



Town of Vienna

127 Center Street South
Vienna, Virginia 22180
p: 703.255.6341
TTY 7111

Meeting Agenda Planning Commission

Wednesday, January 14, 2026

7:30 PM

Charles Robinson Jr. Town Hall, 127 Center St.
South

Roll Call

Communication from Citizens and/or Commissioners

Public Hearings - None

Regular Business

1. [PC26-285](#) Request for recommendation to the Board of Zoning Appeals for a Conditional Use Permit for a private indoor recreational use at 432-436 Mill Street NE to include 438-440 Mill Street NE in the Mill District zone.

Attachments:

[01_PC_438-440 Mill St NE - CUP - Private Indoor Recreational Use](#)

[02_438-440 Mill Street NE Application & Authorization Form](#)

[03_438-440 Mill Street NE Applicant Narrative](#)

[04_432-440 Mill Street NE Plat](#)

[05_432-440 Mill Street NE Floor Plan](#)

[06_432-440 Mill Street NE Photos](#)

[07_432-436 Mill Street NE Certificate of Occupancy](#)

[08 - Relevant Regulations](#)

[09 - Notification Affidavit](#)

- 2. [PC26-287](#) Recommendations to Board of Zoning Appeals on request to amend an existing Conditional Use Permit, and to Town Council on request for modifications of site plan requirements for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Zoning District.

Attachments:

- [01 - Staff Report - 415 Windover Ave NW - Green Hedges - CUP and Modification of I](#)
- [02 - Applications and Authorizations](#)
- [03 - Green Hedges CUP Narrative 11.03.25](#)
- [04 - Green Hedges School CUP Plans 11.03.25](#)
- [05 - Green Hedges Conceptual Building Plans 11.03.25](#)
- [06 - Green Hedges Campus Plan and Supplemental Document 11.03.25](#)
- [07 - Redlined CUP Conditions 11.03.25](#)
- [08 - Green Hedges Site Plan Modification Request Letter 11.03.25](#)
- [09 - Green Hedges School Site Development Plan 11.03.25](#)
- [10 - History of Applications and CUP Orders](#)
- [11 - Complaints reported to ToV Green Hedges School 1-5-2026](#)
- [12 - Relevant Regulations](#)
- [13 - Public Comments](#)
- [14 - Notification Affidavit](#)
- [PC - Staff Presentation - GHS CUP and Modification of Site Plan](#)
- [PC - GH Presentation 01.14.26](#)

- 3. [PC26-286](#) Draft 2026 Comprehensive Plan Update - Town-Business Liaison Committee Comments and Discussion

Attachments:

- [01 – Comments Received from TBLC on December 2, 2025](#)
- [02 – 2026 Draft Comprehensive Plan Analysis of Testimony Comments Received After](#)

New Business

Planning Director Comments

Approval of the Minutes:

[26-5412](#) Acceptance of the Meeting Minutes

Attachments: [PC - December 10, 2025 Draft Meeting Minutes](#)

Meeting Adjournment

THE TOWN OF VIENNA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (703) 255-6304, OR 711 VIRGINIA RELAY SERVICE FOR THE HEARING IMPAIRED.



Agenda Item Report

File #: PC26-285, **Version:** 1

Subject:

Request for recommendation to the Board of Zoning Appeals for a Conditional Use Permit for a private indoor recreational use at 432-436 Mill Street NE to include 438-440 Mill Street NE in the Mill District zone.

The applicant, Brett Wilson of The Mill Crossfit gym at 432-436 Mill Street NE in the Mill District zone, requests a Conditional Use Permit for a private indoor recreational use at 432-436 Mill Street NE to include 438-440 Mill Street NE. A Certificate of Occupancy was issued on July 23, 2015 for 432-436 Mill Street NE to operate as a Crossfit gym. Under the previous zoning ordinance, the subject was in the CM zone, which allowed "Recreation" uses by right; however, in the current zoning ordinance, "Recreation" was replaced with "Indoor Recreational Uses, Private," which requires a Conditional Use Permit in the Mill District zone. While 432-436 Mill Street NE may continue to operate under its prior approval, the proposed expansion into 438-440 Mill Street NE constitutes an intensification of use under the current code and therefore requires a Conditional Use Permit before a new Certificate of Occupancy may be issued.

The request is consistent with the Comprehensive Plan's goals to maintain the overall balance among residential, commercial, and industrial areas; and to support resident wellness, economic development, and small business growth. Further, staff find that the proposal does not introduce adverse impacts related to traffic, noise, parking, trash and litter, and odors. Staff recommend approval of the requested Conditional Use Permit.

PROPOSED/SUGGESTED MOTION

- "I move to recommend approval to the Board of Zoning Appeals for a Conditional Use Permit for a private indoor recreational use at 432-436 Mill Street NE to include 438-440 Mill Street NE, in the Mill District zoning district, described as tax map parcel 0382 02 0145."
- "I move to recommend approval to the Board of Zoning Appeals for a Conditional Use Permit for a private indoor recreational use at 432-436 Mill Street NE to include 438-440 Mill Street NE, in the Mill District zoning district, described as tax map parcel 0382 02 0145, with the following conditions:

(Planning Commissioners state conditions of approval individually)."

- "I move to recommend denial to the Board of Zoning Appeals for a Conditional Use Permit for a private indoor recreational use at 432-436 Mill Street NE to include 438-440 Mill Street NE, in the Mill District zoning district, described as tax map parcel 0382 02 0145."

Or

Other action deemed necessary by the Planning Commission.



STAFF REPORT COVER SHEET

January 14, 2026

Address	438-440 Mill St NE	Case Number	PF-1945127-CUP
Regular Meeting Date	1/14/2026	Applicant	Brett Wilson, Elite Athletic Performance (EAP), LLC
Board/Commission	Planning Commission	Owner	Spir-Oh Associates LLC
Existing Zoning	Mill District	Existing Land Use	Industrial
Brief Summary of Request	Request for recommendation to the Board of Zoning Appeals for a Conditional Use Permit for a private indoor recreational use at 432-436 Mill Street NE to include 438-440 Mill Street NE in the Mill District zone.		
Site Improvements	n/a		
Size of Property	22,659 sf		
Public Notice Requirements:	<ul style="list-style-type: none"> • Staff posted a sign on the property on 12/31/2025, notifying the public of the upcoming Planning Commission and Board of Zoning Appeals meetings. • Postcards were sent to the surrounding property owners on 01/07/2026 and an email was sent to the applicant and property owner on 01/02/2026. • A letter was sent to the Fairfax County Department of Planning & Development on 12/31/2025 notifying them of the proposed case and meeting dates for the Planning Commission and Board of Zoning Appeals. • Advertisement for two successive weeks, 1/7/26 and 1/14/26, in a newspaper having paid general circulation in the Town, The Washington Times, announcing the upcoming public hearing at Board of Zoning Appeals meeting. 		
Official Submission Date for Approval:	On December 4, 2025, the application was deemed by staff to be complete.		
Deadline for Action:	The BZA should take action by March 4, 2026, which is 90 days after the application was deemed complete. That date is directory, rather than mandatory; the Board does not lose jurisdiction to act after the time period has passed.		
Brief Analysis			
<p>PROPERTY HISTORY The subject property is a one-story building constructed in 1971. On July 24, 2015, the applicant received a Certificate of Occupancy to conduct fitness classes as a Crossfit gym at 432-436 Mill Street NE. No additional zoning or case history is associated with this property.</p> <p>COMPATIBILITY WITH THE COMPREHENSIVE PLAN The location of the proposed Crossfit gym expansion is designated as Industrial on the Town’s Comprehensive Plan Future Land Use Map (p. 38). The proposal is consistent with Land Use Objective 1, “Maintain the overall balance among residential, commercial, and industrial areas”, which encourages development patterns that are in harmony with the Town’s land use objectives (p. 39). Further, the Industrial land use category is home to “auxiliary commercial activities, such as restaurants, fitness centers, and retail, where they can be accommodated” (p. 30). Expanding a fitness center currently located within the Industrial future land use category is supported by the Comprehensive Plan.</p>			

<p>COMPATIBILITY WITH THE ZONING ORDINANCE</p> <p>Private indoor recreational uses, including fitness centers like Crossfit gyms, are permitted by Conditional Use under Section 18-304 of the Town of Vienna Zoning Ordinance. The applicant has operated the existing Crossfit gym at 432-436 Mill Street NE for over ten years and the Town has received no complaints or concerns from the community regarding its operations. Given the small scale of the operation and no significant changes to noise; traffic and parking; odors; trash and litter; and loading and unloading; the proposal meets ordinance standards for Conditional Uses. With approval of the Conditional Use Permit, the request is in conformance with the Town Code.</p>	
<p>Attachments:</p>	<p>01 – Staff Report 02 – Application & Authorization Form 03 – Applicant Narrative 04 – Plat 05 – Floor Plan 06 – Photos – Interior and Exterior 07 – 432-436 Mill Street NE Certificate of Occupancy 08 – Relevant Regulations</p>
<p>Author:</p>	<p>Lyndsey Clouatre, Principal Planner</p>

I. BACKGROUND:

The subject property, located at 432-440 Mill Street NE, lies within the Mill District zoning district. The site is developed with a single-story building constructed in 1971. The building consists of five separate bays; 432 and 434 Mill Street have been combined into one space, 436 and 438 Mill Street are individual spaces that are accessible from 432 and 434 Mill Street, and 440 Mill Street is completely separated from the other bays. (See Attachment 05 for the floor plan for 432-440 Mill Street NE.) The property is surrounded to its northeast, northwest, and southeast by industrial and retail uses; and the W&OD Trail abuts it to its southwest.

A Certificate of Occupancy was issued on July 23, 2015 for 432-436 Mill Street NE to operate as a Crossfit gym. Under the Town’s previous zoning ordinance, the subject property was located in the CM (Limited Industrial) zone, which permitted all uses allowed in the C-2, C-1, C-1A zones. “Recreation” was listed as a permitted use in the C-1 zone, with no conditional use requirement. As a result, the CrossFit gym originally received a Certificate of Occupancy as a permitted-by-right recreational use, consistent with the zoning structure in effect at that time.

With the adoption of the updated zoning ordinance in 2023, use categories were reorganized, and the former “Recreation” category was replaced with “Indoor Recreational Uses, Private.” In the updated Principal Uses Table (Section 18-304), this type of use is now permitted only by Conditional Use in the Mill District. While the existing recreation use may continue under its prior approval, any expansion of the use, such as adding square footage or extending operating areas into additional units, constitutes an intensification of use under the current code and therefore requires a Conditional Use Permit before a new Certificate of Occupancy may be issued.

As shown in the Town’s Comprehensive Plan Future Land Use Map (Figure 1), the property is designated as Industrial (p. 38). Mill Street NE has long been the home of many businesses and services that serve both light industrial and commercial needs, helping diversify the Town’s tax base.

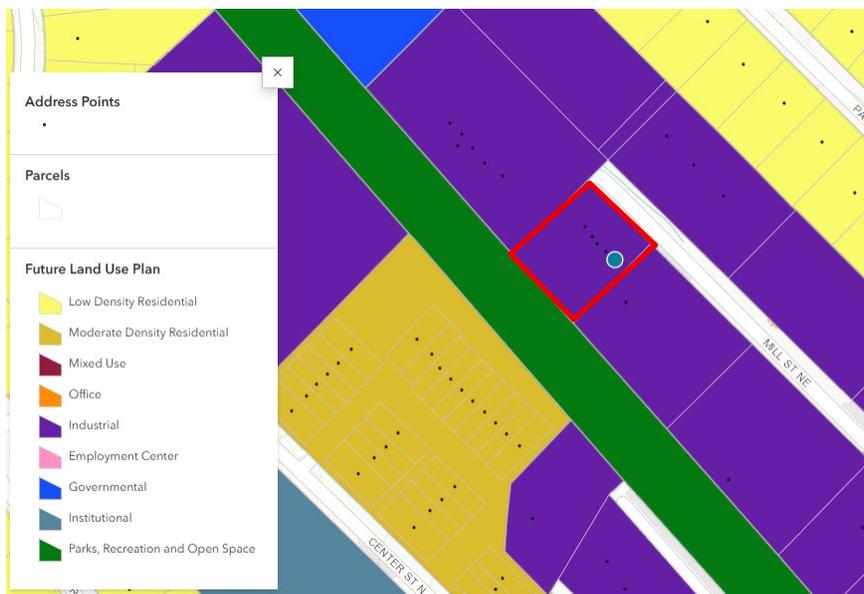


Figure 1: Town of Vienna Future Land Use Map. The subject property is indicated by the red outline.

Per the Town’s Zoning Map (Figure 2), the property is located in the Mill District zone. The purpose of the Mill District is to provide standards for light industrial uses along the W&OD Railroad corridor, which allows private indoor recreational uses by conditional use per Section 18-304 of the Town Code. The entirety of the property is within the Town’s Resource Management Area; the half of the property closest to Mill Street NE is within the 100’ Resource Protection Area (RPA) while the portion immediately abutting Mill Street is within the 50’ RPA.

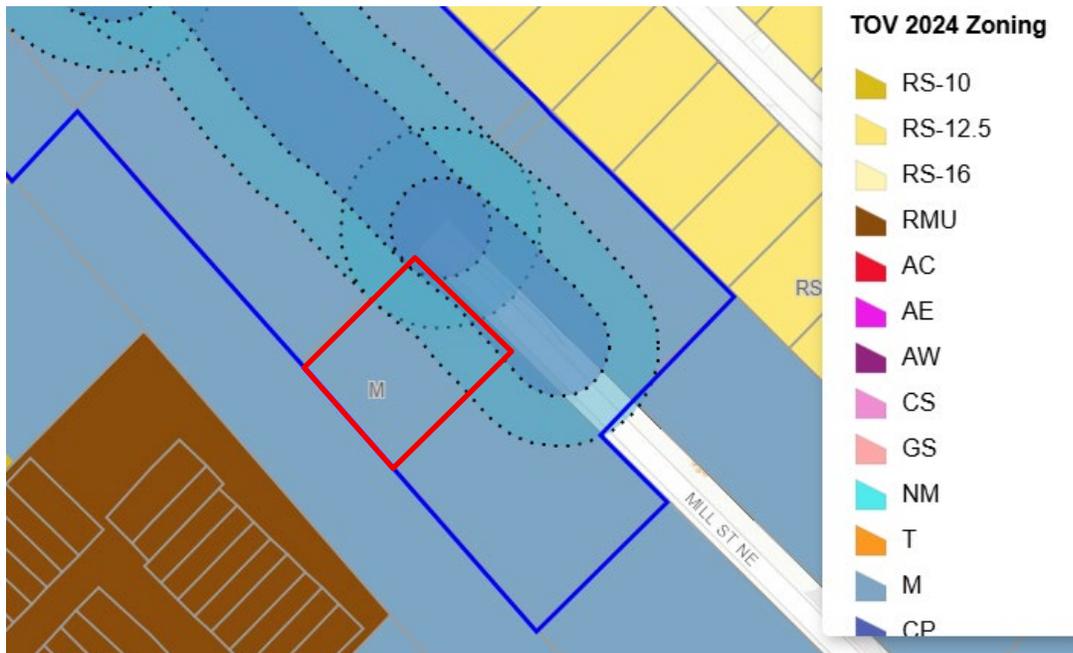


Figure 2: Town of Vienna Zoning Map. The subject property is indicated by the red outline.

II. PROPOSED USE

The applicant proposes to expand their existing Crossfit business currently permitted at 432-436 Mill Street NE into 438-440 Mill Street through obtaining a Conditional Use permit for the latter addresses. Private indoor recreational uses are allowed by Conditional Use under Section 18-304. Per the applicant’s narrative, this space will primarily be used Monday-Friday from 5-7 PM while also providing occasional overflow capacity for the activities in 432-436 Mill Street NE throughout the day. It is expected to support 10-15 athletes and 1-2 instructors per hour while it is in use. The applicant does not anticipate any significant impacts on noise, odors, trash and litter, loading and unloading, and parking and stacking.

III. STAFF ANALYSIS

Town of Vienna 2015 Comprehensive Plan

The subject property is designated as Industrial in the Town of Vienna’s 2015 Comprehensive Plan Future Land Use Map (p. 38). The proposed expansion of the existing Crossfit gym aligns with the Comprehensive Plan’s vision to allow for compatible auxiliary commercial services within the Industrial land use category.

Specifically, the proposal supports:

- Land Use Objective 1: “Maintain the overall balance among residential, commercial, and industrial areas.” (p.39).

As the proposal seeks to expand the current fitness center use in the Industrial land use category, which is home to “auxiliary commercial activities, such as restaurants, fitness centers, and retail, where they can be accommodated” (p. 30), staff finds this proposal is supported by the Comprehensive Plan.

Town of Vienna Zoning Ordinance

The property is zoned Mill District, where private indoor recreational uses are permitted through a Conditional Use Permit (Section 18-304). The proposal represents a continuation and expansion of an existing use and does not modify the building footprint or external operations. It is consistent with the intent of the Mill District to support light industrial and compatible commercial activities and meets the standards for Conditional Use Permit review, including the evaluation of compatibility with surrounding uses and the mitigation of potential impacts. Based on the applicant’s information and staff analysis, the proposed use complies with zoning requirements and maintains the character and operational scale of existing uses along Mill Street NE.

STAFF CONCLUSION

Staff finds that the applicant’s request for a Conditional Use Permit so they may expand their existing Crossfit gym at 432-436 Mill Street NE into 428-440 Mill Street NE:

- Complies with the Town’s Comprehensive Plan by maintaining the balance in an industrial area, specifically by expanding an existing auxiliary commercial activity within the Industrial land use;
- Meets the standards for Conditional Use approval in accordance with sections 18-304 and 18-824 of the Zoning Ordinance;
- Does not introduce adverse impacts related to traffic, noise, parking, trash and litter, and odors; and
- Supports the Town’s goals related to resident wellness, small business growth, and economic development.

As such, staff recommends approval of the Conditional Use Permit request, subject to any conditions the Planning Commission may deem appropriate to ensure continued compatibility with the surrounding residential neighborhood. As this is an application for a Conditional Use permit, the Planning Commission may consider recommending conditions to address specific concerns that could fall under the Conditions for Approval, as described in Section IV, below.

IV. REQUIRED COMMISSION/BOARD APPROVALS

Review of the application (as established under Section 18-824 of the Vienna Town Code) requires initial consideration and recommendation by the Planning Commission and a subsequent public hearing with sworn testimony before the Board of Zoning Appeals, where the application will be acted upon.

Section 18-824.6.D. states that the Planning Commission shall make a recommendation on the application based on the applicable Use Standards outlined in Article 3 and the Conditions for Approval outlined in Section 18-824.3:

Conditions for Approval:

- A. Will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use;
- B. Will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood;
- C. Will be in accordance with the purposes of the Town’s comprehensive plan; and
- D. Meets use-specific standards outlined in Article 3 of this chapter

Subsequent to the Planning Commission’s recommendation, the Board of Zoning Appeals may issue a use permit for any of the uses indicated within Article 3 with a “C” (“Conditional”) in the Use Table, as outlined in Section 18-842.6.E. The Board may impose such conditions relating to the use for which a permit is granted as it may deem necessary in the public interest, including limiting the duration of a permit, and may require a guarantee or bond to ensure continued compliance with the conditions imposed.

Per Section 18-824.4, the Board of Zoning Appeals shall fix a reasonable time for the hearing of an application, within ninety (90) days of the application being deemed complete. This time period is directory, rather than mandatory; the Board does not lose jurisdiction to act after the time period has passed.



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

Project Overview #1945127

Project Title: 438 and 440 Mill St - CrossFit Mill Street - CUP
Application Type: Conditional Use Permit
Workflow: 2. Staff Review

Jurisdiction: Town of Vienna
State: VA
County: Fairfax

Project Contacts

Contact Information: Applicant
Brett Wilson
Elite Athletic Performance (EAP), LLC
9613 Whitecedar Ct.
Vienna, VA 22181



Contact Information: Owner
Brett Wilson
Elite Athletic Performance (EAP), LLC
9613 Whitecedar Ct.
Vienna, VA 22181



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

Project Address

Project Address: 438 MILL ST NE
Parcel (PIN): Address/Parcel
• 438 MILL ST NE: 0382 02 0145
Current Zoning: Address/Parcel
• 438 MILL ST NE: CM

Suite: 438 and 440
Town Limits: Address/Parcel
• 438 MILL ST NE: IN TOWN OF VIENNA

Project Description

Project Description: Request for a Conditional Use Permit and Certificate of Occupancy for 438 and 440 Mill Street NE.

Trade Name of Business (DBA): CrossFit Mill Street
Type of Conditional Use Requested: Indoor Recreation (Fitness Facility)

Business Hours: 5:00AM-8:00PM
Number of Proposed Employees: 14

Project Narrative: Currently, CrossFit Mill Street occupies 432, 434, and 436 Mill Street NE and we are requesting a Conditional Use Permit and Certificate of Occupancy for 438 Mill Street NE as well as 440 Mill Street NE (future use, post 2026).

Are you amending an existing conditional use permit?: No



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 I have authority of the property owner to make this application, that the information is complete, and that if a permit or certificate is issued, the construction and/or use will conform to the zoning ordinance and other applicable laws and regulations including private building restrictions, if any, which relate to the property. This form must be submitted prior to issuance of any permit or certificate.

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.

Check one box below:

I am the property owner

I am an applicant who has the authority of the property owner (owner will still need to sign)

Description of permits or certificates being applied for:

at the following address: 438 and 440 Mill Street NE, Vienna, VA 22180

Applicant Name (fill out if owner is not applicant): Brett Wilson

Signature of Applicant: Elite Athletic Performance, LLC *Brett Wilson* Date: 24 Nov 2025

Property Owner's Name: *SPIR-OH ASSOCIATES, LLC* Tom Speirs

Signature of Property Owner: *[Signature]* PARTNER Date: 0/24/25

Description/Narrative:

CrossFit Mill Street (The Mill) is a community driven fitness facility located at 432, 434, and 436 Mill Street NE. The Mill's mission is to help anyone who walks through the door become a healthier, stronger, more capable version of themselves. Our programs are designed to meet the needs of every fitness level, whether you're an experienced veteran, or a complete beginner. The Mill has options for the whole family with CrossFit Kids, Teens Fitness and multiple Adult Programs

How did it all start? In 2015, a couple of friends got together and decided that it would be fun to have a place where Vienna could try Functional Fitness workouts, build a community, and create a healthier lifestyle in a fun and judgment-free environment. This drive and philosophy created CrossFit Mill Street or The Mill, where we bring a few friends together from the community and have fun while getting in shape.

At The Mill we understand that the community members from Vienna and the surrounding towns get up early before work to exercise, workout during their lunch hours, workout in the evenings after work, and train before heading over to Waters and Caffi fields for Little League/VYI sports on the weekends. Yes, the population is getting fitter, but what we didn't envision was the creation of the tight knit community. Men, women, and children in Vienna creating friendships and tightening bonds.

As of the date of this Application, The Mill has created and provided a sense of belonging within the larger Vienna community for over 10 years. We have warmed up and motivated the town of Vienna at multiple 5K runs such as Vienna Elementary 5K, the Louise Archer Elementary School 5K, and the Count Down to None NYE 5K. We have participated in Health Fairs and Fitness Demonstrations in High schools across Fairfax County and regularly support charitable organizations like Bringing Resources to Aid Women's Shelters (BRAWS). The number of coat drives, shoe drives, clothing drives, toy drives, and food drives is endless, and we pride ourselves on partnering with organizations and members to give back wherever we can. Most recently, we demonstrated our commitment to the community of Vienna by participating in the Oktoberfest, the Vienna Halloween Parade, the Wellness Wonderland, and the New Neighbor gift bags. Bringing home the "Best in Parade" award for our "10 Years on Mill Street – Phantom of the Mill" was both humbling and an amazing feeling but most importantly was another example of what our community can do when we work together. We are no longer a small group of people working out in a small garage. We are a lifeline for the Vienna Community to have an outlet for fun, fitness and friendships.

What triggers our application for a Conditional Use Permit and the Certificate of Occupancy is the expansion into the remaining bays (436 and 438) in our building. Ultimately, we are expanding our space to better support the current membership with an adequate and more accommodating workout space. We're also planning on welcoming more of the community through our doors by offering a more robust Youth Program schedule for ages 9-15. As an owner, I was fortunate enough to have my 3 sons transition through The Mill's Youth Programs into Adult classes, and I have watched them blossom both physically, mentally, and socially. I know that the confidence and strength that they have gained will drive positive results throughout their adult lives. Additional space will allow for more ages and stages of the population to not only become healthy, but also to create a supportive social foundation. Having a larger space will allow for the expansion of youth programs: more teenagers will be able to attend after-school fitness classes; classes for Tweens (ages 9-12) will become larger; children's classes (ages 4-8) will be added at the same time as adult classes - allowing for moms and dads of littles to stay healthy and receive a much-needed break during the day. Classes for the older adult will also be added to the schedule allowing for the empty-nesters and retirees to create new friends and new exercise habits.

Over the past 10 years, The Mill has demonstrated that we are here for everyone: the competitive athlete and the everyman athlete, the stay-at-home mom, the grumpy teenager, the eager 1st grader. We teach how to hold a dumbbell and how to support a fellow athlete and friend. Moving forward over the next 10 years, The Mill wants to have space for even more Vienna community members to feel this sense of belonging.

Additional Application Datapoints:

- 1) Noise: The additional space will not create any additional noise or noise issues, and The Mill currently complies with the noise levels permitted by the Town.
- 2) Odors: The additional space will not create any odors.
- 3) Trash and Litter: The additional space will not create an increase in garbage, and we currently have 2 shared dumpsters in the rear parking lot that are emptied daily.
- 4) Loading/Unloading: The additional space will not create additional unloading/loading (drop off/pick up) demands that would impact the surrounding facilities. We have adequate loading and unloading space at the rear of our building. Our busiest loading/unloading hours (drop off and pick up) are 5:00PM-7:00PM.
- 5) Parking and Stacking: The additional space will not create the demand for additional parking spaces, and we currently have 51 spaces to support our patrons, which well exceeds our current demand and any projected demand in the future.

- 6) Use Capacity: The additional space will support 10-15 athletes per hour and 1-2 instructors per hour.
- 7) Hours: The additional space will mainly operate Monday-Friday from 5:00PM-7:00PM. The space will also support overflow capacity during the day, but it will not be a common demand.
- 8) Site Plan: Site plan documents will be uploaded to the portal as requested.

GENERAL NOTES

1. THE PROPERTY SHOWN HEREON IS IDENTIFIED ON THE FAIRFAX COUNTY, VIRGINIA GEOGRAPHIC INFORMATION SYSTEM AS MAP #0382-02-0145 AND IS ZONED CM.
2. THE PROPERTY SHOWN HEREON IS NOW IN THE NAME OF SPIR-OH ASSOCIATES, LLC, RECORDED IN DEED BOOK 17201 AT PAGE 1368, AMONG THE LAND RECORDS OF FAIRFAX COUNTY, VIRGINIA.
3. HORIZONTAL DATUM SHOWN HEREON IS REFERENCED TO THE RECORD NORTH AS ESTABLISHED FROM DEEDS AND PLATS OF RECORD.
4. BOUNDARY AND PHYSICAL IMPROVEMENTS SHOWN HEREON ARE BASED UPON A FIELD SURVEY CONDUCTED BY THIS FIRM BETWEEN THE DATES OF OCTOBER 15, 2025 AND OCTOBER 17, 2025.
5. NO GEOTECHNICAL, SUBSURFACE, FIELD REVIEWS, RESEARCH AGENCY OR GOVERNMENTAL RECORD REVIEWS, OR OTHER INVESTIGATIONS HAVE BEEN MADE FOR THE PURPOSE OF LOCATING, OR DETERMINING THE EXISTENCE OF HAZARDOUS MATERIALS, OR OTHER ENVIRONMENTAL CONCERNS ON SITE IN THE PERFORMANCE OF IMEG CONSULTING CORP. SERVICES FOR THE PROJECT AS SHOWN HEREON.
6. NO CERTIFICATION HAS BEEN MADE AS TO THE LOCATIONS OF UNDERGROUND UTILITIES SUCH AS, BUT NOT LIMITED TO ELECTRIC, GAS, TELEPHONE, CATV, WATER, SANITARY AND STORM SEWERS.
7. DURING THE PROCESS OF OUR PHYSICAL SURVEY NO INDICATIONS OF A CEMETERY WERE FOUND. NO FURTHER INSPECTION OF THIS PROPERTY HAS BEEN MADE FOR POSSIBLE CEMETERIES.
8. THE SUBJECT PROPERTIES HAVE PHYSICAL ACCESS TO MILL STREET NE BY MEANS OF TRAVEL WAYS.
9. ALL BUILDING DIMENSIONS ARE MEASURED AT THE OUTSIDE GROUND LEVEL OF BUILDING. OVERALL SQUARE FOOTAGE HAS BEEN DETERMINED BY EXTERIOR DIMENSIONS AT GROUND LEVEL.
10. THE ADDRESS OF THE SUBJECT PROPERTY IS 440-432 MILL STREET NE, AS OBSERVED POSTED IN THE FIELD AT THE TIME OF SURVEY.
11. AS TO TABLE A ITEM 9 OF THE MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS SURVEYS, THERE ARE 17 REGULAR AND 1 HANDICAP PARKING SPACES ON THE SUBJECT PROPERTY.

NOTES CORRESPONDING TO SCHEDULE B PART II

THE FOLLOWING EASEMENTS AND/OR EXCEPTIONS AS LISTED IN SCHEDULE B, PART II OF THE COMMITMENT FOR TITLE INSURANCE FURNISHED BY FIDELITY NATIONAL TITLE INSURANCE COMPANY, COMMITMENT NO. 25-5490, EFFECTIVE DATE OF JULY 25, 2025 AT 8:00 A.M., WAS REVIEWED AND ADDRESSED AS FOLLOWS AS TO THEIR CONNECTION WITH THE PROPERTY SHOWN HEREON AND AS DESCRIBED IN SCHEDULE A OF SAID COMMITMENT.

3. EASEMENT(S) AND/OR RIGHT(S)-OF-WAY GRANTED TO VIRGINIA ELECTRIC AND POWER COMPANY BY AGREEMENT RECORDED IN DEED BOOK 2578, AT PAGE 434, AND SHOWN ON PLAT ATTACHED THERETO. RESPONSE: SAID EXCEPTION IS SHOWN APPROXIMATELY HEREON.
4. TERMS, CONDITIONS, RESTRICTIONS, RESERVATIONS, AND EASEMENTS SET FORTH IN DEED OF RESUBDIVISION RECORDED IN DEED BOOK 3059, AT PAGE 377, AND MATTERS SHOWN ON PLAT ATTACHED THERETO, INCLUDING BUT NOT LIMITED TO THE FOLLOWING: 50' INGRESS & EGRESS EASEMENT D.B. 2624 PG 449 WITHIN THE DEDICATION AREA TO THE TOWN OF VIENNA, VIRGINIA AT D.B. 4227 PG 577. RESPONSE: SAID EXCEPTION IS SHOWN HEREON AS THE DEDICATED PUBLIC STREET, MILL STREET.
5. EASEMENT(S) AND/OR RIGHT(S)-OF-WAY GRANTED TO VIRGINIA ELECTRIC AND POWER COMPANY BY AGREEMENT RECORDED IN DEED BOOK 3386, AT PAGE 493, AND SHOWN ON PLAT ATTACHED THERETO. RESPONSE: SAID EXCEPTION IS SHOWN APPROXIMATELY HEREON.
6. TERMS, CONDITIONS, RESTRICTIONS, AND EASEMENT(S) AND/OR RIGHT(S)-OF-WAY FOR PUBLIC STREET PURPOSES GRANTED TO THE TOWN OF VIENNA, VIRGINIA BY DEED OF DEDICATION RECORDED IN DEED BOOK 4227, AT PAGE 577. RESPONSE: SAID EXCEPTION IS SHOWN HEREON AS THE DEDICATED PUBLIC STREET, MILL STREET.
7. SAID EXCEPTION IS NOT A SURVEY MATTER AND IS NOT SHOWN HEREON.
8. SAID EXCEPTION IS NOT A SURVEY MATTER AND IS NOT SHOWN HEREON.
9. SAID EXCEPTION IS NOT A SURVEY MATTER AND IS NOT SHOWN HEREON.

LEGEND

•	BOLLARD	EX.	EXISTING
⊕	HANDICAP PARKING	EP	EDGE OF PAVEMENT
⊙	SANITARY CLEAN-OUT	EC	EDGE OF CONCRETE
⊖	WATER VALVE	EG	EDGE OF GRAVEL
⊕	WATER METER	OHG	OVERHANG
⊕	FIRE HYDRANT	PKNS	PK NAIL SET
⊕	GAS METER	RBS	REBAR SET
⊕	UTILITY POLE	OIS	OFFSET
⊕	AIR CONDITIONER		
⊕	NUMBER OF PARKING SPACES		
—X—X—X—X—	FENCE		
—OHU—	OVERHEAD UTILITY WIRE		

	ASPHALT AREA
	CONCRETE AREA
	GRAVEL AREA

RECORD DESCRIPTION

THAT CERTAIN LOT OR PARCEL OF REAL PROPERTY AND IMPROVEMENTS THEREON, SITUATE, LYING AND BEING IN FAIRFAX COUNTY, VIRGINIA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

PARCEL A, A DIVISION OF THE PROPERTY OF SMITH & SHEETS, CONTAINING 29,549 SQUARE FEET, MORE OR LESS, AS DULY DEDICATED, PLATTED AND RECORDED IN DEED OF RESUBDIVISION DATED JUNE 28, 1968 AND RECORDED ON JULY 23, 1968 IN DEED BOOK 3059, AT PAGE 377, AND SHOWN ON PLAT ATTACHED THERETO, AMONG THE LAND RECORDS OF FAIRFAX COUNTY, VIRGINIA.

LESS AND EXCEPT THAT PART OF SAID LAND, CONSISTING OF 6,889.50 SQUARE FEET, MORE OR LESS, DEDICATED TO THE TOWN OF VIENNA, VIRGINIA FOR PUBLIC STREET PURPOSES BY DEED OF DEDICATION DATED MAY 7, 1975 AND RECORDED ON JULY 7, 1975 IN DEED BOOK 4227, AT PAGE 577, AMONG THE AFORESAID LAND RECORDS.

AND BEING THE SAME PROPERTY CONVEYED BY JAMES T. SPEIRS AND JEAN V. SPEIRS, AS TO A ONE-HALF UNDIVIDED INTEREST, AND PHILIP ORCHARD-HAYS AND KATHLEEN ORCHARD-HAYS, AS TO A ONE-HALF UNDIVIDED INTEREST, TO SPIR-OH ASSOCIATES, LLC, A VIRGINIA LIMITED LIABILITY COMPANY, BY DEED DATED JANUARY 1, 2005 AND RECORDED ON APRIL 21, 2005 IN DEED BOOK 17201, AT PAGE 1368, AMONG THE AFORESAID LAND RECORDS.

FOR INFORMATION ONLY PER JURISDICTION TAX RECORDS:
TAX MAP NUMBER: 0382 02 0145
PROPERTY ADDRESS: 432 MILL STREET NORTHEAST, VIENNA, VA 22180

THE LANDS SURVEYED, SHOWN AND DESCRIBED HEREON ARE THE SAME LANDS AS DESCRIBED IN FIDELITY NATIONAL TITLE INSURANCE COMPANY, COMMITMENT NO. 25-5490, EFFECTIVE DATE JULY 25, 2025 AT 8:00 AM.

FLOOD ZONE NOTE

THE AREA SHOWN HEREON IS LOCATED ON THE FLOOD INSURANCE RATE MAP (FIRM), NO. 51059C0145E, WITH AN EFFECTIVE DATE OF 09/17/2010.

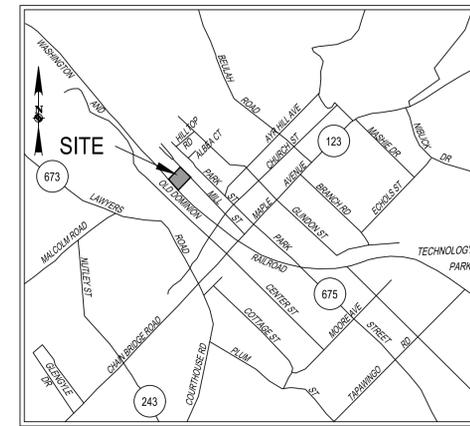
BY GRAPHIC DEPICTION ONLY, THE PROPERTY SHOWN HEREON IS SHOWN IN:

- FLOOD ZONE "X" (OTHER AREAS), AREAS DETERMINED TO BE OUTSIDE THE 500-YEAR FLOODPLAIN.

A FIELD SURVEY WAS NOT PERFORMED TO DETERMINE THE FLOOD ZONES LISTED HEREON. AN ELEVATION CERTIFICATE MAY BE NEEDED TO VERIFY THIS DETERMINATION OR APPLY FOR A VARIANCE FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY.

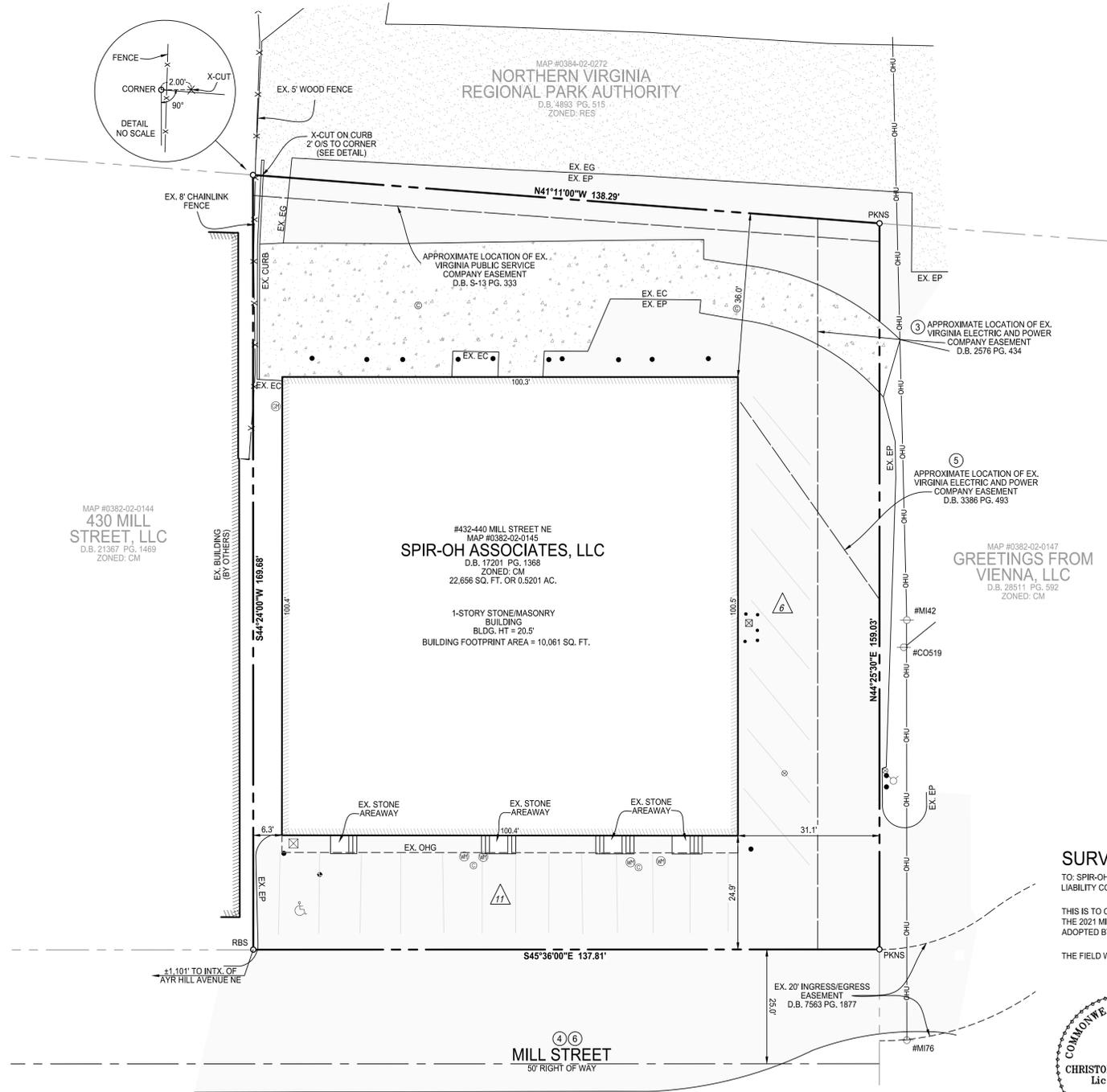
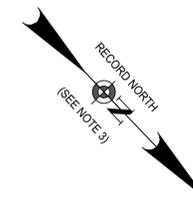
ZONING INFORMATION

ZONING REPORT NOT PROVIDED AT TIME OF SURVEY.



VICINITY MAP

SCALE: 1" = 2000'



MAP #0382-02-0144
430 MILL STREET, LLC
D.B. 21367 PG. 1469
ZONED: CM

#432-440 MILL STREET NE
MAP #0382-02-0145
SPIR-OH ASSOCIATES, LLC
D.B. 17201 PG. 1368
ZONED: CM
22,656 SQ. FT. OR 0.5201 AC.

1-STORY STONE/MASONRY BUILDING
BLDG. HT = 20.5'
BUILDING FOOTPRINT AREA = 10,061 SQ. FT.

MAP #0382-02-0147
GREETINGS FROM VIENNA, LLC
D.B. 28511 PG. 592
ZONED: CM

SURVEYOR'S CERTIFICATION

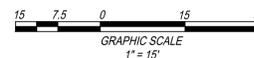
TO: SPIR-OH ASSOCIATES, LLC, A VIRGINIA LIMITED LIABILITY COMPANY; MILL STREET GROUP, LLC, A VIRGINIA LIMITED LIABILITY COMPANY; FIDELITY NATIONAL TITLE INSURANCE COMPANY

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 6(A), 6(B), 7(B)(1), 7(C), 8, 9, 13 AND 14 OF TABLE A THEREOF.

THE FIELD WORK WAS COMPLETED ON NOVEMBER 14, 2025.



CHRISTOPHER G. HOBBS, LS
COMMONWEALTH OF VIRGINIA
LICENSED LAND SURVEYOR NO. 2515



REV#	DATE	REVISION

PROJECT: 25005594.00
DRAWING NO.: 114392
SCALE: 1" = 15'
DATE: 10/15/2025
DRAWN: MEH
CHECKED: CGH
SHEET No.

2021 ALTA/NSPS LAND TITLE SURVEY

SPIR-OH ASSOCIATES, LLC
DEED BOOK 17201 PAGE 1368

HUNTER MILL TOWN OF VIENNA TRANSPORTATION DISTRICT

FAIRFAX COUNTY, VIRGINIA



9301 INNOVATION DRIVE
SUITE 150
MANASSAS, VA 20110

PH: 703.393.9887
www.imegcorp.com

W&OD Trail



Mill Street NE



Front (Northeast) Elevation of Subject Building, As Seen from Mill Street NE



Rear (Southwest) Elevation of Building



AERIAL PHOTOGRAPH



Open Workout Space in Units 432 & 434



Open Workout Space in Unit 436



Open Workout Space in Unit 438



Office Space in Unit 432

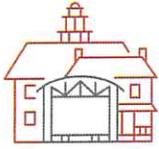


Product Display Space in Unit 432



Office Space in Unit 438

Permit Number: 15132



TOWN OF
VIENNA

Town of Vienna
Commercial Certificate of Occupancy
Article 22 Chapter 18, Town Code

A Certificate of Occupancy is hereby granted for the following firm, business, establishment or individual in accordance with Article 22, Chapter 18, of the Code of the Town of Vienna, Virginia:

Occupant Name: Elite Athletic Performance DBA Crossfit Mill Street

Street Address: 432 Mill Street NE Suite: - Floor: -

Zoning District: CM, Limited Industrial zone

Legal Description: Smith and Sheets PCL A 0382 02 0145

Permitted Uses: § 18-118.A; Recreation § 18-72.A

Approved for Issuance of Certificate:

Director of Planning & Zoning

7-23-18

Date

This certificate does not take the place of any license required by law, nor does it authorize the use of boilers, motors, machinery or any signs. Any change in the use or occupancy of this structure or upon the subject property shall require a new certificate of occupancy.

This Certificate Shall Be Conspicuously Posted At All Times

VA State Code Use Group: A-3

The Town of Vienna does not discriminate on the basis of disability in the administration or access to or treatment or employment in its programs for activities. The Director of Human Resources of Vienna, Virginia has been designated to coordinate compliance with nondiscrimination requirements. This document will be made available in large print or audio cassette upon request. Call (703) 255-6300 (voice) or TTY users 711.



TOWN OF
VIENNA
since 1890

Commercial Certificate of Occupancy Application

Permit Number: 15152

(Office Use Only)

Business Name: ELITE ATHLETIC PERFORMANCE DBA: CROSSFIT MILL STREET

Street Address: 432 MILL STREET NE, VIENNA, VA 22180 Suite: 432 Floor: 1

Proposed Use: FITNESS / GYM Last Use: URBAN DESIGN (HOME REMODEL ETC)

Detailed Description of Business Operations (proposed hours of business and number of employees):

FACILITY IS USED AS A CROSSFIT GYM AND RELATED FITNESS FACILITY.
 HOURS: M-F → 5PM - 8PM
 SAT → 8AM - 4PM
 SUN → 9:30AM - 2PM
 # OF EMPLOYEES: 15 (TYPICALLY 2 EMPLOYEES IN HOUSE DURING SUITS)

It is understood that this Certificate of Occupancy does not take place of any other license that may be required by law nor does it confer the right to erect signs.

Name of Business Owner(s): BRETT WILSON

Home Address: 9613 WHITE CEDAR CT, VIENNA, VA 22181 Phone: (433) 242-4366

E-mail Address for Contact Person: BRETT@CROSSFITMILLSTREET.COM (C) 703-663-0193

Signature: [Signature] Date: 19 JUN 2018

I, the owner/property manager of the building/condo unit, give permission to the business owner to use the tenant space for the proposed use detailed on this form.

Name of Building/Condo Unit Owner: ~~JAMES F. STOKES~~ Philip Orchard-Hays

Address: 742 FLORENCE PLACE, HERNDON, VA 20170 Phone: (571) 436-5399

E-mail Address for Contact Person: TSCONSULTING84@DOL.COM

Signature: Philip Orchard-Hays Date: 6/22/18

#14139, 14481(436)
(434)

M: 2158 P ✓

Office Use Only

Use Limitations:
FITNESS FACILITY (RECREATION)

Legal Description: 38-2-((2))-145 **Zoning:** CM (LIMITED INDUSTRIAL ZONE)

Approved by:

Director of Planning and Zoning: *Frank Amos* Date: 6/26/18

Director of Public Works: *J. J. [Signature]* Date: 7.3-18

Town Manager (for Temporary CO): _____ Date: _____

Temporary CO Expiration Date (if needed and approved): _____

Fairfax County Inspections	Name	Date
Building Inspection		
Mechanical Inspection		
Plumbing Inspection		
Electrical Inspection		
Gas Inspection		
Health Inspection		
Fire Marshal Inspection		

Planning and Zoning	Name	Date
Wall Check Survey		
As-built Survey		

Simeck, Frank

From: CF Mill St. <brett@crossfitmillstreet.com>
Sent: Thursday, June 28, 2018 5:11 PM
To: Simeck, Frank
Subject: FW: Certificate of Occupancy: 432 Mill Street, NE
Attachments: CFMS_432_434_436.pdf

Frank,

Thanks so much for your help regarding our Certificate of Occupancy Permit Application (2158) for 432 Mill Street, NE. Below is the description of our parking requirements and availability, and occupancy history for CrossFit Mill Street. I've also attached a rudimentary drawing that shows the division of space(s) that our facility now occupies. I apologize for the quality here, but the owner didn't have anything that showed all of the spaces as they exist today.

Requirements:

Although our posted hours run throughout the day across the week, we offer classes in 1 hour segments that limit the amount of athletes/members in the facility at any given time. With our class caps and available space, we average around 15 driving-age athletes/members per class. We also list 15 staff employed at the Mill, but based on the rationale above, we typically average 2 staff on site during any given class period.

Parking Availability:

Our building provides 14 spaces around the perimeter with an additional 6 spaces along the fence-line between our facility and Sheets Hardware. In addition to these spaces, we also utilize (via an agreement with NVRPA) the easement along the trail for an additional 8 parking spaces for overflow.

With our current class structure and capacity within the space, we have not had any issues with parking and supporting our clientele and staff. There has been no issues with staff or members parking in other areas to support our operations and we don't anticipate any growth in the future that will cause any change to the current requirement/allocation.

Occupancy History:

434 Mill Street, NE: This is the original space of our CrossFit gym and is basically described as the back 2/3 of two of the bays.

436 Mill Street, NE: Previously an Asian Food Distributor. We took over 436 Mill Street as second bay area with doorway access between the 2 spaces. This is a full bay from Mill Street to the back parking lot.

432 Mill Street, NE: Previously Urban Designs. We recently took over this space (front 1/3 of two bays) and connected the original 434 space from Mill Street to the back parking lot.

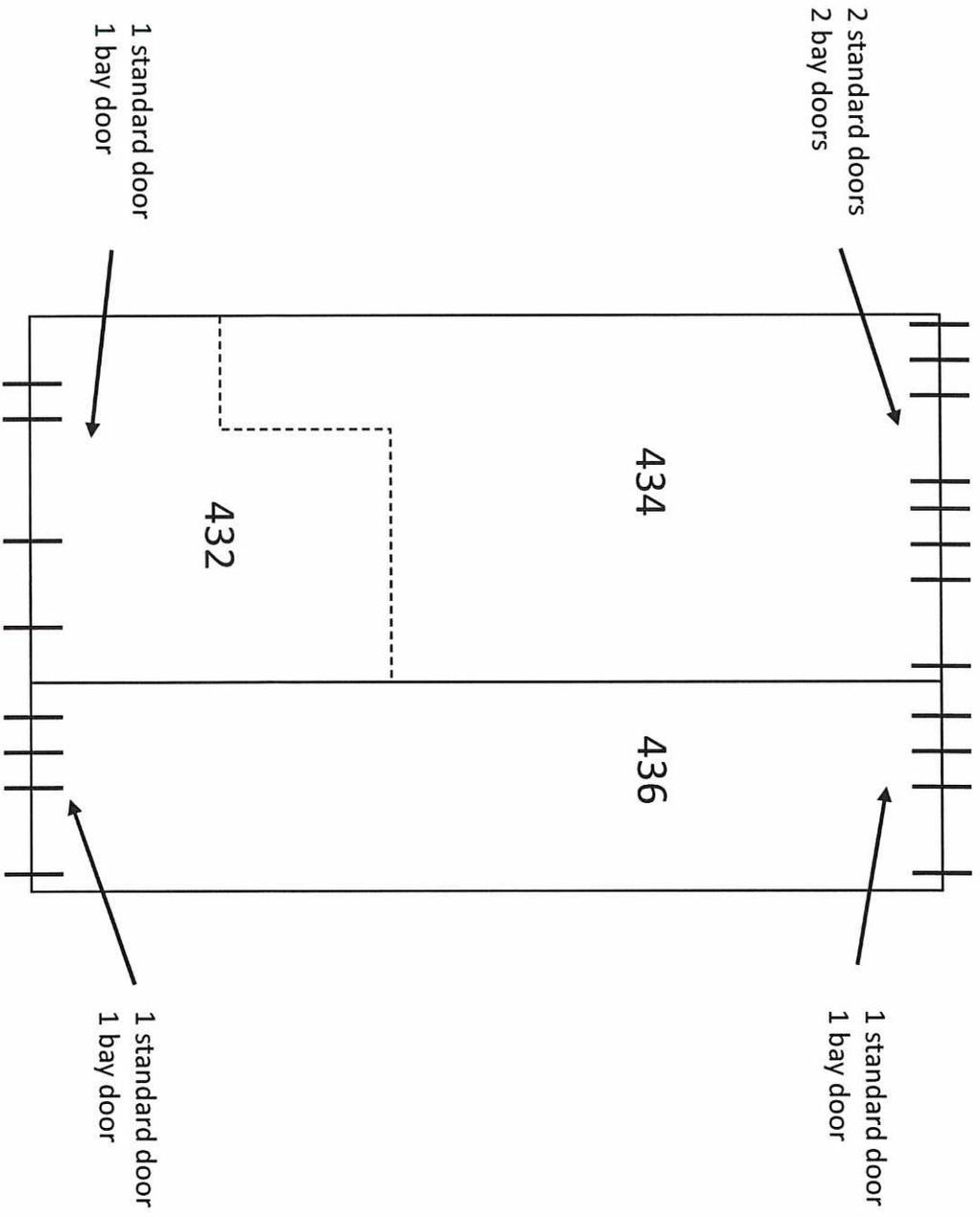
Please let me know if you need anything else and I hope this works for the notes in the application!

Thanks,

Brett

Brett E. Wilson
CrossFit Mill Street
powered by: Elite Athletic Performance (EAP) LLC
mobile: (703) 663-0193
brett@crossfitmillstreet.com

WO&D Trail



Mill Street, NE

Attachment 08: Relevant Regulations

Sec. 18-304. Principal Uses Table.

USE TYPES	DISTRICTS AND ZONES																SPECIFIC USE STANDARDS
	RESIDENTIAL				NON-RESIDENTIAL AND MIXED USES												
	RS-16	RS-12.5	RS-10	RMU	AW	AE	AC/AC-O	M	CS/CS-0	NM	T	GS	CP	PR	PC		
P = PERMITTED / C = CONDITIONAL / - = NOT PERMITTED (See Article 2 for Zone and District Names)																	
Commercial Uses																	
Indoor Recreational Uses, Private	-	-	-	-	P	P	P	C	P	P	-	P	C	-	-		

(Ord. of 2-24-2025)

Sec. 18-824. Conditional Use Permit.

1. **Conditional Use Permit Required.** Any use that is indicated within Article 3 of this Chapter and is marked with a "C" on the Principal Uses or Accessory Uses Tables requires the approval of a Conditional Use Permit by the Board of Zoning Appeals prior to the issuance of a Building Permit or Certificate of Occupancy.
2. **Site Plan May be Required.** The Zoning Administrator will review the application and determine whether a site plan review is required prior to the commencement of review of an application for a Conditional Use Permit. See Site Plan in § 18-836.
3. **Conditions for Approval.** The Board of Zoning Appeals may issue a use permit for any of the uses indicated, within Article 3, with a "C" (conditional) on the Use Table, provided the use for which the permit is sought:
 - A. Will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use;
 - B. Will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood;
 - C. Will be in accordance with the purposes of the Town's comprehensive plan; and
 - D. Meets use-specific standards outlined in Article 3 of this chapter.
4. **Action Required in Reasonable Time.** The Board of Zoning Appeals shall fix a reasonable time for the hearing of an application, within ninety (90) days of the application being deemed complete. This time period is directory, rather than mandatory; the Board does not lose jurisdiction to act after the time period has passed.
5. **Application.** An application for a conditional use permit shall be submitted to the Director of Planning and Zoning on such forms as the Director may prescribe and shall include the following:
 - A. A detailed description of the operation of the proposed use, including any proposed ancillary or secondary use that the applicant is considering.
 - B. Plans to control any potential impacts of the proposed use on the nearby community, including:
 - i. **Noise.**
 - a. Noise levels anticipated from all uses and equipment.
 - b. A statement as to whether the anticipated noise complies with the levels permitted by the Town Code.
 - c. Plans to control these anticipated noise levels, including noise emanating from patrons or visitors to the proposed use.
 - ii. **Odors.** Methods to be used to control odors emanating from the use when applicable.
 - iii. **Trash and litter.**
 - a. The type and volume of trash and garbage the proposed use will generate.
 - b. The planned frequency of trash collection.
 - c. Planned methods to prevent littering on the property, streets and nearby properties.
 - iv. **Loading/unloading.**
 - a. Availability and adequacy of off-street loading facilities.
 - b. Hours and frequency of off-street loading.

-
- v. **Parking and Stacking.**
 - a. Number of spaces available to serve residents, employees, and patrons during the hours of operation, for all primary and secondary uses being proposed.
 - b. Plan showing geometric design of stacking aisle and number of stacking spaces provided.
 - vi. **Use capacity.**
 - a. The estimated number of patrons, visitors, clients, pupils and other such users.
 - b. The proposed number of employees, staff and other personnel.
 - vii. **Hours.** The proposed hours and days of operation of all proposed uses.
 - viii. **Site Plan.** A proposed site plan consistent with the requirements of § 18-836 shall be submitted, reviewed, and approved as part of the conditional use permit application and pursuant to the procedures and standards of this section, or an approved site plan showing compliance with the uses proposed.
 - ix. Plans and other documents exhibiting compliance with any other requirements contained in this ordinance for the conditional use proposed and as the Director of Planning and Zoning determines are necessary and desirable for adequate review.
6. **Review Process.**
- A. **Pre-Application Meeting.** The applicant is required to attend a pre-application meeting with Town staff prior to submitting an application for a Conditional Use Permit. See § 18-833, Pre-Application Meeting.
 - B. **Review for completeness.** Applications for Conditional Use Permits are reviewed for completeness by the Director of Planning and Zoning and the Zoning Administrator. The application may be referred to the Director of Public Works if determined to be required by the Zoning Administrator.
 - C. **Application deemed complete.** Once the Director of Planning and Zoning and the Zoning Administrator deem the application to be complete, the application and supporting materials are transmitted to the Planning Commission.
 - D. **Action by Planning Commission.** The Planning Commission shall make a recommendation on the application based on Conditions for Approval outlined in § 18-824.3, and applicable Use Standards outlined in Article 3. The Zoning Administrator shall transmit the Planning Commission's recommendation with the application and supporting materials to the Board of Zoning Appeals for final review and determination.
 - E. **Action by the Board of Zoning Appeals.**
 - i. **Final Decision.** The Board of Zoning Appeals has the final decision authority on Conditional Use Permits.
 - ii. **Board may Impose Conditions.** The Board may impose such conditions relating to the use for which a permit is granted as it may deem necessary in the public interest, including limiting the duration of a permit, and may require a guarantee or bond to ensure continued compliance with the conditions imposed.
 - F. **Appeals.** Decisions by the Board of Zoning Appeals may be appealed to the Fairfax County Circuit Court per Code of Virginia § 15.2-2285, 1950, as amended.
7. **Duration of valid permit.**

-
- A. **Permit void after six months if operation not commenced.** Any use permit or amended portions of existing use permits shall become void six months after issuance if construction or operation related thereto has not commenced, unless otherwise specified by the Board of Zoning Appeals.
 - B. **Extension of time allowed under certain conditions.** An extension of time may be permitted by the Board of Zoning Appeals.
 - C. **Termination of use.** A conditional use permit shall cease to be valid if the use for which such permit is granted is not operated for a continuous period of two (2) years or more.
8. **Enforcement and Compliance.**
- A. **Failure to Comply with Permit Conditions.** Failure to comply with Conditional Use Permit conditions are zoning violations and subject to the enforcement measures within Division 6 - Enforcement, Compliance and Penalties.
 - B. **Revocation of Non-Compliant Permits.** The Board of Zoning Appeals may revoke a Conditional Use Permit if the board determines that there has not been compliance with the terms and conditions of the permit. No permit may be revoked except after notice and hearing as provided by Code of Virginia, § 15.2-2204.



TOWN OF
VIENNA
Planning & Zoning

PUBLIC NOTIFICATION AFFIDAVIT

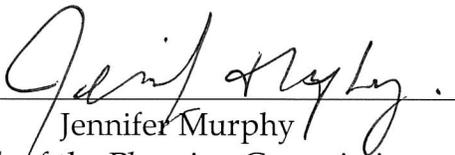
I hereby affirm that the Town of Vienna has adequately complied with the written notification procedures defined in § 15.2-2204 (amended) of the Code of Virginia and § 18-844 of the Code of the Town of Vienna.

Written notices were sent by registered mail on **January 7, 2026**, 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.

One sign was posted in front of the subject location, **438 & 440 Mill Street NE** on **December 31, 2025**, with dates for the scheduled **Planning Commission** meeting and the **Board of Zoning Appeals** hearing. A photo of the posted sign is attached.

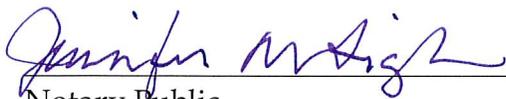
A certified letter was sent on **December 31, 2025**, to Fairfax County Department of Planning & Development Planning Division.

Copies of the notices, pertaining to date, time and location of the **Planning Commission's** meeting for **Conditional Use Permit** for property located at **438 & 440 Mill Street NE**, and more particularly described as tax map parcel **0382 02 0145**, are attached.

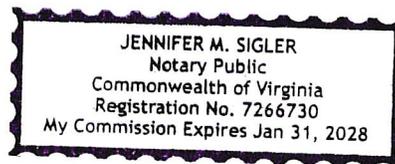

Jennifer Murphy
Clerk of the Planning Commission

Commonwealth of Virginia
Town of Vienna

Subscribed and sworn before me this 9th day of January 2026.


Notary Public

My commission expires: 1-31-28





January 2, 2026

Brett Wilson
Elite Athletic Performance (EAP), LLC
9613 Whitecedar Ct.
Vienna, VA 22181

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:

Request for recommendation to the Bord of Zoning Appeals for a Conditional Use Permit to expand 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 application providing a recommendation to the Board of Zoning Appeals (BZA). The BZA will 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, January 21, 2026, at 7:30 pm, Vienna Town Hall - BZA

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "David 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

NOTICE OF PUBLIC MEETING

Crossfit Mill Street - 438 & 440 Mill Street NE - Sign ID #04



APPLICATION REQUEST

Conditional Use Permit to expand an existing Private Indoor Recreational Use

This is to inform you that the **Planning Commission** will hold a public meeting at:

7:30 pm • Wednesday, January 14, 2026

and the **Board of Zoning Appeals** will hold a public hearing at:

7:30 pm • Wednesday, January 21, 2026

Site Location



All meetings are open to the public and held at **Town Hall, 127 Center Street, South, 2nd floor, Council Chambers**. See <https://www.viennava.gov/notice> Sign ID #04

You are receiving this notification as a neighbor to the subject property shown above. You do not have to respond to this card. If you would like more information, please email DPZ@viennava.gov or call 703.255.6341. Meeting materials can also be viewed online at: <https://vienna-va.legistar.com/Calendar.aspx>

NOTICE OF PUBLIC MEETING

Crossfit Mill Street - 438 & 440 Mill Street NE - Sign ID #04



APPLICATION REQUEST

Conditional Use Permit to expand an existing Private Indoor Recreational Use

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7:30 pm • Wednesday, January 14, 2026

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CrossFit Mill Street 438 & 440 Mill St NE
Surrounding Properties List

Spir-Oh Associates LLC
742 Florence Pl
Herndon, VA 20170

CrossFit Mill Street
9613 Whitecedar Ct.
Vienna, VA 22181

Greetings From Vienna, LLC
6900 Wisconsin Ave, Ste 700
Chevy Chase, MD 20815

Diventures Virginia LLC
510 Mill St NE
Vienna, VA 22180

500 Mill St NE
PO Box 609
Gordonsville, VA 22942

Capital Building Supply
8429 Euclid Ave
Manassas, VA 20111

Capital Building Supply
431 Mill St NE
Vienna, VA 22180

430 Mill Street LLC
9218 Vernon Dr
Great Falls, VA 22066

Sheets Wholesale, Inc
430 Mill St NE
Vienna, VA 22180

Northern Virginia Regional Park Authority
5400 Ox Rd
Fairfax Station, VA 22039



APPLICATION TYPE: CONDITIONAL USE PERMIT

PROPOSAL:

New Conditional Use Permit for expansion of existing Private Indoor Recreational Use business into adjacent space

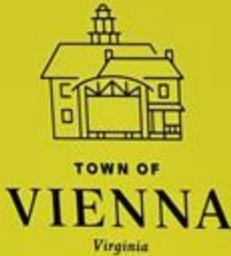
PROPERTY ADDRESS: 438 & 440 Mill St NE

MEETING DATE(S):

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

Board of Zoning Appeals: Wed., January 21, 2026 at 7:30 p.m.

Dec 31, 2025 at 3:58:12 PM
520 Mill St NE
Vienna VA 22180
United States



PUBLIC NOTICE

SIGN ID

04

www.viennava.gov/notice



APPLICATION TYPE: CONDITIONAL USE PERMIT PROPOSAL:

New Conditional Use Permit for expansion of existing Private Indoor Recreational Use business into adjacent space

PROPERTY ADDRESS: 438 & 440 Mill St NE

MEETING DATE(S):

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

Board of Zoning Appeals: Wed., January 21, 2026 at 7:30 p.m.

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

DO NOT REMOVE OR DEFACE UNDER PENALTY OF LAW

Dec 31, 2025 at 3:57:54 PM
469-499 Mill St NE
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 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.

Sincerely,



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



Agenda Item Report

File #: PC26-287, **Version:** 1

Subject:

RECOMMENDATIONS TO BOARD OF ZONING APPEALS ON REQUEST TO AMEND AN EXISTING CONDITIONAL USE PERMIT, AND TO TOWN COUNCIL ON REQUEST FOR MODIFICATIONS OF SITE PLAN REQUIREMENTS FOR GREEN HEDGES SCHOOL, LOCATED AT 415 WINDOVER AVE NW, IN THE RS-12.5 ZONING DISTRICT.

PROPOSED/SUGGESTED MOTION

1) Conditional Use Permit (Recommendation to the BZA)

Option A - Recommend Approval

"I move to recommend **approval** of the amendment of the conditional use permit to the Board of Zoning Appeals for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A **as outlined in the attached documents.**"

OR

Option B - Recommend Approval with Additional Conditions

"I move to recommend **approval** of the amendment of the conditional use permit to the Board of Zoning Appeals for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A, **as outlined in the attached documents, and with the following conditions:**

(Add any other conditions proposed by the Planning Commissioners).

OR

Option C - Recommend Denial

"I move to recommend **denial** of the amendment of the conditional use permit to the Board of Zoning Appeals for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A"

OR

Other action deemed necessary by the Planning Commission.

2) Modifications of Requirements (Recommendation to Town Council)

Option A - Recommend Approval

"I move to recommend **approval** to the Town Council for the modification of requirements to lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, bicycle parking, and duration of valid permit for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A."

OR

Option B - Recommend Approval with Additional Conditions

"I move to recommend **approval** to the Town Council for the modification of requirements to lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, bicycle parking, and duration of valid permit for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A, **with the following conditions:**"

(Add any other conditions proposed by the Planning Commissioners).

OR

Option C - Recommend Denial

"I move to recommend **denial** to the Town Council for the modification of requirements to lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, bicycle parking, and duration of valid permit for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A."

OR

Other action deemed necessary by the Planning Commission.



STAFF REPORT COVER SHEET

January 14, 2026

ATTACHMENT 01

REVISED 1/13/2026

Address:	415 Windover Ave NW	Case Number:	PF-1925356-CUP PF-1815108-SP
Meeting Date:	1/14/2026	Applicant:	Green Hedges School
Board/Commission:	Planning Commission	Owners:	Green Hedges School
Existing Zoning:	RS-12.5	Existing Land Use:	Institutional
Brief Summary of Request:	<p>Recommendations to</p> <p>1) Board of Zoning Appeals on request to amend an existing Conditional Use Permit to increase number of students from 190 to 225 and staff from 42 to 50.</p> <p>2) Town Council on request for modifications of site plan requirements related to lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, and bicycle parking, and duration of valid permit.</p>		
Site Improvements:	<p>The existing facility is comprised of several buildings: the administrative center (or Kilmer House), the Rice Arts Center, the Stable, a general-use field, a house used as the residence by the Head of School, an educational garden, and Kilmer Hall.</p> <p>The proposed phased improvements to the school site include the addition of a new gymnasium, a new athletic field, new playgrounds, the demolition of the Rice Arts Center, several smaller buildings, a new academic building on Windover Avenue, and the modernization of Kilmer Hall.</p>		
Size of Property:	187,268 197,416 square feet or 4.35 acres (Lot 0007 — 10,148 sf; Lot 0008A — 187,268 sf)		
Public Notice Requirements:	<ul style="list-style-type: none"> Two signs were posted on the property, one at the entrance on Nutley Street NW and the other at the intersection of Lewis Street NW and Windover Avenue NW, on December 31, 2025, with the date of Planning Commission meeting and Board of Zoning Appeals (BZA) hearing. Letters were sent on January 9, 2026, to adjacent, abutting and immediately across the street property owners/agents/occupants and subject property owners notifying them of the Planning Commission meeting and Board of Zoning Appeals hearing. The Town Council meeting date has not been set at this time. An email was sent to the applicant and property owner on January 2, 2026. A letter was sent to the Fairfax County Department of Planning & Development on December 31, 2025, notifying them of the proposed case and meeting dates for the Planning Commission and Board of Zoning Appeals. Advertisement for two successive weeks of the BZA meeting in a newspaper having paid general circulation in the Town prior to Board of Zoning Appeals meeting scheduled for Wednesday, February 18, 2026. 		
Official Submission Date of Approval:	On November 13, 2025, the conditional use permit application was deemed by staff to be complete.		
Deadline for Action:	The BZA should take action by February 11, 2026, which is 90 days after the application was deemed complete. That date is directory, rather than mandatory; the Board does not lose jurisdiction to act after the time period has passed. The applicant has indicated its support of the BZA hearing the case at its meeting on February 18, 2026.		

Brief Analysis		
PROPERTY HISTORY		
<p>The Green Hedges School parcel is located in northwest Vienna, bordered by Windover Avenue NW, Nutley Street NW, and Lewis Street NW. The property is zoned RS-12.5 (Single-Family Detached Residential, 12,500 sq. ft. minimum lot size). It lies just outside the boundaries of the Windover Heights Historic District.</p> <p>The campus includes multiple structures: the administrative center (or Kilmer House), the Rice Arts Center, a general-use field, a house used as the residence by the Head of School, an educational garden, and Kilmer Hall.</p> <p>Green Hedges has operated in Vienna since 1955. Its initial Conditional Use Permit (CUP) approval occurred in 1964, with several subsequent amendments modifying enrollment and site development rights and responsibilities over time. Confirmed Town records show CUP amendments in 1964, 1978, 1981, 1985, 1997, 2000, 2007, and 2017; addressing enrollment limits, building additions, parking, circulation, and operation hours.</p> <p>Under the currently approved CUP, the school is limited to a maximum enrollment of 190 students and a maximum of 42 full-time employees.</p>		
COMPATIBILITY WITH THE COMPREHENSIVE PLAN		
<p>The 2015 Comprehensive Plan Future Land Use Map (page 38) designates the property as Institutional, which includes public and private schools and similar educational facilities. This designation establishes that the use itself is appropriate for the site.</p> <p>However, the Comprehensive Plan also outlines broader goals relevant to evaluating a CUP amendment, including the need to ensure compatibility with surrounding residential areas. The proposed changes do not inherently conflict with the Institutional land use classification. Their compatibility depends on site design, traffic management, buffering, and operational conditions, all of which are addressed in later sections of this report.</p>		
COMPATIBILITY WITH THE ZONING ORDINANCE		
<p>The parcel is zoned RS-12.5, which is a single-unit residential district. Within this zoning district, “School, Elementary, Middle, and High” is not a by-right use; it is permitted only through approval of a CUP pursuant to Chapter 18 of the Town Code. The Zoning Ordinance requires that a conditional use demonstrate compatibility with the surrounding residential district through appropriate scale, site design, operational management, circulation, buffering, and mitigation of off-site impacts. Compatibility must be evaluated based on measurable impacts and is addressed later in the report. Previous BZAs have found the use, in general, to be compatible, with the inclusion of conditions.</p> <p>In addition to the CUP amendment, the applicant has submitted a formal request for site plan modifications under Section 18-830 of the Zoning Ordinance. These requested modifications, which would allow the applicant to deviate from certain standard requirements/regulations on the site, include increased lot coverage, variation from required frontage improvements, relief from standard loading requirements, adjustments to parking lot landscaping, buffer modifications, and relief from long-term bicycle parking requirements.</p> <p>The requested site plan modifications and CUP amendments must be reviewed together, as approval of one is contingent upon compatibility and successful mitigation demonstrated in the other.</p>		
Attachments:	<ul style="list-style-type: none"> 01 – Staff Report 02 – Applications and Authorizations Conditional Use Permit: 03 – CUP Narrative 04 – CUP Plans 05 – Conceptual Building Plans 06 – Campus Plan and Supplemental Document (Traffic & Circulation, Buffers, & Stormwater) 07 – Redlined CUP Conditions 	<ul style="list-style-type: none"> Modifications of Requirements: 08 – Site Plan Modification Request Letter 11.03.25 09 – Green Hedges Site Development Plan 11.03.25 Additional Staff Materials & Public Comments: 10 – History of Applications and CUP Orders 11 – Complaints reported to Zoning Administrator as of 01.05.26 12– Relevant Regulations 13 – Public Comments 14 – Notification Affidavit
Author:	Kelly O’Brien, AICP, Deputy Director of Planning and Zoning	

I. INTRODUCTION

The Planning Commission is asked to consider two separate but interrelated applications submitted by Green Hedges School for 1) a Conditional Use Permit (CUP) amendment; and 2) related Modifications of Requirements. Green Hedges seeks to modernize portions of its campus, revise operational limits to enrollment and staffing, and modify certain zoning development standards that affect site layout and circulation. Because these applications are interrelated, they are being presented together for coordinated review. Nonetheless, the Planning Commission's task is to provide two recommendations, one for each application. The specific components, impacts, and compliance considerations for each application are discussed in detail in the subsequent sections of this report.

II. BACKGROUND

The Green Hedges School campus occupies approximately 4.5 acres across two parcels, 415 Windover Avenue NW and 206 Lewis Street NW, within the RS-12.5 residential zoning district (Figure 1). The property at 206 Lewis Street NW is not included in the applications for either the CUP or the Modifications of Requirements. The combined campus includes academic buildings, administrative offices, the Rice Arts Center, outdoor recreation and play areas, a general-use field, landscaped open space, and a single-family residence used by the Head of School. The campus is surrounded primarily by single-family residential properties, with an established townhouse community located directly across Nutley Street NW. The property is situated just outside the boundaries of the Windover Heights Historic District.

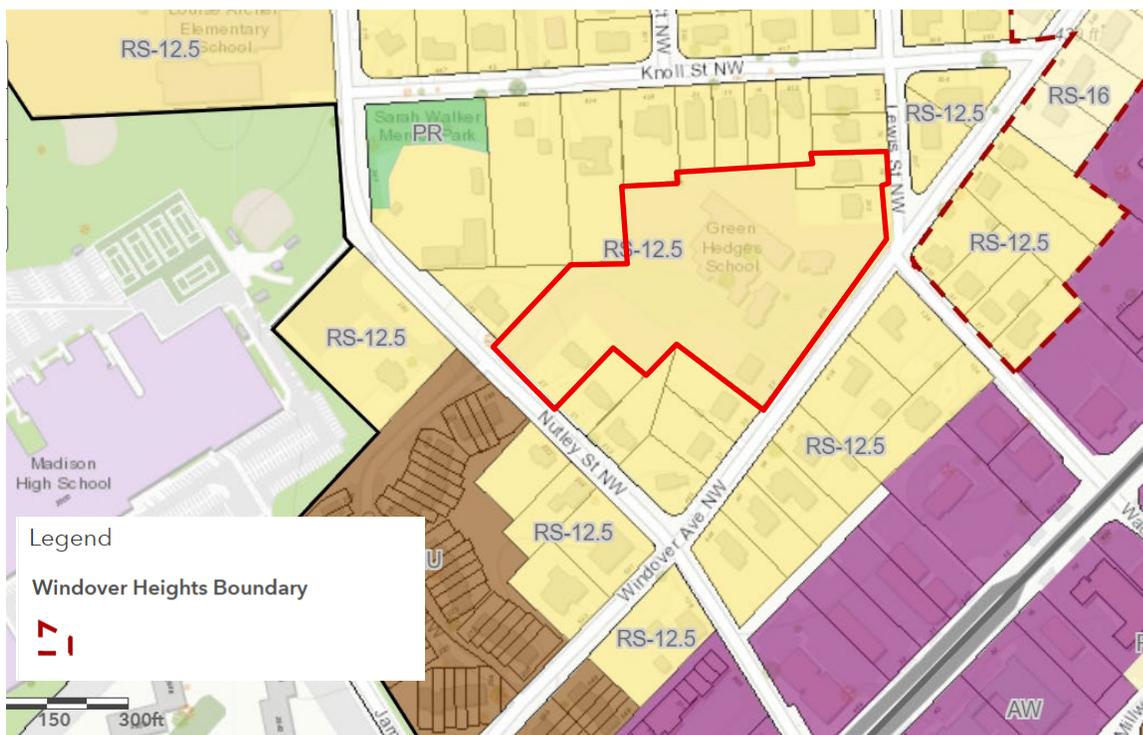


Figure 1 – Town of Vienna Zoning map with the Green Hedges School property outlined in red.

As illustrated on the Town’s Comprehensive Plan Future Land Use Map (p. 38 of the Comprehensive Plan), the subject property is designated Institutional and Low Density Residential (Figure 2). Institutional areas in the Comprehensive Plan include public and private schools and related educational facilities that support community needs. Green Hedges School has occupied this site (with some changes to the school grounds) for 70 years, and the Land Use designation reflects the school’s continued role as an established institutional use within a predominantly residential context.



Figure 2 – Town of Vienna Future Land Use Map with Green Hedges School property outlined in red.

Green Hedges School has operated on the site since 1955 and has been subject to CUP oversight since 1964. As documented in Attachment 10 – History of Applications and CUP Orders, the school has applied and been approved for multiple CUP amendments and related actions between 1964 and 2017, reflecting incremental expansion of facilities, adjustments to enrollment, and changes to circulation, parking, and site layout. Early approvals focused on establishing enrollment limits, relocating parking to the rear of buildings, and addressing pickup/drop-off circulation on Windover Avenue and Nutley Street. Subsequent amendments in 1978, 1981, and 1985 increased enrollment to the currently permitted maximum of 190 students and established the staff limit of 30 employees. Later approvals in 1997 and 2007 authorized building additions, site plan modifications, stormwater improvements, parcel consolidation, and relocation of athletic and play facilities. The most recent action in 2017 permitted additional parking at 202 Lewis Street NW and increased staffing to 42 employees.

III. PROPOSAL

Conditional Use Permit

The Conditional Use Permit (CUP) amendment does not affect the school’s existing authorization to operate; rather, the applicant is requesting approval of changes to enrollment, staffing levels, building configuration, and associated site improvements. If the CUP amendment is not approved, the school will continue operating under the existing CUP conditions, including current enrollment and staffing caps.

The application proposes increasing maximum enrollment from 190 to 225 students and increasing full-time staff from 42 to 50, with both increases tied to issuance of an Occupancy Permit for a new academic building. The CUP also seeks approval to expand Kilmer Hall, construct a new academic building in place of the Rice Arts Center, develop a recreation field previously approved but not built, improve arrival and dismissal circulation, update stormwater facilities, and enhance landscaping and fencing along the school perimeter. No changes are proposed to the school's current hours of operation, extracurricular activities, or facility rental practices.

A narrative from the applicant describing the proposed operational updates, phasing, circulation, and campus improvements is included as Attachment 03. While the application outlines multiple project components, these elements are interrelated features of a single campus modernization effort and are not intended to be implemented independently of one another.

Furthermore, the proposed CUP amendment, in combination with the request for Modifications of Requirements, necessitates a new and updated site plan for the campus that would supersede previous CUP-related approvals. Because multiple earlier CUP orders remain in effect today, staff believes it is in the best interest of the school, the neighborhood, and the Town for the BZA's final decision on this application to clearly establish which components of prior CUP approvals remain applicable and which are superseded by the new approval. Clear determination of the controlling conditions will help ensure consistent administration, enforcement, and long-term operational certainty for all parties.

Further discussion of operational impacts, including traffic, buffering, stormwater, and site compatibility, is provided in later sections of this staff report.

Modifications of Requirements

In conjunction with the CUP, the applicant requests approval of several Modifications of Requirements under Section 18-830 of the Zoning Ordinance. These modifications relate to lot coverage, frontage improvements, loading, internal parking lot landscaping, perimeter buffers, and bicycle parking. Specifically, the applicant seeks to:

- increase permitted lot coverage from the previously approved ~~31.112-2~~% to 47.8%;
- modify required sidewalk and street section improvements along Lewis Street and Windover Avenue;
- waive the required loading space based on operational needs;
- allow deviation from the landscaped parking lot interior island requirements in order to accommodate underground stormwater management facilities located beneath the parking areas;
- adjust buffer widths while supplementing vegetation and fencing;
- wave required long-term bicycle parking; and
- modify the requirement to void the use permit if construction has not commenced within six months and instead allow a duration of 24 months to commence construction.

These requests are included because the proposed campus improvements, circulation reconfiguration, and stormwater upgrades cannot be accommodated within existing dimensional and design requirements. Because site layout, traffic circulation, buffering, and stormwater systems form the foundation of the CUP impact analysis, the Modifications of Requirements directly affect whether the proposed expanded enrollment and staffing can be

accommodated without adverse impacts. The CUP amendment and the Modifications of Requirements must therefore be considered together, as approval of one is dependent on the compatibility and mitigation measures achieved through the other. Detailed analysis of each modification request is provided in subsequent sections of this report.

IV. STAFF ANALYSIS

The Conditional Use Permit (CUP) amendment and associated Modifications of Requirements must be evaluated using the criteria set forth in the Town Code, including the findings required under §18-824.3, and for consistency with the Town's Comprehensive Plan. These standards require that the proposed use not adversely affect health or safety, that it not be detrimental to the public welfare or neighboring properties, that it be consistent with adopted land use policies, and that it meet all applicable use-specific and development standards. In addition, the requested Modifications of Requirements must demonstrate that the alternative design supports compatibility, mitigates impacts, and does not create new adverse conditions.

Sheet C-009A of the Site Development Plan (Attachment 09) contains the applicant's zoning compliance chart, summarizing how the proposed development compares to baseline code requirements. Staff has provided comments to the applicant noting needed revisions to this chart, particularly regarding loading space requirements and bicycle parking. For clarity, the plan set presents existing conditions and proposed conditions in two phases, which reflect the sequencing of construction and occupancy. To support the Commission's review, staff has grouped the relevant sheets by topic below:

- **Buffers:** See sheet C-010A
- **Canopy Coverage:**
 - Existing conditions see sheet C-005;
 - Phase 1 see sheet C-023;
 - Phase 2 see sheet C-036
- **Lot Coverage:**
 - Existing conditions see sheet C-012;
 - Phase 1 see sheet C-024;
 - Phase 2 see sheet C-037
- **Traffic Circulation:**
 - Existing conditions see sheet C-011;
 - Phase 1 see sheet C-025;
 - Phase 2 see sheet C-038

These sheets form the technical basis for staff's analysis of the CUP amendment and the requested modifications. They illustrate how the proposed campus improvements, circulation changes, and building expansions interact with dimensional standards, buffering requirements, stormwater placement, and pedestrian/vehicular movement. The following sections evaluate these elements in relation to the Town Code criteria, the Comprehensive Plan, and the anticipated operational impacts.

Consistency with the Comprehensive Plan

The Comprehensive Plan designates the Green Hedges property as Institutional, with a portion of the site adjacent to Lewis Street NW identified as Low Density Residential. This land use classification recognizes the long-standing presence of the school on the property and supports

educational and community-serving institutional uses in established neighborhoods. Under this designation, modernization of the school's facilities and reinvestment in campus infrastructure are generally consistent with the Plan's objectives, provided that physical improvements, circulation changes, and operational impacts remain compatible with surrounding residential properties.

The Comprehensive Plan also emphasizes broader policy goals relevant to the evaluation of a Conditional Use Permit amendment, including maintaining safe and efficient transportation networks, ensuring appropriate transitions between institutional and residential uses, and managing stormwater and environmental impacts in a manner that protects adjacent properties. The applicant's proposal includes new sidewalks, expanded internal circulation areas, enhanced buffering, improved stormwater management facilities, and reconfigured parking, all of which align with these guiding principles.

While the proposed improvements support several Comprehensive Plan goals, the requested increases in enrollment and staffing introduce additional operational considerations that must be evaluated for neighborhood compatibility, particularly with respect to traffic, stacking, and event activity.

Conditional Use Criteria

Final consistency with the Zoning Code depends not solely on the physical improvements and type of use, but also on whether the operational impacts associated with increased capacity can be mitigated through enforceable conditions and coordinated site design.

Zoning Ordinance Sec. 18-824. - *Conditional Use Permit* requires applicants to provide a statement of compliance with the four conditions for approval of Conditional Use Permits, and plans to control any potential impacts of the proposed use on the nearby community, including the following:

Noise Levels

The primary sources of noise on-site include outdoor play activities, athletic/recess periods, existing HVAC and mechanical equipment, vehicular activity during arrival and dismissal, and special events both during and outside of normal operating hours. The applicant proposes no change to the school's operating hours, outdoor programming, or event schedule that would elevate noise impacts beyond existing conditions, though staff notes the possibility that each outdoor program and event could involve, on average, more students. New mechanical systems associated with the expanded buildings will be required to meet the Town's noise ordinance at the property line and must be screened as part of site plan review.

Staff finds that general daytime noise associated with school functions remains compatible with the surrounding residential area, but recommends that final mechanical equipment locations and shielding be reviewed with the final site plan. Staff also recommends further discussion with the applicant regarding the noise impacts from special events, both during and outside of normal operating hours, as it is a continual area of concern for surrounding neighbors.

Odors

A trash enclosure exists on the site currently and the applicant has no plan to expand or modify the existing condition. Staff is unaware of any complaints related to odors. No odor-generating uses are proposed.

