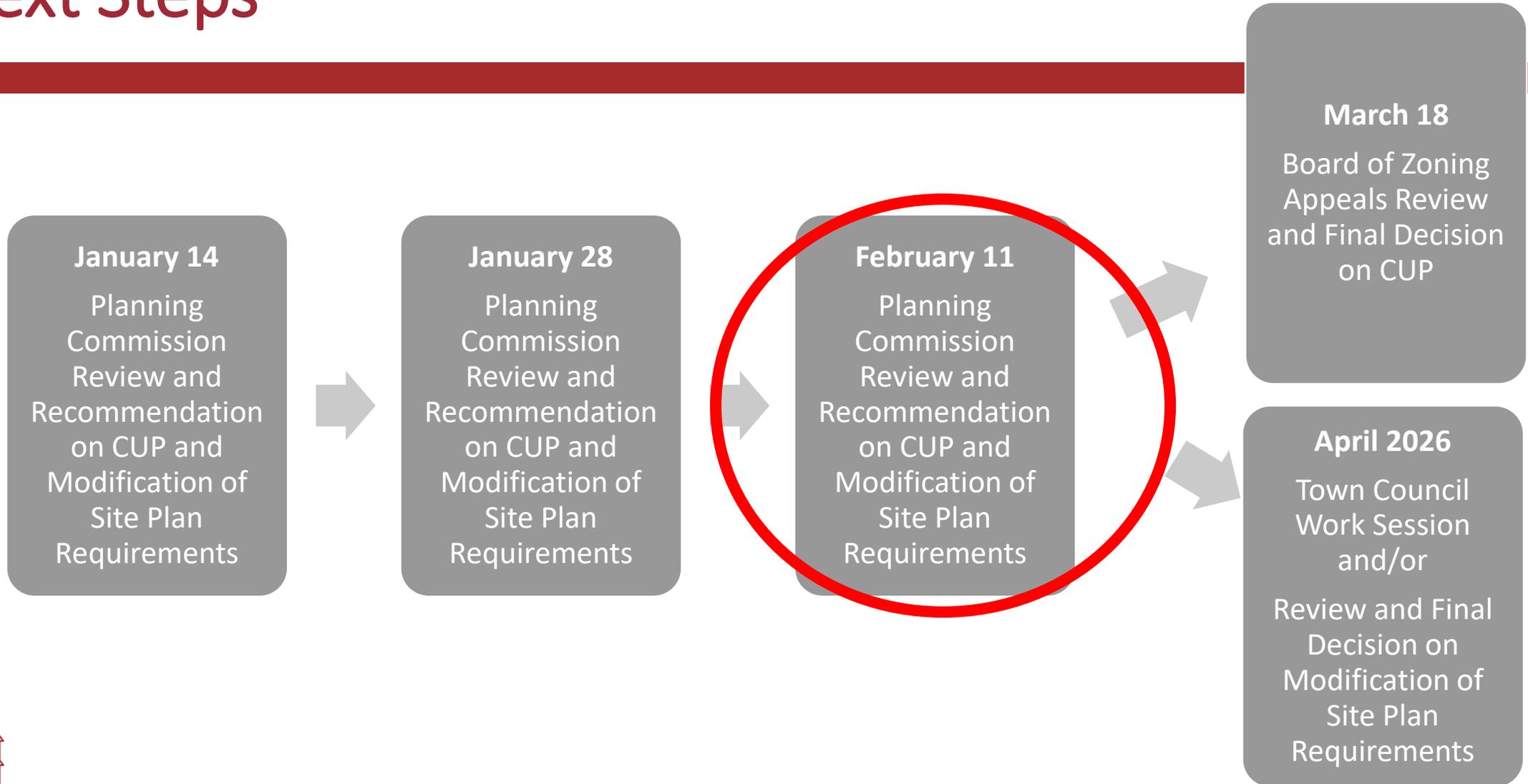
Option C – Recommend Denial

"I move to recommend **denial** of the amendment of the conditional use permit to the Board of Zoning Appeals for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A"

Or other action deemed necessary by the Planning Commission.



Next Steps





Agenda Item Report

File #: PC26-290, **Version:** 1

Subject:

Draft 2026 Comprehensive Plan Update - Town-Business Liaison Committee Comments, Discussion and Direction to Staff

At the December 10, 2025, Planning Commission meeting, staff reviewed comments received on the Draft 2026 Comprehensive Plan during the public comment period (September 25, 2025, through December 1, 2025). Staff received additional comments from the Town-Business Liaison Committee (TBLC) on December 2, 2025, which was included in the December 10 staff report attachments but not included in the analysis of testimony. The Planning Commission accepted the comments and instructed staff to provide an analysis on the TBLC's testimony at the January 14 meeting. The Comprehensive Plan discussion was deferred at the January 14 meeting until the next meeting on January 28, where it was deferred again to February 11.

