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Revised
July 28, 2025
November 3, 2025
February 6, 2026

VIA E-MAIL

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

Re: Green Hedges School, Inc.
Proposed Site Plan Modifications

Dear Mr. Levy:

Please accept this letter as a revised request for site plan modifications pursuant to the Town of Vienna Zoning Ordinance Section 18-830 on behalf of Green Hedges School, Inc. (the "School") on property identified as Fairfax County Tax Map Reference 38-3 ((21)) 8A (the "Subject Property"). Located northwest of the intersection of Nutley Street NW and Windover Avenue NW, the Subject Property is comprised of an approximately 4.3-acre parcel that is zoned to the RS-12.5 District.

The School has been a part of the Town of Vienna since 1955. The School's primary academic building (Kilmer Hall) is over 40 years old and no longer meets educational, code, or safety requirements. Beginning in 2022, the School began considering physical and operational changes and submitted a Conditional Use Permit application and Site Plan modifications in October 2023. Based upon feedback from Town Staff, community members, the Board of Architectural Review, and Planning Commission, the School has spent significant time refining its proposal. As discussed with Town Staff, the School is submitting a new Site Plan for review and concurrent Conditional Use Permit (CUP) application. Although the CUP and the site plan are separate applications, School updates and improvements are contingent on both applications being approved.

On behalf of the School, I hereby request approval of the following site plan modifications:

- Modification of Section 18-218.2 to modify lot coverage requirements from 25% to 47.8%

The Zoning Ordinance allows a maximum of 25% coverage in the RS-12.5 District. As of 2017, the School was approved for 31.1% coverage. The School now requests 47.8% coverage to improve existing structures, parking, circulation, and recreation spaces. The additional coverage will allow for the following:

- Modest expansion of the School's Kilmer Hall building footprint by approximately 6,445 square feet to ensure that the School's main building meets educational needs, industry standards, and building code requirements. The building was previously proposed as two (2) stories; however, the building has been reduced to 1-story. A new building is proposed to replace the Rice Arts Center. A previously proposed gym building has been eliminated from the School's proposal.
- Increase parking provided and ensure that all parking spaces are compliant with Zoning Ordinance standards. Many existing parking spaces are sub-standard and do not meet the Town's dimensional requirements.
- Provide three (3) new stormwater management detention facilities, in addition to the one (1) existing detention facility, and two (2) underground manufactured treatment devices which will store and treat all stormwater, much of which currently sheet flows from the Subject Property to adjacent properties. With this application the School proposes to construct all underground stormwater facilities in its first phase so that stormwater will be detained and treated on-site before being directed to three (3) outfall locations.
- Accommodate additional car queuing on the Subject Property. Approximately 30 cars currently queue in front of Kilmer Hall and approximately 14 queue in front of the Stable during arrival and dismissal times which vary. With the proposed site modifications, the School can accommodate approximately 54 cars in front of Kilmer Hall and approximately 18 cars in front of the Stable. Enclosed with the School's submission is a supplemental document that includes detailed information with respect to the different arrival and dismissal times, existing volumes, and projected volumes.

A request to modify lot coverage is common for institutional uses within a residential zoning district in the Town. For example, Vienna Baptist Church at 541 Marshall Street SW is approved for up to 45% lot coverage, Louise Archer Elementary School at 324 Nutley Street NW is approved for up to 53.47% lot coverage, and Vienna Presbyterian Church is approved for up to 56.4% lot coverage.

- Modification of Section 18-402 to modify required frontage improvements to allow a modified sidewalk configuration and street section on Lewis Street and Windover

Avenue, as shown on the conceptual site plan. The School proposes a five (5) foot sidewalk, a portion of which will be internal to the Subject Property instead of at the periphery of the Subject Property, as shown on the conceptual site plan. The School requests this modification to maximize preservation of mature trees to the greatest extent possible.

- Modification of Section 18-582 which requires one loading space for every 100,000 square feet of gross floor area. Based on the total of approximately 45,945 square feet of gross floor area which includes all buildings – academic buildings, administrative buildings, and the head of school house – one (1) loading space is required. The School proposes to accommodate loading without a dedicated loading space. Unloading is infrequent and can be handled internal to the site without a dedicated loading space. Loading currently occurs in front of the Kilmer Building entrance. Loading occurs infrequently and lasts approximately 15 minutes, or less. The proposed modifications do not change the School’s loading needs and as such do not necessitate a change from existing loading practices.
- Modification of Section 18-560 related to interior parking lot landscaping, which requires one (1) landscaping island for every ten (10) parking spaces. The School requests this modification to allow for new underground stormwater facilities in both parking areas. Because planting cannot occur over underground stormwater facilities, the School requests relief from the strict requirements of interior parking lot landscaping to accommodate this critical infrastructure which will improve existing conditions for surrounding properties.
- Modification of Section 18-561.1 which requires a 15-foot buffer comprised of canopy trees (4 feet minimum), understory trees (4 feet minimum), and shrubs (5 feet minimum). Approximately 90% of the Subject Property will comply with the minimum 15-foot requirement. The remaining 10% of the perimeter of the Subject Property is constrained by the location of existing structures, including a large shed, retaining walls, and underground stormwater management facilities. The School proposes to provide buffers in conformance with a Buffer Exhibit, revised January 23, 2026 and Buffer Planting Narrative, dated February 4, 2026.

In areas where the 15-foot width cannot be accommodated, the School proposes to add plantings beyond what currently exists. All of the buffers shown on the exhibit will be installed in the first phase of construction with the exception of approximately 104 linear feet of property adjacent to 434 Knoll Street. Installing the full 15-foot buffer in this area is not possible in Phase 1 due to grading and berming necessary for stormwater management that will be installed in a later phase. The School proposes to install shrubs adjacent to that limited area in Phase 1 to provide a barrier between children and the property line.

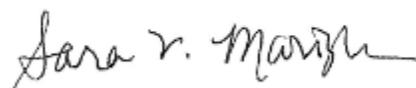
Additionally, the School proposes to provide sound isolation fence membrane, such as Acoustiblock or similar material, adjacent to exterior play areas.

- Modification of Section 18-583 which requires one (1) short-term bike parking space per 2,500 square feet plus one (1) long-term bike parking space per 2,500 square feet which would necessitate 19 short-term bike parking spaces and 19 long-term bike parking spaces based on the overall School gross floor area of approximately 45,945 square feet. The School proposes 20 short-term bike parking spaces, but proposes to modify the long-term bike parking requirement. Should bike users seek weather-protected long-term bike storage, the School will work with such users to accommodate bike storage internal to a School building.

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 to neighbors. The proposed changes to the School will be a significant improvement to screening, buffering, parking, stormwater management, and pedestrian connectivity. These improvements are not possible without the proposed site modifications. Should you have any questions, or need additional information, do not hesitate to contact me. We look forward to working with the Town on this application.

Very truly yours,

ODIN, FELDMAN & PITTLEMAN, P.C.



Sara V. Mariska

Enclosures

cc: Peter Barrett
Jessica Wadlow
Mike Huber
Anthony Owens
Joseph Plumpe

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