Trash and Litter

Trash generation will increase proportionally with increased enrollment and staff but will remain consistent with typical school operations. The existing dumpster location along the interior of the campus will be maintained, and the applicant proposes screening consistent with Town standards. Waste collection typically occurs during normal weekday hours and is accommodated on-site without blocking public streets; however, neighbors have recently submitted several complaints noting that trash pickup has occurred before 7 AM, which is a violation of the Town's noise ordinance (See Attachment 11). Staff notes that litter associated with outdoor events has been a periodic concern in the past; however, no change in event programming has been proposed, and the applicant notes existing litter management practices will continue. Staff recommend ensuring that final dumpster enclosure and access routes comply with screening and maneuvering standards at the site plan stage.

Loading and Unloading

The applicant requests relief from the Town's standard loading requirement. Deliveries to the school are limited and generally consist of box trucks or smaller vehicles that load on site during normal business hours. The school does not accommodate large freight deliveries. The applicant proposes to continue using designated interior parking areas for loading/unloading, ensuring activities do not occur in the public right-of-way.

Staff find that loading demands are modest and can be managed on-site but recommend that loading hours remain limited to weekday daytime hours and avoid conflicts with arrival/dismissal traffic.

Parking, Traffic and Circulation

Department of Public Works (DPW) staff reviewed the applicant's circulation plan and partial traffic analysis provided in the Campus Improvement Plan. Although a formal Traffic Impact Analysis (TIA) is not required, staff requested that an analysis be submitted due to the scale of the proposed enrollment and staffing increase. An official TIA was not submitted but some traffic analysis was included in the Campus Improvement Plan document (Attachment 06).

The analysis included both existing and proposed conditions along with mitigations for the proposed impacts. The applicant proposes 66 on-site parking spaces and a reconfigured internal circulation system designed to increase queueing capacity during peak arrival and dismissal periods. The Campus Improvement Plan includes geometric drawings demonstrating stacking between 62 and 74 vehicles depending on final adjustments.

While the proposed improvements will increase the number of students, thus the number of vehicles entering/exiting the development, the applicant is proposing mitigations to reduce impacts to the adjacent roadways. The applicant will be adjusting their drop-off process, modifying their drop-off/pick-up circulation, and increasing vehicular stacking capabilities. With these mitigations, staff believe the applicant has reduced the potential for stacking to

overflow onto the adjacent roadways. Based on these details, DPW does not believe the proposed improvements will significantly impact the adjacent roadways and/or intersections.

As a part of the review process, DPW requested that the applicant add to its plan a mid-block pedestrian crosswalk across Nutley St NW. This improvement was requested at the specific location shown on the plan on Nutley St NW for the following reasons:

- Based on site observations within this area, there are numerous pedestrians crossing (mid-block) and at the specific location DPW requested the crosswalk, especially when James Madison High School is dismissed each afternoon.
- Placing a mid-block style crossing at this specific location will help reduce the vehicle-to-pedestrian conflict points versus placing it closer to/at the driveway entrance.
- It will also help provide space for the appropriate crosswalk signage and the space for a potential RRFB (pedestrian flashing signage) if determined necessary in the future.

Staff notes a distinction between routine daily traffic operations, which appear to be reasonably addressed through proposed mitigations, and occasional peak-demand events, for which insufficient analysis has been provided. It is unclear how the proposed increase in students and staff would affect special events where parents and others are on the campus in terms of both traffic and the demand for parking. Because amendment of a CUP is discretionary, staff recommend requiring a more complete operational analysis to ensure clarity regarding impacts. This is an area for Planning Commission and Board of Zoning Appeals exploration, especially considering that special events have been a source of neighborhood concern under the current CUP.

Use Capacity (Patrons, Students, Staff)

The applicant proposes to increase maximum enrollment from 190 to 225 students and the maximum number of full-time employees from 42 to 50, with both increases tied to the completion and occupancy of the new academic building. As outlined in the redlined development conditions, enrollment would remain capped at 190 students until an Occupancy Permit is issued for the new academic building, after which enrollment could increase gradually by no more than ten additional students per school year, up to the overall maximum of 225. Similarly, staffing would remain limited to 42 full-time employees until the new academic building is occupied, after which staffing levels could increase at a rate of no more than two additional full-time employees per year, up to a maximum of 50.

This phased approach distributes the impact of increased capacity over multiple years, allowing the Town to monitor the effect of incremental changes rather than accommodating the full increase at once. The applicant's circulation plan, parking reconfiguration, and expanded stacking capacity are based on these projected full-build figures. However, staff notes that while physical campus improvements alone do not generate traffic impacts, increases in students and staff directly influence daily arrival and dismissal activity, as well as occasional event-related parking demand. As stated previously, no formal Traffic Impact Analysis was submitted, though the applicant provided a partial operational assessment as part of its Campus Improvement Plan. Staff found this information helpful for understanding daily circulation flow, but observes that it does not quantify the potential effect of higher enrollment and staffing levels on special events, weekend programming, summer programming, or other activities outside the normal school day.

Because the amendment of a Conditional Use Permit is discretionary, and because Section 18-824.3 of the Town Code requires a finding that the proposed use will not adversely affect health, safety, or neighboring properties, staff recommends that the Planning Commission and Board of Zoning Appeals evaluate whether the gradual increase in capacity is sufficiently supported by the proposed stacking, parking, and circulation improvements, and whether additional information or conditions may be appropriate to address event-related impacts.

Hours of Operation

No changes to existing hours of operation are proposed. The school's schedule currently aligns with typical daytime instructional hours, with limited after-school activities and events allowed under the existing CUP. Existing conditions governing outdoor activity, lighting, and community use will remain in effect unless modified by the Planning Commission or BZA.

Modifications of Requirements

Lot Coverage

The applicant requests an increase in lot coverage to approximately 47.8 percent, which exceeds both the RS-12.5 district maximum (25 percent) and the previously approved limit of ~~31.112-2~~ percent. According to the applicant, additional coverage is necessary to accommodate the proposed new academic building, the expansion of Kilmer Hall, internal circulation improvements, expanded stacking space, and new stormwater management facilities. While the increase is substantial, the applicant notes that comparable institutional uses in residential districts have been granted higher coverage levels under site plan and CUP approvals. Staff acknowledge that improved on-site circulation and the addition of comprehensive stormwater facilities may offset some impacts of increased impervious area; however, the change remains significant and requires careful consideration of downstream stormwater capacity, visual impact, and long-term maintenance responsibilities. Further evaluation by the Planning Commission and BZA is appropriate to determine whether the increased coverage maintains compatibility with the surrounding residential neighborhood.

Frontage Improvements

The applicant proposes to modify standard frontage improvements along Windover Avenue NW and Lewis Street NW. The requested modification would allow the sidewalk to shift partially internal to the site to preserve mature trees and achieve consistent pedestrian connections. DPW has separately requested the addition of a mid-block pedestrian crossing on Nutley Street NW based on observed safety concerns. The applicant has shown the crosswalk on the plans but indicates the Town would construct and fund it. Clarification is needed regarding responsibility for installation, signage, ADA ramps, and any potential future RRFB. Staff support improving pedestrian safety and maintaining continuity of the sidewalk network but recommends that the Planning Commission and BZA confirm the scope, responsibility, and timing of these improvements before acting on the modification request.

Loading Space

The applicant seeks relief from the requirement for one off-street loading space. Deliveries to the school occur infrequently and are typically accommodated by smaller vehicles during regular business hours. The applicant proposes to continue handling loading and unloading within interior drive aisles, away from public streets and outside peak arrival/dismissal times. Based on

the school's operational profile, staff find that the loading demand is limited and can continue to be managed on-site without a dedicated bay, provided loading activity remains restricted to weekday daytime hours and avoids conflict with student arrival and dismissal. The Planning Commission may consider recommending that these operational limits be incorporated as conditions.

Parking Lot Landscaping

The school requests modification of interior parking lot landscaping requirements due to the placement of new underground stormwater management facilities beneath both parking areas. These facilities prevent large canopy trees from being planted above them. The applicant proposes to meet the required perimeter landscaping while reducing interior island plantings. Staff recognize that the underground stormwater infrastructure provides significant functional benefits, but note that reduced interior planting may affect shade, heat-island mitigation, and visual screening. Staff recommend that the Planning Commission evaluate whether supplemental plantings around the perimeter or alternative species that can be accommodated above stormwater chambers would achieve the intent of the ordinance.

15-foot buffer

The applicant requests modification of the standard 15-foot landscaped buffer along portions of the campus perimeter. Approximately 44 percent of the site will meet the full buffer width, while the remaining buffer areas would be reduced to between 3 and 10 feet due to site constraints, mature vegetation, and circulation needs. The proposal includes supplementing narrow areas with additional vegetation and a 6-foot wooden fence to provide visual screening. Staff acknowledge that preserving mature trees and augmenting them with fencing can achieve effective buffering, but reduced widths warrant close review given the adjacency to single-family homes. The Planning Commission may consider requiring evergreen screening, minimum opacity standards (including during winter months), and long-term maintenance plans to ensure the reduced buffer continues to function as intended. The Planning Commission may also consider recommending a smaller reduction than that which is requested, or reductions in certain requested locations but not others.

Long-term bicycle parking

The applicant seeks modification of the requirement for long-term bicycle parking. As an elementary and middle school, the current demand for long-term bicycle storage is limited. The applicant proposes 20 short-term bicycle parking spaces and indicates that long-term storage can be accommodated inside a building if future demand arises. Staff find this approach reasonable given current usage patterns but recommend that the school be required to provide secure indoor storage upon demonstrated need, as part of administrative review, without requiring a new CUP amendment.

Duration of valid permit

As allowable by Section 18-824.8.B. of the Town's Code, the applicant seeks modification of the requirement to void the use permit if construction has not commenced within six months. The applicant is seeking extra time in order to process a more detailed site plan, receive approval from the Board of Architectural Review, and process building permits through Fairfax County. Further, the applicant seeks to make improvements while both Green Hedges School and other local schools are not in session. Accordingly, the applicant requests 24 months from the date of CUP

issuance to commence construction. Staff find this request reasonable given the level of complexity of the site planning and review processes, as well as the desire to minimize impacts to the school to the maximum extent possible.

Summary of Complaint History and Compliance Status

The Department of Planning and Zoning maintains a record of complaints submitted by residents regarding Green Hedges School. The Zoning Administrator's log from 2022-2026 is included as Attachment 11.

The record reflects a mixture of confirmed zoning or CUP violations, unsubstantiated complaints, and operational concerns that do not constitute violations under the Town Code. While the Zoning Administrator did not find that many of the complaints were enforceable as zoning violations per Chapter 18 of the Town Code, or under the Conditional Use Permits, conditions described may relate to neighborhood compatibility. The table in Attachment 11 includes only complaints reported directly to the Zoning Administrator; it does not capture complaints submitted through other channels. For example, the Vienna Police Department has received occasional noise-related calls, including reports of early-morning deliveries occurring before permitted hours. None of these calls resulted in a citation or enforcement action, other than reminding the contractors of the permitted hours of operation, but their occurrence provides additional context regarding how school operations are experienced by nearby residents.

Most documented zoning-oriented complaints fall into several recurring categories:

- (1) use of outdoor areas during times not permitted;
- (2) rental activity occurring outside buildings rather than indoors;
- (3) event-related parking and traffic impacts;
- (4) communication with neighbors; and
- (5) landscape buffer maintenance.

Where violations were confirmed, the Town issued Notices of Violation and required corrective actions, which the school implemented. Examples include restricting rental activity to interior spaces, ensuring that the use of the field complied with the weekday hours of 8:00 a.m. to 6:00 p.m., and correcting improper parking practices. In these cases, the Zoning Administrator verified compliance after corrective measures were taken.

Several other complaints were determined not to be violations. These included concerns about members of the public parking on public streets, occupied vehicles queuing temporarily within fire lanes during arrival and dismissal, informal use of outdoor areas by rental attendees or community members, overnight parking of operable private vehicles on school property, and lighting or fencing conditions that were deemed "vested" under earlier approvals. In each of these instances, the Town provided clarification to complainants regarding what is and is not regulated under the existing CUP and Zoning Ordinance.

A smaller number of complaints identified erosion of previously approved canopy coverage. These were initially confirmed as violations of the approved 2017 site plan due to the removal of trees on campus without a new tree canopy coverage analysis. Research into what corrective

measures may be needed is on-going. The site plan submitted for this application contains documentation of the canopy coverage that was not previously available.

Staff notes that many complaints relate to event parking, an issue that is highly sensitive in residential areas but is not, in itself, a zoning violation unless parking occurs on unapproved surfaces or in a manner that blocks access aisles. Parking on public streets is permitted, and the Green Hedges School cannot prevent members of the public from parking legally on the street during school events. The school has shared with the Town examples of communications to event attendees to park on campus or in a designated off-site parking lot. The frequency and pattern of these complaints illustrate that event management is a primary point of friction between the school and nearby residents. This aligns with the Transportation staff's recommendation that event-related parking and traffic be specifically addressed as part of Planning Commission and BZA review.

In summary, while the majority of the complaints recorded between 2022 and 2026 did not constitute zoning or CUP violations, the cumulative record demonstrates that event management, communication, parking logistics, and maintenance of buffers are recurring areas of concern for adjacent residents. As the Commission evaluates the CUP amendment and Modifications of Requirements, these recurring themes can assist in determining whether additional conditions, updated communication protocols, enhanced landscaping, or event-specific management provisions are warranted to ensure compatibility consistent with §18-824.3 of the Zoning Ordinance.

V. CONDITIONS OF APPROVAL

The applicant has submitted a redlined version of the school's existing development conditions, which incorporates proposed changes to enrollment, staffing, hours, phasing, and operational commitments (Attachment 07). Staff have reviewed these proposed conditions and recommends that the BZA consider adopting updated conditions that provide clear, consolidated direction for future administration and enforcement.

Because multiple CUP orders remain in effect today, and because several past approvals contain conditions that have become outdated, staff recommend including an explicit condition stating that the conditions approved with this application supersede all prior CUP-related approvals. This will ensure that the Town, the applicant, and nearby residents have a single, authoritative set of conditions governing operations, enrollment, staffing, event management, buffering, circulation, and campus improvements.

Such a condition could read as follows:

"The conditions approved with this CUP amendment supersede and replace all conditions from prior CUP approvals for Green Hedges School. Upon approval of this application, only the conditions established herein shall govern the use and development of the property."

This language promotes administrative clarity, eliminates contradictory legacy provisions, and streamlines enforcement.

Staff further recommends that the Planning Commission and BZA consider whether additional conditions are warranted to address recurring neighborhood concerns, including:

- timing and communication of special events
- maintenance of required tree canopy, buffers and screening
- adherence to prescribed arrival/dismissal procedures
- enforcement of trash collection hours
- ongoing evaluation of event parking demand

These are not proposed as conditions but are recommended areas for Planning Commission and BZA discussion and refinement.

VI. REQUIRED COMMISSION/BOARD APPROVALS

The process for review and approval or denial of an application for a Conditional Use Permit (CUP) is outlined in Section 18-824 of the Town Code. After initial staff review, the Planning Commission reviews the application in order to make a recommendation to the Board of Zoning Appeals, per Section 18-824.6.D. The Board of Zoning Appeals, per Section 18-824.6.E., reviews the application, along with the Planning Commission recommendation and public testimony, and makes the final decision. It also includes any conditions that it believes to be necessary.

Per Section 18-824.4, the Board of Zoning Appeals shall fix a reasonable time for the hearing of an application, within ninety (90) days of the application being deemed complete. This time period is directory, rather than mandatory; the Board does not lose jurisdiction to act after the time period has passed.

The process for review and approval or denial of an application for a Modification of Requirements is outlined in Section 18-830 of the Town Code. After initial staff review, the Planning Commission, per Section 18-830.2.C., reviews the application, taking into account consistency with the Comprehensive Plan and the integrity of the Town code. The Commission then prepares a recommendation to the Town Council, which makes the final decision, taking into account the Planning Commission recommendation.

There is no directed timeline for the Modification of Requirements process.



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 | F: (520) 319-1430 | E:

jace.coleman@geocivix.com

Project Overview

#1925356

Project Title: 415 Windover Ave NW - CUP - Green Hedges School

Jurisdiction: Town of Vienna

Application Type: Conditional Use Permit

State: VA

Workflow: 2. Staff Review

County: Fairfax

Project Contacts

Contact Information: Applicant

Mike Huber
Green Hedges School
415 Windover Ave
Vienna, VA 22180

Contact Information: Owner

Mike Huber
Green Hedges School
415 Windover Ave
Vienna, VA 22180

Indicate which of the following additional project contacts are to be included on project correspondences.:

Engineer, None of the Above

Project Address

Project Address: 415 WINDOVER AVE NW

Suite:

Parcel (PIN): Address/Parcel

- 415 WINDOVER AVE NW: 0383 21 0008A

Town Limits: Address/Parcel

- 415 WINDOVER AVE NW: IN TOWN OF VIENNA

Current Zoning: Address/Parcel

- 415 WINDOVER AVE NW: RS-12.5

Project Description

Project Description:

Conditional Use Permit for Green Hedges School

Trade Name of Business (DBA): Green Hedges School

Business Hours: No changes to hours of operation are proposed

Type of Conditional Use Requested: Colleges and schools (private, elementary and high) of a noncommercial nature

Number of Proposed Employees: 50

Project Narrative:

See attached Conditional Use Permit Narrative

Are you amending an existing conditional use permit?: Yes



Department of Planning and Zoning
Town of Vienna, Virginia
127 Center Street South
Vienna, VA 22180
Phone: (703) 255-6341
Email: DPZ@viennava.gov

Project Overview **#1815108**

Project Title: 415 Windover Ave NW - Green Hedges School - SP **Jurisdiction:** Town of Vienna
Application Type: Site Plan (Commercial) **State:** VA
Workflow: 1. Site Plan Initial Review **County:** Fairfax

Project Contacts

Contact Information: Applicant

Mike Huber
Green Hedges School
415 Windover Ave
Vienna, VA 22180



Contact Information: Owner

Mike Huber
Green Hedges School
415 Windover Ave
Vienna, VA 22180



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

Project Address

Project Address: 415 WINDOVER AVE NW
Parcel (PIN): Address/Parcel
• 415 WINDOVER AVE NW: 0383 21 0008A

Suite:
Town Limits: Address/Parcel
• 415 WINDOVER AVE NW: IN TOWN OF VIENNA

Current Zoning: Address/Parcel
• 415 WINDOVER AVE NW: RS-12.5

Project Description

Project Description:
Proposed academic building, proposed addition to the existing Kilmer Hall, and various additional site improvements.

Project Data

Proposed Use: Institutional **Area of Site:** 187308
Area of Land Disturbance: 145490 **Area of Existing Building Square Footage to Remain:** 16148
New Building Floor Area Square Footage: 49360 **Proposed Building Height:** 35
Existing Tree Canopy Coverage: 35287 **Proposed Tree Canopy Coverage:** 50204
Number of Parcels included with Site: 1 **Number of Existing Parking Spaces:** 54
Number of Proposed Parking Spaces: 66 **Are there any modifications of requirements being**

requested?: Yes

Is a wall waiver being requested?: Yes

Please describe all requested modifications of requirements:

See the information below sourced from the "Site Plan Modification Request Letter" Written by Sara V. Mariska:

Modification of Section 18-218.2 to modify lot coverage requirements from the 25% to 42.6%.

The Zoning Ordinance allows a maximum of 25% coverage in the RS-12.5 District and in 2007, the School was approved for up to 32.2% coverage. The School now requests 42.6% coverage to improve existing structures, parking, circulation, and recreation spaces. The additional coverage will allow for the following:

- o Modest expansion of the Schools Kilmer Hall building footprint by approximately to ensure that the Schools main building meets educational needs, industry standards, and building code requirements. The building was previously proposed as two (2) stories; however, with this submission the building has been reduced to 1-story. A new building is proposed to replace the Rice Arts Center; however, a previously proposed gym building has been eliminated from the Schools proposal.
- o Ensure that all parking spaces are compliant with Zoning Ordinance standards. Many existing parking spaces are sub-standard and do not meet the Towns dimensional requirements.
- o Accommodate updated pick-up and drop-off lanes that will separate cars from people and allow for additional car queuing on the Subject Property.

A request to modify lot coverage is common for institutional uses within a residential zoning district in the Town. For example, the new police station located at 215 Center Street South is approved for up to 69.9% lot coverage, Vienna Baptist Church at 541 Marshall Street SW is approved for up to 45% lot coverage, and Louise Archer Elementary School at 324 Nutley Street NW is approved for up to 53.47% 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. 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



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 I have authority of the property owner to make this application, that the information is complete, and that if a permit or certificate is issued, the construction and/or use will conform to the zoning ordinance and other applicable laws and regulations including private building restrictions, if any, which relate to the property. This form must be submitted prior to issuance of any permit or certificate.

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.

Check one box below:

- I am the property owner
- I am an applicant who has the authority of the property owner (owner will still need to sign)

Description of permits or certificates being applied for:

Conditional Use Permit Amendment and Site Plan Modifications

at the following address: 415 Windover Avenue NW and 206 Lewis Street NW

Applicant Name (fill out if owner is not applicant): Sara V. Mariska, Agent

Signature of Applicant: *Sara V. Mariska* Date: 9/30/2022

Property Owner's Name: Green Hedges School, Inc.

Signature of Property Owner: *J. B. [unclear]* Date: 9/30/22

September 30, 2022

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

Re: Consent and Authorization to File Conditional Use Permit Amendment and Site
Plan Modifications
Subject Property: Tax Map 38-3 ((21)) 8A and 38-3 ((11)) 7
Applicant: Green Hedges School, Inc.

Dear Mr. Levy:

As a duly authorized representative of the owner of the Subject Property, I hereby consent to the filing of a conditional use permit amendment application and site plan modifications for the Subject Property. Further, I hereby authorize Odin, Feldman & Pittleman, P.C., including Douglas R. Forno, Sara V. Mariska, and John L. McBride, to act as agents on our behalf for the filing of a conditional use permit amendment application and site plan modifications, and any related applications, on the Subject Property.

Very truly yours,

GREEN HEDGES SCHOOL, INC.



By: Jennifer Bohnen

Its: Head of School

gross floor area. Unloading is infrequent and can be handled internal to the site without a dedicated loading space. Loading occurs in front of the Kilmer Building entrance. Loading occurs infrequently and when it does occur, it occurs outside of school drop-off and pick-up windows and lasts approximately 15 minutes. The proposed modifications do not change the Schools loading needs and as such, the School requests to modify this requirement.

Modification of Section 18-511 related to interior parking lot landscaping. The School requests this modification to allow for underground stormwater facilities in parking areas, which is critical infrastructure associated with the proposal. Because planting cannot occur over underground stormwater facilities, the Schools requests relief from the strict requirements of interior parking lot landscaping.

Modification of Section 18-561.A to allow modification to the required 15-foot buffer plantings to maximize preservation of mature trees along the School property line.

Modification of Section 18-561.2.B to allow a wooden fence in lieu of a masonry wall on the property boundary. The required masonry wall would eliminate all trees along the school property line, both within the School Property and on adjacent residential properties based on the location of critical root zones. To preserve existing vegetation and to provide a visual buffer, the School requests a modification to provide a fence.

Are there any existing easements?: No

Are there any proposed easements?: No



Sara V. Mariska
sara.mariska@ofplaw.com
 Direct: 703-218-2146

November 3, 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 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, 12,690 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 queues approximately 30 cars in front of Kilmer Hall and 14 cars in front of the Stable at arrival and dismissal times. With this application, approximately 54 cars can be accommodated in front of Kilmer Hall and 18 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. Detailed arrival and dismissal details are included in a supplemental document.
- 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.
- Dedicate right-of-way along Lewis Street.
- Construct new sidewalks along Lewis Street and Windover Avenue.
- 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:

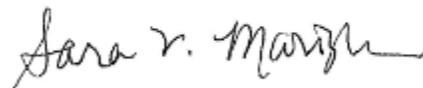
- Removed second floor proposed for Kilmer Hall, the main academic building.
- Removed standalone gym building.
- Relocated parking to campus interior.
- Relocated field.
- Retained dwelling at 227 Nutley Street.
- Removed 206 Lewis Street from CUP request.
- Added sidewalks on Windover Avenue and Lewis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

Section 18-824, Paragraph 7 states that use permits shall become void six (6) months after issuance if construction or operation has not commenced, unless otherwise specified by the Board of Zoning Appeals. Should this CUP be approved, the School will need to process a more detailed site plan, receive approval from the Board of Architectural Review, and process building permits through Fairfax County. Those combined processes will likely significantly more than six (6) months to complete. Additionally, it will be critical to accomplish the improvements when both Green Hedges, and surrounding schools, are not in session. Accordingly, the School hereby requests twenty-four (24) months from date of CUP issuance to commence construction.

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.



Sara V. Mariska

cc: Peter Barrett
Jessica Wadlow
Jessica Brandt
Mike Huber

#6502742v1

CONDITIONAL USE PERMIT GREEN HEDGES SCHOOL

TAX MAP #: 038-3-((21))-0008A & 038-3-((11))-0007

415 WINDOVER AVENUE, NW
VIENNA PLAN #: XXXXXXX

TOWN OF VIENNA, VIRGINIA

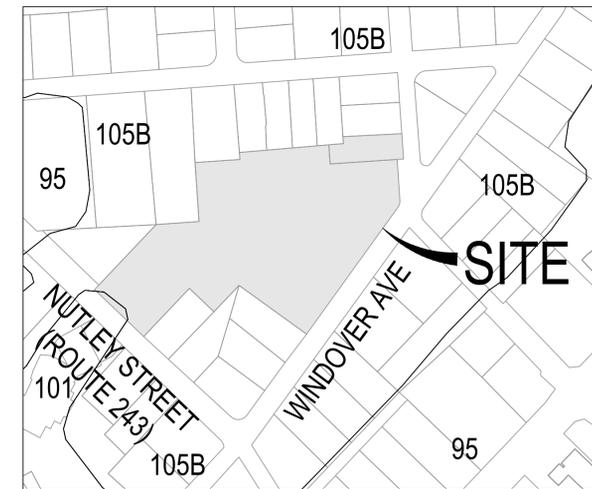
OWNER/DEVELOPER
GREEN HEDGES SCHOOL, INC.
C/O PETER BARRETT, HEAD OF SCHOOL 415 WINDOVER AVENUE, NW
VIENNA, VIRGINIA 22180



GORDON

•ENGINEERS•LAND PLANNERS•LANDSCAPE ARCHITECTS•SURVEYORS
4501 DALY DRIVE, SUITE 200
CHANTILLY, VA 20151
(703) 263-1900

PROJECT MANAGER: ANTHONY OWENS P.E.
PROJECT ENGINEER: HUNTER BARRY



SOILS MAP

SCALE: NOT TO SCALE

SOIL ID NUMBERS	SOIL SERIES NAME	FOUNDATION SUPPORT	SOIL DRAINAGE	EROSION POTENTIAL	PROBLEM CLASS
105B	WHEATON-GENELG COMPLEX	GOOD	GOOD	HIGH	IVB
101	URBAN LAND -WHEATON COMPLEX	GOOD	FAIR	HIGH	IVB



VICINITY MAP

SCALE: 1"=500'

Sheet Number	Sheet Title
C-001	COVERSHEET
C-002	GENERAL NOTES AND LEGEND
C-003	EXISTING CONDITIONS PLAN
C-004	EXISTING CONDITIONS PLAN
C-005	EXISTING TREE SURVEY - TREE PRESERVATION
C-006	TREE INVENTORY
C-007	OVERALL LAYOUT PLAN
C-008	SETBACK PLAN
C-009	SETBACK PLAN
C-010	EXISTING SITE BOUNDARY CONDITIONS
C-011	CIRCULATION PLAN - EXISTING
C-012	PROPOSED LANDSCAPE PLAN - PHASE I
C-013	PROPOSED LANDSCAPE PLAN - PHASE II
C-014	CIRCULATION PLAN - ULTIMATE

PROGRAMMING AND PLANNING
CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
SURVEY AND MAPPING
SECURITY CONSULTING

Gordon
4501 Daly Drive
Chantilly, VA 20151
Phone: 703-263-1900
www.gordon.us.com

REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: E.ERICKSON	DES: A.OWENS
DRW: H.BARRY	CHK: A.SARANT

SEAL:

COVERSHEET

**GREEN HEDGES SCHOOL
CONDITIONAL USE PERMIT**

TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: N/A
SCALE: VERT: N/A
DATE: November 3, 2025
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-04-001.DWG
NCS: 2356-0501-C-04-001
NUMBER: C-001 of C-014



G:\PROJECTS\2025\GREEN HEDGES SCHOOL\2025-05-01\2025-05-01-001.DWG
 11/3/2025 11:22:25 AM
 HUNTER BARRY
 PROJECT ENGINEER
 COMMONWEALTH OF VIRGINIA
 PROFESSIONAL ENGINEER
 Lic. No. 34522

GENERAL NOTES

- THIS PHASED PROJECT INCLUDES THE EXPANSION OF KILMER HALL, THE CONSTRUCTION OF AN ADDITIONAL ACADEMIC BUILDING, INSTALLATION OF RECREATION FIELDS, CONSTRUCTION OF THE HALF SECTION OF THE WINDOVER AVENUE ALONG THE SITE FRONTAGE TO MEET TOWN STANDARDS, DEMOLITION OF THE RICE ARTS BUILDING, INSTALLATION OF UPGRADED PLAYGROUND EQUIPMENT, INSTALLATION OF UPGRADE DUMPSTER ENCLOSURE, AND CONSTRUCTION OF VARIOUS SIDEWALK/TRAIL/PARKING AREAS INTERNAL TO THE PROPERTY. THIS PLAN DOES NOT REPRESENT A CONSTRUCTION PLAN AND SHOULD BE USED FOR INFORMATIONAL PURPOSES ONLY. A SEPARATE SITE PLAN WILL BE PREPARED AND APPROVED BY THE TOWN TO BE USED FOR CONSTRUCTION.
- THE PROPERTY IS LOCATED IN FAIRFAX COUNTY, IDENTIFIED AS TAX MAP 38-3-W (21) LOT 0008A AND 38-3-(111) LOT 0007 AND IS ZONED R-12.5.
- THE PROPERTY BOUNDARY CONSISTS OF 4.3 ACRES
- DISTURBED AREA FOR THE PROJECT IS 3.32 ACRES
- THIS TOPOGRAPHIC MAPPING SURVEY WAS COMPLETED UNDER THE DIRECT AND RESPONSIBLE CHARGE OF NICOLAE SOARE FROM AN ACTUAL GROUND SURVEY MADE UNDER MY SUPERVISION, THAT THE ORIGINAL DATA WAS OBTAINED ON AUGUST 21, 2020 AUGMENTED ON MAY 7, 2021 AND MARCH 26, 2025 THROUGH APRIL 7, 2025.
- HORIZONTAL DATUM: STATE PLANE COORDINATE SYSTEM OF 1983, VIRGINIA NORTH ZONE, NAD 1983, U.S. SURVEY FOOT, VERTICAL DATUM IS NGVD 1929.
- TO THE BEST OF OUR KNOWLEDGE AND BELIEF, THERE IS NO EVIDENCE OF ANY GRAVE, OBJECT OR STRUCTURE MARKING A PLACE OF BURIAL ON THIS PROPERTY.
- TO THE BEST OF OUR KNOWLEDGE AND BELIEF, THERE IS NO EVIDENCE OF ANY HISTORIC SITES ON THIS PROPERTY
- GORDON DOES NOT CERTIFY TO THE LOCATION OF OR THE EXISTENCE OF ANY EXISTING UNDERGROUND UTILITIES. THE EXISTING UNDERGROUND UTILITIES SHOWN HEREON ARE BASED UPON AVAILABLE INFORMATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION OF ALL UTILITIES BEFORE COMMENCING WORK AND FOR ANY DAMAGES WHICH OCCUR BY HIS FAILURE TO LOCATE OR PRESERVE THESE UNDERGROUND UTILITIES. IF DURING CONSTRUCTION OPERATIONS THE CONTRACTOR SHOULD ENCOUNTER UTILITIES OTHER THAN THOSE SHOWN ON THE PLAN, HE SHALL IMMEDIATELY NOTIFY THE ENGINEER AND TAKE NECESSARY AND PROPER STEPS TO PROTECT THE FACILITY AND INSURE THE CONTINUANCE OF SERVICE. IF NECESSARY, THE SITE PLAN WILL BE MODIFIED TO ELIMINATE THE CONFLICT AT THE DEVELOPER'S EXPENSE.
- ALL CONSTRUCTION AND MATERIALS SHALL CONFORM TO CURRENT FAIRFAX COUNTY, FAIRFAX WATER, AND THE TOWN OF VIENNA STANDARDS AND SPECIFICATIONS.
- ALL PROPOSED GRADES AS SHOWN HEREIN ARE FINISHED GRADE UNLESS NOTED ON THE PLAN.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING THE OWNER AND THE ENGINEER OF ANY CHANGES OR CONDITIONS ATTACHED TO PERMITS OBTAINED FROM ANY AUTHORITY ISSUING PERMITS.
- ALL LAND, ON OR OFF SITE, WHICH IS DISTURBED BY THIS DEVELOPMENT, AND WHICH IS NOT BUILT UPON OR SURFACED, SHALL BE ADEQUATELY STABILIZED TO CONTROL EROSION AND SEDIMENTATION.
- THE CONTRACTOR SHALL PROVIDE ADEQUATE MEANS OF CLEANING TRUCKS AND/OR OTHER EQUIPMENT OF MUD PRIOR TO ENTERING THE RIGHT-OF-WAY, AND IT IS THE CONTRACTORS RESPONSIBILITY TO CLEAN STREETS OF MUD AND/OR ALLAY DUST AND TO TAKE WHATEVER MEASURES NECESSARY TO ENSURE THAT THE STREETS ARE KEPT IN A CLEAN AND DUST FREE CONDITION AT ALL TIMES.
- CONTRACTOR SHALL NOTIFY OPERATORS WHO MAINTAIN EXISTING UNDERGROUND UTILITY LINES IN THE AREA OF PROPOSED EXCAVATION OR BLASTING AT LEAST TWO (2) WORKING DAYS, BUT NOT MORE THAN TEN (10) WORKING DAYS PRIOR TO COMMENCEMENT OF EXCAVATION OR DEMOLITION. CONTRACTOR SHALL CONTACT "MISS UTILITY" AT 811 PRIOR TO COMMENCEMENT OF ANY EXCAVATION.
- THE CLIENT, CONTRACTOR, AND/OR SURVEYOR SHALL BE RESPONSIBLE FOR NOTIFYING GORDON OF ANY CONDITIONS FOUND IN THE FIELD THAT VARY FROM WHAT IS SHOWN ON THE PLANS. OBSERVATIONS REGARDING APPARENT INCONSISTENCIES IN THE PLANS SHALL BE BROUGHT TO GORDON'S ATTENTION FOR VERIFICATION PRIOR TO STAKEOUT.
- EXISTING AND PROPOSED SANITARY SEWER CLEAN OUT TOPS SHALL BE SET FLUSH WITH PROPOSED FINISHED GRADE AND BE ABLE TO WITHSTAND VEHICULAR TRAFFIC (AS REQUIRED).
- ALL ADA ACCESSIBILITY IMPROVEMENTS PROPOSED/SHOWN ON THIS PLAN, INCLUDING BUT NOT LIMITED TO HANDICAPPED PARKING SPACES, AISLES, ROUTES AND SLOPES SHALL COMPLY WITH THE 2010 ADA STANDARD FOR ACCESSIBLE DESIGN AND THE 2012 USBC. FINISHED CONSTRUCTION OF RAMP AND RAMP LANDINGS SHALL NOT EXCEED A CROSS-SLOPE OF 2.08% LONGITUDINAL SLOPE (PATH OF TRAVEL) OF RAMPS SHALL NOT EXCEED 8.33% AND SHALL BE NO LONGER THAN 30 FEET. THE LANDINGS SHALL NOT EXCEED 2.08% IN ANY DIRECTION.
- CONTRACTOR SHALL BE RESPONSIBLE FOR INITIATING, MAINTAINING AND SUPERVISING ALL SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH PERFORMANCE OF ITS WORK AND THE WORK OF ITS SUBCONTRACTORS. GORDON SHALL NOT HAVE CONTROL OVER, CHARGE OF, OR RESPONSIBILITY FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES OR FOR SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK.
- MAINTAIN A MINIMUM VERTICAL CLEARANCE OF ONE (1) FOOT SIX (6) INCHES BETWEEN CROSSINGS OF ALL UTILITY LINES UNLESS OTHERWISE NOTED.
- APPROVAL OF THIS PLAN SHALL IN NO WAY GRANT PERMISSION BY THE APPROVING JURISDICTION FOR THE CONTRACTOR TO TRESPASS ON OFF-SITE PROPERTIES.
- WHERE THE ORDINANCES DIFFER BETWEEN LOCAL, STATE, AND FEDERAL REQUIREMENTS, THE MOST RESTRICTIVE SHALL APPLY.

GENERAL SITE DEMOLITION NOTES (FOR INFORMATIONAL PURPOSES ONLY)

- PRIOR TO START OF DEMOLITION ACTIVITIES, CONDUCT PRE CONSTRUCTION/DEMOLITION MEETING ON SITE WITH OWNER, TOWN SITE INSPECTOR AND CONTRACTOR, TO REVIEW METHODS AND PROCEDURES RELATED TO SITE DEMOLITION INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING:
A) INSPECT AND DISCUSS CONDITION OF CONSTRUCTION TO BE DEMOLISHED.
B) REVIEW AND FINALIZE DEMOLITION SCHEDULE AND VERIFY AVAILABILITY OF DEMOLITION PERSONNEL, EQUIPMENT, AND FACILITIES NEEDED TO MAKE PROGRESS AND AVOID DELAYS.
C) REVIEW AND FINALIZE PROTECTION REQUIREMENTS.
D) INSTALL STAGE 1 EROSION AND SEDIMENT CONTROLS.
- CONTRACTOR SHALL COORDINATE PEDESTRIAN ACCESS WITH GREEN HEDGES TO MINIMIZE DISRUPTION DURING CONSTRUCTION AND MAINTAIN ACCESS TO EXISTING WALKWAYS & FACILITIES. DO NOT CLOSE OR OBSTRUCT WALKWAYS WITHOUT WRITTEN PERMISSION FROM OWNER OR AUTHORITIES HAVING JURISDICTION.
- LOCATE, IDENTIFY, DISCONNECT, SEAL OR CAP OFF ALL EXISTING UTILITIES SERVING THE AREA TO BE DEMOLISHED. ARRANGE TO SHUT OFF EXISTING SERVICE UTILITIES WITH THE APPROPRIATE UTILITY COMPANY AND GREEN HEDGES. DO NOT START DEMOLITION WORK UNTIL UTILITY DISCONNECTING, SEALING OR REMOVAL HAS BEEN COMPLETED.
- PROMPTLY REPAIR DAMAGE TO ADJACENT EXISTING SITE IMPROVEMENTS IF CAUSE BY SITE DEMOLITION.
- PROTECT EXISTING SITE IMPROVEMENTS, APPURTENANCES, AND LANDSCAPING TO REMAIN.
- WHERE REQUIRED ERECT TREE PROTECTION FENCING AROUND DRIP LINE OF INDIVIDUAL TREES, OR AROUND PERIMETER DRIP LINE OF GROUPS OF TREE, OR AT THE BACK OF EXISTING CURB OF EXISTING LANDSCAPE CURB ISLANDS FOR EACH PHASE.
- PROVIDE TEMPORARY BARRICADES AND OTHER PROTECTION MEASURES REQUIRED TO PROVIDE SAFE PEDESTRIAN ACCESS AND PREVENT INJURY AND DAMAGE TO EXISTING FACILITIES TO REMAIN.
- PROVIDE PROTECTION TO ENSURE SAFE PASSAGE OF PEOPLE AROUND DEMOLITION AREA AND TO AND FROM PORTIONS OF EXISTING PARKING AREAS.
- MAINTAIN SITE ACCESS. DO NOT CLOSE OR OBSTRUCT STREETS, TRAVEL WAYS AND WALKWAYS. PROVIDE ALTERNATE ROUTES AROUND CLOSED OR OBSTRUCTED TRAFFIC WAYS.
- ALL TREE PROTECTION DEVICES AND PERIMETER EROSION AND SEDIMENT CONTROL MEASURES MUST BE INSTALLED PRIOR TO THE START OF DEMOLITION OPERATIONS FOR EACH PHASE.
- ALL DEMOLISHED MATERIALS SHALL BE REMOVED FROM THE SITE AND DISPOSED OF PROPERLY.
- CONTRACTOR SHALL CONDUCT DEMOLITION OPERATIONS IN ACCORDANCE WITH LOCAL, COUNTY, STATE AND FEDERAL SAFETY STANDARDS.

DEMOLITION NOTES

- GENERAL**
THE DEMOLITION PLAN IS A GENERAL GUIDE OF WHAT ITEMS NEED TO BE DEMOLISHED AND OR SALVAGED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO IDENTIFY ALL ITEMS THAT REQUIRED DEMOLITION AND OR SALVAGING TO COMPLETE THE PROPOSED CONSTRUCTION. IT IS STRONGLY ENCOURAGED TO CONSTRUCT THE ENTRANCE ROADS AND ENTRANCES AND AREAS OF SCHOOL CIRCULATION DURING NON SCHOOL OPERATIONS, OVER THE SUMMER AND DURING BREAKS
- CONTRACTOR TO ABANDON EXISTING UNDERGROUND UTILITIES IN PLACE WHEREVER POSSIBLE.
 - CONTRACTOR TO CONFIRM TERMINATION OF SERVICE WITH UTILITY COMPANIES PRIOR TO BEGINNING EXCAVATION.
- CONCRETE**
1. REMOVAL OF CONCRETE PADS, STOOPS, STEPS, ETC., SHALL INCLUDE CONCRETE, STEEL REINFORCEMENT, GRAVEL BASE.
- CONCRETE SIDE WALK AND PAVERS AND ASPHALT**
1. REMOVAL/DEMOLITION OF CONCRETE SIDEWALKS SHALL INCLUDE CONCRETE, STEEL REINFORCEMENT AND BASE MATERIAL TO THE NEAREST JOINT
- REMOVAL OF ASPHALT SHALL INCLUDE ASPHALT AND BASE MATERIAL.
- WATER**
1. WATER SERVICE SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
- FENCING**
1. REMOVAL OF EXISTING FENCING ON THE SITE SHALL INCLUDE THE POLES OR POSTS AND CAPS, CONCRETE FOOTINGS OR FOUNDATIONS, WIRE MESH, TIES AND GATES AS NOTED ON THE PLANS.
- ELECTRIC**
1. CONTRACTOR TO COORDINATE WITH ELECTRICAL PLANS AND ELECTRICAL SERVICE PROVIDER FOR ANY RELOCATION OF UNDERGROUND ELECTRIC LINES.
- COMMUNICATION/TELEPHONE/CABLE**
1. CONTRACTOR TO COORDINATE WITH THE UTILITY SERVICE PROVIDER FOR THE RELOCATION AND OR TERMINATION OF EXISTING UNDERGROUND SERVICE LINES AS REQUIRED.
- CONTRACTOR TO COORDINATE AND CONFIRM TERMINATION OF UTILITY SERVICE WITH APPROPRIATE SERVICE PROVIDER PRIOR TO EXCAVATION.

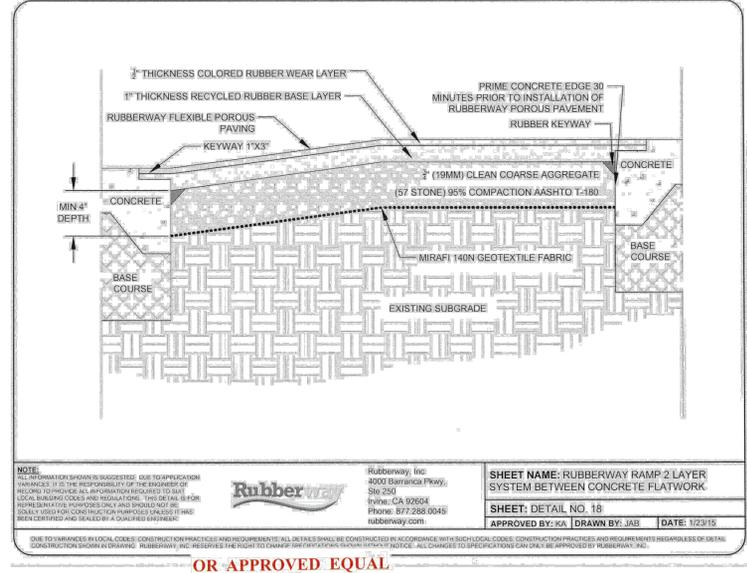
TOWN OF VIENNA GENERAL NOTES

- A PRE-CONSTRUCTION MEETING MUST BE HELD PRIOR TO THE START OF CONSTRUCTION. CALL 703-255-6384 TO SCHEDULE THE PRE-CONSTRUCTION MEETING.
- ALL CONSTRUCTION GENERATED DEBRIS MUST BE HAULED AWAY BY THE CONTRACTOR OR OWNER.
- PRIOR TO THE REMOVAL OF ANY TOWN TREES (TREES WITHIN THE RIGHT OF WAY), THE APPLICANT OR THEIR REPRESENTATIVE SHALL CONTACT THE TOWN OF VIENNA ARBORIST AT 703-255-6380 TO COORDINATE HAVING THE TOWN ARBORIST ONSITE DURING ALL TOWN TREE REMOVAL.
- TREE PROTECTION FOR ANY TOWN TREE, AS SHOWN ON PLAN, MUST BE INSTALLED PRIOR TO ANY SITE WORK.
- IT IS UNLAWFUL TO PERFORM ANY CONSTRUCTION ABOVE FOUNDATION CORNERS PRIOR TO APPROVAL OF SETBACKS. WORK COMPLETED IN VIOLATION OF THIS REQUIREMENT IS SUBJECT TO DEMOLITION.
- ALL DUMPSTERS/PODS ARE TO BE PLACED ON PRIVATE PROPERTY.
- FRONT ELEVATION CHECKS ARE REQUIRED.
- WALL CHECK SURVEYS ARE REQUIRED AND MUST BE SUBMITTED PRIOR TO CONSTRUCTION ABOVE FOUNDATION CORNERS.
- A CERTIFICATE OF OCCUPANCY IS REQUIRED PRIOR TO OCCUPANCY. ALL REQUIRED DOCUMENTATION AND INSPECTIONS MUST BE SUBMITTED/COMPLETED BEFORE THE TOWN OF VIENNA WILL ISSUE A CERTIFICATE OF OCCUPANCY.
- EXISTING SANITARY SEWER LATERALS ARE TYPICALLY CAPPED AT OR NEAR THE PROPERTY LINE. THE REUSE OF THE PORTION OF THE EXISTING SANITARY SEWER LATERAL BETWEEN THE TOWN OWNED SEWER MAIN AND THE CAPPED END MAY BE ALLOWED PROVIDING THAT A LICENSED PLUMBER CERTIFIES THAT THE EXISTING PIECE OF PIPE IS GRADED PROPERLY AND IN LIKE NEW CONDITION. THE REUSE OF A PORTION OF THE EXISTING LATERAL DOES NOT IMPLY THAT THE TOWN IS WARRANTING THE CONDITION IN ANY WAY.

PARKING TABULATIONS	
OVERALL REQUIREMENT	1 SPACE PER FACULTY MEMBER AND OTHER FULL-TIME EMPLOYEE ON MAJOR SHIFT, PLUS 5 SPACES PER 100 STUDENTS BASED ON TOTAL MAXIMUM ENROLLMENT
TOTAL EXISTING	54 SPACES
TOTAL REQUIRED	(50 x 1) + ((225/100) x 5) = 62 SPACES
TOTAL PROPOSED	66 SPACES

LEGEND

	EXISTING	PROPERTY LINE		PROPOSED
	EASEMENT LINE		EASEMENT LINE	
	EDGE PAVEMENT		EDGE PAVEMENT	
	CENTERLINE		CENTERLINE	
	FENCE LINE (CHAIN LINK)		FENCE LINE (CHAIN LINK)	
	FENCE LINE (WOOD)		FENCE LINE (WOOD)	
	FENCE LINE (RAIL)		FENCE LINE (RAIL)	
	GAS LINE		GAS LINE	
	OVERHEAD ELECTRIC		OVERHEAD ELECTRIC	
	UNDERGROUND ELECTRIC LINE		UNDERGROUND ELECTRIC LINE	
	UNDERGROUND COMMUNICATIONS LINE		UNDERGROUND COMMUNICATIONS LINE	
	GUARDRAIL OR TRAFFIC BARRICADE		GUARDRAIL OR TRAFFIC BARRICADE	
	WATER MAIN		WATER MAIN	
	BUILDINGS		PROP. BLDG.	
	RETAINING WALL		RETAINING WALL	
	SIDEWALK		SIDEWALK	
	TRAIL		TRAIL	
	HEADER CURB		HEADER CURB	
	CURB & GUTTER		CURB & GUTTER	
	SANITARY SEWER		SANITARY SEWER	
	STORM SEWER		STORM SEWER	
	DITCH, SWALE OR SMALL STREAM		DITCH, SWALE OR SMALL STREAM	
	LARGE STREAM		LARGE STREAM	
	CONCRETE DITCH		CONCRETE DITCH	
	TREES		TREES	
	TREE LINE		TREE LINE	
	LIMITS OF DISTURBANCE		LIMITS OF DISTURBANCE	
	LIMITS OF WORK		LIMITS OF WORK	
	CONTOUR LINE		CONTOUR LINE	
	SPOT ELEVATION		SPOT ELEVATION	
	OVERLAND RELIEF		OVERLAND RELIEF	
	ADA ACCESSIBLE ROUTE		ADA ACCESSIBLE ROUTE	
	TEST PIT		TEST PIT	
	STREET LIGHT		STREET LIGHT	
	ELEC. MANHOLE		ELEC. MANHOLE	
	PARKING SPACE COUNT		PARKING SPACE COUNT	
	RECYCLING/DUMPSTER PAD		RECYCLING/DUMPSTER PAD	
	TRANSFORMER PAD		TRANSFORMER PAD	
	ENTRANCES		ENTRANCES	
	RIP RAP		RIP RAP	
	LANDSCAPE AREA		LANDSCAPE AREA	
	MULCH/RUBBER AREA		MULCH/RUBBER AREA	
	PERMEABLE PAVEMENT		PERMEABLE PAVEMENT	



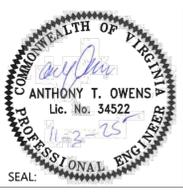
OR-APPROVED EQUAL
PERMEABLE PAVEMENT
DETAIL (AS PROVIDED BY TOWN OF VIENNA)
(NOT TO SCALE)

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SECURITY CONSULTING

Gordon
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Chantilly, VA 20151
Phone: 703-263-1900
www.gordon.us.com

REVISIONS	DESCRIPTION	DATE	NUMBER

SUR: E.ERICKSON	DES: A.AOWENS
DRW: H.BARRY	CHK: A.SARANT



GENERAL NOTES AND LEGEND

GREEN HEDGES SCHOOL
CONDITIONAL USE PERMIT

TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 20'
SCALE: VERT: N/A

DATE: November 3, 2025

PLAN: GREEN HEDGES SCHOOL

JOB: GORDON 2356-0501

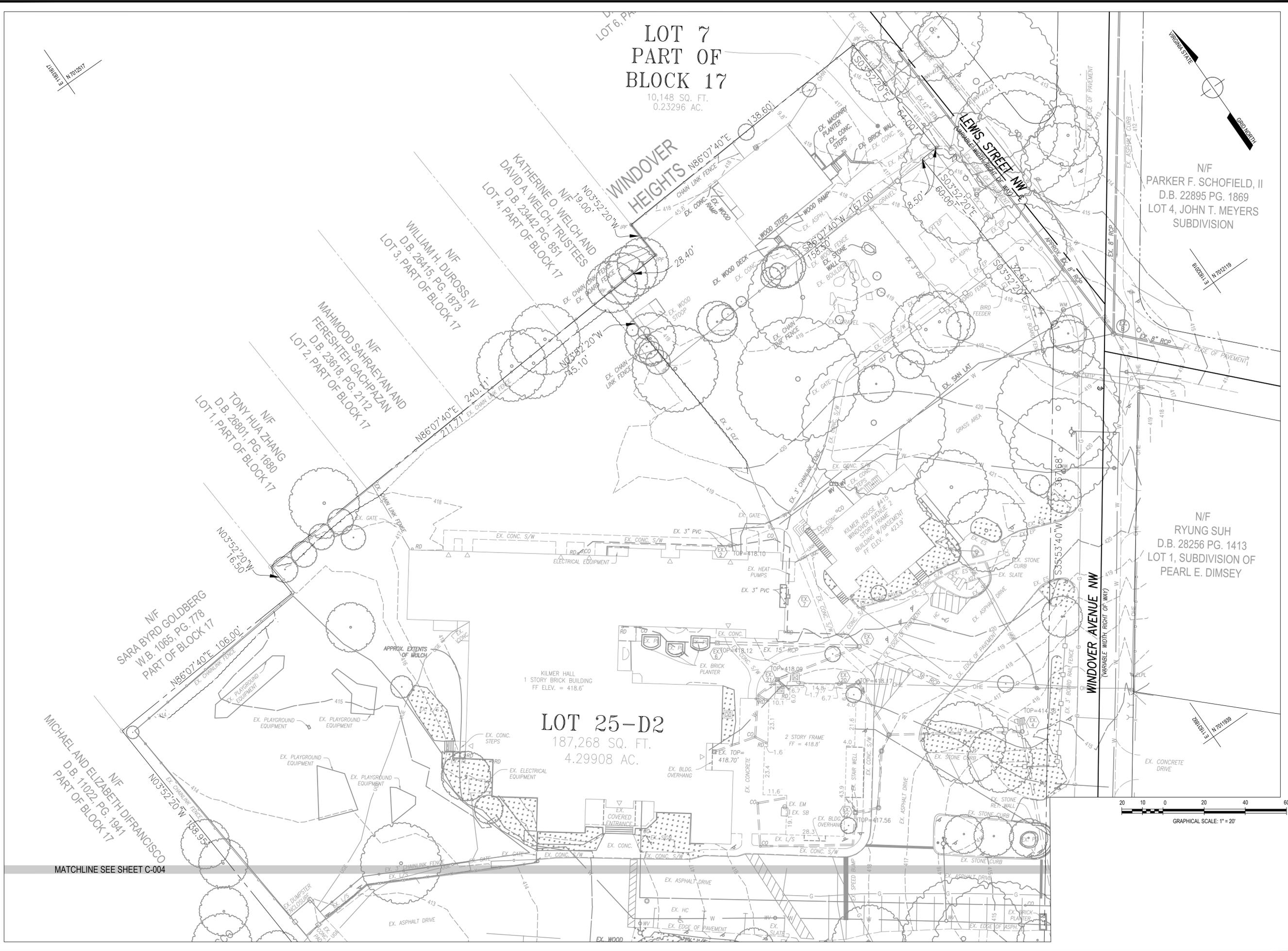
CADD: 2356-0501-C-04-002.DWG

NCS: 2356-0501-C-04-002

NUMBER: C-002ofC-014

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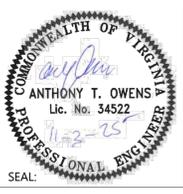
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REVISIONS	DESCRIPTION	NUMBER	DATE

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DRW: H. BARRY	CHK: A. SARANT



EXISTING CONDITIONS PLAN

GREEN HEDGES SCHOOL

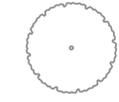
CONDITIONAL USE PERMIT

TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 20'
SCALE: VERT: N/A
DATE: November 3, 2025
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-XP-101.DWG
NCS: 2356-0501-C-XP-101
NUMBER: C-003ofC-014

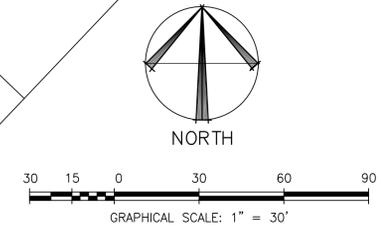
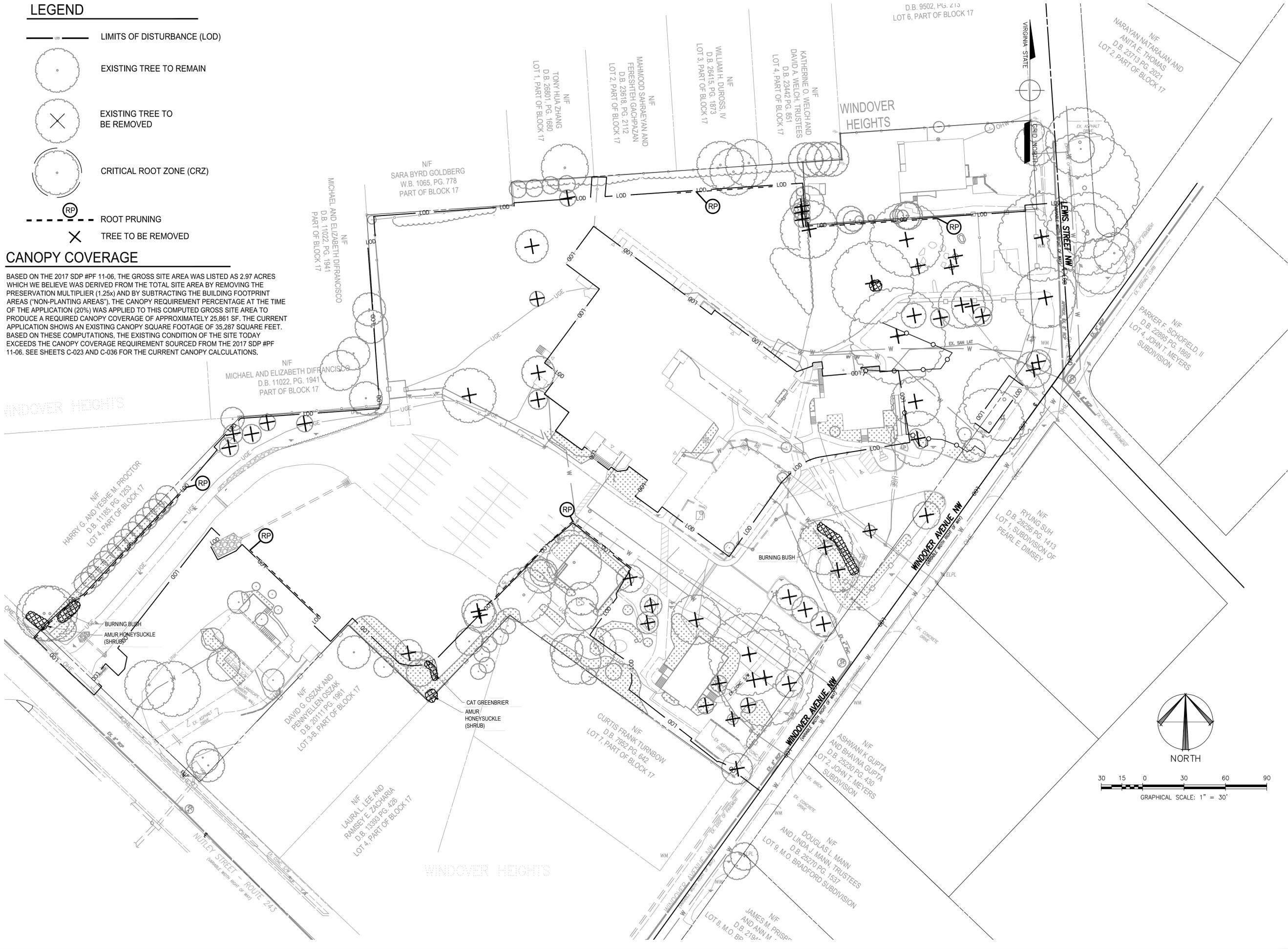


LEGEND

-  LIMITS OF DISTURBANCE (LOD)
-  EXISTING TREE TO REMAIN
-  EXISTING TREE TO BE REMOVED
-  CRITICAL ROOT ZONE (CRZ)
-  ROOT PRUNING
-  TREE TO BE REMOVED

CANOPY COVERAGE

BASED ON THE 2017 SDP #PF 11-06, THE GROSS SITE AREA WAS LISTED AS 2.97 ACRES WHICH WE BELIEVE WAS DERIVED FROM THE TOTAL SITE AREA BY REMOVING THE PRESERVATION MULTIPLIER (1.25X) AND BY SUBTRACTING THE BUILDING FOOTPRINT AREAS ("NON-PLANTING AREAS"). THE CANOPY REQUIREMENT PERCENTAGE AT THE TIME OF THE APPLICATION (20%) WAS APPLIED TO THIS COMPUTED GROSS SITE AREA TO PRODUCE A REQUIRED CANOPY COVERAGE OF APPROXIMATELY 25,861 SF. THE CURRENT APPLICATION SHOWS AN EXISTING CANOPY SQUARE FOOTAGE OF 35,287 SQUARE FEET. BASED ON THESE COMPUTATIONS, THE EXISTING CONDITION OF THE SITE TODAY EXCEEDS THE CANOPY COVERAGE REQUIREMENT SOURCED FROM THE 2017 SDP #PF 11-06. SEE SHEETS C-023 AND C-036 FOR THE CURRENT CANOPY CALCULATIONS.



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DRW: H.BARRY	CHK: A.SARANT



EXISTING TREE SURVEY - TREE PRESERVATION

GREEN HEDGES SCHOOL

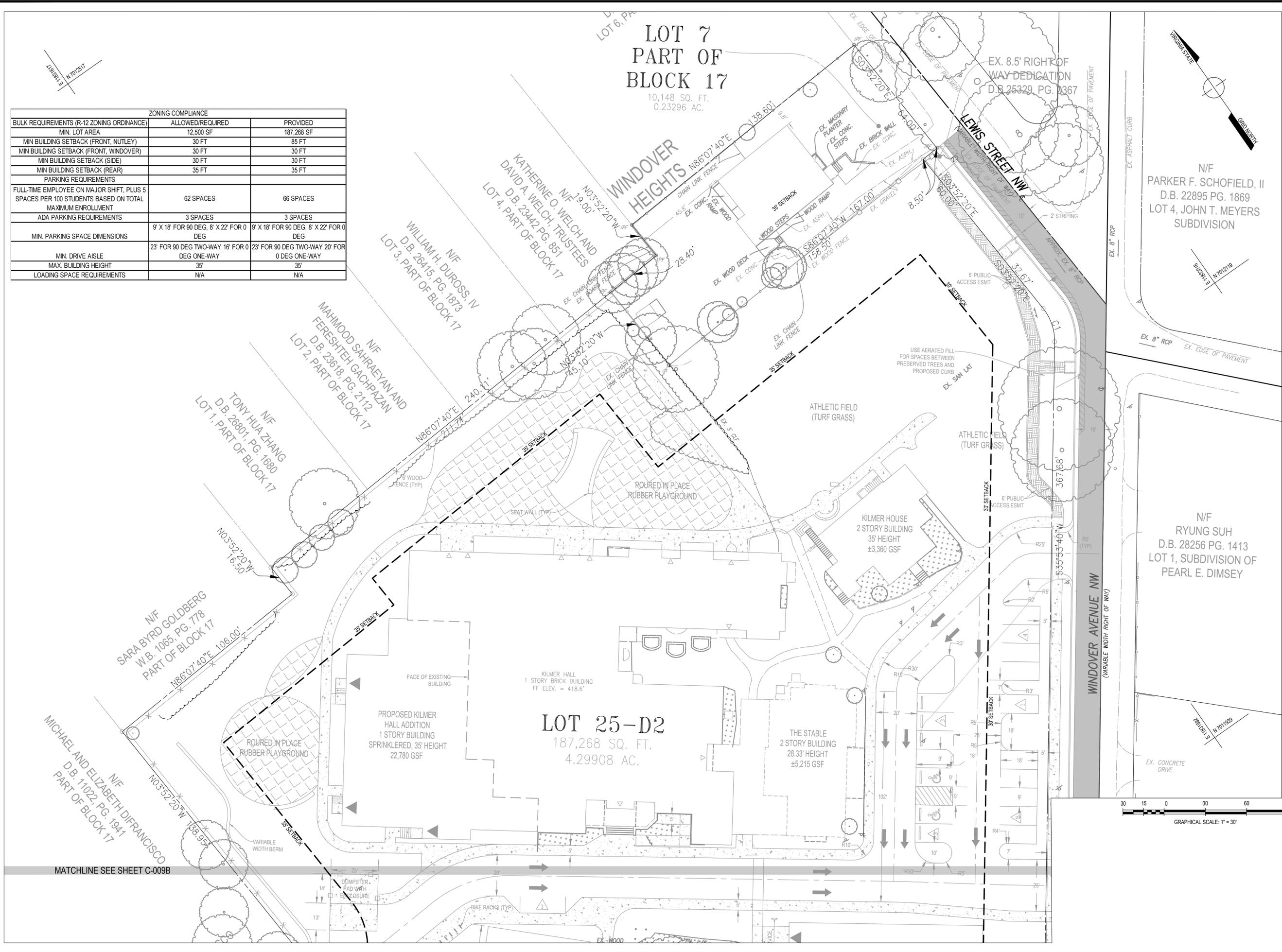
CONDITIONAL USE PERMIT

TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 30'
SCALE: VERT: N/A
DATE: November 3, 2025
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-L-EC-101.DWG
NCS: 2356-0501-L-EC-101
NUMBER: C-005ofC-014



ZONING COMPLIANCE		
BULK REQUIREMENTS (R-12 ZONING ORDINANCE)	ALLOWED/REQUIRED	PROVIDED
MIN. LOT AREA	12,500 SF	187,268 SF
MIN BUILDING SETBACK (FRONT, NUTLEY)	30 FT	85 FT
MIN BUILDING SETBACK (FRONT, WINDOVER)	30 FT	30 FT
MIN BUILDING SETBACK (SIDE)	30 FT	30 FT
MIN BUILDING SETBACK (REAR)	35 FT	35 FT
PARKING REQUIREMENTS		
FULL-TIME EMPLOYEE ON MAJOR SHIFT, PLUS 5 SPACES PER 100 STUDENTS BASED ON TOTAL MAXIMUM ENROLLMENT	62 SPACES	66 SPACES
ADA PARKING REQUIREMENTS	3 SPACES	3 SPACES
MIN. PARKING SPACE DIMENSIONS	9' X 18' FOR 90 DEG, 8' X 22' FOR 0 DEG	9' X 18' FOR 90 DEG, 8' X 22' FOR 0 DEG
MIN. DRIVE AISLE	23' FOR 90 DEG TWO-WAY 16' FOR 0 DEG ONE-WAY	23' FOR 90 DEG TWO-WAY 20' FOR 0 DEG ONE-WAY
MAX. BUILDING HEIGHT	35'	35'
LOADING SPACE REQUIREMENTS	N/A	N/A



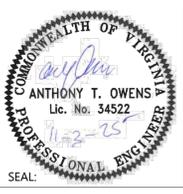
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SETBACK PLAN

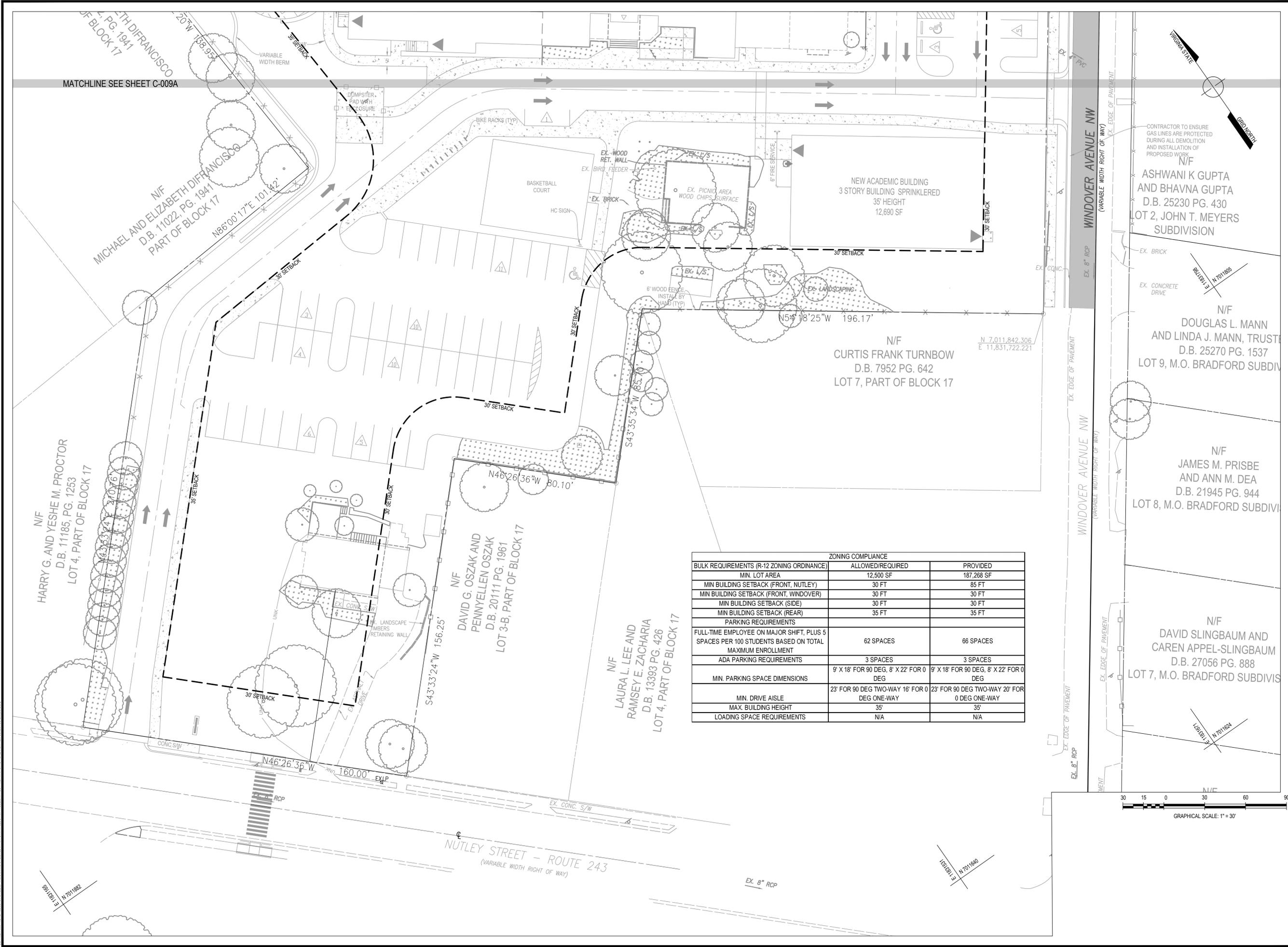
GREEN HEDGES SCHOOL

CONDITIONAL USE PERMIT

TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 30'
SCALE: VERT: N/A
DATE: November 3, 2025
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-00-C-104.DWG
NCS: 2356-0501-C-00-104
NUMBER: C-008 of C-014





ZONING COMPLIANCE		
BULK REQUIREMENTS (R-12 ZONING ORDINANCE)	ALLOWED/REQUIRED	PROVIDED
MIN. LOT AREA	12,500 SF	187,268 SF
MIN BUILDING SETBACK (FRONT, NUTLEY)	30 FT	85 FT
MIN BUILDING SETBACK (FRONT, WINDOVER)	30 FT	30 FT
MIN BUILDING SETBACK (SIDE)	30 FT	30 FT
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MIN. DRIVE AISLE	23' FOR 90 DEG TWO-WAY 16' FOR 0 DEG ONE-WAY	23' FOR 90 DEG TWO-WAY 20' FOR 0 DEG ONE-WAY
MAX. BUILDING HEIGHT	35'	35'
LOADING SPACE REQUIREMENTS	N/A	N/A

CONTRACTOR TO ENSURE GAS LINES ARE PROTECTED DURING ALL DEMOLITION AND INSTALLATION OF PROPOSED WORK
 N/F
 ASHWANI K GUPTA AND BHAVNA GUPTA
 D.B. 25230 PG. 430
 LOT 2, JOHN T. MEYERS SUBDIVISION

N/F
 DOUGLAS L. MANN AND LINDA J. MANN, TRUST
 D.B. 25270 PG. 1537
 LOT 9, M.O. BRADFORD SUBDIVISION

N/F
 JAMES M. PRISBE AND ANN M. DEA
 D.B. 21945 PG. 944
 LOT 8, M.O. BRADFORD SUBDIVISION

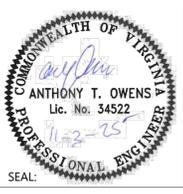
N/F
 DAVID SLINGBAUM AND CAREN APPEL-SLINGBAUM
 D.B. 27056 PG. 888
 LOT 7, M.O. BRADFORD SUBDIVISION

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REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: E.ERICKSON	DES: A.AOWENS
DRW: H.BARRY	CHK: A.SARANT



SETBACK PLAN
GREEN HEDGES SCHOOL
CONDITIONAL USE PERMIT
 TOWN OF VIENNA, VIRGINIA
 TOWN OF VIENNA

HORIZ: 1" = 30'
 SCALE: VERT: N/A
 DATE: November 3, 2025
 PLAN: GREEN HEDGES SCHOOL
 JOB: GORDON 2356-0501
 CADD: 2356-0501-C-00-C-104.DWG
 NCS: 2356-0501-C-00-104

NUMBER: C-009 of C-014
Gordon



GREEN HEDGES SCHOOL
 415 WINDOVER AVE NW
 VIENNA, VA
 TOWN OF VIENNA

CLIENT
 GREEN HEDGES SCHOOL -
 THE STONE HOUSE GROUP

STUDIO39
 LANDSCAPE ARCHITECTURE, P.C.

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 SUITE 120, #769
 ALEXANDRIA, VA 22315-5711
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SEAL/SIGNATURE



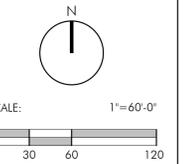
ISSUE DATE

LANDSCAPE PLAN 07.25.2025
 LANDSCAPE PLAN 10.30.2025

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PROJECT NUMBER: 25009
 CONTACT: JOSEPH PLUMPE
 DRAWN: YJ
 APPROVED/CHECKED: JP

ORIENTATION AND SCALE



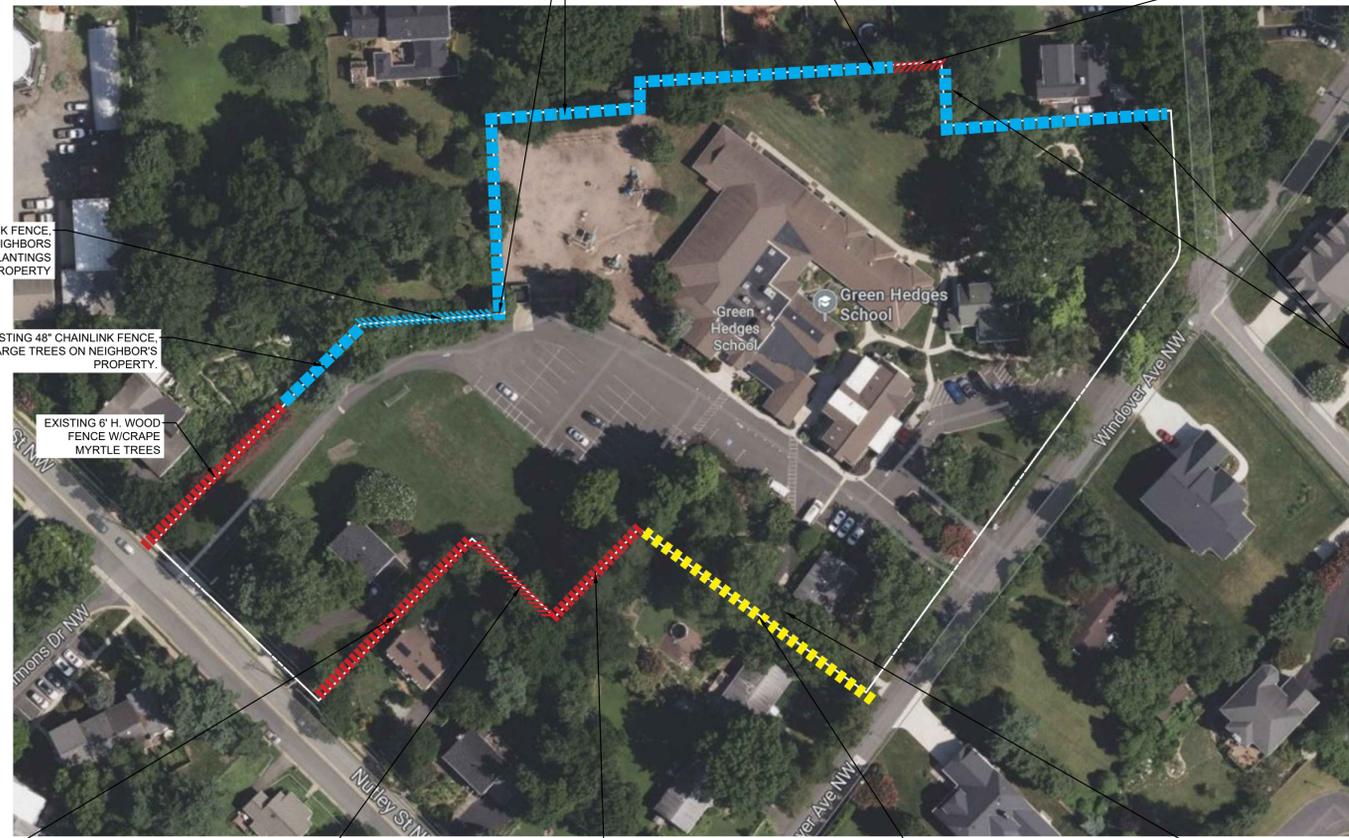
SHEET TITLE
**EXISTING SITE
 BOUNDARY
 CONDITIONS**

SHEET NUMBER

C-010

SITE DEVELOPMENT PLAN

NOT RELEASED FOR CONSTRUCTION



EXISTING 6' H. CHAIN LINK FENCE. PLANTINGS ARE LIMBED UP HOLLY TREES. SOME LARGE TREES ON NEIGHBOR'S PROPERTY

EXISTING 6' H. WOOD FENCE

EXISTING 6' H. CHAIN LINK FENCE. LARGE TREES ON NEIGHBORS PROPERTY. DECIDUOUS PLANTINGS & SHRUBS ON SCHOOL PROPERTY

EXISTING 48' H. CHAIN LINK FENCE. LARGE TREES ON NEIGHBOR'S PROPERTY.

EXISTING 6' H. WOOD FENCE W/CRAPE MYRTLE TREES

ADJACENT SCHOOL PROPERTY: EXISTING HEAVY DECIDUOUS GROWTH & 48' H. CHAIN LINK FENCE

EXISTING 6'-0" WOOD FENCE & LARGE TREES ON NEIGHBORS PROPERTY.