The analysis of TBLC testimony is provided as Attachment 02. As with the December 10 testimony, the Planning Commission may choose to accept all, some, or none of staff's recommendations before the draft plan is presented to the Town Council.

This meeting is also an opportunity for the Planning Commission to raise any additional topics and provide direction to staff. The next step in the process will be for staff to incorporate, into an updated document, all direction provided by the Commission since having received public testimony. Staff would then bring the updated draft to a future meeting for the Commission to approve the Draft Comprehensive Plan - Planning Commission Recommendation to the Town Council.

PROPOSED/SUGGESTED MOTION

"I move to accept staff recommendations for revisions to the 2026 Draft Comprehensive Plan and for staff to bring back, at a future meeting, an updated plan for final review, approval, and recommendation to the Town Council."

Or

"I move to direct staff to make the changes to the draft plan as directed at this meeting and in all meetings subsequent to the public hearing and to bring back, at a future meeting, an updated plan for final review, approval and recommendation to the Town Council."

Or

Other action deemed necessary by the Planning Commission.

Town Business Liaison Committee Recommendations on Draft Town of Vienna Comprehensive Plan 2026 – Chapters 3 (Land Use) and 4 (Economic Development)

Dear Members of the Planning Commission:

At its recent meetings, the Town Business Liaison Committee (TBLC) reviewed the Draft Town of Vienna Comprehensive Plan 2026, with a particular focus on the Land Use (Chapter 3) and Economic Development (Chapter 4) chapters. TBLC appreciates the extensive work that has gone into this document and is generally supportive of its direction. To help ensure the Plan accurately reflects Vienna’s business environment and is implementable for both the Town and the private sector, the committee recommends the following revisions.

I. Cross-Cutting Editorial Recommendations

1. Consistent naming of commercial areas

Use a consistent set of names for the Town’s commercial districts throughout the Plan—e.g., Maple Avenue East, Maple Avenue Center, Maple Avenue West, Church Street NE/NW, Mill Street NE & Dominion Road NE, Cedar Lane SE, and the Corporate Park District—aligned with Map 3.3 (Special Planning Area – Maple Avenue) and Map 4.2 (Commercial Districts).

2. Use of “small business” vs. “business”

In places where the intent is to support all types of businesses, including regional and national brands that help revitalize centers, TBLC recommends removing “small” and simply using “businesses.” This applies particularly in the Economic Development introduction, commercial districts discussion, and strategies focused on adaptive reuse and recruitment. Successful businesses, no matter the size, are important to the Town’s economic viability.

3. Tone and word choice

Reduce repeated use of the word “dynamic” and similar aspirational adjectives in favor of more concrete descriptions of conditions and trends.

II. Economic Development Chapter (Chapter 4)

A. Vision and Goals

1. **Goal 1 – Multimodal focus**

Revise Goal 1 to explicitly include bicycling, for example:

“Enhance the Town’s commercial districts to create vibrant, **multimodal**, and economically sustainable areas.”

2. **Goal 2 – Clarify and simplify language**

TBLC recommends the Goal 2 text be revised to:

“Support **local** businesses that **serve the community** as key contributors to the local economy.”

- a. General theme of not just supporting small businesses, but all businesses

3. **New goal or sub-goal – W&OD Trail & NOVA Parks**

Add a goal (or sub-goal under Goal 3) that explicitly recognizes the W&OD Trail and the partnership with NOVA Parks as an economic driver, emphasizing trail-oriented uses, and trail-accessible businesses as part of Vienna’s place-making and tourism strategy.

B. Introduction & Economic Development in Vienna

1. **Business incentives / 901 Follin Lane SE**

In the introductory narrative:

- Remove or rephrase statements that imply business incentives currently exist (e.g., “providing business incentives”), and instead indicate that the Town may **explore** tools or incentives in the future.
- Remove the specific reference to “long-vacant office areas such as 901 Follin Lane SE” and instead describe underperforming office space more generally, so individual properties are not singled out in the introduction.

2. In the “Economic Development in Vienna” section, list TBLC before the Vienna Business Association (VBA), reflecting TBLC’s status as an official Town advisory body (e.g., “...the Town Business Liaison Committee (TBLC), the Vienna Business Association (VBA), Fairfax County...”).

3. **Business challenges language**

Where the text references a “need for more centralized guidance,” TBLC recommends

rephrasing to highlight current challenges such as rising rents, product and labor costs, regulatory compliance, and space constraints rather than being vague.

C. Special Events and Economic Impact

1. Section placement

Move the “Special Events and Economic Impact” subsection so it appears later in the chapter, preferably close to the end, but definitely after “Economic Development Climate”—so the chapter flows from context to conditions to tools (with events as one tool).

