



TOWN OF  
**VIENNA**  
Planning & Zoning

## PUBLIC NOTIFICATION AFFIDAVIT

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

Written notices were sent by registered mail on **January 7, 2025**, to the last known address of each abutting property owner (including those located across right-of-way) shown in the current real estate tax assessment records. A list of these addresses is attached and is based on records provided by Fairfax County's Department of Tax Administration.

**Two (2) signs** were posted. **One** in front of the subject location, **415 Windover Avenue NW**, and **one** at the entrance on **Nutley Street NW** on **December 31, 2025**, with dates of the Planning Commission meeting and the Board of Zoning Appeals hearing. A photo of the posted sign is attached.

A notification letter was sent on **December 31, 2025**, to Fairfax County Department of Planning & Development Planning Division.

Copies of the notices, pertaining to dates, time, and location of the **Planning Commission** meeting for a **Conditional Use Permit & Modification of Requirement** for property located at **415 Windover Avenue NW** and more particularly described as tax map parcel **0383 21 0008A**, are attached.

  
Jennifer Murphy  
Clerk of the Planning Commission

Commonwealth of Virginia  
Town of Vienna

Subscribed and sworn before me this 9<sup>th</sup> day of January 2026.

  
Notary Public

My commission expires: 1-31-28





December 31, 2025

Mike Huber  
Green Hedges School  
415 Windover Avenue NW  
Vienna, VA 22180

Re: Applicant Notification

This letter serves to notify you that a meeting has been scheduled with the Planning Commission for **Wednesday, January 14, 2025, at 7:30 pm** with the Planning Commission for the following reviews:

1. Request for recommendation for amending an existing Conditional Use Permit to increase number of students from 190 to 225 and staff from 42 to 50 for the Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Residential - Single-Unit, 12,5000 sq. ft. zone.
2. Request for recommendation to Vienna Town Council on modifications of site plan requirements related to lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, and bicycle parking for the Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Residential - Single-Unit, 12,5000 sq. ft. zone.

The Planning Commission will review the application providing a recommendation to the Vienna Town Council and the Board of Zoning Appeals (BZA). Vienna Town Council and BZA review and make final determination. Scheduled meeting dates are as follows:

Wednesday, January 14, 2026, at 7:30 pm, Vienna Town Hall – Planning Commission  
Wednesday, February 18, 2026, at 7:30 pm, Vienna Town Hall - BZA  
TBD, at 7:30 pm, Vienna Town Hall – Town Council

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "David B. Levey". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

David B. Levey, AICP  
Director of Planning & Zoning  
Town of Vienna, VA



## PUBLIC NOTICE

[www.viennava.gov/notice](http://www.viennava.gov/notice)

# 03

January 7, 2026

Re: 415 Windover Avenue NW - Green Hedge School

Please be advised that an application has been filed with the Town of Vienna. The following is scheduled for review with the Planning Commission on **Wednesday, January 14, 2026, at 7:30 pm** in Vienna Town Hall (Council Chambers), 127 Center St, South Vienna, VA 22180.

1. Request for recommendation to the Board of Zoning Appeals for **amending an existing Conditional Use Permit** to increase number of students from 190 to 225 and staff from 42 to 50 for the Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Residential - Single-Unit, 12,5000 sq. ft. zone.
2. Request for recommendation to Vienna Town Council on **modifications of site plan requirements** related to lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, and bicycle parking for the Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Residential - Single-Unit, 12,5000 sq. ft. zone.

The Planning Commission will review the application providing recommendations to Vienna Town Council and the Board of Zoning Appeals (BZA). Vienna Town Council and the BZA review and make Final determination. Scheduled meeting dates are as follows:

Wednesday, January 14, 2026, at 7:30 pm, Vienna Town Hall – Planning Commission

Wednesday, February 18, 2026, at 7:30 pm, Vienna Town Hall - BZA

Monday, TBD, at 7:30 pm, Vienna Town Hall – Town Council

The agenda and supporting materials for the Planning Commission’s meeting will be posted online by COB Friday, January 9, 2026 at: <https://vienna-va.legistar.com/Calendar.aspx>.

Public Notice information for this application can be viewed online at: <https://www.viennava.gov/Town-Departments/Planning-Zoning/Public-Notice-Signs> - **See Sign ID Number: 03.**

Interested parties may also visit the Department of Planning & Zoning, on the first floor of Town Hall. Further inquiries and written public comments can contact the Department of Planning and Zoning at 703 255-6341, or email: [DPZ@viennava.gov](mailto:DPZ@viennava.gov).

Respectfully,

A handwritten signature in black ink, appearing to read "J. Murphy".