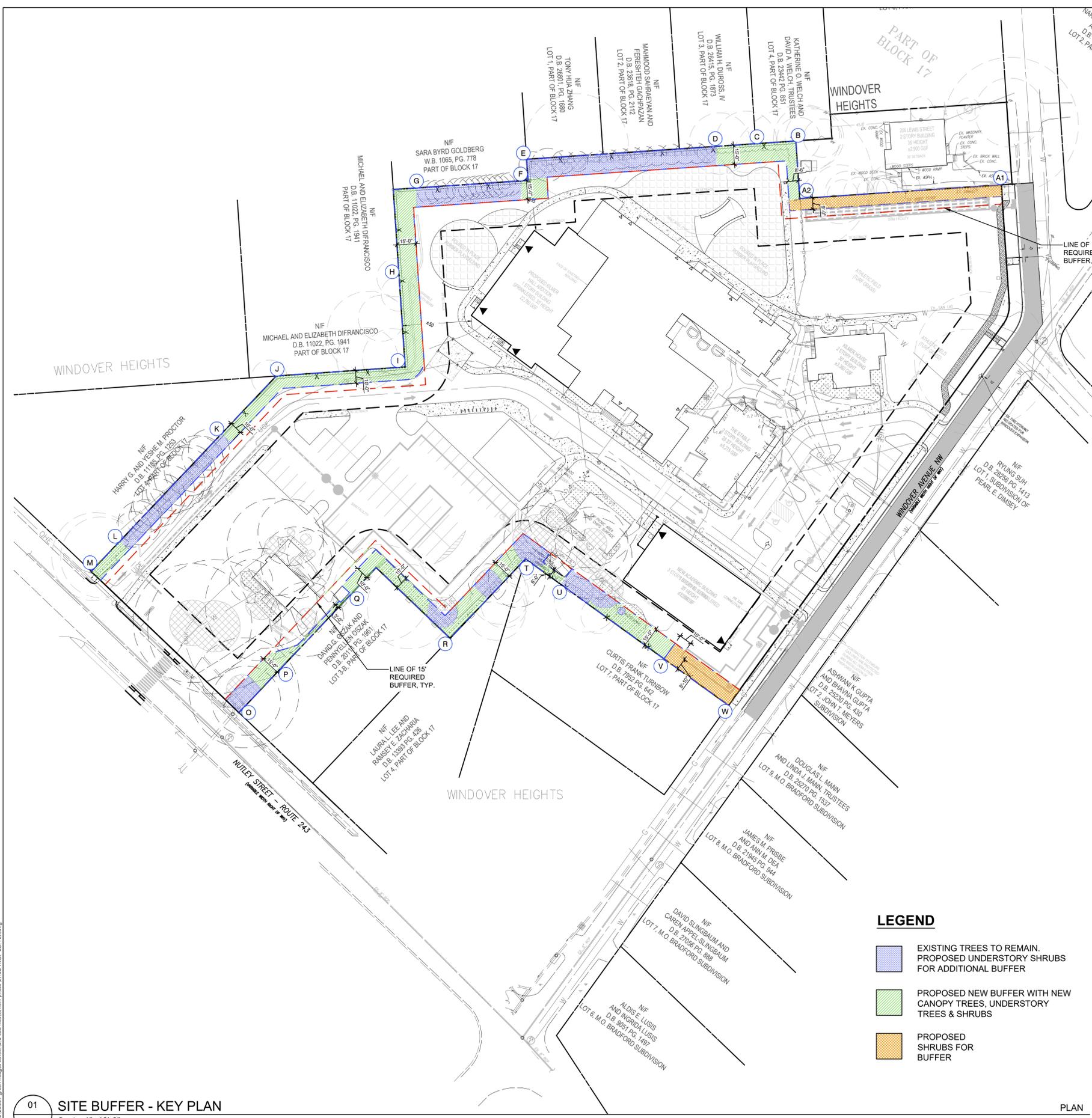
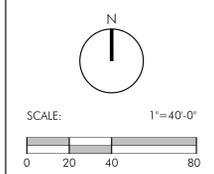
EXISTING 6' H. WOOD FENCE

NO FENCE AND NO SITE VEGETATION

ON SITE VEGETATION HAS BEEN REMOVED

EXISTING 6' H. WOOD FENCE





LEGEND

- EXISTING TREES TO REMAIN. PROPOSED UNDERSTORY SHRUBS FOR ADDITIONAL BUFFER
- PROPOSED NEW BUFFER WITH NEW CANOPY TREES, UNDERSTORY TREES & SHRUBS
- PROPOSED SHRUBS FOR BUFFER

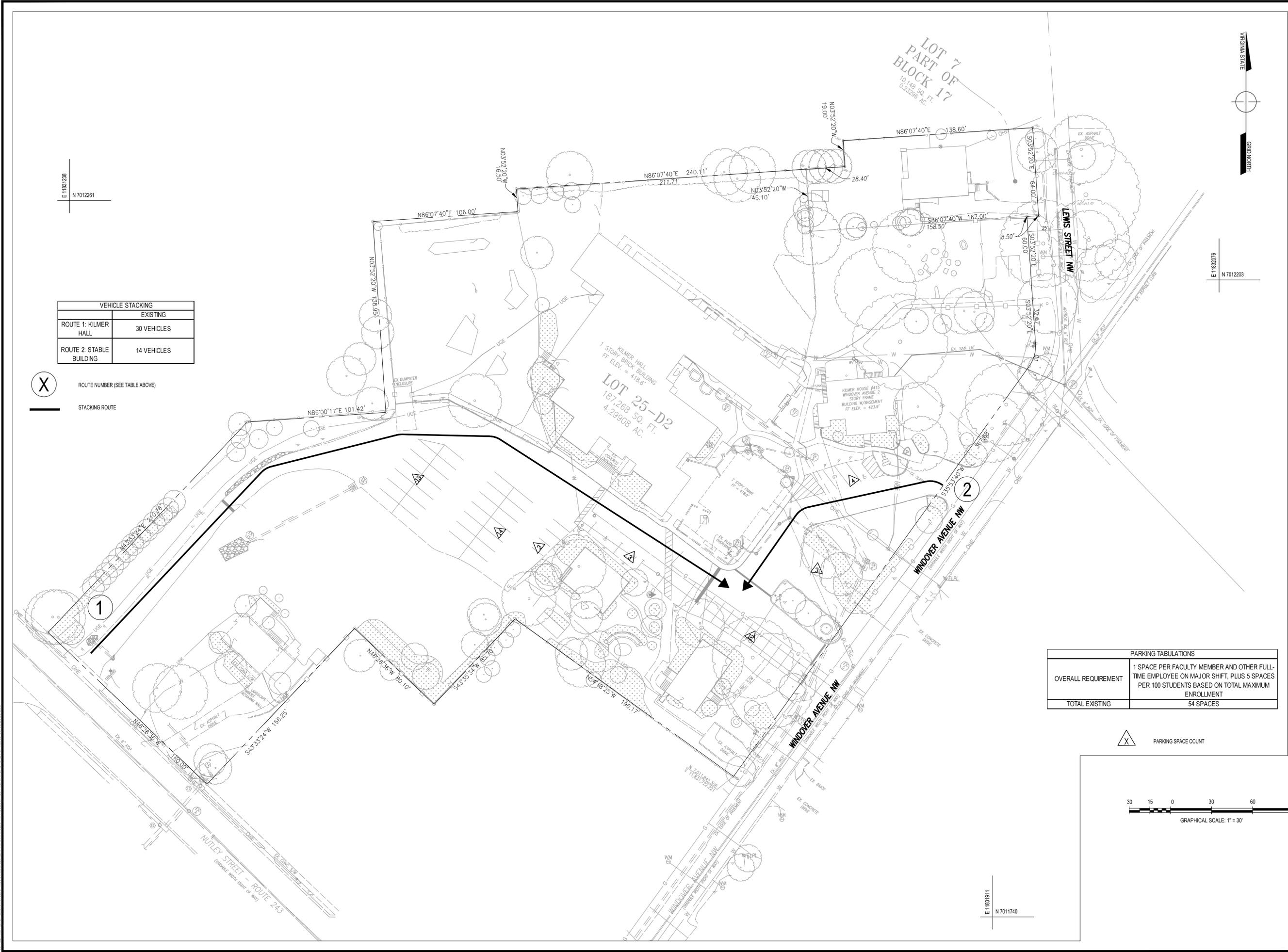
SEGMENTS	EXISTING		PROPOSED		15' BUFFER REQUIREMENT MET?	NARRATIVE WHEN 15' BUFFER REQUIREMENT IS NOT MET
	EXISTING FENCE	EXISTING VEGETATION	FENCE	VEGETATION BUFFER		
A1-A2	EXISTING 40' H. CHAIN LINK FENCE	EXISTING VEGETATION ON ADJACENT NEIGHBOR PROPERTY	N/A	9' BUFFER OF SHRUBS PLANTING ONLY.	NO	15' BUFFER NOT NEEDED BECAUSE ADJACENT PROPERTY IS THE SAME OWNER. ADDITIONALLY, PROPOSED STORMWATER MITIGATION STRUCTURE IS WITHIN THE 15' DISTANCE, AND NO TREES CAN BE PLANTED WITHIN 10' FROM SWM FACILITY.
A2-B	EXISTING 40' H. CHAIN LINK FENCE	EXISTING VEGETATION ON ADJACENT NEIGHBOR PROPERTY	N/A	6'-6" BUFFER.	NO	15' BUFFER NOT NEEDED BECAUSE ADJACENT PROPERTY IS THE SAME OWNER. ADDITIONALLY, PROPOSED PLAYGROUND IS WITHIN THE 15' DISTANCE.
B-C	EXISTING 6' H. WOOD FENCE.	EXISTING VEGETATION ON ADJACENT NEIGHBOR PROPERTY	EXISTING 6' WOOD FENCE TO REMAIN.	15' BUFFER.	YES	N/A
C-D	EXISTING 6' H. CHAIN LINK FENCE	EXISTING VEGETATION ON ADJACENT NEIGHBOR PROPERTY	PROPOSED 6' H. WOOD FENCE.	15' BUFFER.	YES	N/A
D-E	EXISTING 6' H. CHAIN LINK FENCE	EXISTING EVERGREEN TREES ON SCHOOL PROPERTY.	PROPOSED 6' H. WOOD FENCE.	15' BUFFER. EXISTING EVERGREEN TREES TO REMAIN. PROPOSED UNDERSTORY TREES & SHRUBS.	YES	EXISTING VEGETATION WITHIN 15' BUFFER RETAINED. ADDITIONAL UNDERSTORY PLANTING ADDED
F	EXISTING 6' H. CHAIN LINK FENCE	NO EXISTING TREES ON SCHOOL PROPERTY.	PROPOSED 6' H. WOOD FENCE.	15' BUFFER.	YES	N/A
F-G	EXISTING 6' H. CHAIN LINK FENCE	NO EXISTING TREES ON SCHOOL PROPERTY.	PROPOSED 6' H. WOOD FENCE.	15' BUFFER. EXISTING EVERGREEN TREES TO REMAIN. PROPOSED UNDERSTORY TREES & SHRUBS.	YES	EXISTING VEGETATION WITHIN 15' BUFFER RETAINED. ADDITIONAL UNDERSTORY PLANTING ADDED
G-H	EXISTING 6' H. CHAIN LINK FENCE	EXISTING MIX OF EVERGREEN & DECIDUOUS TREES ON SCHOOL PROPERTY.	PROPOSED 6' H. WOOD FENCE.	15' BUFFER.	YES	N/A
H-I	EXISTING 6' H. CHAIN LINK FENCE	EXISTING PLANTINGS ON ADJACENT NEIGHBOR PROPERTY.	PROPOSED 6' H. WOOD FENCE.	15' BUFFER.	YES	N/A
I-J	EXISTING 6' H. CHAIN LINK FENCE	EXISTING DECIDUOUS TREES ON SCHOOL PROPERTY.	PROPOSED 6' H. WOOD FENCE.	10' BUFFER.	NO	CANNOT PROVIDE 15' BUFFER DUE TO ROAD LOCATION.
J-K	EXISTING 4' H. CHAIN LINK FENCE	EXISTING DECIDUOUS TREES ON SCHOOL PROPERTY.	PROPOSED 6' H. WOOD FENCE.	10' BUFFER.	NO	CANNOT PROVIDE 15' BUFFER DUE TO ROAD LOCATION.
K-L	EXISTING 6' WOOD FENCE.	EXISTING HEAVY DECIDUOUS PLANTING ON SCHOOL PROPERTY.	EXISTING 6' WOOD FENCE TO REMAIN. PROPOSED UNDERSTORY SHRUBS.	10' BUFFER. EXISTING EVERGREEN TREES TO REMAIN. PROPOSED UNDERSTORY SHRUBS.	NO	CANNOT PROVIDE 15' BUFFER DUE TO ROAD LOCATION.
L-M	EXISTING 6' WOOD FENCE.	HEAVY VEGETATION ON ADJACENT NEIGHBOR PROPERTY	EXISTING 6' WOOD FENCE TO REMAIN.	10' BUFFER. PROPOSED UNDERSTORY TREES & SHRUBS.	NO	CANNOT PROVIDE 15' BUFFER DUE TO ROAD LOCATION.
O-P	EXISTING 6' WOOD FENCE.	FEW DECIDUOUS PLANTINGS ON SCHOOL PROPERTY.	EXISTING 6' WOOD FENCE TO REMAIN.	15' BUFFER. EXISTING TREES TO REMAIN.	YES	EXISTING VEGETATION WITHIN 15' BUFFER RETAINED. NO NEW TREES. PROPOSED ADDITIONAL UNDERSTORY PLANTING ADDED
P-Q	EXISTING 6' WOOD FENCE.	NO EXISTING TREES ON SCHOOL PROPERTY.	EXISTING 6' WOOD FENCE TO REMAIN.	3' MIN. BUFFER.	NO	CANNOT PROVIDE 15' BUFFER DUE TO EXISTING PARKING LOT.
Q-R	EXISTING 6' WOOD FENCE.	FEW DECIDUOUS PLANTINGS ON ADJACENT PROPERTY	EXISTING 6' WOOD FENCE TO REMAIN.	10' BUFFER.	NO	CANNOT PROVIDE 15' BUFFER DUE TO EXISTING PARKING LOT.
R-T	EXISTING 6' WOOD FENCE.	NO EXISTING TREES ON SCHOOL PROPERTY.	EXISTING 6' WOOD FENCE TO REMAIN.	15' BUFFER. EXISTING TREES TO REMAIN.	YES	N/A
T-U	NO EXISTING FENCE	NO EXISTING TREES ON SCHOOL PROPERTY.	PROPOSED 6' H. WOOD FENCE.	6' BUFFER.	NO	CANNOT PROVIDE 15' BUFFER DUE TO EXISTING SHED LOCATION.
U-V	NO EXISTING FENCE	FEW DECIDUOUS PLANTINGS ON SCHOOL PROPERTY.	PROPOSED 6' H. WOOD FENCE.	15' BUFFER. EXISTING TREES TO REMAIN.	YES	N/A
V-W	NO EXISTING FENCE	NO EXISTING TREES ON SCHOOL PROPERTY.	PROPOSED 6' H. WOOD FENCE.	15' BUFFER WITH ONLY SHRUBS DUE TO LOCATION OF SWM FACILITY.	NO	15' VEGETATION BUFFER CANNOT INCLUDE TREES DUE TO LOCATION OF SWM FACILITY.
PERCENTAGE OF AREAS MEETING THE 15' BUFFER REQUIREMENT:					44%	
PERCENTAGE OF BUFFER AREAS THAT ARE REQUESTING MODIFICATION FOR DEVIATION FROM 15' BUFFER:					56%	

01 SITE BUFFER - KEY PLAN
 Scale: 1"=40'-0"

PLAN

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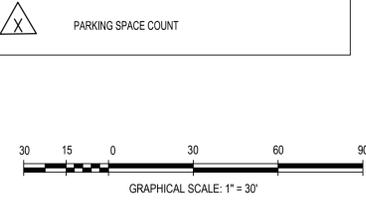
NOT RELEASED FOR CONSTRUCTION



VEHICLE STACKING	
ROUTE	EXISTING
ROUTE 1: KILMER HALL	30 VEHICLES
ROUTE 2: STABLE BUILDING	14 VEHICLES

- X ROUTE NUMBER (SEE TABLE ABOVE)
- STACKING ROUTE

PARKING TABULATIONS	
OVERALL REQUIREMENT	1 SPACE PER FACULTY MEMBER AND OTHER FULL-TIME EMPLOYEE ON MAJOR SHIFT, PLUS 5 SPACES PER 100 STUDENTS BASED ON TOTAL MAXIMUM ENROLLMENT
TOTAL EXISTING	64 SPACES



PROGRAMMING AND PLANNING
CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
SURVEY AND MAPPING
SECURITY CONSULTING

Gordon
4501 Daily Drive
Chantilly, VA 20151
Phone: 703-263-1900
www.gordon.us.com

REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: E.ERICKSON	DES: A.AOWENS
DRW: H.BARRY	CHK: A.SARANT

COMMONWEALTH OF VIRGINIA
ANTHONY T. OWENS
Lic. No. 34522
PROFESSIONAL ENGINEER
SEAL

CIRCULATION PLAN - EXISTING

GREEN HEDGES SCHOOL CONDITIONAL USE PERMIT

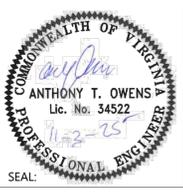
TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 30'
SCALE: VERT: N/A
DATE: November 3, 2025
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-CS-104.DWG
NCS: 2356-0501-C-CS-104
NUMBER: C-0110FC-014

Gordon

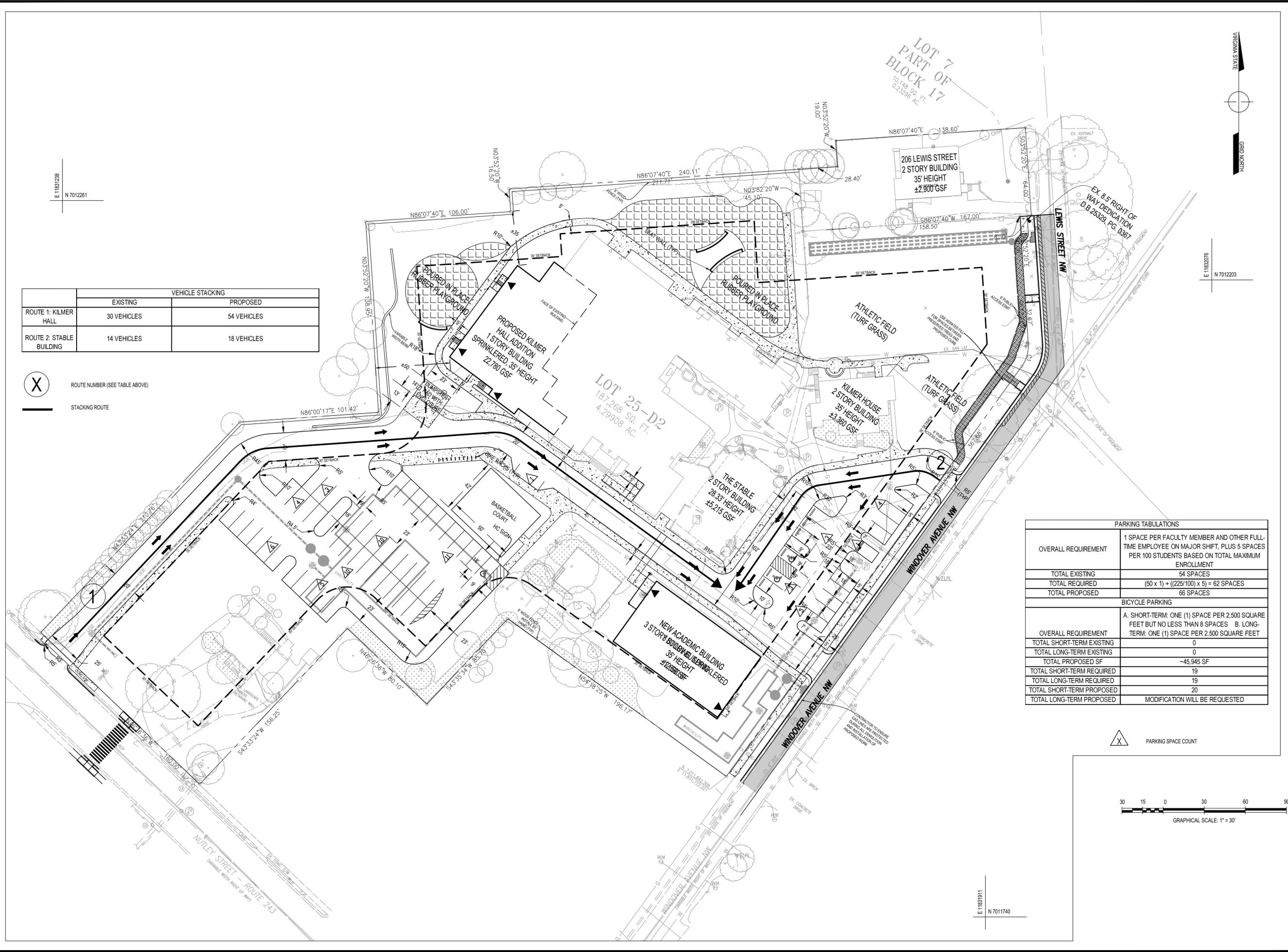
REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: E. ERICKSON	DES: A. OWENS
DRW: H. BARRY	CHK: A. SARANT

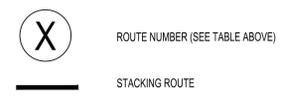


CIRCULATION PLAN - ULTIMATE
**GREEN HEDGES SCHOOL
 CONDITIONAL USE PERMIT**
 TOWN OF VIENNA, VIRGINIA
 TOWN OF VIENNA

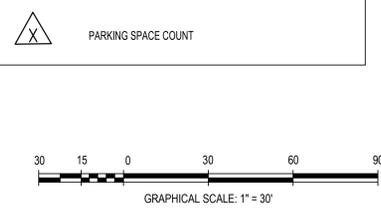
HORIZ: 1" = 30'
SCALE: VERT: N/A
DATE: November 3, 2025
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-CS-104-PH2.DWG
NCS: 2356-0501-C-CS-104-PH2
NUMBER: C-0120FC-014



	VEHICLE STACKING	
	EXISTING	PROPOSED
ROUTE 1: KILMER HALL	30 VEHICLES	54 VEHICLES
ROUTE 2: STABLE BUILDING	14 VEHICLES	18 VEHICLES



PARKING TABULATIONS	
OVERALL REQUIREMENT	1 SPACE PER FACULTY MEMBER AND OTHER FULL-TIME EMPLOYEE ON MAJOR SHIFT, PLUS 5 SPACES PER 100 STUDENTS BASED ON TOTAL MAXIMUM ENROLLMENT
TOTAL EXISTING	54 SPACES
TOTAL REQUIRED	(50 x 1) + ((225/100) x 5) = 62 SPACES
TOTAL PROPOSED	66 SPACES
BICYCLE PARKING	
OVERALL REQUIREMENT	A. SHORT-TERM: ONE (1) SPACE PER 2,500 SQUARE FEET BUT NO LESS THAN 8 SPACES B. LONG-TERM: ONE (1) SPACE PER 2,500 SQUARE FEET
TOTAL SHORT-TERM EXISTING	0
TOTAL LONG-TERM EXISTING	0
TOTAL PROPOSED SF	~45,945 SF
TOTAL SHORT-TERM REQUIRED	19
TOTAL LONG-TERM REQUIRED	19
TOTAL SHORT-TERM PROPOSED	20
TOTAL LONG-TERM PROPOSED	MODIFICATION WILL BE REQUESTED



CONSTRUCTION OF GREEN HEDGES SCHOOL AND RELATED INFRASTRUCTURE IS SUBJECT TO THE APPROVAL OF THE BOARD OF SUPERVISORS OF THE TOWN OF VIENNA, VIRGINIA. THE TOWN OF VIENNA, VIRGINIA, IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED IN THIS DOCUMENT. THE USER OF THIS DOCUMENT IS ADVISED THAT THE INFORMATION IS PROVIDED AS IS AND WITHOUT WARRANTY OF ANY KIND, INCLUDING MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE USER OF THIS DOCUMENT IS ADVISED THAT THE INFORMATION IS PROVIDED AS IS AND WITHOUT WARRANTY OF ANY KIND, INCLUDING MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

CLIENT
 GREEN HEDGES SCHOOL -
 THE STONE HOUSE GROUP

STUDIO39
 LANDSCAPE ARCHITECTURE, P.C.
 5810 KINGSTOWNE CENTER DRIVE
 SUITE 120, #769
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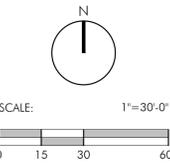
ISSUE DATE

LANDSCAPE PLAN 07.25.2025
 LANDSCAPE PLAN 10.30.2025

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PROJECT NUMBER: 25009
 CONTACT: JOSEPH PLUMPE
 DRAWN: YJ
 APPROVED/CHECKED: JP

ORIENTATION AND SCALE



SHEET TITLE
**PROPOSED LANDSCAPE PLAN-
 PHASE I**

SHEET NUMBER
C-022

SITE DEVELOPMENT PLAN



PROPOSED 6' H. WOOD FENCE TO MATCH EXISTING WOOD FENCE ON SITE





GREEN HEDGES SCHOOL
 415 WINDOVER AVE NW
 VIENNA, VA
 TOWN OF VIENNA

CLIENT
 GREEN HEDGES SCHOOL -
 THE STONE HOUSE GROUP

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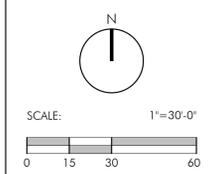
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 LANDSCAPE PLAN 10.30.2025

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PROJECT NUMBER: 25009
 CONTACT: JOSEPH PLUMPE
 DRAWN: YJ
 APPROVED/CHECKED: JP

ORIENTATION AND SCALE



SHEET TITLE
**PROPOSED LANDSCAPE PLAN-
 PHASE II**

SHEET NUMBER
C-035

SITE DEVELOPMENT PLAN

\\s3p-ar\itd\1\Projects\2025\25009 green hedges school\6.0 and file\current phase\1.02_PDF_Plan_P1R2.dwg

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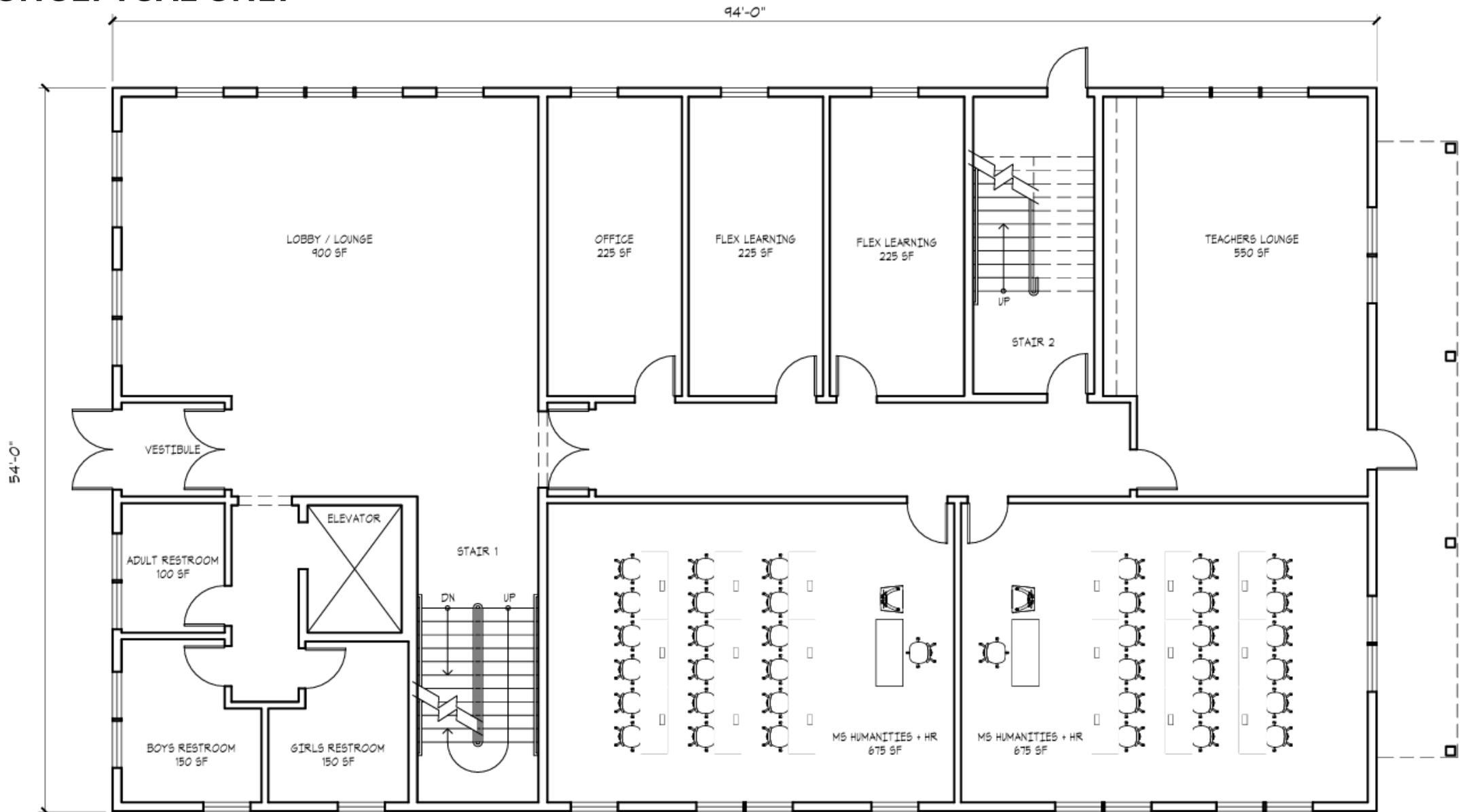
New Academic Building – East Elevation (facing Windover Avenue)

CONCEPTUAL ONLY



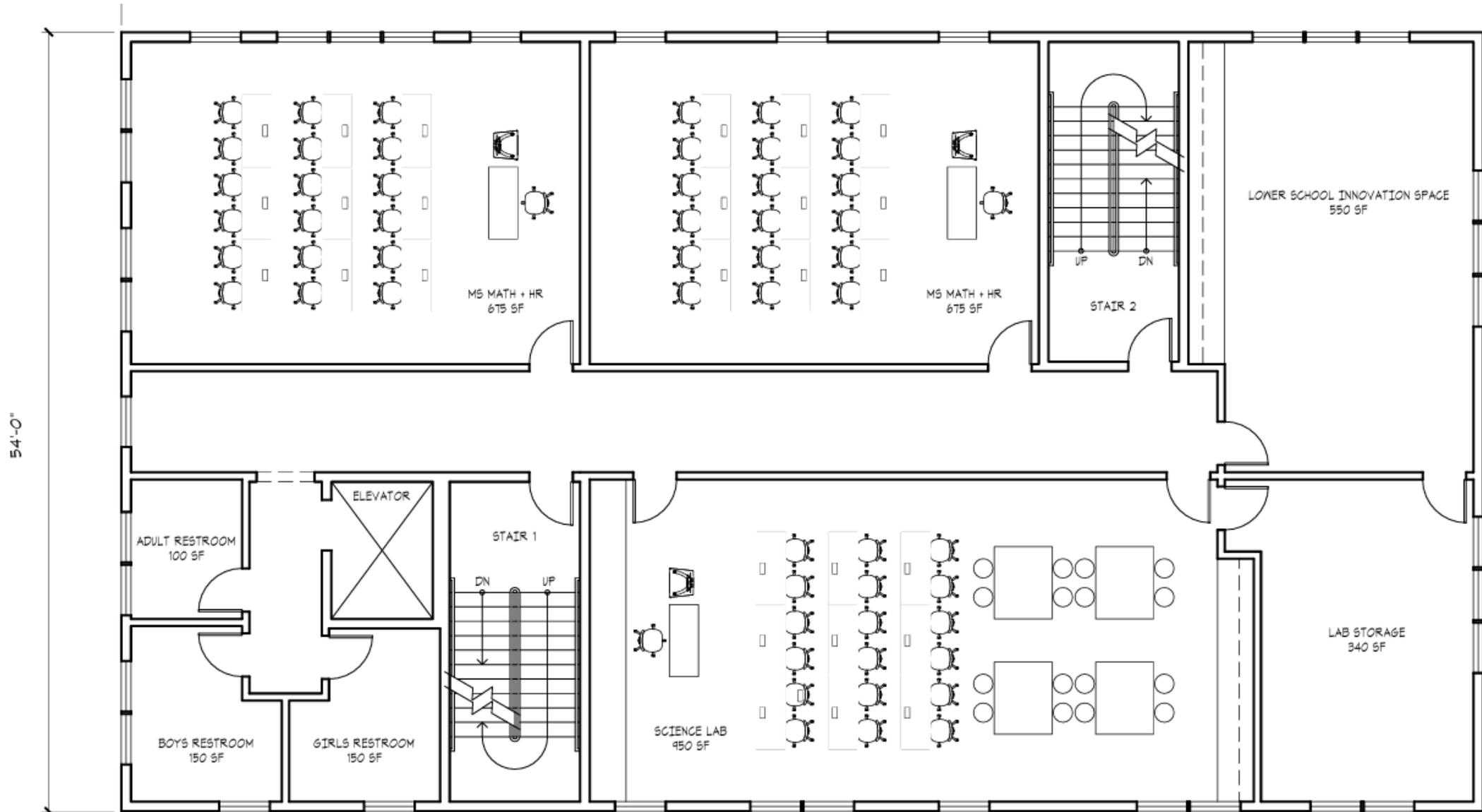
New Academic Building – First Floor

CONCEPTUAL ONLY



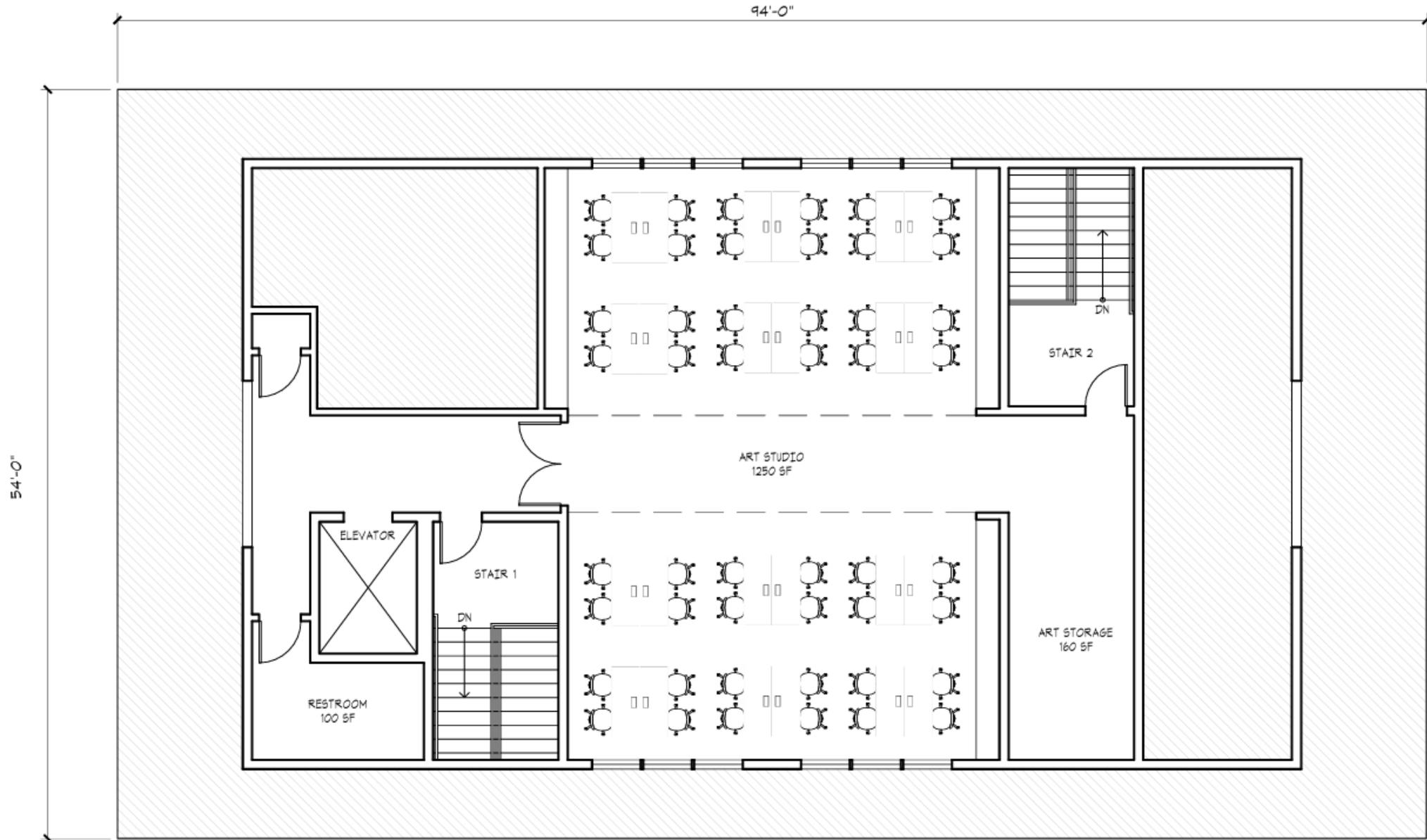
New Academic Building – Second Floor

CONCEPTUAL ONLY



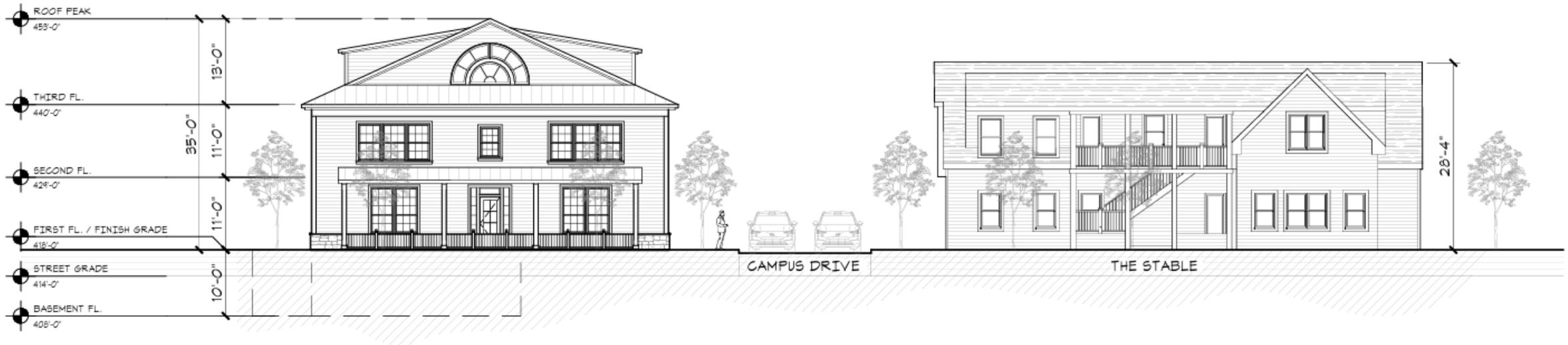
New Academic Building – Dormered Third Floor

CONCEPTUAL ONLY



View of School from Windover Avenue: New Academic Building + Stable

CONCEPTUAL ONLY



Green Hedges Campus Plan

The Town of Vienna Council Vision, as expressed in the 2019 Strategic Plan, asserts an aspiration to build on Vienna’s “strong hometown culture and treasured traditions while enhancing its reputation as a premier destination for connected and healthy living as well as notable economic development within a safe and inviting setting.” While education appears, in passing, in the strategic goal of “Vienna as a safe community,” we would like to suggest that a vibrant educational landscape, providing families with a range of options for schooling their children, is essential to the Council Vision.

For 70 years, Green Hedges School has been an important part of that educational landscape, which includes public, parochial, and private schools. As the only independent school located in Vienna, Green Hedges has the immense good fortune to call this town its home. Likewise, Vienna has the immense good fortune to recognize Green Hedges as an important entity in its robust educational landscape.

The Campus Plan presented here is an essential next step in maintaining and enhancing the excellence of this important institution in the Town of Vienna. We must recognize that the education of young people has not remained static across the almost 85 years that Green Hedges has worked to provide the very best experience for young learners in a small-school setting. Fresh thinking, innovations in teaching and learning, the ongoing emergence of new technologies, educators’ aspirations for the learners in their care, and the imperatives of the marketplace work to shape our thinking with respect to the educational program that Green Hedges offers and the physical plant in which such a program, like the young people themselves, can thrive.

Now is the time for Green Hedges to implement this Campus Plan and update its Conditional Use Permit (CUP) with respect to student enrollment and faculty and staff size. The two most recent projects, 2000’s expansion of Kilmer Hall and 2013’s construction of the Karen Wiechelt Stable, were 13 years apart—and the latter was almost 13 years ago—and the current student enrollment cap has been in place since 1985. The imperative is two-fold. First, it is well past time to provide fresh educational spaces, throughout our program, that meet current standards for today’s learners; that are designed and equipped in a manner that inspires students’ engagement, active learning, and creativity; and that are located and organized across our campus in ways that promote coherence, collaboration, and community, all while maintaining the level of intimacy that characterizes our small-school setting.

Second, and obviously related to that set of needs, we must recognize that a truly vibrant educational landscape, of which Green Hedges is such an important part, is also a competitive educational landscape, and we need to ensure that Green Hedges can maintain, and even enhance, its standing in that marketplace. While Green Hedges is the only independent school located in Vienna, it competes for students and families, and for faculty and staff, well beyond the Town of Vienna, with independent schools in Northern Virginia and the District of Columbia and, to a lesser degree, suburban Maryland, as well as with well-regarded and -resourced public schools. Therefore, we

compete on our educational offerings as well as our cost of attendance. Without the higher enrollment cap envisioned in this proposal, Green Hedges will be hampered by a fixed tuition base at 190 students, putting us at a significant risk relative to competitor schools with respect to the ever-increasing cost of education. The modest proposed increase in the enrollment cap will provide Green Hedges with the necessary financial flexibility to keep tuition competitive for its long-term viability.

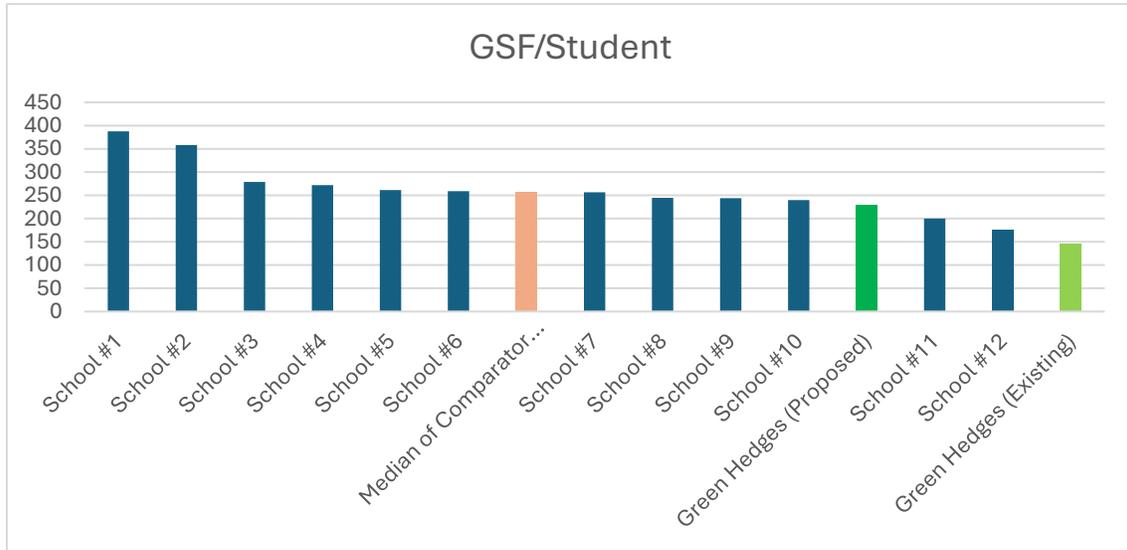
No discussion of the enrollment cap at Green Hedges would be complete without acknowledging a critical feature of our identity, namely that Green Hedges has always been, and intends to remain, a small school—in our language, a Small Wonder. In a culture that disproportionately prizes size and scale, Green Hedges recognizes the value of the kinds of relationships—and the enthusiastic and deep learning they encourage—that become possible in smaller school settings, designed with the young learner in mind. The Green Hedges campus both reflects and underscores the importance of a level of intimacy in the physical environment as well as in the teaching and learning process. Green Hedges would be a small school at its enrollment cap of 190 students, and it would still be a small school at the proposed enrollment of 225 students, true in absolute terms as well as at each grade level.

As we wrote to Town of Vienna leaders in July 2025, looking toward our future, Green Hedges will strive to provide a best-in class setting for preschool, elementary, and middle school education, with a physical plant that enhances the excellence of the student experience; remain a small school . . . a Small Wonder; and commit to physical plant developments that maintain the intimacy of our current campus and the character of the neighborhood of which we are such an important part.

Additional Educational Footprint

The existing Green Hedges School is significantly undersized (56% vs. median) relative to peer preschool-Grade 8 independent schools in the DMV area. Understanding that we operate in a residential neighborhood within Vienna and have limited lot expansion opportunities, our goal is to remain small but have facilities that position us closer to the median gross square footage (GSF)/student for comparable schools (~91% of median).

Preschool-Grade 8 Independent Schools in the DMV Area*



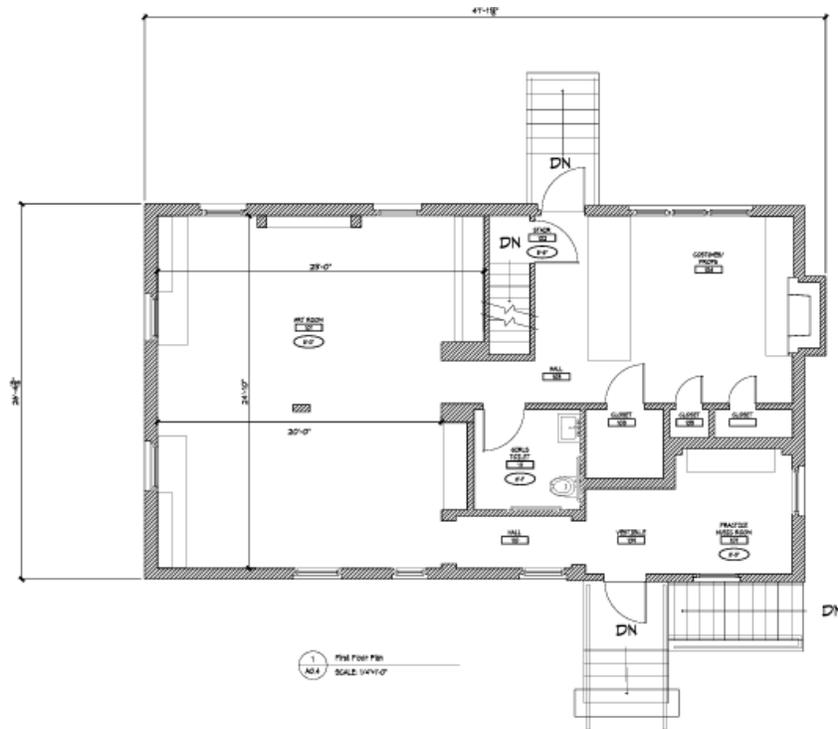
* Comparator school Gross Square Footage based on The Stonehouse Group database and last published enrollment. Schools include: Alexandria Country Day School, Browne Academy, Burgundy Farm Country Day School, Capitol Hill Day School, Congressional School, Flint Hill LS+MS, Harford Day School, Langley School, Lowell School, The River School, Westminster School, Woods Academy.

To achieve this goal, we will replace our existing Rice Arts Building with a multi-level New Academic Building that is consistent with the look and feel of The Stable so that it blends nicely with nearby homes. The following section provides a detailed look at the existing and proposed building footprints/floor plans to provide more insight as to how the new gross square footage will be used to enhance the Green Hedges teaching and learning experience.

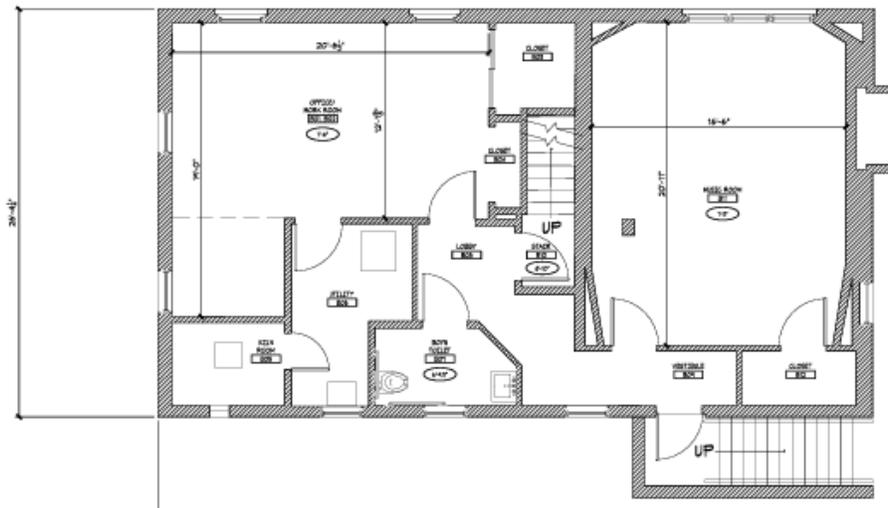
RICE ARTS CENTER (Existing Floor Plan)

Note: This building will be replaced in the proposed plan by the New Academic Building.

FIRST FLOOR



BASEMENT/GARDEN LEVEL



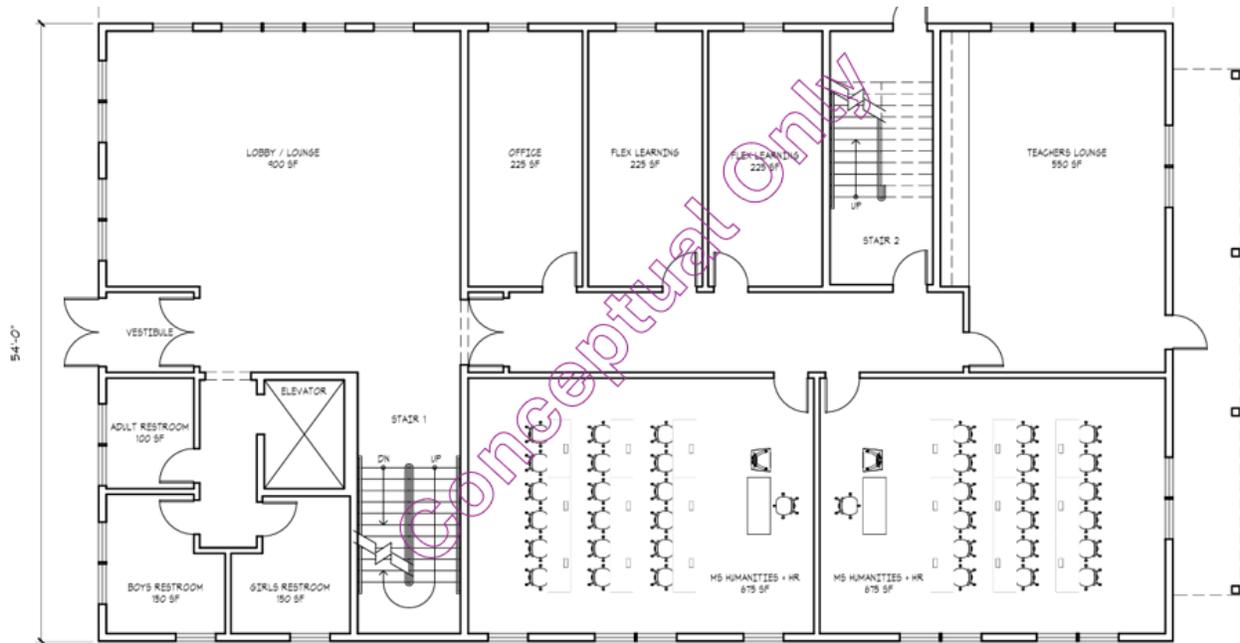
While the aging Rice Arts Center has served Green Hedges well since the early 2000's—and been the home of cherished teachers and programs in English, art, and music—it was never intended to be an educational building. The instructional spaces are small, with limited storage for art and music supplies, limited movement space in the music room (really in all three rooms), and limited natural

light throughout. As one faculty member humbly observed, “Our facilities aren’t fabulous, so we have to be,” an assessment that Rice Arts lives into on a daily basis. It is also worth noting that the gifted Middle School English teacher, located in the Rice Arts basement, is at the farthest possible remove from other Middle School teachers in Kilmer Hall, an unwelcome current reality in an institution that values professional collaboration.

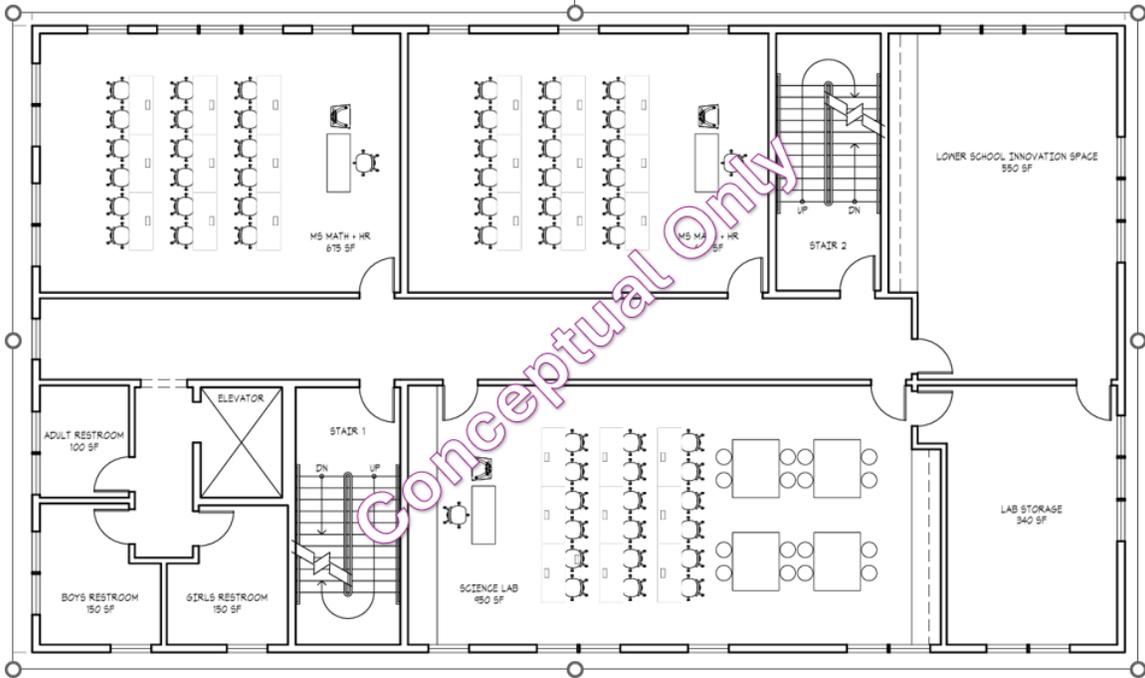
NEW ACADEMIC BUILDING: (Proposed Floor Plans)

NOTE: CONCEPTUAL FLOOR PLANS ONLY

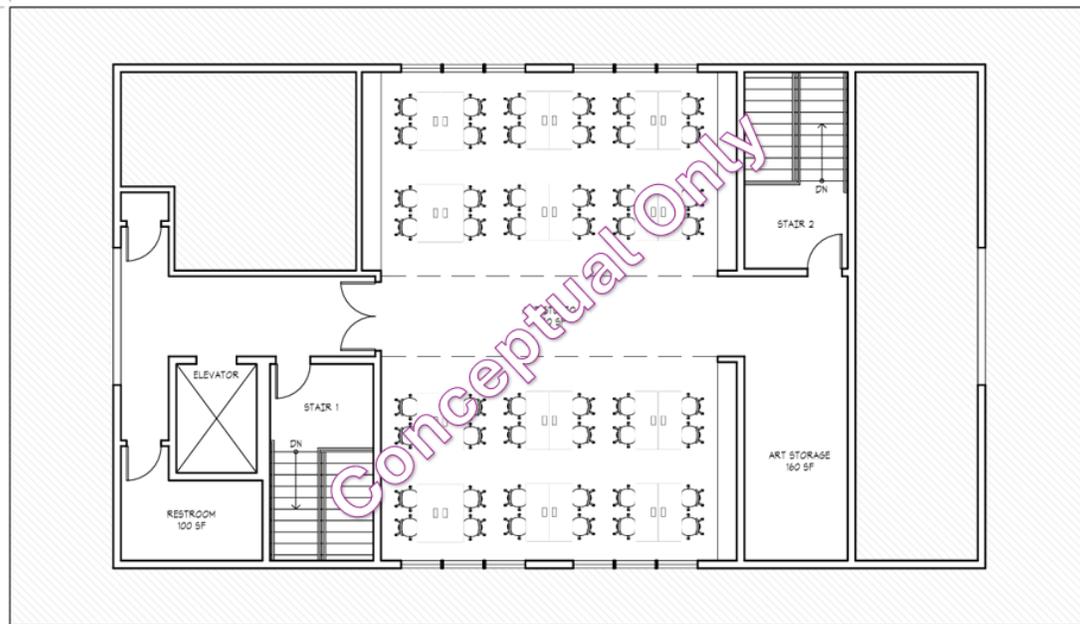
FIRST FLOOR



SECOND FLOOR



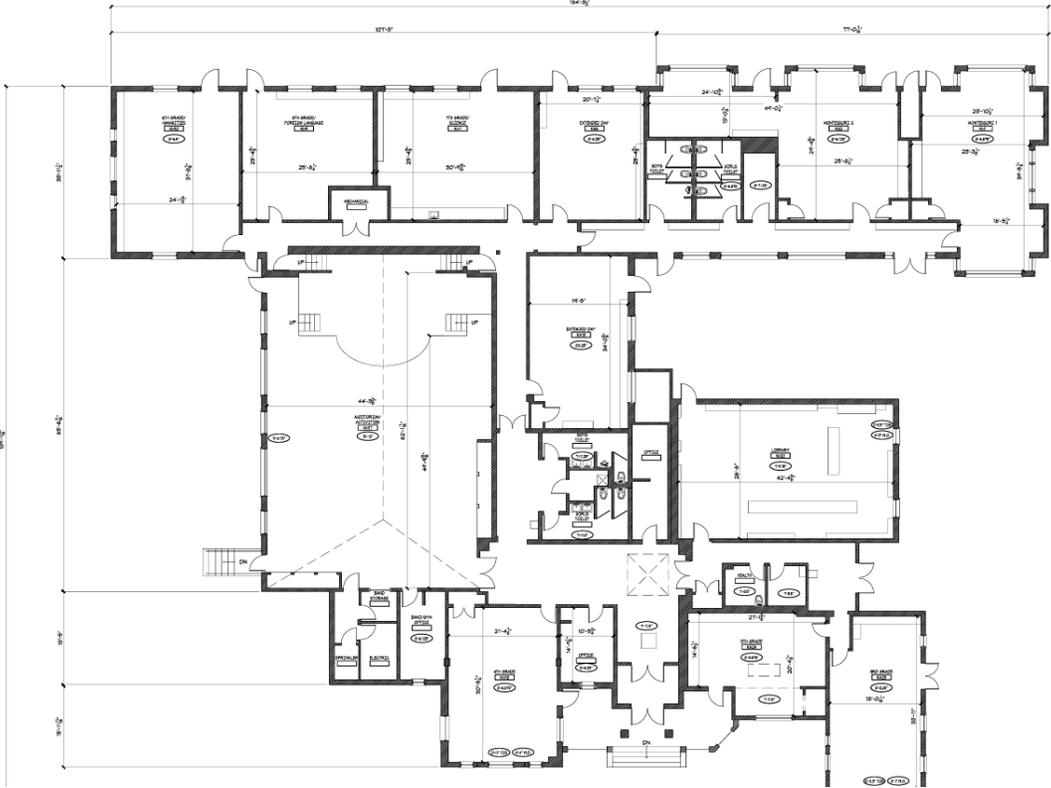
DORMERED THIRD FLOOR



The proposed New Academic Building would replace Rice Arts with exciting, new, purpose-built spaces for teaching and learning; bring real coherence to the Middle School program, much of which would be located here, and enable greater coherence elsewhere for our Montessori and Lower School divisions; and offer the kind of instructional space one would expect in a competitive independent and public school marketplace. While the plans above are still in the conceptual stage,

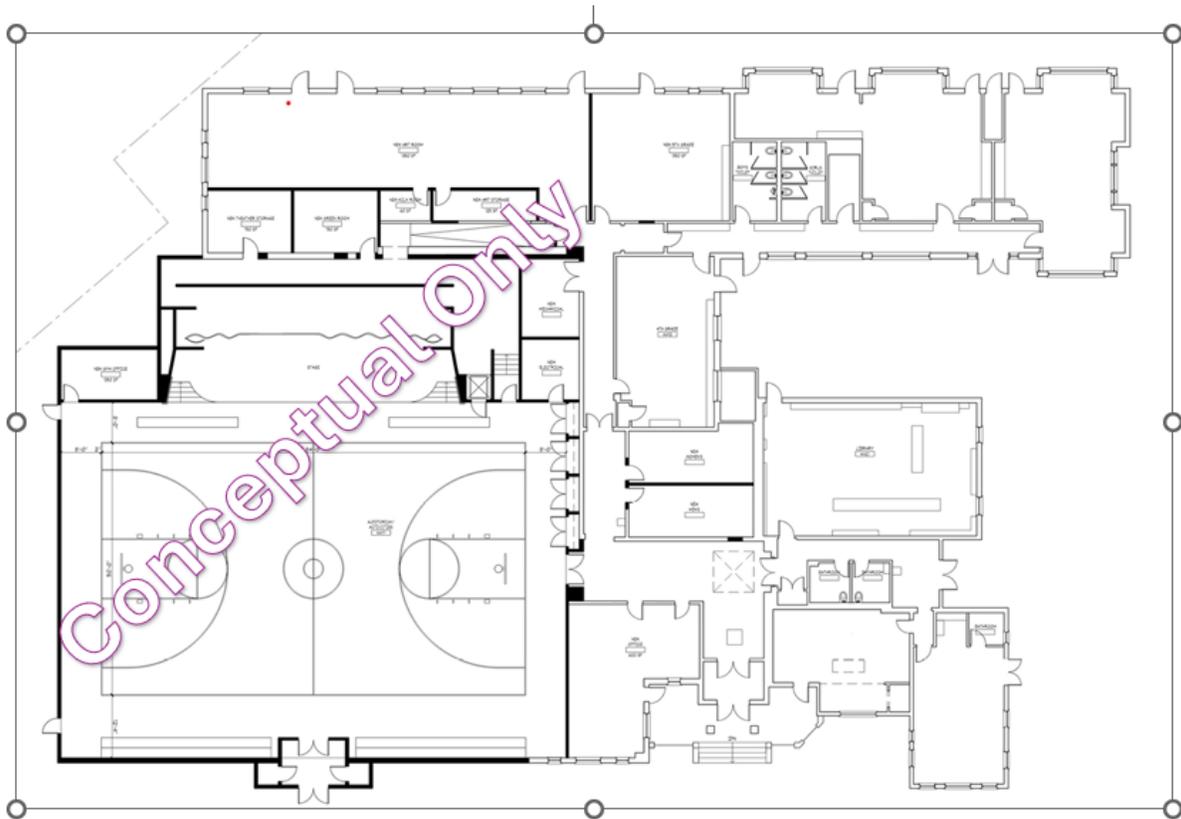
one can see ample core academic spaces for humanities (English and history) and math, along with flexible learning spaces for small-group work, tutoring, and advisory meetings. Also included are an art studio, with appropriate storage, and an innovation space, both of which can be used by Lower School students, as well as a science lab, also with appropriate set-up and storage space. The conceptual plan, which also shows gathering spaces for faculty and staff and for the Middle School community in small groups or in full, illustrates our commitment to academic excellence; creativity, innovation, and collaboration; and deep community.

KILMER HALL (Existing Floor Plan)



KILMER HALL (Proposed Floor Plan with Expanded Multipurpose Room)

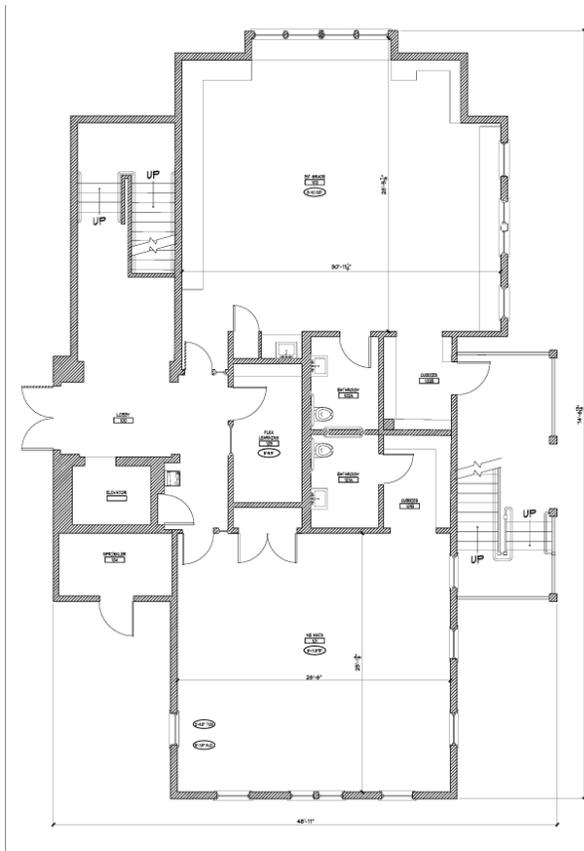
NOTE: CONCEPTUAL FLOOR PLANS ONLY



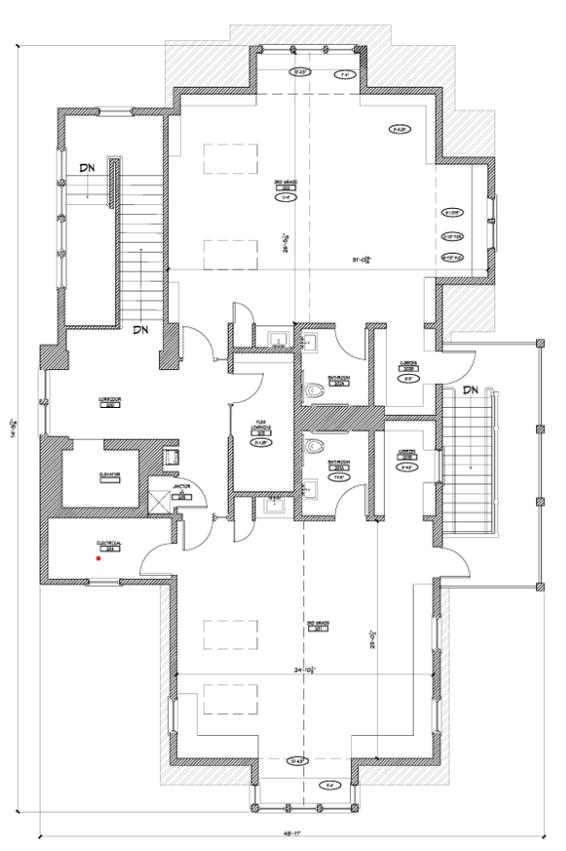
The beloved Kilmer Hall, long the heart of the student experience at Green Hedges, has been added onto, redesigned, and tinkered with over the years to meet immediate and emerging programmatic needs. We propose a more comprehensive redesign, renovation, and expansion that will work hand-in-hand with the proposed New Academic Building to provide greater physical plant and programmatic coherence. In addition to an expansion of the Multi-Purpose Room to create a gymnasium and upgraded performance space, we plan the renovation of the rest of the building to create more modern instructional spaces appropriate to the grade levels that inhabit them; promote creativity, exploration, and engaged and active learning; and achieve greater divisional coherence. Current thinking has the Lower School (Grades 1-5) animating Kilmer Hall, thereby achieving a greater level of collaboration among the talented faculty members who shape that program. In addition to an exceptional academic core, Green Hedges values performing and studio arts and healthy physical and athletic activity. The gymnasium and performance space proposed for the expanded and renovated Kilmer Hall will provide the necessary facilities for those programs to flourish. Current thinking includes creating dedicated instrumental and vocal music classrooms, adjacent to the planned performance space.

THE STABLE (Existing Floor Plan – no proposed changes)

First Floor



Second Floor



The twelve- or thirteen-year-old Stable would remain untouched as the Campus Plan unfolds. However, we are evaluating its use for our Montessori division, which would provide the final element of programmatic/divisional coherence referenced above. In addition, having all of our Montessori classrooms located in The Stable offers important implications for our arrival and dismissal procedures, significantly reducing processing times for vehicles dropping off students at the beginning of the day and picking them up at day's end.

The New Academic Building – View Facing Windover

Conceptual Only



GREEN HEDGES SCHOOL - NEW ACADEMIC BUILDING CONCEPT STUDY - BUILDING HEIGHT CONTEXT

SCALE = 1/16" = 1'-0"



The conceptual elevations for the New Academic Building have been designed to minimize building mass along Windover Avenue and retain a residential neighborhood appearance (similar to the look and feel of the large homes across the street). The New Academic Building has been placed along Windover Avenue to create an attractive street edge. The proposed modifications will further improve conditions on Windover Avenue with the removal of two parking spaces accessed from Windover Avenue, removal of a curb cut on Windover Avenue, and installation of a sidewalk, all of which will be visual and safety improvements over the existing development.

Green Hedges Campus Plan: Supplemental Document

This supplemental document provides detailed analyses of how the Campus Plan improves key conditions while supporting the proposed increase in enrollment and faculty. Specifically, we have proposed details on the following:

1. Traffic and Circulation, particularly at arrival and dismissal times
2. Buffers with contiguous neighbors
3. Sound Management
4. Stormwater Management

Traffic & Circulation

Currently, Green Hedges uses the Windover Avenue entrance for our Montessori and two-year-old children and the Nutley Street entrance for Lower School and Middle School students. For reference, please see the chart below for the start times for Louise Archer Elementary School and James Madison High School in comparison to Green Hedges.

School	Start Time	End Time
Louise Archer (Nutley Street)	9:00am	4:00pm
James Madison (Sunrise Road, James Madison Drive, & Nutley Street)	8:10am	2:55pm
Green Hedges (Nutley Street & Windover Avenue)	8:15am	3:15-3:30pm (depending on grade)

Data Collection Methodology: Data was collected on multiple days for each entrance from October 1, 2025, to October 14, 2025. To get an accurate representation, data collection took place on different days of the week and under different weather conditions. Since faculty and staff arrive prior to students and leave after students, they are not included in the traffic analysis presented below.

Existing Conditions

Windover Avenue: Montessori

The following tables highlight the arrival and dismissal patterns for Montessori and two-year-old children.

Drop-off time: 7:55-8:20am

Arrival Time	Multi-day average	High
7:55-8:00am	5	10
8:00-8:05am	9	17
8:05-8:10am	10	13
8:10-8:15am	8	11
8:15-8:20am	1	2

Dismissal time (full-day); 3:00-3:15pm

Dismissal Time	Multi-day average	High
2:55-3:00pm	6	8
3:00-3:05pm	3	4
3:05-3:10pm	5	6
3:10-3:15pm	3	4
3:15-3:20pm	1	1

Stroller/Walker	1	2
Total vehicles	34	
Total children	54	
Children/Vehicle	1.5	

Stroller	1	1
Total vehicles	19	
Total children*	29	
Children/Vehicle	1.5	

*Note that we have eight (8) half-day and seventeen (17) extended day students, so the afternoon traffic burden is reduced by 44%. After-school dismissals range from 4:30pm to 6:00pm.

Drop-off and dismissal procedures are actively managed by multiple staff members to ensure safety and traffic flow. Processing time varies for this age group based on the number of children per vehicle and walk time to the classroom. On average, it takes 4.5-5 minutes/vehicle. Based on the current circulation, stacking (see image below), and processing time for the children, the Windover Avenue entrance can handle sixteen (16) vehicles at drop-off and fourteen (14) vehicles at afternoon dismissal per 5-minute interval. Based on the above charts, there was one morning where we had overflow onto Windover for approximately one minute. Overflow onto Windover during arrival and dismissal times is exceedingly infrequent, brief in duration, and quickly resolved.

Nutley Street: Lower School & Middle School

The following tables highlight the arrival and dismissal patterns for Lower School & Middle School:

Drop-off time: 7:45-8:20am

Dismissal time (full-day); 3:15-3:45pm

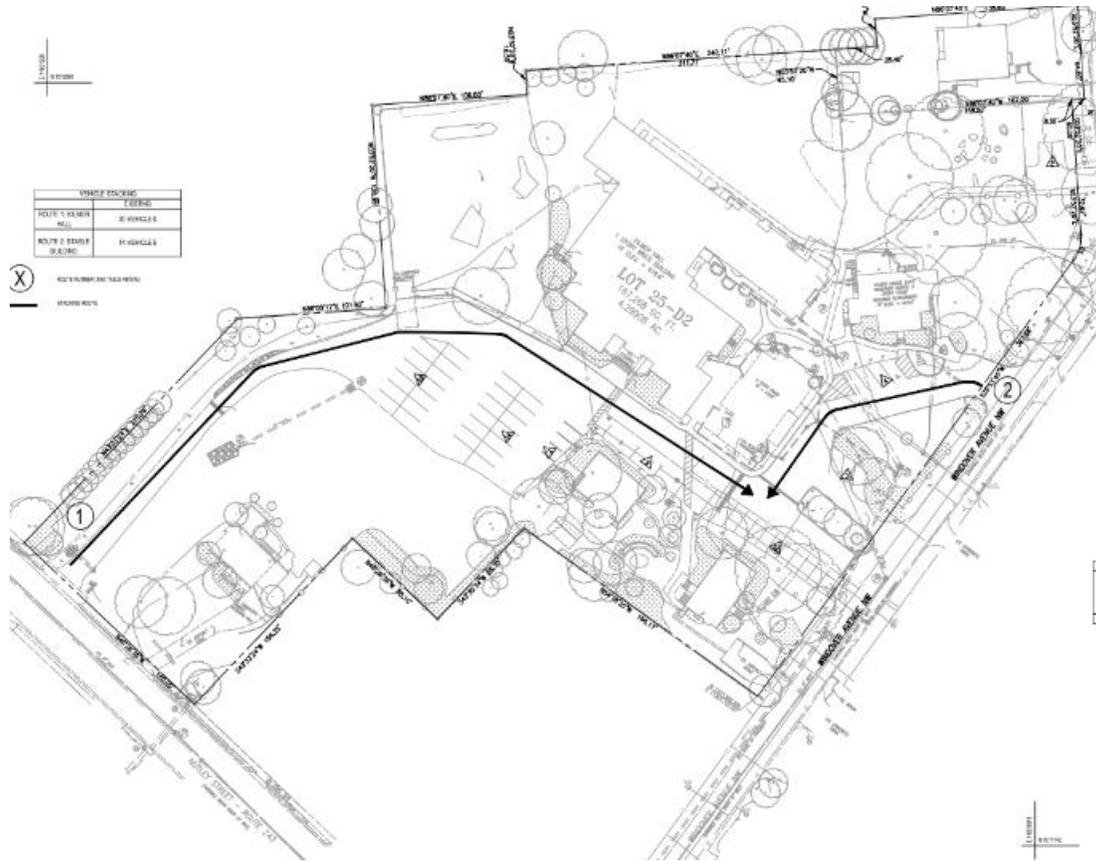
Arrival Time	Multi-day average	High
7:40-7:45am	3	5
7:45-7:50am	4	5
7:50-7:55am	7	10
7:55-8:00am	11	14
8:00-8:05am	12	15
8:05-8:10am	12	15
8:10-8:15am	11	12
8:15-8:20am	3	6
Walker/Biker	2	3
Faculty with children (park)	2	3
Total vehicles	65	
Total children	113	
Children/Vehicle	1.7	

Dismissal Time	Multi-day average	High
3:05-3:10pm	2	5
3:10-3:15pm	5	10
3:15-3:20pm	7	9
3:20-3:25pm	7	8
3:25-3:30pm	8	10
3:30-3:35pm	6	10
3:35-3:40pm	5	7
3:40-3:45pm	4	6
Walker/Biker	2	2
Faculty with children (park)	2	3
Total cars	44	
Total children*	75	
Children/Vehicle	1.7	

*Note that there are twenty (20) extended day students, so the afternoon traffic burden is reduced by 32%. Furthermore, there are afternoon athletic practices and games, on average twice a week, which pull students out of dismissal activity. Participating students are dismissed from an alternate location (game-/sport-dependent).

Drop-off and dismissal procedures are actively managed by multiple staff members to ensure safety and traffic flow. Processing time varies for this group based on number of children per vehicle. On average, it takes three (3) minutes/vehicle at drop-off and five (5) minutes/vehicle at dismissal. Based on the current circulation, stacking (see image below), and processing time for the children,

the Nutley Street entrance can handle fifty (50) vehicles per five-minute interval at drop-off and thirty (30) vehicles per five-minute interval at pick-up. With excess capacity, there were no instances of overflow onto Nutley Street during the data collection period.



Proposed Conditions

Windover Avenue: Montessori

Using the current vehicle arrival and dismissal patterns, we *projected* the following at our proposed enrollment of 65 in our Montessori & two-year-old program (at the proposed CUP enrollment of 225 for the entire school).

Drop-off time: 7:55-8:20am

Dismissal time (full-day); 3:00-3:15pm

Arrival Time	Multi-day average	High
7:55-8:00am	6	12
8:00-8:05am	11	21
8:05-8:10am	13	16
8:10-8:15am	10	13
8:15-8:20am	1	2
Stroller	1	2

Dismissal Time	Multi-day average	High
2:55-3:00pm	8	10
3:00-3:05pm	4	5
3:05-3:10pm	6	7
3:10-3:15pm	3	4
3:15-3:20pm	1	1
Stroller	1	1

Total vehicles	42	
Total children	65	
Children/Vehicle	1.5	

Total vehicles	23	
Total children*	35	
Children/Vehicle	1.5	

*Note that this assumes we have the same percentage of half-day and extended day students.

Under the proposed Campus Plan, the following changes will be made to improve traffic circulation and stacking (see new circulation and stacking below). In addition, the current plan to consolidate all of the Montessori classrooms in The Stable for educational purposes will have the effect of decreasing processing time per vehicle, as parents would no longer walk children to classrooms in Kilmer Hall each morning. The proposed site updates allow eighteen (18) cars to queue from Windover Avenue. Based on the proposed circulation, stacking, and processing time for the children, the Windover Avenue entrance will be able to handle twenty-six (26) vehicles at arrival and eighteen (18) vehicles at dismissal per five-minute interval. This increased capacity will make those already infrequent and transitory moments of overflow onto Windover exceedingly rare.

Nutley Street: Lower School & Middle School

Using the current vehicle arrival and dismissal patterns, the following table highlights *projected* vehicles at an enrollment of 160 in our Lower School & Middle School (at the proposed CUP enrollment of 225 for the entire school).

Drop-off time: 7:45-8:20am

Dismissal time (full-day); 3:15-3:45pm

Arrival Time	Projected average	High		Dismissal Time	Projected average	High
7:40-7:45am	5	7		3:05-3:10pm	2	7
7:45-7:50am	6	7		3:10-3:15pm	6	15
7:50-7:55am	11	15		3:15-3:20pm	10	12
7:55-8:00am	16	21		3:20-3:25pm	10	13
8:00-8:05am	18	22		3:25-3:30pm	12	15
8:05-8:10am	18	22		3:30-3:35pm	9	15
8:10-8:15am	16	18		3:35-3:40pm	7	10
8:15-8:20am	4	9		3:40-3:45pm	6	9
Walker/Biker	2	3		Walker/Biker	2	2
Faculty with children (park)	2	3		Faculty with children (park)	2	3
Total vehicles	95			Total cars	62	
Total children	160			Total children*	105	
Children/Vehicle	1.7			Children/Vehicle	1.7	

*Note that this assumes we have the same percentage of extended day students as well as students participating in athletic practices and games.

Under the proposed Campus Plan, the following changes will be made to improve traffic circulation and stacking (see new circulation and stacking below). With the proposed circulation, stacking, and processing time for the children, the Nutley Street entrance will be able to handle ninety (90) vehicles per five-minute intervals at drop-off and fifty-four (54) vehicles at dismissal. Using the projected vehicle pattern charts, there will be excess capacity and no overflow onto Nutley Street.

Buffers with Adjacent Neighbors

The proposed Campus Plan will add improved fencing and landscaping buffers along our property line as detailed on the Buffer Plan sheet C-010A of the SDP. The following table highlights the buffer conditions currently and in the proposed plan, followed by a narrative detailing those conditions.

Property	Existing Buffer (Approx.)	Proposed Buffer	Commentary
221 Nutley	On average 3' to 5'	15' for 1/3 of property; 3'-10' remaining section	Driveway and parking areas
245 Nutley	Ranges from 0' to 8'	10'	Road width along east of property limits to 10' buffer
434 Knoll	South section 6' to 8'; East 0'	East - 15'; South 10'	Road width along south of property limits to 10' buffer
428 Knoll	0' to 8'	15'	NA
424 Knoll	15'	15'	NA
420 Knoll	15'	15'	NA
416 Knoll	15'	15'	NA
412 Knoll	15'	15'	NA
206 Lewis	0'-9'	9'	Stormwater facilities
435 Windover	10'	15' for most of property	SE section to have only small shrubs due to Stormwater facilities

Currently, there are deciduous plantings along the Green Hedges property with 221 Nutley, including a six-foot-high wood fence. Because of the proposed road and parking improvements, a 15-foot buffer can only be maintained for a section of this border, as shown in the SDP. The areas where the buffer cannot be met will have a three- and ten-foot buffer to contain existing planting, and the addition of new understory trees and shrubs. The border along 245 Nutley is in a similar situation where, due to parking lot improvements and an existing driveway, the fifteen-foot buffer cannot be met. Most of the property will have a ten-foot buffer with a six-foot wood fence, much of which will exist as it is in good condition, and existing heavy deciduous plantings and other vegetation. We are improving this situation by the addition of understory trees and shrubs, along with installing a new section of six-foot wood fencing where indicated.

A six-foot-high chain link fence and a mix of deciduous trees and other plantings form the current border with 434 Knoll. Due to the proposed road improvement, approximately half of this border will have a ten-foot buffer, with the remaining half containing the fifteen-foot buffer. Improvements here include replacing the chain link fence with a new six-foot-high wood fence, with existing vegetation to remain.

Currently, 428 Knoll has a chain link fence that will be replaced with a new six-foot-high wood fence. Existing vegetation will be retained, along with additional understory plantings, and keeping a fifteen-foot buffer.

The borders along 416, 420, and 424 Knoll have existing dense evergreen trees that will be retained. Most of this property also has an existing six-foot chain link fence. The fifteen-foot buffer of evergreen trees will remain, and the condition will be improved with the addition of proposed understory trees and shrubs, and the installation of a six-foot wood fence to replace the chain link fence.

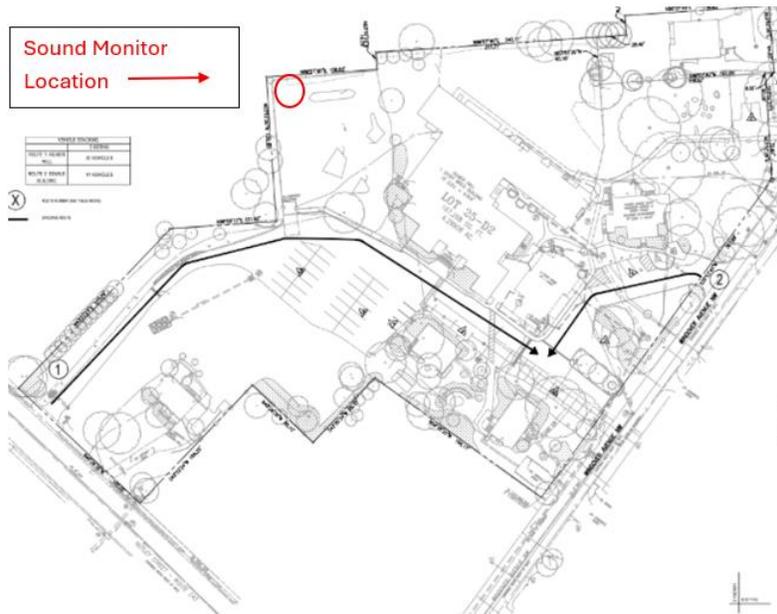
The existing six-foot wood fence at 412 Knoll is in good condition and will be retained, along with the existing vegetation. This fifteen-foot buffer will remain during the project and after.

Green Hedges owns the property at 206 Lewis, which is not part of the campus improvement plan. The west section of 206 Lewis has existing vegetation and a chain link fence. Due to proposed and required stormwater management facilities, a fifteen-foot buffer cannot be attained along the south-facing section of the property. This section will contain a nine-foot buffer of shrub plantings only.

The property adjacent to the proposed New Academic Building, 435 Windover, has a mix of no fencing, chain link fencing, and wood fencing alongside its property with Green Hedges. This condition will be improved with the existing fencing being replaced by a six-foot-high wood fence. Most of the border will have a buffer of existing trees and vegetation, but where the required stormwater management facilities are to be constructed, this area would receive a fifteen-foot buffer with only shrubs. The other location along this border to note is a six-foot buffer due to an existing concrete shed foundation.

Sound Management

A sound level monitor was placed in the northwest corner of the playground from October 11 to October 13 and October 27 to October 30, 2025, shown in the figure below. The sound level meter meets the American National Standards Institute (ANSI) Standard S1.4 for a "Type Two" meter and was calibrated prior to usage.



From Saturday, October 11, through Monday, October 13, 2025, school was not in session, so it allowed us to collect baseline data. From Monday, October 27 to Thursday, October 30, 2025, school was in session, allowing us to get a new reading with students outside at their normally scheduled times. The weather was not a factor during any of the monitored days. We mapped the sound data to arrival, playground, lunch, recess, and dismissal times.

In the absence of a Town of Vienna noise ordinance with specific decibel limitations, we looked at the Fairfax County Noise Ordinance (Chapter 108.1-4-2. Noise Ordinance). The Fairfax noise ordinance states that during the hours of 7:00am and 10:00pm in a residential area, the continuous sound monitored level must be below 60 decibels (dBA). At no time during monitoring did the decibel level reach those limits. The following summarizes the findings:

Date	Continuous Sound, dBA 7AM – 10PM (Max 60 dBA)	Impulse Sound, dBA 7AM – 10PM (Max 100 dBA)	Notes
Oct 11, 2025	45	66	No school day
Oct 12, 2025	53*	69	No school day
Oct 13, 2025	42	68	No school day

Oct 27, 2025	53	83	School day
Oct 28, 2025	54	87	School day
Oct 29, 2025	54	84	School day
*Note, the data trend showed gradual increase in decibels representative of yard work around the area			

The proposed Campus Plan will be adding fencing and additional landscape buffers to help manage sound coming from the school. Currently, most of the school perimeter has a chain link fence that provides no sound mitigation. The existing play area currently extends to the limits of the property boundary. The school proposes to retain and supplement existing mature landscaping, add a six-foot wood fence, and move the playground approximately fifteen (15) feet closer to the school building from the property boundary, all of which will mitigate sound impacts. Based on industry standards, the addition of a six-foot wood fencing provides an estimated 5-8 decibel reduction. At the proposed maximum CUP enrollment of 225, there could be 2-4 additional students outside at those key times, but the addition of 2-4 students is estimated to produce a negligible decibel increase. The table below shows the potential reduction in decibel levels, dBA.

<i>Existing: School in session with existing buffers, dBA</i>	<i>Noise Reduction (Fencing + Landscaping), dBA</i>	<i>Proposed: Total projected w/school in session & improved buffers, dBA</i>
53-54	5-8	46-49

Note that a standard single-family home further reduces sound by approximately 25 decibels.

Stormwater Management

Currently, there is one underground detention facility on the site in the existing parking lot closest to Windover Avenue. Most stormwater sheet flows to three (3) existing outfalls. One outfall is on Nutley Street, near the Head of School house, one is on Windover Avenue, northeast of the intersection of Nutley and Windover, and the third is near 206 Lewis Street. The revised plans propose three (3) additional underground detention structures and two (2) manufactured treatment devices to store, release, and treat stormwater.

While the existing system is in compliance with the applicable requirements at the time of its installation, the proposed design will be in accordance with all current applicable Town of Vienna and state DEQ requirements. The following table highlights the stormwater management data under existing vs. the proposed site plan:

CONCENTRATED FLOW	1-YR, 24-HR STORM		10-YR, 24-HR STORM	
	Existing	Proposed	Existing	Proposed
Outfall 1: Flow (cfs)	3.41	1.87	10.86	3.17
Outfall 2: Flow (cfs)	2.38	1.58	5.47	5.19
Outfall 3: Flow (cfs)	0.98	0.71	2.58	2.28
TOTAL FLOW (cfs)	6.77	4.16	18.91	10.64

SHEET FLOW	2-YR, 24-HR STORM		10-YR, 24-HR STORM	
	Existing	Proposed	Existing	Proposed
Sub-Area 4: Runoff Volume (CF)	57	52	111	104
TOTAL RUNOFF VOLUME (CF)	57	52	111	104

*Values are sourced from sheet C-034 of the Green Hedges School Site Development Plan (dated October 24, 2025).

**CFS (cubic feet / second); CF (cubic feet)

***the periodic storm events cited are the recognized standards used in stormwater calculations

Concentrated Flow (1-Yr and 10-Yr, 24-Hr Storms):

- Concentrated flow is runoff that has entered designed channels or rills
- Outfall 1 (Existing Storm Sewer along Nutley St): Flow decreases from 3.41 cfs (existing) to 1.87 cfs (proposed) for the 1-Yr storm, and from 10.86 cfs to 3.17 cfs for the 10-Yr storm.
- Outfall 2 (Existing Storm Sewer along Windover Ave): Flow decreases from 2.38 cfs to 1.58 cfs for the 1-Yr storm, and slightly decreases from 5.47 cfs to 5.19 cfs for the 10-Yr storm.

- Outfall 3 (Existing Storm Sewer along Lewis St): Flow decreases from 0.98 cfs to 0.71 cfs for the 1-Yr storm, and from 2.58 cfs to 2.28 cfs for the 10-Yr storm.
- Total Flow: Overall flow decreases from 6.77 cfs to 4.16 cfs for the 1-Yr storm, and from 18.91 cfs to 10.64 cfs for the 10-Yr storm.

Sheet Flow (2-Yr and 10-Yr, 24-Hr Storms):

- Sheet Flow is shallow, uniform runoff over a plane surface. Some examples of sheet flow runoff occur over paved surfaces or relatively flat grassy areas.
- Sub-Area 4 (Overland flow to south adjacent properties): Runoff volume decreases from 57 CF (existing) to 52 CF (proposed) for the 2-Yr storm, and from 111 CF to 104 CF for the 10-Yr storm.
- Total Runoff Volume: Matches Sub-Area 4 values, showing a decrease from 57 CF to 52 CF for the 2-Yr storm, and from 111 CF to 104 CF for the 10-Yr storm.

In summary:

- Both concentrated flow and sheet flow values decrease significantly in the proposed condition compared to the existing condition across all storm scenarios.
- Post-development stormwater flows to the existing storm sewer systems along Nutley Street and Windover Avenue are decreased from the pre-development flow rates for the 1-yr and 10-yr storm events.
- Post-development stormwater flows that leave the site as sheet flow to the south adjacent properties are decreased from the pre-development volume for the 2-yr and 10-yr storm events.
- The site is designed in accordance with all applicable Town of Vienna and state DEQ requirements for allowable stormwater discharges in the post-development condition.