2. Content edits

- Remove the sentence that “Vienna’s special events also serve as economic incubators,” as this is not the intent of these events and they do not serve as incubators.
 - Replace “major events” with a term such as “signature community events.”
 - Ensure the spelling/formatting of “ViVa! Vienna!” is consistent throughout the document.
-

D. Regional Context & Economic Factors

1. Extend the concept of “community” beyond Town limits

In the “Regional Context and Nearby Centers” section, explicitly acknowledge that Vienna’s business community and customer base extend beyond the Town’s corporate limits and ZIP code, with a high share of visitors and shoppers coming from nearby Fairfax County. Include the statistic from the County that 96% of Town of Vienna commercial and park visitors are non-residents.

2. “Older commercial space...” paragraph

TBLC recommends rewriting the paragraph beginning “Older commercial space that does not face Maple Avenue...” to:

- Emphasize **opportunities for reinvestment, adaptive reuse, and revitalization** rather than highlighting conversions to residential; and

- Statement added to note concern that commercial square footage is scarce and should be preserved when feasible when there are redevelopment opportunities.

3. **Home-based business discussion**

Consider pulling out the home-based business discussion as a distinct subparagraph and linking it more clearly to strategies under Goal 2, given the documented growth in this sector.

E. Commercial Districts

1. **Maple Avenue East and West**

- Remove or revise the time-sensitive sentence that begins “As of this writing...” regarding the lack of formal development proposals, which may quickly become outdated.
- Add language acknowledging that **three-story mixed use buildings with a true ground-floor retail space require building heights calibrated for modern retail floor-to-ceiling needs and that zoning should support commercially viable three-story mixed-use on Maple Avenue.**

2. **Church Street NE/NW**

- Add explicit reference to partnership with NOVA Parks and activating the commercial properties adjacent to the W&OD Trail as a key redevelopment and trail-oriented economic opportunity.
- Note that no Church Street Vision projects have been both approved and constructed since 2014 and encourage a **proactive approach** to working with property owners to update the overlay and achieve feasible projects that fulfill the Church Street Vision.
- Correct “bicycles sales” to “bicycle sales” in the Washington & Old Dominion Railroad Park section.
- SEE LAND USE RECOMMENDATION TO SEPARATE OVERLAY FROM NE. If separated in Land Use, separate in this section as well or be intentional about differentiating the two areas in this paragraph.

3. Mill Street NE and Dominion Road NE
 - Remove reference to “garden centers” as there isn’t one located in this area.

4. **Cedar Lane SE**

Strengthen the Cedar Lane section to:

- Acknowledge the presence of national and regional retailers alongside local businesses (e.g., Ace Hardware and other chains) and clarify that both “mom-and-pop” and national brands are welcome and valuable in Vienna.
- Highlight the owner’s recent investments in Cedar Park Shopping Center as a case study of reinvestment leading to stronger tenancy.

5. **Corporate Park District**

- Correct the spacing error in “approximately 1.24 million square feet.”
- Remove the specific reference to the long-vacant office building at 901 Follin Lane SE and describe vacancy issues more generally.
- Disagree there should be a Small Area Plan here as the current corporate uses are acceptable and sustainable for the long-term needs of our community.
- Add language encouraging restoration and enhancement of tree canopy and buffering along the W&OD Trail edge, coordinated with Dominion Energy and NOVA Parks.

F. Goals, Policies, and Strategies (Chapter 4)

1. **Streetscape and place-making**

Building on existing Policy 1.1 and Strategy 1.1.2, add a strategy under Goal 3 (e.g., 3.2.x) to:

“Market the Town’s identity through coordinated streetscape, wayfinding, and place-making investments in commercial districts.”

2. **Goal 2 – business support**

- Revise Strategy 2.1.1 to a more flexible form such as:

“Support incubation and growth opportunities for new and existing businesses within the Town (e.g., shared workspaces, mentoring, technical assistance, and connections to regional resources).”

- Where appropriate, remove “small” when the intent is to support all business types (including national brands) that can help revitalize struggling areas.
- Strengthen Strategy 2.2.3 on home-based businesses by specifying outreach, education, and possible zoning/code refinements that maintain neighborhood character while supporting this growing segment.

3. **Goal 3 – W&OD and visitor attraction**

Add a strategy recognizing the W&OD Trail and Town Green as economic anchors, for example:

“Work with NOVA Parks and local businesses to position Vienna’s trail-accessible areas as hubs for dining, retail, and cultural events, recognizing the W&OD Trail and Town Green as key cultural and economic centers.”

- Policy 3.2.2 include language around streetscape, banners, directional signage, and sponsorship opportunities.

4. **Goal 4 – business-friendly environment**

- Under Policy 4.2, add a strategy such as:

“Actively recruit new, successful, and growing businesses—including both local entrepreneurs and complementary regional/national brands—to fill vacancies and strengthen key commercial centers.”

- Under Policy 4.3, maintain Strategy 4.3.2 (Small Area Plan for Mill and Dominion) and add a companion strategy calling for a focused planning effort or Small Area Plan for Church Street NE and the adjacent trail-fronting properties, coordinated with the Church Street Vision overlay and the NOVA Parks partnership.

