



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.

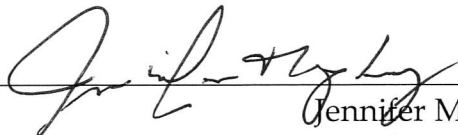
An advertisement for the Board of Zoning Appeals meeting, dates and time was published in the Washington Times on *June 3*, and *June 10* 2026, two weeks prior to the scheduled meeting date on *June 17*, 2026.

Written notices were sent by registered mail on *June 9*, 2026, to the last known address of each abutting property owner (including those located across rights-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 signs were posted on the subject location, *415 Windover Ave NW*, on *June 4*, 2026, with the date of the Board of Zoning Appeals meeting. A photo of the posted signs is attached.

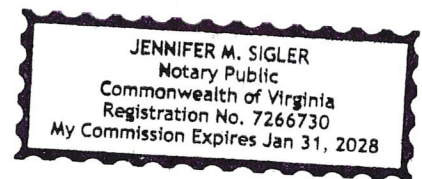
A certified letter was sent on *June 3<sup>rd</sup>* to Fairfax County Department of Planning & Development Planning Division.

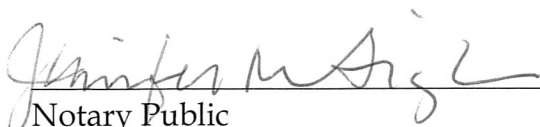
Copies of the notices, pertaining to date, time and location of the Board of Zoning Appeals meeting to *amend the Conditional Use Permit* for property located at *415 Windover Avenue NW*, and more particularly described as tax map parcel *0383 21 0008A*, are attached.

  
Jennifer Murphy  
Board Clerk

Commonwealth of Virginia  
Town of Vienna

Subscribed and sworn before me this 11<sup>th</sup> day of June 2026.



  
Notary Public

My commission expires: 1-31-28

# NOTICE OF PUBLIC HEARING BOARD OF ZONING APPEALS

NOTICE is hereby given pursuant to the provisions of the Code of Virginia and the Code of the Town of Vienna that a public hearing will be held by the Board of Zoning Appeals in Town Hall, 127 Center St South, Vienna, Virginia 22180, on **Wednesday, June 17, 2026**, beginning at 7:30 PM on the following:  
Public Hearing:

1. Request for approval of a Conditional Use Permit in accordance with Sec. 18-305 of the Town of Vienna Zoning and Subdivision Ordinance to modify the existing drive-through to add a second ordering lane at McDonald's located at 544 Maple Ave W, in the AW – Avenue West zoning district.

2. Request to amend an existing Conditional Use Permit to increase number of students from 190 to 210 and staff from 42 to 50 in accordance with Sec. 18-304, for the Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Residential - Single-Unit, 12,500 sq. ft. zone.

At said public hearing, any interested persons will be given an opportunity to express their views and speak in favor of the proposal or in opposition thereto. Copies of the proposal are available for inspection in the Department of Planning & Zoning, 1st floor, Vienna Town Hall, 127 Center Street South, Vienna, VA, 22180-5719, during regular working hours.

By order of the Board of Zoning Appeals

Michael Rettinger, Chairman

Publication Dates: June 3rd, 2026  
June 10th, 2026

AD#102785



TOWN OF  
**VIENNA**  
Planning & Zoning

June 9, 2026

Re: 415 Windover Ave NW – Conditional Use Permit Request

Dear Property Owner,

Please be advised that an application has been filed with the Board of Zoning Appeals to review a request to amend an existing Conditional Use Permit to increase the number of students from 190 to 210 and staff from 42 to 50 in accordance with Sec. 18-304, for the Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Residential - Single-Unit, 12,500 sq. ft. zone.

The meeting will be held at **7:30 p.m. on Wednesday, June 17, 2026** at the Vienna Town Hall (Council Chambers), 127 Center St, South Vienna, VA 22180. The agenda and supporting materials will be posted online on Friday, June 12th, and can be viewed at: <https://vienna-va.legistar.com/Calendar.aspx>. If you have any questions, please contact the Department of Planning and Zoning at 703 255-6341 or email at [dpz@viennava.gov](mailto:dpz@viennava.gov).

Only individuals who did not provide testimony at the May 20, 2026, hearing will be permitted to provide oral testimony at the June 17, 2026, hearing.

Sincerely,

A handwritten signature in cursive script that reads "Andrea West". The signature is written in a dark ink and is positioned above the typed name.

Andrea West  
Zoning Administrator  
Liaison to the Board of Zoning Appeals  
[andrea.west@viennava.gov](mailto:andrea.west@viennava.gov)  
(703) 255-7858

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 Vinson Mercer 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**

**PROPOSAL:**

Request to amend an existing Conditional Use Permit to increase number of students from 190 to 217 and staff from 42 to 50 in accordance with Sec. 18-304, for the Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Residential - Single Unit, 12,500 sq. ft zone.

**PROPERTY ADDRESS:**

**415 Windover Ave NW**

**MEETING DATE(S):**

**Board of Zoning Appeals: Wed., June 17, 2026 at 7:30 p.m.**

415 WINDOVER AVE NW CUP SIGN #04



415 WINDOVER AVE NW CUP SIGN #04

415 WINDOVER AVE NW CUP SIGN #04



415 WINDOVER AVE NW CUP SIGN #04



June 3, 2026

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

Re: Notice of Hearing

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, by the above regulations, please let this letter serve to inform you that the Town of Vienna Board of Zoning Appeals is holding a public hearing in the Vienna Town Hall at 127 Center St S, Vienna, VA 22180, on **Wednesday, June 17, 2026, at 7:30 pm** to consider the following:

1. Request to amend an existing Conditional Use Permit to increase number of students from 190 to 210 and staff from 42 to 50 in accordance with Sec. 18-304, for the Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Residential - Single-Unit, 12,500 sq. ft. zone.

Interested parties may contact the Department of Planning & Zoning, on the first floor of the Town Hall. Agenda items can also be reviewed online five (5) days prior to the scheduled meeting <https://vienna-va.legistar.com/Calendar.aspx>. In the event that the Town Council reschedules, continues, or defers the application, you will be notified. For

further questions and inquiries, please contact the Department of Planning and Zoning at 703.255.6341 or by e-mail at [DPZ@Viennava.gov](mailto:DPZ@Viennava.gov).

Sincerely,



Andrea West  
Zoning Administrator  
Department of Planning and  
Zoning Town of Vienna, VA