DRAFT
PROPOSED DEVELOPMENT CONDITIONS
GREEN HEDGES SCHOOL
Tax Map #38-3 ((21)) 8A and 38-3 ((11)) 7

November 3, 2025

Conditions approved March 21, 2007:

1. Enrollment shall be limited to ~~190-225~~ students ~~(no change)~~. Enrollment will not exceed 190 students until such time as an Occupancy Permit is issued for the New Academic Building. Subsequent to the issuance of an Occupancy Permit for the New Academic Building, no more than 10 additional students beyond 190 students may be added per school year, up to a maximum of 225 students.
2. A maximum of ~~3750~~ full-time equivalent employees shall be permitted. The number of full-time employees will not exceed 42 full-time employees until such time as an Occupancy Permit is issued for the New Academic Building. Subsequent to the issuance of an Occupancy Permit for the New Academic Building, no more than two (2) additional full-time employees beyond 42 full-time employees may be added per school year, up to a maximum of 50 full-time employees.
3. The hours of school activities shall be as follows:
 - Normal School Activities (including daily physical education classes and after school classes): from 7:00 AM to 6:00 PM Monday through Friday – including extended day, which ends at 6:00 PM.
 - Extracurricular Activities, special school events, and similar infrequent or intermittent activities: the hours of use may be extended to 9:00 PM during the week, and between 9:00 AM to 5:00 PM on Saturdays, and 10:00 AM to 2:00 PM on Sundays. With prior notification to abutting neighbors, one-time events, outside of these hours, may be allowed. The Board of Trustees meetings shall be permitted to continue on Sunday evenings.
 - The rental of the School's facilities; ~~including the underground athletic facility, when completed,~~ shall be limited to 3:00 PM to 9:00 PM Monday through Friday; from 9:00 AM to 5:00 PM on Saturday, and from 9:30 AM to 2:00 PM on Sundays.
4. The School shall continue to mitigate any negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the School's facilities. The School shall provide ~~and enforce~~ off-street parking for all such activities.

5. The School will provide priority scheduling for use of facilities to neighborhood youth teams, clubs and organizations. The School will also charge a reduced rate to these neighborhood groups.
6. Rental policies and one-time events will be reviewed annually, or on an as-needed basis with abutting neighbors and the Town's Director of Planning & Zoning.
- ~~7. The maximum occupancy of the underground athletic facility shall be 375 individuals, or the maximum limit as set by the Fire Marshal.~~
7. Construction of improvements may be phased; the first phase of construction shall begin within ~~18~~24 months of the approval of this conditional use permit amendment.
8. Upon the issuance of the first new Certificate of Occupancy for the School subsequent to approval of this Conditional Use Permit, the School shall be required to receive approval of a site plan for a subsequent phase of development within 24 months.
- ~~9. Contracts for extracurricular activities or other use of the School's facilities may remain in effect until the end of the 2006-2007 school year.~~
9. Green Hedges School will use their best efforts to preserve the existing trees on neighboring properties.
10. The School will include arrival and dismissal procedures in the Parent and Guardian Handbook which is distributed annually.

~~Additional conditions approved March 29, 2017:~~

- ~~1. The two parking spaces located at 202 Lewis St. NW shall be used by maintenance, custodial and administrative personnel of Green Hedges School and not be available for public or visitor parking. Signs notifying individuals of this limitation will be posted.~~
- ~~2. The two parking spaces located at 202 Lewis St. NW shall be screened with landscaping consistent with that shown on Sheets 10 and 11 of the Site Development Plan.~~
- ~~3. The total number of parking spaces at 415 Windover Ave. NW and 202 Lewis St. NW shall not exceed 56.~~



Sara V. Mariska
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Direct: 703-218-2146

Revised
July 28, 2025
November 3, 2025

VIA IDT System

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 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 the last sixteen (16) months refining its proposal. As discussed with Town Staff, the School is submitting a new Site Plan for review and concurrent Conditional Use Permit 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 the 25% to 47.8%

The Zoning Ordinance allows a maximum of 25% coverage in the RS-12.5 District and in 2007, the School was approved for up to 32.2% 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, with this submission the building has been reduced to 1-story. A new building is proposed to replace the Rice Arts Center; however, 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 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 this submission, the School will 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 project volumes.

A request to modify lot coverage is common for institutional uses within a residential zoning district in the Town. For example, the new police station located at 215 Center Street South is approved for up to 69.9% lot coverage, Vienna Baptist Church at 541 Marshall Street SW is approved for up to 45% lot coverage, and Louise Archer Elementary School at 324 Nutley Street NW is approved for up to 53.47% 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

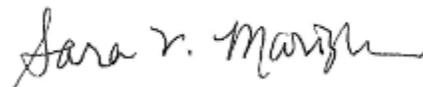
sidewalk, a portion of which will be internal to the Subject Property instead of at the periphery of the Subject Property, as shown on the conceptual site plan. The School requests this modification to maximize preservation of mature trees to the greatest extent possible.

- 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 when it does occur, it occurs outside of school drop-off and pick-up windows and lasts approximately 15 minutes. 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 44% of the Subject Property will comply with the minimum 15-foot requirement. For the balance of the Subject Property perimeter, the School proposes to provide a buffer ranging from 3-10 feet along portions of the Subject Property to allow for preservation of mature vegetation that is not in strict compliance with the width or planting mix to remain in combination with a 6-foot wooden fence. The School will further supplement buffer areas with additional vegetation, where feasible. I have included in this submission an exhibit that provides detailed information on the proposed buffer width, existing and proposed landscaping, and justifications for the requested modifications.
- 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.

A handwritten signature in cursive script, appearing to read "Sara V. Mariska".

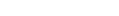
Sara V. Mariska

Enclosures

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

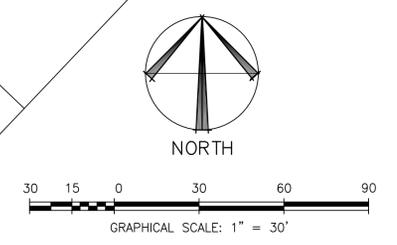
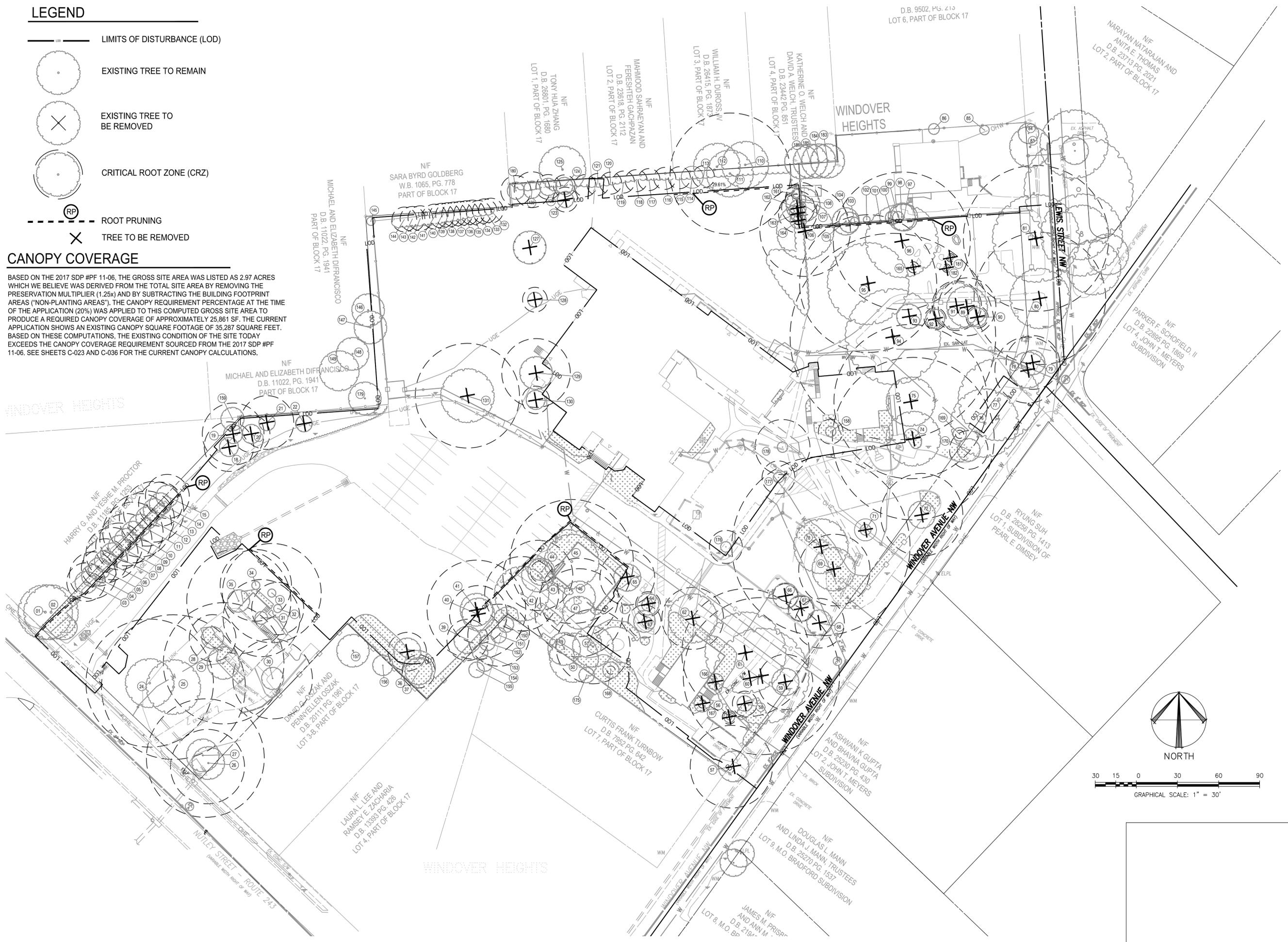
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LEGEND

-  LIMITS OF DISTURBANCE (LOD)
-  EXISTING TREE TO REMAIN
-  EXISTING TREE TO BE REMOVED
-  CRITICAL ROOT ZONE (CRZ)
-  ROOT PRUNING
-  TREE TO BE REMOVED

CANOPY COVERAGE

BASED ON THE 2017 SDP #PF 11-06, THE GROSS SITE AREA WAS LISTED AS 2.97 ACRES WHICH WE BELIEVE WAS DERIVED FROM THE TOTAL SITE AREA BY REMOVING THE PRESERVATION MULTIPLIER (1.25X) AND BY SUBTRACTING THE BUILDING FOOTPRINT AREAS ("NON-PLANTING AREAS"). THE CANOPY REQUIREMENT PERCENTAGE AT THE TIME OF THE APPLICATION (20%) WAS APPLIED TO THIS COMPUTED GROSS SITE AREA TO PRODUCE A REQUIRED CANOPY COVERAGE OF APPROXIMATELY 25,861 SF. THE CURRENT APPLICATION SHOWS AN EXISTING CANOPY SQUARE FOOTAGE OF 35,287 SQUARE FEET. BASED ON THESE COMPUTATIONS, THE EXISTING CONDITION OF THE SITE TODAY EXCEEDS THE CANOPY COVERAGE REQUIREMENT SOURCED FROM THE 2017 SDP #PF 11-06. SEE SHEETS C-023 AND C-036 FOR THE CURRENT CANOPY CALCULATIONS.



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SURVEY AND MAPPING
SECURITY CONSULTING

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REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: GORDON	DES: D. KOESER
DRW: J. WEST	CHK: D. KOESER

COMMONWEALTH OF VIRGINIA

DOUGLAS L. KOESER
Lic. No. 000851
10/31/2025

LANDSCAPE ARCHITECT

SEAL:

EXISTING TREE SURVEY - TREE PRESERVATION

**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**

TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 30'
SCALE: VERT: N/A
DATE: 10/31/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-L-EC-101
NCS: EXISTING TREE SURVEY - TREE PRESERVATION
NUMBER: C-005 OF C-051

Gordon

TREE NO.	BOTANICAL NAME	COMMON NAME	D.B.H. (in.)*	CRZ	SPECIMEN	CONDITION	TO BE REMOVED	COMMENTS
1	Ulmus rubra	Slippery elm	23	35		Fair-Poor		Off-site; Root prune at LOD line
2	Ulmus rubra	Slippery elm	21	32		Fair-Poor		Off-site; Root prune at LOD line
3	Lagerstroemia indica	Crape Myrtle	7	14		Fair		Multi-trunk (5,4,1); Root prune at LOD line
4	Lagerstroemia indica	Crape Myrtle	8	16		Fair		Multi-trunk (4,4,3,3,3); Root prune at LOD line
5	Lagerstroemia indica	Crape Myrtle	6	12		Good		Multi-trunk (5,3,3); Root prune at LOD line
6	Lagerstroemia indica	Crape Myrtle	8	16		Good		Multi-trunk (5,4,3,2); Root prune at LOD line
7	Lagerstroemia indica	Crape Myrtle	9	18		Good		Multi-trunk (6,4,3,3,3); Root prune at LOD line
8	Lagerstroemia indica	Crape Myrtle	9	18		Good		Multi-trunk (5,4,4,3,3); Root prune at LOD line
9	Lagerstroemia indica	Crape Myrtle	9	18		Good		Multi-trunk (6,5,4,3,2,2); Root prune at LOD line
10	Lagerstroemia indica	Crape Myrtle	11	22		Good		Multi-trunk (6,6,4,3,3,2); Root prune at LOD line
11	Lagerstroemia indica	Crape Myrtle	11	22		Good		Multi-trunk (6,5,5,4,3,3,3); Root prune at LOD line
12	Lagerstroemia indica	Crape Myrtle	10	20		Good		Multi-trunk (6,5,5,4); Root prune at LOD line
13	Lagerstroemia indica	Crape Myrtle	11	22		Good		Multi-trunk (6,5,5,4,4); Root prune at LOD line
14	Lagerstroemia indica	Crape Myrtle	8	16		Good		Multi-trunk (5,4,3,3,3); Root prune at LOD line
15	Lagerstroemia indica	Crape Myrtle	8	16		Good		Multi-trunk (5,4,3,3,3); Root prune at LOD line
18	Pinus strobus	Eastern white pine	12	18		Fair	Remove	Near fence; recently pruned
19	Juglans nigra	Black walnut	15	23		Fair	Remove	Hole in trunk; offsite
20	Pinus strobus	Eastern white pine	9	14		Poor	Remove	Mostly dead; broken limbs
21	Pinus strobus	Eastern white pine	13	20		Fair	Remove	Narrow form; vines
22	Cornus kousa	Kousa dogwood	4	6		Good	Remove	
24	Pinus strobus	Eastern white pine	31	47	✓	Fair		Root prune at LOD line
25	Liriodendron tulipifera	Tulip Poplar	35	53	✓	Fair		Large wound in upper canopy
26	Robinia pseudoacacia	Black locust	18	27		Fair		Next to Redcedar; Minor deadwood
27	Juniperus virginiana	Eastern redcedar	21	42		Fair		Twin trunk (16",14"); Next to Black Locust
28	Thuja occidentalis	Northern white-cedar	11	17		Fair		Close to house
29	Prunus spp.	Ornamental Cherry	22	44		Good		Multi-trunk (6); 15", 9", 8", 8", 5", 5", 5"
30	Thuja occidentalis	Northern white-cedar	14	28		Fair		Multi-trunk (12"/8"); Next to overhang
31	Magnolia stellata	Star magnolia	14	28		Good		Multi-trunk (3); 5", 5", 4", 4", 4"
32	Lagerstroemia indica	Crape Myrtle	9	18		Good		Multi-trunk (3); 6", 6", 4"
33	Lagerstroemia indica	Crape Myrtle	18	36		Good		Multi-trunk (6); 11", 8", 8", 7", 5", 3"
34	Lagerstroemia indica	Crape Myrtle	13	26		Good		Multi-trunk (4); 9", 6", 6", 4"
35	Chamaecyparis obtusa	Hinoki falsecypress	25	38		Good		Multi-trunk (2) @ 5.5'
36	Prunus spp.	Ornamental Cherry	9	14		Good	Remove	
37	Prunus spp.	Ornamental Cherry	8	12		Good		
39	Acer rubrum	Red maple	10	15		Good		On-site: Near fence
40	Acer rubrum	Red maple	14	21		Good	Remove	
41	Acer rubrum	Red maple	24	36		Good	Remove	
42	Acer rubrum	Red maple	18	27		Good		
43	Acer rubrum	Red maple	17	26		Good	Remove	
44	Cornus florida	Flowering dogwood	4	6		Good	Remove	
45	Catalpa speciosa	Northern catalpa	30	45	✓	Good		Tree is not used for tree canopy due to over 30% CRZ impact
46	Acer rubrum	Red maple	19	29		Good		
47	Robinia pseudoacacia	Black locust	21	32		Poor		Major deadwood
49	Sassafras albidum	Sassafras	8	0		Poor		Dead
50	Pinus virginiana	Virginia pine	17	26		Good		
51	Acer rubrum	Red maple	18	27		Good		
56	Cornus florida	Flowering dogwood	3	5		Good		
57	Picea abies	Norway spruce	20	30		Good-Fair	Remove	Limbed up
58	Fagus grandifolia	American Beech	6	9		Good	Remove	
59	Picea abies	Norway spruce	13	20		Good	Remove	
60	Acer rubrum	Red maple	38	57	✓	Fair	Remove	Girdling roots
61	Acer saccharinum	Silver maple	31	47	✓	Fair	Remove	Poor form; Minor deadwood
62	Pinus tabulaeformis	Chinese Red Pine	15	23		Good	Remove	
63	Cercis canadensis	Eastern redbud	6	12		Good		6" at base (multi-trunk)
64	Cornus kousa	Kousa dogwood	6	9		Good		
65	Cercis canadensis	Eastern redbud	13	20		Fair-Poor		Deadwood; Damage at trunk
66	Magnolia stellata	Star magnolia	6	9		Good	Remove	
67	Magnolia stellata	Star magnolia	6	9		Good	Remove	
68	Lagerstroemia indica	Crape Myrtle	9	18		Good	Remove	Multi-stem (5,4,4,3)
69	Pyrus calleryana	Callery pear	17	26		Fair	Remove	Woodpecker damage on trunk
70	Acer rubrum	Red maple	32	64	✓	Good	Remove	Twin (25"/21"); Minor deadwood
71	Pyrus calleryana	Callery pear	5	8		Good	Remove	
72	Quercus palustris	Pin oak	20	30		Fair-Poor	Remove	Deadwood at top; pruned at top
74	Fagus grandifolia	American beech	39	59	✓	Poor	Remove	Limbed up; Deadwood at top; Compacted roots
75	Catalpa speciosa	Northern catalpa	37	56	✓	Fair	Remove	
76	Catalpa speciosa	Northern catalpa	27	41		Fair		Near fenceline; narrow form: Along Windover Street; Not taking canopy credit due to over 30% CRZ impact
77	Fagus grandifolia	American beech	35	53	✓	Fair		Along Windover Avenue; Exposed roots; Not taking canopy credit due to over 30% CRZ impact
78	Juniperus virginiana	Eastern redcedar	16	24		Poor	Remove	Mostly dead; Along Lewis Street
79	Juniperus virginiana	Eastern redcedar	13	20		Fair-Poor	Remove	Narrow form; Along Lewis Street
80	Juglans nigra	Black walnut	32	48	✓	Good	Remove	Street tree along Lewis Street
81	Robinia pseudoacacia	Black locust	35	53	✓	Good	Remove	Street tree along Lewis Street
83	Juglans nigra	Black walnut	35	53	✓	Good	Remove	Street tree along Lewis Street
84	Juniperus virginiana	Eastern redcedar	18	27		Good		Along Lewis Street
85	Morus alba	White mulberry	6	9		Fair		Within 206 Lewis street parcel; Growing at base of chain-link fence
86	Morus alba	White mulberry	6	9		Fair		Within 206 Lewis street parcel
89	Juglans nigra	Black walnut	14	21		Good	Remove	
90	Sassafras albidum	Sassafras	5	8		Good	Remove	
91	Juglans nigra	Black walnut	12	18		Good	Remove	
92	Cercis canadensis	Eastern redbud	5	8		Good	Remove	
93	Cercis canadensis	Eastern redbud	6	9		Good	Remove	
94	Liriodendron tulipifera	Tulip Poplar	50	75	✓	Fair-Poor	Remove	Lightning damage; regrowth at top
95	Ulmus pumila	Siberian elm	33	50	✓	Fair	Remove	
96	Ulmus americana	American elm	33	50	✓	Fair	Remove	
97	Thuja occidentalis	Northern white-cedar	14	21		Good		
98	Thuja occidentalis	Northern white-cedar	8	12		Good		
99	Thuja occidentalis	Northern white-cedar	8	12		Good		

TREE NO.	BOTANICAL NAME	COMMON NAME	D.B.H. (in.)*	CRZ	SPECIMEN	CONDITION	TO BE REMOVED	COMMENTS
100	Thuja occidentalis	Northern white-cedar	8	12		Good		
101	Thuja occidentalis	Northern white-cedar	8	12		Good		
102	Thuja occidentalis	Northern white-cedar	8	12		Good		
103	Thuja occidentalis	Northern white-cedar	12	18		Good		
104	Thuja occidentalis	Northern white-cedar	8	12		Good		
105	Thuja occidentalis	Northern white-cedar	15	23		Good		
106	Sassafras albidum	Sassafras	22	33		Fair	Remove	
107	Acer rubrum	Red maple	38	57	✓	Good		
108	Cornus florida	Flowering dogwood	6	9		Good		
109	Ilex burfordii	Burford holly	6	9		Good		Near Trees 124 and 125
110	Prunus serotina	Black cherry	16	24		Fair-Poor		Off-site; Near fence
111	Prunus serotina	Black cherry	29	44		Good	Remove	
112	Acer platanoides	Norway maple	16	24		Good		Off-site; Near fence
113	Ilex burfordii	Burford holly	5	8		Good		Along northern boundary
114	Ilex burfordii	Burford holly	5	8		Good		Along northern boundary
115	Ilex burfordii	Burford holly	5	8		Good		Along northern boundary
116	Ilex burfordii	Burford holly	5	8		Good		Along northern boundary
117	Ilex burfordii	Burford holly	5	8		Good		Along northern boundary
118	Ilex burfordii	Burford holly	5	8		Good		Along northern boundary
119	Ilex burfordii	Burford holly	5	8		Good		Along northern boundary
120	Ilex burfordii	Burford holly	5	8		Good		Along northern boundary
121	Ilex burfordii	Burford holly	5	8		Good	Remove	Along northern boundary
122	Ilex burfordii	Burford holly	7	13		Good		Multi-stem (5,3,3)
123	Magnolia grandiflora	Southern magnolia	6	9		Good	Remove	
124	Ilex burfordii	Burford holly	5	8		Good		On-site near fenceline
125	Juglans nigra	Black walnut	27	41		Good		Off-site
126	Ilex burfordii	Burford holly	9	14		Good		On-site near fenceline
127	Patanus hybrida x acerifolia	London plane tree	8	12		Fair	Remove	Girdling roots
128	Quercus bicolor	Swamp white oak	6	9		Poor	Remove	deadwood throughout
129	Acer palmatum	Japanese maple	13	25		Good	Remove	Multi-trunk (8,6,6,5) @ 1.5' height
130	Lagerstroemia indica	Crape Myrtle	5	10		Fair	Remove	Multi-stem (3,3,3)
131	Acer saccharinum	Silver maple	25	38		Fair	Remove	
132	Ilex burfordii	Burford holly	6	9		Good		
133	Ilex burfordii	Burford holly	6	9		Good		
134	Ilex burfordii	Burford holly	6	9		Good		
135	Ilex burfordii	Burford holly	6	9		Good		
136	Ilex burfordii	Burford holly	6	9		Good		
137	Ilex burfordii	Burford holly	6	9		Good		
138	Ilex burfordii	Burford holly	6	9		Good		
139	Ilex burfordii	Burford holly	6	9		Good		
140	Ilex burfordii	Burford holly	6	9		Good		
141	Ilex burfordii	Burford holly	6	9		Good		
142	Ilex burfordii	Burford holly	6	9		Good		
143	Ilex burfordii	Burford holly	6	9		Good		
144	Ilex burfordii	Burford holly	6	9		Good		
145	Quercus rubra	Northern red oak	2	3		Fair		
146	Morus alba	White mulberry	10	15		Fair		Off-site
147	Acer platanoides	Norway maple	9	14		Good		Off-site
148	Juniperus virginiana	Eastern redcedar	12	18		Good		Off-site
149	Morus alba	White mulberry	22	33		Fair		Off-site
150	Ilex opaca	American holly	6	9		Good		Off-site
151	Pinus virginiana	Virginia pine	15	23		Good		Off-site
152	Pinus virginiana	Virginia pine	10	15		Good		Off-site
153	Acer rubrum	Red maple	15	23		Good		Off-site, Narrow
154	Acer rubrum	Red maple	12	18		Good		Off-site
155	Pinus virginiana	Virginia pine	15	23		Good		Off-site
156	Magnolia virginiana	Sweetbay magnolia	16	32		Good		Off-site; Multi-trunk (12", 10", 5")
157	Betula nigra	River birch	19	38		Good		Off-site; Multi-trunk (12", 11", 10")
158	Magnolia lilliflora	Lily magnolia	6	9		Good		Near Kilmer House
159	Ulmus rubra	Slippery elm	9	14		Fair-Poor		Off-site: Poor form and structure; (near trees 19 & 20)
161	Lagerstroemia indica	Crape Myrtle	5	10		Good	Remove	Multi-trunk (3, 2, 2, 1)
162	Lagerstroemia indica	Crape Myrtle	6	12		Good	Remove	Multi-trunk (4, 3, 3)
163	Lagerstroemia indica	Crape Myrtle	7	14		Good	Remove	Multi-trunk (4, 3, 3, 3)
164	Acer rubrum	Red maple	2	3		Good	Remove	Newly planted: Near gate
165	Cercis canadensis	Eastern redbud	3	5		Good		
166	Cercis canadensis	Eastern redbud	4	6		Good	Remove	
167	Aesculus pavia	Red buckeye	2	3		Good	Remove	
168	Quercus rubra	Northern red oak	2	3		Good		
169	Acer rubrum	Red maple	2	3		Good	Remove	Newly planted: Near Windover Avenue
170	Pinus thunbergii	Japanese black pine	9	14		Good	Remove	Near Windover Avenue
175	Cornus florida	Flowering dogwood	9	14		Good		
176	Lagerstroemia indica	Crape Myrtle	6	12		Fair		Multi-trunk (3,3,3,3,1), narrow
177	Lagerstroemia indica	Crape Myrtle	6	12		Fair		Multi-trunk (4,3,3,1)
178	Lagerstroemia indica	Crape Myrtle	10	20		Good		Multi-trunk (4,4,4,3,3)
179	Salix matsudana	Corkscrew willow	16	24		Good		Off-site
180	Ilex burfordii	Burford holly	5	10		Good		Multi-stem (4,3,2); at corner
181	Asimina triloba	Pawpaw	2	3		Good		
182	Asimina triloba	Pawpaw	2	3		Good		
183	Thuja occidentalis	Northern white-cedar	10	15		Good		Off Site
184	Thuja occidentalis	Northern white-cedar	15	23		Good		Off Site
185	Thuja occidentalis	Northern white-cedar	17	26		Good		Off Site
186	Thuja occidentalis	Northern white-cedar	16	24		Good		Off Site

*DIAMETER AT BREAST HEIGHT

 10/24/2015

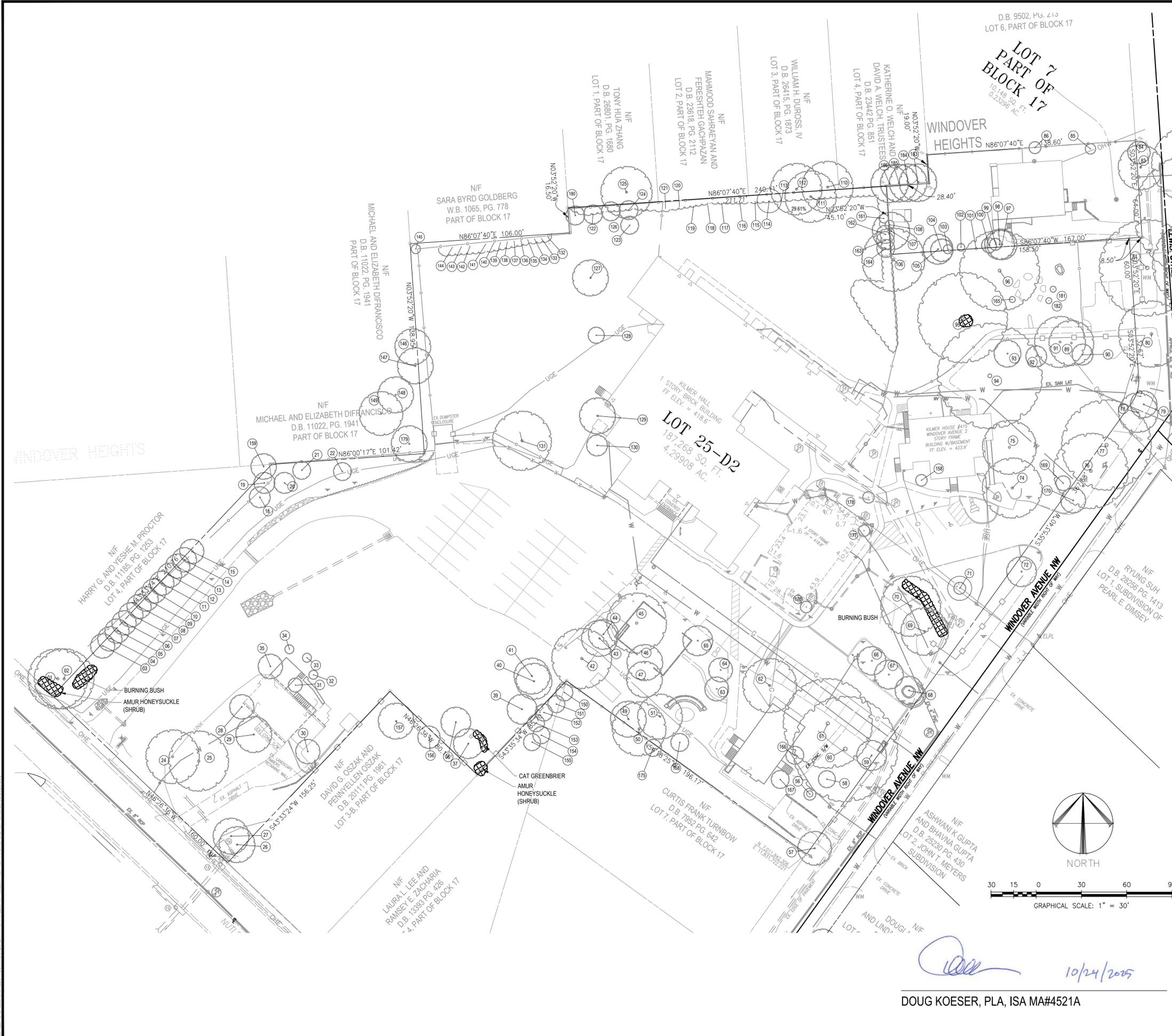
DOUG KOESER, PLA, ISA MA#4521A

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DRW: D. KOESER</	



INVASIVE SPECIES MANAGEMENT NARRATIVE

DURATION OF MANAGEMENT PLAN: ONE YEAR (2 APPLICATIONS)
 RECOMMENDED TREATMENT AREAS: TREATMENT OF EXOTIC PLANTINGS AND INVASIVE SPECIES SHOULD OCCUR ON PLANTS WITHIN THE PROPERTY.

THE FOLLOWING INVASIVE PLANTS ARE LOCATED ON THE PROPERTY:

-LONICERA JAPONICA (JAPANESE HONEYSUCKLE) BUSH AND VINE VARIETIES

MANUAL/MECHANICAL CONTROL: BUSH-HOG JAPANESE HONEYSUCKLE AND/OR BURNING BUSH IN ACCESSIBLE AREAS AND TREAT RE-SPROUTING FOLIAGE WITH HERBICIDE. MOWING OR CUTTING WITH POWER OR HAND TOOLS, WITHOUT FOLLOW UP HERBICIDE TREATMENT, IS EFFECTIVE ONLY IF REPEATED OFTEN.

CHEMICAL CONTROL: GLYPHOSATE (E.G., ROUNDUP) IS THE MOST EFFECTIVE HERBICIDE FOR THIS PLANT. ORGANIC HERBICIDE CAN BE USED AS A SUBSTITUTE. APPLICATION SHOULD BE PERFORMED BY A VIRGINIA CERTIFIED PESTICIDE APPLICATOR.

CUT STEM TREATMENT

- USE GLYPHOSATE @ 25% (E.G., ROUNDUP PRO) OR RECOMMENDED EQUIVALENT ON CUT SURFACES ANYTIME OF THE YEAR.
- TEMPERATURES BELOW 40 DEGREES F. WILL IMPEDE ABSORPTION OF HERBICIDES THROUGH PLANT TISSUES. FOLIAR SPRAY
- USE GLYPHOSATE @ 2% (E.G., ROUNDUP PRO, OR RODEO WITH A 0.5% SURFACTANT IF NEAR WATER) OR RECOMMENDED EQUIVALENT. ALWAYS USE THE LOWEST CONCENTRATION THAT PROVES EFFECTIVE.
- JAPANESE HONEYSUCKLE MAY STAY GREEN LONG AFTER OTHER PLANTS HAVE LOST THEIR LEAVES. TREATMENT DURING MILD FALL OR WINDER WEATHER WILL MINIMIZE HERBICIDE IMPACT ON DESIRABLE PLANT SPECIES.
- ADD APPROVED BLUE MARKER DYE.

BIOLOGICAL CONTROLS: NO BIOLOGICAL CONTROLS ARE CURRENTLY KNOWN FOR EXOTIC BUSH HONEYSUCKLES.

-SMILAX GLAUCA (CAT GREENBRIER)

MANUAL/MECHANICAL CONTROL: BUSH-HOG OR MOW VINES IN OPEN, ACCESSIBLE AREAS. POWER HEDGE TRIMMERS, POWER SAWS, HANDSAWS, LOPPERS, AND HAND PRUNERS CAN ALSO BE USED.

- CLIMBING VINES OF TREES CAN BE CUT TO KILL THE UPPER PORTIONS OF THE VINE BY "CUTTING A WINDOW."
- CUT THE VINE AT GROUND LEVEL AND AS HIGH AS YOU CAN REACH. PORTIONS OF VINES THAT STAY ROOTED WILL REMAIN ALIVE AND MUST LATER BE TREATED WITH HERBICIDE, PULLED OUT OR CUT REPEATEDLY UNTIL NO RE-GROWTH OCCURS.

CHEMICAL CONTROL: TRICLOPYR PRODUCTS SUCH AS GARLON ARE MOST EFFECTIVE WITH THIS PLANT.

CUT STEM TREATMENT:

- USE TRICLOPYR SALT @ 25% (E.G., GARLON 3A IN WATER) OR TRICLOPYR ESTER @ 20% (E.G., GARLON 4 IN OIL CARRIER - FOLLOW LABEL INSTRUCTIONS).
- READY-TO-USE TRICLOPYR PRODUCTS SUCH AS PATHFINDER II ARE ALSO EFFECTIVE AND HIGHLY RECOMMENDED.
- TAKE CARE IF USING TRICLOPYR IN OIL NEAR WATER.

BASAL BARK TREATMENT

- USE TRICLOPYR ESTER @ 20% (E.G., GARLON 4 IN OIL CARRIER - FOLLOW LABEL INSTRUCTIONS).
- READY-TO-USE TRICLOPYR PRODUCTS SUCH AS PATHFINDER ARE ALSO EFFECTIVE AND HIGHLY RECOMMENDED.
- APPLICATION CAN BE MADE IN WINTER AS LONG AS STEMS ARE NOT WET, OR SNOW-AND TEMPERATURES WILL BE ABOVE FREEZING DURING THE MIDDLE OF THE DAY. FOLIAR SPRAY (REVIEW INTRODUCTORY SECTIONS, CONTACT NRS BEFORE INITIATING ANY FOLIAR SPRAY PROJECT)
- DO NOT USE THIS METHOD FOR FOLIAGE ON CLIMBING VINES UNLESS THEY ARE BELOW APPLICATOR'S SHOULDER HEIGHT.
- MAY BE USED FOR THE RECUMBENT (I.E., LOW GROWING) FORM OF THIS PLANT.
- USE TRICLOPYR SALT @ 2% (E.G., GARLON 3A IN WATER) WITH A NON-IONIC SURFACTANT AT 0.5%. ALWAYS USE THE LOWEST CONCENTRATION THAT PROVES EFFECTIVE.
- ADD APPROVED BLUE MARKER DYE.

NOTE:

EUONYMUS ALATUS (BURNING BUSH) TO REMAIN DURING PHASES 1 AND 2. MONITOR DURING PHASE 1 AND 2 TO ASSURE THERE IS NO SPREAD. BURNING BUSH AT THE EASTERN PORTION OF THE SITE TO BE REMOVED DURING PHASE 3.

LEGEND



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 SURVEY AND MAPPING
 SECURITY CONSULTING

Gordon

4501 Daily Drive
 Chantilly, VA 20151
 Phone: 703-263-1900
 www.gordon.us.com

REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: GORDON	DES: D. KOESER
DRW: D. KOESER	CHK: S. PETERSON

10/31/2025

LANDSCAPE ARCHITECT

SEAL:

INVASIVE SPECIES MGT PLAN

GREEN HEDGES SCHOOL

SITE DEVELOPMENT PLAN

TOWN OF VIENNA, VIRGINIA
 TOWN OF VIENNA

HORIZ: 1" = 30'
SCALE: VERT: N/A
DATE: 10/31/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-L-TP01
NCS: INVASIVE SPECIES MGT PLAN
NUMBER: C-007ofC-051

Gordon

[Signature] 10/24/2025

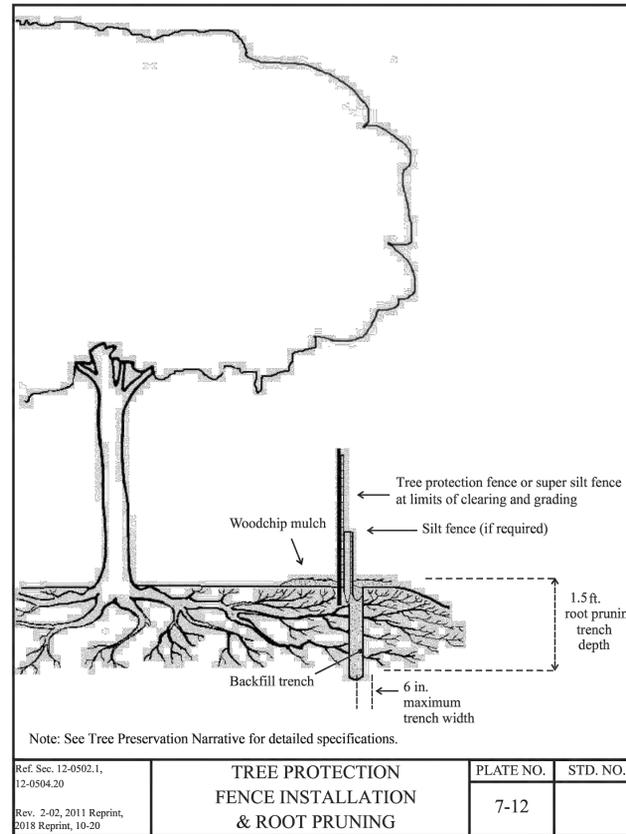
DOUG KOESER, PLA, ISA MA#4521A

TREE PRESERVATION NOTES

THE FOLLOWING TREE PROTECTION PRACTICES ARE TO BE FOLLOWED FROM THE LATEST VERSION OF THE TOWN OF VIENNA TREE PRESERVATION & PLANTING GUIDE.

- BEFORE ANY GRADING, DEMOLITION, INSTALLATION OF TREE PRESERVATION MEASURES, OR OTHER DISTURBANCE, INCLUDING TREE REMOVAL, A PRECONSTRUCTION MEETING SHALL BE HELD WITH THE TOWN OF VIENNA URBAN FORESTER. THE APPLICANT SHALL STAKE CLEARING LIMITS ONSITE TO FACILITATE A LOCATION FOR TRENCHING AND FENCING INSTALLATION FOR TREE PROTECTION.
- TREE PROTECTION MEASURES SHALL BE INSTALLED AS SHOWN ON THE APPROVED PLAN BEFORE ANY SITE WORK INCLUDING DEMOLITION, GRADING, AND TREE REMOVAL. NO CHANGES SHALL BE MADE TO THE APPROVED TREE PRESERVATION PLAN UNLESS APPROVED BY THE TOWN OF VIENNA URBAN FORESTER.
- WHEN APPLICABLE, TRENCHLESS SILT FENCE SHALL BE USED FOR EROSION AND SEDIMENT CONTROL TO BETTER PROTECT AND PRESERVE TREES THAT MAY BE IMPACTED BY CONSTRUCTION ACTIVITIES.
- ROOT PRUNING REQUIREMENTS: UNLESS OTHERWISE INSTRUCTED BY THE TOWN OF VIENNA URBAN FORESTER, ROOT PRUNING SHALL BE PERFORMED WHEN LIMITS OF DISTURBANCE FALL WITHIN THE CRITICAL ROOT ZONE OF TREES TO BE RETAINED. THE ROOT PRUNING TRENCH SHALL BE EXCAVATED TO A MINIMUM DEPTH OF TWELVE (12) INCHES AT THE LOCATIONS SHOWN ON THE APPROVED SITE PLAN. A VERTICAL TRENCHING MACHINE, VIBRATORY PLOW, OR SUPERSONIC AIR TOOL ARE ALL ACCEPTABLE TOOLS FOR ROOT PRUNING. ALL ROOTS GREATER THAN ONE (1) INCH IN DIAMETER, ON THE SIDE OF THE TRENCH CLOSEST TO THE TREE TRUNK SHALL BE CUT OR CLEANLY SEVERED WITH HAND PRUNERS, LOPPERS, HANDSAW, OR OTHER APPROPRIATE TOOL THAT CAN CLEANLY SEVER THE ROOT.
- REMOVAL OF TREES, PER THE APPROVED PLAN, INSIDE A TREE PRESERVATION AREA SHALL BE PERFORMED, BY HAND, WITHOUT GROUND DISTURBANCE, OR DISTURBANCE TO NEARBY PRESERVED TREES. TREES IN THESE AREAS SHALL BE CUT FLUSH TO THE GROUND, WITHOUT STUMP GRINDING UNLESS APPROVED BY THE TOWN OF VIENNA URBAN FORESTER.
- DO NOT REMOVE TREES FROM OTHER PROPERTIES, CO-OWNED TREES OR TOWN RIGHTS-OF-WAY WITHOUT WRITTEN PERMISSION OF THE OWNERS. WRITTEN PERMISSION SHOULD BE OBTAINED AND SUBMITTED WITH PROJECT DOCUMENTATION.
- ANY PRUNING OR REMOVAL OF TOWN-OWNED TREES DURING THE CONSTRUCTION PROCESS SHALL BE PRE APPROVED BY THE TOWN OF VIENNA URBAN FORESTER.
- TREE PROTECTION FENCING SHALL BE MAINTAINED BY THE CONTRACTOR THROUGHOUT CONSTRUCTION.
- TREE PROTECTION AREAS SHALL BE KEPT FREE FROM SOIL, VEHICLES, EQUIPMENT, AND THE STORAGE OF CONSTRUCTION MATERIALS. THIS PERIOD EXTENDS THROUGH THE ENTIRETY OF THE PROJECT INCLUDING FINAL GRADING AND LANDSCAPING ACTIVITIES.
- THE USE OF HEAVY EQUIPMENT IS STRICTLY PROHIBITED WITHIN TREE PRESERVATION AREAS, FOR THE REMOVAL OF UNWANTED TREES, STRUCTURES, PADS, GRADING, SODDING, ETC.
- ALL TREE PRUNING SHALL BE DONE FOLLOWING CURRENT AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) A300 PRUNING STANDARDS. PRUNING TO REMOVE MORE THAN 10% OF THE TOTAL FOLIAGE, FOR TREES BEING PRESERVED FOR CANOPY COVERAGE CREDIT, SHALL BE COMMUNICATED AND APPROVED BY THE TOWN OF VIENNA URBAN FORESTER BEFORE THE PRUNING.
- TREE PROTECTION AREAS SHALL HAVE NON-NATIVE INVASIVE VINES REMOVED OR SEVERED AND TREATED (UNDER VIRGINIA'S PESTICIDE APPLICATION LAWS) TO PREVENT THEIR REGROWTH, AS DEEMED NECESSARY BY THE VIENNA URBAN FORESTER. THE GOAL IS TO ENSURE THE SURVIVAL OF THE TREES BEING USED FOR TREE CANOPY COVERAGE REQUIREMENT.
- REMOVAL OF ANY TREE PRESERVATION MEASURE SHALL BE APPROVED BY THE TOWN OF VIENNA URBAN FORESTER IN WRITING PRIOR TO REMOVAL OF ANY TREE PRESERVATION MEASURES.
- IF A VIOLATION OF THE APPROVED TREE PRESERVATION PLAN OCCURS, INCLUDING ENCROACHMENT OR EVIDENCE OF ENCROACHMENT INTO A TREE PRESERVATION AREA, THE APPLICANT SHALL BE REQUIRED TO SUBMIT A MITIGATION PLAN TO THE TOWN OF VIENNA URBAN FORESTER. THIS PLAN SHALL LIST REMEDIAL MEASURES AND THE TIME WITHIN WHICH SUCH MEASURES SHALL BE COMPLETED BY THE APPLICANT TO ENSURE THE CONTINUED PRESERVATION OF THE EXISTING TREES. THIS MAY INCLUDE AN ASSESSMENT AND REPORT BY A QUALIFIED ARBORIST.

FAIRFAX COUNTY PUBLIC FACILITIES MANUAL

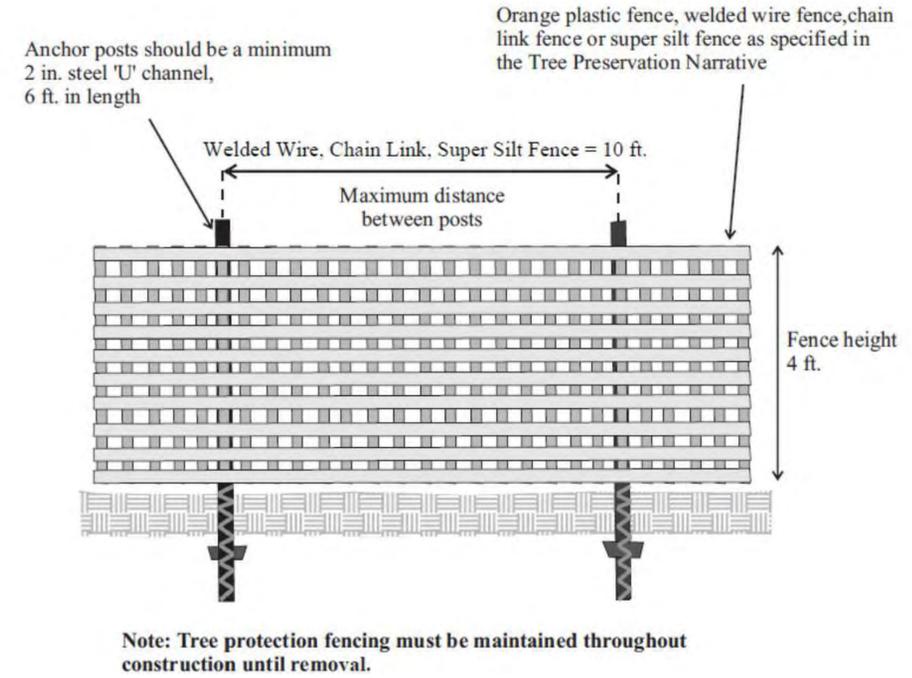


ROOT PRUNING DETAIL SECTION

NOT TO SCALE

TREE CONSERVATION NARRATIVE

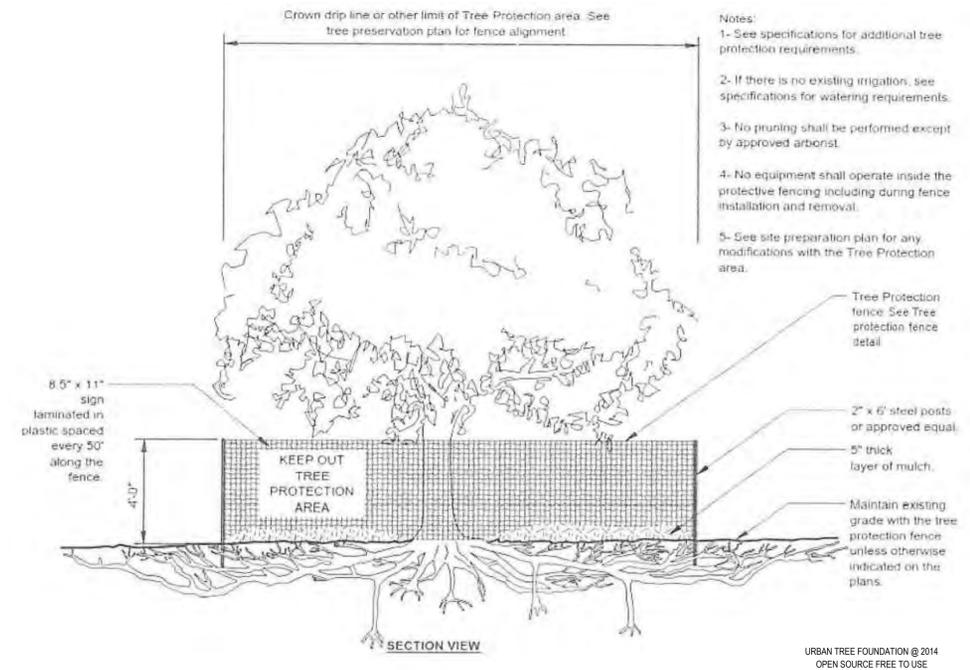
SITE VISITS OCCURRED ON JULY 11, 2023 AND SEPTEMBER 16, 2025 BY CERTIFIED ARBORIST, DOUG KOESER, PLA, ISA. SEE TREE INVENTORY FOR ADDITIONAL INFORMATION. THE PRIMARY PRESERVATION METHODS ARE TREE PROTECTION FENCING AND ROOT PRUNING ALONG THE LIMITS OF DISTURBANCE. SEE THIS SHEET FOR DETAILS.



TREE PROTECTION FENCE INSTALLATION

SOURCE: PFM 6-12

NOT TO SCALE



TREE PROTECTION SECTION

NOT TO SCALE

[Signature] 10/24/2025
DOUG KOESER, PLA, ISA #MA4521-A

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Phone: 703-263-1900
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REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: GORDON	DES: D. KOESER
DRW: D. KOESER	CHK: S. PETERSON

COMMONWEALTH OF VIRGINIA
DOUGLAS L. KOESER
Lic. No. 000851
10/31/2025
LANDSCAPE ARCHITECT
SEAL

TREE PROTECTION NOTES & DETAILS
**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**
TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: N/A
SCALE: VERT: N/A
DATE: 10/31/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-L-TP01
NCS: TREE PROTECTION NOTES & DETAILS
NUMBER: C-008 of C-051

Gordon



SHEETS: C-003, C-009A, C-009B C-039, C-013,
C-015, C-026, C-028, C-041, C-044, C-048,
C-050

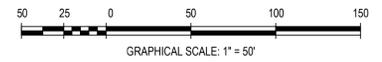
LOT 7
PART OF
BLOCK 17
187,268 SQ. FT.
4.29908 AC.

LOT 25-D2
187,268 SQ. FT.
4.29908 AC.

SHEETS: C-004, C-040, C-014, C-016, C-027, C-029, C-042, C-045, C-049, C-051

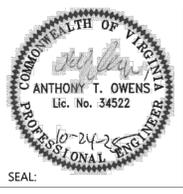
SHEETS: C-005, C-007, C-011, C-012, C-024, C-025,
C-037, C-038, C-017, C-018, C-030, C-031

GENERAL NOTES:
1. REFERENCE THIS SHEET FOR THE
ORIENTATION OF ALL PLAN VIEWS HEREIN
ONLY. ALL OTHER ITEMS SHOWN ARE
PROVIDED FOR INFORMATIONAL PURPOSES
ONLY.



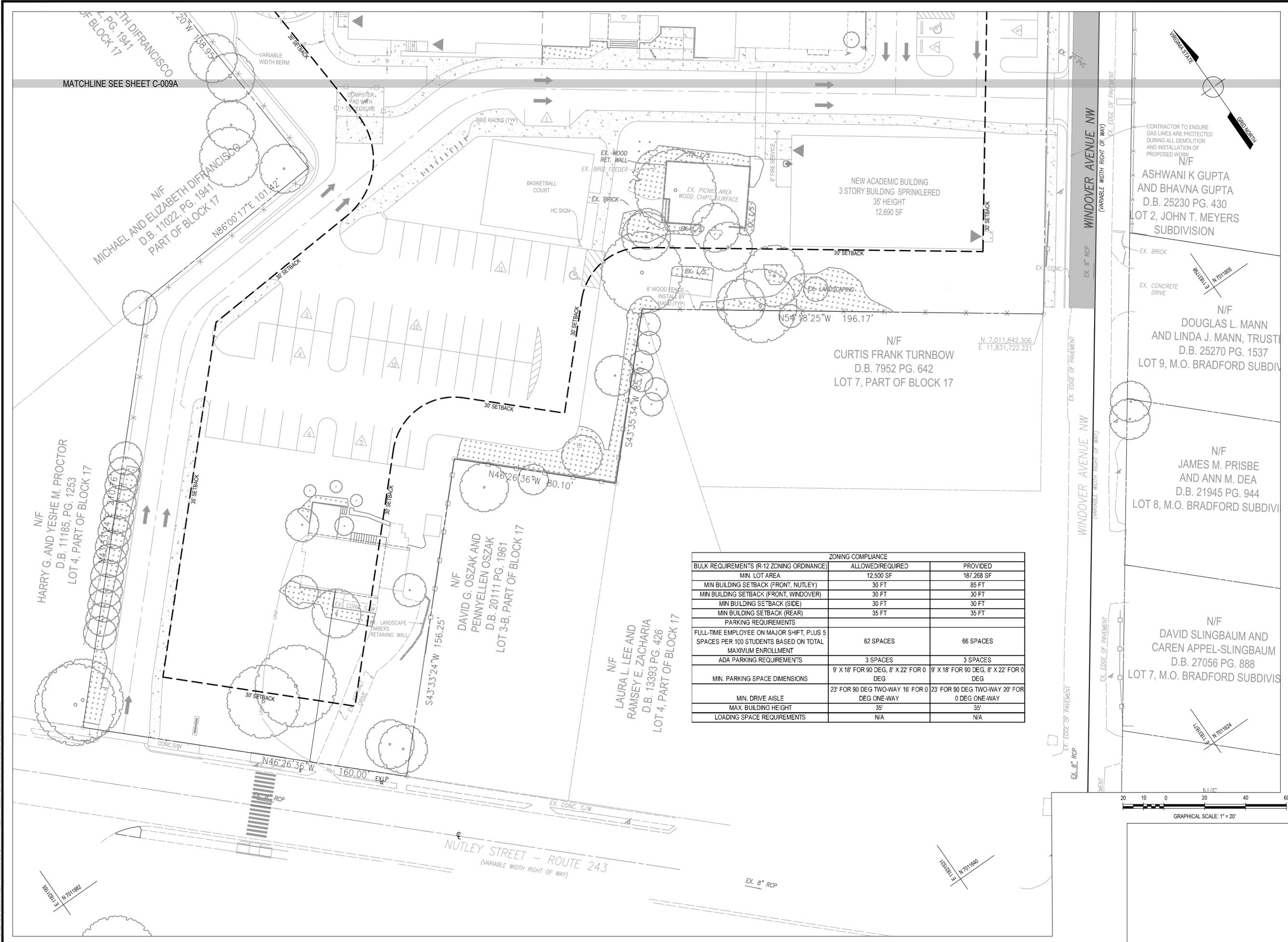
REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: E.ERICKSON	DES: A.AOWENS
DRW: H.BARRY	CHK: A.SARANT



OVERALL LAYOUT PLAN
**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**
TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 50'
SCALE: VERT: NA
DATE: 10/24/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-0403.DWG
NCS: 2356-0501-C-0403
NUMBER: C-009 of C-051



ZONING COMPLIANCE		
BULK REQUIREMENTS (R-12 ZONING ORDINANCE)	ALLOWED/REQUIRED	PROVIDED
MIN LOT AREA	12,500 SF	187,268 SF
MIN BUILDING SETBACK (FRONT, NUTLEY)	30 FT	85 FT
MIN BUILDING SETBACK (FRONT, WINDOVER)	30 FT	30 FT
MIN BUILDING SETBACK (SIDE)	30 FT	30 FT
MIN BUILDING SETBACK (REAR)	35 FT	35 FT
PARKING REQUIREMENTS		
FULL-TIME EMPLOYEE ON MAJOR SHIFT, PLUS 5 SPACES PER 100 STUDENTS BASED ON TOTAL MAXIMUM ENROLLMENT	62 SPACES	66 SPACES
ADA PARKING REQUIREMENTS	3 SPACES	3 SPACES
MIN. PARKING SPACE DIMENSIONS	9' X 18' FOR 90 DEG, 8' X 22' FOR 0 DEG	9' X 18' FOR 90 DEG, 8' X 22' FOR 0 DEG
MIN. DRIVE AISLE	23' FOR 90 DEG TWO-WAY 16' FOR 0 DEG ONE-WAY	23' FOR 90 DEG TWO-WAY 20' FOR 0 DEG ONE-WAY
MAX. BUILDING HEIGHT	35'	35'
LOADING SPACE REQUIREMENTS	N/A	N/A

CONTRACTOR TO ENSURE GAS LINES ARE PROTECTED DURING ALL DEMOLITION AND INSTALLATION OF PROPOSED WORK

N/F
ASHWANI K GUPTA
AND BHAVNA GUPTA
D.B. 25230 PG. 430
LOT 2, JOHN T. MEYERS
SUBDIVISION

N/F
DOUGLAS L. MANN
AND LINDA J. MANN, TRUST
D.B. 25270 PG. 1537
LOT 9, M.O. BRADFORD SUBDIVISION

N/F
JAMES M. PRISBE
AND ANN M. DEA
D.B. 21945 PG. 944
LOT 8, M.O. BRADFORD SUBDIVISION

N/F
DAVID SLINGBAUM AND
CAREN APPEL-SLINGBAUM
D.B. 27056 PG. 888
LOT 7, M.O. BRADFORD SUBDIVISION

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SURVEY AND MAPPING
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REVISIONS	DESCRIPTION	NUMBER	DATE

SUR:	DES:
E.ERICKSON	A.AOWENS
DRW:	CHK:
H.BARRY	A.SARANT

COMMONWEALTH OF VIRGINIA
ANTHONY T. OWENS
Lic. No. 34522
PROFESSIONAL ENGINEER

10-24-25

SEAL:

SETBACK PLAN

**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**

TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ:	1" = 20'
SCALE:	VERT: N/A
DATE:	10/24/25
PLAN:	GREEN HEDGES SCHOOL
JOB:	GORDON 2356-0501
CADD:	2356-0501-C-00-104.DWG
NCS:	2356-0501-C-00-104
NUMBER:	C-009BorC-051

Gordon

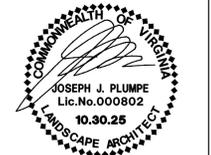


GREEN HEDGES SCHOOL
 415 WINDOVER AVE NW
 VIENNA, VA
 TOWN OF VIENNA

CLIENT
 GREEN HEDGES SCHOOL -
 THE STONE HOUSE GROUP

STUDIO39
 LANDSCAPE ARCHITECTURE, P.C.
 5810 KINGSTOWNE CENTER DRIVE
 SUITE 120, #769
 ALEXANDRIA, VA 22315-5711
 703.719.6500 | STUDIO39.COM

SEAL/SIGNATURE



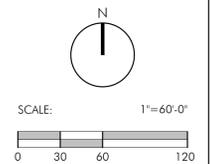
ISSUE DATE

LANDSCAPE PLAN 07.25.2025
 LANDSCAPE PLAN 10.30.2025

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PROJECT NUMBER: 25009
 CONTACT: JOSEPH PLUMPE
 DRAWN: YJ
 APPROVED/CHECKED: JP

ORIENTATION AND SCALE



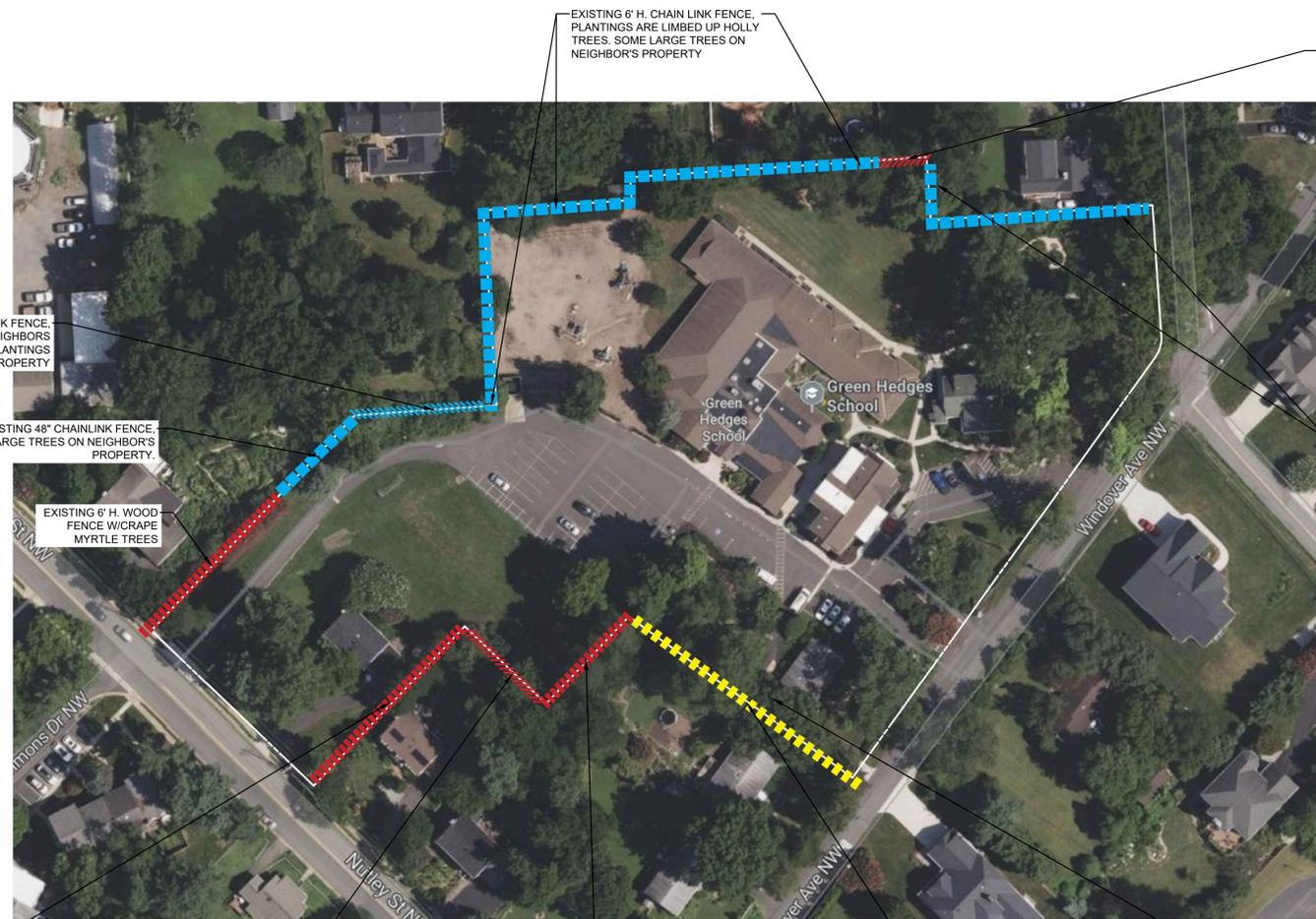
SHEET TITLE
**EXISTING SITE
 BOUNDARY
 CONDITIONS**

SHEET NUMBER

C-010

SITE DEVELOPMENT PLAN

NOT RELEASED FOR CONSTRUCTION



EXISTING 6' H. CHAIN LINK FENCE,
 PLANTINGS ARE LIMBED UP HOLLY
 TREES. SOME LARGE TREES ON
 NEIGHBOR'S PROPERTY

EXISTING 6' H.
 WOOD FENCE

EXISTING 6' H. CHAIN LINK FENCE,
 LARGE TREES ON NEIGHBORS
 PROPERTY. DECIDUOUS PLANTINGS
 & SHRUBS ON SCHOOL PROPERTY

EXISTING 48" CHAINLINK FENCE,
 LARGE TREES ON NEIGHBOR'S
 PROPERTY.

EXISTING 6' H. WOOD
 FENCE W/CRAPE
 MYRTLE TREES

ADJACENT SCHOOL
 PROPERTY: EXISTING
 HEAVY DECIDUOUS
 GROWTH & 48" H. CHAIN
 LINK FENCE

EXISTING 6'-0" WOOD FENCE & LARGE
 TREES ON NEIGHBORS PROPERTY.

EXISTING 6' H.
 WOOD FENCE

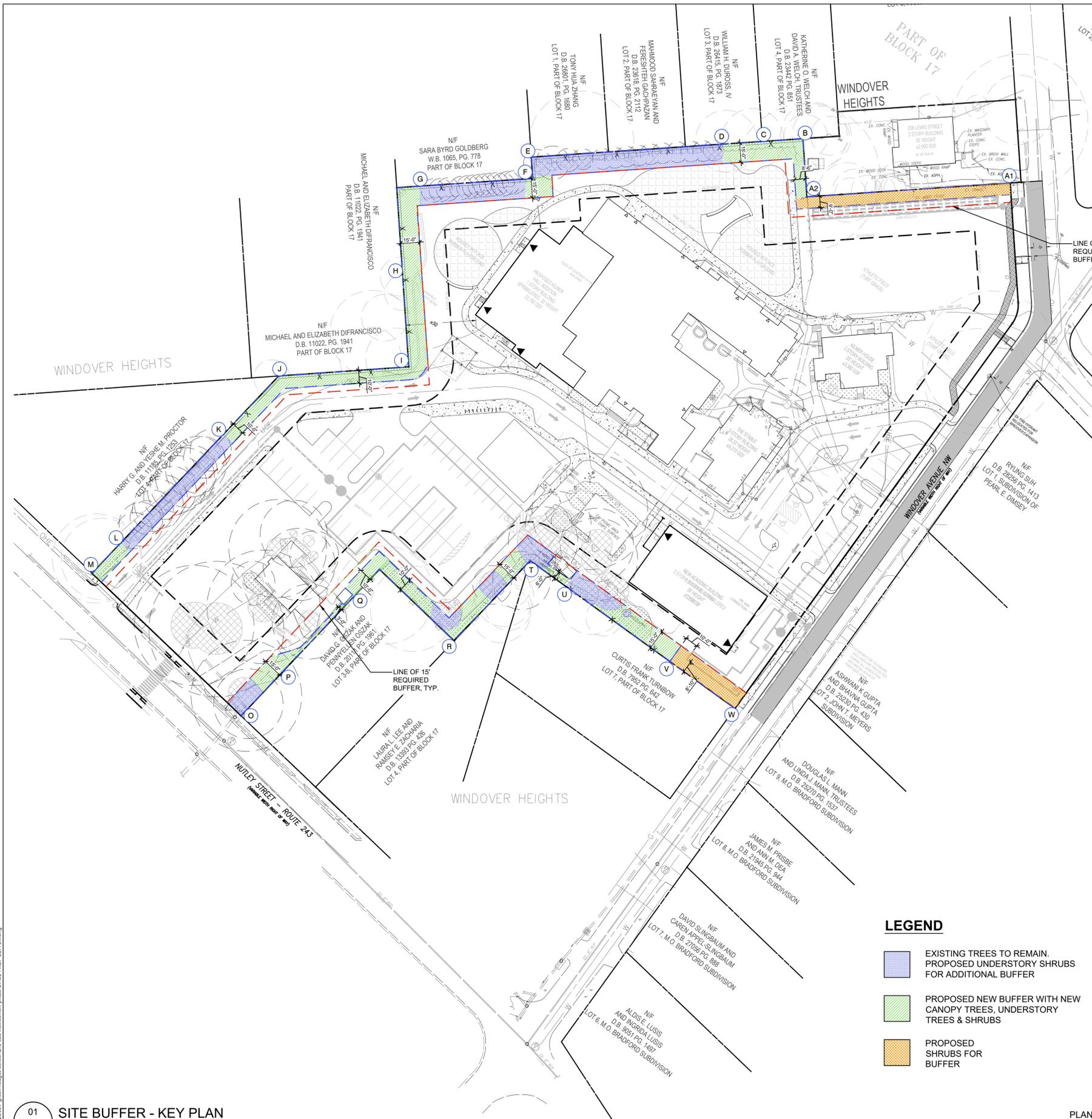
NO FENCE AND NO
 SITE VEGETATION

ON SITE VEGETATION
 HAS BEEN REMOVED

EXISTING 6' H.
 WOOD FENCE



L:\39\attached\1\Project\2025\25009\green_hedges_school\6_C_and_files\current\phase1\01_Existing_Plan.dwg



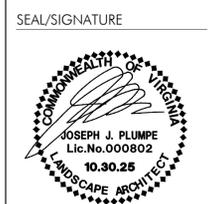
SEGMENTS	EXISTING		PROPOSED		15' BUFFER REQUIREMENT MET?	NARRATIVE WHEN 15' BUFFER REQUIREMENT IS NOT MET
	EXISTING FENCE	EXISTING VEGETATION	FENCE	VEGETATION BUFFER		
A1-A2	EXISTING 40' H. CHAIN LINK FENCE	EXISTING VEGETATION ON ADJACENT NEIGHBOR PROPERTY	N/A	9' BUFFER OF SHRUBS PLANTING ONLY	NO	15' BUFFER NOT NEEDED BECAUSE ADJACENT PROPERTY IS THE SAME OWNER. ADDITIONALLY, PROPOSED STORMWATER MITIGATION STRUCTURE IS WITHIN THE 15' DISTANCE, AND NO TREES CAN BE PLANTED WITHIN 10' FROM SWM FACILITY.
A2-B	EXISTING 40' H. CHAIN LINK FENCE	EXISTING VEGETATION ON ADJACENT NEIGHBOR PROPERTY	N/A	6'-6" BUFFER	NO	15' BUFFER NOT NEEDED BECAUSE ADJACENT PROPERTY IS THE SAME OWNER. ADDITIONALLY, PROPOSED PLAYGROUND IS WITHIN THE 15' DISTANCE.
B-C	EXISTING 6' H. WOOD FENCE	EXISTING VEGETATION ON ADJACENT NEIGHBOR PROPERTY	EXISTING 6' WOOD FENCE TO REMAIN	15' BUFFER	YES	N/A
C-D	EXISTING 6' H. CHAIN LINK FENCE	EXISTING VEGETATION ON ADJACENT NEIGHBOR PROPERTY	PROPOSED 6' H. WOOD FENCE	15' BUFFER	YES	N/A
D-E	EXISTING 6' H. CHAIN LINK FENCE	EXISTING EVERGREEN TREES ON SCHOOL PROPERTY	PROPOSED 6' H. WOOD FENCE	15' BUFFER. EXISTING EVERGREEN TREES TO REMAIN. PROPOSED UNDERSTORY TREES & SHRUBS	YES	EXISTING VEGETATION WITHIN 15' BUFFER RETAINED. ADDITIONAL UNDERSTORY PLANTING ADDED
F	EXISTING 6' H. CHAIN LINK FENCE	NO EXISTING TREES ON SCHOOL PROPERTY	PROPOSED 6' H. WOOD FENCE	15' BUFFER	YES	N/A
F-G	EXISTING 6' H. CHAIN LINK FENCE	NO EXISTING TREES ON SCHOOL PROPERTY	PROPOSED 6' H. WOOD FENCE	15' BUFFER. EXISTING EVERGREEN TREES TO REMAIN. PROPOSED UNDERSTORY TREES & SHRUBS	YES	EXISTING VEGETATION WITHIN 15' BUFFER RETAINED. ADDITIONAL UNDERSTORY PLANTING ADDED
G-H	EXISTING 6' H. CHAIN LINK FENCE	EXISTING MIX OF EVERGREEN & DECIDUOUS TREES ON SCHOOL PROPERTY	PROPOSED 6' H. WOOD FENCE	15' BUFFER	YES	N/A
H-I	EXISTING 6' H. CHAIN LINK FENCE	EXISTING PLANTINGS ON ADJACENT NEIGHBOR PROPERTY	PROPOSED 6' H. WOOD FENCE	15' BUFFER	YES	N/A
I-J	EXISTING 6' H. CHAIN LINK FENCE	EXISTING DECIDUOUS TREES ON SCHOOL PROPERTY	PROPOSED 6' H. WOOD FENCE	10' BUFFER	NO	CANNOT PROVIDE 15' BUFFER DUE TO ROAD LOCATION.
J-K	EXISTING 4' H. CHAIN LINK FENCE	EXISTING DECIDUOUS TREES ON SCHOOL PROPERTY	PROPOSED 6' H. WOOD FENCE	10' BUFFER	NO	CANNOT PROVIDE 15' BUFFER DUE TO ROAD LOCATION.
K-L	EXISTING 6' WOOD FENCE	EXISTING HEAVY DECIDUOUS PLANTING ON SCHOOL PROPERTY	EXISTING 6' WOOD FENCE TO REMAIN	10' BUFFER. EXISTING EVERGREEN TREES TO REMAIN. PROPOSED UNDERSTORY SHRUBS	NO	CANNOT PROVIDE 15' BUFFER DUE TO ROAD LOCATION.
L-M	EXISTING 6' WOOD FENCE	HEAVY VEGETATION ON ADJACENT NEIGHBOR PROPERTY	EXISTING 6' WOOD FENCE TO REMAIN	10' BUFFER. PROPOSED UNDERSTORY TREES & SHRUBS	NO	CANNOT PROVIDE 15' BUFFER DUE TO ROAD LOCATION.
O-P	EXISTING 6' WOOD FENCE	FEW DECIDUOUS PLANTINGS ON SCHOOL PROPERTY	EXISTING 6' WOOD FENCE TO REMAIN	15' BUFFER. EXISTING TREES TO REMAIN.	YES	EXISTING VEGETATION WITHIN 15' BUFFER RETAINED. NO NEW TREES. PROPOSED ADDITIONAL UNDERSTORY PLANTING ADDED
P-Q	EXISTING 6' WOOD FENCE	NO EXISTING TREES ON SCHOOL PROPERTY	EXISTING 6' WOOD FENCE TO REMAIN	3' MIN. BUFFER	NO	CANNOT PROVIDE 15' BUFFER DUE TO EXISTING PARKING LOT.
Q-R	EXISTING 6' WOOD FENCE	FEW DECIDUOUS PLANTINGS ON ADJACENT PROPERTY	EXISTING 6' WOOD FENCE TO REMAIN	10' BUFFER	NO	CANNOT PROVIDE 15' BUFFER DUE TO EXISTING PARKING LOT.
R-T	EXISTING 6' WOOD FENCE	NO EXISTING TREES ON SCHOOL PROPERTY	EXISTING 6' WOOD FENCE TO REMAIN	15' BUFFER. EXISTING TREES TO REMAIN.	YES	N/A
T-U	NO EXISTING FENCE	NO EXISTING TREES ON SCHOOL PROPERTY	PROPOSED 6' H. WOOD FENCE	6' BUFFER	NO	CANNOT PROVIDE 15' BUFFER DUE TO EXISTING SHED LOCATION.
U-V	NO EXISTING FENCE	FEW DECIDUOUS PLANTINGS ON SCHOOL PROPERTY	PROPOSED 6' H. WOOD FENCE	15' BUFFER. EXISTING TREES TO REMAIN.	YES	N/A
V-W	NO EXISTING FENCE	NO EXISTING TREES ON SCHOOL PROPERTY	PROPOSED 6' H. WOOD FENCE	15' BUFFER WITH ONLY SHRUBS DUE TO LOCATION OF SWM FACILITY.	NO	15' VEGETATION BUFFER CANNOT INCLUDE TREES DUE TO LOCATION OF SWM FACILITY.
PERCENTAGE OF AREAS MEETING THE 15' BUFFER REQUIREMENT:					44%	
PERCENTAGE OF BUFFER AREAS THAT ARE REQUESTING MODIFICATION FOR DEVIATION FROM 15' BUFFER:					56%	

- LEGEND**
- EXISTING TREES TO REMAIN. PROPOSED UNDERSTORY SHRUBS FOR ADDITIONAL BUFFER
 - PROPOSED NEW BUFFER WITH NEW CANOPY TREES, UNDERSTORY TREES & SHRUBS
 - PROPOSED SHRUBS FOR BUFFER

GREEN HEDGES SCHOOL
 415 WINDOVER AVE NW
 VIENNA, VA
 TOWN OF VIENNA

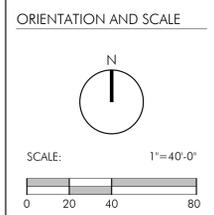
CLIENT
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 5810 KINGSTOWNE CENTER DRIVE
 SUITE 120, #749
 ALEXANDRIA, VA 22315-5711
 703.719.6500 | STUDIO39.COM



ISSUE DATE
 LANDSCAPE PLAN 07.25.2025
 LANDSCAPE PLAN 10.30.2025

PROJECT NUMBER: 25009
 CONTACT: JOSEPH PLUMPE
 DRAWN: YJ
 APPROVED/CHECKED: JP



SHEET TITLE
PROPOSED BUFFER

SHEET NUMBER
C-010A

SITE DEVELOPMENT PLAN

01 SITE BUFFER - KEY PLAN
 Scale: 1"=40'-0"

PLAN

NOT RELEASED FOR CONSTRUCTION

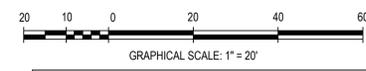
LEGEND

EXISTING

- EXISTING BUILDING
- PATIO TERRACE
- WOOD DECK
- PARKING/DRIVEWAY



LOT COVERAGE - EXISTING		
LOT AREA	SQUARE FOOTAGE	ACRES
PARCEL 008A	187,268	4.30
TOTAL	187,268	4.30
MATERIAL	SQUARE FOOTAGE	LOT COVERAGE
EXISTING DRIVEWAY	35,310	19%
EXISTING PATIO TERRACE	2,509	1.3%
EX. BUILDING	23,518	12.6%
EX. DECK	234	0.1%
TOTAL	61,571	32.9%



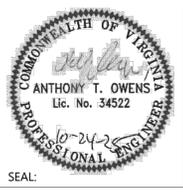
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REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: E.ERICKSON	DES: A.AOWENS
DRW: H.BARRY	CHK: A.SARANT



LOT COVERAGE - EXISTING

**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**

TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 30'
SCALE: VERT: N/A
DATE: 10/24/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-00-112.DWG
NCS: 2356-0501-C-00-112
NUMBER: C-0120FC-051



LOT 7
PART OF
BLOCK 17
10,148 SQ. FT.
0.23296 AC.

KATHERINE O. WELCH AND
DAVID A. WELCH, TRUSTEES
LOT 4, PART OF BLOCK 17

WILLIAM H. DUROSS, IV
D.B. 28415, PG. 1873
LOT 3, PART OF BLOCK 17

N/F
SARA BYRD GOLDBERG
W.B. 1065, PG. 778
PART OF BLOCK 17

N/F
MICHAEL AND ELIZABETH DIFRANCISCO
D.B. 11022, PG. 1941
PART OF BLOCK 17

LOT 25-D2
187,268 SQ. FT.
4.29908 AC.

N/F
PARKER F. SCHOFIELD, II
D.B. 22895 PG. 1869
LOT 4, JOHN T. MEYERS
SUBDIVISION

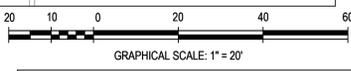
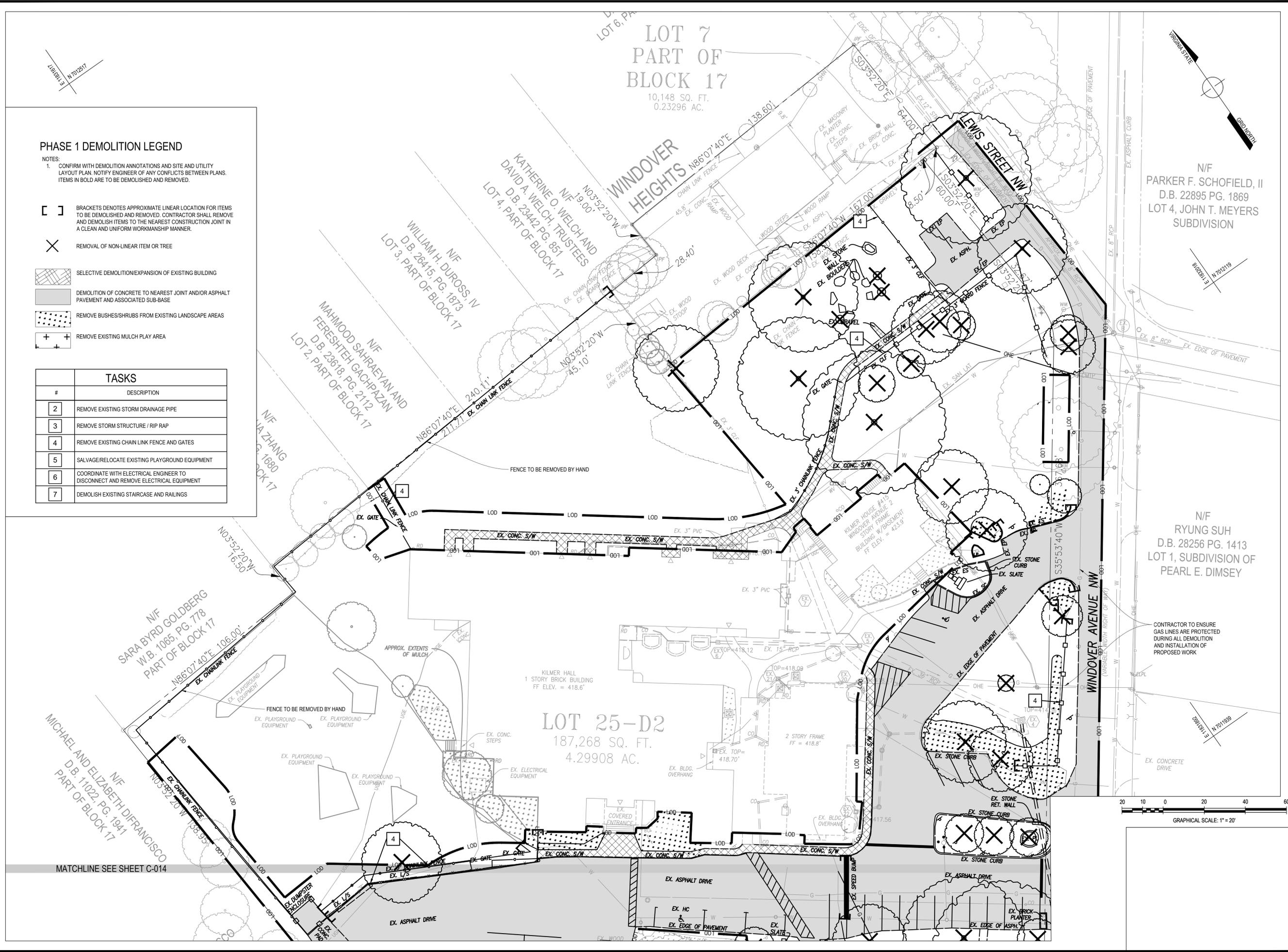
N/F
RYUNG SUH
D.B. 28256 PG. 1413
LOT 1, SUBDIVISION OF
PEARL E. DIMSEY

PHASE 1 DEMOLITION LEGEND

NOTES:
1. CONFIRM WITH DEMOLITION ANNOTATIONS AND SITE AND UTILITY LAYOUT PLAN. NOTIFY ENGINEER OF ANY CONFLICTS BETWEEN PLANS. ITEMS IN BOLD ARE TO BE DEMOLISHED AND REMOVED.