5. **Goal 5 – Corporate Park**

- Remove Strategy 5.1.1 (“Develop a Small Area Plan for the Corporate Park District”) and replace it with a strategy focused on treescape, buffering, and high-quality site design along the W&OD frontage and internal streets. It is important to remember that the Corporate Park area backs-up to residential

neighborhoods that are impacted by their lighting, sound, etc., especially with the tree removal along the W&OD Trail.

- Ensure Goal 5 and its policies clearly reinforce Corporate Park’s role as an employment center and do not unintentionally promote conversion away from corporate and institutional uses.

6. **Potential façade / storefront incentives**

Add a strategy—likely under Policy 1.1 or 4.2—stating that the Town will **consider** public–private programs (e.g., façade improvement or storefront enhancement incentives) to encourage private investment in building appearance and functionality, without committing to a specific funding mechanism at this time.

III. Land Use Chapter (Chapter 3)

A. Development Trends & Regional Context

1. **Casino / gaming opposition**

In the “Nearby Fairfax County” section, when discussing the proposed gaming/gambling development in Tysons, expand the sentence to acknowledge that the Town, residents, **community associations, and civic organizations** have expressed opposition.

2. **Large retailers and Tysons**

Reframe the language that currently suggests large-scale retailers are only available in Tysons or outside Vienna. TBLC recommends clarifying that:

- Large and national retailers exist both **within** Vienna (e.g., Cedar Lane, Maple Avenue) and nearby;

B. Residential & Institutional Uses

1. **Residential land use terminology**

In Residential Land Use text and figures, avoid abbreviations such as “neigh zones” and instead use “neighborhood” or full zoning district names for clarity.

2. **Parks, Governmental, and Institutional / PR zone**

- Remove or correct the confusing sentence that “new buildings and clearing are not far more restricted than in the PR zone.”
 - Clarify that the Town intends to provide mechanisms that allow churches, schools, and other institutional uses to update and improve their facilities, and that regulations should not impose more onerous conditions on these institutions than on comparable commercial uses.
-

C. Special Planning Areas

1. Maple Avenue height and feasibility

- In the Maple Avenue special planning area narrative, where the 42-foot height limit for Maple Avenue Center is discussed, add policy language recognizing that viable three-story, ground-floor retail projects require sufficient building height.
- Recommend that the Town evaluate increasing maximum building height to 42 feet for Maple Avenue East and West as well, to support economically viable three-story mixed-use buildings with active commercial frontage. In this section, language could reflect this by **acknowledging that three-story mixed use buildings with a true ground-floor retail space require building heights calibrated for modern retail floor-to-ceiling needs and that zoning should support commercially viable three-story mixed-use on Maple Avenue.**

3. Church Street NE – distinct subdistrict and Future Land Use clean-up

TBLC recommends that the Land Use chapter’s “Church Street Vision” separate this distinctively different area from Church Street NE area as they have a different zoning and purpose in the town. TBLC recommends that the Plan:

- **Create a separate Church Street NE subdistrict** in the Land Use text. This subdistrict should carry a Mixed Use (no ground-floor residential) designation.
- **Clarify the zoning changes anticipated for Church Street NE**, regardless of whether the Planning Commission ultimately recommends keeping the current commercial-only ground floor requirement or amending it, The Plan should state that the Church Street NE subdistrict will require follow-on zoning text updates to:
 - i. reinforce the requirement for commercial uses at the ground floor along Church Street NE if the Town maintains the current policy;

- ii. calibrate heights, setbacks, and streetscape standards to support topographically appropriate commercial and service uses; and
- **If the Town later chooses to allow limited ground-floor residential in Church Street NE**, the Plan should still spell out that:
 - i. the Church Street NE subdistrict boundaries and zoning text must first be updated to define exactly where such uses are permitted; and
 - ii. any ground-floor residential should be located behind or above primary commercial frontages so that the Church Street NE corridor continues to read as a commercial street;

2. Trail integration and commercial corridors

- In the NOVA Parks / W&OD Trail section, add a sentence explicitly stating that the W&OD Trail and Town Green serve as a cultural and economic center for Vienna, connecting residents and visitors to the Maple Avenue, Church Street, and the industrial corridor of Mill/Dominion for shopping, dining, and services.
- Emphasize coordination between Land Use, Economic Development, and Parks & Recreation around trail-accessible connectivity and activation.

D. Industrial/Flex and Trail Interface

In the Mill/Dominion Industrial/Flex area section, build on the existing discussion of NOVA Parks and trail-adjacent parking by reinforcing the economic importance of trail-oriented uses and parking, and cross-referencing Economic Development strategies that focus on trail-accessible businesses.

E. Landscaping, Trees, and Dominion Coordination

In the Land Use chapter (with cross-references to Parks & Recreation), add language that:

- Elevates **landscaping and tree canopy** as critical components of commercial corridor attractiveness and business success; and
 - Ensure streetscape continues for entirety of Maple Avenue and not just Avenue Center with particular attention to Avenue West.

