



TOWN OF VIENNA since 1890

Conditional Use Permit

GeoCivix, LLC

9420 E. Golf Links Rd. Suite 108, #296 | Tucson, AZ 85730

P: 520 319-0988 | E: (520) 319-1430 | E: jace.coleman@geocivix.com

Project Overview #2098120

Project Title: 421 Church St NE - Unit G - CUP - International School of Arts (DBA) New York School of Arts

Application Type: Conditional Use Permit State: VA
Workflow: 2. Staff Review County: Fairfax

Project Contacts

Contact Information: Applicant

Ray Lee
ISA
320 Maple Ave E, Suite D
Vienna, VA 22180

Contact Information: Owner

Ray Lee
ISA
320 Maple Ave E, Suite D
Vienna, VA 22180

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

Project Address

Project Address: 421 CHURCH ST NE

Parcel (PIN): Address/Parcel
• 421 CHURCH ST NE: 0382 02 0019

Suite: G
Town Limits: Address/Parcel

• 421 CHURCH ST NE: IN TOWN OF VIENNA

Current Zoning: Address/Parcel
• 421 CHURCH ST NE: C-1/T/RS-16

Project Description

Project Description:

International School of Arts (DBA New York School of Arts) is partially relocating a portion of its existing art education program from 320 Maple Ave E, Suite E, Vienna, VA 22180 to 421 Church St, Suite G, Vienna, VA 22180.

The organization will **continue operating its primary location at 320 Maple Ave E, Suite D**, while the lease for **Suite E is expiring**, requiring the relocation of that portion of the program.

New York School of Arts provides **specialized visual art instruction for K12 students**, including drawing, painting, and portfolio development. Instruction is conducted in **small-group classes of up to five students per class**, with **one or two classes operating during the same time period**, resulting in a **maximum of approximately 10 students at a time** under instructor supervision.

Hours of Operation

- Monday Friday: **3:30 PM 7:30 PM**
- Saturday: **9:00 AM 2:00 PM**

The proposed location is within a **non-residential commercial facility**, consistent with the Town of Vienna zoning requirements for **Specialized Instruction (Sec. 18-345)**.

Student **arrival and dismissal will be managed to ensure safety**. Parents will use **off-street parking spaces within the buildings parking lot** for student drop-off and pick-up. The property provides **enough off-street parking**, and these activities will occur **entirely within the parking lot without impeding traffic flow within the parking area, public right-of-way, or pedestrian movement**.

Trade Name of Business (DBA): NEW YORK SCHOOL OF ARTS

Business Hours: Monday Friday: 3:30 PM 7:30 PM, Saturday: 9:00 AM 2:00 PM

Type of Conditional Use Requested: Special Visual Art Instruction

Number of Proposed Employees: 2

Project Narrative:

International School of Arts (DBA New York School of Arts) proposes the partial relocation of its existing art education program from 320 Maple Ave E, Suite E, Vienna, VA 22180 to 421 Church St, Suite G, Vienna, VA 22180. The organization will continue operating its primary location at 320 Maple Ave E, Suite D. The relocation is necessary due to the expiration of the lease for Suite E and represents a continuation of an established program within the Town of Vienna.

Are you amending an existing conditional use permit?: No

Since 2018, New York School of Arts has been operating in Vienna and has made meaningful contributions to the local community by providing high-quality visual arts education to students. The institution has built a strong reputation for offering creative, student-centered instruction and fostering artistic growth among young learners in the area.

The program provides specialized visual art instruction for K12 students, including drawing, painting, and portfolio development. Classes are intentionally kept small, with up to five students per class, ensuring individualized attention and a high level of instructional

quality. Typically, one or two classes are conducted simultaneously, resulting in a maximum of approximately 10 students on-site at any given time under direct instructor supervision.

As it has done in the past, the school will continue to support the Vienna community by offering high-quality art education through experienced instructors, small class sizes, and customized, student-focused teaching approaches that meet each student's individual needs. This educational model promotes creativity, skill development, and personal growth, benefiting both students and the broader community.

The proposed hours of operation are as follows:

- Monday Friday: 3:30 PM 7:30 PM
- Saturday: 9:00 AM 2:00 PM

The proposed location is within a non-residential commercial facility and is consistent with the Town of Vienna zoning requirements for Specialized Instruction (Sec. 18-345).

The subject space has previously been used for many years as an art studio, including use for sewing classes. The applicant plans to utilize the space in its current condition, and no major renovations are required. Only minor cosmetic improvements, such as repainting the studio, are planned.

Student arrival and dismissal will be carefully managed to ensure safety and efficiency. Parents will utilize off-street parking spaces within the buildings parking lot for drop-off and pick-up. The site provides sufficient off-street parking, and all activities will occur within the designated parking area without impacting internal traffic circulation, public right-of-way, or pedestrian movement.

This request represents a continuation and partial relocation of an existing, well-established educational program that has

been serving the Town of Vienna since 2018. The program will maintain its commitment to small class sizes, safe operations, and high-quality instruction, consistent with the Towns Specialized Instruction zoning provisions, while continuing to contribute positively to the Vienna community.



Department of Planning and Zoning

Town of Vienna, Virginia

127 Center Street S

Vienna, Virginia 22180

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

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

APPLICANT AUTHORIZATION FORM

I hereby certify that I am the property owner or that I have the authority of the property owner to submit this application. I further certify that the information provided is complete and accurate to the best of my knowledge. I acknowledge that if a permit or certificate is issued, the construction and/or use must conform to the Town Code and all other applicable laws and regulations, including any applicable private building restrictions related to the property.

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

Description of permits or certificates being applied for:

The applicant is requesting approval of a Conditional Use Permit to allow operation of a Specialized Instruction use (art education program) for New York School of Arts.

at the following address: 421 Church St, Suite G, Vienna, VA 22180

If the applicant is not the property owner, both the applicant and the property owner (or authorized agent) must sign this form.

APPLICANT INFORMATION

Applicant Name (if owner is not applicant): Ray Lee

Signature of Applicant:  Date: 04/11/2026


Phone Number: 914-708-0123 Email Address: ray@nyschoolarts.com

PROPERTY OWNER INFORMATION

If the property owner is an LLC, corporation, trust, or other legal entity, documentation demonstrating the signer's authority to bind the entity must be provided (e.g., operating agreement, corporate resolution, or similar authorization). The signer must be authorized to act on behalf of the entity listed as the property owner.

Property Owner Printed Name: VIRGINIA CARDIOVASCULAR INVESTMENTS, LLC
(must match owner listed in Fairfax County land records)

Printed Name and Title of Person Signing: Leonard H. Brown, III Property Manager
(if signing on behalf of an entity such as an LLC, corporation, or trust)

Signature of Property Owner:  Date: 4/11/2026

Phone Number: 703-399-4161 Email Address: lh@meridianproperty.net