- [] BRACKETS DENOTES APPROXIMATE LINEAR LOCATION FOR ITEMS TO BE DEMOLISHED AND REMOVED. CONTRACTOR SHALL REMOVE AND DEMOLISH ITEMS TO THE NEAREST CONSTRUCTION JOINT IN A CLEAN AND UNIFORM WORKMANSHIP MANNER.
- ✕ REMOVAL OF NON-LINEAR ITEM OR TREE
- [Hatched Box] SELECTIVE DEMOLITION/EXPANSION OF EXISTING BUILDING
- [Solid Grey Box] DEMOLITION OF CONCRETE TO NEAREST JOINT AND/OR ASPHALT PAVEMENT AND ASSOCIATED SUB-BASE
- [Dotted Box] REMOVE BUSHES/SHRUBS FROM EXISTING LANDSCAPE AREAS
- [+ Box] REMOVE EXISTING MULCH PLAY AREA

#	TASKS
2	REMOVE EXISTING STORM DRAINAGE PIPE
3	REMOVE STORM STRUCTURE / RIP RAP
4	REMOVE EXISTING CHAIN LINK FENCE AND GATES
5	SALVAGE/RELOCATE EXISTING PLAYGROUND EQUIPMENT
6	COORDINATE WITH ELECTRICAL ENGINEER TO DISCONNECT AND REMOVE ELECTRICAL EQUIPMENT
7	DEMOLISH EXISTING STAIRCASE AND RAILINGS

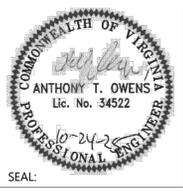


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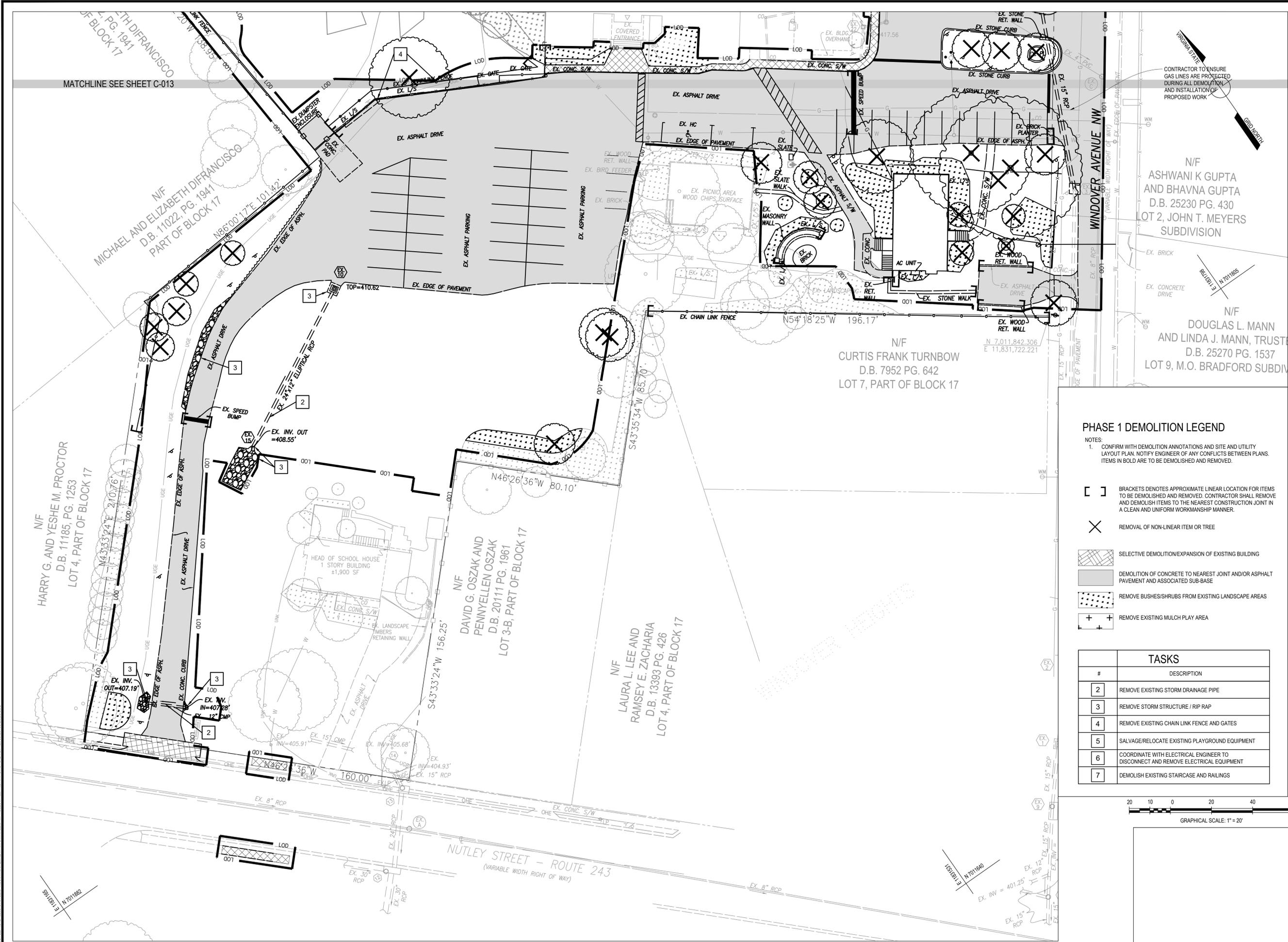
SUR: E.ERICKSON
DES: A.AOWENS
DRW: H.BARRY
CHK: A.SARANT



DEMOLITION PLAN PHASE I
**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**
TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 20'
SCALE: VERT: N/A
DATE: 10/24/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-00-101-PH1.DWG
NCS: 2356-0501-C-00-101-PH1
NUMBER: C-0130FC-051

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MATCHLINE SEE SHEET C-013

MICHAEL AND ELIZABETH DIFRANCISCO
D.B. 11022, PG. 1941
PART OF BLOCK 17

HARRY G. AND YESHE M. PROCTOR
D.B. 11185, PG. 1253
LOT 4, PART OF BLOCK 17

DAVID G. OSZAK AND
PENNYELLEN OSZAK
D.B. 20111 PG. 1961
LOT 3-B, PART OF BLOCK 17

LAURA L. LEE AND
RAMSEY E. ZACHARIA
D.B. 13393 PG. 426
LOT 4, PART OF BLOCK 17

N/F
CURTIS FRANK TURNBOW
D.B. 7952 PG. 642
LOT 7, PART OF BLOCK 17

N/F
ASHWANI K GUPTA
AND BHAVNA GUPTA
D.B. 25230 PG. 430
LOT 2, JOHN T. MEYERS
SUBDIVISION

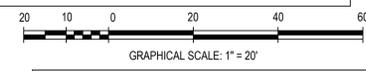
N/F
DOUGLAS L. MANN
AND LINDA J. MANN, TRUST
D.B. 25270 PG. 1537
LOT 9, M.O. BRADFORD SUBDI

PHASE 1 DEMOLITION LEGEND

- NOTES:
1. CONFIRM WITH DEMOLITION ANNOTATIONS AND SITE AND UTILITY LAYOUT PLAN. NOTIFY ENGINEER OF ANY CONFLICTS BETWEEN PLANS. ITEMS IN BOLD ARE TO BE DEMOLISHED AND REMOVED.

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#	TASKS
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DRW: H.BARRY	CHK: A.SARANT

COMMONWEALTH OF VIRGINIA
ANTHONY T. OWENS
Lic. No. 34522
PROFESSIONAL ENGINEER

DEMOLITION PLAN PHASE I

**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**

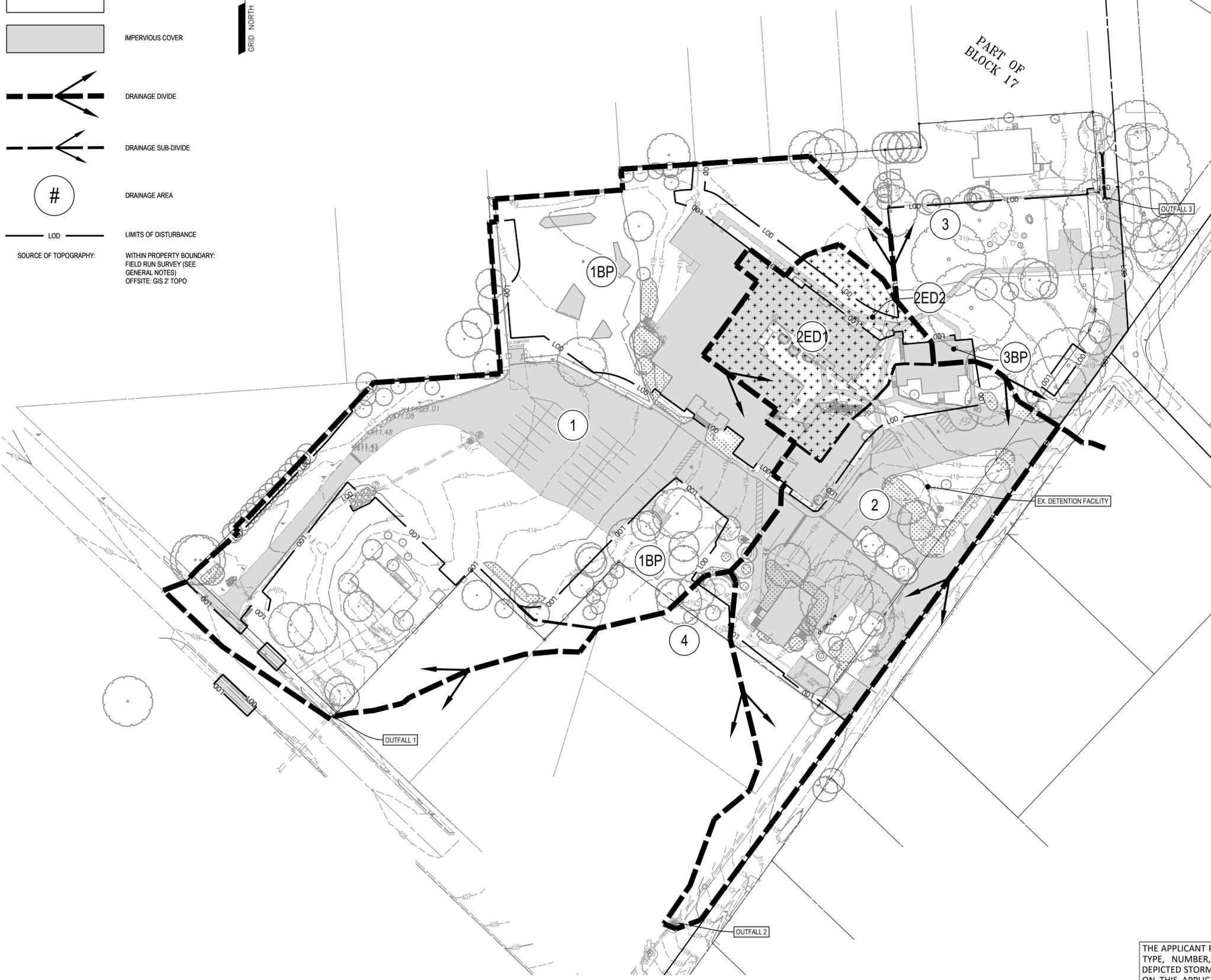
TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 20'
SCALE: VERT: N/A
DATE: 10/24/25
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JOB: GORDON 2356-0501
CADD: 2356-0501-C-00-101-PH1.DWG
NCS: 2356-0501-C-00-101-PH1
NUMBER: C-0140FC-051

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LEGEND

SYMBOL	DESCRIPTION
	FOREST/OPEN SPACE (SEE SCHOOL NOTE BELOW)
	MANAGED TURF
	IMPERVIOUS COVER
	DRAINAGE DIVIDE
	DRAINAGE SUB-DIVIDE
	DRAINAGE AREA
	LIMITS OF DISTURBANCE
SOURCE OF TOPOGRAPHY:	
	WITHIN PROPERTY BOUNDARY: FIELD RUN SURVEY (SEE GENERAL NOTES)
	OFFSITE: GIS 2' TOPO



PRE-DEVELOPMENT RCN COMPUTATION - PHASE 1

SUB-AREA	LAND COVER DESCRIPTION	HSG (D)		TOTAL AREA (AC)	PRODUCT AREA x RCN	SUB-AREA RCN
		AREA (AC)	RCN			
1	FOREST	0.00	77	0.00	0.00	88
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.70	80	0.70	56.01	
	IMPERVIOUS	0.54	98	0.54	53.07	
	Total			1.24	109.08	
1BP	FOREST	0.00	77	0.00	0.00	85
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.78	80	0.78	62.22	
	IMPERVIOUS	0.26	98	0.26	25.46	
	Total			1.04	87.67	
2	FOREST	0.00	77	0.00	0.00	92
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.27	80	0.27	21.45	
	IMPERVIOUS	0.50	98	0.50	49.22	
	Total			0.77	70.66	
2ED1 QUALITY (OUTSIDE LOD, TO EX DETENTION)	FOREST	0.00	77	0.00	0.00	92
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.12	80	0.12	9.57	
	IMPERVIOUS	0.23	98	0.23	22.81	
	Total			0.35	32.38	
2ED2 QUALITY (INSIDE LOD, TO EX DETENTION)	FOREST	0.00	77	0.00	0.00	85
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.03	80	0.03	2.67	
	IMPERVIOUS	0.01	98	0.01	1.24	
	Total			0.05	3.91	
2ED1 QUANTITY (OUTSIDE LOD, TO EX DETENTION)	FOREST	0.35	77	0.35	27.13	77
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.00	80	0.00	0.00	
	IMPERVIOUS	0.00	98	0.00	0.00	
	Total			0.35	27.13	
2ED2 QUANTITY (INSIDE LOD, TO EX DETENTION)	FOREST	0.05	77	0.05	3.54	77
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.00	80	0.00	0.00	
	IMPERVIOUS	0.00	98	0.00	0.00	
	Total			0.05	3.54	
2BP	FOREST	0.00	77	0.00	0.00	92
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.04	80	0.04	3.36	
	IMPERVIOUS	0.09	98	0.09	8.62	
	Total			0.13	11.98	
3	FOREST	0.00	77	0.00	0.00	83
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.46	80	0.46	36.89	
	IMPERVIOUS	0.09	98	0.09	8.91	
	Total			0.55	45.80	
3BP	FOREST	0.00	77	0.00	0.00	98
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.00	80	0.00	0.02	
	IMPERVIOUS	0.01	98	0.01	1.41	
	Total			0.01	1.43	
4	FOREST	0.00	77	0.00	0.00	82
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.01	80	0.01	0.91	
	IMPERVIOUS	0.00	98	0.00	0.14	
	Total			0.01	1.05	
TOTAL LOD (QUALITY)	FOREST	0.00	77	0.00	0.00	88
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	1.47	80	1.47	117.93	
	IMPERVIOUS	1.15	98	1.15	112.58	
	Total			2.62	230.50	
TOTAL LOD (QUANTITY)	FOREST	0.05	77	0.05	3.54	88
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	1.44	80	1.44	115.26	
	IMPERVIOUS	1.14	98	1.14	111.34	
	Total			2.62	230.14	



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REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: E. ERICKSON	DES: K. RYAN
DRW: C. LETCHWORTH	CHK: K. RYAN

COMMONWEALTH OF VIRGINIA
K. RYAN
KELSEY L. RYAN
Lic. No. 59936
10/25/2025
PROFESSIONAL ENGINEER

PRE-DEVELOPMENT LAND COVER & DRAINAGE AREA MAP PHASE I

**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**

TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 40'
SCALE: VERT: N/A
DATE: 10/23/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-C-101-PH1.DWG
NCS: 2356-0501-C-C-101-PH1
NUMBER: C-0170FC-051

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LEGEND

SYMBOL	DESCRIPTION
	FOREST/OPEN SPACE (SEE SCHOOL NOTE BELOW)
	MANAGED TURF
	IMPERVIOUS COVER
	DRAINAGE DIVIDE
	DRAINAGE SUB-DIVIDE
	DRAINAGE AREA
	LIMITS OF DISTURBANCE
SOURCE OF TOPOGRAPHY:	
	WITHIN PROPERTY BOUNDARY:
	FIELD RUN SURVEY (SEE GENERAL NOTES)
	OFFSITE: GIS 2 TOPO



SWM FACILITY SIZING COMPUTATION

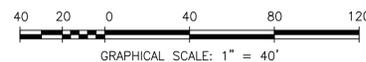
SUB-AREA	LAND COVER DESCRIPTION	BMP AREAS (AC)	
		AREA (AC)	RCN (Adjusted')
FACILITY #2 (MTD) TOTAL	MIXED OPEN	0.00	
	MANAGED TURF	0.20	
	IMPERVIOUS/GRAVEL	0.56	
	TOTAL		0.76
FACILITY #4 (MTD) TOTAL	MIXED OPEN	0.00	
	MANAGED TURF	0.15	
	IMPERVIOUS/GRAVEL	0.42	
	TOTAL		0.57
TOTAL	MIXED OPEN	0.00	
	MANAGED TURF	0.35	
	IMPERVIOUS/GRAVEL	0.98	
	TOTAL		1.33

POST-DEVELOPMENT RCN COMPUTATION - PHASE 1

SUB-AREA	LAND COVER DESCRIPTION	HSG (D)		TOTAL AREA (AC)	PRODUCT AREA x RCN	SUB-AREA RCN
		AREA (AC)	RCN (Adjusted')			
1D	FOREST	0.00	77	0.00	0.00	93
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.20	80	0.20	16.00	
	IMPERVIOUS	0.56	98	0.56	55.00	
	Total		0.76		71.00	
1BP	FOREST/OPEN SPACE	0.00	79	0.00	0.00	84
	MIXED OPEN	0.82	80	0.82	65.97	
	MANAGED TURF	0.26	98	0.26	25.13	
	Total		1.08		91.10	
1UD	FOREST/OPEN SPACE	0.00	77	0.00	0.00	91
	MIXED OPEN	0.18	79	0.18	14.46	
	MANAGED TURF	0.29	80	0.29	23.24	
	IMPERVIOUS	0.29	98	0.29	28.88	
Total		0.48		43.34		
1 TOTAL (LOD)	FOREST/OPEN SPACE	0.00	77	0.00	0.00	92
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.38	80	0.38	30.46	
	IMPERVIOUS	0.86	98	0.86	83.88	
Total		1.24		114.34		
2D	FOREST/OPEN SPACE	0.00	77	0.00	0.00	93
	MIXED OPEN	0.15	79	0.15	11.91	
	MANAGED TURF	0.42	80	0.42	41.48	
	IMPERVIOUS	0.23	98	0.23	22.61	
Total		0.57		53.39		
2ED1	FOREST/OPEN SPACE	0.00	77	0.00	0.00	92
	MIXED OPEN	0.12	79	0.12	9.38	
	MANAGED TURF	0.23	80	0.23	22.61	
	IMPERVIOUS	0.23	98	0.23	22.61	
Total		0.35		31.99		
2ED2 (LOD)	FOREST/OPEN SPACE	0.00	77	0.00	0.00	87
	MIXED OPEN	0.02	79	0.02	1.95	
	MANAGED TURF	0.02	80	0.02	1.70	
	IMPERVIOUS	0.02	98	0.02	1.70	
Total		0.04		3.65		
2BP	FOREST/OPEN SPACE	0.00	77	0.00	0.00	92
	MIXED OPEN	0.04	79	0.04	3.15	
	MANAGED TURF	0.09	80	0.09	8.61	
	IMPERVIOUS	0.09	98	0.09	8.61	
Total		0.13		11.76		
2UD	FOREST/OPEN SPACE	0.00	77	0.00	0.00	93
	MIXED OPEN	0.07	79	0.07	5.59	
	MANAGED TURF	0.16	80	0.16	15.65	
	IMPERVIOUS	0.16	98	0.16	15.65	
Total		0.23		21.25		
2 TOTAL (LOD)	FOREST/OPEN SPACE	0.00	77	0.00	0.00	93
	MIXED OPEN	0.24	79	0.24	19.46	
	MANAGED TURF	0.60	80	0.60	58.83	
	IMPERVIOUS	0.60	98	0.60	58.83	
Total		0.84		78.29		
3D	FOREST/OPEN SPACE	0.00	77	0.00	0.00	80
	MIXED OPEN	0.21	79	0.21	16.92	
	MANAGED TURF	0.01	80	0.01	0.51	
	IMPERVIOUS	0.01	98	0.01	0.51	
Total		0.22		17.43		
3BP	FOREST/OPEN SPACE	0.00	77	0.00	0.00	98
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.01	80	0.01	1.13	
	IMPERVIOUS	0.01	98	0.01	1.13	
Total		0.01		1.13		
3UD	FOREST/OPEN SPACE	0.00	77	0.00	0.00	86
	MIXED OPEN	0.22	79	0.22	17.66	
	MANAGED TURF	0.10	80	0.10	9.75	
	IMPERVIOUS	0.10	98	0.10	9.75	
Total		0.32		27.41		
3 TOTAL (LOD)	FOREST/OPEN SPACE	0.00	77	0.00	0.00	84
	MIXED OPEN	0.43	79	0.43	34.58	
	MANAGED TURF	0.10	80	0.10	10.26	
	IMPERVIOUS	0.10	98	0.10	10.26	
Total		0.54		44.84		
4	FOREST/OPEN SPACE	0.00	77	0.00	0.00	80
	MIXED OPEN	0.01	79	0.01	0.44	
	MANAGED TURF	0.01	80	0.01	0.44	
	IMPERVIOUS	0.01	98	0.01	0.44	
Total		0.01		0.44		
TOTAL (LOD) (1D+1UD+2D+2ED2+2UD+3D+3UD+4D)	FOREST/OPEN SPACE	0.00	77	0.00	0.00	91
	MIXED OPEN	1.06	79	1.06	84.94	
	MANAGED TURF	1.56	80	1.56	152.97	
	IMPERVIOUS	1.56	98	1.56	152.97	
Total		2.62		237.91		



(1) MANAGED TURF AREAS UTILIZE ADJUSTED POST-DEVELOPMENT CURVE NUMBERS PER SEC. A.3.2.D.1. OF THE VIRGINIA SWM HANDBOOK
 DETAINED (D) = AREAS WITHIN THE LOD THAT DRAIN TO A SWM FACILITY
 UNDETAINED (UD) = AREAS WITHIN THE LOD THAT DO NOT DRAIN TO A SWM FACILITY
 BYPASS (BP) = AREAS OUTSIDE THE LOD THAT DRAIN TO A SWM FACILITY
 EXTENDED DETENTION (ED) = AREAS THAT DRAINED TO THE EXISTING EXTENDED DETENTION FACILITY



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REVISIONS

NUMBER	DATE	DESCRIPTION

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DRW: C.CLETCHWORTH	CHK: K.KRYAN

COMMONWEALTH OF VIRGINIA
 K. RYAN
 KELSEY L. RYAN
 Lic. No. 59936
 10/25/2025
 PROFESSIONAL ENGINEER

POST-DEVELOPMENT LAND COVER & DRAINAGE AREA MAP PHASE I

**GREEN HEDGES SCHOOL
 SITE DEVELOPMENT PLAN**

TOWN OF VIENNA, VIRGINIA
 TOWN OF VIENNA

HORIZ: 1" = 40'
SCALE: VERT: N/A
DATE: 10/24/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-0111-PH1.DWG
NCS: 2356-0501-C-0111-PH1
NUMBER: C-0180FC-051

Gordon

Drainage Area A

VRRM 4.1, 2024

Drainage Area A Land Cover (acres)

	A Soils	B Soils	C Soils	D Soils	Totals	Land Cover Rv	Composite Loading P
Forest (acres)					0.00	0.00	0.00
Mixed Open (acres)					0.00	0.00	0.00
Managed Turf (acres)				0.38	0.38	0.25	0.85
Impervious Cover (acres)				0.86	0.86	0.95	0.86
Total					1.24		

CLEAR BMP AREAS

Total Phosphorus Available for Removal in D.A. A (lb/yr)	1.06
Post Development Treatment Volume in D.A. A (ft ³)	3,311

Composite Loading N
0.00
0.00
9.01
12.33

Stormwater Best Management Practices (RR = Runoff Reduction)

--Select from dropdown lists--

Practice	Runoff Reduction Credit (%)	Mixed Open Credit Area (acres)	Managed Turf Credit Area (acres)	Impervious Cover Credit Area (acres)	Volume from Upstream Practice (ft ³)	Runoff Reduction (ft ³)	Remaining Runoff Volume (ft ³)	Total BMP Treatment Volume (ft ³)	Phosphorus Removal Efficiency (%)	Phosphorus Load from Upstream Practices (lb)	Untreated Phosphorus Load to Practice (lb)	Phosphorus Removed By Practice (lb)	Remaining Phosphorus Load (lb)	Downstream Practice to be Employed
16. Manufactured Treatment Devices (no RR)														
16.b. Manufactured Treatment Device-Filtering	0		0.38	0.86	0	0	3,311	3,311	65	0.00	1.06	0.69	0.37	

Nitrogen Removal Efficiency (%)	Nitrogen Load from Upstream Practices (lbs)	Untreated Nitrogen Load to Practice (lbs)	Nitrogen Removed By Practice (lbs)	Remaining Nitrogen Load (lbs)
16. Manufactured BMP (no RR)				
0	0.00	14.03	0.00	14.03

TOTAL IMPERVIOUS COVER TREATED (ac)	0.86	AREA CHECK: OK.
TOTAL MIXED OPEN TREATED (ac)	0.00	AREA CHECK: OK.
TOTAL MANAGED TURF AREA TREATED (ac)	0.38	AREA CHECK: OK.
TOTAL PHOSPHORUS REMOVAL REQUIRED ON SITE (lb/yr)	0.00	
TOTAL PHOSPHORUS AVAILABLE FOR REMOVAL IN D.A. A (lb/yr)	1.06	
TOTAL PHOSPHORUS REMOVED WITHOUT RUNOFF REDUCTION PRACTICES IN D.A. A (lb/yr)	0.69	
TOTAL PHOSPHORUS REMOVED WITH RUNOFF REDUCTION PRACTICES IN D.A. A (lb/yr)	0.00	
TOTAL PHOSPHORUS LOAD REDUCTION ACHIEVED IN D.A. A (lb/yr)	0.69	
TOTAL PHOSPHORUS REMAINING AFTER APPLYING BMP LOAD REDUCTIONS IN D.A. A (lb/yr)	0.37	

SEE WATER QUALITY COMPLIANCE TAB FOR SITE COMPLIANCE CALCULATIONS

NITROGEN REMOVED WITH RUNOFF REDUCTION PRACTICES IN D.A. A (lb/yr)	0.00
NITROGEN REMOVED WITHOUT RUNOFF REDUCTION PRACTICES IN D.A. A (lb/yr)	0.00
TOTAL NITROGEN REMOVED IN D.A. A (lb/yr)	0.00

A WATER QUALITY COMPLIANCE

Site Results (Water Quality Compliance) VRRM 4.1, 2024

Area Checks	D.A. A	D.A. B	D.A. C	D.A. D	D.A. E	AREA CHECK
FOREST (ac)	0.00	0.00	0.00	0.00	0.00	OK.
MIXED OPEN (ac)	0.00	0.00	0.00	0.00	0.00	OK.
MIXED OPEN AREA TREATED(ac)	0.00	0.00	0.00	0.00	0.00	OK.
MANAGED TURF AREA (ac)	0.38	0.00	0.00	0.00	0.00	OK.
MANAGED TURF AREA TREATED (ac)	0.38	0.00	0.00	0.00	0.00	OK.
IMPERVIOUS COVER (ac)	0.86	0.00	0.00	0.00	0.00	OK.
IMPERVIOUS COVER TREATED (ac)	0.86	0.00	0.00	0.00	0.00	OK.
AREA CHECK	OK.	OK.	OK.	OK.	OK.	

Site Treatment Volume (ft ³)	6,342
--	-------

Runoff Reduction Volume and TP By Drainage Area

	D.A. A	D.A. B	D.A. C	D.A. D	D.A. E	TOTAL
RUNOFF REDUCTION VOLUME ACHIEVED (ft ³)	0	0	0	0	0	0
TP LOAD AVAILABLE FOR REMOVAL (lb/yr)	1.06	0.00	0.00	0.00	0.00	1.06
TP LOAD REDUCTION ACHIEVED (lb/yr)	0.69	0.00	0.00	0.00	0.00	0.69
TP LOAD REMAINING (lb/yr)	0.37	0.00	0.00	0.00	0.00	0.37

NITROGEN LOAD REDUCTION ACHIEVED (lb/yr)	0.00	0.00	0.00	0.00	0.00	0.00
--	------	------	------	------	------	------

Total Phosphorus

FINAL POST-DEVELOPMENT TP LOAD (lb/yr)	2.24
TP LOAD REDUCTION REQUIRED (lb/yr)	0.62
TP LOAD REDUCTION ACHIEVED (lb/yr)	0.69
TP LOAD REMAINING (lb/yr):	1.55
REMAINING TP LOAD REDUCTION REQUIRED (lb/yr):	0.00

**** TARGET TP REDUCTION EXCEEDED BY 0.07 LB/YEAR ****

THE APPLICANT RESERVES THE RIGHT TO UTILIZE OFFSITE COMPLIANCE OPTIONS (PURCHASE OF NUTRIENT CREDITS) FOR THE REMAINING PHOSPHORUS REMOVAL REQUIREMENTS

Total Nitrogen (For Information Purposes)

POST-DEVELOPMENT LOAD (lb/yr)	28.79
NITROGEN LOAD REDUCTION ACHIEVED (lb/yr)	0.00
REMAINING POST-DEVELOPMENT NITROGEN LOAD (lb/yr)	28.79

B WATER QUALITY COMPLIANCE SUMMARY

THE APPLICANT RESERVES THE RIGHT TO VARY THE TYPE, NUMBER, SIZE, AND LOCATION OF THE DEPICTED STORMWATER MANAGEMENT FACILITIES ON THIS APPLICATION WITH FINAL ENGINEERING SUCH THAT THE QUALITY AND QUANTITY REQUIREMENTS ARE STILL MET FOR EACH PHASE.

PROGRAMMING AND PLANNING
CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
SURVEY AND MAPPING
SECURITY CONSULTING

Gordon
4501 Daily Drive
Chantilly, VA 20151
Phone: 703-263-1900
www.gordon.us.com

REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: EERICKSON	DES: KHAYNER
DRW: CLETHWORTH	CHK: KRYAN



WATER QUALITY COMPUTATIONS PHASE I
**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**
TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: NA
SCALE: VERT: NA
DATE: 10/23/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-01-12-PH.DWG
NCS: 2356-0501-C-01-12-PH
NUMBER: C-0200FC-051



WATER QUANTITY COMPUTATIONS - PHASE 1

1-YR: Hydrograph Summary Report

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description
1	SCS Runoff	2,614	1	727	6,892	-----	-----	-----	OUTFALL 1 (PRE)
2	SCS Runoff	1,971	1	727	5,384	-----	-----	-----	1D
3	SCS Runoff	1,865	1	727	4,891	-----	-----	-----	1BP
4	Combine	3,837	1	727	10,276	2, 3	-----	-----	POND 1 INFLOW
5	Reservoir	0.765	1	751	10,251	4	409.21	4,215	POND 1 OUTFLOW
6	Reservoir	0.047	1	1442	177	4	410.20	10,123	POND 1 OUTFLOW (10YR)
7	SCS Runoff	1,153	1	727	3,090	-----	-----	-----	1UD
8	Combine	1,678	1	728	13,342	5, 7	-----	-----	OUTFALL 1 (POST)
9	Combine	1,153	1	727	3,268	6, 7,	-----	-----	OUTFALL 1 (POST-10YR)
11	SCS Runoff	1,924	1	727	5,202	-----	-----	-----	OUTFALL 2 (PRE)
12	SCS Runoff	0.452	1	727	1,223	-----	-----	-----	2ED (PRE)
13	SCS Runoff	1,479	1	727	4,038	-----	-----	-----	2D
14	SCS Runoff	0.937	1	727	2,511	-----	-----	-----	2ED
15	SCS Runoff	0.325	1	727	878	-----	-----	-----	2BP
16	Combine	2,740	1	727	7,428	13, 14, 15	-----	-----	POND 2 INFLOW
17	Reservoir	0.000	1	n/a	0	16	409.75	7,428	POND 2 OUTFLOW
18	Reservoir	1.129	1	734	7,007	16	102.14	1,796	POND 2 OUTFLOW (10YR)
19	SCS Runoff	0.597	1	727	1,630	-----	-----	-----	2UD
20	Combine	0.597	1	727	1,630	17, 19	-----	-----	OUTFALL 2 (POST)
21	Combine	1.595	1	728	8,637	18, 19,	-----	-----	OUTFALL 2 (POST-10YR)
23	SCS Runoff	0.900	1	727	2,362	-----	-----	-----	OUTFALL 3 (PRE)
24	SCS Runoff	0.302	1	727	801	-----	-----	-----	3D
25	SCS Runoff	0.030	1	727	89	-----	-----	-----	3BP
26	Combine	0.332	1	727	891	24, 25	-----	-----	POND 3 INFLOW
27	Reservoir	0.142	1	734	887	26	100.27	226	POND 3 OUTFLOW
28	Reservoir	0.190	1	732	813	26	100.80	234	POND 3 OUTFLOW (10YR)
29	SCS Runoff	0.613	1	727	1,608	-----	-----	-----	3UD
30	Combine	0.701	1	728	2,494	27, 29	-----	-----	OUTFALL 3 (POST)
31	Combine	0.690	1	727	2,421	28, 29,	-----	-----	OUTFALL 3 (POST-10YR)
33	SCS Runoff	0.015	1	727	41	-----	-----	-----	SHEETFLOW 4 (PRE)
34	SCS Runoff	0.014	1	727	36	-----	-----	-----	SHEETFLOW 4 (POST)

2356-0501 Quantity-PH1.gpw Return Period: 1 Year Thursday, 10 / 23 / 2025

2-YR: Hydrograph Summary Report

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description
1	SCS Runoff	3,438	1	727	9,145	-----	-----	-----	OUTFALL 1 (PRE)
2	SCS Runoff	2,481	1	727	6,876	-----	-----	-----	1D
3	SCS Runoff	2,552	1	727	6,700	-----	-----	-----	1BP
4	Combine	5,033	1	727	13,576	2, 3	-----	-----	POND 1 INFLOW
5	Reservoir	1,250	1	742	13,551	4	409.40	5,371	POND 1 OUTFLOW
6	Reservoir	0.193	1	872	3,478	4	410.22	10,204	POND 1 OUTFLOW (10YR)
7	SCS Runoff	1,476	1	727	4,007	-----	-----	-----	1UD
8	Combine	2,223	1	728	17,558	5, 7	-----	-----	OUTFALL 1 (POST)
9	Combine	1,476	1	727	7,485	6, 7,	-----	-----	OUTFALL 1 (POST-10YR)
11	SCS Runoff	2,442	1	727	6,693	-----	-----	-----	OUTFALL 2 (PRE)
12	SCS Runoff	0.673	1	727	1,783	-----	-----	-----	2ED (PRE)
13	SCS Runoff	1,861	1	727	5,157	-----	-----	-----	2D
14	SCS Runoff	1,199	1	727	3,256	-----	-----	-----	2ED
15	SCS Runoff	0.412	1	727	1,130	-----	-----	-----	2BP
16	Combine	3,473	1	727	9,543	13, 14, 15	-----	-----	POND 2 INFLOW
17	Reservoir	0.000	1	n/a	0	16	410.11	9,543	POND 2 OUTFLOW
18	Reservoir	1.322	1	734	9,123	16	102.76	2,315	POND 2 OUTFLOW (10YR)
19	SCS Runoff	0.751	1	727	2,081	-----	-----	-----	2UD
20	Combine	0.751	1	727	2,081	17, 19	-----	-----	OUTFALL 2 (POST)
21	Combine	1.912	1	728	11,204	18, 19,	-----	-----	OUTFALL 2 (POST-10YR)
23	SCS Runoff	1,244	1	727	3,263	-----	-----	-----	OUTFALL 3 (PRE)
24	SCS Runoff	0.432	1	727	1,136	-----	-----	-----	3D
25	SCS Runoff	0.036	1	727	110	-----	-----	-----	3BP
26	Combine	0.469	1	727	1,246	24, 25	-----	-----	POND 3 INFLOW
27	Reservoir	0.232	1	733	1,242	26	100.36	304	POND 3 OUTFLOW
28	Reservoir	0.377	1	730	1,168	26	100.86	269	POND 3 OUTFLOW (10YR)
29	SCS Runoff	0.821	1	727	2,167	-----	-----	-----	3UD
30	Combine	0.984	1	728	3,409	27, 29	-----	-----	OUTFALL 3 (POST)
31	Combine	1.132	1	728	3,335	28, 29,	-----	-----	OUTFALL 3 (POST-10YR)
33	SCS Runoff	0.022	1	727	57	-----	-----	-----	SHEETFLOW 4 (PRE)
34	SCS Runoff	0.020	1	727	52	-----	-----	-----	SHEETFLOW 4 (POST)

2356-0501 Quantity-PH1.gpw Return Period: 2 Year Thursday, 10 / 23 / 2025

10-YR: Hydrograph Summary Report

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description
1	SCS Runoff	6,014	1	727	16,458	-----	-----	-----	OUTFALL 1 (PRE)
2	SCS Runoff	4,041	1	727	11,580	-----	-----	-----	1D
3	SCS Runoff	4,764	1	727	12,742	-----	-----	-----	1BP
4	Combine	8,805	1	727	24,322	2, 3	-----	-----	POND 1 INFLOW
5	Reservoir	3,175	1	735	24,293	4	409.94	8,573	POND 1 OUTFLOW
6	Reservoir	2,722	1	736	14,224	4	410.50	11,895	POND 1 OUTFLOW (10YR)
7	SCS Runoff	2,470	1	727	6,829	-----	-----	-----	1UD
8	Combine	4,702	1	728	31,221	5, 7	-----	-----	OUTFALL 1 (POST)
9	Combine	3,936	1	731	21,152	6, 7,	-----	-----	OUTFALL 1 (POST-10YR)
11	SCS Runoff	4,031	1	727	11,421	-----	-----	-----	OUTFALL 2 (PRE)
12	SCS Runoff	1,435	1	727	3,765	-----	-----	-----	2ED (PRE)
13	SCS Runoff	3,031	1	727	8,685	-----	-----	-----	2D
14	SCS Runoff	2,007	1	727	5,629	-----	-----	-----	2ED
15	SCS Runoff	0.680	1	727	1,928	-----	-----	-----	2BP
16	Combine	5,718	1	727	16,243	13, 14, 15	-----	-----	POND 2 INFLOW
17	Reservoir	0.639	1	764	6,144	16	410.26	10,447	POND 2 OUTFLOW
18	Reservoir	4.095	1	731	15,823	16	103.79	3,186	POND 2 OUTFLOW (10YR)
19	SCS Runoff	1,223	1	727	3,504	-----	-----	-----	2UD
20	Combine	1,223	1	727	9,649	17, 19	-----	-----	OUTFALL 2 (POST)
21	Combine	5.075	1	729	19,327	18, 19,	-----	-----	OUTFALL 2 (POST-10YR)
23	SCS Runoff	2,363	1	727	6,293	-----	-----	-----	OUTFALL 3 (PRE)
24	SCS Runoff	0.868	1	727	2,289	-----	-----	-----	3D
25	SCS Runoff	0.056	1	727	173	-----	-----	-----	3BP
26	Combine	0.924	1	727	2,463	24, 25	-----	-----	POND 3 INFLOW
27	Reservoir	0.475	1	733	2,459	26	100.65	548	POND 3 OUTFLOW
28	Reservoir	0.853	1	729	2,385	26	100.95	336	POND 3 OUTFLOW (10YR)
29	SCS Runoff	1,483	1	727	4,008	-----	-----	-----	3UD
30	Combine	1,884	1	727	6,467	27, 29	-----	-----	OUTFALL 3 (POST)
31	Combine	2,284	1	727	6,393	28, 29,	-----	-----	OUTFALL 3 (POST-10YR)
33	SCS Runoff	0.042	1	727	111	-----	-----	-----	SHEETFLOW 4 (PRE)
34	SCS Runoff	0.039	1	727	104	-----	-----	-----	SHEETFLOW 4 (POST)

2356-0501 Quantity-PH1.gpw Return Period: 10 Year Thursday, 10 / 23 / 2025

SITE PHASING

THE SITE WILL BE DEVELOPED IN PHASES, AND TWO (2) PHASES ARE DEPICTED ON THIS APPLICATION. EACH PHASE WILL HAVE AN ASSOCIATED FINAL ENGINEERING APPLICATION TO BE SUBMITTED FOR REVIEW AND APPROVAL BY THE TOWN OF VIENNA. THIS APPLICATION ESTABLISHES A COMMON PLAN OF DEVELOPMENT FOR THE PURPOSES OF STORMWATER MANAGEMENT, SUCH THAT THE PRE-DEVELOPMENT CONDITION FOR EACH PHASE IS THE CURRENT PRE-DEVELOPMENT CONDITION. STORMWATER MANAGEMENT FACILITIES WILL BE PROPOSED ONSITE AS REQUIRED IN EACH PHASE TO PROVIDE A COMPLIANT STORMWATER MANAGEMENT PLAN FOR EACH PHASE. THE APPLICANT RESERVES THE RIGHT TO VARY THE TYPE, NUMBER, SIZE, AND LOCATION OF THE DEPICTED STORMWATER MANAGEMENT FACILITIES ON THIS APPLICATION WITH FINAL ENGINEERING SUCH THAT THE QUALITY AND QUANTITY REQUIREMENTS ARE STILL MET FOR EACH PHASE.

WATER QUANTITY NARRATIVE

THE SITE IS DEFINED BY THE LIMITS OF DISTURBANCE OF APPROXIMATELY 2.62 ACRES IN PHASE 1, AND 3.32 ACRES IN PHASE 2.

IN PHASES 1 AND 2, IN THE PRE-DEVELOPMENT AND POST-DEVELOPMENT CONDITION, THERE ARE THREE (3) CONCENTRATED OUTFALLS AND TWO (2) SHEETFLOW SUB AREAS.

OUTFALL 1: OUTFALL 1 IS LOCATED AT THE EXISTING STORM SEWER CONVEYANCE SYSTEM IN NUTLEY STREET.

OUTFALL 2: OUTFALL 2 IS LOCATED AT THE EXISTING STORM SEWER CONVEYANCE SYSTEM IN WINDOVER STREET.

OUTFALL 3: OUTFALL 3 IS LOCATED AT THE EXISTING STORM SEWER CONVEYANCE SYSTEM IN LEWIS STREET.

SUB-AREA 4: SUB-AREA 3 INCLUDES RUNOFF THAT LEAVES THE SITE AS SHEETFLOW TO THE SOUTH.

THE SITE HAS BEEN DESIGNED TO LIMIT RUNOFF TO THE ADJACENT PROPERTIES TO THE WEST.

WATER QUANTITY REQUIREMENTS

OUTFALL 1, OUTFALL 2, AND OUTFALL 3 (ALL PHASES) ARE SUBJECT TO THE FOLLOWING REQUIREMENTS OF THE VSMR REGULATIONS AS ADOPTED BY SECTION 23-17.A OF TOWN OF VIENNA CODE OF ORDINANCES.

- CHANNEL PROTECTION: SECTION 9VAC25-870-66 B.1.B - WHERE THE STORMWATER FROM A DEVELOPMENT IS DISCHARGED TO A MANMADE CONVEYANCE SYSTEM BUT THE SITE CHOOSES TO DEMONSTRATE COMPLIANCE WITH THE NATURAL CONVEYANCE SYSTEM REQUIREMENTS WHERE THE MAXIMUM PEAK FLOW RATE FROM THE POST-DEVELOPMENT 1-YEAR, 24-HOUR STORM SHALL BE CALCULATED IN ACCORDANCE WITH THE ENERGY BALANCE METHODOLOGY
- FLOOD PROTECTION: SECTION 9VAC25-870-66 C.2.B - WHERE THE POST-DEVELOPMENT PEAK FLOW RATE IS LESS THAN THE PRE-DEVELOPMENT PEAK FLOW RATE FOR THE 10-YEAR, 24-HOUR STORM EVENT

SUB-AREA 4 (ALL PHASES) IS

- SHEETFLOW: SECTION 9VAC25-870-66 D - FOR INCREASED VOLUMES OF SHEETFLOW RESULTING FROM PERVIOUS OR DISCONNECTED IMPERVIOUS AREAS THAT WILL NOT CAUSE EROSION OR FLOODING ON DOWN-GRADIENT PROPERTIES

SEE REQUIREMENT COMPUTATIONS ON SHEET C-021 FOR PHASE 1, AND SHEET C-034 FOR PHASE 2.

WATER QUANTITY COMPLIANCE

FOR OUTFALL 1, OUTFALL 2, AND OUTFALL 3 (ALL PHASES) WATER QUANTITY COMPLIANCE IS ACHIEVED BY THE DETENTION PROVIDED IN THE PROPOSED FACILITIES.

- FACILITY 1 AND 3: VAULT UNDERGROUND DETENTION FACILITIES
- FACILITY 5: PIPE UNDERGROUND DETENTION FACILITIES

FOR SUB-AREA 4 (ALL PHASES), WATER QUANTITY COMPLIANCE IS ACHIEVED BY REDUCING SHEETFLOW RUNOFF LEAVING THE SITE.

SEE COMPLIANCE COMPUTATIONS ON SHEET C-021 FOR PHASE 1, AND C-034 FOR PHASE 2.

WATER QUANTITY COMPLIANCE (OUTFALL 1) - PHASE 1

	CHANNEL PROTECTION	
	1-year	POST
LOD AREA (acre) =	1.24	1.24
P (in)	2.62	2.62
CN ⁽¹⁾	88	92
S=1000/CN-10	1.36	0.87
0.2S	0.27	0.17
RV=(P-0.2S) ² /(P-0.2S)+S (in)	1.48	1.80

(1) PRE CN on Sheet C-017; POST CN on Sheet C-018

(2) $Q_{allowable} \leq I.F. * (Q_{pre-development} * RV_{pre-development} * Area_{pre-development}) / (RV_{developed} * Area_{developed})$

(3) $Q_{allowable} \leq Q_{pre-development}$

	FLOOD PROTECTION	
	10-year	POST
LOD AREA (acre) =	1.24	1.24
P (in)	4.87	4.87
CN ⁽¹⁾	88	92
S=1000/CN-10	1.36	0.87
0.2S	0.27	0.17
RV=(P-0.2S) ² /(P-0.2S)+S (in)	3.55	3.96

WATER QUANTITY COMPLIANCE (OUTFALL 2) - PHASE 1

	CHANNEL PROTECTION	
	1-year	POST
LOD AREA (acre) =	0.82	0.84
P (in)	2.62	2.62
CN ⁽¹⁾	90	93
S=1000/CN-10	1.11	0.75
0.2S	0.22	0.15
RV=(P-0.2S) ² /(P-0.2S)+S (in)	1.64	1.89

(1) PRE CN on Sheet C-017; POST CN on Sheet C-018

(2) $Q_{allowable} \leq I.F. * (Q_{pre-development} * RV_{pre-development} * Area_{pre-development}) / (RV_{developed} * Area_{developed})$

(3) $Q_{allowable} \leq Q_{pre-development}$

	FLOOD PROTECTION	
	10-year	POST
LOD AREA (acre) =	0.82	0.84
P (in)	4.87	4.87
CN ⁽¹⁾	90	93
S=1000/CN-10	1.11	0.75
0.2S	0.22	0.15
RV=(P-0.2S) ² /(P-0.2S)+S (in)	3.75	4.07



PHASE 1- PLANTING SCHEDULE					
KEY	CATEGORY	CALIPER/HEIGHT	CREDIT	MULTIFAMILY QTY	
				TOTAL	SUBTOTAL
	BOUNDARY OF EXISTING CANOPIES TO REMAIN COUNTED IN TREE CANOPY CALCULATIONS	N/A	11,046 S.F.		
	LARGE CANOPY TREES	2" min. 10'-12"	300	59	17,700
	LARGE CANOPY TREES - HAND PLANTED TO AVOID SITE DISTURBANCE	2" min. 10'-12"	300	22	6,800
	UNDERSTORY PLANTING	2" min. 10'-12"	200	17	3,400
	UNDERSTORY PLANTING - HAND PLANTED TO AVOID SITE DISTURBANCE	2" min. 10'-12"	200	27	5,400
	SHRUBS	N/A	N/A	233	
TOTAL CANOPY COVERAGE					33,100

NOTE: ONLY TREES WITHIN PROPERTY LINE ARE CALCULATED IN THE TREE CANOPY CALCULATIONS. TREES OFFSITE ARE NOT INCLUDED IN THE TREE CANOPY CALCULATIONS.

Canopy Coverage Analysis		
Instructions: Cells shaded green are for user inputs. For issues contact TOV Urban Forester.		
Row	Project Address and/or Munis #:	
A1	Gross site area sq. ft.	187,268
A2	Pre-development canopy coverage sq. ft.	35,287
A3	Percentage of gross site area covered by existing tree canopy (A2/A1)	18.8%
A4	Zone	RS-12.5
A5	Percentage of 20-year Tree Canopy required for site (see zoning chart)	25%
A6	Minimum 20-year Tree Canopy required for site sq. ft. (A1xA5)	46,817
A7	Tree Preservation Target (minimum tree canopy area required via tree preservation) sq. ft. (A3xA6)	8,822
A8	Tree canopy that will be provided through tree preservation sq. ft.	11,046
A10	Has the Tree Preservation Target minimum been met? (A8> or =A7)	Yes
A11	If No, then submit a request to deviate from the Tree Preservation Target. Including a site-specific explanation of why the Tree Preservation Target cannot be met. Provide sheet number where deviation request is located.	Narrative
B1	Canopy from retained trees that qualify for credit sq. ft. (A8)	11,046
Multipliers - if the tree qualifies, may use both tree preservation multipliers. Canopy credits will only be given to trees with trunks that are fully located on the development site.		
B2	Tree Preservation multiplier 1.25 (B1x0.25)	2,762
B3	Forest Communities multiplier 1.5 (B1x0.5) (see 17-1003(d))	0
B4	Total preserved canopy including multipliers sq. ft. (B1+B2+B3)	13,808
C1	Canopy area that must be met with tree planting (A6-B4)	33,010
C2	Tree Canopy area to be met through tree planting with multipliers (See Sheet Planting Plan:N1)	33,100
D1	Total canopy area provided through tree preservation sq. ft. (B4)	13,808
D2	Total canopy area provided through tree planting sq. ft. (C2)	33,100
D3	Total 20 year canopy coverage provided (D1+D2)	46,908
D4	Total minimum 20 year canopy coverage required (A6)	46,817
D5	Are canopy coverage requirements met?	Yes
D6	If No, then submit a request to contribute to the Tree Fund to cover the unmet portion of the required minimum tree canopy coverage.	Narrative

01 PHASE I - KEY PLAN
C-023 Scale: 1"=60'-0"

PLANTING POOL:

Large Canopy Trees:			
Common	Scientific	Plant size	20-Year Canopy Credit Allowance (CCA)
Name	Name	2.0" Caliper/8' Height	
Red Maple	<i>Acer rubrum</i>	3"-3 1/2" Cal., 14'-16' H.	300
River Birch	<i>Betula nigra</i>	3"-3 1/2" Cal., 14'-16' H.	300
Hackberry	<i>Celtis occidentalis</i>	3"-3 1/2" Cal., 14'-16' H.	300
London Planetree	<i>Platanus x acerifolia</i>	3"-3 1/2" Cal., 14'-16' H.	300
Swamp White Oak	<i>Quercus bicolor</i>	3"-3 1/2" Cal., 14'-16' H.	300
Bur Oak	<i>Quercus macrocarpa</i>	3"-3 1/2" Cal., 14'-16' H.	300
Swamp Chestnut	<i>Quercus michauxii</i>	3"-3 1/2" Cal., 14'-16' H.	300
Pin Oak	<i>Quercus palustris</i>	3"-3 1/2" Cal., 14'-16' H.	300
Willow Oak	<i>Quercus phellos</i>	3"-3 1/2" Cal., 14'-16' H.	300
Northern Red Oak	<i>Quercus rubra</i>	3"-3 1/2" Cal., 14'-16' H.	300
Post Oak	<i>Quercus stellata</i>	3"-3 1/2" Cal., 14'-16' H.	300
American Linden	<i>Tilia americana</i>	3"-3 1/2" Cal., 14'-16' H.	300
Japanese Zelkova	<i>Zelkova serrata</i>	3"-3 1/2" Cal., 14'-16' H.	300

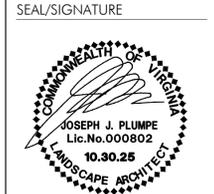
Understory Trees:			
Common	Scientific	Plant size	20-Year Canopy Credit Allowance (CCA)
Name	Name	2.0" Caliper/8' Height	
Atlas Cedar	<i>Cedrus atlantica</i>	2" Cal., 8' H.	200
Deodar Cedar	<i>Cedrus deodara</i>	2" Cal., 8' H.	200
Eastern Redbud	<i>Cercis canadensis</i>	2" Cal., 8' H.	200
Yellowwood	<i>Cladrastis kentuckea</i>	2" Cal., 8' H.	200
Nellie Stevens holly	<i>Ilex x 'Nellie Stevens'</i>	2" Cal., 8' H.	200
Crapemyrtle	<i>Lagerstroemia indica</i>	2" Cal., 8' H.	200
Saucer Magnolia	<i>Magnolia soulangiana</i>	2" Cal., 8' H.	200
Star Magnolia	<i>Magnolia stellata</i>	2" Cal., 8' H.	200
Kwansan cherry	<i>Prunus serrulata</i>	2" Cal., 8' H.	200

Shrubs:	
Common	Scientific
Name	Name
Wax Myrtle	<i>Morella cerifera</i>
Inkberry Holly	<i>Ilex glabra</i>
Winterberry Holly	<i>Ilex verticillata</i>
American Holly	<i>Ilex opaca</i>
Virginia Sweetpire	<i>Itea virginica</i>
Fragrant Sumac	<i>Rhus aromatica</i>
Arrowwood Viburnum	<i>Viburnum dentatum</i>
Buttonbush	<i>Cephalanthus occidentalis</i>

GREEN HEDGES SCHOOL
415 WINDOVER AVE NW
VIENNA, VA
TOWN OF VIENNA

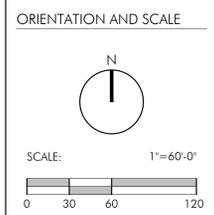
CLIENT
GREEN HEDGES SCHOOL -
THE STONE HOUSE GROUP

STUDIO39
LANDSCAPE ARCHITECTURE, P.C.
5810 KINGSTOWNE CENTER DRIVE
SUITE 120, #769
ALEXANDRIA, VA 22315-5711
703.719.6500 | STUDIO39.COM



ISSUE DATE
LANDSCAPE PLAN 07.25.2025
LANDSCAPE PLAN 10.30.2025

PROJECT NUMBER: 25009
CONTACT: JOSEPH PLUMPE
DRAWN: YJ
APPROVED/CHECKED: JP



SHEET TITLE
TREE CANOPY CALCULATIONS - PHASE I

SHEET NUMBER
C-023

SITE DEVELOPMENT PLAN

\\p1\rf\l\1\Projects\2025\25009\green_hedges_school\6.0\and_files\current\phase\6.01 TREE CANOPY CALCULATIONS.dwg

NOT RELEASED FOR CONSTRUCTION

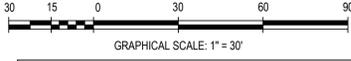
LEGEND

- | | | | |
|---|-------------------|---|--------------------|
| EXISTING | | PROPOSED | |
|  | EXISTING BUILDING |  | PROPOSED BUILDINGS |
|  | PATIO TERRACE |  | PARKING/DRIVEWAY |
|  | WOOD DECK |  | CONCRETE PAD |
|  | PARKING/DRIVEWAY | | |



LOT COVERAGE - PHASE 1		
LOT AREA	SQUARE FOOTAGE	ACRES
PARCEL 008A	187,268	4.30
TOTAL	187,268	4.30

MATERIAL	SQUARE FOOTAGE	LOT COVERAGE
EXISTING DRIVEWAY TO REMAIN	1,185	1%
EXISTING PATIO TERRACE	1,876	1.0%
EX. BUILDING TO REMAIN	22,263	11.9%
EX. DECK	234	0.1%
PROPOSED BUILDINGS	5,000	2.7%
PROPOSED PATIO TERRACE	0	0.0%
CONCRETE PAD, SPORTS COURT	2,728	1.5%
PROPOSED PARKING/DRIVEWAY	40,030	21.4%
TOTAL	73,316	39.2%



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REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: E.ERICKSON	DES: A.AOWENS
DRW: H.BARRY	CHK: A.SARANT

COMMONWEALTH OF VIRGINIA
ANTHONY T. OWENS, P.E.
Lic. No. 34522
PROFESSIONAL ENGINEER

10-24-20
SEAL:

LOT COVERAGE PHASE I

**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**

TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 30'
SCALE: VERT: N/A
DATE: 10/24/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-GC-112-PH1.DWG
NCS: 2356-0501-C-GC-112-PH1
NUMBER: C-0240FC-051

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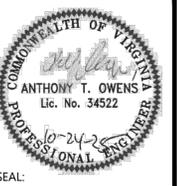
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DRW: H.BARRY	CHK: A.SARANT



CIRCULATION PLAN PHASE I
**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**
TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 30'
SCALE: VERT: N/A
DATE: 10/24/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-CS-104-PH1.DWG
NCS: 2356-0501-C-CS-104-PH1
NUMBER: C-0250FC-051



PHASE 2 DEMOLITION LEGEND

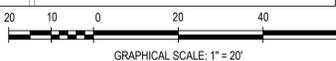
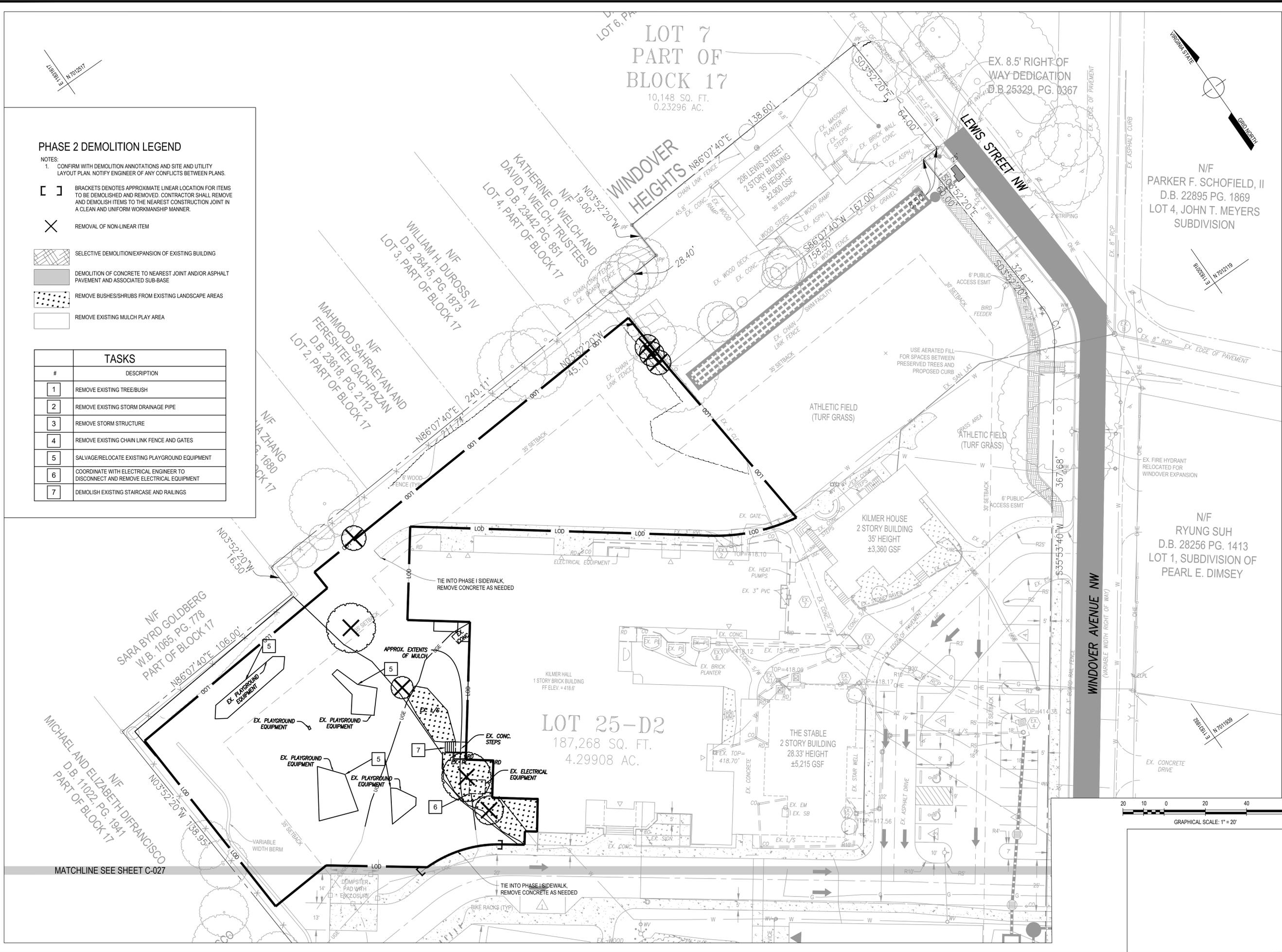
NOTES:
1. CONFIRM WITH DEMOLITION ANNOTATIONS AND SITE AND UTILITY LAYOUT PLAN. NOTIFY ENGINEER OF ANY CONFLICTS BETWEEN PLANS.

[] BRACKETS DENOTES APPROXIMATE LINEAR LOCATION FOR ITEMS TO BE DEMOLISHED AND REMOVED. CONTRACTOR SHALL REMOVE AND DEMOLISH ITEMS TO THE NEAREST CONSTRUCTION JOINT IN A CLEAN AND UNIFORM WORKMANSHIP MANNER.

X REMOVAL OF NON-LINEAR ITEM

-  SELECTIVE DEMOLITION/EXPANSION OF EXISTING BUILDING
-  DEMOLITION OF CONCRETE TO NEAREST JOINT AND/OR ASPHALT PAVEMENT AND ASSOCIATED SUB-BASE
-  REMOVE BUSHES/SHRUBS FROM EXISTING LANDSCAPE AREAS
-  REMOVE EXISTING MULCH PLAY AREA

#	TASKS
1	REMOVE EXISTING TREE/BUSH
2	REMOVE EXISTING STORM DRAINAGE PIPE
3	REMOVE STORM STRUCTURE
4	REMOVE EXISTING CHAIN LINK FENCE AND GATES
5	SALVAGE/RELOCATE EXISTING PLAYGROUND EQUIPMENT
6	COORDINATE WITH ELECTRICAL ENGINEER TO DISCONNECT AND REMOVE ELECTRICAL EQUIPMENT
7	DEMOLISH EXISTING STAIRCASE AND RAILINGS



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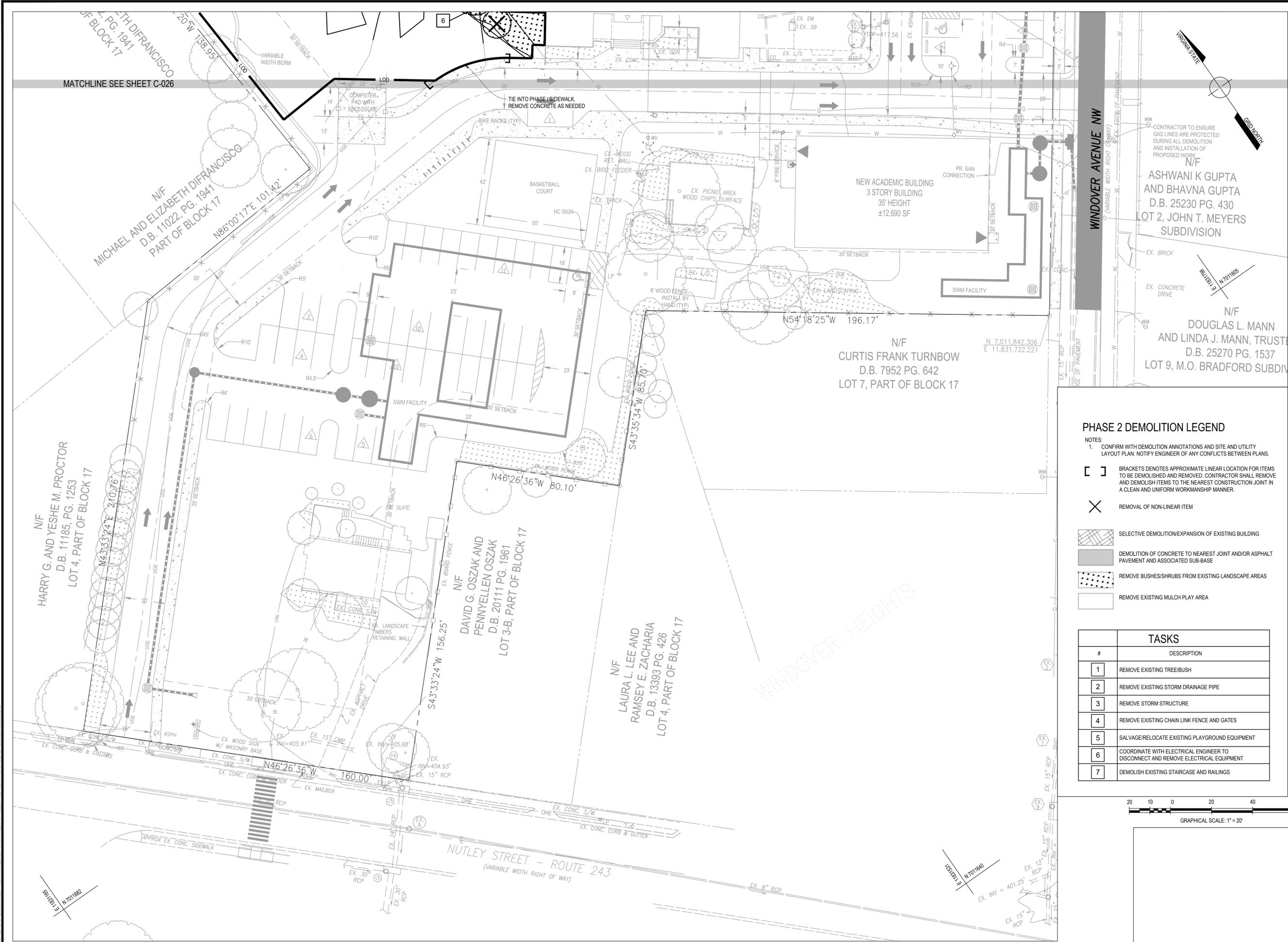
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DRW: H.BARRY	CHK: A.SARANT

COMMONWEALTH OF VIRGINIA
ANTHONY T. OWENS
Lic. No. 34522
PROFESSIONAL ENGINEER

DEMOLITION PLAN PHASE II
**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**
TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 20'
SCALE: VERT: N/A
DATE: 10/24/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-00-101-PH2.DWG
NCS: 2356-0501-C-00-101-PH2
NUMBER: C-026 of C-051

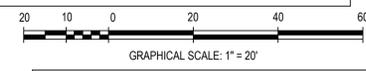
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PHASE 2 DEMOLITION LEGEND

- NOTES:
 1. CONFIRM WITH DEMOLITION ANNOTATIONS AND SITE AND UTILITY LAYOUT PLAN. NOTIFY ENGINEER OF ANY CONFLICTS BETWEEN PLANS.
- [] BRACKETS DENOTES APPROXIMATE LINEAR LOCATION FOR ITEMS TO BE DEMOLISHED AND REMOVED. CONTRACTOR SHALL REMOVE AND DEMOLISH ITEMS TO THE NEAREST CONSTRUCTION JOINT IN A CLEAN AND UNIFORM WORKMANSHIP MANNER.
 - X REMOVAL OF NON-LINEAR ITEM
 - [Hatched Box] SELECTIVE DEMOLITION/EXPANSION OF EXISTING BUILDING
 - [Solid Grey Box] DEMOLITION OF CONCRETE TO NEAREST JOINT AND/OR ASPHALT PAVEMENT AND ASSOCIATED SUB-BASE
 - [Dotted Box] REMOVE BUSHES/SHRUBS FROM EXISTING LANDSCAPE AREAS
 - [White Box] REMOVE EXISTING MULCH PLAY AREA

#	TASKS
1	REMOVE EXISTING TREE/BUSH
2	REMOVE EXISTING STORM DRAINAGE PIPE
3	REMOVE STORM STRUCTURE
4	REMOVE EXISTING CHAIN LINK FENCE AND GATES
5	SALVAGE/LOCATE EXISTING PLAYGROUND EQUIPMENT
6	COORDINATE WITH ELECTRICAL ENGINEER TO DISCONNECT AND REMOVE ELECTRICAL EQUIPMENT
7	DEMOLISH EXISTING STAIRCASE AND RAILINGS



HORIZ: 1" = 20'
 SCALE: VERT: N/A
 DATE: 10/24/25
 PLAN: GREEN HEDGES SCHOOL
 JOB: GORDON 2356-0501
 CADD: 2356-0501-C-00-101-PR2.DWG
 NCS: 2356-0501-C-00-101-PR2
 NUMBER: C-0270FC-051

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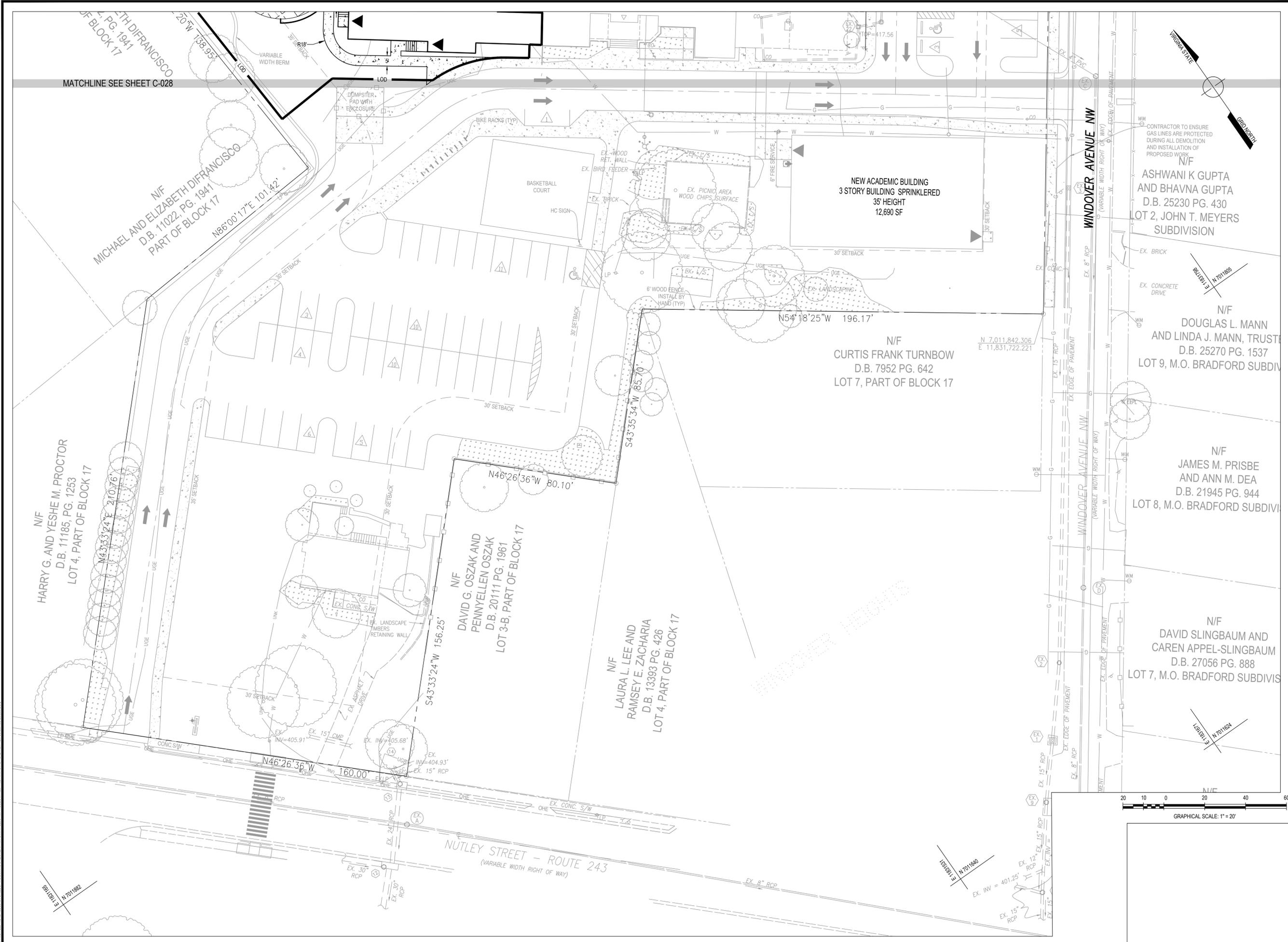
SUR: E.ERICKSON
 DES: A.AOWENS
 DRW: H.BARRY
 CHK: A.SARANT

ANTHONY T. OWENS
 Lic. No. 34522
 PROFESSIONAL ENGINEER

DEMOLITION PLAN PHASE II
**GREEN HEDGES SCHOOL
 SITE DEVELOPMENT PLAN**
 TOWN OF VIENNA, VIRGINIA
 TOWN OF VIENNA

HORIZ: 1" = 20'
 SCALE: VERT: N/A
 DATE: 10/24/25
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 JOB: GORDON 2356-0501
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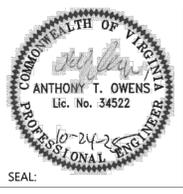
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DRW: H.BARRY	CHK: A.SARANT



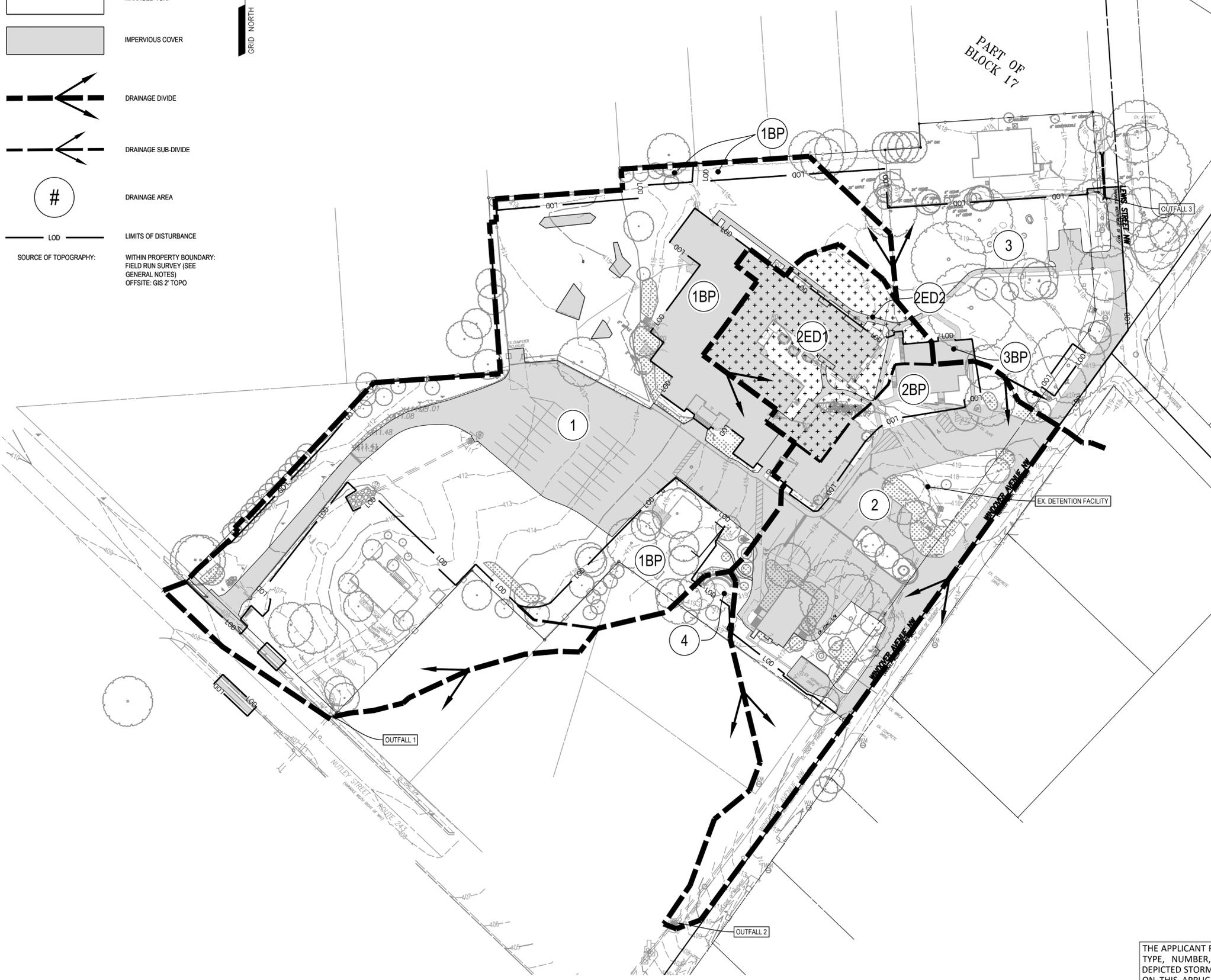
SITE AND UTILITY PLAN PHASE II
**GREEN HEDGES SCHOOL
 SITE DEVELOPMENT PLAN**
 TOWN OF VIENNA, VIRGINIA
 TOWN OF VIENNA

HORIZ: 1" = 20'
SCALE: VERT: N/A
DATE: 10/24/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-CS-103-PH2.DWG
NCS: 2356-0501-C-CS-103-PH2
NUMBER: C-0290FC-051

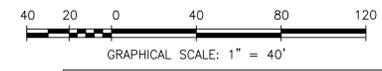


LEGEND

SYMBOL	DESCRIPTION
	FOREST/OPEN SPACE (SEE SCHOOL NOTE BELOW)
	MANAGED TURF
	IMPERVIOUS COVER
	DRAINAGE DIVIDE
	DRAINAGE SUB-DIVIDE
	DRAINAGE AREA
	LOD
	LIMITS OF DISTURBANCE
SOURCE OF TOPOGRAPHY: WITHIN PROPERTY BOUNDARY: FIELD RUN SURVEY (SEE GENERAL NOTES) OFFSITE: GIS 2 TOPO	



PRE-DEVELOPMENT RCN COMPUTATION - PHASE 2						
SUB-AREA	LAND COVER DESCRIPTION	HSG (D)		TOTAL AREA (AC)	PRODUCT AREA x RCN	SUB-AREA RCN
		AREA (AC)	RCN			
1	FOREST	0.00	77	0.00	0.00	86
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	1.21	80	1.21	96.41	
	IMPERVIOUS	0.57	98	0.57	56.23	
	Total			1.78	152.64	
1BP	FOREST	0.00	77	0.00	0.00	88
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.27	80	0.27	21.63	
	IMPERVIOUS	0.23	98	0.23	22.51	
	Total			0.50	44.14	
2	FOREST	0.00	77	0.00	0.00	92
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.27	80	0.27	21.67	
	IMPERVIOUS	0.50	98	0.50	49.26	
	Total			0.77	70.93	
2ED1 QUALITY (OUTSIDE LOD, TO EX DETENTION)	FOREST	0.00	77	0.00	0.00	94
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.07	80	0.07	5.98	
	IMPERVIOUS	0.24	98	0.24	23.04	
	Total			0.31	29.02	
2ED2 QUALITY (INSIDE LOD, TO EX DETENTION)	FOREST	0.00	77	0.00	0.00	83
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.08	80	0.08	6.07	
	IMPERVIOUS	0.01	98	0.01	1.24	
	Total			0.09	7.30	
2ED1 QUANTITY (OUTSIDE LOD, TO EX DETENTION)	FOREST	0.31	77	0.31	23.86	77
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.00	80	0.00	0.00	
	IMPERVIOUS	0.00	98	0.00	0.00	
	Total			0.31	23.86	
2ED2 QUANTITY (INSIDE LOD, TO EX DETENTION)	FOREST	0.09	77	0.09	6.81	77
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.00	80	0.00	0.00	
	IMPERVIOUS	0.00	98	0.00	0.00	
	Total			0.09	6.81	
2BP	FOREST	0.00	77	0.00	0.00	92
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.04	80	0.04	3.10	
	IMPERVIOUS	0.09	98	0.09	8.62	
	Total			0.13	11.72	
3	FOREST	0.00	77	0.00	0.00	83
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.49	80	0.49	39.10	
	IMPERVIOUS	0.09	98	0.09	8.89	
	Total			0.58	47.99	
3BP	FOREST	0.00	77	0.00	0.00	98
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.00	80	0.00	0.01	
	IMPERVIOUS	0.01	98	0.01	1.43	
	Total			0.01	1.44	
4	FOREST	0.00	77	0.00	0.00	82
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.01	80	0.01	0.91	
	IMPERVIOUS	0.00	98	0.00	0.14	
	Total			0.01	1.05	
TOTAL LOD (QUALITY)	FOREST	0.00	77	0.00	0.00	87
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	2.05	80	2.05	164.16	
	IMPERVIOUS	1.18	98	1.18	115.76	
	Total			3.23	279.92	
TOTAL LOD (QUANTITY)	FOREST	0.09	77	0.09	6.81	86
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	1.98	80	1.98	158.10	
	IMPERVIOUS	1.17	98	1.17	114.52	
	Total			3.23	279.43	



THE APPLICANT RESERVES THE RIGHT TO VARY THE TYPE, NUMBER, SIZE, AND LOCATION OF THE DEPICTED STORMWATER MANAGEMENT FACILITIES ON THIS APPLICATION WITH FINAL ENGINEERING SUCH THAT THE QUALITY AND QUANTITY REQUIREMENTS ARE STILL MET FOR EACH PHASE.

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REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: EERICKSON	DES: KRYAN
DRW: CLETHWORTH	CHK: KRYAN

COMMONWEALTH OF VIRGINIA
K. RYAN
KELSEY L. RYAN
Lic. No. 59936
10/25/2025
PROFESSIONAL ENGINEER

PRE-DEVELOPMENT LAND COVER & DRAINAGE AREA MAP PHASE II
**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**
TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 40'
SCALE: VERT: N/A
DATE: 10/23/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-C-102-PH2.DWG
NCS: 2356-0501-C-C-102-PH2
NUMBER: C-0300FC-051

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LEGEND

- SYMBOL DESCRIPTION**
- FOREST/OPEN SPACE (NONE SHOWN)
 - MANAGED TURF
 - IMPERVIOUS COVER
 - PERMEABLE PAVEMENT (IMPERVIOUS COVER)
 - DRAINAGE DIVIDE
 - DRAINAGE SUB-DIVIDE
 - DRAINAGE AREA
 - LIMITS OF DISTURBANCE
- SOURCE OF TOPOGRAPHY:**
 WITHIN PROPERTY BOUNDARY: FIELD RUN SURVEY (SEE GENERAL NOTES)
 OFFSITE: GIS 2' TOPO



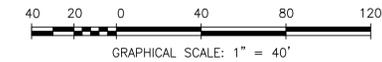
SWM FACILITY SIZING COMPUTATION

SUB-AREA	LAND COVER DESCRIPTION	BMP AREAS (AC)	
		AREA (AC)	RCN (Adjusted)
FACILITY #2 (MTD) TOTAL	MIXED OPEN	0.00	
	MANAGED TURF	0.37	
	IMPERVIOUS/GRAVEL	0.96	
	TOTAL	1.33	
FACILITY #3 (MTD) TOTAL	MIXED OPEN	0.00	
	MANAGED TURF	0.15	
	IMPERVIOUS/GRAVEL	0.42	
	TOTAL	0.58	
TOTAL	MIXED OPEN	0.00	
	MANAGED TURF	0.52	
	IMPERVIOUS/GRAVEL	1.38	
	TOTAL	1.90	

POST-DEVELOPMENT RCN COMPUTATION - PHASE 2

SUB-AREA	LAND COVER DESCRIPTION	HSG (D)		TOTAL AREA (AC)	PRODUCT AREA x RCN	SUB-AREA RCN
		AREA (AC)	RCN (Adjusted)			
1D	FOREST	0.00	77	0.00	0.00	93
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.37	80	0.37	29.44	
	IMPERVIOUS	0.96	98	0.96	93.87	
	Total	1.33	123.31			
1BP	FOREST/OPEN SPACE	0.00	79	0.00	0.00	88
	MIXED OPEN	0.29	80	0.29	23.01	
	MANAGED TURF	0.23	98	0.23	22.62	
	Total	0.52	45.63			
1UD	FOREST/OPEN SPACE	0.00	77	0.00	0.00	91
	MIXED OPEN	0.18	79	0.18	14.48	
	MANAGED TURF	0.29	80	0.29	28.88	
	Total	0.48	43.37			
1 TOTAL (LOD)	FOREST/OPEN SPACE	0.00	77	0.00	0.00	93
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.55	80	0.55	43.92	
	IMPERVIOUS	1.25	98	1.25	122.75	
	Total	1.80	166.67			
2D	FOREST/OPEN SPACE	0.00	77	0.00	0.00	93
	MIXED OPEN	0.15	79	0.15	12.17	
	MANAGED TURF	0.42	80	0.42	41.48	
	Total	0.58	53.65			
2ED1	FOREST/OPEN SPACE	0.00	77	0.00	0.00	94
	MIXED OPEN	0.08	79	0.08	6.01	
	MANAGED TURF	0.23	80	0.23	22.58	
	Total	0.31	28.59			
2ED2 (LOD)	FOREST/OPEN SPACE	0.00	77	0.00	0.00	94
	MIXED OPEN	0.02	79	0.02	1.59	
	MANAGED TURF	0.06	80	0.06	6.31	
	Total	0.08	7.90			
2BP	FOREST/OPEN SPACE	0.00	77	0.00	0.00	93
	MIXED OPEN	0.04	79	0.04	2.92	
	MANAGED TURF	0.09	80	0.09	8.57	
	Total	0.12	11.49			
2UD	FOREST/OPEN SPACE	0.00	77	0.00	0.00	93
	MIXED OPEN	0.07	79	0.07	5.59	
	MANAGED TURF	0.16	80	0.16	15.65	
	Total	0.23	21.25			
2 TOTAL (LOD)	FOREST/OPEN SPACE	0.00	77	0.00	0.00	93
	MIXED OPEN	0.24	79	0.24	19.36	
	MANAGED TURF	0.65	80	0.65	63.44	
	IMPERVIOUS	0.89	82.80			
	Total	1.78	166.67			
3D	FOREST/OPEN SPACE	0.00	77	0.00	0.00	80
	MIXED OPEN	0.21	79	0.21	16.92	
	MANAGED TURF	0.01	80	0.01	0.51	
	Total	0.22	17.43			
3BP	FOREST/OPEN SPACE	0.00	77	0.00	0.00	98
	MIXED OPEN	0.00	79	0.00	0.00	
	MANAGED TURF	0.01	80	0.01	1.13	
	Total	0.01	1.13			
3UD	FOREST/OPEN SPACE	0.00	77	0.00	0.00	86
	MIXED OPEN	0.22	79	0.22	17.66	
	MANAGED TURF	0.10	80	0.10	9.75	
	Total	0.32	27.41			
3 TOTAL (LOD)	FOREST/OPEN SPACE	0.00	77	0.00	0.00	84
	MIXED OPEN	0.43	79	0.43	34.58	
	MANAGED TURF	0.10	80	0.10	10.26	
	IMPERVIOUS	0.54	44.84			
	Total	1.07	95.68			
4	FOREST/OPEN SPACE	0.00	77	0.00	0.00	80
	MIXED OPEN	0.01	79	0.01	0.44	
	MANAGED TURF	0.00	80	0.00	0.00	
	Total	0.01	0.44			
TOTAL (LOD) (1D+1UD+2D+2ED1+2UD+3D+3UD+4D)	FOREST/OPEN SPACE	0.00	77	0.00	0.00	91
	MIXED OPEN	1.23	80	1.23	98.30	
	MANAGED TURF	2.00	98	2.00	196.45	
	IMPERVIOUS	3.23	294.75			
	Total	6.46	575.50			

(1) MANAGED TURF AREAS UTILIZE ADJUSTED POST-DEVELOPMENT CURVE NUMBERS PER SEC. A.3.2 D.1. OF THE VIRGINIA SWM HANDBOOK
 DETAINED (D) = AREAS WITHIN THE LOD THAT DRAIN TO A SWM FACILITY
 UNDETAINED (UD) = AREAS WITHIN THE LOD THAT DO NOT DRAIN TO A SWM FACILITY
 BYPASS (BP) = AREAS OUTSIDE THE LOD THAT DRAIN TO A SWM FACILITY
 EXTENDED DETENTION (ED) = AREAS THAT DRAINED TO THE EXISTING EXTENDED DETENTION FACILITY



THE APPLICANT RESERVES THE RIGHT TO VARY THE TYPE, NUMBER, SIZE, AND LOCATION OF THE DEPICTED STORMWATER MANAGEMENT FACILITIES ON THIS APPLICATION WITH FINAL ENGINEERING SUCH THAT THE QUALITY AND QUANTITY REQUIREMENTS ARE STILL MET FOR EACH PHASE.