- Calls for continued coordination with Dominion Energy and NOVA Parks on tree preservation, replacement, and planting along the W&OD corridor and other utility-affected areas, including corporate and industrial districts.
-

IV. Home-Based Businesses (Chapters 3 & 4)

TBLC encourages the Town to ensure that home-based businesses are clearly recognized and supported across both Land Use and Economic Development:

- Reinforce Land Use language stating that home-based businesses are appropriate in residential areas when impacts are minimal; and
 - Align Economic Development strategies (particularly 2.2.3) so that zoning, permits, and outreach reflect the growing role of home-based enterprises in Vienna's economy while protecting neighborhood character.
-

On behalf of the TBLC, thank you for the opportunity to provide these comments. We believe these revisions will make the Comprehensive Plan more accurate, business-friendly, and reflective of Vienna's commitment to both its small-town character and a strong, sustainable commercial base. We look forward to continued collaboration as the Plan moves toward adoption.

Sincerely,

Jen Morrow
Chair, Town Business Liaison Committee

cc: Vienna Town Council

Town Manager
Director of Planning & Zoning
Economic Development Director

Analysis of Testimony Received on Draft 2026 Comprehensive Plan After December 1, 2025

#	Name	Submission Format(s)	Received Date(s)	Comment	Staff Response and Recommendation
26	Town Business Liaison Committee	Email	12/2/2025	<ol style="list-style-type: none"> 1. Use a consistent set of names for the Town’s commercial districts aligned with maps 3.3 and 4.2. 2. Use “business” rather than “small business.” Successful businesses are important to the Town’s economic viability, no matter the size. 3. Reduce the repeated use of the word “dynamic” and similar aspirational adjectives in favor of more concrete descriptions of conditions and trends. 4. Revise Economic Development Goal 1 (“Enhance the Town’s commercial districts to create vibrant, pedestrian-friendly, and economically sustainable areas.”) to explicitly include bicycling. 5. Revise Economic Development Goal 2 (“Support small and locally owned businesses that provide services to the community as key contributors to the local economy.”) to “Support local businesses that serve the community as key contributors to the local economy.” 6. Add a new Economic Development goal, or a sub goal under Economic Development Goal 3 (“Attract regional visitors through cultural, recreational, and community experiences that support local businesses.”) that recognizes the W&OD Trail and partnership with NOVA Parks as an economic driver, emphasizing trail-oriented uses and trail-accessible businesses as part of Vienna’s placemaking and tourism strategy. 7. In the introduction for the Economic Development chapter (page 64), remove or rephrase statements that imply business incentives currently exist and instead indicate that the Town may explore tools or incentives in the future. 8. In the introduction for the Economic Development chapter (page 64), remove the specific reference to “long-vacant office areas such as 901 Follin Lane SE” and instead describe underperforming office space more generally, so individual properties are not singled out in the introduction. 9. In the “Economic Development in Vienna” section (page 64), list TBLC before the Vienna Business Association (VBA), reflecting TBLC’s status as an official Town advisory body (e.g., “...the Town Business Liaison Committee (TBLC), the Vienna Business Association (VBA), Fairfax County...”). 10. Where the text references a “need for more centralized guidance” (page 64), rephrase to highlight current challenges such as rising rents, product and labor costs, regulatory compliance, and space constraints rather than being vague. 11. Move the “Special Events and Economic Impact” section (page 65) subsection so it appears later in the chapter (preferably close to the end but after the “Economic Development Climate” section) so the chapter flows from context to conditions to tools. 12. In the “Special Events and Economic Impact” section (page 65), make the following edits: <ol style="list-style-type: none"> a. Remove the sentence that “Vienna’s special events also serve as economic incubators,” as this is not the intent of these events and they do not serve as incubators. b. Replace “major events” with a term such as “signature community events.” c. Ensure the spelling/formatting of “ViVa! Vienna!” is consistent throughout the document. 	<ol style="list-style-type: none"> 1. Staff recommends revising Map 4.2 to align with the designations on Map 3.3. 2. Staff recommends revising to refer to “businesses” rather than “small businesses.” 3. Staff recommends making revisions where appropriate. 4. Staff recommends making revision. 5. Staff recommends making revision. 6. Existing Economic Development Strategy 3.2.4 (“Leverage the W&OD Trail, in coordination with NOVA Parks, to attract the many local and regional visitors that pass through Vienna to shop and dine at Town establishments.”) recognizes the importance of the W&OD Trail. Staff recommends revising the strategy to append “...especially at trail-oriented and trail-accessible businesses.” 7. Statement is regarding recommended future actions, not current conditions. No change recommended. 8. Staff recommends making revision. 9. Staff recommends making revision. 10. Staff recommends making revision. 11. Staff recommends moving the “Special Events and Economic Impact” section between the “Economic Development Climate” section and the Economic Development Goals, Policies, and Strategies. 12. Staff recommends making all revisions. 13. Staff recommends making revision. 14. Staff recommends making revision. 15. Staff recommends making revision. 16. Staff will study how to incorporate guidance, if possible. 17. Staff recommends making revisions for a, b, and c; and will review take d under further consideration. 18. Staff recommends making revision. 19. Staff recommends making both revisions. 20. Staff recommends making revisions a and b. Staff to discuss whether conducting a small area plan in the Corporate Park district still makes sense, given Navy Federal’s recent purchase of 901 Follin Lane SE. Staff would like Planning Commission guidance regarding whether incorporating d into the Economic Development section of the Comprehensive Plan is appropriate. 21. Staff recommends revising language to existing Economic Development Strategy 3.2.1 (“Invest in wayfinding signage and visitor information hubs to enhance the experience for tourists.”) to incorporate suggested elements. 22. Staff recommends making revision. 23. Staff recommends making revision. 24. Economic Development staff may identify appropriate education and outreach regarding home-based businesses, and any zoning code updates that may be required in order to better enable home-based businesses may be discussed in the future, should any changes be necessary to better accommodate them. No changes recommended.

