



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

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