PROGRAMMING AND PLANNING
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 SECURITY CONSULTING

Gordon
 4501 Daily Drive
 Chantilly, VA 20151
 Phone: 703-263-1900
 www.gordon.us.com

REVISIONS

NUMBER	DATE	DESCRIPTION

SUR: EERICKSON
 DES: KRYAN
 DRW: CLETHWORTH
 CHK: KRYAN



POST-DEVELOPMENT LAND COVER & DRAINAGE AREA MAP PHASE II

**GREEN HEDGES SCHOOL
 SITE DEVELOPMENT PLAN**

TOWN OF VIENNA, VIRGINIA
 TOWN OF VIENNA

HORIZ: 1" = 40'
 SCALE: VERT: N/A
 DATE: 10/24/25
 PLAN: GREEN HEDGES SCHOOL
 JOB: GORDON 2356-0501
 CADD: 2356-0501-C-01-112-PH2.DWG
 NCS: 2356-0501-C-01-112-PH2
 NUMBER: C-0310FC-051



Drainage Area A

VRRM 4.1, 2024

Drainage Area A Land Cover (acres)

	A Soils	B Soils	C Soils	D Soils	Totals	Land Cover Rv	Composite Loading P
Forest (acres)					0.00	0.00	0.00
Mixed Open (acres)					0.00	0.00	0.00
Managed Turf (acres)				0.55	0.55	0.25	0.85
Impervious Cover (acres)				1.25	1.25	0.95	0.86
Total					1.80		

CLEAR BMP AREAS

Total Phosphorus Available for Removal in D.A. A (lb/yr)	1.54
Post Development Treatment Volume in D.A. A (ft ³)	4,818

Composite Loading N
0.00
0.00
9.01
12.33

Stormwater Best Management Practices (RR = Runoff Reduction)

--Select from dropdown lists--

Practice	Runoff Reduction Credit (%)	Mixed Open Credit Area (acres)	Managed Turf Credit Area (acres)	Impervious Cover Credit Area (acres)	Volume from Upstream Practice (ft ³)	Runoff Reduction (ft ³)	Remaining Runoff Volume (ft ³)	Total BMP Treatment Volume (ft ³)	Phosphorus Removal Efficiency (%)	Phosphorus Load from Upstream Practices (lb)	Untreated Phosphorus Load to Practice (lb)	Phosphorus Removed By Practice (lb)	Remaining Phosphorus Load (lb)	Downstream Practice to be Employed
16. Manufactured Treatment Devices (no RR)														
16.b. Manufactured Treatment Device-Filtering	0		0.55	1.25	0	0	4,818	4,818	65	0.00	1.54	1.00	0.54	

Nitrogen Removal Efficiency (%)	Nitrogen Load from Upstream Practices (lbs)	Untreated Nitrogen Load to Practice (lbs)	Nitrogen Removed By Practice (lbs)	Remaining Nitrogen Load (lbs)
16. Manufactured BMP (no RR)				
0	0.00	20.40	0.00	20.40

TOTAL IMPERVIOUS COVER TREATED (ac)	1.25	AREA CHECK: OK.
TOTAL MIXED OPEN TREATED (ac)	0.00	AREA CHECK: OK.
TOTAL MANAGED TURF AREA TREATED (ac)	0.55	AREA CHECK: OK.
TOTAL PHOSPHORUS REMOVAL REQUIRED ON SITE (lb/yr)	0.00	
TOTAL PHOSPHORUS AVAILABLE FOR REMOVAL IN D.A. A (lb/yr)	1.54	
TOTAL PHOSPHORUS REMOVED WITHOUT RUNOFF REDUCTION PRACTICES IN D.A. A (lb/yr)	1.00	
TOTAL PHOSPHORUS REMOVED WITH RUNOFF REDUCTION PRACTICES IN D.A. A (lb/yr)	0.00	
TOTAL PHOSPHORUS LOAD REDUCTION ACHIEVED IN D.A. A (lb/yr)	1.00	
TOTAL PHOSPHORUS REMAINING AFTER APPLYING BMP LOAD REDUCTIONS IN D.A. A (lb/yr)	0.54	

SEE WATER QUALITY COMPLIANCE TAB FOR SITE COMPLIANCE CALCULATIONS

NITROGEN REMOVED WITH RUNOFF REDUCTION PRACTICES IN D.A. A (lb/yr)	0.00
NITROGEN REMOVED WITHOUT RUNOFF REDUCTION PRACTICES IN D.A. A (lb/yr)	0.00
TOTAL NITROGEN REMOVED IN D.A. A (lb/yr)	0.00

A WATER QUALITY COMPLIANCE

Site Results (Water Quality Compliance) VRRM 4.1, 2024

Area Checks	D.A. A	D.A. B	D.A. C	D.A. D	D.A. E	AREA CHECK
FOREST (ac)	0.00	0.00	0.00	0.00	0.00	OK.
MIXED OPEN (ac)	0.00	0.00	0.00	0.00	0.00	OK.
MIXED OPEN AREA TREATED (ac)	0.00	0.00	0.00	0.00	0.00	OK.
MANAGED TURF AREA (ac)	0.55	0.00	0.00	0.00	0.00	OK.
MANAGED TURF AREA TREATED (ac)	0.55	0.00	0.00	0.00	0.00	OK.
IMPERVIOUS COVER (ac)	1.25	0.00	0.00	0.00	0.00	OK.
IMPERVIOUS COVER TREATED (ac)	1.25	0.00	0.00	0.00	0.00	OK.
AREA CHECK	OK.	OK.	OK.	OK.	OK.	

Site Treatment Volume (ft ³)	8,013
--	-------

Runoff Reduction Volume and TP By Drainage Area

	D.A. A	D.A. B	D.A. C	D.A. D	D.A. E	TOTAL
RUNOFF REDUCTION VOLUME ACHIEVED (ft ³)	0	0	0	0	0	0
TP LOAD AVAILABLE FOR REMOVAL (lb/yr)	1.54	0.00	0.00	0.00	0.00	1.54
TP LOAD REDUCTION ACHIEVED (lb/yr)	1.00	0.00	0.00	0.00	0.00	1.00
TP LOAD REMAINING (lb/yr)	0.54	0.00	0.00	0.00	0.00	0.54
NITROGEN LOAD REDUCTION ACHIEVED (lb/yr)	0.00	0.00	0.00	0.00	0.00	0.00

Total Phosphorus

FINAL POST-DEVELOPMENT TP LOAD (lb/yr)	2.76
TP LOAD REDUCTION REQUIRED (lb/yr)	0.90
TP LOAD REDUCTION ACHIEVED (lb/yr)	1.00
TP LOAD REMAINING (lb/yr)	1.76
REMAINING TP LOAD REDUCTION REQUIRED (lb/yr)	0.00

**** TARGET TP REDUCTION EXCEEDED BY 0.1 LB/YEAR ****

Total Nitrogen (For Information Purposes)

POST-DEVELOPMENT LOAD (lb/yr)	35.75
NITROGEN LOAD REDUCTION ACHIEVED (lb/yr)	0.00
REMAINING POST-DEVELOPMENT NITROGEN LOAD (lb/yr)	35.75

THE APPLICANT RESERVES THE RIGHT TO UTILIZE OFFSITE COMPLIANCE OPTIONS (PURCHASE OF NUTRIENT CREDITS) FOR THE REMAINING PHOSPHORUS REMOVAL REQUIREMENTS

B WATER QUALITY COMPLIANCE SUMMARY

THE APPLICANT RESERVES THE RIGHT TO VARY THE TYPE, NUMBER, SIZE, AND LOCATION OF THE DEPICTED STORMWATER MANAGEMENT FACILITIES ON THIS APPLICATION WITH FINAL ENGINEERING SUCH THAT THE QUALITY AND QUANTITY REQUIREMENTS ARE STILL MET FOR EACH PHASE.

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REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: EERICKSON	DES: KRYAN
DRW: CLETHWORTH	CHK: KRYAN



WATER QUALITY COMPUTATIONS PHASE II

**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**

TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: NA
SCALE: VERT: NA
DATE: 10/23/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-01-122-PH2.DWG
NCS: 2356-0501-C-01-122-PH2
NUMBER: C-0330FC-051



WATER QUANTITY COMPUTATIONS - PHASE 2

1-YR: Hydrograph Summary Report

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description
1	SCS Runoff	3.408	1	727	8,943	-----	-----	-----	OUTFALL 1 (PRE)
2	SCS Runoff	3.450	1	727	9,423	-----	-----	-----	1D
3	SCS Runoff	1.096	1	727	2,890	-----	-----	-----	1BP
4	Combine	4.546	1	727	12,313	2, 3	-----	-----	POND 1 INFLOW
5	Reservoir	1.079	1	742	12,279	4	409.37	5,050	POND 1 OUTFLOW
6	Reservoir	0.094	1	1019	2,213	4	410.23	10,295	POND 1 OUTFLOW (10YR)
7	SCS Runoff	1.153	1	727	3,090	-----	-----	-----	1UD
8	Combine	1.871	1	728	15,369	5, 7	-----	-----	OUTFALL 1 (POST)
9	Combine	1.153	1	727	5,303	6, 7,	-----	-----	OUTFALL 1 (POST-10YR)
11	SCS Runoff	1.924	1	727	5,202	-----	-----	-----	2 (PRE)
12	SCS Runoff	0.452	1	727	1,223	-----	-----	-----	2ED (PRE)
13	SCS Runoff	1.505	1	727	4,109	-----	-----	-----	2D
14	SCS Runoff	1.047	1	727	2,897	-----	-----	-----	2ED
15	SCS Runoff	0.311	1	727	850	-----	-----	-----	2BP
16	Combine	2.863	1	727	7,856	13, 14, 15	-----	-----	POND 2 INFLOW
17	Reservoir	1.127	1	734	7,852	16	102.13	1,790	POND 2 OUTFLOW
18	Reservoir	1.166	1	734	7,436	16	102.25	1,890	POND 2 OUTFLOW (10YR)
19	SCS Runoff	0.597	1	727	1,630	-----	-----	-----	2UD
20	Combine	1.580	1	728	9,482	17, 19	-----	-----	OUTFALL 2 (POST)
21	Combine	1.629	1	728	9,065	18, 19,	-----	-----	OUTFALL 2 (POST) (10YR)
23	SCS Runoff	0.982	1	727	2,577	-----	-----	-----	OUTFALL 3 (PRE)
24	SCS Runoff	0.302	1	727	801	-----	-----	-----	3D
25	SCS Runoff	0.030	1	727	89	-----	-----	-----	3BP
26	Combine	0.332	1	727	891	24, 25	-----	-----	POND 3 INFLOW
27	Reservoir	0.114	1	736	889	26	100.67	157	POND 3 OUTFLOW
28	Reservoir	0.190	1	732	813	26	100.80	234	POND 3 OUTFLOW (10YR)
29	SCS Runoff	0.613	1	727	1,608	-----	-----	-----	3UD
30	Combine	0.713	1	727	2,497	27, 29	-----	-----	OUTFALL 3 (POST)
31	Combine	0.690	1	727	2,421	28, 29,	-----	-----	OUTFALL 3 (POST) (10YR)
33	SCS Runoff	0.015	1	727	41	-----	-----	-----	SHEETFLOW 4 (PRE)
34	SCS Runoff	0.014	1	727	36	-----	-----	-----	SHEETFLOW 4 (POST)

2356-0501 Quantity-PH2.gpw Return Period: 1 Year Thursday, 10 / 23 / 2025

2-YR: Hydrograph Summary Report

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description
1	SCS Runoff	4.569	1	727	12,054	-----	-----	-----	OUTFALL 1 (PRE)
2	SCS Runoff	4.343	1	727	12,034	-----	-----	-----	1D
3	SCS Runoff	1.442	1	727	3,835	-----	-----	-----	1BP
4	Combine	5.784	1	727	15,868	2, 3	-----	-----	POND 1 INFLOW
5	Reservoir	1.545	1	756	15,832	4	409.50	6,214	POND 1 OUTFLOW
6	Reservoir	0.330	1	809	5,768	4	410.32	10,821	POND 1 OUTFLOW (10YR)
7	SCS Runoff	1.476	1	727	4,007	-----	-----	-----	1UD
8	Combine	2.673	1	729	19,839	5, 7	-----	-----	OUTFALL 1 (POST)
9	Combine	1.476	1	727	9,775	6, 7,	-----	-----	OUTFALL 1 (POST-10YR)
11	SCS Runoff	2.442	1	727	6,693	-----	-----	-----	2 (PRE)
12	SCS Runoff	0.673	1	727	1,783	-----	-----	-----	2ED (PRE)
13	SCS Runoff	1.894	1	727	5,248	-----	-----	-----	2D
14	SCS Runoff	1.308	1	727	3,671	-----	-----	-----	2ED
15	SCS Runoff	0.392	1	727	1,086	-----	-----	-----	2BP
16	Combine	3.593	1	727	10,005	13, 14, 15	-----	-----	POND 2 INFLOW
17	Reservoir	1.327	1	734	10,001	16	102.77	2,330	POND 2 OUTFLOW
18	Reservoir	1.357	1	734	9,584	16	102.88	2,416	POND 2 OUTFLOW (10YR)
19	SCS Runoff	0.751	1	727	2,081	-----	-----	-----	2UD
20	Combine	1.907	1	728	12,082	17, 19	-----	-----	OUTFALL 2 (POST)
21	Combine	1.943	1	728	11,665	18, 19,	-----	-----	OUTFALL 2 (POST) (10YR)
23	SCS Runoff	1.357	1	727	3,559	-----	-----	-----	OUTFALL 3 (PRE)
24	SCS Runoff	0.432	1	727	1,136	-----	-----	-----	3D
25	SCS Runoff	0.036	1	727	110	-----	-----	-----	3BP
26	Combine	0.469	1	727	1,246	24, 25	-----	-----	POND 3 INFLOW
27	Reservoir	0.228	1	733	1,244	26	100.80	235	POND 3 OUTFLOW
28	Reservoir	0.377	1	730	1,168	26	100.86	269	POND 3 OUTFLOW (10YR)
29	SCS Runoff	0.821	1	727	2,167	-----	-----	-----	3UD
30	Combine	0.936	1	727	3,411	27, 29	-----	-----	OUTFALL 3 (POST)
31	Combine	1.132	1	728	3,335	28, 29,	-----	-----	OUTFALL 3 (POST) (10YR)
33	SCS Runoff	0.022	1	727	57	-----	-----	-----	SHEETFLOW 4 (PRE)
34	SCS Runoff	0.020	1	727	52	-----	-----	-----	SHEETFLOW 4 (POST)

2356-0501 Quantity-PH2.gpw Return Period: 2 Year Thursday, 10 / 23 / 2025

10-YR: Hydrograph Summary Report

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description
1	SCS Runoff	8.252	1	727	22,295	-----	-----	-----	OUTFALL 1 (PRE)
2	SCS Runoff	7.072	1	727	20,265	-----	-----	-----	1D
3	SCS Runoff	2.522	1	727	6,902	-----	-----	-----	1BP
4	Combine	9.594	1	727	27,167	2, 3	-----	-----	POND 1 INFLOW
5	Reservoir	1.825	1	750	27,127	4	410.35	10,763	POND 1 OUTFLOW
6	Reservoir	1.203	1	757	17,087	4	411.15	15,713	POND 1 OUTFLOW (10YR)
7	SCS Runoff	2.470	1	727	6,829	-----	-----	-----	1UD
8	Combine	4.106	1	727	34,055	5, 7	-----	-----	OUTFALL 1 (POST)
9	Combine	3.133	1	728	23,995	6, 7,	-----	-----	OUTFALL 1 (POST-10YR)
11	SCS Runoff	4.031	1	727	11,421	-----	-----	-----	2 (PRE)
12	SCS Runoff	1.435	1	727	3,765	-----	-----	-----	2ED (PRE)
13	SCS Runoff	3.084	1	727	8,837	-----	-----	-----	2D
14	SCS Runoff	2.103	1	727	6,102	-----	-----	-----	2ED
15	SCS Runoff	0.638	1	727	1,828	-----	-----	-----	2BP
16	Combine	5.825	1	727	16,768	13, 14, 15	-----	-----	POND 2 INFLOW
17	Reservoir	4.152	1	731	16,764	16	103.82	3,211	POND 2 OUTFLOW
18	Reservoir	4.197	1	730	16,348	16	103.85	3,232	POND 2 OUTFLOW (10YR)
19	SCS Runoff	1.223	1	727	3,504	-----	-----	-----	2UD
20	Combine	5.128	1	729	20,269	17, 19	-----	-----	OUTFALL 2 (POST)
21	Combine	5.190	1	729	19,852	18, 19,	-----	-----	OUTFALL 2 (POST) (10YR)
23	SCS Runoff	2.578	1	727	6,866	-----	-----	-----	OUTFALL 3 (PRE)
24	SCS Runoff	0.868	1	727	2,289	-----	-----	-----	3D
25	SCS Runoff	0.056	1	727	173	-----	-----	-----	3BP
26	Combine	0.924	1	727	2,463	24, 25	-----	-----	POND 3 INFLOW
27	Reservoir	0.831	1	729	2,461	26	100.95	333	POND 3 OUTFLOW
28	Reservoir	0.853	1	729	2,385	26	100.95	336	POND 3 OUTFLOW (10YR)
29	SCS Runoff	1.483	1	727	4,008	-----	-----	-----	3UD
30	Combine	2.249	1	728	6,469	27, 29	-----	-----	OUTFALL 3 (POST)
31	Combine	2.284	1	727	6,393	28, 29,	-----	-----	OUTFALL 3 (POST) (10YR)
33	SCS Runoff	0.042	1	727	111	-----	-----	-----	SHEETFLOW 4 (PRE)
34	SCS Runoff	0.039	1	727	104	-----	-----	-----	SHEETFLOW 4 (POST)

2356-0501 Quantity-PH2.gpw Return Period: 10 Year Thursday, 10 / 23 / 2025

SITE PHASING

THE SITE WILL BE DEVELOPED IN PHASES, AND TWO (2) PHASES ARE DEPICTED ON THIS APPLICATION. EACH PHASE WILL HAVE AN ASSOCIATED FINAL ENGINEERING APPLICATION TO BE SUBMITTED FOR REVIEW AND APPROVAL BY THE TOWN OF VIENNA. THIS APPLICATION ESTABLISHES A COMMON PLAN OF DEVELOPMENT FOR THE PURPOSES OF STORMWATER MANAGEMENT, SUCH THAT THE PRE-DEVELOPMENT CONDITION FOR EACH PHASE IS THE CURRENT PRE-DEVELOPMENT CONDITION. STORMWATER MANAGEMENT FACILITIES WILL BE PROPOSED ONSITE AS REQUIRED IN EACH PHASE TO PROVIDE A COMPLIANT STORMWATER MANAGEMENT PLAN FOR EACH PHASE. THE APPLICANT RESERVES THE RIGHT TO VARY THE TYPE, NUMBER, SIZE, AND LOCATION OF THE DEPICTED STORMWATER MANAGEMENT FACILITIES ON THIS APPLICATION WITH FINAL ENGINEERING SUCH THAT THE QUALITY AND QUANTITY REQUIREMENTS ARE STILL MET FOR EACH PHASE.

WATER QUANTITY NARRATIVE

THE SITE IS DEFINED BY THE LIMITS OF DISTURBANCE OF APPROXIMATELY 2.62 ACRES IN PHASE 1, AND 3.32 ACRES IN PHASE 2.

IN PHASES 1 AND 2, IN THE PRE-DEVELOPMENT AND POST-DEVELOPMENT CONDITION, THERE ARE THREE (3) CONCENTRATED OUTFALLS AND TWO (2) SHEETFLOW SUB AREAS.

OUTFALL 1: OUTFALL 1 IS LOCATED AT THE EXISTING STORM SEWER CONVEYANCE SYSTEM IN NUTLEY STREET.

OUTFALL 2: OUTFALL 2 IS LOCATED AT THE EXISTING STORM SEWER CONVEYANCE SYSTEM IN WINDOVER STREET.

OUTFALL 3: OUTFALL 3 IS LOCATED AT THE EXISTING STORM SEWER CONVEYANCE SYSTEM IN LEWIS STREET.

SUB-AREA 4: SUB-AREA 3 INCLUDES RUNOFF THAT LEAVES THE SITE AS SHEETFLOW TO THE SOUTH. THE SITE HAS BEEN DESIGNED TO LIMIT RUNOFF TO THE ADJACENT PROPERTIES TO THE WEST.

WATER QUANTITY REQUIREMENTS

OUTFALL 1, OUTFALL 2, AND OUTFALL 3 (ALL PHASES) ARE SUBJECT TO THE FOLLOWING REQUIREMENTS OF THE VSMF REGULATIONS AS ADOPTED BY SECTION 23-17.A OF TOWN OF VIENNA CODE OF ORDINANCES.

- CHANNEL PROTECTION: SECTION 9VAC25-870-66.B.1.B - WHERE THE STORMWATER FROM A DEVELOPMENT IS DISCHARGED TO A MANMADE CONVEYANCE SYSTEM BUT THE SITE CHOOSES TO DEMONSTRATE COMPLIANCE WITH THE NATURAL CONVEYANCE SYSTEM REQUIREMENTS WHERE THE MAXIMUM PEAK FLOW RATE FROM THE POST-DEVELOPMENT 1-YEAR, 24-HOUR STORM SHALL BE CALCULATED IN ACCORDANCE WITH THE ENERGY BALANCE METHODOLOGY
- FLOOD PROTECTION: SECTION 9VAC25-870-66.C.2.B - WHERE THE POST-DEVELOPMENT PEAK FLOW RATE IS LESS THAN THE PRE-DEVELOPMENT PEAK FLOW RATE FOR THE 10-YEAR, 24-HOUR STORM EVENT

SUB-AREA 4 (ALL PHASES) IS

- SHEETFLOW: SECTION 9VAC25-870-66.D - FOR INCREASED VOLUMES OF SHEETFLOW RESULTING FROM PERVIOUS OR DISCONNECTED IMPERVIOUS AREAS THAT WILL NOT CAUSE EROSION OR FLOODING ON DOWN-GRADIENT PROPERTIES

SEE REQUIREMENT COMPUTATIONS ON SHEET C-021 FOR PHASE 1, AND SHEET C-034 FOR PHASE 2.

WATER QUANTITY COMPLIANCE

FOR OUTFALL 1, OUTFALL 2, AND OUTFALL 3 (ALL PHASES) WATER QUANTITY COMPLIANCE IS ACHIEVED BY THE DETENTION PROVIDED IN THE PROPOSED FACILITIES.

- FACILITY 1 AND 3: VAULT UNDERGROUND DETENTION FACILITIES
- FACILITY 5: PIPE UNDERGROUND DETENTION FACILITIES

FOR SUB-AREA 4 (ALL PHASES), WATER QUANTITY COMPLIANCE IS ACHIEVED BY REDUCING SHEETFLOW RUNOFF LEAVING THE SITE.

SEE COMPLIANCE COMPUTATIONS ON SHEET C-021 FOR PHASE 1, AND C-034 FOR PHASE 2.

WATER QUANTITY COMPLIANCE (OUTFALL 1) - PHASE 2

	CHANNEL PROTECTION	
	1-year	POST
LOD AREA (acre) =	1.78	1.8
P (in)	2.62	2.62
CN ⁽¹⁾	86	93
S=1000/CN-10	1.63	0.75
0.2S	0.33	0.15
RV=(P-0.2S) ² /(P-0.2S)+S (in)	1.34	1.89

	FLOOD PROTECTION	
	10-year	POST
LOD AREA (acre) =	1.78	1.8
P (in)	4.87	4.87
CN ⁽¹⁾	86	93
S=1000/CN-10	1.63	0.75
0.2S	0.33	0.15
RV=(P-0.2S) ² /(P-0.2S)+S (in)	3.35	3.96

WATER QUANTITY COMPLIANCE (OUTFALL 2) - PHASE 2

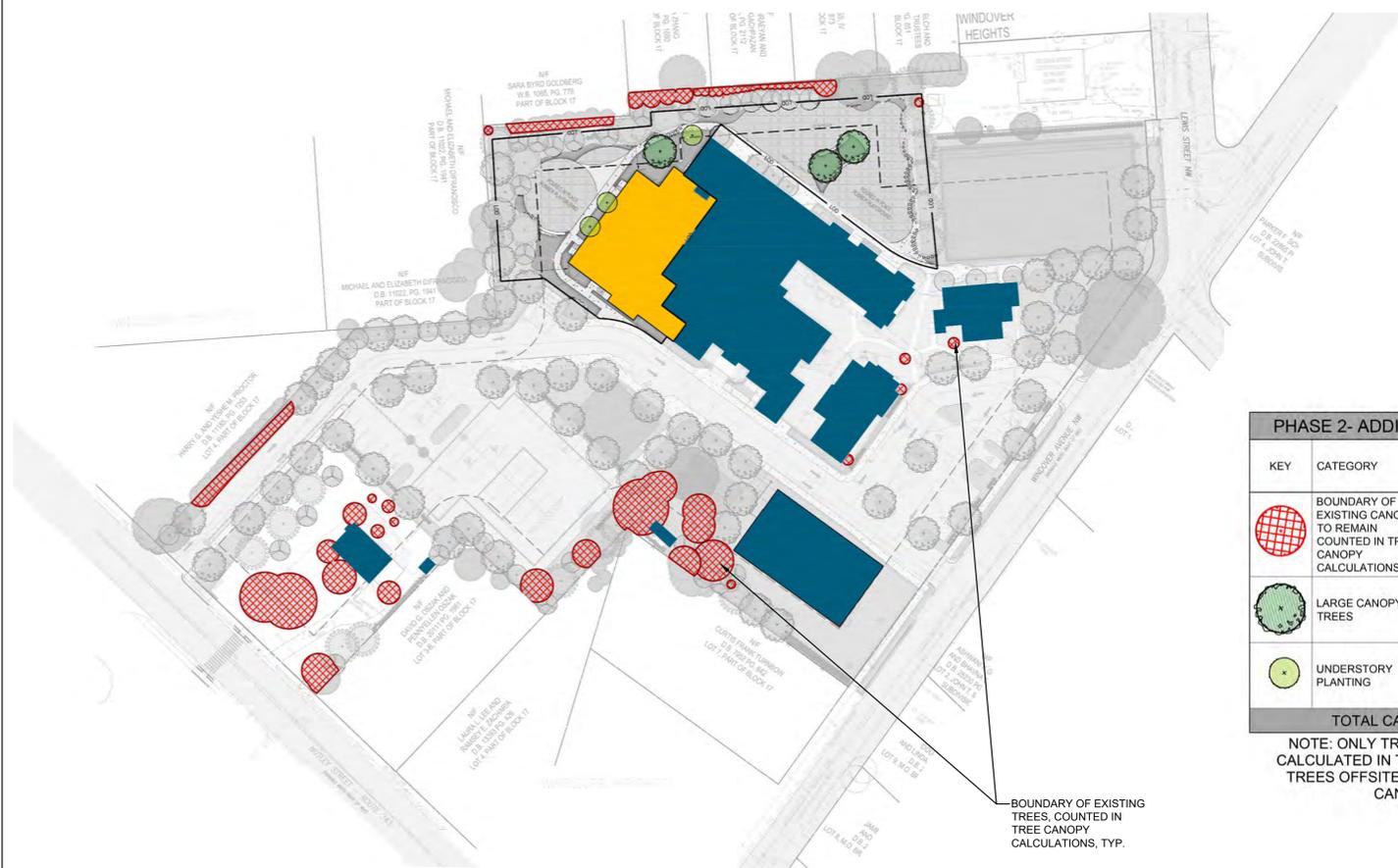
	CHANNEL PROTECTION	
	1-year	POST
LOD AREA (acre) =	0.86	0.89
P (in)	2.62	2.62
CN ⁽¹⁾	90	93
S=1000/CN-10	1.11	0.75
0.2S	0.22	0.15
RV=(P-0.2S) ² /(P-0.2S)+S (in)	1.64	1.89

	FLOOD PROTECTION	
	10-year	POST
LOD AREA (acre) =	0.86	0.89
P (in)	4.87	4.87
CN ⁽¹⁾	90	93
S=1000/CN-10	1.11	0.75
0.2S	0.22	0.15
RV=(P-0.2S) ² /(P-0.2S)+S (in)	3.75	3.96

- (1) PRE CN ON SHEET C-030; POST CN ON SHEET C-031
 (2) $Q_{\text{Allowable}} \leq I.F. * (Q_{\text{Pre-development}} * RV_{\text{Pre-development}} * Area_{\text{Pre-development}}) / (RV_{\text{Developed}} * Area_{\text{Developed}})$
 (3) $Q_{\text{Allowable}} \leq Q_{\text{Pre-development}}$

IF		0.8	Hydrograph #
CHANNEL PROTECTION (1-YR)			
$Q_{\text{Pre-development}}$ (cfs) for LOD		3.41	#1
$Q_{\text{Allowable}}$ (cfs) for LOD ⁽²⁾		1.91	
Total Pre-development Bypass Flow (cfs)		1.05	#3
$Q_{\text{Allowable}}$ (cfs) + Bypass Flow (cfs)		2.97	
$Q_{\text{Allowable}}$ (cfs) for Outfall		1.87	#8
$Q_{\text{Post-Development}}$ (cfs) for Outfall		1.87	

IF		0.8	Hydrograph #
FLOOD PROTECTION (10-YR)			
$Q_{\text{Pre-development}}$ (cfs) for LOD		8.25	#1
$Q_{\text{Allowable}}$ (cfs) for LOD ⁽²⁾		8.25	



PHASE 2- ADDITIONAL PLANTING SCHEDULE					
KEY	CATEGORY	CALIPER/ HEIGHT	CREDIT	MULTIFAMILY QTY	
				TOTAL	SUBTOTAL
	BOUNDARY OF EXISTING CANOPIES TO REMAIN COUNTED IN TREE CANOPY CALCULATIONS	N/A	9,928 S.F.		
	LARGE CANOPY TREES	2" min. 10'-12"	300	3	900
	UNDERSTORY PLANTING	2" min. 10'-12"	200	3	600
TOTAL CANOPY COVERAGE					1,500

NOTE: ONLY TREES WITHIN PROPERTY LINE ARE CALCULATED IN THE TREE CANOPY CALCULATIONS. TREES OFFSITE ARE NOT INCLUDED IN THE TREE CANOPY CALCULATIONS.

01 PHASE II- KEY PLAN
C-036 Scale: 1"=60'-0"

PLAN

Large Canopy Trees:

Common	Scientific	Plant size	20-Year Canopy Credit Allowance (CCA)
Name	Name	2.0" Caliper/8' Height	
Red Maple	<i>Acer rubrum</i>	3"-3 1/2" Cal., 14'-16' H.	300
River Birch	<i>Betula nigra</i>	3"-3 1/2" Cal., 14'-16' H.	300
Hackberry	<i>Celtis occidentalis</i>	3"-3 1/2" Cal., 14'-16' H.	300
London Planetree	<i>Platanus x acerifolia</i>	3"-3 1/2" Cal., 14'-16' H.	300
Swamp White Oak	<i>Quercus bicolor</i>	3"-3 1/2" Cal., 14'-16' H.	300
Bur Oak	<i>Quercus macrocarpa</i>	3"-3 1/2" Cal., 14'-16' H.	300
Swamp Chestnut	<i>Quercus michauxii</i>	3"-3 1/2" Cal., 14'-16' H.	300
Pin Oak	<i>Quercus palustris</i>	3"-3 1/2" Cal., 14'-16' H.	300
Willow Oak	<i>Quercus phellos</i>	3"-3 1/2" Cal., 14'-16' H.	300
Northern Red Oak	<i>Quercus rubra</i>	3"-3 1/2" Cal., 14'-16' H.	300
Post Oak	<i>Quercus stellata</i>	3"-3 1/2" Cal., 14'-16' H.	300
American Linden	<i>Tilia americana</i>	3"-3 1/2" Cal., 14'-16' H.	300
Japanese Zelkova	<i>Zelkova serrata</i>	3"-3 1/2" Cal., 14'-16' H.	300

Understory Trees:

Common	Scientific	Plant size	20-Year Canopy Credit Allowance (CCA)
Name	Name	2.0" Caliper/8' Height	
Atlas Cedar	<i>Cedrus atlantica</i>	2" Cal., 8' H.	200
Deodar Cedar	<i>Cedrus deodara</i>	2" Cal., 8' H.	200
Eastern Redbud	<i>Cercis canadensis</i>	2" Cal., 8' H.	200
Yellowwood	<i>Cladrastis kentuckea</i>	2" Cal., 8' H.	200
Nellie Stevens holly	<i>Ilex x 'Nellie Stevens'</i>	2" Cal., 8' H.	200
Crapemyrtle	<i>Lagerstroemia indica</i>	2" Cal., 8' H.	200
Saucer Magnolia	<i>Magnolia soulangiana</i>	2" Cal., 8' H.	200
Star Magnolia	<i>Magnolia stellata</i>	2" Cal., 8' H.	200
Kwansan cherry	<i>Prunus serrulata</i>	2" Cal., 8' H.	200

Shrubs:

Common	Scientific
Name	Name
Wax Myrtle	<i>Morella cerifera</i>
Inkberry Holly	<i>Ilex glabra</i>
Winterberry Holly	<i>Ilex verticillata</i>
American Holly	<i>Ilex opaca</i>
Virginia Sweetpire	<i>Itea virginica</i>
Fragrant Sumac	<i>Rhus aromatica</i>
Arrowwood Viburnum	<i>Viburnum dentatum</i>
Buttonbush	<i>Cephalanthus occidentalis</i>

Canopy Coverage Analysis		
Instructions: Cells shaded green are for user inputs. For issues contact TOV Urban Forester.		
Row	Project Address and/or Munis #:	
A1	Gross site area sq. ft.	187,268
A2	Pre-development canopy coverage sq. ft.	35,287
A3	Percentage of gross site area covered by existing tree canopy (A2/A1)	18.8%
A4	Zone	RS-12.5
A5	Percentage of 20-year Tree Canopy required for site (see zoning chart)	25%
A6	Minimum 20-year Tree Canopy required for site sq. ft. (A1xA5)	46,817
A7	Tree Preservation Target (minimum tree canopy area required via tree preservation) sq. ft. (A3xA6)	8,822
A8	Tree canopy that will be provided through tree preservation sq. ft.	9,928
A10	Has the Tree Preservation Target minimum been met? (A8> or =A7)	Yes
A11	If No, then submit a request to deviate from the Tree Preservation Target. Including a site-specific explanation of why the Tree Preservation Target cannot be met. Provide sheet number where deviation request is located.	Narrative
B1	Canopy from retained trees that qualify for credit sq. ft. (A8)	9,928
Multipliers - if the tree qualifies, may use both tree preservation multipliers. Canopy credits will only be given to trees with trunks that are fully located on the development site.		
B2	Tree Preservation multiplier 1.25 (B1x0.25)	2,482
B3	Forest Communities multiplier 1.5 (B1x0.5) (see 17-1003(d))	0
B4	Total preserved canopy including multipliers sq. ft. (B1+B2+B3)	12,410
C1	Canopy area that must be met with tree planting (A6-B4)	34,407
C2	Tree Canopy area to be met through tree planting with multipliers (See Sheet Planting Plan:N1)	34,600
D1	Total canopy area provided through tree preservation sq. ft. (B4)	12,410
D2	Total canopy area provided through tree planting sq. ft. (C2)	34,600
D3	Total 20 year canopy coverage provided (D1+D2)	47,010
D4	Total minimum 20 year canopy coverage required (A6)	46,817
D5	Are canopy coverage requirements met?	Yes
D6	If No, then submit a request to contribute to the Tree Fund to cover the unmet portion of the required minimum tree canopy coverage.	Narrative

GREEN HEDGES SCHOOL
415 WINDOVER AVE NW
VIENNA, VA
TOWN OF VIENNA

CLIENT
GREEN HEDGES SCHOOL -
THE STONE HOUSE GROUP

STUDIO39
LANDSCAPE ARCHITECTURE, P.C.
5810 KINGSTOWNE CENTER DRIVE
SUITE 120, #769
ALEXANDRIA, VA 22315-5711
703.719.6500 | STUDIO39.COM

SEAL/SIGNATURE

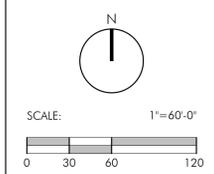


ISSUE DATE
LANDSCAPE PLAN 07.25.2025
LANDSCAPE PLAN 10.30.2025

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PROJECT NUMBER: 25009
CONTACT: JOSEPH PLUMPE
DRAWN: YJ
APPROVED/CHECKED: JP

ORIENTATION AND SCALE



SHEET TITLE
TREE CANOPY CALCULATIONS- PHASE II

SHEET NUMBER

C-036

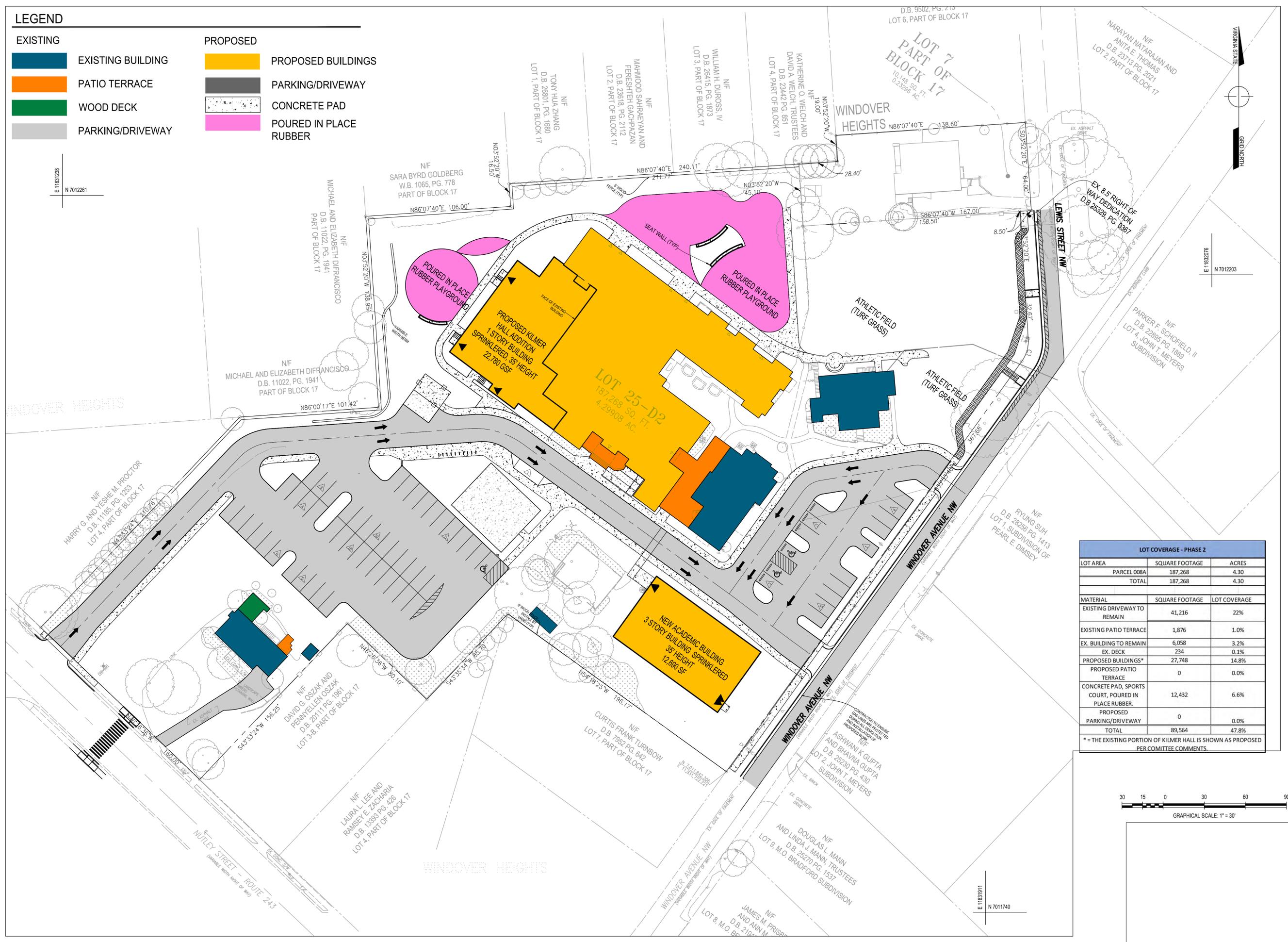
SITE DEVELOPMENT PLAN

\\spp-ar\info\1\Projects\2025\25009 green hedges school\6.0 and files\current phase\6.07 TREE CANOPY CALCULATIONS.P2.dwg

NOT RELEASED FOR CONSTRUCTION

LEGEND

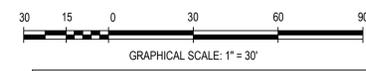
EXISTING		PROPOSED	
	EXISTING BUILDING		PROPOSED BUILDINGS
	PATIO TERRACE		PARKING/DRIVEWAY
	WOOD DECK		CONCRETE PAD
	PARKING/DRIVEWAY		POURED IN PLACE RUBBER



LOT COVERAGE - PHASE 2		
LOT AREA	SQUARE FOOTAGE	ACRES
PARCEL 008A	187,268	4.30
TOTAL	187,268	4.30

MATERIAL	SQUARE FOOTAGE	LOT COVERAGE
EXISTING DRIVEWAY TO REMAIN	41,216	22%
EXISTING PATIO TERRACE	1,876	1.0%
EX. BUILDING TO REMAIN	6,058	3.2%
EX. DECK	234	0.1%
PROPOSED BUILDINGS*	27,748	14.8%
PROPOSED PATIO TERRACE	0	0.0%
CONCRETE PAD, SPORTS COURT, POURED IN PLACE RUBBER.	12,432	6.6%
PROPOSED PARKING/DRIVEWAY	0	0.0%
TOTAL	89,564	47.8%

* = THE EXISTING PORTION OF KILMER HALL IS SHOWN AS PROPOSED PER COMMITTEE COMMENTS.



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REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: E.ERICKSON	DES: A.AOWENS
DRW: H.BARRY	CHK: A.SARANT

COMMONWEALTH OF VIRGINIA
ANTHONY T. OWENS
Lic. No. 34522
PROFESSIONAL ENGINEER

10-24-20
SEAL

LOT COVERAGE PHASE II

**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**

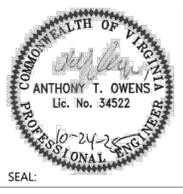
TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 30'
SCALE: VERT: N/A
DATE: 10/24/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-GC-112-PH2.DWG
NCS: 2356-0501-C-GC-112-PH2
NUMBER: C-0370FC-051

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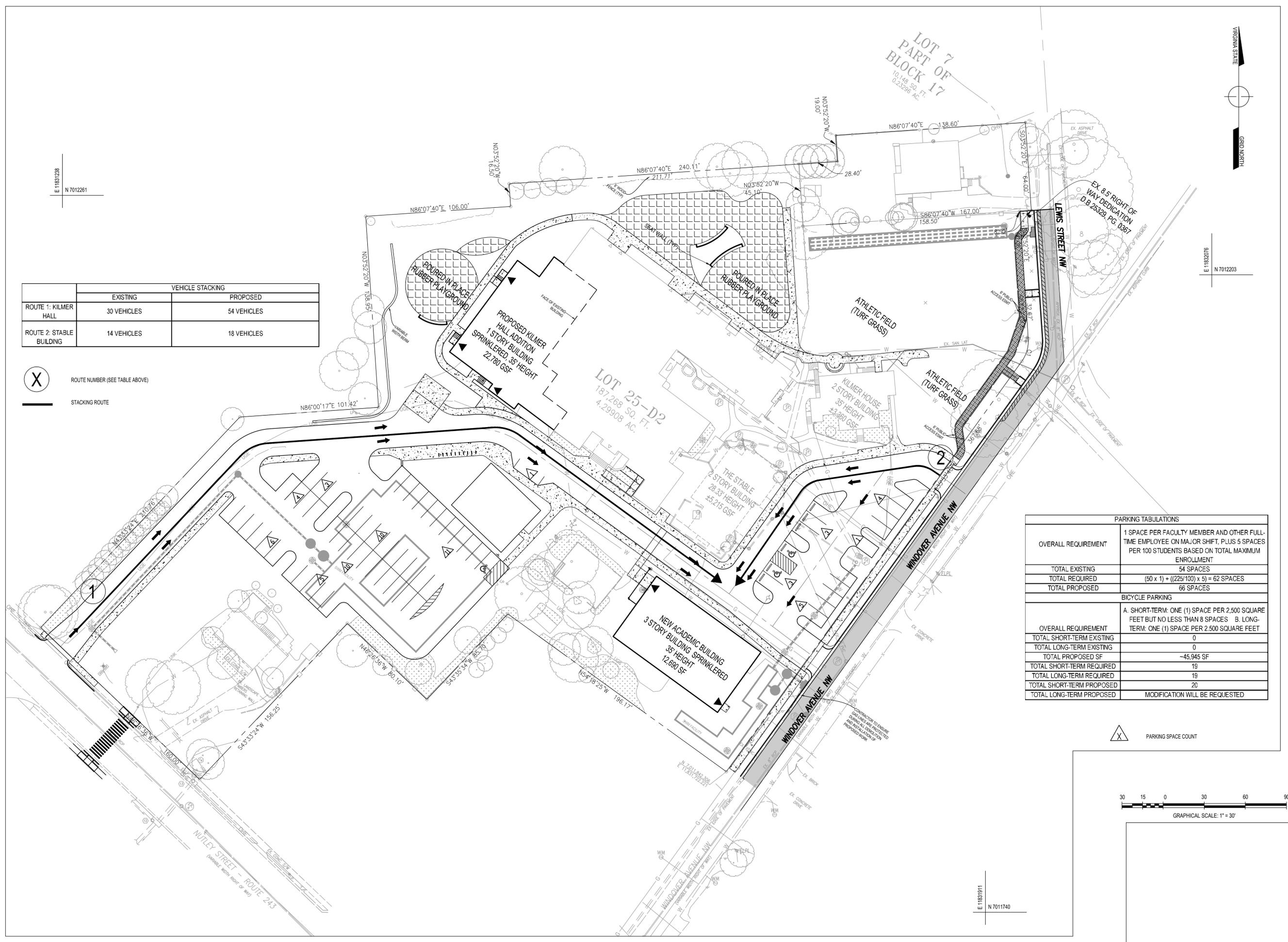
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DRW: H.BARRY	CHK: A.SARANT



CIRCULATION PLAN - ULTIMATE
**GREEN HEDGES SCHOOL
 SITE DEVELOPMENT PLAN**
 TOWN OF VIENNA, VIRGINIA
 TOWN OF VIENNA

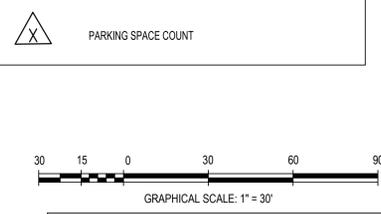
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SCALE: VERT: N/A
DATE: 11/3/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-C5-104-PH2.DWG
NCS: 2356-0501-C-C5-104-PH2
NUMBER: C-0380FC-051



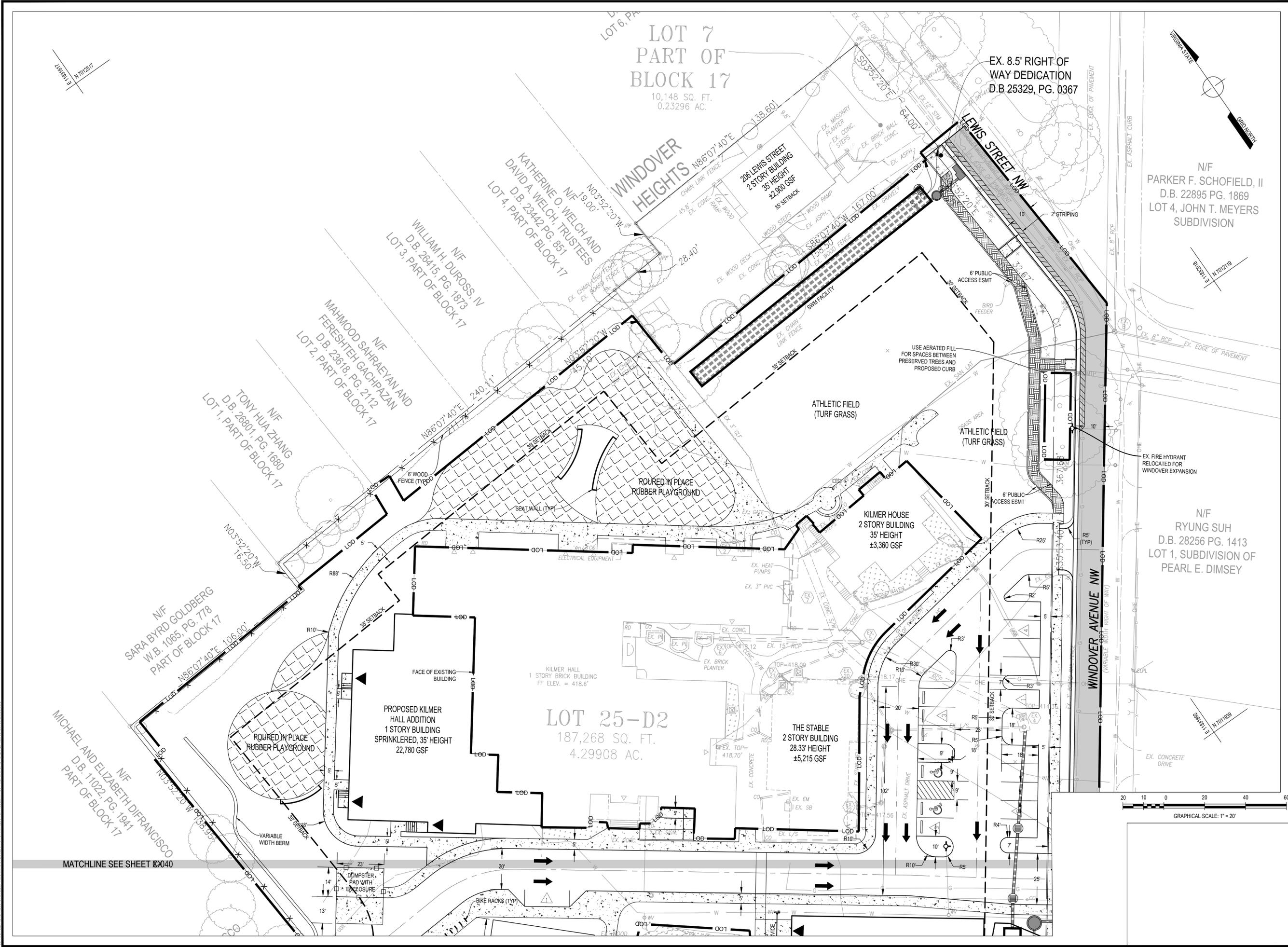
	VEHICLE STACKING	
	EXISTING	PROPOSED
ROUTE 1: KILMER HALL	30 VEHICLES	54 VEHICLES
ROUTE 2: STABLE BUILDING	14 VEHICLES	18 VEHICLES

(X) ROUTE NUMBER (SEE TABLE ABOVE)
 — STACKING ROUTE

PARKING TABULATIONS	
OVERALL REQUIREMENT	1 SPACE PER FACULTY MEMBER AND OTHER FULL-TIME EMPLOYEE ON MAJOR SHIFT, PLUS 5 SPACES PER 100 STUDENTS BASED ON TOTAL MAXIMUM ENROLLMENT
TOTAL EXISTING	54 SPACES
TOTAL REQUIRED	(50 x 1) + ((225/100) x 5) = 62 SPACES
TOTAL PROPOSED	66 SPACES
BICYCLE PARKING	
OVERALL REQUIREMENT	A. SHORT-TERM: ONE (1) SPACE PER 2,500 SQUARE FEET BUT NO LESS THAN 8 SPACES B. LONG-TERM: ONE (1) SPACE PER 2,500 SQUARE FEET
TOTAL SHORT-TERM EXISTING	0
TOTAL LONG-TERM EXISTING	0
TOTAL PROPOSED SF	-45,945 SF
TOTAL SHORT-TERM REQUIRED	19
TOTAL LONG-TERM REQUIRED	19
TOTAL SHORT-TERM PROPOSED	20
TOTAL LONG-TERM PROPOSED	MODIFICATION WILL BE REQUESTED



CONSTRUCTION GREEN HEDGES SCHOOL, 11/3/25, 11:30 AM. ALL DIMENSIONS AND LOCATIONS ARE BASED ON THE LATEST REVISIONS. THE USER SHALL VERIFY ALL DIMENSIONS AND LOCATIONS BEFORE CONSTRUCTION. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.



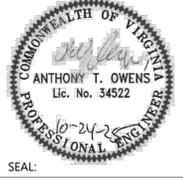
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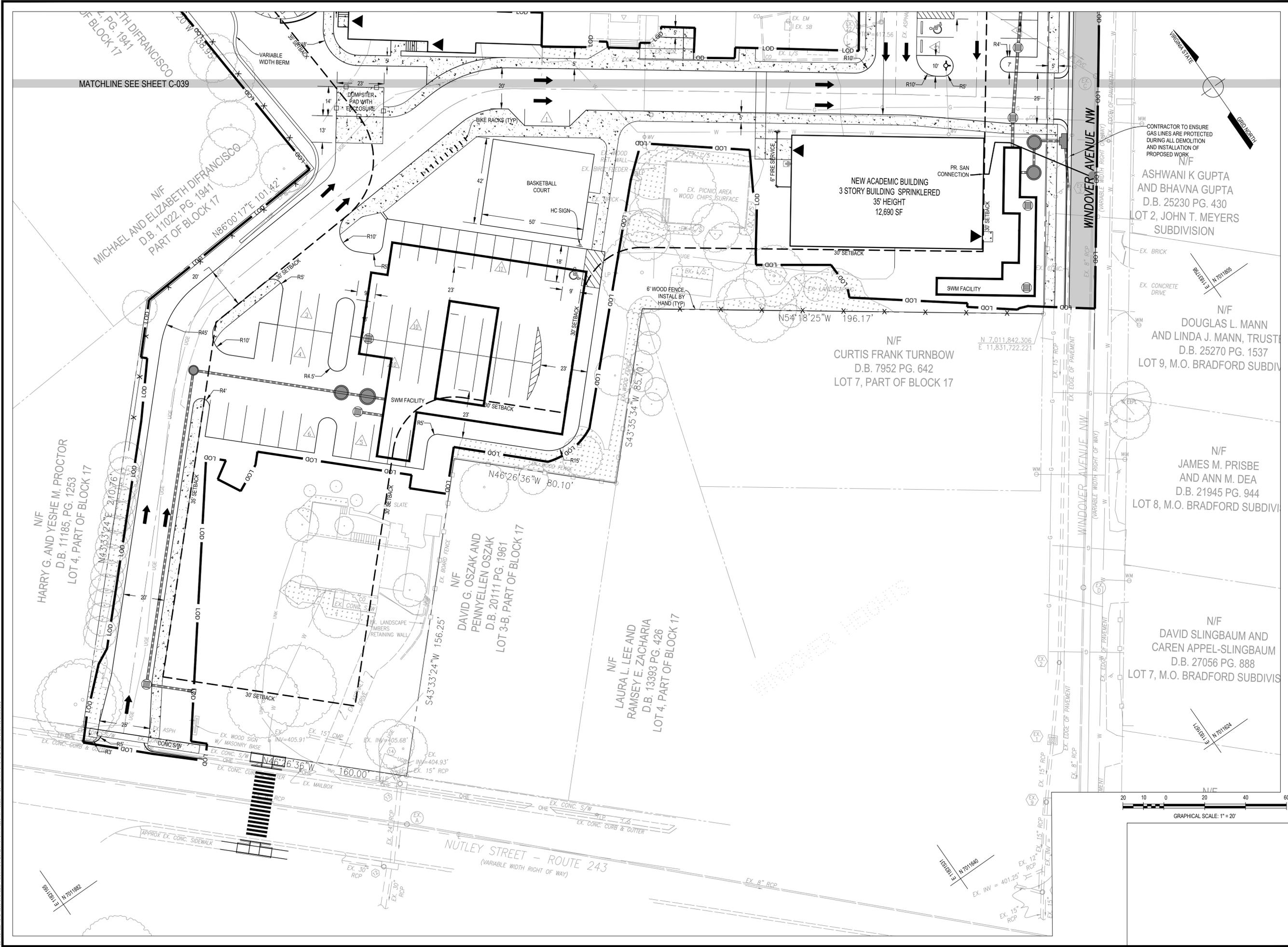
ULTIMATE SITE AND UTILITY PLAN

**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**

TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 20'
SCALE: VERT: N/A
DATE: 10/24/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-03-101.DWG
NCS: 2356-0501-C-03-101
NUMBER: C-0390FC-051





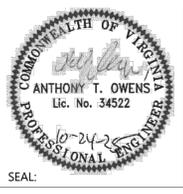
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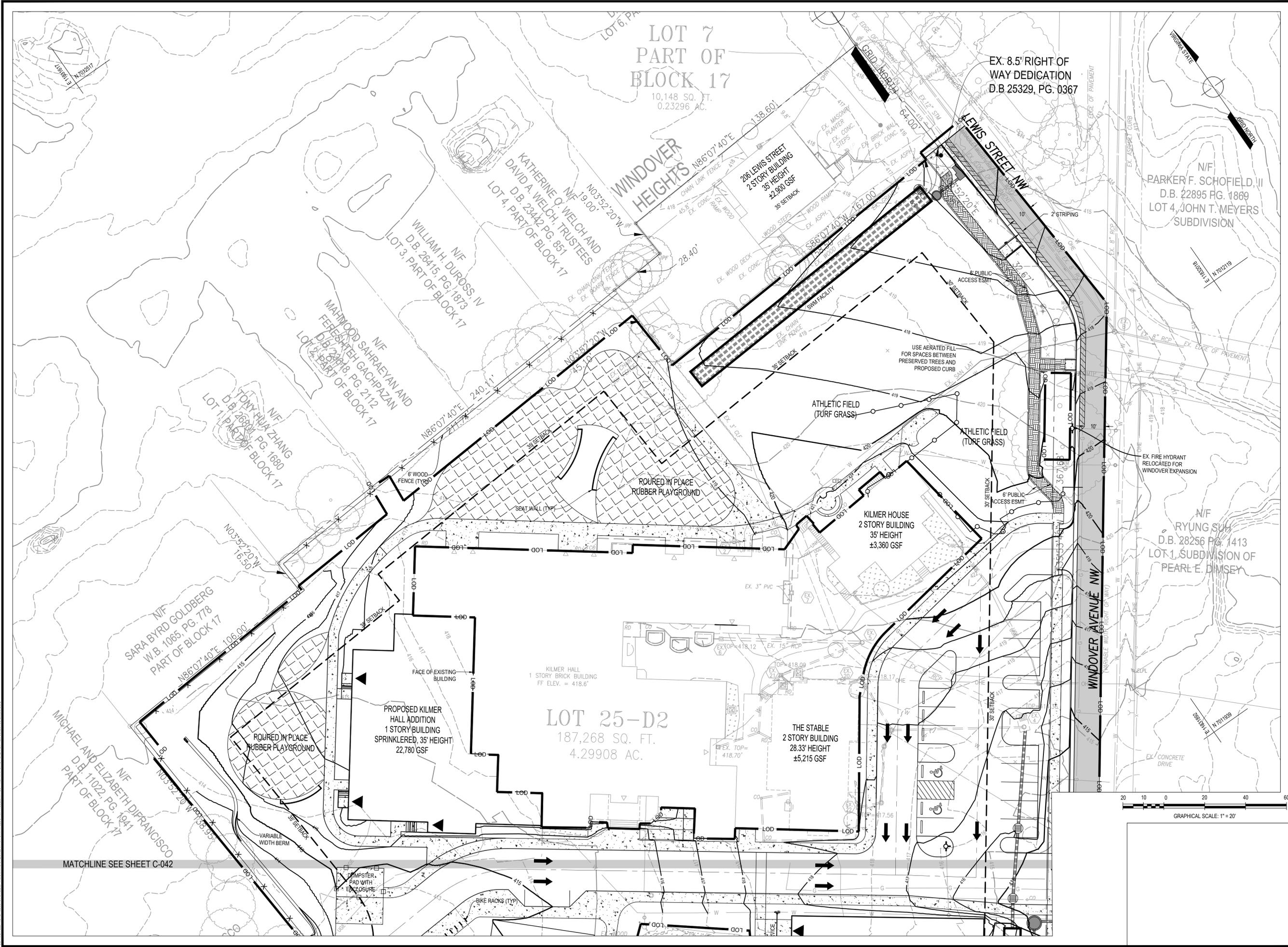
ULTIMATE SITE AND UTILITY PLAN

GREEN HEDGES SCHOOL SITE DEVELOPMENT PLAN

TOWN OF VIENNA, VIRGINIA
 TOWN OF VIENNA

HORIZ: 1" = 20'
SCALE: VERT: N/A
DATE: 10/24/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-05-101.DWG
NCS: 2356-0501-C-05-101
NUMBER: C-0400FC-051





LOT 7
PART OF
BLOCK 17
10,148 SQ. FT.
0.23296 AC.

EX. 8.5' RIGHT OF
WAY DEDICATION
D.B. 25329, PG. 0367

WINDOVER
HEIGHTS

LEWIS STREET NW

N/F
PARKER F. SCHOFIELD, II
D.B. 22895 PG. 1869
LOT 4, JOHN T. MEYERS
SUBDIVISION

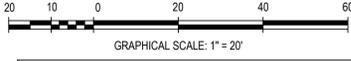
N/F
TONY HUA ZHANG
D.B. 2688 PG. 1880
LOT 1, PART OF
BLOCK 17

N/F
SARA BYRD GOLDBERG
W.B. 1065 PG. 778
PART OF BLOCK 17

LOT 25-D2
187,268 SQ. FT.
4.29908 AC.

THE STABLE
2 STORY BUILDING
28.33' HEIGHT
±5,215 GSF

N/F
RYUNG SUN
D.B. 28256 PG. 1413
LOT 1, SUBDIVISION OF
PEARL E. DIMSEY



MATCHLINE SEE SHEET C-042

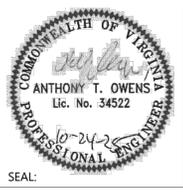
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Phone: 703-263-1900
www.gordon.us.com

REVISIONS	DESCRIPTION	NUMBER	DATE

SUR:	DES:
E.ERICKSON	A.AOWENS
DRW:	CHK:
H.BARRY	A.SARANT



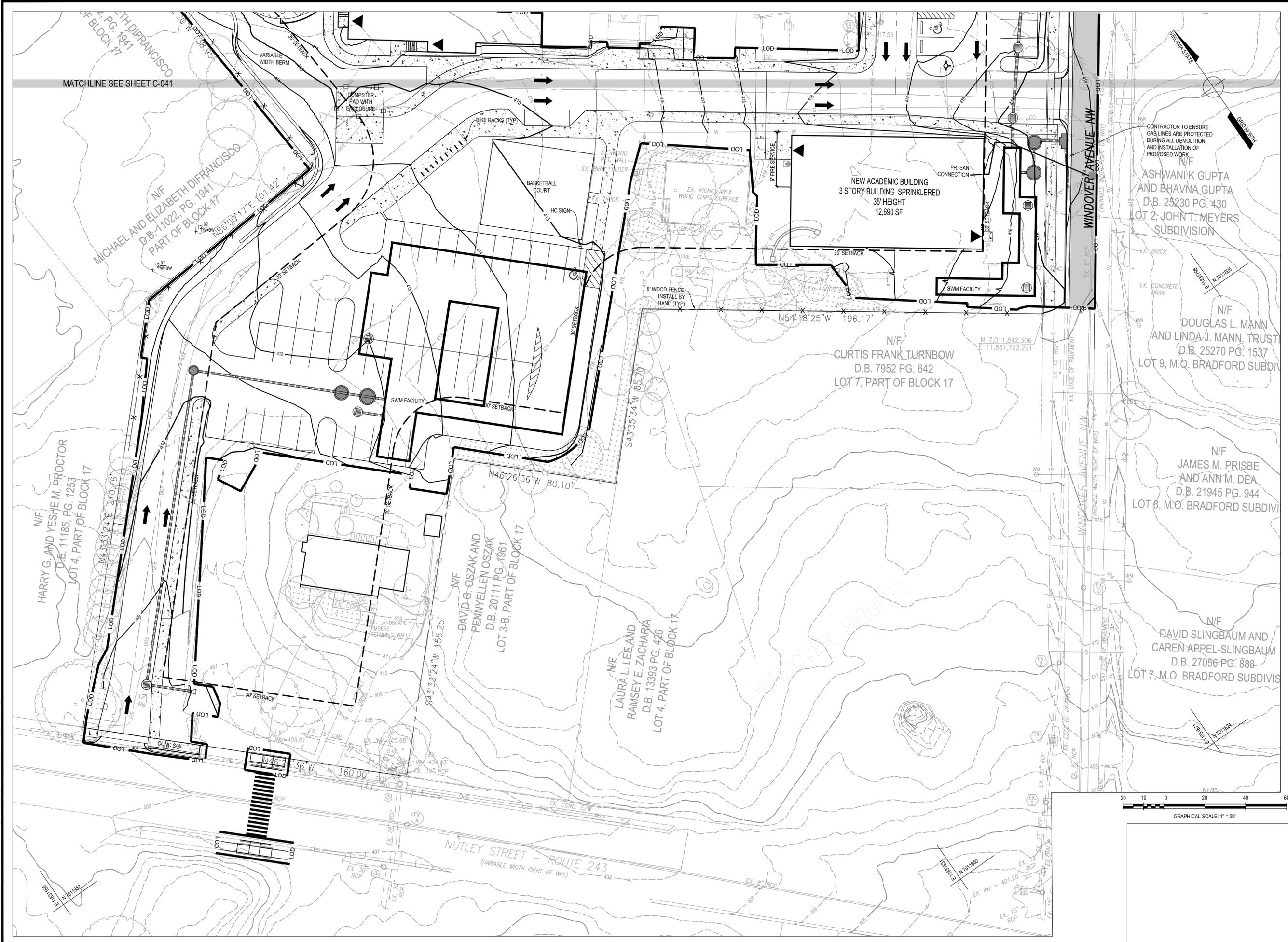
ULTIMATE GRADING PLAN

**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**

TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ:	1" = 20'
SCALE:	VERT: N/A
DATE:	10/24/25
PLAN:	GREEN HEDGES SCHOOL
JOB:	GORDON 2356-0501
CADD:	2356-0501-C-GR-101.DWG
NCS:	2356-0501-C-GR-101
NUMBER:	C-041oFC-051



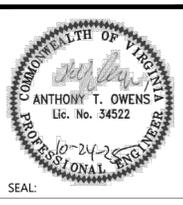


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FIRE LANE DESIGNATIONS

Under Section 502 of the Fairfax County Fire Prevention Code, the Office of the Fire Marshal is authorized to designate fire lanes on public streets and on private property where necessary. This is to prevent parking in front of, or adjacent to, fire hydrants and to provide access for fire fighting equipment. Markings and signs are to be provided by the owner or agent of the property involved. Parking or otherwise obstructing such areas is prohibited.

I. HYDRANTS

- A. Parking is prohibited within 15' of a fire hydrant located along the curb line or edge of any public or private roadway. No special curb marking is required for enforcement.
- B. Fire hydrants installed in parking lots are to be located within a fire lane. Curb and/or roadway marking is required in accordance with Sections III and IV below. Parking and fire lane markings are required as follows.

Sign Type	"A"
NO PARKING OR STANDING FIRE LANE	Standard wording with an arrow at bottom pointing to the right. One sign mounted parallel to the line of curbing or pavement edge at end of painted area.

II. FIRE LANES

- A. Fire lanes must be installed where required by the office of the Fire Marshal. Fire lanes must be marked with both sign and curb delineation per Section III and IV below. Parking and fire lane markings are required as follows.

Street Width	Parking	Fire Lane Markings
Up to 28 feet	No parking allowed on either side	Both sides marked as fire lane
28 feet up to 36 feet	Parallel parking allowed on one side as determined by the fire code official	One side marked as a fire lane
36 feet and over	Parallel parking allowed on both sides	No fire lane markings required. Exception: Required access to goods, fire equipment, apparatus access roads and similar areas must be marked as fire lanes

Sign Type	"C"
NO PARKING OR STANDING FIRE LANE	Standard wording with an arrow at bottom pointing to the left. One sign mounted parallel to the line of curbing or pavement edge at end of painted area.

Sign Type	"D"
NO PARKING OR STANDING FIRE LANE	Standard wording with no arrow. Two signs back to back, mounted perpendicular to line or curbing or pavement edge.

III. SIGN SPECIFICATIONS

- A. Metal construction, 12" X 18".
- B. Red letters on reflective white background with 3/8" red trim strip around entire outer edge of sign.
- C. Lettering on sign to be: "NO PARKING OR STANDING FIRE LANE".
- D. Lettering size to be as follows: "NO PARKING" and "STANDING" in 2", "OR" in 1", "FIRE LANE" in 2 1/2" and the arrow with the solid shaft in 1" x 4" with the solid head 1 1/2" wide and 7" deep.
- E. Signs are to be mounted 7' from the ground to the bottom of the sign unless otherwise directed by the Office of the Fire Marshal.
- F. Post for signs, when required, must be metal and securely mounted, unless written permission for alternative is obtained prior to installation from the Office of the Fire Marshal. Signs should be spaced as shown on approved plans. In long stretches, the maximum distance between signs is 100'.
- G. Other special signs may be approved by the Office of the Fire Marshal.

IV. CURB DESIGNATION

- A. All curbs or paved spaces designated as fire lanes must be indicated by yellow paint as approved by the Office of the Fire Marshal. In areas without curbing, a 6" wide yellow stripe must be applied to the edge of the pavement. Paint must be highway traffic grade.

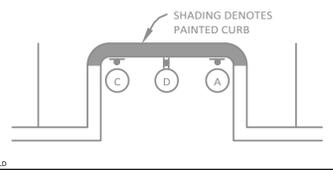
Note: Fire lane markings, types of signs, locations, etc. are subject to approval by the Fire Marshal.

Ref. Sec. 9-0202.2A(5)

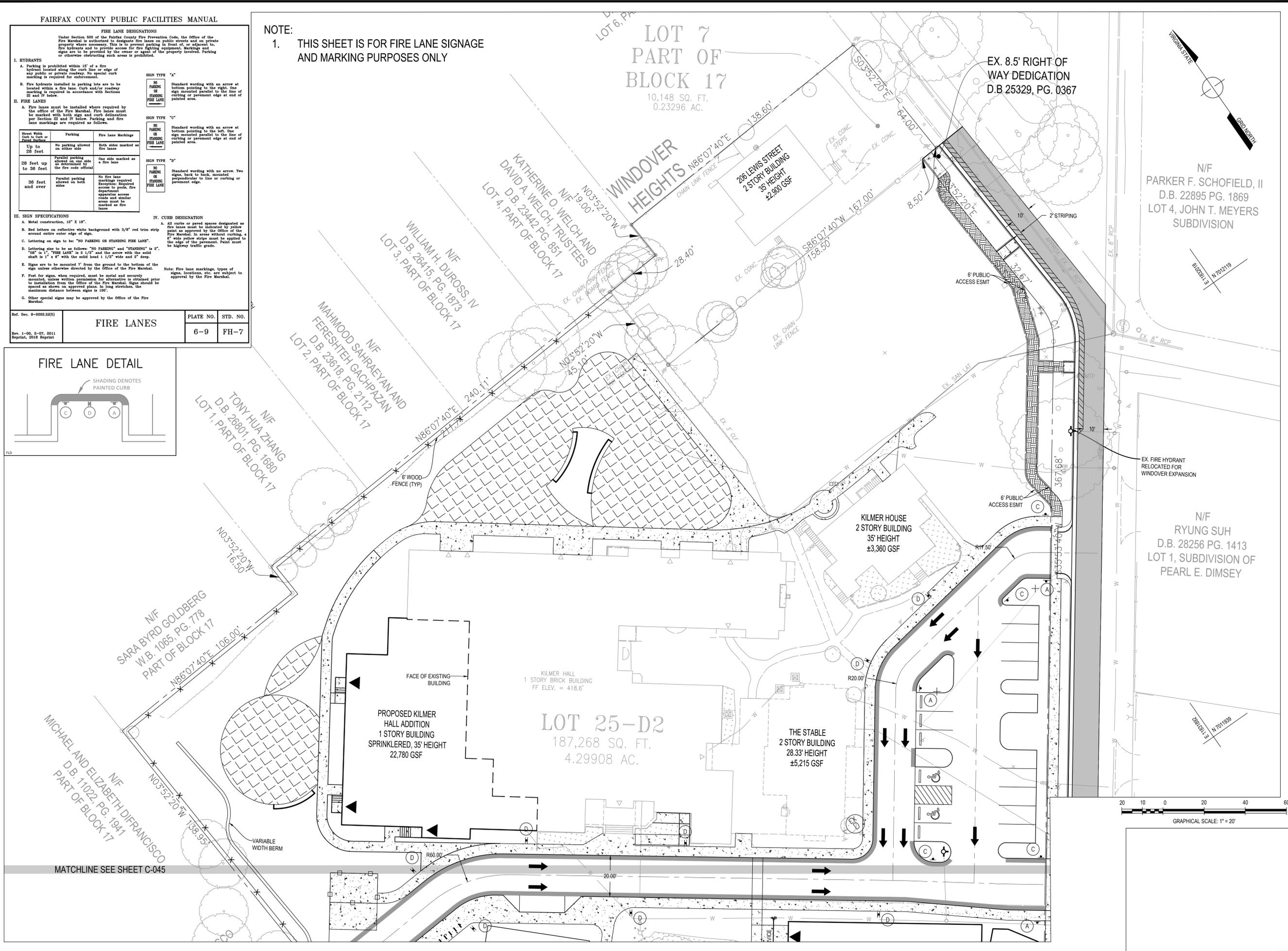
FIRE LANES

PLATE NO.	STD. NO.
6-9	FH-7

FIRE LANE DETAIL



NOTE:
1. THIS SHEET IS FOR FIRE LANE SIGNAGE AND MARKING PURPOSES ONLY



EX. 8.5' RIGHT OF WAY DEDICATION
D.B. 25329, PG. 0367

N/F
PARKER F. SCHOFIELD, II
D.B. 22895 PG. 1869
LOT 4, JOHN T. MEYERS
SUBDIVISION

N/F
RYUNG SUH
D.B. 28256 PG. 1413
LOT 1, SUBDIVISION OF
PEARL E. DIMSEY



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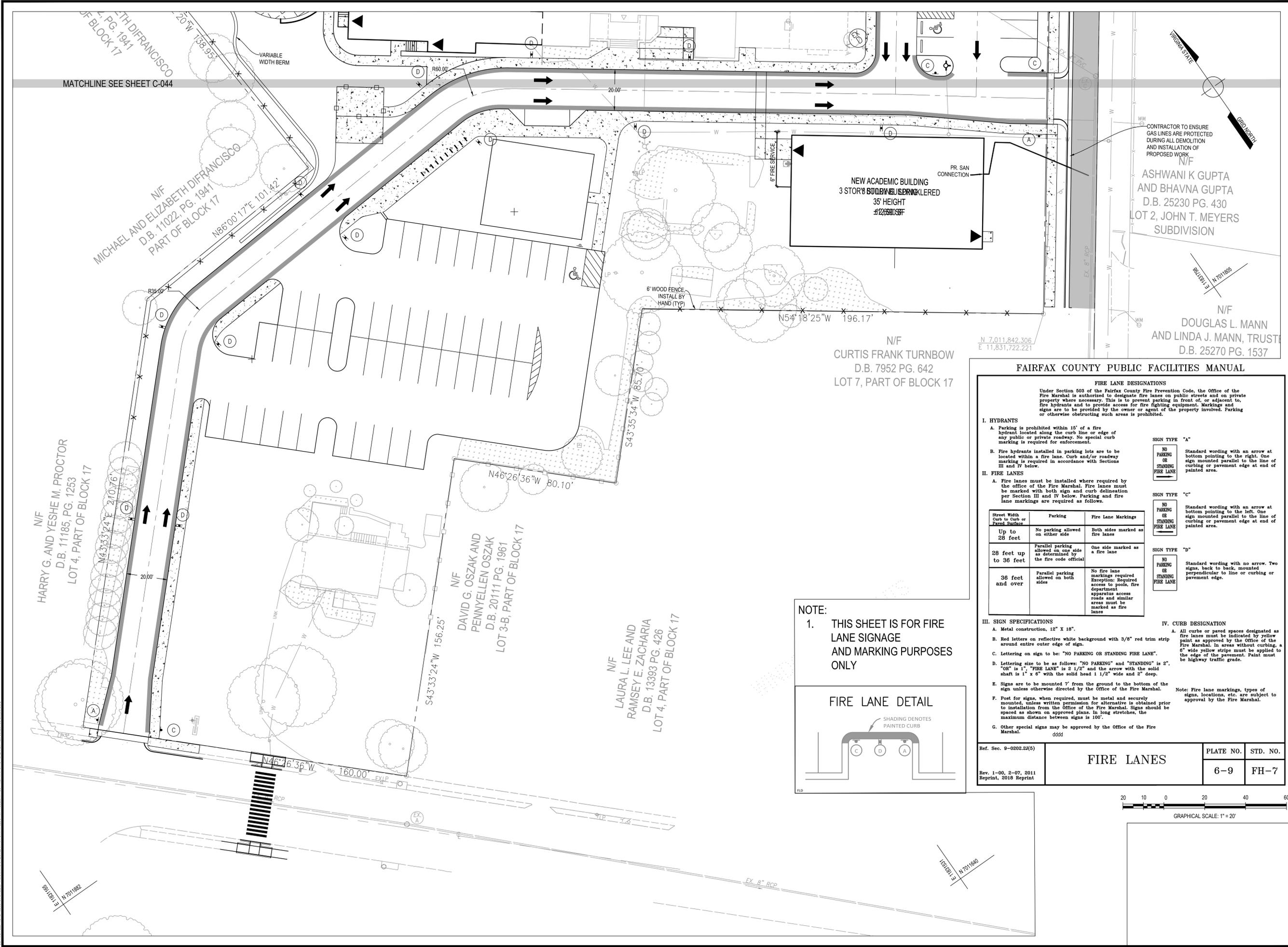
SUR: E.ERICKSON	DES: A.AOWENS
DRW: H.BARRY	CHK: A.SARANT

COMMONWEALTH OF VIRGINIA
ANTHONY T. OWENS
Lic. No. 34522
PROFESSIONAL ENGINEER
SEAL

FIRE LANE MARKING AND SIGNAGE PLAN
GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN
TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 20'
SCALE: VERT: N/A
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JOB: GORDON 2356-0501
CADD: 2356-0501-C-CS-102.DWG
NCS: 2356-0501-C-CS-102
NUMBER: C-044ofC-051

Gordon



MATCHLINE SEE SHEET C-044

CONTRACTOR TO ENSURE GAS LINES ARE PROTECTED DURING ALL DEMOLITION AND INSTALLATION OF PROPOSED WORK

N/F ASHWANI K GUPTA AND BHAVNA GUPTA D.B. 25230 PG. 430 LOT 2, JOHN T. MEYERS SUBDIVISION

N/F DOUGLAS L. MANN AND LINDA J. MANN, TRUST D.B. 25270 PG. 1537

N/F CURTIS FRANK TURNBOW D.B. 7952 PG. 642 LOT 7, PART OF BLOCK 17

FAIRFAX COUNTY PUBLIC FACILITIES MANUAL

FIRE LANE DESIGNATIONS

Under Section 503 of the Fairfax County Fire Prevention Code, the Office of the Fire Marshal is authorized to designate fire lanes on public streets and on private property where necessary. This is to prevent parking in front of, or adjacent to, fire hydrants and to provide access for fire fighting equipment. Markings and signs are to be provided by the owner or agent of the property involved. Parking or otherwise obstructing such areas is prohibited.

I. HYDRANTS

A. Parking is prohibited within 15' of a fire hydrant located along the curb line or edge of any public or private roadway. No special curb marking is required for enforcement.

B. Fire hydrants installed in parking lots are to be located within a fire lane. Curb and/or roadway marking is required in accordance with Sections III and IV below.

II. FIRE LANES

A. Fire lanes must be installed where required by the office of the Fire Marshal. Fire lanes must be marked with both sign and curb delineation per Section III and IV below. Parking and fire lane markings are required as follows.

Street Width Curb to Curb or Paved Surface	Parking	Fire Lane Markings
Up to 28 feet	No parking allowed on either side	Both sides marked as fire lanes
28 feet up to 36 feet	Parallel parking allowed on one side as determined by the fire code official	One side marked as a fire lane
36 feet and over	Parallel parking allowed on both sides	No fire lane markings required. Exception: Required access to pools, fire department apparatus access roads and similar areas must be marked as fire lanes

III. SIGN SPECIFICATIONS

A. Metal construction, 12" X 18".

B. Red letters on reflective white background with 3/8" red trim strip around entire outer edge of sign.

C. Lettering on sign to be: "NO PARKING OR STANDING FIRE LANE".

D. Lettering size to be as follows: "NO PARKING" and "STANDING" is 2", "OR" is 1", "FIRE LANE" is 2 1/2" and the arrow with the solid shaft is 1" x 6" with the solid head 1 1/2" wide and 2" deep.

E. Signs are to be mounted 7' from the ground to the bottom of the sign unless otherwise directed by the Office of the Fire Marshal.

F. Post for signs, when required, must be metal and securely mounted, unless written permission for alternative is obtained prior to installation from the Office of the Fire Marshal. Signs should be spaced as shown on approved plans. In long stretches, the maximum distance between signs is 100'.

G. Other special signs may be approved by the Office of the Fire Marshal.

IV. CURB DESIGNATION

A. All curbs or paved spaces designated as fire lanes must be indicated by yellow paint as approved by the Office of the Fire Marshal. In areas without curbing, a 6" wide yellow stripe must be applied to the edge of the pavement. Paint must be highway traffic grade.

Note: Fire lane markings, types of signs, locations, etc. are subject to approval by the Fire Marshal.

SHADING DENOTES PAINTED CURB

FIRE LANE DETAIL

Ref. Sec. 9-0202.21(5)

PLATE NO.	STD. NO.
6-9	FH-7

Rev. 1-00, 2-07, 2011 Reprint, 2018 Reprint

GRAPHICAL SCALE: 1" = 20'

NOTE:

1. THIS SHEET IS FOR FIRE LANE SIGNAGE AND MARKING PURPOSES ONLY

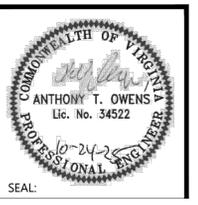
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REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: E.ERICKSON	DES: A.AOWENS
DRW: H.BARRY	CHK: A.SARANT



FIRE LANE MARKING AND SIGNAGE PLAN

GREEN HEDGES SCHOOL SITE DEVELOPMENT PLAN

TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 20'
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NCS: 2356-0501-C-05-102
NUMBER: C-0450FC-051

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TOWN OF VIENNA GENERAL NOTES

1. A PRE-CONSTRUCTION MEETING MUST BE HELD PRIOR TO THE START OF CONSTRUCTION. CALL 703-255-6384 TO SCHEDULE THE PRE-CONSTRUCTION MEETING.
2. ALL CONSTRUCTION GENERATED DEBRIS MUST BE HAULED AWAY BY THE CONTRACTOR OR OWNER.
3. PRIOR TO THE REMOVAL OF ANY TOWN TREES (TREES WITHIN THE RIGHT OF WAY), THE APPLICANT OR THEIR REPRESENTATIVE SHALL CONTACT THE TOWN OF VIENNA ARBORIST AT 703-255-6380 TO COORDINATE HAVING THE TOWN ARBORIST ONSITE DURING ALL TOWN TREE REMOVAL.
4. TREE PROTECTION FOR ANY TOWN TREE, AS SHOWN ON PLAN, MUST BE INSTALLED PRIOR TO ANY SITE WORK.
5. IT IS UNLAWFUL TO PERFORM ANY CONSTRUCTION ABOVE FOUNDATION CORNERS PRIOR TO APPROVAL OF SETBACKS. WORK COMPLETED IN VIOLATION OF THIS REQUIREMENT IS SUBJECT TO DEMOLITION.
6. ALL DUMPSTERS/PODS ARE TO BE PLACED ON PRIVATE PROPERTY.
7. FRONT ELEVATION CHECKS ARE REQUIRED.
8. WALL CHECK SURVEYS ARE REQUIRED AND MUST BE SUBMITTED PRIOR TO CONSTRUCTION ABOVE FOUNDATION CORNERS.
9. A CERTIFICATE OF OCCUPANCY IS REQUIRED PRIOR TO OCCUPANCY. ALL REQUIRED DOCUMENTATION AND INSPECTIONS MUST BE SUBMITTED/COMPLETED BEFORE THE TOWN OF VIENNA WILL ISSUE A CERTIFICATE OF OCCUPANCY.
10. EXISTING SANITARY SEWER LATERALS ARE TYPICALLY CAPPED AT OR NEAR THE PROPERTY LINE. THE REUSE OF THE PORTION OF THE EXISTING SANITARY SEWER LATERAL BETWEEN THE TOWN OWNED SEWER MAIN AND THE CAPPED END MAY BE ALLOWED PROVIDING THAT A LICENSED PLUMBER CERTIFIES THAT THE EXISTING PIECE OF PIPE IS GRADED PROPERLY AND IN LIKE NEW CONDITION. THE REUSE OF A PORTION OF THE EXISTING LATERAL DOES NOT IMPLY THAT THE TOWN IS WARRANTING THE CONDITION IN ANY WAY.