			<p>13. In the “Regional Context and Nearby Centers” section (page 66), explicitly acknowledge that Vienna’s business community and customer base extend beyond the Town’s corporate limits and ZIP code, with a high share of visitors and shoppers coming from nearby Fairfax County. Include the statistic from the County that 96% of Town of Vienna commercial and park visitors are non-residents.</p> <p>14. Rewrite the paragraph starting with “Older commercial space...” in the “Regional Context and Nearby Centers” section (page 69) to emphasize opportunities for reinvestment, adaptive reuse, and revitalization rather than highlighting conversions to residential; and add a statement noting that commercial square footage is scarce and should be preserved when feasible when there are redevelopment opportunities.</p> <p>15. In the “Regional Context and Nearby Centers” section (page 69), consider pulling out the home-based business discussion as a distinct subparagraph and linking it more clearly to strategies under Economic Development Goal 2 (“Support small and locally owned businesses that provide services to the community as key contributors to the local economy.”), given the documented growth in this sector.</p> <p>16. In the “Maple Avenue East and West” portion of the “Commercial Districts” section (page 72), remove or revise the time-sensitive sentence that begins “As of this writing...” regarding the lack of formal development proposals, which may quickly become outdated; and add language acknowledging that three-story mixed use buildings with a true ground-floor retail space require building heights calibrated for modern retail floor-to-ceiling needs and that zoning should support commercially viable three-story mixed-use on Maple Avenue.</p> <p>17. In the “Church Street NE/NW” portion of the “Commercial Districts” section (page 73), make the following edits:</p> <ol style="list-style-type: none"> Add explicit reference to partnership with NOVA Parks and activating the commercial properties adjacent to the W&OD Trail as a key redevelopment and trail-oriented economic opportunity. Note that no Church Street Vision projects have been both approved and constructed since 2014 and encourage a proactive approach to working with property owners to update the overlay and achieve feasible projects that fulfill the Church Street Vision. Correct “bicycles sales” to “bicycle sales” in the Washington & Old Dominion Railroad Park section. SEE LAND USE RECOMMENDATION TO SEPARATE OVERLAY FROM NE. If separated in Land Use, separate in this section as well or be intentional about differentiating the two areas in this paragraph. <p>18. In the “Mill Street NE and Dominion Road NE” portion of the “Commercial Districts” section (page 74), remove reference to “garden centers” as there isn’t one located in this area.</p> <p>19. Strengthen the “Cedar Lane SE” portion of the “Commercial Districts” section (page 74) to acknowledge the presence of national and regional retailers alongside local businesses (e.g., Ace Hardware and other chains) and clarify that both “mom-and-pop” and national brands are welcome and valuable in Vienna; and highlight the owner’s recent investments in Cedar Park Shopping Center as a case study of reinvestment leading to stronger tenancy.</p> <p>20. In the “Corporate Park” portion of the “Commercial Districts” section, make the following edits:</p>	<p>25. Refer to 6, above.</p> <p>26. Staff recommend revising to append “...which could include streetscapes, banners, directional signage, and sponsorship opportunities” to the end of Economic Development Strategy 3.2.2.</p> <p>27. The new recommended strategy is effectively the same as the policy the strategy would fall under. The existing strategies expound on how to achieve the policy. No change recommended.</p> <p>28. Separating out Church Street NE for its own small area plan, at this time, is unsupported because the Church Street Vision, which merits further study and is identified as a special planning area, encompasses these portions of Church Street NE.</p> <p>29. Staff to discuss whether conducting a small area plan in the Corporate Park district still makes sense, given Navy Federal’s recent purchase of 901 Follin Lane SE.</p> <p>30. Staff believes existing language for Goal 5 and its policy and strategies emphasize the Corporate Park’s importance in maintaining a strong corporate and employment sector in the Town. No changes recommended.</p> <p>31. Staff to discuss feasibility of encouraging public-private programs to encourage private investment in building appearance and functionality.</p> <p>32. Staff recommends making revision.</p> <p>33. Staff recommends clarifying language to indicate that large-scale retailers are present in Vienna, but large-scale retail space is generally found elsewhere.</p> <p>34. “Neigh zones” is a typo; staff recommend revising accordingly.</p> <p>35. Staff recommends revising statement for clarity.</p> <p>36. Staff recommends adding suggested language.</p> <p>37. Staff to discuss feasibility.</p> <p>38. Staff to discuss feasibility.</p> <p>39. The Church Street Special Planning Area, as identified on Map 3.4, includes all properties that are eligible for Church Street Vision projects and spans both the NE and NW segments of Church Street. Separating out Church Street NE and Church Street NW for two separate planning areas, at this time, is unsupported by any studies, policies, or guidance. However, further review of the Church Street Vision as recommended by the plan may modify certain aspects of the vision, including eligible properties. Staff does not recommend any changes at this time.</p> <p>40. Staff recommends adding sentence.</p> <p>41. Staff recommends making revision.</p> <p>42. Staff recommends making revision.</p> <p>43. Economic Development Strategy 1.1.2 (“Upgrade streetscape elements, including sidewalks, lighting, and landscaping, to create inviting commercial elements.”) and Environment & Sustainability Strategy 1.3.4 (“Coordinate with NOVA Parks and other local jurisdictions to urge Dominion Energy to protect and replace the tree canopy along the W&OD Trail.”) already cover these aspects. No changes recommended.</p> <p>44. Refer to 24, above.</p>
--	--	--	--	---