Jennifer Murphy  
Clerk of the Planning Commission  
Department of Planning & Zoning

415 Windover Ave NW  
List of Surrounding Property Owners

Resident  
206 Lewis St NW  
Vienna, VA 22180

Luis & Maria Chica  
210 Lewis St NW

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

William H Duross IV  
Melissa L Duross  
416 Knoll St NW

Mahmood Sahraeyan  
Fereshteh Gachpazan  
420 Knoll St NW

Tony Hua Zhang  
424 Knoll St NW

Sara Byrd Goldberg  
428 Knoll St NW

Michael & Elizabeth DiFrancisco  
434 Knoll St NW

Patricia Ann Mercer Vinson TR  
440 Knoll St NW

Harry & Yeshe Proctor  
245 Nutley St NW

Vienna Commons Association  
PO Box 300  
Vienna, VA 22183

Suman Gupta  
239 Commons Dr NW

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

221



David & Penny Oszak  
221 Nutley St NW

Laura Lee  
Ramsey Zachariaia  
213 Nutley St NW

Curtis Turnbow  
435 Windover Avenue NW

Elnora M Duncan TR  
Duncan Living Trust  
222 Nutley St NW

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

Ryung Suh  
10215 Lawyers Rd

Resident  
416 Windover Ave NW

Ashwani & Bhavna Gupta  
134 Lewis St NW

Parker F Schofield III  
135 Lewis St NW

Narayan Natarajan  
Anitha E Thomas  
207 Lewis St NW

## APPLICATION TYPE:

CONDITIONAL USE PERMIT &  
MODIFICATIONS OF REQUIREMENTS

## PROPOSAL:

- 1) Amending an existing Conditional Use Permit to increase number of students from 190 to 225 and staff from 42 to 50.
- 2) Requesting modifications of site plan requirements related to lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, and bicycle parking.

## PROPERTY ADDRESS:

415 Windover Ave NW

## MEETING DATE(S):

**Planning Commission:** Wed., January 14, 2026 at 7:30 p.m.

**Board of Zoning Appeals:** Wed., February 18, 2026 at 7:30 p.m.

**Town Council:** To be determined



Dec 31, 2025 at 3:39:11 PM  
202 Lewis St NW  
Vienna VA 22180  
United States



# PUBLIC NOTICE

SIGN ID

03

[www.viennava.gov/notice](http://www.viennava.gov/notice)



**APPLICATION TYPE:**

CONDITIONAL USE PERMIT &  
MODIFICATIONS OF REQUIREMENTS

**PROPOSAL:**

- 1) Amending an existing Conditional Use Permit to increase number of students from 190 to 225 and staff from 42 to 50.
- 2) Requesting modifications of site plan requirements related to lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, and bicycle parking.

**PROPERTY ADDRESS:**

415 Windover Ave NW

**MEETING DATE(S):**

**Planning Commission:** Wed., January 14, 2026 at 7:30 p.m.

**Board of Zoning Appeals:** Wed., February 18, 2026 at 7:30 p.m.

**Town Council:** To be determined

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

DO NOT REMOVE OR DEFACE UNDER PENALTY OF LAW



Dec 31, 2025 at 3:45:32 PM  
227 Nutley St NW  
Vienna VA 22180  
United States





Dec 31, 2025 at 3:45:39 PM  
227 Nutley St NW  
Vienna VA 22180  
United States



TOWN OF  
**VIENNA**  
*Virginia*

# PUBLIC NOTICE

SIGN ID

**03**

[www.viennava.gov/notice](http://www.viennava.gov/notice)



**APPLICATION TYPE:**

CONDITIONAL USE PERMIT &  
MODIFICATIONS OF REQUIREMENTS

**PROPOSAL:**

- 1) Amending an existing Conditional Use Permit to increase number of students from 190 to 225 and staff from 42 to 50.
- 2) Requesting modifications of site plan requirements related to lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, and bicycle parking.

**PROPERTY ADDRESS:**

415 Windover Ave NW

**MEETING DATE(S):**

**Planning Commission:** Wed., January 14, 2026 at 7:30 p.m.

**Board of Zoning Appeals:** Wed., February 18, 2026 at 7:30 p.m.

**Town Council:** To be determined

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

DO NOT REMOVE OR DEFACE UNDER PENALTY OF LAW



Dec 31, 2025 at 3:39:04 PM  
207 Lewis St NW  
Vienna VA 22180  
United States





December 31, 2025

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

Re: Notice of Public Meeting

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

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

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

- Request to the Board of Zoning Appeals to amend an existing Conditional Use Permit to increase number of students from 190 to 225 and staff from 42 to 50 in accordance with Sect. 18-304, for the Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Residential - Single-Unit, 12,5000 sq. ft. zone.
- Request to the Board of Zoning Appeals for a Conditional Use Permit for expansion of an existing Private Indoor Recreational Use in accordance with Sect. 18-304, for Cross Fit Mill Street, located at 438 and 440 Mill St NE, in the M Mill District zone.

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

Green Hedges School - 415 Windover Avenue NW:

- Wednesday, January 14, 2025, at 7:30 pm, Vienna Town Hall – Planning Commission
- Wednesday, February 18, 2026, at 7:30 pm, Vienna Town Hall – Board of Zoning Appeals

Cross Fit Mill Street – 438 & 440 Mill Street NE:

- Wednesday, January 14, 2025, at 7:30 pm, Vienna Town Hall – Planning Commission
- Wednesday, January 21, 2026, at 7:30 pm, Vienna Town Hall – Board of Zoning Appeals

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "David Levy", with a stylized flourish extending from the end.

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