EROSION/SEDIMENT CONTROL LEGEND

NO.	SYMBOL	KEY	DESCRIPTION
C-SCM-03			TEMPORARY GRAVEL CONSTRUCTION ENTRANCE
C-PCM-04			SILT FENCE
C-PCM-04-5			SUPER SILT FENCE
C-SCM-04			STORM DRAIN INLET PROTECTION
C-SSM-09			TEMPORARY SEEDING
C-SSM-10			PERMANENT SEEDING
			INITIAL LIMITS OF CLEARING & GRADING
			LIMITS OF DISTURBANCE
C-SSM-01			TREE PROTECTION FENCING
			DRAINAGE DIVIDES
			OVERLAND RELIEF

★ CRITICAL SLOPE - CRITICAL SLOPE TO BE SEEDED, MULCHED, AND TACKED WITHIN 14 DAYS AFTER START OF GRADING, OR SODDED AND PEGGED WITHIN 14 DAYS AFTER START

GENERAL EROSION CONTROL NOTES:

1. DEVICES SHOWN IN PLAN ARE TO BE CONSIDERED MINIMUM EROSION AND SEDIMENT CONTROLS. ADDITIONAL CONTROLS MAY BE NECESSARY DUE TO CONTRACTOR PHASING, SITE INSPECTOR REQUESTS, OR OTHER UNANTICIPATED CONDITIONS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE ADDITIONAL DEVICES TO THOSE SHOWN IN ORDER TO CONTROL EROSION AND SEDIMENTATION.
2. EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED ACCORDING TO THE STANDARDS AND SPECIFICATIONS IN THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK.
3. THE CONTRACTOR IS TO PROVIDE ADEQUATE MEANS OF ALLAYING DUST AS NECESSARY BY APPLYING EITHER MOISTURE, CALCIUM CHLORIDE OR BOTH MATERIALS ALONG THOSE SECTIONS OF THE PROJECT ADJACENT TO PUBLIC ACCESS.
4. APPLY PERMANENT VEGETATION (SODDING) WITH SOIL PREPARATION, AMENDMENTS AND SOD APPROPRIATE TO THE TIME OF YEAR IN ACCORDANCE WITH THE STANDARDS AND SPECIFICATIONS AS DEPICTED IN SECTION 3.32 OF THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK.
5. NO UNPROTECTED, DISTURBED AREA SHALL DRAIN TO ROADWAY PAVEMENTS SUCH THAT THE SUBBASE, BASE OR WEARING SURFACE ARE CONTAMINATED BY SILT TRAPPED AT LOW POINT OR INLETS.

PERMANENT OR TEMPORARY SOIL STABILIZATION NOTE

(MS-7) PERMANENT OR TEMPORARY SOIL STABILIZATION SHALL BE APPLIED TO DENUDED AREAS WITHIN SEVEN DAYS AFTER FINAL GRADE IS REACHED ON ANY PORTION OF THE SITE. TEMPORARY SOIL STABILIZATION SHALL BE APPLIED WITHIN SEVEN DAYS TO DENUDED AREAS THAT MAY NOT BE AT FINAL GRADE BUT WILL REMAIN DORMANT FOR LONGER THAN 30 DAYS. PERMANENT STABILIZATION SHALL BE APPLIED TO AREAS THAT ARE LEFT DORMANT FOR MORE THAN ONE YEAR.

SOIL STOCKPILES AND BORROW AREAS NOTE:

(MS-2) DURING CONSTRUCTION OF THE PROJECT STOCKPILES OR BORROW AREAS SHALL BE STABILIZED OR PROTECT WITH SEDIMENT TRAPPING MEASURES. THE APPLICANT IS RESPONSIBLE FOR TEMPORARY PROTECTION AND PERMANENT STABILIZATION OF ALL SOIL STOCK PILES AND BORROW AREAS. THE GRADING/EXCAVATION CONTRACTOR FOR THE SUBJECT SITE IS REQUIRED TO NOTIFY, IN WRITING, THE ASSIGNED SITE INSPECTOR REGARDING ANY EXCESS MATERIAL PROPOSED TO BE HAULED OFFSITE PRIOR TO HAULING. THE NOTIFICATION MUST INDICATE THE QUANTITY OF MATERIAL TO BE MOVED OFFSITE, IDENTIFICATION OF THE RECEIVING SITE WHERE THE EXCESS WILL BE TAKEN, AND ALL INFORMATION NECESSARY TO SHOW THAT SUCH RECEIVING SITE HAS BEEN PROPERLY PERMITTED AND HAS E&S CONTROLS INSTALLED.

PERMANENT VEGETATIVE COVER NOTE:

(MS-3) A PERMANENT VEGETATIVE COVER SHALL BE ESTABLISHED ON DENUDED AREAS NOT OTHERWISE PERMANENTLY STABILIZED. PERMANENT VEGETATION SHALL NOT BE CONSIDERED ESTABLISHED UNTIL GROUND COVER IS ACHIEVED THAT IS UNIFORM, MATURE ENOUGH TO SURVIVE AND WILL INHIBIT EROSION.
(MS-7) CUT AND FILL SLOPES SHALL BE CONSTRUCTED IN A MANNER THAT WILL MINIMIZE EROSION. THE USE OF SURFACE ROUGHENING TECHNIQUES SHALL BE EMPLOYED. SLOPES THAT ARE FOUND TO BE ERODING EXCESSIVELY WITHIN ONE YEAR OF PERMANENT STABILIZATION SHALL BE PROVIDED WITH ADDITIONAL SLOPE STABILIZING MEASURES UNTIL THE PROBLEM IS CORRECTED AS DIRECTED BY THE SITE INSPECTOR.

ALL AREAS DISTURBED BY CONSTRUCTION SHALL BE STABILIZED WITH SEEDING IMMEDIATELY FOLLOWING FINISH GRADING. THE PLANTING SOIL MUST HAVE ENOUGH FINE GRADED SOIL, FAVORABLE pH, SUFFICIENT PORE SPACE, SUFFICIENT DEPTH AND FREE FROM TOXIC AMOUNTS OF HARMFUL MATERIALS OR EXCESSIVE QUANTITIES OF ROOTS/STONES AND SHALL BE APPLIED WITH STD & SPEC 3.30. AFTER SEED IS IN PLACE, IT MUST BE PROTECTED WITH A MULCH TO HOLD MOISTURE AND MODIFY TEMPERATURE EXTREMES, AND TO PREVENT EROSION WHILE SEEDLINGS ARE GROWING.

GENERAL LAND CONSERVATION NOTES

1. NO DISTURBED AREA WHICH IS NOT ACTIVELY BEING WORKED SHALL REMAIN DENUDED FOR MORE THAN 7 CALENDAR DAYS UNLESS OTHERWISE AUTHORIZED BY THE DIRECTOR.
2. ALL E&S CONTROL MEASURES APPROVED WITH THE PHASE I E&S PLAN SHALL BE PLACED AS THE FIRST STEP IN GRADING.
3. ALL STORM AND SANITARY SEWER LINES NOT IN STREETS SHALL BE SEEDDED AND MULCHED WITHIN 7 DAYS AFTER BACKFILL. NO MORE THAN 500' SHALL BE OPEN AT ANY ONE TIME.
4. ELECTRIC POWER, TELEPHONE AND GAS SUPPLY TRENCHES SHALL BE COMPLETED, SEEDDED AND MULCHED WITHIN 7 DAYS AFTER BACKFILL.
5. ALL TEMPORARY EARTH BERMS, DIVERSIONS AND SEDIMENT CONTROL DAMS SHALL BE SEEDDED AND MULCHED FOR TEMPORARY VEGETATIVE COVER IMMEDIATELY (AS SOON AS POSSIBLE BUT NO LATER THAN 48 HRS) AFTER COMPLETION OF GRADING. STRAW OR HAY MULCH IS REQUIRED. SEDIMENT BASINS AND TRAPS, PERIMETER DIKES, SEDIMENT BARRIERS AND OTHER MEASURES INTENDED TO TRAP SEDIMENT SHALL BE CONSTRUCTED AS A FIRST STEP IN ANY LAND-DISTURBING ACTIVITY AND SHALL BE MADE FUNCTIONAL BEFORE UPSLOPE LAND DISTURBANCE TAKES PLACE PER (MS-4) MINIMUM STANDARDS. STABILIZATION MEASURES SHALL BE APPLIED TO EARTHEN STRUCTURES SUCH AS DAMS, DIKES AND DIVERSIONS IMMEDIATELY AFTER INSTALLATION (MS-5)
6. DURING CONSTRUCTION ALL STORM SEWER INLETS SHALL BE PROTECTED BY SEDIMENT TRAPS, MAINTAINED AND MODIFIED DURING CONSTRUCTION PROGRESS AS REQUIRED.
7. ANY DISTURBED AREA NOT COVERED BY NOTE NUMBER 1 OF THIS SECTION AND NOT PAVED, SODDED OR BUILT UPON BY NOVEMBER 1, OR DISTURBED AFTER THAT DATE, SHALL BE MULCHED IMMEDIATELY WITH HAY OR STRAW MULCH AT THE RATE OF 2 TONS/ACRE AND OVER SEEDDED BY APRIL 15.
8. AT THE COMPLETION OF ANY PROJECT CONSTRUCTION AND PRIOR TO BOND RELEASE, ALL TEMPORARY SEDIMENT CONTROLS SHALL BE REMOVED AND ALL DENUDED AREAS SHALL BE STABILIZED.
9. DURING CONSTRUCTION OF THE PROJECT, SOIL BORROW AREAS SHALL BE STABILIZED OR PROTECTED WITH SEDIMENT TRAPPING MEASURES.
10. (MS-10) ALL STORM SEWER INLETS THAT ARE MADE OPERABLE DURING CONSTRUCTION SHALL BE PROTECTED, SO THAT SEDIMENT-LADEN WATER CANNOT ENTER THE CONVEYANCE SYSTEM WITHOUT FIRST BEING FILTERED OR OTHERWISE TREATED TO REMOVE SEDIMENT.
11. ALL SOIL THAT IS BROUGHT TO THE SITE SHALL BE FROM AN APPROVED (i.e. PERMITTED) LOCATION. ALL SOIL REMOVED FROM THE SITE WILL BE TAKEN TO AN APPROVED (i.e. PERMITTED) LOCATION.
12. CONTRACTOR TO ENSURE ANY CONCENTRATED RUNOFF SHALL NOT FLOW DOWN CUT OR FILL SLOPES UNLESS CONTAINED WITHIN AN ADEQUATE TEMPORARY OR PERMANENT CHANNEL, FLUME OR SLOPE DRAIN STRUCTURE AS REQUIRED OR DIRECTED BY THE SITE INSPECTOR (MS-8). ADDITIONALLY THE CONTRACTOR SHALL PROVIDE ADEQUATE DRAINAGE PROTECTION WHENEVER WATER SEEPS FROM A SLOPE FACE AS REQUIRED DURING CONSTRUCTION OPERATIONS (MS-9).

SOILS

FOR SOILS INFORMATION SEE SHEET ##.

ESC PHASING NOTE:

THIS PROJECT PROPOSES TO PHASE THE CONSTRUCTION ACROSS 2 MAJOR PHASES. THE PHASING BELOW REPRESENT A GENERIC PLAN FOR ESC PHASING OF EACH PROJECT PHASE. FINAL ENGINEERING OF EROSION AND SEDIMENT PLANS SHALL OCCUR AT TIME OF EACH RESPECTIVE PHASED SITE PLAN.

ANTICIPATED PHASING OF CONSTRUCTION-PHASE I

- 1) FLAG LIMITS OF CONSTRUCTION ACTIVITIES AND INITIAL LIMITS OF CLEARING AND GRADING
- 2) INSTALL PHASE I PERIMETER CONTROLS (CONSTRUCTION ENTRANCE, SUPER SILT FENCE, INLET PROTECTION, TREE PROTECTION)
- 3) INSTALL CONSTRUCTION ENTRANCE
- 4) BEGIN SITE DEMOLITION
- 5) BEGIN EARTHWORK OPERATIONS
- 6) APPLY TEMPORARY SEEDING AS REQUIRED
- 7) INSPECT AND MAINTAIN EROSION CONTROL MEASURES AS REQUIRED

ANTICIPATED PHASING OF CONSTRUCTION-PHASE II

- 1) PERFORM EARTH WORK AND FILLING OPERATIONS
- 2) PERFORM ROUGH GRADING FOR SITE
- 3) BEGIN CONSTRUCTION OF BUILDING
- 4) INSTALL UNDERGROUND UTILITIES
- 5) INSTALL ADDITIONAL EROSION CONTROLS AS REQUIRED
- 6) CONTINUE BUILDING CONSTRUCTION
- 7) FINAL GRADING AND PAVING
- 8) RESTORE AND STABILIZE DISTURBED AREAS WITH PERMANENT SEEDING
- 9) INSPECT AND MAINTAIN EROSION CONTROLS AS REQUIRED
- 10) REMOVE EROSION CONTROL MEASURES WITH THE APPROVAL OF THE SITE INSPECTOR

ANTICIPATED TIMING OF CONSTRUCTION

CONSTRUCTION IS ANTICIPATED TO BEGIN FALL 2025. FINAL COMPLETION OF ALL 2 PHASES IS NOT YET DETERMINED.

SEDIMENT AND EROSION CONTROL NARRATIVE

PROJECT DESCRIPTION

THE PURPOSE OF THIS PROJECT IS FOR REPLACEMENT AND EXPANSION TO KILMER HALL. ADD A NEW GYMNASIUM, AND PROVIDE ENHANCED OUTDOOR PLAY AMENITIES AND CLASSROOM LEARNING AREAS. THIS PROJECT PROPOSES TO PHASE THE CONSTRUCTION ACROSS 2 MAJOR PHASES. EACH PROJECT PHASE WILL HAVE A STAND ALONE EROSION AND SEDIMENT CONTROL PROGRAM WITH ESC PHASE I AND II. THE ESC PLANS SHOWN ON THIS DOCUMENT REPRESENT A GENERIC PLAN FOR ESC PHASING OF EACH PROJECT PHASE. FINAL ENGINEERING OF EROSION AND SEDIMENT PLANS SHALL OCCUR AT TIME OF EACH RESPECTIVE PHASED SITE PLAN.

THE RICE ARTS CENTER LOCATED ON WINDOVER AVENUE WILL BE REMOVED. THE EXISTING PROPERTY AREA IS 4.53 ACRES AND THE DISTURBED AREA IS 3.77 ACRES.

EXISTING SITE CONDITIONS

CURRENTLY THIS SITE HAS 6 BUILDINGS. AN ASPHALT DRIVE THROUGH THE PROPERTY AND PLAY AREAS. THE SITE SLOPE GENERALLY FROM THE NORTH TO THE SOUTH WITH THE NORTHERN-MOST CORNER OF THE SITE SLOPING TO THE NORTH.

ADJACENT PROPERTY

THE SITE IS IN A RESIDENTIAL NEIGHBORHOOD AND SURROUNDED BY SINGLE FAMILY HOMES. THE SITE HAS FRONTAGE ON BOTH NUTLEY STREET AND WINDOVER AVENUE.

OFFSITE AREAS

GRADING AND CONSTRUCTION ACTIVITIES WITHIN VDOT RIGHT OF WAY WILL BE REQUIRED TO MODIFY THE EXISTING ENTRANCES ALONG NUTLEY STREET AND WINDOVER AVENUE.

CRITICAL EROSION AREAS

THERE ARE NO KNOWN CRITICAL EROSION AREAS ON THIS SITE.

STORM WATER AND BMP MANAGEMENT PRACTICES

SEE STORMWATER MANAGEMENT SHEETS FOR STORMWATER ENHANCEMENTS PROVIDED WITH THIS PROJECT.

SEDIMENT CONTROL PROGRAM

AT TIME OF FINAL SITE PLAN, EACH PROJECT PHASE WILL HAVE ITS OWN EROSION AND SEDIMENT CONTROL PLANS (ESC PHASE I AND II). THE EROSION AND SEDIMENT CONTROL PROGRAM HAS BEEN PROPOSED IN TWO PHASES WHERE THE PHASE I & II CONTROL FACILITIES SHALL BE INSTALLED BEFORE OTHER CLEARING, GRADING AND CONSTRUCTION STARTS. THE PHASE II CONTROL FACILITIES SHALL BE INSTALLED AS EARTHWORK, FILLING AND ROUGH GRADING OPERATIONS PROCEED. CONTROL MEASURES SHALL BE INSTALLED AS SHOWN ON THE PHASE I, PHASE II PLANS. CONTROLS INSTALLED UNDER THE PHASE I PLAN ARE INTENDED TO REMAIN FOR THE DURATION OF THE PROJECT. ADDITIONAL CONTROLS WILL BE PROVIDED UNDER PHASE II AS NEEDED OR REQUESTED BY THE SITE INSPECTOR.

EROSION AND SEDIMENT CONTROL MEASURES FOR PHASE I WILL INCLUDE

1. TEMPORARY CONSTRUCTION ENTRANCE (3.02) WITH WASH RACK SHALL BE UTILIZED TO MINIMIZE THE AMOUNT OF SEDIMENT/MUD CARRIED FROM THE SITE ONTO PUBLIC AND PRIVATE ROADS. (MS-17) IF SEDIMENT IS TRANSPORTED ONTO A PAVED OR PUBLIC ROAD SURFACE, THE ROAD SURFACE SHALL BE CLEANED THOROUGHLY AT THE END OF EACH WORKING DAY, OR IMMEDIATELY IF PUBLIC SAFETY IS HINDERED IN ANY WAY. SEDIMENT SHALL BE REMOVED FROM ROADS BY SHOVELING OR SWEEPING AND TRANSPORTED TO A SEDIMENT CONTROL DISPOSAL AREA. STREET WASHING SHALL BE ALLOWED ONLY AFTER SEDIMENT IS REMOVED IN THIS MANNER.
2. SILT FENCE (3.05) TO FILTER RUNOFF FROM DISTURBED AREAS BEFORE IT LEAVES THE PROPERTY. SILT FENCE SHOULD BE REPLACED ON A REGULAR BASIS ACCORDING TO MANUFACTURER'S SPECIFICATIONS. ROOT PRUNING SHALL BE USED IN CONJUNCTION WITH SUPER SILT FENCE FOR TREE PROTECTION MEASURES.
3. INLET PROTECTION DEVICES (3.07) TO MINIMIZE SILTATION OF EXISTING STORM SEWER INLETS. SEE NOTE NUMBER 10 UNDER GENERAL LAND CONSERVATION NOTES FOR ADDITIONAL INFORMATION REGARDING (MS-10) MINIMUM STANDARDS. DUST CONTROL NARRATIVE THE CONTRACTOR SHALL UTILIZE DUST CONTROL MEASURES AS DEFINED IN THE VIRGINIA STATE EROSION AND SEDIMENT CONTROL HANDBOOK (3.39) TO PREVENT SURFACE AND AIR MOVEMENT OF DUST FROM EXPOSED SOIL SURFACES AND REDUCE THE PRESENCE OF AIRBORNE SUBSTANCES WHICH MAY PRESENT HEALTH HAZARDS, TRAFFIC SAFETY PROBLEMS OR HARM ANIMAL OR PLANT LIFE. SPECIFIC TEMPORARY MEASURES MAY INCLUDE BUT ARE NOT LIMITED TO:
 - a. IRRIGATION - SITE SHALL BE SPRINKLED WITH WATER UNTIL THE SURFACE IS WET. REPEAT AS NEEDED. THIS MAY ESPECIALLY APPLY AFTER CONSTRUCTION DURING WINDY DAYS
 - b. SPRAY-ON ADHESIVES - SEE APPROVED SPRAY-ON ADHESIVES, TABLE 30.9-A (THIS SHEET). SPECIFIC PERMANENT MEASURES MAY INCLUDE BUT ARE NOT LIMITED TO:
 - PERMANENT SEEDING - SEE STANDARD 3.32, NOTES BELOW, AND SHEET 011 FOR DETAIL. NOTE: CONTRACTOR SHALL SEEK APPROVAL FROM COUNTY SITE INSPECTOR PRIOR TO INSTALLING PHASE II EROSION CONTROLS.

EROSION AND SEDIMENT CONTROL MEASURES FOR PHASE II WILL INCLUDE

1. ALL PERIMETER CONTROLS INSTALLED WITH PHASE I SHALL REMAIN FOR THE DURATION OF THE PROJECT.
2. ADDITIONAL SILT FENCE (3.05) SHALL BE INSTALLED AS REQUIRED TO CONTROL EROSION.
3. INLET PROTECTION DEVICES (3.07) SHALL BE PLACED ON THE STORM SEWER INLETS AS THEY ARE CONSTRUCTED.

PERMANENT STABILIZATION/VEGETATIVE MEASURES WILL INCLUDE

1. TEMPORARY SEEDING (3.31) - NO AREA SHALL REMAIN DENUDED FOR MORE THAN 7 DAYS. TEMPORARY SEEDING MAY BE USED DURING SEASONS WHEN PERMANENT SEEDING IS PROHIBITED. SEEDING SHALL BE PER TABLE 3.31.B OR TABLE 3.31.C OF THE VESCH. LIMING REQUIREMENTS SHALL BE BASED ON TABLE 3.31.A. FERTILIZERS SHALL BE APPLIED AS 600 LBS. PER ACRE. FERTILIZER SHALL BE INCORPORATED INTO TOP 2-4" OF SOIL. SEED SHALL BE APPLIED EVENLY AND SMALL GRAINS SHALL BE PLANTED NO MORE THAN 1.5" DEEP. SEEDING MADE IN FALL FOR WINTER COVER AND DURING HOT SUMMER MONTHS SHALL BE MULCHED.
2. PERMANENT SEEDING (3.32) - ALL AREAS DENUDED BY THIS CONSTRUCTION SHALL BE STABILIZED WITH APPROPRIATE TURF GRASSES, GROUND COVER, AND/OR OTHER ACCEPTABLE MEASURES. SEEDING SHALL BE PER TABLE 3.32.B OR TABLE 3.32.D AND THE INVASIVE/NETIVE SPECIES ALTERNATE TABLE (SEE SHEET 011). THE PLANTING SOIL MUST HAVE ENOUGH FINE-GRAINED SOIL, SUFFICIENT PORE SPACE, SUFFICIENT DEPTH, AND BE FREE FROM TOXIC OR EXCESSIVE QUANTITIES OF ROOTS AND SHALL BE APPLIED IN ACCORDANCE WITH STANDARD 3.30.

MAINTENANCE

1. ALL MEASURES ARE TO BE INSPECTED DAILY BY THE SITE SUPERINTENDENT OR HIS REPRESENTATIVE. ANY DAMAGED STRUCTURAL MEASURES ARE TO BE REPAIRED BY THE END OF THE DAY.
2. TRAPPED SEDIMENT IS TO BE REMOVED AS REQUIRED TO MAINTAIN EFFICIENCY AND TO BE DISPOSED OF BY SPREADING ON-SITE.
3. CONTROLS MAY BE REMOVED AFTER AREAS ABOVE THEM HAVE BEEN STABILIZED AND WITH APPROVAL OF THE SITE INSPECTOR.

EROSION CONTROL REMOVAL NOTE

(MS-18) ALL TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES SHALL BE REMOVED WITHIN 30 DAYS AFTER FINAL SITE STABILIZATION OR AFTER THE TEMPORARY MEASURES ARE NO LONGER NEEDED, UNLESS OTHERWISE AUTHORIZED BY THE LOCAL PROGRAM AUTHORITY. TRAPPED SEDIMENT AND THE DISTURBED SOIL AREAS RESULTING FROM THE DISPOSITION OF TEMPORARY MEASURES SHALL BE PERMANENTLY STABILIZED TO PREVENT FURTHER EROSION AND SEDIMENTATION.

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4501 Daily Drive
Chantilly, VA 20151
Phone: 703-263-1900
www.gordon.us.com

REVISIONS		DESCRIPTION	DATE	NUMBER
NO.	DATE			

SUR: E.ERICKSON	DES: A.OWENS
DRW: H.BARRY	CHK: A.SARANT

COMMONWEALTH OF VIRGINIA
ANTHONY T. OWENS
Lic. No. 34522
PROFESSIONAL ENGINEER

SEAL:

EROSION AND SEDIMENT CONTROL NARRATIVE

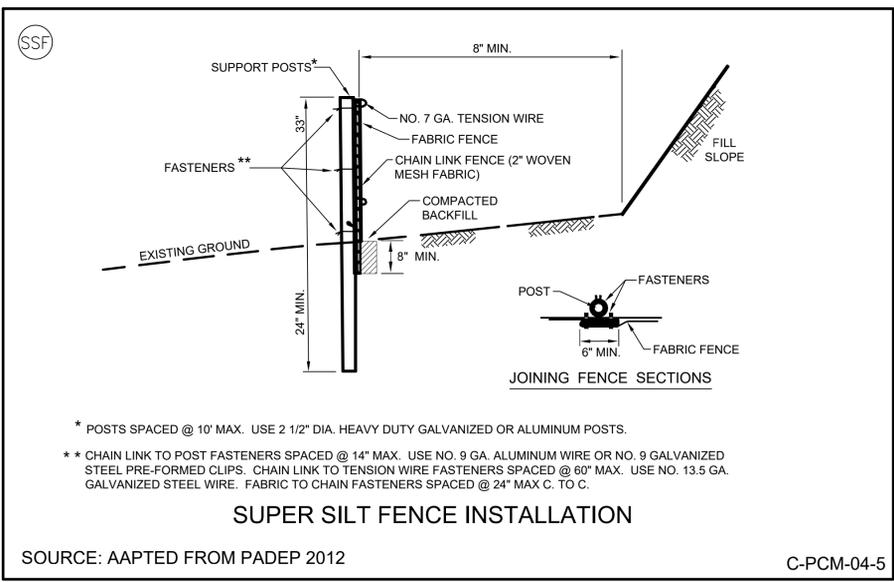
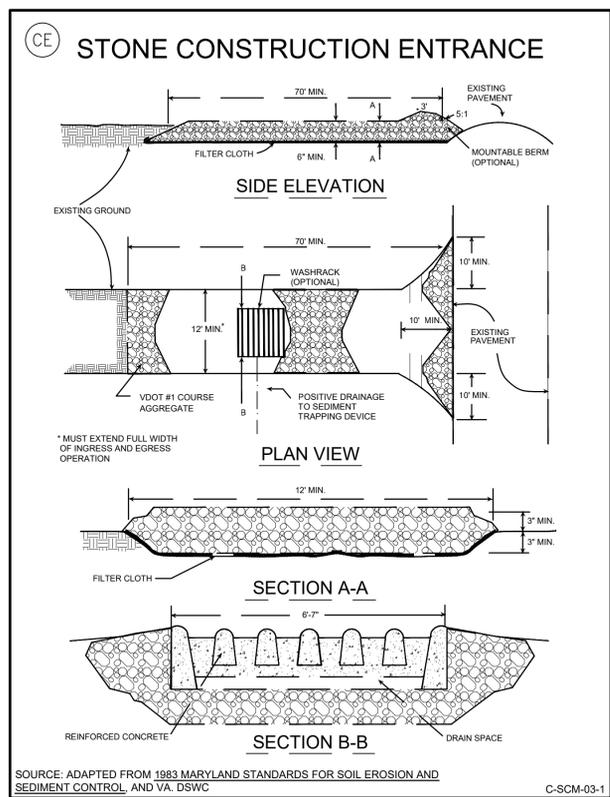
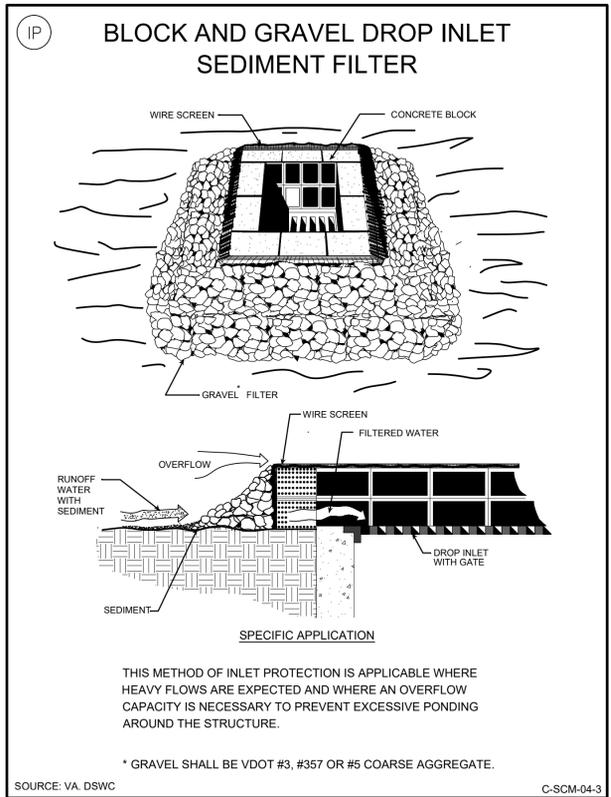
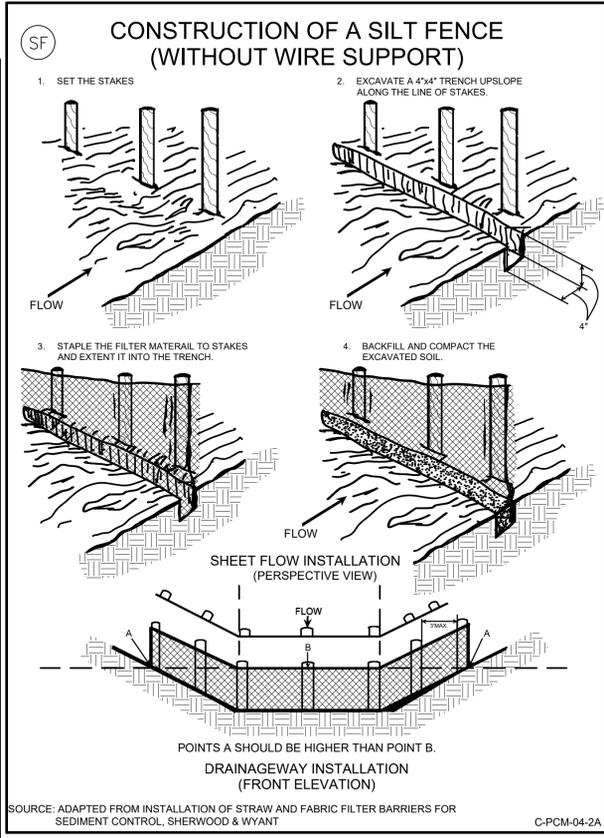
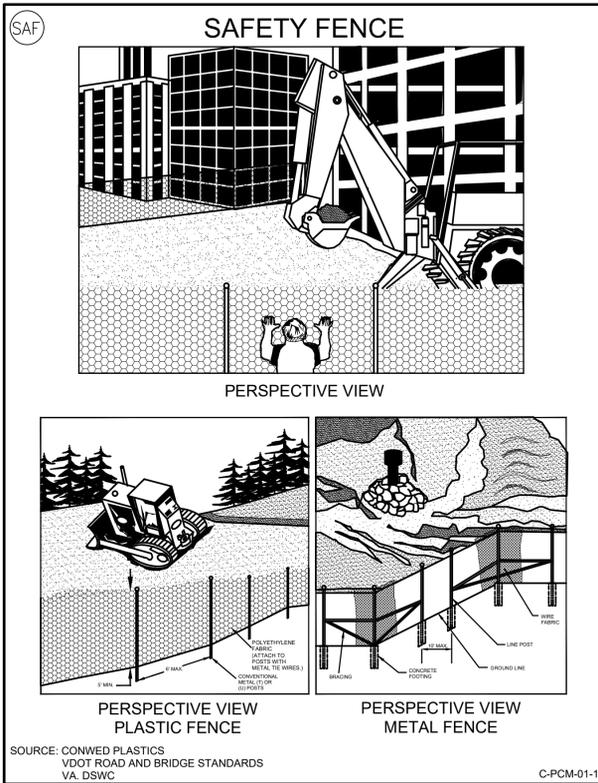
**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**

TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 20'
SCALE: VERT: NA
DATE: 10/24/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-00-001.DWG
NCS: 2356-0501-C-00-001
NUMBER: C-046 of C-051

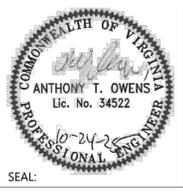
Gordon

G:\PROJECTS\2025\GREEN HEDGES SCHOOL\2025-10-24\256-0501-C-00-001.DWG, 10/24/25 11:28 AM, WSP: JACOB WOODS, VP: JACOB WOODS, PROJECT ARCHITECT, 4501 DAILY DRIVE, CHANTILLY, VA 20151, TEL: 703-263-1900, FAX: 703-263-1901, WWW.GORDON.US.COM



REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: E.ERICKSON	DES: A.AOWENS
DRW: H.BARRY	CHK: A.SARANT

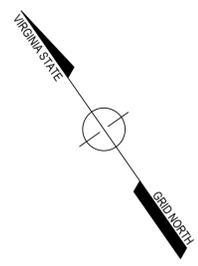
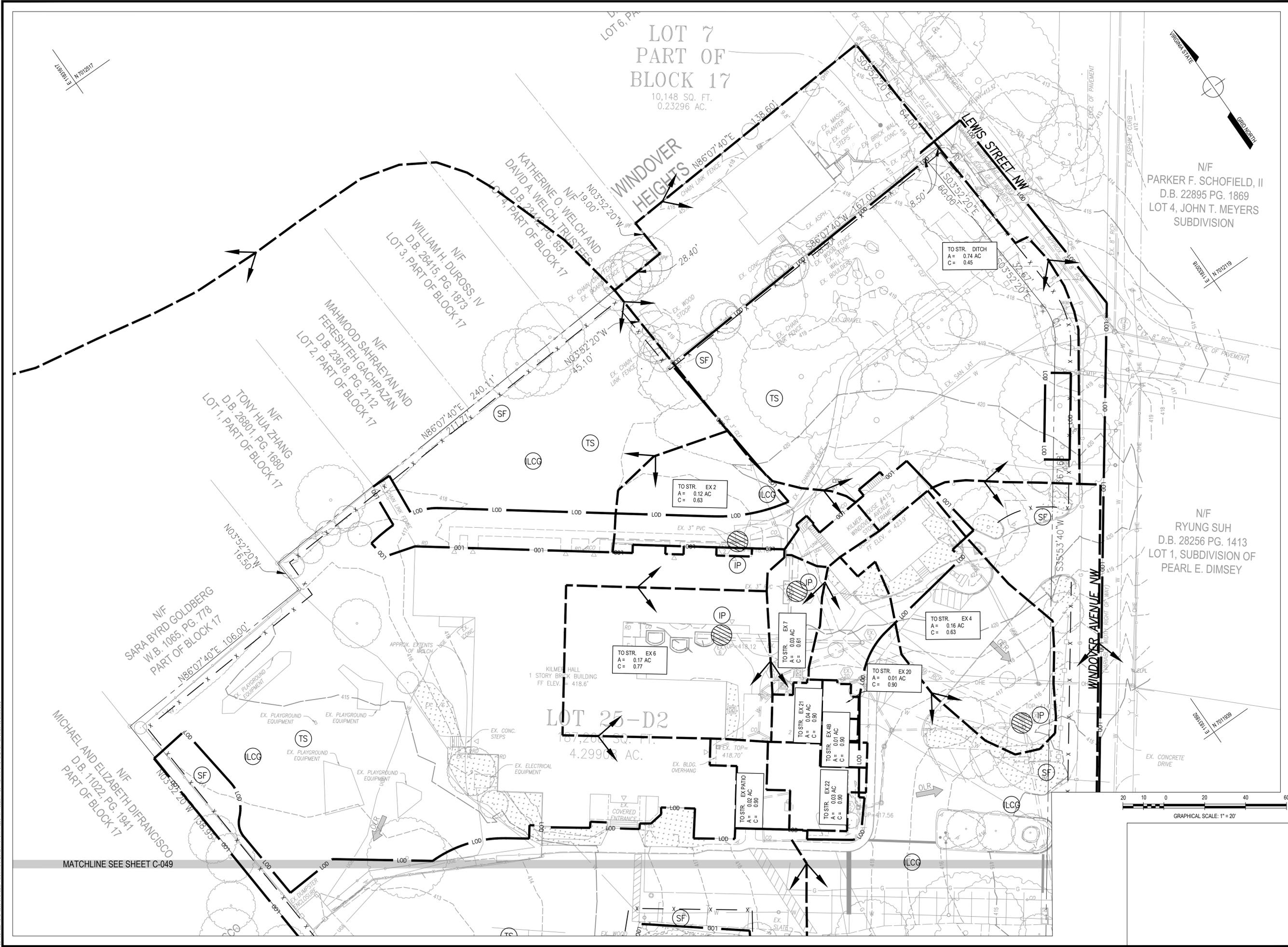


EROSION AND SEDIMENT CONTROL DETAILS

**GREEN HEDGES SCHOOL
SITE DEVELOPMENT PLAN**

TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

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JOB: GORDON 2356-0501
CADD: 2356-0501-C-04-001.DWG
NCS: 2356-0501-C-04-001
NUMBER: C-0470FC-051



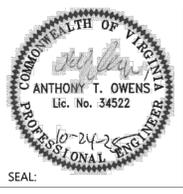
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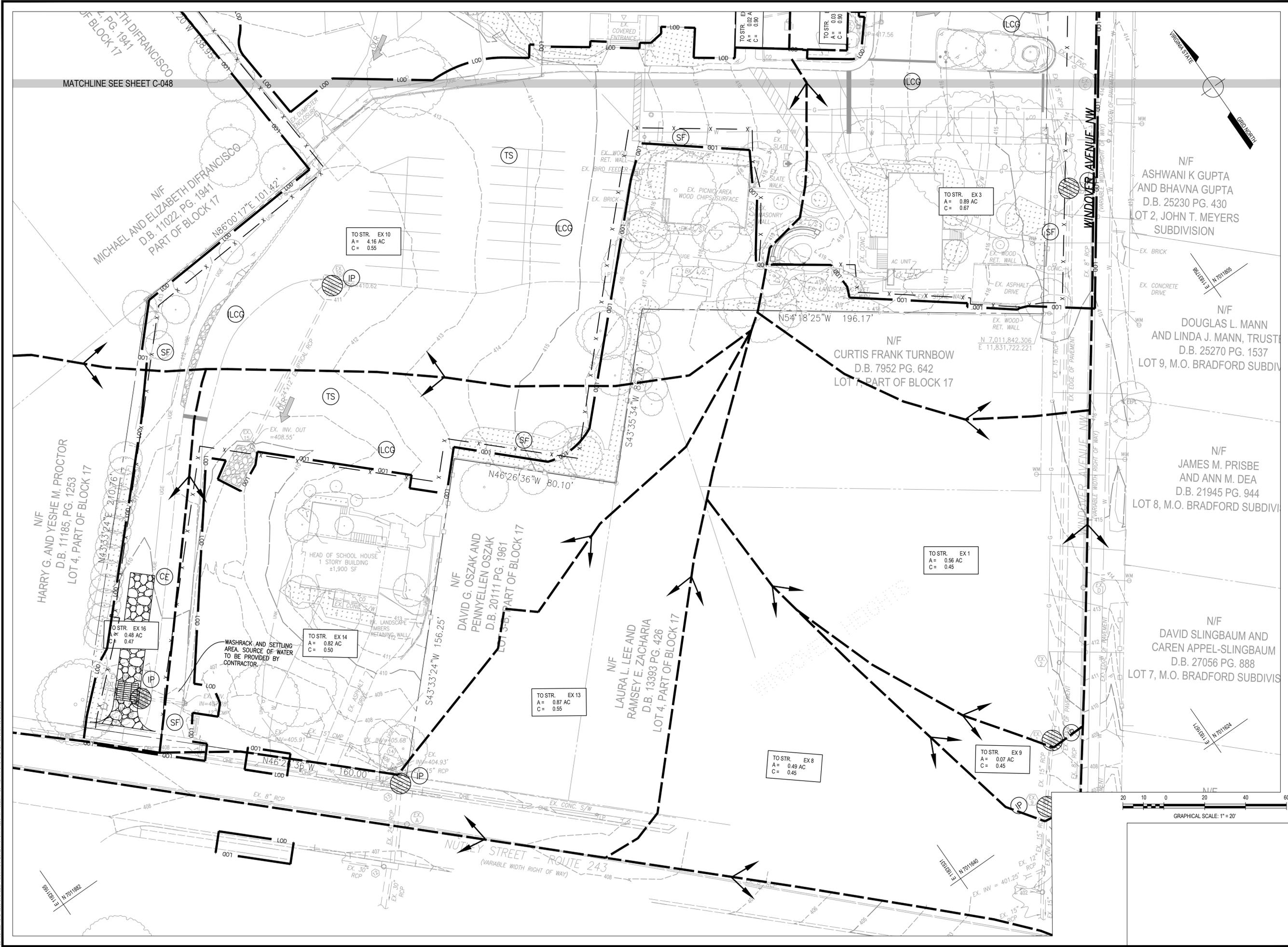
EROSION AND SEDIMENT CONTROL EXISTING

GREEN HEDGES SCHOOL SITE DEVELOPMENT PLAN

TOWN OF VIENNA, VIRGINIA
TOWN OF VIENNA

HORIZ: 1" = 20'
SCALE: VERT: N/A
DATE: 10/24/25
PLAN: GREEN HEDGES SCHOOL
JOB: GORDON 2356-0501
CADD: 2356-0501-C-048-201.DWG
NCS: 2356-0501-C-048-201
NUMBER: C-048 of C-051



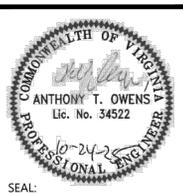


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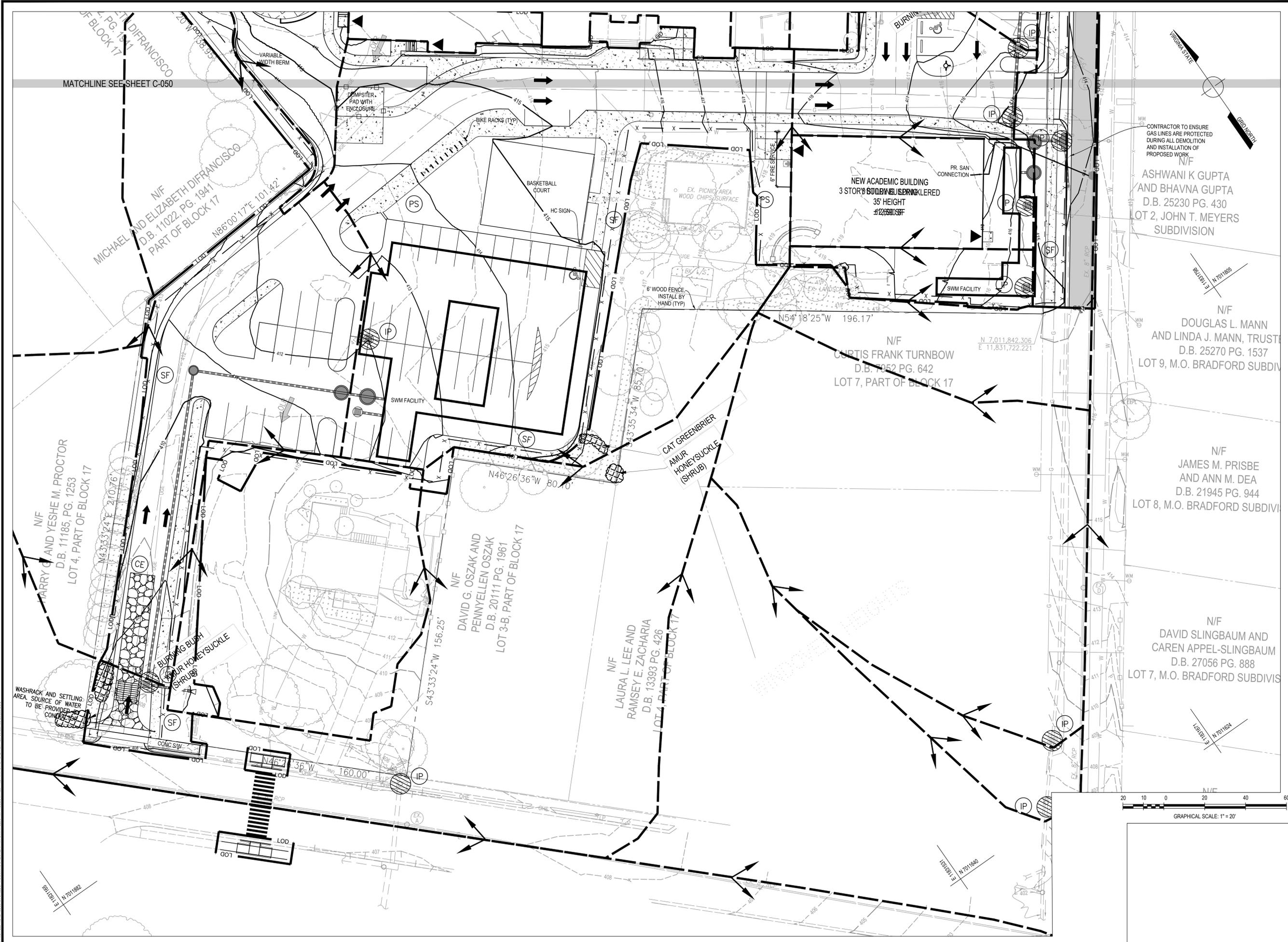
EROSION AND SEDIMENT CONTROL EXISTING

GREEN HEDGES SCHOOL SITE DEVELOPMENT PLAN

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TOWN OF VIENNA

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JOB: GORDON 2356-0501
CADD: 2356-0501-C-00-201.DWG
NCS: 2356-0501-C-00-201
NUMBER: C-0490FC-051

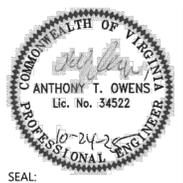
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REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: E.ERICKSON	DES: A.AOWENS
DRW: H.BARRY	CHK: A.SARANT



EROSION AND SEDIMENT CONTROL ULTIMATE
**GREEN HEDGES SCHOOL
 SITE DEVELOPMENT PLAN**
 TOWN OF VIENNA, VIRGINIA
 TOWN OF VIENNA

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SCALE: VERT: N/A
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JOB: GORDON 2356-0501
CADD: 2356-0501-C-00-202.DWG
NCS: 2356-0501-C-00-202
NUMBER: C-0510FC-051



History of Applications for Green Hedges School – 415 Windover Ave NW

DATE	APPLICATION TYPE	REQUEST	CONDITIONS
4/6/1961	Town Attorney Determination	Increase enrollment	Increased enrollment does not violate Sectio 12-16.12 or 12-16.22
8/24/1964	Use Permit	New addition for school	Approved with restrictions for adequate off-street parking and horseshoe drive, enrollment limited to 80.
4/15/1970	Use Permit	To enlarge Green Hedges School located at 415 Windover Ave to include Lots 1-5 Windover Heights	<ol style="list-style-type: none"> 1. The site plan as presented on April 15th (Exhibit A) shall be adhered to. 2. All permanent parking areas shall be to the rear of the proposed building. 3. If it is necessary to remove the existing ornamental shrubbery next to the Huff property line it will be replaced by an ornamental masonry wall. 4. The total enrollment at the School shall not exceed 100 students. 5. No prepared parking spaces shall be developed along the entrance driveway between Nutley Road and the permanent parking areas. 6. The existing buildings and grounds will be put in good repair and all buildings and grounds, including those constructed as a result of granting the use permit, will be kept in good maintenance. 7. Any additions or structural changes to either the buildings or recreational facilities, other than those consistent with the site plan (Exhibit A), shall require the approval of this Board.
5/17/1978	Use Permit	Increase enrollment from 80 to 120	Approved with restrictions for parking lot screening and addition of speed bumps on Nutley Street entrance
6/17/1981	Use Permit	Use of 427 Windover Ave NW for additional classroom space and storage	Approved for ages 8 through 14 and additional facility be restricted fully to classroom space and storage of instructional materials.
5/15/1985	Use Permit	To amend the existing Use Permit to allow an increase of 70 students bringing total to 190 students. Multi-purpose room added to rear of 415 Windover Ave NW	Approved with construction completed by May 1987; increase of enrollment from 120 to 190 students
7/17/1986	Zoning Administrator Determination	Clarification of 5/15/85 condition	Condition clarified to state "Construction to be underway by May 1987"

History of Applications for Green Hedges School – 415 Windover Ave NW

<p>12/15/1997 & 12/17/1997</p>	<p>Conditional Use Permit and Site Plan Modifications</p>	<p>Master plan for 4,108 sf classroom addition and certain driveway modifications, installation of storm drainage system along Windover Ave NW, escrowing funds for future sidewalk construction. Former Kilmer home incorporated into campus as school offices Max enrollment of 190 students and total staff of 33</p>	<ol style="list-style-type: none"> 1. Granting of the requested conditional use permit, with the stipulation that the house on the property shall be used as a residence only by Mrs. Kilmer and only until such time as it is vacated by Mrs. Kilmer, will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use, will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood, and will be in accord with the Master Plan of the Town of Vienna. 2. Boardmembers noted the process that had taken place prior to the Green Hedges application appearing on the Board’s agenda, the Planning Commission’s review and recommendations on the matter, and the Town Council’s approval of the site plan modification and public street improvements waiver on December 15, 1997. 3. Boardmembers also noted that Green Hedges will maintain enrollment at a maximum of 190 students and a maximum number of 33 staff members. 4. The Board also noted the Planning Commission’s positive recommendation regarding the conditional use permit and the Town Council’s support of the Commission’s recommendation. By amendment to the main motion, the Board also attached the Town Council’s approvals and recommendation (as denoted in the Planning and Zoning Director’s memorandum dated December 16, 1997) to its approval of Green Hedges’ request for an amendment to the existing conditional use permit. <p>Site Plan Modifications approved by Mayor and Town Council on December 15, 1997</p> <ul style="list-style-type: none"> • Increase lot coverage to 34.5 percent • Modification granted is based on the level of use represented, number of students, staff, classrooms, etc., and should that level ever require an increase, then this site plan must be so modified and the Board of Zoning Appeals be so addressed. • Approved in reliance on assurances that there are no plans to increase enrollment, staff or facilities at Green Hedges School,
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History of Applications for Green Hedges School – 415 Windover Ave NW

			<p>and upon the expressed understanding and agreement by school representatives that no additional facilities or enrollment will be requested of or is likely to be approved by the Town in the foreseeable future.</p> <ul style="list-style-type: none"> • Waiver from public street improvement requirements, and in lieu thereof, construction of a storm drainage system along the northwesterly side of Windover Avenue, N.W. , to an existing system near Nutley Street, N.W. • Escrowing of those funds that represent the difference between the cost of the storm drainage system along Windover Avenue, N.W., (some\$15,00.00) and the cost to improve the public street that adjoins the subject tract (approximately \$20,148.20), plus an additional \$2,000.00 thereby, bringing the total escrowed funds to be no greater than \$7,148.20. • Escrowed funds up the necessary amount, not to exceed \$7,148.20 , will be used by the Town of Vienna for the construction of a meandering asphalt sidewalk from Green Hedges School to Nutley Street, N.W., recognizing that prior to the initiation of construction, the Malcolm-Windover Heights Civic Association will hold a meeting to discuss the matter and recognizing that the Town will accept input on this matter from property owners directly abutting the proposed sidewalk. • The Kilmer house may be used as a residence only until Mrs. Kilmer vacates the premises. • The Kilmer house be limited to administrative services only upon the vacation of the premises by Mrs. Kilmer.
9/20/2000	Conditional Use Permit	Addition of 6,750 sf outdoor playground facilities	Use of the field, by the school, being limited to the school's hours of operation between 8:00 AM and 6:00 PM daily
3/21/2007	Conditional Use Permit	Increase in square footage to 41,508 sf; reconfiguration of parking area, addition of athletic facility; increase staff to 37; retain maximum enrollment of 190 students;	<ol style="list-style-type: none"> 1. Enrollment limited to 190 students (no change). 2. A maximum of 37 full-time equivalent employees shall be permitted. 3. The hours of school activities shall be as follows:

History of Applications for Green Hedges School – 415 Windover Ave NW

		<p>Consolidation adding 227 Nutley St NW to property.</p>	<ul style="list-style-type: none"> – Normal School Activities (including daily physical education classes and after school classes): from 7:00 AM to 6:00 PM Monday through Friday-including extended day, which ends at 6:00 PM. – Extracurricular Activities, special school events, and similar infrequent or intermittent activities: the hours of use may be extended to 9:00 PM during the week, and between 9:00 AM to 5:00 PM on Saturdays, and 10:00 AM to 2:00 PM on Sundays. With prior notification to abutting neighbors, one-time events, outside of these hours, may be allowed. The Board of Trustees meetings shall be permitted to continue on Sunday evenings. – The rental of the School's facilities, including the underground athletic facility, when completed, shall be limited to 3:00 PM to 9:00 PM Monday through Friday; from 9:00 AM to 5:00 PM on Saturday; and from 9:30 AM to 2:00 PM on Sundays. <ol style="list-style-type: none"> 4. The School shall continue to mitigate and negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the School's facilities. The school shall provide and enforce off-street parking for all such activities. 5. The School will provide scheduling for use of facilities to neighborhood youth teams, clubs and organizations. The School will also charge a reduced rate to these neighborhood groups. 6. Rental policies and one-time events will be reviewed annually, or on an as-needed basis with abutting neighbors and the Town's Director of Planning & Zoning. 7. The maximum occupancy of the underground athletic facility shall be 375 individuals, or the maximum limit as set by the Fire Marshal. 8. Construction of improvements may be phased; the first phase of construction shall begin within 18 months of the approval of this conditional use permit amendment.
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History of Applications for Green Hedges School – 415 Windover Ave NW

			<p>9. Contracts for extracurricular activities or other use of the School’s facilities may remain in effect until the end of the 2006-2007 school year.</p> <p>10. Green Hedges School will use their best efforts to preserve the existing trees on neighboring properties.</p>
3/15/2017	Conditional Use Permit	Utilize a portion of 202 Lewis St NW to provide additional parking. Increase to 48 spaces; future plan for 56 spaces; Increase FTO from 37 to 42 (originally requested 45 FTE) ; Educational garden	<ol style="list-style-type: none"> 1. The two parking spaces located at 202 Lewis St NW shall be used by maintenance, custodial and administrative personnel of Green Hedges School and not be available for public or visitor parking. Signs notifying individuals of this limitation will be posted. 2. The two parking spaces located at 202 Lewis St NW shall be screened with landscaping consistent with that shown on the Sheets 10 and 11 of the Site Development Plan. 3. The total number of parking spaces at 415 Windover Ave NW and 202 Lewis St NW shall not exceed 56.

April 5, 1961

Mr. Marcus L. Beckner
Professional Building
Fairfax, Virginia

Re: Green Hedges School

Dear Mr. Beckner:

The following is an excerpt from the minutes of a regular meeting of the Vienna Town Council held on March 21, 1955:

"The Mayor recognized Mr. Kenton Kilmer who asked permission to open and operate a day school from kindergarten through the eighth grade on the property he will purchase from Cdr. Harfinger on Windover Avenue and Lewis Street. The Council was in favor of this project and the Clerk was instructed to issue the necessary business license permit upon request by a motion made by Mr. Gibson, seconded by Mr. Upham and carried."

This action was taken prior to use permit requirements for this type of activity, and you will note that no restriction as to size or number of pupils was placed upon the operation. Mr. Kilmer now wishes to increase the number of students enrolled in Green Hedges School from 60 to 75. The increased enrollment would not necessitate the enlarging of the school buildings, and it would be done by a redistribution of students within the existing structure and the use of a nursery room not presently used for instruction purposes.

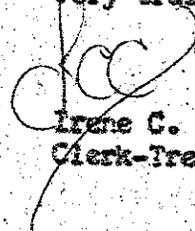
When the matter of an increased number of patients to be cared for in a Vienna nursing home was brought before Council, we found, and this was substantiated by your legal opinion, that our zoning controls did not extend to the number of patients served, and that this was a control exercised by the state and county through health and fire regulations. Would this also apply to the number of students enrolled in a private school, which is also subject to the aforementioned state and county controls?

Will you please let us have your written opinion as to whether or not the Green Hedges School will need any approval on the part of Vienna for increasing its enrollment if they can do so within the restrictions placed upon them by the other authorities. In other words, would it be necessary for Green Hedges School to make application for a use permit before accepting additional students?

As the enrollment dates at Green Hedges School usually fall during the month of April, we will appreciate your advice in this regard as soon as possible.

Thank you.

Very truly yours,



Irene C. Cole
Clerk-Treasurer

ICC:je
cc: Town Manager
Zoning Administrator
Green Hedges School

C
O
P
Y

Town of Vienna, Virginia



Mail Address:
P.O. Box 127
VIENNA, VIRGINIA

127 Center Street South

DUnkirk 5-6000

April 6, 1961

Mrs. Irene Cole
Clerk-Treasurer
Town of Vienna, Virginia

Re: Green Hedges School

Dear Mrs. Cole:

Receipt of your letter of April 5, 1961, is hereby acknowledged.

The indication in your letter corresponds with my opinion that so long as the increased school enrollment does not violate Section 12-16.12 or 12-16.22, there is nothing that we are obligated to do or be concerned with. The mere increase in the number of students would not change the non-conforming use.

Sincerely yours,

Marcus L. Beckner, Jr.

Town Attorney

MLB/jg

August 17, 1964

TO: BOARD OF ZONING APPEALS
FROM: ZONING ADMINISTRATOR
RE: Use Permit to use ne building and existing buildings for private school.

Mr. and Mrs. Kenton Kilmer have made application to operate a private school (Green Hedges), at 411 Windover Ave., N.W. Vienna, Virginia.

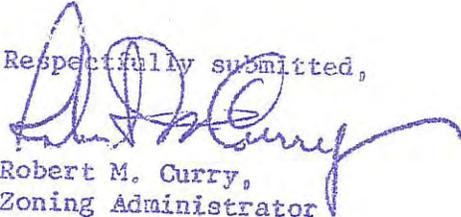
This operation started in 1955 before use permits were law in Vienna, so the Green Hedges were never issued one. (I can find no record). The only changes since 1955 has been enrollment and use permit was not required according to Town Attorney at that time. (Copy of letter enclosed).

The Kilmers have made this application to relieve the crowded condition and not to increase the enrollment. Also they are going to provide additional parking for teachers and parents who pick up their children.

I would recommend approval and make the conditions for the school:

1. To hold the enrollment at its present number which is 80.
2. To provide off street parking for its teachers.
3. To provide adequate driveway for parents delivering and picking up children so not to cause a traffic problem in the residential section.
4. If the proposed driveway is not adequate, then Windover Avenue should be widen in front of property so waiting cars will not be blocking traffic in front of the homes directly affected and also blocking traffic at the corner of Windover Avenue and Lewis Street.

Respectfully submitted,


Robert M. Curry,
Zoning Administrator

RMC/cla

Town of Vienna, Virginia

APPLICATION FOR USE PERMIT

July 28, 196⁴

Town of Vienna
127.Center Street South
P.O. Box 127
Vienna, Virginia

(~~We~~) (I), Kenton Kilmer, the undersigned (owners) (~~occupants~~) of
411 Windover Avenue (corner of Windover & Lewis Sts.)

Lot _____ Block _____ Section _____ of the Subdivision of _____

The Town of Vienna, Virginia, premises known as Green Hedges School

hereby apply as required by Section 15-17 of the Zoning Ordinance of the Town of Vienna for a Use

Permit authorizing that the said premises and property be put to the following use or uses: _____

Addition of one room to school operated on this site since 1955.

Remarks:

Signed

Kenton Kilmer

Address

411 Windover Avenue
Vienna, Virginia

Zoning Administrator

BOARD OF ZONING APPEALS
TOWN OF VIENNA, VIRGINIA

In re the matter of application:
of Kenton Kilmer for a Use Per-:
mit for Green Hedges Private :
School, Vienna, Virginia. :

ORDER

The captioned came before the Board of Zoning Appeals of the Town of Vienna on an application for a Use Permit for a new building being constructed as an addition to the Green Hedges Private School, 411 Windover Avenue, Vienna, Virginia.

The Public Hearing was held on the 19th of August 1964, at which time oral testimony was received in favor of the application. No opposition was heard to the application at the public hearing. However, the traffic conditions adjacent to the school were stated to be of concern to adjacent land owners.

The Board finds:

1. That because of the narrowness of Windover Avenue, school traffic causes extreme congestion during the three peak periods of the day, i.e., 8:50 a.m. - 9:05 a.m.; 11:50 a.m. - 12:10 p.m.; and 2:50 p.m. - 3:10 p.m.
2. At present, there is not sufficient off-street parking at Green Hedges School.
3. At present, there is no anticipated increase in student body.
4. There is sufficient space at 411 Windover Avenue, N.W. for adequate off-street parking.
5. The applicant stated his intention to construct a horseshoe-shaped driveway to alleviate the traffic problem which presently exists on Windover Avenue and Lewis Street.
6. Other than the problem posed by vehicular traffic and lack of parking space, no objections were found concerning the operation of the school itself.

It is therefore this 24th day of August 1964 ORDERED

that the Use Permit be granted with the following restrictions:

1. The development of adequate off-street parking so as to eliminate the parking of automobiles during school hours on Windover Avenue or Lewis Street.
2. To develop the horseshoe drive to accommodate a sufficient number of vehicles so as to alleviate congestion resulting from the standing of vehicles on Windover Avenue and Maple Avenue.
3. The expansion of these facilities be proportioned to any expansion of the school.

Robert W. Gambino
ROBERT W. GAMBINO, Secretary
Board of Zoning Appeals

Town of Vienna, Virginia

USE PERMIT

NO. 230

GREENHEDGES SCHOOL

....., the (owners) (~~XXXXXX~~) of
Lot..... 1-5 Block..... 17 Section 2.30451 acs of the Subdivision of..... Windover Heights

The Town of Vienna, Virginia, premises known as Nutley Road and Windover Ave.

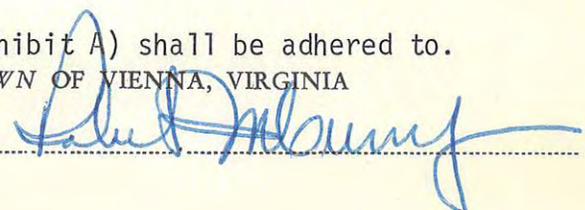
under Section 16.0 of the Zoning Ordinance of the Town of Vienna is hereby granted a Use Permit authorizing that the said premises and property be put to the following use or uses: ...to enlarge Green Hedges School located at..... 415 Windover Avenue to include Lots 1-5 Windover Heights.....

CONDITIONS:

~~Remarks~~

1. The site plan as presented on April 15th (Exhibit A) shall be adhered to.
2. All permanent parking areas shall be to TOWN OF VIENNA, VIRGINIA the rear of the proposed building. (OVER)

Dated April 15, 1970.....

By:.....


3. If it is necessary to remove the existing ornamental shrubbery next to the Huff property line it will be replaced by an ornamental masonry wall.

4. The total enrollment at the School shall not exceed 100 students.

5. No prepared parking spaces shall be developed along the entrance driveway between Nutley Road and the permanent parking areas.

6. The existing buildings and grounds will be put in good repair and all buildings and grounds, including those constructed as a result of granting the use permit, will be kept in good maintenance.

7. Any additions or structural changes to either the buildings or recreational facilities, other than those consistent with the site plan (Exhibit A), shall require the approval of this Board.

CONDITIONS:

1. The site plan as presented on April 15th (Exhibit A) shall be adhered to.
2. All permanent parking areas shall be to TOWN OF VERNON, VIRGINIA.
the rear of the proposed building. (OVER)
Date: April 15, 1978
By: _____

BOARD OF ZONING APPEALS, TOWN OF VIENNA, VIRGINIA

In re the matter of application
submitted by Charles Wight to
enlarge Green Hedges School
located at 415 Windover Avenue, N.W.

O R D E R

The captioned matter came on to be heard before the Board of Zoning Appeals of the Town of Vienna on the application for a Use Permit for an addition to Green Hedges School, located at 415 Windover Avenue, N.W., of one building, and the enlargement of the enrollment to 100 students, and upon consideration of the testimony of numerous witnesses and examination of exhibits offered into evidence and after a full public hearing was held on the matter, the Board of Zoning Appeals makes the following findings of fact:

1. one (1) adjoining property owner testified in opposition to the application, based primarily on increased noise and a loss of privacy. Testimony was also given by the owner of neighboring property on Windover Avenue who stated he opposed the Use Permit because no detailed building plan for the addition was presented to the public at the public hearing. A letter in opposition to the application signed by three (3) property owners in the Town House Community on Commons Drive was presented to the Board,
2. the area in which the use permit is sought is characterized as single family residential along with town houses and several public uses, namely the Town of Vienna, Public Works Department Maintenance Yard which abuts the subject property and two (2) public schools, Louise Archer Elementary and Madison High School,
3. the proposed addition is a one story building approximately 50 x 60 feet, and is to be used by a maximum of 42 students in grades 6th through 8th.

4. a Use Permit had previously been issued (August 1964) for an addition to Green Hedges School,
5. at a Board meeting on March 18th, subsequent to the public hearing, a new site plan was submitted by the applicant. At this meeting Mr. Argabright, an adjoining property owner, stated that the new site plan met most of the objections on which he had based his opposition testimony at the public hearing,
6. a revised site plan was presented to the Board on April 15, 1970 which incorporated several changes proposed by the Board to the plan submitted on March 18, 1970,
7. it was stated by the applicant that the maximum combined enrollment of all grades at Green Hedges School would not exceed 100 students,
8. it was stated by the applicant that the existing school buildings would be renovated and that the new and existing school buildings and grounds would be properly maintained,

And from the above findings of fact the Board makes the following conclusions of law that the use permit as sought by the applicant:

1. will not adversely effect the health or safety of persons residing or working in the neighborhood of the proposed use,
2. will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood,
3. will be in accord with the purposes of the Master Plan of the Town of Vienna.

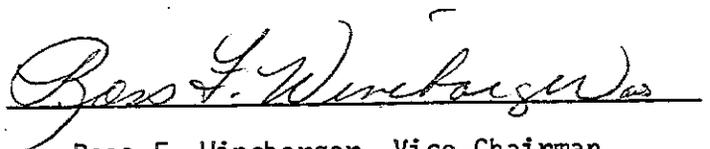
Pursuant to the above, the Board of Zoning Appeals sets forth the following conditions that shall apply as a contingency to the Use Permit:

1. the site plan as presented to this Board on April 15th (exhibit A) shall be adhered to,
2. all permanent parking areas shall be to the rear of the proposed building,

3. if it is necessary to remove the existing ornamental shrubbery next to the Huff property line it will be replaced by an ornamental masonry wall,
4. the total enrollment at Green Hedges School shall not exceed 100 students,
5. no prepared parking spaces shall be developed along the entrance driveway between Nutley Road and the permanent parking areas,
6. the existing buildings and grounds will be put in good repair and all buildings and grounds, including those constructed as a result of granting the requested use permit, will be kept in good maintenance,
7. any additions or structural changes to either the buildings or recreational facilities, other than those consistent with the site plan (exhibit A), shall require the approval of this Board.

It is therefore this 15th day of April, 1970,

ORDERED, that the application submitted by Green Hedges School (Charles Wight, Headmaster) to enlarge Green Hedges School be and the same is hereby granted.



Ross F. Winebarger, Vice-Chairman
Board of Zoning Appeals

Town of Vienna, Virginia

USE PERMIT

No. 230 - B
Revision

Green Hedges School Inc.

the (~~owner~~) (occupants) of

Lot 25 Block _____ Section _____ of the Subdivision of Windover Heights

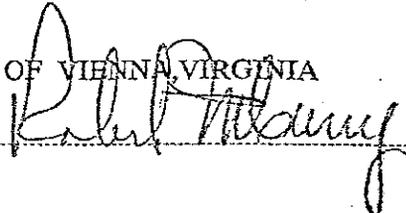
The Town of Vienna, Virginia, premises known as 415 Windover Avenue, N.W.

under Section 18-209 of the Zoning Ordinance of the Town of Vienna is hereby granted a Use Permit authorizing that the said premises and property be put to the following use or uses: To increase student enrollment from 80 to 120.

Remarks: Conditions on back:

TOWN OF VIENNA, VIRGINIA

Dated June 29, 1978

By: 

CONTINUED NEXT PAGE

BOARD OF ZONING APPEALS, TOWN OF VIENNA, VIRGINIA:

In re application submitted by
Green Hedges School Inc, 415 Windover
Avenue N. W. for an amendment to their
existing use permit to increase the
enrollment from 80 to 120 students.

O R D E R

The captioned matter came on to be heard before the Board of Zoning Appeals of the Town of Vienna for a use permit amendment to their existing use permit to increase the student enrollment from 80 to 120 students, 415 Windover Avenue N.W.; and upon consideration of the testimony of the applicants and exhibits offered into evidence on May 17, 1978, the findings of fact as determined by this Board and the subsequent conclusions of law are as follows:

1. The neighbors objected to the parking lot because of the size and the location.
2. The number of parking spaces provided on the proposed plan is required by the town code, and if possible the owners would like to reduce the size of the parking lot.
3. The service provided by the school is beneficial to the community.

And from the above findings of fact, the Board makes the following conclusions of law.

1. Granting the use permit will not be detrimental to the neighborhood nor the health and welfare of the persons residing therein.

And in addition, the Board as a condition to granting this use permit imposes the following conditions:

1. The edge of the parking lot will be screened with fast growing trees and shrubbery
2. At least two speed bumps will be installed between the new parking lot and Nutley Road.

Application by Green Hedges School Inc.
for an amendment to their existing use
permit to increase the enrollment from
80 to 120 students.

It is therefore this 11th day of May, 1978, ORDERED
that the application submitted on behalf of Green Hedges School, Inc., 415
Windover Avenue N.W. for an amendment to their existing use permit to
increase the enrollment from 80 to 120 students be, and the same is hereby
granted.


James E. Nichols, Vice-Chairman
Board of Zoning Appeals
Town of Vienna, Virginia

Town of Vienna, Virginia

USE PERMIT

No. 230-C

GREEN HEDGES SCHOOL, the (owners) (~~occupants~~) of

Lot 8 Block 17 Section _____ of the Subdivision of Windover Heights

The Town of Vienna, Virginia, premises known as 427 Windover Avenue, N.W.

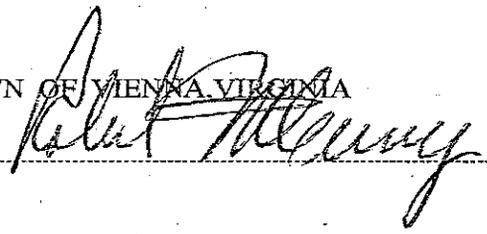
under Section 18-209 of the Zoning Ordinance of the Town of Vienna is hereby granted a Use Permit authorizing that the said premises and property be put to the following use or uses: Additional classroom space and storage of instructional materials only.

Remarks:

Classroom Space: Art Room
Gym for bad weather

TOWN OF VIENNA, VIRGINIA

Dated September 9, 1981

By: 

BOARD OF ZONING APPEALS, TOWN OF VIENNA, VIRGINIA:

In re application by Kathleen H. Battaglia on behalf of Green Hedges School, Inc. to amend their existing Use Permit No. 230 to use 427 Windover Avenue N.W. as additional classroom space.

O R D E R

This matter came on to be heard by the Board of Zoning Appeals on June 17, 1981 on an application on behalf of the Green Hedges School, Inc. to amend their existing Use Permit to allow the use of 427 Windover Avenue, N.W. as additional classroom space; and upon consideration of the applicant and exhibits offered into evidence, the findings of fact as determined by this Board and the subsequent conclusions of law are as follows:

1. The facility would house up to ten (10) students in the new building.
2. The total school is allowed 120 students.
3. The school would not increase its total enrollment if they are allowed to use this building.
4. The school has not purchased the building pending the outcome of the application.
5. All interested parties answered that the school had not been a problem in the past.

And from the above findings of fact, the Board makes the following conclusions of law.

1. That granting the Use Permit would not be a detriment to the health, safety, or welfare of the neighborhood, nor the persons who reside therein.

In addition, the Board places the following conditions to this application.

1. That the use be limited to use as classrooms and storage of instructional material.

It is therefore this 17th day of June, 1981, ORDERED, that the application sought by Green Hedges School, Inc. to amend their existing Use Permit to allow the use of 427 Windover Avenue, N.W. as additional classroom space, be, and the same is hereby granted.

James E. Nichols

James E. Nichols, Vice-Chairman
Board of Zoning Appeals

Town of Vienna, Virginia

USE PERMIT

No.230.....

GREEN HEDGES SCHOOL

....., the (owners) (~~occupants~~) of
Lot 25A & 1A Block.....Section of the Subdivision of Windover Heights

The Town of Vienna, Virginia, premises known as ...415 Windover Avenue, N.W.....

under Section 18-209 of the Zoning Ordinance of the Town of Vienna is hereby granted a Use
Permit authorizing that the said premises and property be put to the following use or uses:

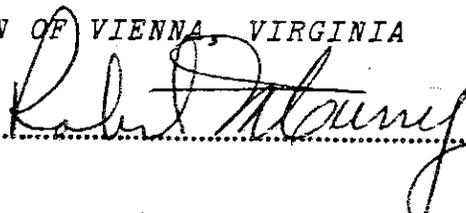
To amend the existing Use Permit to allow an increase of 70 students

bringing total to 190 students.

Remarks: That the proposed multi-purpose TOWN OF VIENNA, VIRGINIA
Addition is constructed no later
than May 1987

Dated May 27, 1985

By



Green fedges - Use permit.

Findings

1. Applicant desires an increase of 70 students, for a total of 190, in order to better utilize the area and create a firmer financial base for the school.

2. An additional 4,700 square feet of space will be built, which will not need any type of variance.

3. Concern for cars picking up students will be alleviated by having two lines of cars and having the pick up on the front of the school.

4. ~~The school~~ The school is fully accredited, with 30 teachers; it has grades 1 through 8.

5. There is an excellent playground, and efforts are made to keep noise to a minimum.

Conclusions

The requested use will not ~~be~~ adversely affect the health or safety of persons in the neighborhood, nor be detrimental to the public welfare or injurious to improvements or property in the neighborhood.

Approved, subject to the condition that no parking or standing be permitted on Nutley Street, and that construction of the addition begin no later than May 1987.

127 CENTER STREET, SOUTH



Telephone 938-8000

Town of Vienna, Virginia

July 17, 1986

Green Hedges School
415 Windover Avenue, N.W.
Vienna, Virginia 22180

Attn: Jane H. MaCauley

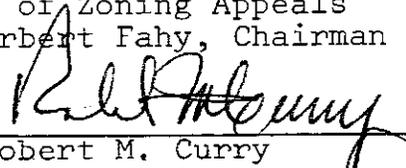
Re: Use Permit #230.

Dear Mrs. MaCauley:

In response to your request regarding the conditions on the amended Use Permit #230, for Green Hedges School, relative to construction being completed on the proposed multi-purpose addition by May, 1987. Please be advised that the Board of Zoning Appeals at its regular meeting on July 16, 1986, discussed the said Use Permit and conditions and you are hereby notified that the same is hereby amended to read that "construction be underway by May, 1987".

Very truly yours,

Board of Zoning Appeals
G. Herbert Fahy, Chairman

By: 
Robert M. Curry
Zoning Administrator

RMC/cao

ORDER

THIS MATTER was considered by the Board of Zoning Appeals during a public hearing held on [December 17, 1997](#), for a conditional use permit in accordance with Sections 18-209:216 of the Code of the Town of Vienna, Virginia. Based upon testimony offered by the applicant, exhibits offered into evidence, comments offered by members of the public and other interested parties, the Board has determined the following findings of fact:

1. A proposed master plan for Green Hedges School was first presented to the Planning Commission on May 22 and June 26, 1996. Because of significant concerns on the part of the Commission, an even split in the vote (4-4) on the site plan modification requests resulted in the Commission's failure to recommend an action. A negative recommendation was also sent forward to the Board of Zoning Appeals with respect to the amendment to the conditional use permit application.
2. The Town Council considered the proposal on August 19, 1996. After considerable review and additional testimony from interested citizens, the Council tabled the matter indefinitely to permit sufficient time for a meeting of the parties to develop common ground in the settlement of the various issues of concern. This latest submission represents Green Hedges' attempt to meet those concerns.
3. Green Hedges School has been a part of Vienna's learning environment since 1955. The school has grown steadily over the years with the acquisition of several amendments to the existing conditional use permit.
4. Green Hedges submitted a new proposal on May 28, 1997. The plan contemplated the construction of two new additions comprising 4,108 square feet onto the northeast corner of existing building "B," the removal of several existing sheds, the addition of a new driveway and several on-site parking spaces, the consolidation of four parcels into one and dedication of street right-of-way along Windover Avenue, NW. The Kilmer residence, depicted as Building "D," would be incorporated into the Green Hedges campus and will continue to be used as a residence during her lifetime.
5. The staff determined that a consolidation plat must be signed by the Mayor prior to moving forward on the revised site plan. After review, the staff determined that the **consolidation plat** was ready for the Mayor's signature on August 13, 1997. It was decided by Mayor Robinson, however, to place the matter before the Town Council for action. After some additional discussion, the consolidation plat issue was finally placed on the November 3, 1997 agenda of the Town Council for action. After review of the matter, the Town Council approved the Mayor's endorsement of the consolidation plat.
6. The proposed expansion of the "physical plant" to satisfy the needs of the school requires the granting of a **conditional use permit** from the Board of Zoning Appeals in accordance with §18-22 of the Town Code (and by reference to §18-13). **The current enrollment of 190 students and a total staff of 33 will remain unchanged, however.** The Planning Commission considered the application at its regular meeting of November 12, 1997 and the special meeting of November 24, 1997. After careful consideration, the Planning Commission then recommended approval of the conditional use permit by a vote of 9-0 subject to the condition that the house on the property shall be used as a residence only by Mrs. Kilmer and only until such time as it is vacated by Mrs. Kilmer.
7. The Planning Commission also recommended, to the Town Council, approval of a **site plan modification** to increase lot coverage on the consolidated property from **32.4 to 34.5 percent** (§18-24F specifies a maximum lot coverage requirement of 25 percent), and a **waiver** from the requirement for the installation of public street improvements for Lewis Street, NW, and Windover Avenue, NW.
8. The Town Council considered these matters at its regular meeting of December 15, 1997 and approved the requested site plan modification and the requested public improvements waiver. Each such deviation was further clarified in the form of amendments to the motions for approval. These motions, and their amendments, are set out in the Planning and Zoning Director's memorandum to the Board dated December 16, 1997, and made a part of this order.

AND FROM THE FINDINGS OF FACT AS DETERMINED ABOVE, the Board of Zoning Appeals makes the following conclusions of law:

1. Granting of the requested conditional use permit, with the stipulation that the house on the property shall be used as a residence only by Mrs. Kilmer and only until such time as it is vacated by Mrs. Kilmer, will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use, will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood, and will be in accord with the Master Plan of the Town of Vienna.
2. Boardmembers noted the process that had taken place prior to the Green Hedges application appearing on the Board's agenda, the Planning Commission's review and recommendations on the matter, and the Town Council's approval of the site plan modification and public street improvements waiver on December 15, 1997.
3. Boardmembers also noted that Green Hedges will maintain enrollment at a maximum of 190 students and a maximum number of 33 staff members.
4. The Board also noted the Planning Commission's positive recommendation regarding the conditional use permit and the Town Council's support of the Commission's recommendation. **By amendment to the main motion, the Board also attached the Town Council's approvals and recommendation (as denoted in the Planning and Zoning Director's memorandum dated December 16, 1997) to its approval of Green Hedges' request for an amendment to the existing conditional use permit.**

IT IS, THEREFORE, ORDERED, this ____ day of _____, 19____, that the application as submitted by Green Hedges School, 415 Windover Avenue, NW, for an amendment to an existing conditional use permit in accordance with the above-referenced Code sections shall be approved subject to the Town Council's actions dated December 15, 1997 (and made a part of this record), and the Planning Commission's recommendations from its special meeting of November 24, 1997.

Frank L. Willingham, Vice-Chairman
Board of Zoning Appeals
Town of Vienna, Virginia

Regular Council Meeting
December 15, 1997
Page 5

REQUEST FOR APPROVAL OF A SITE PLAN MODIFICATION FROM MAXIMUM LOT COVERAGE REQUIREMENT, AND A WAIVER FROM PUBLIC STREET IMPROVEMENTS TO PERMIT THE EXPANSION OF THE EXISTING FACILITY FOR GREEN HEDGES SCHOOL ON PROPERTY LOCATED AT 415 WINDOVER AVENUE, N.W., IN THE RS-12.5, SINGLE-FAMILY RESIDENTIAL ZONING DISTRICT, FILED BY BOWMAN CONSULTING GROUP, P.C., AND MICHAEL ROSENFELD, INC., AGENT FOR GREEN HEDGES SCHOOL.

Mrs. Eileen Nelson, Chairman, Board of Directors, Green Hedges School addressed Council and stated they were before Council seeking approval of a site plan modification to permit an increase in lot coverage from 32.4 to 34.5 percent, and a waiver from public street improvement requirements along Windover Avenue, N.W., and a short section of Lewis Street, N.W. She continued by stating the proposed waivers were being requested in support of Green Hedges' proposal to construct a 4,108 square foot addition onto the northeast corner of the existing facility, the addition of a new driveway and several parking spaces, removal of several on-site sheds and incorporation of the Kilmer property along with the rear portions of two parcels fronting on Nutley Street, (221 Nutley Street and 227 Nutley Street), both of which are school owned residences, into the Green Hedges campus. Mrs. Nelson further stated Green Hedges School, in lieu of providing sidewalk/public improvements along Windover Avenue, would be providing the installation of a drainage system from the school property to Nutley Street, which would be funded with monies that would have been escrowed for sidewalk public improvements; she indicated that the surrounding residential property owners have indicated their desire for an improved drainage system rather than a sidewalk on Windover Avenue. Mrs. Nelson indicated the estimate for the storm drainage work was originally purported to be approximately \$15,000.00 however, this estimate did not contain the costs for engineering design work.

Mayor Robinson discussed with Mrs. Nelson the proposed drainage system and stated the system would solve the long-standing drainage runoff problem for the property across the street. He further spoke of the concerns expressed by several members of the Planning Commission relative to future sidewalk/public improvements, and of the Commission's recommendation that funds be escrowed for such future installation. The Mayor indicated the recommendation of the Planning Commission was that funds representing the difference between the cost of the storm drainage system along Windover Avenue, approximately \$15,000.00 and the cost to improve the public street that adjoins the subject tract, approximately \$10,148.20, be placed in escrow, and used by the Town in the future to install a meandering sidewalk along Windover Avenue, from the school to Nutley Street. He further indicated that this had been the recommendation of the Planning Commission however, it was his impression that the residents of the area were not interested in having a sidewalk installed; to which Mrs. Nelson indicated that this was also her understanding.

State Delegate, (35th District), George E. Lovelace, 425 Lewis Street, N.W. addressed Council and spoke in support of the project and of the unified agreement obtained between the school and the residential community. Delegate Lovelace stated the Town Council had directed that an amicable agreement be developed and this had been achieved; the plan for additional

Regular Council Meeting
December 15, 1997
Page 6

had occurred and meets with the approval of the surrounding residential community. Delegate Lovelace recommended that the application as filed by Green Hedges School be approved by the Town Council.

Mayor Robinson questioned the total enrollment of the school. Delegate Lovelace responded that it was his understanding from his discussions with the school, enrollment was limited to 192 students; and that the school had no future plans to expand the enrollment.

Mr. Paul Sorensen, 213 Nutley Street, N.W., addressed Council and stated Green Hedges School property almost surrounds his entire residential property; that the consolidated school property designated as 415 Windover Avenue, N.W., now goes from Nutley Street to Lewis Street. Mr. Sorensen stated that he is not opposed to the school however, he is opposed to the continuing growth of the school. He indicated that he is surrounded by Green Hedges School, rental properties, and other institutional growth all located within a residential neighborhood. Mr. Sorensen stated that on Nutley Street there exists two schools, the Town property yard, the Elk's Lodge, the Baptist Church, and a private day school. He expressed concern relative to the on-going and future expansion of the school and the reduction of residential property values in the area. Mr. Sorensen stated that over the course of several years, he had witnessed continuing growth of the school, all the while with statements being made that "no further expansion is anticipated." He indicated that there were previously four homes located on the property; now one is the Green Hedges School business office, one is destined to be another business office, and two are rental properties. Mr. Sorensen reiterated that he was not opposed to the school however, he desired some type of assurance that further growth would not take place. He recommended that the Town Council disapprove the proposed expansion.