			<ul style="list-style-type: none"> a. Correct the spacing error in “approximately 1.24 million square feet.” b. Remove the specific reference to the long-vacant office building at 901 Follin Lane SE and describe vacancy issues more generally. c. Disagree that there should be a Small Area Plan here as the current corporate uses are acceptable and sustainable for the long-term needs of our community. d. Add language encouraging restoration and enhancement of tree canopy and buffering along the W&OD Trail edge, coordinated with Dominion Energy and NOVA Parks. <p>21. Add the following strategy under Economic Development Goal 3 (“Attract regional visitors through cultural, recreational, and community experiences that support local businesses.”): “Market the Town’s identity through coordinated streetscape, wayfinding, and placemaking investments in commercial districts.”</p> <p>22. Revise Economic Development Strategy 2.1.1 (“Establish a business incubation program to support new startups and growing enterprises.”) to be more flexible, such as “Support incubation and growth opportunities for new and existing businesses within the Town (e.g.: shared workspaces, mentoring, technical assistance, and connections to regional resources.)”</p> <p>23. Under Economic Development Goal 2 (“Support small and locally owned businesses that provide services to the community as key contributors to the local economy.”), remove “small” when the intent is to support all business types (including national brands) that can help revitalize struggling areas.</p> <p>24. Strengthen Economic Development Strategy 2.2.3 (“Continue to support the success of home-based businesses that do not have negative impacts on the residential character of neighborhoods.”) by specifying outreach, education, and possible zoning/code refinements that maintain neighborhood character while supporting this growing segment.</p> <p>25. Under Economic Development Goal 3 (“Attract regional visitors through cultural, recreational, and community experiences that support local businesses.”), add a strategy recognizing the W&OD Trail and Town Green as economic anchors such as “Work with NOVA Parks and local businesses to position Vienna’s trail-accessible areas as hubs for dining, retail, and cultural events, recognizing the W&OD Trail and Town Green as key cultural and economic centers.”</p> <p>26. In Economic Development Strategy 3.2.2 (“Partner with local businesses and community groups to create themed experiences and promotional initiatives.”), include language around streetscape, banners, directional signage, and sponsorship opportunities.</p> <p>27. Under Economic Development Policy 4.2 (“Attract and retain a diverse range of businesses to enhance economic resilience.”), add a new strategy such as “Actively recruit new, successful, and growing businesses—including both local entrepreneurs and complementary regional/national brands—to fill vacancies and strengthen key commercial centers.”</p> <p>28. Under Economic Development Policy 4.3 (“Retain and strengthen Vienna’s strong retail/restaurant base and preserve office space, and light industrial uses, wherever market feasible.”), add a companion strategy for Strategy 4.3.2 (“Develop a Small Area Plan for the Mill and Dominion area using market feasibility studies, land use assessments, and stakeholder input to identify the most appropriate commercial and light industrial uses for long term economic success”) calling for a focused planning</p>	
--	--	--	--	--

