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DRAFT
September 15, 2025

VIA IDT

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

Re: Green Hedges School, Inc.
Conditional Use Permit Amendment

Dear Mr. Levy:

Please accept this letter as a statement of justification for a Conditional Use Permit Amendment for Green Hedges School, Inc. (the "School") on property identified as Fairfax County Tax Map Reference 38-3 ((21)) 8A, addressed as 415 Windover Avenue NW (the "Subject Property"). Located northwest of the intersection of Nutley Street NW and Windover Avenue NW, the Subject Property is comprised of approximately 4.3-acres that is zoned to the RS-12.5 District.

The School was founded in 1942 and has been part of the Town since 1955. The original Conditional Use Permit (CUP) for the School was granted in 1964. Since the initial approval, the CUP has been amended several times and the School currently operates pursuant to development conditions that were approved in 2007 and 2017. The 2007 approval allowed a significant expansion of School facilities; however, other than the construction of the two-story Stable building, construction of other buildings and improvements have not come to fruition. The School's primary academic building, Kilmer Hall, is over 40 years old with the most recent addition having been constructed in 1997. The School proposes to modernize its aging infrastructure, address critical educational needs, and update development conditions for clarity.

The School has spent the past three (3) years working with design professionals, Town Staff, and the surrounding community to formulate and refine its proposal. This application has considered the best use of existing buildings, building codes, educational needs, the size and location of open space, landscaping and screening, zoning requirements, the appropriate size and scale of campus buildings, vehicular and pedestrian safety, the Green Hedges design aesthetic, neighborhood feedback, and phasing.

This CUP requests updates to the School use and operations. Concurrently, the School has filed a conceptual site plan that provides detailed information on the layout, design, phasing, and engineering associated with the proposed updates. The School has requested a number of site plan modifications that must be reviewed by the Planning Commission and approved by Town Council. Although the CUP and the site plan are separate applications, School updates and improvements are contingent on both applications being approved.

The School proposes the following with this application:

- A maximum of 225 students. The School is currently permitted to have a maximum of 190 students. This number has not increased since the early 1980s. An increase in the number of students is critically important for the School to maintain long-term financial viability and continue to serve the needs of the growing community that the School has served since 1955.
 - The School proposes no increase beyond 190 students until such time as an Occupancy Permit for the New Academic Building has been issued. The School further proposes to limit additional students to a maximum of 10 additional students beyond 190 students per school year, up to a maximum of 225 students.
- A maximum of 50 full-time employees, an increase from the 42 full-time employees currently permitted.
 - The School proposes no increase beyond 42 full-time employees until such time as an Occupancy Permit for the New Academic Building has been issued. The School further proposes to limit additional full-time employees to a maximum of two (2) additional full-time employees beyond 42 full-time employees per school year, up to a maximum of 50 full-time employees.
- A total of 66 code-compliant parking spaces. The School is approved for 56 parking spaces; however, many of the existing parking spaces do not meet Zoning Ordinance requirements.
- Renovate and expand Kilmer Hall, the main school building. Kilmer Hall was constructed in 1976. The building requires life, health, and safety improvements. Kilmer Hall is currently comprised of approximately 15,495 square feet in a single story. The School proposes a total of 38,860 square feet in a single level.
- Construct a recreation field. A recreation field was approved as part of the 2007 CUP but has not been constructed.
- Demolish Rice Arts Center which is comprised of approximately 2,197 square feet, and replace it with a 35-foot tall, 12,500 square foot New Academic Building in the same general location as the Rice Arts Center.

- Update playground spaces with age-appropriate, safe, immersive play spaces that are sustainable, educational, and integrated with nature. The playgrounds have not been substantially upgraded in the past 20 years.
- Improve vehicular circulation. Currently, the School can accommodate approximately 50 cars in front of Kilmer Hall and 14 cars in front of the Stable at arrival and dismissal times. With this application, approximately 56 cars can be accommodated in front of Kilmer Hall and 16 in front of the Stable. Additional stacking spaces will ensure that arrival and dismissal are efficiently managed and will be an improvement over existing conditions.
- Update stormwater management to comply with state requirements.
- Enhance landscaping on the School periphery to provide a visual and acoustic buffer to adjacent properties.
- Add fences to the School periphery to provide a visual and acoustic buffer to adjacent properties in a way that allows for protection of existing mature landscaping.
- Dedicate right-of-way along Lewis Street.
- No changes are proposed to the School's existing hours of operation, extracurricular activities, or rental of School facilities.

The School intends to phase 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

- Demolish Rice Arts Building and construct New Academic Building.
- Construct new parking areas.
- Construct new grass field.
- Install bike parking.
- Landscaping enhancements.
- Construct new fences.
- Construct sidewalk on Lewis Street and Windover Avenue.

Phase 2

- Renovate and expand Kilmer Hall.
- Construct new playgrounds.
- Enhance landscaping within playground areas.

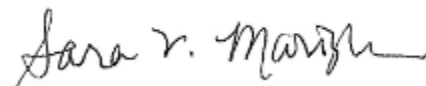
The School has worked diligently to revise its proposal in response to issues identified by the Town and community. To that end, the following is a summary of the revisions that have been made since the CUP was initially filed in 2022:

- Removed second floor proposed for Kilmer Hall, the main academic building.
- Removed standalone gym building.
- Relocated parking to campus interior.
- Relocated field.
- Retained dwelling at 227 Nutley Street.
- Removed 206 Lewis Street from CUP request.
- Added sidewalks on Windover Avenue and Lewis Street.
- Eliminated need for temporary trailers.
- Added fencing.
- Increased landscaping.
- Consolidated project into two (2) phases from the three (3) phases initially proposed.

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 of neighbors. We look forward to working with the Town on this application.

Very truly yours,

ODIN, FELDMAN & PITTLEMAN, P.C.

A handwritten signature in dark ink, appearing to read "Sara V. Mariska", with a stylized, cursive script.

Sara V. Mariska

cc: Peter Barrett
Jessica Wadlow
Jessica Brandt
Mike Huber