			<p>effort or small area plan for Church Street NE and the adjacent trail-fronting properties, coordinated with the Church Street Vision overlay and the NOVA Parks partnership.</p> <p>29. Remove Economic Development Strategy 5.1.1 (“Develop a Small Area Plan for the Corporate Park District to explore flexible land uses, infrastructure needs, and targeted redevelopment strategies.”) and replace it with a strategy focused on treescape, buffering, and high-quality site design along the W&OD frontage and internal streets.</p> <p>30. Ensure Economic Development Goal 5 (“Maintain and enhance a strong corporate and employment presence in the Corporate Park sector.”) and its policies clearly reinforce the Corporate Park’s role as an employment center and do not unintentionally promote conversion away from corporate and industrial uses.</p> <p>31. Where appropriate, add a strategy stating the Town will consider public-private programs (e.g.: façade improvement or storefront enhancement incentives) to encourage private investment in building appearance and functionality, without committing to a specific funding mechanism at this time.</p> <p>32. In the “Nearby Fairfax County” portion of the “Development Trends” section (page 26), expand the sentence about the proposed gaming/gambling development in Tysons to include that community associations and civic organizations have expressed opposition.</p> <p>33. In the “Development Trends” section (page 26), reframe language that currently suggests large-scale retailers are only available in Tysons or outside Vienna, clarifying that large and national retailers exist both within Vienna (e.g., Cedar Lane, Maple Avenue) and nearby.</p> <p>34. In the “Residential Land Use” section (page 30), avoid abbreviations such as “neigh zones” and instead use “neighborhood” or full zoning district names for clarity.</p> <p>35. In the “Parks, Governmental, and Institutional” section (page 40), remove or correct the confusing sentence that “new buildings and clearing are not far more restricted than in the PR zone.”</p> <p>36. In the “Parks, Governmental, and Institutional” section (page 41), clarify that the Town intended to provide mechanisms that allow churches, schools, and other institutional uses to update and improve their facilities, and that regulations should not impose more onerous conditions on these institutions than on comparable commercial uses.</p> <p>37. In the Maple Avenue special planning area narrative where the 42’ height limit for the Maple Avenue Center zone is discussed (page 43), add policy language recognizing that viable three-story, ground-floor retail projects require sufficient building height.</p> <p>38. Recommend that the Town evaluate increasing maximum building height to 42’ for the Maple Avenue East and West zones to support economically viable three-story mixed-use buildings with active commercial frontage. In this section, language could reflect this by acknowledging that three-story mixed-use buildings with a true ground-floor retail space require building heights calibrated for more modern retail floor-to-ceiling needs and that zoning should support commercially viable three-story mixed-use on Maple Avenue.</p> <p>39. TBLC recommends that the Land Use chapter’s “Church Street Vision” separate this distinctly different area from the Church Street NE area as they have a different zoning and purpose in the Town. TBLC recommends that the Plan:</p>	
--	--	--	--	--

				<ul style="list-style-type: none"> a. Create a separate Church Street NE subdistrict in the Land Use text. This subdistrict should carry a Mixed Use (no ground floor residential) designation. b. Clarify that zoning changes anticipated for Church Street NE, regardless of whether the Planning Commission ultimately recommends keeping the current commercial-only ground floor requirement or amending it, will require follow-on zoning text updates to reinforce the requirement for commercial uses at the ground floor along Church Street NE if the Town maintains the current policy; and calibrate heights, setbacks, and streetscape standards to support topographically appropriate commercial and service uses. c. If the Town later chooses to allow limited ground floor residential in Church Street NE, the plan should still state that the Church Street NE subdistrict boundaries and zoning text must first be updated to define exactly where such uses are permitted; and any ground floor residential should be located behind or above primary commercial frontages so that the Church Street NE corridor continues to read as a commercial street. <p>40. In the “NOVA Parks and the W&OD Trail” section (page 45), add a sentence explicitly stating that the W&OD Trail and Town Green serve as a cultural and economic center for Vienna, connecting residents and visitors to Maple Avenue, Church Street, and industrial corridor of Mill & Dominion for shopping, dining, and services.</p> <p>41. In the “NOVA Parks and the W&OD Trail” section (page 45), emphasize coordination between Land Use, Economic Development, and Parks & Recreation around trail-accessible connectivity and activation.</p> <p>42. In the “Industrial/Flex Land Use” section (page 37), build on the existing discussion of NOVA Parks and trail-adjacent parking by reinforcing the economic importance of trail-oriented uses and parking, and cross-referencing Economic Development strategies that focus on trail-accessible businesses.</p> <p>43. In the Land Use chapter (with cross-references to Parks & Recreation), add language that elevates landscaping and tree canopy of commercial corridor attractiveness and business success (i.e.: ensure streetscape continues for the entirety of Maple Avenue and not just Avenue Center with particular attention to Avenue West); and calls for continued coordination with Dominion Energy and NOVA Parks on tree preservation, replacement, and planting along the W&OD corridor and other utility-affected areas, including corporate and industrial districts.</p> <p>44. TBLC encourages the Town to ensure that home-based businesses are clearly recognized and supported across both Land Use and Economic Development by reinforcing Land Use language stating that home-based businesses are appropriate in residential areas when impacts are minimal; and aligning Economic Development strategies (particularly 2.2.3) so that zoning, permits, and outreach reflect the growing role of home-based businesses in Vienna’s economy while protecting neighborhood character.</p>	
--	--	--	--	---	--