Councilman Olson questioned the proposed number of new classrooms to be provided. Mr. Sorensen stated that it was his understanding the current application was sixty (60%) percent larger than the proposal submitted last year; and that it would consist of four (4) new classrooms. Mrs. Nelson indicated that the expansion provides for three and one-half classrooms and the library would become the location of the computer thereby, creating the library as the technology center.

Councilman McCormick discussed with Mrs. Nelson the square footage of the proposed new classroom addition and the square footage submitted in the application of last year. In response to Councilman McCormick inquiry relative to the size of the addition, Mr. David Rogers, Business Director, Green Hedges School, handed out a schematic design and site plan, dated December 14, 1995. (Copy attached to Official Minutes.)

Mayor Robinson discussed with Mr. Sorensen his objections to the school, with Mr. Sorensen indicating that it was the "continuing and un-ending" expansion that was of concern. Mayor Robinson inquired if Mr. Sorensen had any knowledge of an unsigned piece of material received by the members of Council through the mail in opposition to the school expansion application. Mr. Sorensen acknowledged that he had sent the material and felt it represented a "flyer" and therefore did not

place his signature on the document. Mayor Robinson and Mr. Sorensen further discussed the school's site plan modification application and impact upon the community.

Councilman Polychrones discussed with Mr. Sorensen the potential impact upon the area should the school elect to sell the property in the future. Mr. Sorensen stated that he did not mind living next to Green Hedges School, if the school would just remain "as is" and stop "spreading out."

Councilwoman Seeman clarified that the consolidation of the school properties included only a small percentage of the rear yards of the properties located on Nutley Street and therefore, the school could not utilize the homes as part of the school operation.

Councilman McCormick reiterated his question as to the square footage proposed previously and that of the present application. Mr. Rogers stated that the two elementary classrooms, (elementary classroom 3 and 4), that were presented at the second Planning Commission meeting, totaled 1,525 square feet; the proposal currently before the Town Council for consideration is for a total of 4,108 square feet and provides for two (2) new classrooms and three (3) replacement classrooms and thereafter, described the proposed schematic footprint of the site plan.

Councilman Olson discussed with Mr. Rogers the potential for re-use of the replacement areas as classrooms in the future; and questioned what assurances the Town would have to limiting the current student enrollment. Mr. Rogers indicated that the Town has the power to limit the enrollment; that the school could not make a unilateral decision to increase the student enrollment over 190.

Mayor Robinson questioned the Town Attorney as to whether the Town Council had the power to limit future expansion. Mr. Gionfriddo stated that the application before Council for consideration is a request for site plan modification; the Town Council has the authority to place certain restrictions on the request for site plan modification; the Town Council must make the determination in accordance with the Town Code that the property may not be developed in its most practical way, aesthetic way unless modifications are granted by the Council; in granting the modifications, Council may place conditions in order to meet the requirements that the Code does impose upon the governing body. Mr. Gionfriddo further stated the use which the applicant intends to put the property is based upon the decision of the Board of Zoning Appeals for a conditional use permit therefore, conditions may be place to limit many areas of expansion.

Councilwoman Seeman discussed with the Town Attorney the historical significance of the Kilmer house and thereafter, questioned if the Town Council had any power to prevent the future destruction of the dwelling. Mr. Gionfriddo indicated the power of the Town Council relative to historic preservation is limited and did not provide authority to prevent the owners from future destruction of the home; under the power of eminent domain, the Town Council could petition for a "stay" of action for a period of time and attempt to purchase the property for preservation.

Mrs. Jeanne P. Rees, 558 Windover Avenue, N.W., addressed Council and indicated she supported Mr. Sorensen in the concerns which he had conveyed. She presented to the Mayor a letter dated December 15, 1997 outlining her objections to the application for increased growth of the school. Mayor Robinson indicated that hearing no objection, he would enter the letter into the record. (Copy attached to Official Minutes.) Mrs. Rees questioned if the school driveway would remain, to which Mrs. Nelson responded in the affirmative. Mrs. Rees stated she felt the school was no longer a residential neighborhood school and is now being operated only on a business basis. She indicated her opposition to the application and stated that children, families and the neighborhood were at stake, which was more important than the school or anything.

Mr. Alvis Lucis, 446 Windover Avenue, N.W., indicated that he was a four year resident of the Town with a growing family. He expressed concern relative to potential expansion of the school, and impact upon the quality of the neighborhood.

Councilman McCormick spoke of the efforts made by the school's Board of Directors to work with the residents to reach an amicable and agreed upon plan. He indicated that he also wanted assurance that any future development would not occur. Mrs. Nelson stated the Board of Directors have agreed to sell one of the rental properties however, the Board has no current plan or future plan for expansion. She also stated that the 190 student enrollment suits the character of the school teacher/student ratio and is in accordance with the charter of the school. Mrs. Nelson also indicated that the acquisition of the Kilmer house was a natural rejoining of the property with the school. To re-emphasize the intent of the Board of Directors of the school, Mrs. Nelson stated they have "no current or future plans beyond that which is before the Town Council this evening."

Mayor Robinson indicated under the current provisions of the conditional use permit, the school enrollment is limited to 190 students; that to increase enrollment the school would have to re-apply to the Board of Zoning Appeals.

Councilman Polychrones questioned if the expansion plans included conformance to ADA regulations. Mrs. Nelson replied in the affirmative.

Councilman McCormick questioned if there were any plans to install a fence at the rear of the rental homes located on Nutley Street. Mrs. Nelson responded the area would remain open.

Councilman Boudreau clarified for the record that there were no plans for future expansion; enrollment would not exceed 190 students, 33 staff members and 16 classrooms after expansion, to which Mrs. Nelson replied in the affirmative. He further discussed with Mrs. Nelson that one of the current rental properties would be sold and that the Kilmer house would be used for office/administrative purposes. Councilman Boudreau questioned if Mrs. Kilmer had occupied the house at any time during the past several years. Mrs. Nelson stated that Mrs. Kilmer had been at the house in the early fall however, she was not able to live in the house by herself. Councilman Boudreau questioned if there were any plans to use the Kilmer house now

or in the future for educational/institutional purposes, to which Mrs. Nelson responded there were none. He further questioned if the little house facing on Windover Avenue would be used for institutional/educational purposes. Mrs. Nelson stated the house is currently used for educational purposes and it would remain for that purpose. Further discussion took place relative to the residences located on Nutley Street, during which Mrs. Nelson stated that one house would be retained as they feel it would be a nice residence for the Headmaster, or other employee, but it would not be utilized for school use. Councilman Boudreau stated he had been concerned relative to future expansion of the school, and would stress the importance to the Board of Directors that further expansion of the school and its enrollment is of major significance; that the record now indicates the assurances of the school that there are no plans for future expansion.

Councilwoman Seeman expressed that during her conversations with many of the surrounding neighbors of the school, the amount of traffic on Windover Avenue with parents dropping off and picking up children, was of major importance. Mrs. Nelson indicated that the school is currently working on plans to provide three traffic lanes upon entering the school property; and a program for staggered dismissal times.

Councilman Olson discussed with the Town Manager the tax status of the school.

Mayor Robinson called for anyone else in the audience desiring to speak on the proposed Green Hedges School site plan modification application. Noted for the record, there were none.

Councilman McCormick discussed with Mrs. Nelson the request for waiver of public/sidewalk improvements, during which she indicated that the surrounding residents were not in favor of installing a sidewalk; it was felt a sidewalk would change the character of the neighborhood. She also stated that during hearings conducted last year on the prior application, it was recommended that the school could utilize the public improvement monies to provide corrective storm drainage facilities. Councilman McCormick stated that due to the narrowness of Windover Avenue, he would ask that the school consider installing an asphalt meandering sidewalk for safety purposes.

Mayor Robinson stated that the difference between the cost for storm drainage and the cost of providing public improvements of curb, gutter and sidewalk, would be approximately \$5,000.00. He felt that this sum could be placed in escrow, and would allow the Town to construct an asphalt sidewalk from the school to Nutley Street. He stated the school could not construct a sidewalk on the properties owned by individuals and thereafter, discussed this aspect with Councilman McCormick.

Mr. Andres Domeyko, Engineer, Bowman Consulting Engineers, addressed Council, and stated if the sidewalk were constructed from Nutley Street to Lewis Street, where would it go as there are no connecting sidewalks on Windover Avenue; that such construction served no purpose for the children as none walk to or from the school. Discussion ensued thereafter, regarding the Town and Green Hedges School participating in a cooperative venture of installing an asphalt meandering sidewalk on Windover

Avenue. During discussion, Mrs. Nelson stated the school had no problem with providing the storm drainage improvements and escrowing the difference in costs for the future sidewalk construction.

Councilman Olson expressed that Windover Avenue was a narrow and hazardous street with heavy traffic due to the location of the school. He felt that Windover Avenue should have curb, gutter and sidewalk improvements from Nutley Street to the school; he also was of the opinion the neighbors were not desirous of such public improvements. However, he felt that in conjunction with the storm drainage improvements as provided on the site plan, an asphalt meandering sidewalk should be installed over and on-top of the drainage pipe, from Nutley Street to the driveway of the school simultaneously, as it will also be within the Town right-of-way.

Mayor Robinson upon discussing with Mr. Domeyko the distance from Nutley Street to the school and estimated costs to provide an asphalt sidewalk, questioned if the school was agreeable to providing an additional \$1,500.00 or \$2,000.00 to complete the sidewalk, should the costs exceed the \$5,000.00 escrowed monies. Mrs. Nelson replied in the affirmative, stating they would be willing to escrow the additional monies into the account, provided the Town was responsible for the installation of the sidewalk.

Mr. Frank Lillis, 313 Windover Avenue, N.W., addressed Council, and stated he had no objection to the Green Hedges School proposal. However, he felt the school was being placed in a bad situation regarding the sidewalk as residents of the area are not desirous of the sidewalk and have not been informed of this aspect; that such asphalt sidewalk has never been an aspect of the discussion between the school and the residential community. Discussion took place with Mr. Lillis regarding the proposed plan, previous discussions conducted between the school and the residential community and the escrowing of monies for the drainage improvements.

Mayor Robinson suggested that perhaps the Town should provide a letter to each of the residents of the area informing them of the proposal for providing a meandering asphalt sidewalk, and ask for a response from the community on this aspect; that the Town will proceed with the sidewalk installation unless the residents object to the proposal.

Mr. Charles Brewer, President, Malcolm-Windover Heights Civic Association, addressed Council and stated that discussion conducted previously within the association was relative to the escrowing of monies for public improvements; that the actual installation of a sidewalk had not been a matter of consideration or discussion. Mr. Brewer stated that he would place the matter on the association agenda scheduled in February.

Mr. Tom Lawson, Attorney, representing Green Hedges School, stated his client was willing to do certain improvements; to take care of the drainage problems existing on the street; that based on estimates developed by the engineer to provide the drainage piping improvements, there will be approximately \$5,000.00 in excess monies. He continued by stating his client is willing to put in the drainage improvements, they are willing

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to provide an additional \$2,000.00 over the excess of \$5,000.00 anticipated to remain from the drainage improvement monies, for a "capped" total amount of \$7,000.00. Mr. Lawson continued by stating his client was not willing to actually construct the meandering asphalt sidewalk, as this was not a part of the school's agreement with the neighborhood, but was willing to provide the "capped" total amount for such project.

Councilman McCormick inquired as to the anticipated time for construction. Mr. Rogers indicated the project was scheduled to begin after the school year, i.e., June, 1998.

Councilman Polychrones clarified for the record, that the approximate estimate for storm drainage improvements is \$15,000.00; the total amount for public improvements has been estimated to be \$20,148.20 if required to be placed in escrow; leaving a balance of \$5,148.20; that Green Hedges has indicated its agreement to increase this amount by \$2,000.00 for a total of \$7,148.20. Mr. Lawson indicated his agreement to the figures as clarified by Councilman Polychrones.

4. It was moved for the approval of the site plan modification request to increase lot coverage to 34.5 percent.

Motion: Polychrones
Second: Briglia
Carried unanimously - Poll vote

Voting Aye: Boudreau, Briglia, McCormick, Olson, Polychrones, Seeman, and Mayor Robinson

Councilman Boudreau stated he desired the record to indicate that the applicant has requested the site plan modification because it cannot do what it desires under the Town Code without the modification. Further, what the applicant desires to do will also require a use permit from the Board of Zoning Appeals. That under Section 18-256 of the Town Code, the Council must make certain findings in order to grant certain modifications. Councilman Boudreau stated that he had no problem with satisfying that requirement and granting the modification based on the applicant's representation of the level of use it will request from the Board of Zoning Appeals. He continued by stating that if that level of use were greater or more intense, he could not and would not support the application.

5. It was moved to Amend the Motion to provide that the modification granted is based on the level of use represented, number of students, staff, classrooms, etc., and should that level ever require an increase, then this site plan must be so modified and the Board of Zoning Appeals be so addressed.

Motion: Boudreau
Second: Olson
Carried unanimously - Poll vote

Voting Aye: Boudreau, Briglia, McCormick, Olson, Polychrones, Seeman, and Mayor Robinson

6. It was moved to Amend the Main Motion, that the Main Motion is approved in reliance on assurances that there are no plans to increase enrollment, staff or facilities at Green Hedges School; and upon the expressed understanding and agreement by school representatives, particularly the Chairman of the Board of Directors during this proceeding, that no additional facilities or enrollment will be requested of or is likely to be approved by the Town in the foreseeable future.

Motion: Mayor Robinson
Second: McCormick
Carried unanimously - Poll vote

Voting Aye: Boudreau, Briglia, McCormick, Olson, Polychrones, Seeman, and Mayor Robinson

7. It was moved for the approval of a waiver from public street improvement requirements, and in lieu thereof, construction of a storm drainage system along the northwesterly side of Windover Avenue, N.W., to an existing system near Nutley Street, N.W.

Motion: Polychrones
Second: Briglia
Carried unanimously - Poll vote

Voting Aye: Boudreau, Briglia, McCormick, Olson, Polychrones, Seeman, and Mayor Robinson

8. It was moved for the approval for the escrowing of those funds that represent the difference between the cost of the storm drainage system along Windover Avenue, N.W., (some \$15,000.00), and the cost to improve the public street that adjoins the subject tract, (approximately \$20,148.20), plus an additional \$2,000.00 thereby, bringing the total escrowed funds to be no greater than \$7,148.20.

Motion: Polychrones
Second: McCormick
Carried unanimously - Poll vote

Voting Aye: Boudreau, Briglia, McCormick, Olson, Polychrones, Seeman, and Mayor Robinson

9. It was moved to Amend the Motion, that all of the escrowed monies being the \$5,148.20 plus the \$2,000.00 are to be used by the Town of Vienna to construct a meandering asphalt sidewalk from the school to Nutley Street, N.W., recognizing that the Malcolm-Windover Heights Civic Association may hold a meeting to discuss this matter before the funds are so expended.

Motion: Mayor Robinson
Second: Briglia
(Amendment withdrawn - see below)

Councilman Boudreau discussed with Mayor Robinson the language of the Amendment, and the future consideration and recommendation that will be forthcoming from the Malcolm-Windover Heights Civic Association. Discussion continued relative to approving the sidewalk at this time and the

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potential recommendation of the Association and the surrounding neighborhood. At this time Mayor Robinson withdrew the Amendment, with the agreement of the seconder.

10. It was moved to Amend the Motion, that \$7,148.20 escrowed for sidewalk construction, will be constructed on Town right-of-way over the storm drainage pipe that the school will install, and will be spent for a asphalt sidewalk connecting the school at the driveway on Windover Avenue, N.W. with Nutley Street, N.W.

Motion: Olson
Second: Seeman
Motion fails: 4/3 - Poll vote

Voting Aye: McCormick, Olson, Seeman
Voting Nay: Boudreau, Briglia, Polychrones, Mayor Robinson

11. It was moved to Amend the Motion, that the escrowed funds up to the necessary amount, not to exceed \$7,148.20 will be used by the Town of Vienna for the construction of a meandering asphalt sidewalk from Green Hedges School to Nutley Street, N.W., recognizing that prior to the initiation of construction, the Malcolm-Windover Heights Civic Association will hold a meeting to discuss the matter and recognizing that the Town will accept input on this matter from property owners directly abutting the proposed sidewalk.

Motion: Mayor Robinson
Second: Briglia
Carried unanimously - Poll vote

Voting Aye: Boudreau, Briglia, McCormick, Olson, Polychrones, Seeman, and Mayor Robinson

12. It was moved for approval to support the Planning Commission recommendation to the Board of Zoning Appeals that the conditional use permit be subject to the specification that the Kilmer house may be used as a residence only until Mrs. Kilmer vacates the premises.

Motion: Polychrones
Second: Briglia
Carried unanimously - Poll vote

Voting Aye: Boudreau, Briglia, McCormick, Olson, Polychrones, Seeman, and Mayor Robinson

13. It was moved to Amend the Motion, that use of the Kilmer house be limited to administrative services only upon the vacation of the premises by Mrs. Kilmer.

Motion: Boudreau
Second: Briglia
Carried unanimously - Poll vote

Voting Aye: Boudreau, Briglia, McCormick, Olson, Polychrones, Seeman, and Mayor Robinson

At this time 11:00 P.M., Mayor Robinson declared a ten minute recess.

ORDER

THIS MATTER was considered by the Board of Zoning Appeals during a public hearing held on September 20, 2000, for a conditional use permit in accordance with Sections 18-209:216 of the Code of the Town of Vienna, Virginia. Based upon testimony offered by the applicant, exhibits offered into evidence, comments offered by members of the public and other interested parties, the Board has determined the following findings of fact:

1. The Town Council, on December 15, 1997, approved a number of site plan modifications to permit the construction of a 4,108-square-foot classroom addition and certain driveway and parking lot improvements for Green Hedges School. Certain public improvements were also required, including the installation of a storm drainage system along Windover Avenue, NW, and the escrowing of funds for future sidewalk construction. The former Kilmer home was also incorporated into the Green Hedges campus with a proposal to utilize the space for school offices after vacation by Mrs. Kilmer.
2. After review by the Planning Commission on December 9, 1997, the Board of Zoning Appeals approved an amendment to the existing conditional use permit for the 3.794-acre property on December 17, 1997 and subject to the Town Council's decisions. Subsequent to the approval process, building permits have been obtained and construction has proceeded on the project.
3. Further consideration of outdoor playground facilities has caused Green Hedges to propose the regrading of an area across the driveway/parking lot area from the school and the creation of a more formalized playing field. The former playing field area, to the west of the school, is now occupied by several play structures, including a swing set, "jungle jim," and climbing bars.
4. The creation of the 6,750-square-foot (approximate) playing field will require relocation of an existing dumpster, site regrading and storm water improvements to prevent runoff from draining over the field itself. The proposed field is located adjacent to two residential properties, one that is owned by Green Hedges at 227 Nutley Street, NW, and a second parcel, at 221 Nutley Street, NW, that is separated from the property by a six-foot stockade type fence.
5. The Zoning Administrator determined, after a conversation with the Town Attorney in April 2000, that this change was significant enough to require an amendment to the existing conditional use permit.
6. The Planning Commission considered this matter at its regular meeting of August 23, 2000, and recommended approval subject to the use of the field, by the school, being limited to the school's hours of operation between 8:00 AM and 6:00 PM daily.

AND FROM THE FINDINGS OF FACT AS DETERMINED ABOVE, the Board of Zoning Appeals makes the following conclusions of law:

1. Granting of the requested conditional use permit will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use, will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood, and will be in accord with the Master Plan of the Town of Vienna.
2. Testimony from the applicant indicated that the new field is important to the school and to children from neighboring properties as a recreational use. It was noted that this is a project that is generally supported by the surrounding area. It was also stated that the limitation on hours of operation did not preclude use of the field after hours by area children.

IT IS, THEREFORE, ORDERED, this 21 day of September, 2000 that the application as submitted by Andres Domeyko, agent, for construction of a playing field at the Green Hedges School, 415 Windover Avenue, NW, for a conditional use permit in accordance with the above-referenced Code sections shall be approved subject to the use of the field, by the school, being limited to the school's hours of operation between 8:00 AM and 6:00 PM daily.



Nancy Oakes, Vice-Chairman
Board of Zoning Appeals
Town of Vienna, Virginia

ORDER

THIS MATTER was considered by the Board of Zoning Appeals during a public hearing held on March 21, 2007, for a conditional use permit in accordance with Sections 18-209:216 of the Code of the Town of Vienna, Virginia. Based upon testimony offered by the applicant, exhibits offered into evidence, comments offered by members of the public and other interested parties, the Board has determined the following findings of fact:

- A. Green Hedges has been a part of the Town of Vienna's learning environment since 1955. The school has grown steadily over the years with a number of conditional use permits (set out in detail in the staff's report to the Board of Zoning Appeals) being granted—the most recent in the year 2000 for the relocation and expansion of an athletic field.
- B. The Green Hedges School parcel is situated in northwest Vienna on some 4 acres of land that adjoins Windover Avenue, NW, and includes a number of parcels former used as single-family residences. The RS-12.5 zoned parcel is part of Block 17 in what was Solsbury's Windover Heights subdivision and is situated on a relatively-flat and elevated portion of the topography that ranges from 408 to 420 feet above sea level. The existing facility is comprised of four buildings: the administrative center or Kilmer House, the Stable, the Rice Arts Center and the School, or Kilmer Hall, itself. Parking, according to the 2000 plans, is provided for 56 vehicles. The subject property is completely surrounded by single-family residential dwellings with RS-12.5 zoning, save and except a 190-foot portion of the Vienna Commons townhouse development which is zoned RTH, situated on the southwest side of Nutley Street, NW, and is directly opposite of the existing entrance driveway into the private school.
- C. In conjunction with this development proposal, Green Hedges has received approval for a consolidation plat that adds the former residential lot at 227 Nutley Street, NW, into the overall Green Hedges property. This increased the lot area to 177,758 square feet or 4.08 acres. An easement plat (also an administrative action) was also filed with the Town to place a 15-foot wide easement along the centerline of an existing 8-inch water main that extends from Nutley Street, NW, to an existing fire hydrant on the south side of Kilmer Hall.
- D. Proposed construction narrative on page 2 of the plan set indicates that the project consists of demolition, utility installation and building and parking lot construction. This narrative indicates that the existing 3,830-square-foot one-story Stable building would be demolished along with the existing residence, shed and rear deck at 227 Nutley Street, NW, and new additions would be constructed on both one and two story platforms at the existing one-story Kilmer Hall (4,254 square feet on the first floor and 6,368 square feet on a new second floor as of the Planning Commission review date of February 28, 2007). Other proposed improvements include the new 8,964-square-foot two-story-tall underground athletic center that would be constructed at the northwest corner of the existing school (along with a proposed free-standing stairwell—partially above ground—some 65 feet away from the existing wall of Kilmer Hall), the 54-space parking lot would be realigned and restriped, and the existing athletic field would be relocated to the site of the former Nutley Street, NW, residence. Total gross square footage for all improvements—as of February 28, 2007—would increase from 25,718 to 41,508 square feet.
- E. According to information provided along with the initial submittal, the proposed expansion of existing facilities is envisioned to take place as part of a three-part process. This will include the demolition of existing structures and expansion of school programs into newly-configured or newly-constructed areas within Kilmer Hall. Staff notes that the current proposal for Kilmer Hall (main school building) contemplates a maximum height of 30 feet, 10 inches and a total area of 26,748 square feet.
- F. Sheet 2 of this same plan set clearly states that the maximum number of students—190—would not change as part of this proposal. The maximum number of staff is proposed to increase from the current 33 to 37. Similarly, staff notes that neither the existing Kilmer House (administrative) or the Rice Arts Center would experience any change in conjunction with this proposal.

- G. A new entry sign is proposed in the same general location as the existing sign near Nutley Street, NW. Page 15 of the plan set indicates that the 36-square-foot sign would be framed by brick pilasters and have a matching post on the opposite side of the brick driveway. The sign has been created with the provisions of § 18-185.F. of the Town Code in mind and will require Board of Architectural Review approval along with all proposed building and landscaping revisions.
- H. Lot coverage—a major issue in the 1997 approval—would decrease from 34.5 percent (as approved by the Mayor and Town Council in the 1997 submittal) to a proposed coverage of 32.2 percent. This reduction is accomplished, in large part, through the consolidation of the subject tract and the aforementioned parcel that was addressed as 227 Nutley Street, NW. All other site plan provisions have been determined to meet the criteria of the Town Code as set forth in §§ 18-250:257 thereof.
- I. The placement of the athletic facility underground—with a proposed “new 12-inch woodcarpet play surface on drain mat on gym roof slab” (translated = playground)—benefits existing lot coverage calculations (as quantified at § 18-15F in the Town Code) on the subject property. Several mature trees near the northwesterly property line and around the existing residence to be demolished at 227 Nutley Street, NW, however, will have to be removed as a result. Tree coverage calculations, as found on page 11 of the plan set, indicate that the combination of existing trees to remain and newly-planted trees will provide the mandated tree canopy of 20 percent (after 20 years maturity) as set forth in § 18-252.E of the Town Code. A significant quantity of shrubbery is proposed along the southwest and northwest sides of the relocated athletic field to serve in part as a screen from adjoining properties. A proposed 4-foot tall chain line fence (requiring a separate fence permit) would also border these same two sides of the field and serve, we presume, to keep kicked balls and players from leaving school grounds.
- J. The proposed expansion/realignment of the Green Hedges “physical plant” requires the amendment of the existing conditional use permit in accordance with § 18-22 (by reference from § 18-13) and § 18-209:216 of the Vienna Town Code. All property previously outside the consolidated parcel must also be incorporated into the conditional use permit as a part of this approval process.
- K. The Planning Commission considered this matter at its regular meetings of June 28, 2006 and August 9, 2006. Upon the conclusion of some 7 hours worth of review during two separate meetings, the Planning Commission recommended denial of the proposed conditional use permit amendment by a vote of 6-2 (Attanasi and Chase voted nay; Commissioner Creed voted “present”). Proponents for Green Hedges then submitted a request that the matter be removed from the agenda of the Board of Zoning Appeals to permit time to address issues related to building massing, the underground athletic facility and rental activities.
- L. The Planning Commission again considered this matter at its meeting of February 28, 2007, and recommended approval of the request by a vote of 6-2 (Miller and Womack voting nay). Planning Commissioners also recommended the adoption of the following proposed development conditions:
1. Enrollment shall be limited to 190 students (no change).
 2. A maximum of 37 full-time employees shall be permitted.
 3. The hours of school activities shall be as follows:
 - For normal school activities, including daily physical education classes and after school classes - 7:00 AM to 6:00 PM Monday through Friday (this includes extended day, which ends at 6:00 PM).
 - For extracurricular activities, special school events, and similar infrequent or intermittent activities, the hours of use may be extended to 9:00 PM during the week and between 9:00 AM to 5:00 PM on Saturdays and 10:00 AM to 2:00 PM on Sundays. With

prior notification and approval from abutting neighbors, one-time events outside these time periods shall be permitted to continue on Sunday evenings.

4. The rental of the school's facilities, including the underground athletic facility, when completed, shall be limited to:
 - The hours from 3:30 PM to 9:00 PM during the week, and between 9:00 AM to 5:00 PM Saturdays and 9:30 AM to 2:00 PM Sundays.
5. The School shall continue to mitigate any negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the school's facilities.
6. Green Hedges will provide priority scheduling of facilities to neighborhood youth teams, clubs and organizations. Green Hedges will also charge a reduced, neighborhood rate to these groups.
7. Rental policies will be reviewed annually or on an as-needed basis with abutting neighbors and the Town's Zoning Administrator.
8. The maximum occupancy of the underground athletic facility shall be the lower of 375 individuals or the limit as set by the Fire Marshal.
9. Construction of improvements may be phased. The first phase of construction shall begin within 18 months of the approval of this conditional use permit.
10. Existing contracts shall remain in place until the end of the 2006-2007 school year.

AND FROM THE FINDINGS OF FACT AS DETERMINED ABOVE, the Board of Zoning Appeals makes the following conclusions of law:

- AA. Granting of the requested conditional use permit—with the specified development conditions as noted in paragraph DD below—will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use, will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood, and will be in accord with the Master Plan of the Town of Vienna.
- BB. A majority of the Board determined that Green Hedges School reacted to a series of very real concerns through their planning process and had made an extraordinary effort to prepare a set of plans that will be compatible with the adjoining properties, an asset to the community and to the Town. The majority also determined that the surrounding neighborhood is changing through the construction of larger homes along with new home construction and the school needs to be more up-to-date as well through the provision of a gymnasium and improved classroom facilities. It was noted that this proposal would continue a sense of openness in this part of Vienna and—and through the removal of an existing dwelling—would provide useful and playable open space.
- CC. A minority of the Board determined that the identifiable problems associated with rental activities, potential damage to trees—both on the subject property and on adjoining properties, along with storm drainage concerns, prevented it from joining the majority in supporting the motion for approval.
- DD. The majority of the Board of Zoning Appeals approved the conditional use permit in accordance with the plan set as recommended by the Planning Commission at its February 28, 2007 meeting and as presented to the Board of Zoning Appeals on March 21, 2007, and in accordance with the following development conditions:
 1. Enrollment shall be limited to 190 students (no change).

2. A maximum of 37 full-time equivalent employees shall be permitted.
3. The hours of school activities shall be as follows:
 - Normal School Activities (including daily physical education classes and after school classes): from 7:00 AM to 6:00 PM Monday through Friday--including extended day, which ends at 6:00 PM.
 - Extracurricular Activities, special school events, and similar infrequent or intermittent activities: the hours of use may be extended to 9:00 PM during the week, and between 9:00 AM to 5:00 PM on Saturdays, and 10:00 AM to 2:00 PM on Sundays. With prior notification to abutting neighbors, one-time events, outside of these hours, may be allowed. The Board of Trustees meetings shall be permitted to continue on Sunday evenings.
 - The rental of the School's facilities, including the underground athletic facility, when completed, shall be limited to 3:00 PM to 9:00 PM Monday through Friday; from 9:00 AM to 5:00 PM on Saturday; and from 9:30 AM to 2:00 PM on Sundays.
4. The School shall continue to mitigate any negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the School's facilities. The school shall provide and enforce off-street parking for all such activities.
5. The School will provide priority scheduling for use of facilities to neighborhood youth teams, clubs and organizations. The School will also charge a reduced rate to these neighborhood groups.
6. Rental policies and one-time events will be reviewed annually, or on an as-needed basis with abutting neighbors and the Town's Director of Planning & Zoning.
7. The maximum occupancy of the underground athletic facility shall be 375 individuals, or the maximum limit as set by the Fire Marshal.
8. Construction of improvements may be phased; the first phase of construction shall begin within 18 months of the approval of this conditional use permit amendment.
9. Contracts for extracurricular activities or other use of the School's facilities may remain in effect until the end of the 2006-2007 school year.
10. Green Hedges School will use their best efforts to preserve the existing trees on neighboring properties.

IT IS, THEREFORE, ORDERED, this 22nd day of March, 2007, that the application as submitted by Green Hedges School, 415 Windover Avenue, NW, for a conditional use permit in accordance with the above-referenced Code sections shall be approved subject to the development conditions as set out in subparagraphs 1-10 of paragraph DD of the Conclusions of Law section above.



Robert W. Dowler, Vice-Chairman
Board of Zoning Appeals
Town of Vienna, Virginia

BOARD OF ZONING APPEALS, TOWN OF VIENNA, VIRGINIA

Conditional Use Permit Application for expansion of an existing conditional use permit for more staff members and to create an educational garden located at 415 Windover Ave NW and 202 Lewis St NW and in the RS-12.5, residential zoning district. Filed by Lynn J. Strobel, Walsh Colucci Lubeley & Walsh PC on behalf of Green Hedges School, Inc. owner.

ORDER

THIS MATTER was considered by the Board of Zoning Appeals during a public hearing held on March 15, 2017, for a conditional use permit in accordance with Sections 18-22 of the Code of the Town of Vienna, Virginia. Based upon testimony offered by the applicant, exhibits offered into evidence, comments offered by members of the public and other interested parties, the Board has determined the following findings of fact:

The Green Hedges School parcel is situated in northwest Vienna on 177,758 square feet of land that adjoins Windover Ave NW and includes a number of parcels formerly used as single-family residences. The School recently acquired an adjacent property addressed 202 Lewis St NW.

The existing facility is comprised of several buildings: the administrative center, the Rice Arts Center, Wiechelt Stable building and Kilmer Hall. Parking for 54 vehicles was approved as part of the 2007 site plan, but only 46 spaces exist on the grounds.

The recently acquired property at 202 Lewis St NW was previously developed with a single-family detached dwelling which has now been razed. The School proposes to use the additional land to enhance the experience of its students by establishing a educational garden on a portion of the former residential lot. The garden will be used by students and staff and provide an opportunity to learn sustainable gardening techniques; none of the plants will be sold or otherwise used for commercial purposes.

The School proposes to utilize a portion of 202 Lewis St NW to provide additional parking. The applicant originally requested to resurface the existing driveway to accommodate three parking spaces, but in response to citizen concern, reduced the request to two parking spaces. This would increase their existing parking to 48 spaces, with a future plan for 56 parking spaces, based off the approved 54 spaces in 2007 CUP.

In conjunction with the previously stated requests, the school initially requested to increase the number of allowed full-time-equivalent employees (FTE) from 37 to 45. However, after a number of meetings with the Planning Commission and the surrounding neighbors, the applicant reduced the request down to 42 FTE.

The Planning Commission considered this item during its regular meeting on February 22, 2017. Upon the conclusion of their analysis, the commissioners voted 5-3 to recommend approval of the CUP expansion without the requested two parking spaces. The commissioners voted 8-0 to recommend approval of the requested additional five FTE.

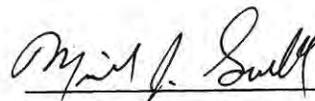
AND FROM THE FINDINGS OF FACT AS DETERMINED ABOVE, the Board of Zoning Appeals makes the following conclusions of law:

The Board of Zoning Appeals voted 5-0 to approve the request for an expansion of the CUP at Green Hedges School to construct an educational garden and increase staff to 42 full-time-equivalent employees and add two additional parking spaces at 415 Windover Ave NW and 202 Lewis St NW with the following conditions:

1. The two parking spaces located at 202 Lewis St NW shall be used by maintenance, custodial and administrative personnel of Green Hedges School and not be available for public or visitor parking. Signs notifying individuals of this limitation will be posted.
2. The two parking spaces located at 202 Lewis St NW shall be screened with landscaping consistent with that shown on Sheets 10 and 11 of the Site Development Plan.
3. The total number of parking spaces at 415 Windover Ave NW and 202 Lewis St NW shall not exceed 56.

Reasons Board members gave for supporting the motion include the fact that if a residence were built on the Lewis St property, it would be entitled to a driveway, garage and parking spaces. The spaces are being limited to two, with restrictions, which limits the impact on the surrounding neighborhood and the School is providing landscape screening. Board members also felt the ability to turn around, rather than back out of the driveway, provided increased safety. It's in the best interest of the School and the surrounding neighborhood to provide adequate parking as to keep parking off the street.

IT IS, THEREFORE, ORDERED, this 29 day of MARCH, 2017 that the application requesting expansion of an existing conditional use permit for more staff members and to create an educational garden located at 415 Windover Ave NW and 202 Lewis St NW and in the RS-12.5 residential zoning district be approved.



Michael Gadell

Board of Zoning Appeals, Vice Chair
Town of Vienna

No.	Applicable Requirement per CUP and/or Zoning	Date of Alleged Violation	Complaint Details	Date Reported (Email Date)	Violation Determination Y/N	Town of Vienna Zoning Administrator Opinion/Resolution
1	2007 CUP - rental of school building	4/25/2022, 5/9/2022, 6/6/2022	Rental of outside grounds.	4/26/2022, 5/9/2022, 6/6/2022	Y	<p>Zoning violation: The Notice of Violation sent by Town of Vienna to Green Hedges dated May 20, 2022 indicated that the rental of the property is not permitted for activities on the playing fields or the parking lots, but for inside the building.</p> <p>The Green Hedges School acknowledged this violation, and stated they would contain the rental uses to the interior of the building.</p>
2	2007 CUP - infrequent events extending beyond school hours	4/29/2022, 6/2/2022	<p>Several vs infrequent events and lack of notification of such events to abutting neighbors.</p> <p>"As a follow up to this complaint, I'd like to inform you that "Field Day", identified below as scheduled for 5/27, apparently was rescheduled to today without any notification to neighbors. I recognize that the school can schedule special events during school hours but this event is held outside. In addition to the expected increase in noise levels, (I had to move my activity indoors), it also included a balloon popping machine that sounds like gunfire pops.</p> <p>After what happened in Texas last week, this was unnerving to say the least. When I heard the increased noise level, I texted the headmaster to ask if it was Field Day. Once I heard the gun pops, I again texted saying, I heard gun fire. Shortly there after an email was sent out saying the school campus was fine and they had rescheduled Field Day to today.</p> <p>So gunfire popping was actually the balloon machine and screaming was excitement. This just again highlights the need for better notification to neighbors for these sorts of events.</p> <p>I've attached 2 voice recordings that reflect the "excitement" <25> and the "popping" <18> sounds."</p>	4/29/2022, 6/2/2022	Y/N	<p>Rentals of the Green Hedges facility are permitted per the Conditional Use Permits.</p> <p>Zoning violation: The failure to provide notification for such events is a violation of the 2007 Conditional Use Permit.</p> <p>At a follow-up meeting to the May 2022 Notice of Violation, Town of Vienna staff emphasized the need to maintain the requirements of the Conditional Use Permit by limiting the number of events to being infrequent, and by providing on-site and off-site non-street over-flow parking for use by event attendees.</p> <p>Since the follow-up meeting, Green Hedges has provided the community and Town staff a list of events to be held at the school, and information about parking options that would be sent to the attendees of these events. Staff has also asked that signage be provided for the event, so that attendees can know where off-site off-street parking is provided.</p>
3	2017 CUP - Parking space for 2 spots at Meadow Garden on Lewis Street, CUP requirements for signage restricting parking use to School Staff and tree screening per CUP.	5/6/2022, 5/17/2022, 6/21/2022	<p>More than 2 cars parked in Meadow Garden, No signage per CUP, lack of tree screening per CUP</p> <p>"According to the 2017 CUP, parking in the "Meadow Garden" located at 202 Lewis Street is limited to TWO parking spots. On May 6th, 2022, it was observed that FOUR cars were parked in the 2 spot parking space. See photo #1.</p> <p>Additionally, the 2017 CUP was approved based upon the fact that screening of the parking spaces from the surrounding neighborhood would include 5 ft evergreen trees to be planted along Lewis St frontage and 8 foot evergreens to be planted along the northern property boundary. As you can see from Photos #2, such tree screening does not exist. from Photos #2, such tree screening does not exist."</p>	5/6/2022, 5/9/2022, 5/17/2022, 6/21/2022	Y	<p>Zoning violation: The Town found that Green Hedges was not compliant with the 2017 Conditional Use site plan provision that 1) limited parking to no more than two cars at Meadow Garden (200 Lewis Street) and 2) required appropriate parking signage. These violations were included in the May 2022 Notice of Violation that was sent to Green Hedges. The Green Hedges School placed a sign restricting parking to two cars for maintenance staff per the Conditional Use Permit.</p> <p>In response to the concern about tree screening and required landscaping, the Town Arborist reviewed the existing plantings and found that the existing plantings are similar in quantity and species to those approved within the 2017 Conditional Use Permit.</p>
4	2000 CUP - Hours of Use of Athletic Field restricted to M-F 8-6.	5/9/2022, 5/12/2022, 6/6/2022	<p>Use of Athletic Field after hours</p> <p>"According to the 2000 CUP, the "athletic field" use is limited to school hours of 8am - 6pm Monday through Friday.</p> <p>The athletic field was being used tonight at 8:10pm by the fitness group. The fitness group is STILL conducting class outdoors (reference Green Hedges Complaint #1 filed by Elizabeth DiFrancisco.). In addition to the parking lot, they are now utilizing the athletic field which is in violation of the 2000 CUP.</p> <p>I respectfully request that the 2000 CUP be enforced and this violation be addressed immediately.</p> <p>The surrounding neighbors and I would like to enjoy our evenings and weekends outside in peace and quiet, in our residential neighborhood."</p>	5/9/2022, 5/12/2022, 6/6/2022	Y	<p>Zoning violation: In the Notice of Violation sent by Town of Vienna to Green Hedges dated May 20, 2022, the school was instructed to maintain the hours for the field use per the 2000 Conditional Use Permit.</p> <p>The Green Hedges School noted that one rental group was using the grounds after hours outside of the school building, and would be directed to move back into the building.</p>

Zoning and Conditional Use Permit (CUP) Complaints to the Department of Planning and Zoning related to the Green Hedges School, 415 Windover Ave NW, Vienna

No.	Applicable Requirement per CUP and/or Zoning	Date of Alleged Violation	Complaint Details	Date Reported (Email Date)	Violation Determination Y/N	Town of Vienna Zoning Administrator Opinion/Resolution
5	2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.	5/11/2022	<p>Off Street Parking not enforced "According to the 2007 CUP, "The School shall continue to mitigate any negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the School's facilities. The School shall provide and enforce off-street parking for all such activities." This afternoon Green Hedges held a 3rd grade musical. In addition to parking on the athletic field right outside my fence line, cars were parked on Windover Ave and Nutley St NW. Please see pictures attached. I respectfully request that the 2007 CUP be enforced and this violation be addressed immediately. Please note these violations are not new. However, the surrounding neighbors and I have had enough. We will continue to document each and every violation as they occur."</p>	5/11/2022, 5/12/2022	Y	<p>Zoning violation: In the Notice of Violation sent by Town of Vienna to Green Hedges dated May 20, 2022, the school was instructed to follow the CUP provision to mitigate the impact of events by ensuring the provision of off-site off-street parking for those events. In addition, Green Hedges was instructed to follow the requirement of the zoning code that parking may be only on improved surfaces (e.g., not on athletic fields).</p> <p>The Green Hedges School provided a list of events that would be held on campus for the remainder of the 2021-2022 school year, and of the parking instructions provided to participants. Staff has requested the 2022-2023 events schedule.</p> <p>UPDATE: The Town of Vienna has subsequently (Complaint #11 changed to #6) received a complaint of parking off-campus during a September 8, 2022 event. Town staff is investigating. If the projected parking demand for the event was within the supply of parking on campus, no violation would have occurred. Parking on a public street is not a zoning or CUP violation.</p>
6a	2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.	5/12/2022	<p>"According to the 2007 CUP, "The School shall continue to mitigate any negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the School's facilities. The School shall provide and enforce off-street parking for all such activities." > This evening, at 7:00pm, May 12, 2022, Green Hedges held yet another school event. In addition to parking on the athletic field, which according to the 2000 CUP is only to be used M-F 8am-6pm, cars were parked along Nutley St NW. Please see pictures attached. In addition, the event ending at 9pm, continued until 9:30pm, as people were exiting the event - loud conversation, car doors slamming, car horns honking. I respectfully request that the 2000 AND 2007 CUP be enforced and this violation be addressed immediately. Please note these violations are not new. However, the surrounding neighbors and I have had enough. We would like to enjoy our evenings in peace and quiet in our residential neighborhood. We will continue to document each and every violation as they occur."</p>	5/12/2022	N	Originally addressed as a response to Comment 6b.
6b	2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.	9/8/2022	<p><i>(Changed from #11 to match email records)</i> Off Street Parking not enforced "There was a "back to school" night at Green Hedges this evening -9/8/22- and once again cars are parked on Nutley. I did not walk around the neighborhood to check other streets. Clearly this is a violation of their CUP and needs to be addressed and enforced. Other schools hire staff members to direct traffic. Perhaps Green Hedges needs to do so as well In addition to the street parking, there was an extra car in the headmasters driveway. While it could just be a visitor, I am hoping the driveway is not going to be used for parking school events."</p>	9/8/2022	N	<p>The school must provide off-street parking that anticipates event attendance numbers; however, 1) it is not possible to predict attendance and parking demand perfectly , and 2) members of the public are permitted to park on public streets. If unsafe parking conditions are taking place, emergency services should be contacted at the time of the event. The Town will continue to work with the Green Hedges School to update its predictions of parking demand and insist that, when necessary, the school provide off-site off-street parking.</p> <p>Parking on 227 Nutley a is not limited within the Conditional Use Permits.</p>

Zoning and Conditional Use Permit (CUP) Complaints to the Department of Planning and Zoning related to the Green Hedges School, 415 Windover Ave NW, Vienna

No.	Applicable Requirement per CUP and/or Zoning	Date of Alleged Violation	Complaint Details	Date Reported (Email Date)	Violation Determination Y/N	Town of Vienna Zoning Administrator Opinion/Resolution
7	2007 CUP - First phase of construction to begin within 18 months of approval of CUP.	5/19/2022	<p>Phase 1 started April 8, 2013</p> <p>"According to the 2007 CUP granted on March 21, 2007, one the terms of the CUP (reference Section DD # 8) states "construction of improvements may be phased; the first phase of construction shall begin within 18 months of the approval of this conditional use permit." During the recent Planning Commission Work Session on 5/11, where Green Hedges presented their massive expansion plans, Commissioner Kenney inquired as to what was in Phase 1. No one could answer.</p> <p>I submitted a FOIA request for this information and received from the Town of Vienna, the attached letter from Gregory Hembree, then Zoning Administrator for the Town of Vienna. The letter is dated April 8, 2013 and states the Phase 1 Site Development Plan prepared March 21, 2013, consisted of "demolish the existing Stable Building and constructing a new 2-story 26,748sf educational building in approximately the same area. The permit also includes associated site work, including utility connections, sidewalks, and patios."</p> <p>The terms of the 2007 CUP stipulated Phase 1 beginning within 18 months of March 21, 2007 and the letter from Mr. Hembree identifying Phase 1 as the Stable Building construction is dated April 8, 2013, 6 years later NOT 18 months.</p> <p>As such, I respectfully request the 2007 CUP be voided as the CUP conditions were not met and no other phases have started."</p>	5/19/2022	N	<p>Staff has determined that no violation has taken place. Building permits were approved by zoning officials in 2013.</p> <p>If a permit is issued in error, the Town has 6 months from the date of issuance to force a correction of the permit or revoke the permit. Once the 6-month period has passed, the work associated with the permit is vested.</p>
8	2017 CUP - 202 Lewis St consolidation into Green Hedges plat.	5/26/2022	<p>Due to assurances by Green Hedges during 1997 CUP, consolidation should be revoked</p> <p>"I am writing with respect to Green Hedges latest massive expansion plans presented to Planning Commission on 5/11/2022. In that presentation, Green Hedges identified their purchase of yet another SF residential home - 206 Lewis Street in 2020, and indicated their intent to incorporate that property into their plat. The property is currently being used as a rental. In the 5/11 meeting, they had no specific plans for the property use.</p> <p>Green Hedges School purchased 202 Lewis Street in 2015 and was able to gain approval in 2017 to incorporate it into their plat for an "educational garden".</p> <p>However, during the 1997 CUP discussions, Green Hedges repeatedly indicated they would not purchase any more property, construct any additional facilities, nor increase student or staff numbers. For example, Town Council Meetings Minutes dated 12/15/1997, Bullet #6. "It was moved to Amend the Main Motion, that the Main Motion is approved in reliance on assurances that there are no plans to increase enrollment, staff or facilities at Green Hedges School; and upon the expressed understanding and agreement by school representatives, particularly the Chairman of the Board of Director during this proceeding, that no additional facilities will be requested or is likely to be approved by the Town in the foreseeable future."</p> <p>Additionally, in the March 1998 Vienna Newsletter in the Town Council Action Section it states: "Approved a request by Green Hedges School, 415 Windover Ave NW for a site plan modification to increase lot coverage to 34.5%. The modification is granted with the understanding that the school has no plans to increase enrollment or construct additional facilities beyond those cited in the application."</p> <p>Based upon these assurances by Green Hedges, which have been ignored, I respectfully request that the 2017 CUP be voided and NO further</p>	5/26/2022	N	<p>Any such statements made in 1997 were not part of the directive by the BZA. As such, there is no violation of the CUP or any other provision.</p>
9	CUP - N/A Chapter 10 - OFFENSES, MISCELLANEOUS: Sec. 10-20. - Nuisances—Maintaining prohibited. (Noise Complaint)	Various dates 6/21/2022	<p>"I am writing with respect to Green Hedges School and a general increase in associated noise levels (not associated to special events). Please know, I am fully aware that I moved next to a small private school. I expect to hear children playing and laughing during recess. Children laughing and playing is a wonderful sound. Periodic moments of excitement are anticipated and special events held outdoors will bring increased noise.</p> <p>Over the last few years, children are outside almost all day long and blood curdling screaming is occurring with increased frequency and appears to be the older children. Efforts to address this directly with the school have largely been ignored.</p> <p>According to the Town Noise Ordinance, Section 10-20.1. "excessive, unnecessary or unusually loud noises" that are "unusual and unnatural in their time and place" on residential areas. While children playing at a school is natural, the blood curdling screaming is unusual and interrupting to the peace and quiet of the surrounding neighbors. As such, we are no longer able to enjoy our outdoor space. I have attached voice recordings to provide an example of what I am referring to. I would appreciate the Town assessing this matter and let me know what action can be taken."</p> <p>Increased frequency of unusual noise - Green Hedges Garbage Collection at 6:40AM</p>	6/8/2022, 6/21/2022	Y/N	<p>The Police Department has visited the site in response to complaints, as recently as September 2, 2022. The Police Department has not observed any noise violations.</p> <p>Zoning violation: The May 20, 2022 Notice of Violation stated that events and activities are intended to be interior to the building unless otherwise stated, and that amplification systems are not allowed for events without prior approval.</p>
10	No Complaint No. 10 in email records					

Zoning and Conditional Use Permit (CUP) Complaints to the Department of Planning and Zoning related to the
Green Hedges School, 415 Windover Ave NW, Vienna

No.	Applicable Requirement per CUP and/or Zoning	Date of Alleged Violation	Complaint Details	Date Reported (Email Date)	Violation Determination Y/N	Town of Vienna Zoning Administrator Opinion/Resolution
11	<i>Complaint #11 in chronological order was titled "Complaint #6 - Repeat" To match email records, the complaint will be called #6 and #6b.</i>					
12	2007 CUP - rental of school building	9/11/2022	<p>rental of outside grounds</p> <p>"I recognize that the Green Hedges 2007 CUP provides for school facility rentals. However, a school facility as defined in VA Code (see section below) is a building, not a parking lot, playground, or any other outside area. The group that rents the school facility on Sundays utilizes the outdoor playground during their rental time.</p> <p>VA Code Section 15.2-2820. Definitions.</p> <p>"Educational facility" means any building used for instruction of enrolled students, including but not limited to any day-care center, nursery school, public or private school, institution of higher education, medical school, law school, or career and technical education school.</p> <p>I respectfully request that any rentals at Green Hedges take place inside the building (and their rental agreements immediately updated to reflect this)."</p>	9/11/2022	N	<p>This definition is from Code of Virginia Chapter 28.2. Virginia Indoor Clean Air Act, and not a general regulation for school campuses. Other town, county, state, and federal laws require schools and educational facilities to have playgrounds, parking lots, and other exterior features.</p> <p>The Green Hedges School has been instructed to move all rental activities into the building (for example, fitness classes). However, there is no prohibition on users gathering informally outside of the facility or informally using playgrounds and parking lots.</p> <p>The Green Hedges School grounds are open, and some users may not be directly associated with any rental group or school activity after school or permitted activity hours. Doing so does not constitute a zoning or CUP violation on the part of the Green Hedges School as long as other provisions are not violated.</p>
13	2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.	10/1/2022	<p>Off Street Parking not enforced</p> <p>"According to the 2007 CUP, "The School shall continue to mitigate any negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the School's facilities. The School shall provide and enforce off-street parking for all such activities."</p> <p>Today Green Hedges held a school event. We were assured by the Dept of Planning that Green Hedges was mitigating parking on neighboring streets by utilizing offsite parking. From Dept of Planning: "...and that sufficient off-site parking be provided through an agreement with the provider and that signage indicate where that parking is." There was a small sign at 2 Green Hedges entrances telling event goers that additional parking was available at the Elks Lodge. That was clearly not sufficient The Elks Lodge was at capacity by 11:45. Cars drove through the Elks Lodge, found no parking, and parked on Nutley. I have pictures if required.</p> <p>I respectfully request that the 2007 CUP be enforced and this violation be addressed immediately."</p>	10/1/2022	N	<p>The school must provide off-street parking which anticipates event attendance numbers. In this case, it is possible that the attendance numbers were underestimated. The Town will ask for the Green Hedges School to produce updated estimates of parking demand for future special events, though exact predictions are not possible.</p> <p>In addition, there is no prohibition on members of the public parking on public streets. If unsafe parking conditions are taking place, emergency services should be contacted at the time of the event.</p>
14	2007 CUP - infrequent events extending beyond school hours	11/4/2022	<p>Many vs infrequent events</p> <p>"I recognize that the Green Hedges 2007 CUP allowed for the potential of infrequent activities that may extend beyond the stated school hours.</p> <p>"From the 2007 CUP: "Extracurricular Activities, special school events, and similar infrequent activities: the hours of use may be extended to 9:00pm during the week, and between 9:00am to 5:00pm on Saturdays, and 10:00am to 2:00pm on Sundays. With prior notification to abutting neighbors, one-time events, outside these hours, may be allowed. The Board of Trustees meetings shall be permitted to continue on Sunday evenings."</p> <p>The reason for this CUP complaint is that there appears to be several "special school events" and "similar activities" held at Green Hedges. Since Spring, we've been aware of 14 of these events, in addition to multiple summer camps, Thanksgiving Camp and Christmas Camp."</p>	11/4/2022	N	<p>There is no numerical limit event at the school grounds on any Conditional Use Permit. This has been noted as an issue to be recommended for future consideration during Conditional Use Permit processes. The school has been, and will again be, reminded that the CUP allows for infrequent events.</p>
15	2007 CUP - rental of school building	11/13/2022	<p>rental of outside grounds</p> <p>"Hello - for a while after this complaint was filed, the church group did not utilize the playground. However, last week and again today, they were on the playground (With a dog too). Can this please be addressed? Are the rental agreements updated to reflect inside use only??"</p>	11/13/2022	N	<p>The Green Hedges School has been instructed to move all rental activities into the building, but this direction does not prohibit users from informally gathering outside of the facility or using playgrounds and parking lots.</p> <p>The Green Hedges School grounds are open, and some users may come on the property that are, or are not, directly associated with any rental group or school activity, after school or permitted activity hours. Their doing so does not constitute a violation on the part of the Green Hedges School.</p>

Zoning and Conditional Use Permit (CUP) Complaints to the Department of Planning and Zoning related to the Green Hedges School, 415 Windover Ave NW, Vienna

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16	2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.	12/5/2022	"Excess of 56 cars parked in parking lot, Nutley St entrance blocked by parked cars, multiple cars parked in residential driveways, cars parked illegally on Windover Green Hedges had an event this morning ~ An 8:15am winter concert. Off campus parking was indicated. Approximately 65 cars were parked in the Green Hedges parking lot where only 56 spots are allowed via their CUP. Additionally, 4 cars were parked in the driveway of 227 Nutley and 6 cars in the Rice Arts Center driveway. What is most disconcerting is the fact that the Nutley St. entrance to the school was blocked by parked cars. The shuttle bus, apparently hired by the school, was unable to pull into the school and had to back all the way out to Nutley St. Should emergency vehicles be required at the school, they would not be able to enter via Nutley St entrance."	12/5/2022	Y/N	<p>The school must provide off-street parking that anticipates event attendance numbers; however, 1) it is not possible to predict attendance and parking demand perfectly, and 2) members of the public are permitted to park on public streets. If unsafe parking conditions are taking place, emergency services should be contacted at the time of the event. The Town will continue to work with the Green Hedges School to update its predictions of parking demand and insist that, when necessary, the school provide off-site off-street parking.</p> <p>Parking on 227 Nutley and the Rice Arts Center driveway is not limited within the Conditional Use Permit. The 2017 Conditional Use site plan places limits on the parking at the Lewis Street garden, but no parking restrictions exist for 227 Nutley, or the Rice Center.</p> <p>Zoning violation: The parking of excess cars on the site, outside of approved parking spaces is a zoning violation. Vehicles shall only be parked in marked approved spots and not block access aisles or exits to/from public rights-of-way. The Green Hedges School has been notified that this is a zoning violation.</p>
17	CUP - N/A Chapter 18 - Zoning: Sec. 18-135. - Additional improvements required.	12/28/2022	"It appears that Green Hedges parking lot lighting is not compliant with Town of Vienna Zoning Code Section 18-135. Sec. 18-135. - Additional improvements required. Where off-street parking areas adjoin a lot in a detached residential zone, said parking areas shall be screened in accordance with the provisions of section 18-172. Any lights used to illuminate said parking areas shall not exceed ten feet in height above grade and shall be so arranged and hooded as to confine all direct light rays entirely within the boundary lines of the parking areas. Green Hedges received approvals for CUP amendments and site plan modifications in 1997, 2000, 2008, and 2015. During any of these modifications, the lighting could have been brought into compliance. Here is a picture of the type of lighting in place. Additionally, as you can see from the 1st photo above, the interior building lights often remain on all night."	12/28/2022	N	<p>The lights posts that exceed 10' in height have been in existence on the site since the 1970s based on previously approved site plan documents. Per the State Code, these fixtures are allowed to remain as they are "vested," an existing condition before the Code Change was made, or a condition maintained for 12 years or more.</p> <p>Staff has notified the Green Hedges School that in the request for expansion, all lighting proposed must be compliant with Sec. 18-135. - Additional improvements required.</p>
18	CUP - N/A Chapter 9 - MOTOR VEHICLES AND TRAFFIC: Sec. 9-13. - Parking in public place in excess of 48 hours prohibited. Chapter 18 - Zoning: Sec. 18-[1]30. Requirements.	1/5/2023	"Over the last 6 months, the neighbors have noticed cars parked overnight or for several days in the Green Hedges parking lot. Section 9-13 of the Vienna Town Code prohibits parking in a public parking lot in excess of 48 hours. Since this is a private school, this is a private parking lot. Section 18-30 (admittedly related to commercial zone) indicates said parking lot is specifically used by patrons or customers of said business."	1/5/2023	N	<p>Overnight parking in a private lot is not a zoning violation, unless the vehicle is inoperable, untagged, or above a certain weight.</p>

Zoning and Conditional Use Permit (CUP) Complaints to the Department of Planning and Zoning related to the Green Hedges School, 415 Windover Ave NW, Vienna

No.	Applicable Requirement per CUP and/or Zoning	Date of Alleged Violation	Complaint Details	Date Reported (Email Date)	Violation Determination Y/N	Town of Vienna Zoning Administrator Opinion/Resolution
19	CUP - N/A Chapter 9 - MOTOR VEHICLES AND TRAFFIC: Section 9-12.3. - Where stopping, standing or parking prohibited.	Various dates	"I am filing a formal complaint for Green Hedges School. Green Hedges School has an entrance at Nutley St, an exit point on Windover, and a short entry point on Windover, supposedly for visitors, with limited parking for visitors. Green Hedges School drop off and pick up has been to enter on Nutley St and exit on Windover. At some point last year (?), Green Hedges School modified their drop off pick up process (also documented in their expansion application) to drop off and pick up the younger children on Windover. Cars queue up at the visitor entry on Windover and then circle to exit on Windover. Unfortunately, this queuing has occasionally backed up into Windover, but even more egregious is the fact that the entire visitor entry and designated pick up points in front of Kilmer Stable are designated as fire lanes. I realize pick up and drop off may last 30 minutes (?) but 30 minutes in an emergency is valuable time. According to Section 9.12.3 of the Town Code, parking or standing is prohibited in a fire lane and where signs are posted. Please note that the fire lane on Nutley St is also blocked during pick up and drop off as well, so emergency access to the school is not accessible, endangering the school and surrounding residents. I respectfully request this be addressed immediately to ensure our safety. Pictures of fire lanes on Windover visitor entry. Signs on both sides of entry."	1/12/2023	N	The stacking or queuing of occupied vehicles into the right-of-way, or within the site within fire lanes is not a zoning violation. Planning and Zoning staff also conferred with the Police Department, who informed us that they do not consider this concern a matter for enforcement if the vehicle is occupied and moving along with the queue
20	CUP - N/A Chapter 9 - MOTOR VEHICLES AND TRAFFIC: Sec. 9-13. - Parking in public place in excess of 48 hours prohibited. Chapter 18 - Zoning: Sec. 18-[1]30. Requirements.	Various dates	"As previously reported, and in the last 2 weeks, the neighbors have noticed cars parked overnight or for several days in the Green Hedges School parking lot. As per the 2008 CUP, the stated school hours are 7:00am-6:00pm Monday through Friday. Also, per the 2008 CUP, rentals are allowed until 9pm Monday - Friday but currently no rental agreement is effect beyond 8pm. There is absolutely no provision for overnight use of the school facilities. I recognize that schools are a "conditional permitted use" in a residential zone, however, the days/hours of such use are clearly stated in the CUP. "	1/26/2023	N	Overnight parking in a private lot is not a zoning violation, unless the vehicle is inoperable, untagged, or above a certain weight. The presence of a vehicle is not a use subject to the time restrictions of campus activities.
21	2000 CUP - Hours of Use of Athletic Field restricted to M-F 8-6, infrequent events extending beyond school hours	1/26/2023	Excessive Noise & 2007 CUP – infrequent events extending beyond school hours "I am filing yet another formal complaint for Green Hedges School. Green Hedges School - see attached - notified neighbors of a class room astronomy event taking place in the school parking lot yesterday evening. However, per their 2000 CUP, the athletic field use is restricted to school use Monday - Friday 8am - 6pm. The kids were on the athletic field, screaming and playing games, well past 6pm. Photos/videos available upon request. I respectfully request that this violation of CUP use be addressed. If the School cannot manage use of the athletic field as per CUP conditions, it should be fenced (as identified in their 2007 CUP) and locked at 6pm to prevent unauthorized access."	1/27/2023	Y	Zoning violation: The Green Hedges School has been notified that the event was a violation of the 200 CUP requirement that the athletic field not be used outside of the hours of 8:00am - 6:00pm. While the event was stated to take place in the parking lot, the event overflowed onto the athletic field.
22	2007 CUP - rental of school building	Various dates	"I am filing a formal complaint for Green Hedges School. Again, the Sunday rental group was outside playing on the playground. This has been reported numerous times. What is being done to address these issues? What can I do to facilitate resolution?"	1/29/2023	N	The Green Hedges School has been instructed to move all rental activities into the building, but this direction does not prohibit users from informally gathering outside of the facility or using playgrounds and parking lots. The Green Hedges School grounds are open, and some users may come on the property that are, or are not, directly associated with any rental group or school activity, after school or permitted activity hours. Their doing so does not constitute a violation on the part of the Green Hedges School.

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23	2007 CUP - rental of school building	Various dates	<p>"I am filing a formal complaint for Green Hedges School. I recognize that the Green Hedges 2007 CUP provides for school facility rentals. However, a school facility as defined in VA Code (see section below) is a building, not a parking lot, playground, or any other outside area. The group that rents the school facility on Sundays utilizes the outdoor playground during their rental time.</p> <p>VA Code Section 15.2-2820. Definitions.</p> <p>"Educational facility" means any building used for instruction of enrolled students, including but not limited to any day-care center, nursery school, public or private school, institution of higher education, medical school, law school, or career and technical education school.</p> <p>Given this issue has been reported numerous times to no effect, I respectfully request that all rental privileges at Green Hedges be revoked. Pictures available upon request. "</p>	2/12/2023	N	<p>This definition is from Code of Virginia Chapter 28.2. Virginia Indoor Clean Air Act, and not a general regulation for school campuses. Other town, county, state, and federal laws require schools and educational facilities to have playgrounds, parking lots, and other exterior features.</p> <p>The Green Hedges School has been instructed to move all rental activities into the building (for example, fitness classes). However, there is no prohibition on users gathering informally outside of the facility or informally using playgrounds and parking lots.</p> <p>The Green Hedges School grounds are open, and some users may not be directly associated with any rental group or school activity after school or permitted activity hours. Doing so does not constitute a zoning or CUP violation on the part of the Green Hedges School as long as other provisions are not violated.</p>
24	<p>2017 CUP - Site Plan</p> <p>2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.</p> <p>Chapter 18 - Zoning: Article 25. - Site Plan Control Provisions</p>	Continuous	<p>"I am filing a formal complaint for Green Hedges School. Per the 2017 CUP order, item #3, "The total number of parking spaces at 415 Windover Ave NW and 202 Lewis St NW shall not exceed 56."</p> <p>Last summer, Green Hedges School restriped their parking lots and have now striped in excess of 56 parking spaces.</p> <p>With the mid day event last week, only 1 parking space was vacant, so once again they exceeded the 56 parking spaces allowed."</p>	2/19/2023	N	<p>The Zoning Administrator reviewed the number of parking spaces on site with two site visits during the school day and by reviewing aerial photographs from multiple years. The lined spaces match the number of spaces allowed per the Conditional Use Permit, and no parking was observed outside of the lined spaces. Some additional lines are painted adjacent to the athletic field. These spaces are from the COVID-19 outdoor classroom set-up and not used for parking.</p>
25	<p>2017 CUP - Site Plan</p> <p>2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.</p> <p>Chapter 18 - Zoning: Article 25. - Site Plan Control Provisions</p>	Continuous	<p>"I am filing a formal complaint for Green Hedges School with respect to an ongoing parking violation. More often than not, a car is parked in the Green Hedges parking lot (visitor parking area) in an area that is stripped with diagonal lines as an indication for "no parking". It is not a valid parking spot. Perhaps when Staff addresses Complaint #24 (striped parking spots exceed the 56 allowed) - which is a CUP violation - they can explain to Green Hedges, the car is not legally parked and may be ticketed in the future."</p>	3/8/2023	N	<p>During site visits during the school day staff did not observe any examples of this complaint. The Zoning Administrator has reminded the Green Hedges School that all parking is to be within existing spaces, and cars may not be left unattended in areas not designated for parking. The Town does not ticket illegally parked cars on private property.</p>

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26	<p>2017 CUP - Site Plan</p> <p>2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.</p> <p>Chapter 18 - Zoning: Article 25. - Site Plan Control Provisions</p>	3/9/2023	<p>"Green Hedges had another event on 3/9 at 7:00pm ~ a Middle School play. Use of their parking lot and off campus parking at Elks Lodge was indicated. Approximately 64 cars were parked in the Green Hedges parking lots where only 56 spots are allowed per their CUP. (Including cars parked in areas not striped as parking spots ~ reference Complaint #25.). The Elks Lodge, approximately 45 spots, was filled, 4 cars were parked in the Rice Arts Center driveway, one car was parked illegally on Windover and Nutley St was packed with the overflow. Please note, the 2007 CUP clearly states the School is required to "enforce" off-street parking for events and rentals. The 2017 CUP clearly states the total number of parking spaces at Green Hedges shall NOT exceed 56. Given this is a continual issue when Green Hedges holds events, I respectfully request this privilege be revoked or, at a minimum, be limited to the number they are allowed to park in their lot. "</p>	3/10/2023	N	<p>The school must provide off-street parking that anticipates event attendance numbers; however, 1) it is not possible to predict attendance and parking demand perfectly , and 2) members of the public are permitted to park on public streets. If unsafe parking conditions are taking place, emergency services should be contacted at the time of the event. The Town will continue to work with the Green Hedges School to update its predictions of parking demand and insist that, when necessary, the school provide off-site off-street parking.</p>
27	2007 CUP - rental of school building	3/26/2023	<p>"I am filing a formal complaint for Green Hedges School. I recognize that Green Hedges 2007 CUP provides for school facility rentals. However, a school facility is defined as a building, not a parking lot, not a playground, nor any other outside space. The Northern Virginia Ethical Society rents space from Green Hedges for their meetings. They held such a meeting Sunday, March 26,2023. The members were seen entering and exiting the building to utilize the playground during their meeting. At one point a picnic was set up during the event. These were not random people who happened to wander by to use the playground - as has been suggested previously. These people were seen entering and exiting the building so they are indeed the rental group. The neighbors would like to enjoy their outdoor space in peace and quiet. During the school week, this is impossible due to the all day long unusually loud screaming. We look forward to the weekends to enjoy our own back yards. I therefore respectfully request that the Green Hedges rental groups be contained to the rental space and when their event is over, they exit the area quietly."</p>	3/26/2023	N	<p>This definition is from Code of Virginia Chapter 28.2. Virginia Indoor Clean Air Act, and not a general regulation for school campuses. Other town, county, state, and federal laws require schools and educational facilities to have playgrounds, parking lots, and other exterior features.</p> <p>The Green Hedges School has been instructed to move all rental activities into the building (for example, fitness classes). However, there is no prohibition on users gathering informally outside of the facility or informally using playgrounds and parking lots.</p>
28	2007 CUP - rental of school building	Various dates	<p>I am filing a formal complaint for Green Hedges. School hours are identified as Monday-Friday 8am-6pm. In the last few weeks, we have seen an increase of after school hours/days activity at Green Hedges. I cannot say if it is Green Hedges students or otherwise, and I don't really care. I can state - we cannot use our outdoor space M-F 8am - 6pm. Evening and weekends MUST be quiet hours for the residents. How do we address this NOW? This is beyond detrimental to the residents.</p>	4/13/2023	N	<p>Town staff requested a new account of the number of site rentals and activities. The rental agreements provided did not show a increase in rental groups or activities of those groups.</p>
29	2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.	5/18/2023	<p>I am filing a formal complaint for Green Hedges School. Green Hedges had another event last night. A Middle School concert. There was no notification to residents and Off street parking was not enforced. Please note, the 2007 CUP clearly states the School is required to "enforce" off-street parking for events and rentals. Given this is a continual issue when Green Hedges holds events, I respectfully request this privilege be revoked. Note: Photo evidence available upon request. What's the impact to surrounding neighbors? Neighbors can't park in front of their own houses. Should they be having company, there would be no place for their company to park. Should they have been planning a graduation celebration, or dinner party, they would not be able to use their outside space due to the noise.</p>	5/19/2023	N	<p>The school must provide off-street parking that anticipates event attendance numbers; however, 1) it is not possible to predict attendance and parking demand perfectly , and 2) members of the public are permitted to park on public streets. If unsafe parking conditions are taking place, emergency services should be contacted at the time of the event. The Town will continue to work with the Green Hedges School to update its predictions of parking demand and insist that, when necessary, the school provide off-site off-street parking.</p>

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30	Chapter 10 - OFFENSES, MISCELLANEOUS: Section 10-20. - Nuisances—Maintaining prohibited.	5/27/2023	<p>I am filing a formal complaint for Green Hedges. On Saturday, May 27th, I noticed a Blade Runners sign posted on the side of the Nutley entrance to Green Hedges. The sign indicated that an agronomic application would be applied to that site on 5/28. The sign said to contact them if there were any concerns or questions. I contacted Blade Runners and left a voice mail to no avail. I also sent an email to Jenn at Green Hedges. (Received a reply on Tuesday.) My messages to both indicated that absolutely no spraying should be done near my fence line. (If we only had a buffer?). On May 28, I noticed the Blade Runner spray truck at Green Hedges. I talked to the gentleman to find out what chemicals were in the spray. He said it was an herbicide and I would need to contact Blade Runners to get the spec sheet. I asked him not to spray near any of the neighboring fence lines. I contacted Blade Runners today to get the spec sheet and was told only the client could request it. I've sent an email to Jenn requesting that information.</p> <p>We have previously asked for advance notification of spraying activity. A sign posted in a driveway is not advance notification. Additionally, Town Code Section 10.20.1 was clearly violated.</p>	5/30/2023	N	The use of agronomic applications for lawn care is not a zoning violation.
31	2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.	10/14/2023	<p>I am filing a formal complaint for Green Hedges. On Saturday, October 14th, Green Hedges held their annual Dragon Fest. They received approval from the Town Manager to hold said event.</p> <p>According to the 2007 CUP "The School shall continue to mitigate any negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the School's facilities. The School shall provide and enforce off-street parking for all such activities."</p> <p>There was no signage at today's event identifying where offsite parking was located. The Elks Lodge was full by 11:30 and cars parked on Nutley St.</p> <p>Department of Planning and Zoning has determined this condition is not enforceable. I disagree. There are several creative ways to "enforce" this condition.</p> <p>Additionally, in an email from David Levy, he indicated "For an approved special event, they may use inflatables on the playing field. It is not a violation of the CUP."</p> <p>No where in the 2000 CUP does it indicate the athletic field can be used for special events. The 2000 CUP clearly states the athletic field use is restricted to school use Monday - Friday 8am-6pm. This condition is specifically to protect the residents from the associated noise outside of school days/hours.</p> <p>Given the rainy weather, inflatables were not used on the athletic field but I am concerned about this deviation from the CUP conditions and the impact of "special events" on the surrounding neighborhood ~ especially given the 2007 CUP states an "infrequent" number of special events - which is vague so in actuality there is no limit to the number of special events that can be held.</p> <p>Photographic evidence attached.</p>	10/16/2023	N	The school must provide off-street parking that anticipates event attendance numbers; however, 1) it is not possible to predict attendance and parking demand perfectly, and 2) members of the public are permitted to park on public streets. If unsafe parking conditions are taking place, emergency services should be contacted at the time of the event. The Town will continue to work with the Green Hedges School to update its predictions of parking demand and insist that, when necessary, the school provide off-site off-street parking.
32	Chapter 9 - MOTOR VEHICLES AND TRAFFIC: Section 9-12.3. - Where stopping, standing or parking prohibited.	11/17/2023	<p>I am filing a formal complaint for Green Hedges. At many of the meetings, during Green Hedges CUP modification requests, Green Hedges stated that if there are stacked cars in their entrance lane, the cars are instructed to circle and come around the block so as not to impede traffic flow. This is not happening. Cars are stacked at the Nutley entrance. If cars are heading north on Nutley, they have to cross the yellow line into oncoming traffic to go around stacked cars. If cars headed south on Nutley and turning into the stacked driveway, they block all southbound traffic until they can enter into Green Hedges.</p> <p>Even though, this was stated numerous times, of course, it wasn't made a condition of the CUP, however it is a dangerous situation. I respectfully request you inform Green Hedges of their prior commitments and request this be made a condition in any further CUP modification.</p> <p>Please note- now that they have added Windover as a pickup/drop off, I've seen the same occur there.</p>	11/17/2023	N	The stacking or queuing of occupied vehicles into the right-of-way, or within the site within fire lanes is not a zoning violation. If a citizen is observing a dangerous condition in the Town's right-of-way, the Police Department should be contacted at the time the unsafe condition is taking place.
33	Chapter 4 - Design Control District Decision of the Board of Architectural Review - PF-65-20-BAR - 12/17/2020	Various dates	<p>I am filing a formal complaint for Green Hedges. Green Hedges went before the BAR on 12/17/2020 for Fence Modifications for the split rail fence on Windover Ave near the Kilmer House (Admin Building).</p> <p>The BAR approved the fence modifications with the stipulation that it was to be removed at the end of July 2021. The fence modification is still in place and it is November 2023.</p> <p>I respectfully request the BAR conditioned approval be enforced.</p>	11/17/2023	N	<p>REVISED: The Board of Architectural Review approved a revision to the 12/17/2020 decision on 9/16/2021 that permits the plastic fencing to remain.</p> <p><i>Note: A prior version of this table noted this as a violation, however, the Zoning Administrator located the approval and has revised the table.</i></p>

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34	2007 CUP - infrequent events extending beyond school hours	12/7/2023	I am filing a formal complaint for Green Hedges. This evening, December 7th, Green Hedges held a Holiday Concert. No notification was provided to surrounding residents. The event concluded around 8pm and could have been uneventful if the kids didn't start playing basketball and screaming in the parking lot. I appreciate celebrating the season and enjoy holiday parties myself. However, advanced notifications of such events is a requirement of the CUP and the neighbors would appreciate a quiet departure so we can enjoy our in home seasonal festivities.	12/6/2023	N	<p>REVISED: The 2007 CUP states, "For extracurricular activities, special school events, and similar infrequent or intermittent activities, the hours of use may be extended to 9:00 PM during the week and between 9:00 AM to 5:00 PM on Saturdays and 10:00 AM to 2:00 PM on Sundays. With prior notification and approval from abutting neighbors, one-time events outside these time periods shall be permitted to continue on Sunday evenings."</p> <p>This, or any other Conditional Use Permit for the Green Hedges School, does not require notification to the community for events taking place Sundays, only after the hours permitted.</p> <p><i>Note: A prior version of this table noted this as a violation, however, the Zoning Administrator has corrected this statement.</i></p>
35	CUP - N/A Chapter 9 - MOTOR VEHICLES AND TRAFFIC: Section 9-12.3. - Where stopping, standing or parking prohibited.	Various dates	I am filing a formal complaint for Green Hedges. At many of the meetings, during Green Hedges CUP modification requests, Green Hedges stated that if there are stacked cars in their entrance lane, the cars are instructed to circle and come around the block so as not to impede traffic flow. This is not happening. Cars are stacked at the Nutley entrance. If cars are heading north on Nutley, they have to cross the yellow line into oncoming traffic to go around stacked cars. Today the cars stacked almost a block away to Windover. I can't stress enough that statements made during CUP modification requests need to be incorporated as "Conditions" so they can be enforced. This is a dangerous situation. I respectfully request you inform Green Hedges of their prior commitments and request this be made a condition in any further CUP modification.	12/15/2023	N	The stacking or queuing of occupied vehicles into the right-of-way, or within the site within fire lanes is not a zoning violation. If a citizen is observing a dangerous condition in the Town's right-of-way, the Police Department should be contacted at the time the unsafe condition is taking place.
36	2007 CUP - infrequent events extending beyond school hours	1/7/2024	I am filing a formal complaint for Green Hedges School. I recognize their CUP allows rentals of their facilities. However, at 12:30pm today, 3 young children exited the multi purpose room door into the playground. They then began to bang on the chain link fence, tease and bark at the residents' dogs. There were no adults present to supervise the children. This is unacceptable and unfair to the surrounding residents. If the rental groups cannot maintain civility and respect for the neighbors, the rentals need to cease. If and when Green Hedges application to expand, yet again, comes before you, please keep this and all the other complaints in mind when assessing impacts to the neighborhood.	1/7/2024	N	<p>The following response was sent by email from the Zoning Administrator on 1/10/2024:</p> <p>The presence of people associated with the weekend rentals of the site, or community residents, on the playgrounds or playing field outside of school hours does not constitute a violation of zoning or the Conditional Use Permits for the Green Hedges School. The 2007 Conditional Use Permit mentions that the campus is open to the community, and no Conditional Use Permits for the school prohibit members of the community or participants from rentals from gathering in small groups informally or using the playground equipment. Formal events and gatherings, outside of those allowed by Special Event Permits, must be within the school building.</p> <p>The Town of Vienna does not regulate the presence of pets on school grounds. I have also noticed this signage on Fairfax County Public Schools property, but this is not a regulation based on zoning or site plan requirements, which are the Town of Vienna's purview.</p>

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37	2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.	2/15/2024	<p>I am filing a formal complaint for Green Hedges School. I recognize their CUP allows for special events, to occur. However, their CUP also states that Green Hedges would enforce off street parking for such events. Today, 2/15, a grade 3 play took place. Notification indicated that parking would occur on site. Unfortunately, once again, the CUP conditions are not being met. Parking occurred all along Nutley St. and blocked neighbors' mailboxes. There was no offsite parking provided, no staff member directing attendees to off site parking.</p> <p>I recognize that the zoning administrator, Andrea West, has consistently responded to these specific complaints with the following: "The school must provide off-street parking that anticipates event attendance numbers; however, 1) it is not possible to predict attendance and parking demand perfectly, and 2) members of the public are permitted to park on public streets. If unsafe parking conditions are taking place, emergency services should be contacted at the time of the event. The Town will continue to work with the Green Hedges School to update its predictions of parking demand and insist that, when necessary, the school provide off-site off-street parking." Given this is a constant occurrence for every event, I respectfully request the Town to address it more forcefully. Photographic evidence provided.</p>	2/15/2024	N	<p>The school must provide off-street parking that anticipates event attendance numbers; however, members of the public are permitted to park on public streets. If unsafe parking conditions are taking place, the Town of Vienna Police Department should be contacted at the time of the event.</p> <p>The Town will continue to work with the Green Hedges School to update its predictions of parking demand and insist that, when there is a reasonable expectation that parking demand will exceed the amount of parking permitted under the CUP, the school provide off-site off-street parking.</p>
38	2017 Site Plan	Continuous	<p>I am filing a formal complaint for Green Hedges School, specifically related to their lack of buffers for abutting residential properties. My property abuts Green Hedges on 2 sides. On one side, a chain link fence is all that separates the School's playground from my property. You can imagine how noisy it gets with 20-40-60 kids in a playground all day long. On the other side, which is backs to the entrance driveway, there used to be somewhat of a buffer. It was lovely during spring and summer but did lose some luster in winter ~ but was better than nothing. It was helpful to block noise, traffic, school children playing, etc.</p> <p>Sadly, this past week, Green Hedges clear cut the entire buffer. When I asked the headmistress why, she said it would grow back in a few months. Clear cutting a buffer is really no buffer. To mitigate the sound and sight lines, we, the residents, inserted plastic slats in the chain link fencing and additionally added wind screens, to block views and sounds.</p> <p>According to the site plan submitted in 2017, there is to be a buffer along the back of my yard. Given what was there is now gone, the School is not maintaining the site as approved. Clear cutting buffers and cutting down trees with no replacement is a violation of the approved Site plan. additionally, the buffer also blocked the overflow light pollution from the light pole on the property line.</p> <p>I respectfully request an evergreen buffer be planted immediately that is consistent with the approved site plan. I would like to request a light shield be installed immediately, so our back yard is not illuminated all night long. Photographic evidence provided.</p>	2/25/2024	Y	<p>Zoning Violation: The removal of trees and landscaping from an approved site plan is a zoning violation. Town staff observed that the landscaping on the site has been altered to not be in compliance with the 2017 site plan.</p> <p>The Green Hedges School has been notified of this violation. The school must submit a plan to replace the landscaping and trees that have been removed. They also have the option, similar to any property owner with a site plan, to submit a proposed revision to the site plan. Any such revision would need to show how the revised landscaping would meet 1) the need for buffers, and 2) the requirements for tree canopy coverage.</p> <p>The site plan does not prohibit the trimming and pruning of trees in a method appropriate for the plan species.</p>
39	2017 Site Plan	Continuous	<p>I am filing a formal complaint for Green Hedges School, specifically related to their lack of buffers for abutting residential properties. My property abuts Green Hedges playground. A chain link fence separates the School's playground from my property. You can imagine how noisy it gets with 20-40-60 kids in a playground all day long.</p> <p>According to the 2016/17 Site Plan a dense buffer of evergreen trees were to be in place. A row of Holly trees were planted which would have been sufficient. Sadly, Green Hedges decided to raise the canopy of the Holly trees effectively removing a good portion of the buffer. As such, the School is not maintaining the site as approved.</p> <p>Clear cutting buffers, cutting down trees with no replacement, and raising tree canopies is a violation of the approved Site plan.</p> <p>I respectfully request an evergreen buffer be planted immediately that is consistent with the approved site plan. Photographic evidence provided.</p>	2/25/2024	Y	<p>Zoning Violation: The removal of trees and landscaping from an approved site plan is a zoning violation. Town staff observed that the landscaping on the site has been altered to not be in compliance with the 2017 site plan.</p> <p>The Green Hedges School has been notified of this violation. The school must submit a plan to replace the landscaping and trees that have been removed. They also have the option, similar to any property owner with a site plan, to submit a proposed revision to the site plan. Any such revision would need to show how the revised landscaping would meet 1) the need for buffers, and 2) the requirements for tree canopy coverage.</p> <p>The site plan does not prohibit the trimming and pruning of trees in a method appropriate for the plan species.</p>

Zoning and Conditional Use Permit (CUP) Complaints to the Department of Planning and Zoning related to the Green Hedges School, 415 Windover Ave NW, Vienna

No.	Applicable Requirement per CUP and/or Zoning	Date of Alleged Violation	Complaint Details	Date Reported (Email Date)	Violation Determination Y/N	Town of Vienna Zoning Administrator Opinion/Resolution
40	2017 Site Plan	Continuous	<p>I am filing a formal complaint for Green Hedges School for failing to maintain the 2017 Site Plan and CUP. The 2017 CUP was approved based upon the fact that screening of the parking spaces from the surrounding neighborhood would include 5 ft evergreen trees to be planted along Lewis St frontage and 8 foot evergreens to be planted along the northern property boundary. As you can see from the attached photos, no such tree screening exist along the northern property boundary. Back in 2022, the town arborist visited the site and made a determination that sufficient screening existed. Recently the area has been clear cut and NO such screening exists. Green Hedges Schools' response was "they now own that property". I respectfully request this be addressed and the appropriate tree screening be installed as per the Site Plan and CUP order. Photographic evidence provided.</p>	3/19/2024	Y	<p>Zoning Violation: The removal of trees and landscaping from an approved site plan is a zoning violation. Town staff observed that the landscaping on the site has been altered to not be in compliance with the 2017 site plan.</p> <p>The Green Hedges School has been notified of this violation. The school must submit a plan to replace the landscaping and trees that have been removed. They also have the option, similar to any property owner with a site plan, to submit a proposed revision to the site plan. Any such revision would need to show how the revised landscaping would meet 1) the need for buffers, and 2) the requirements for tree canopy coverage.</p> <p>The site plan does not prohibit the trimming and pruning of trees in a method appropriate for the plan species.</p>
41	1978 Site Plan 1978 CUP	Continuous	<p>Madam Mayor, Town Council, Department of Planning & Zoning, Commissioner Kenney, Chairwoman Plowigan, Chairman Dhanjal, Town Staff, I am filing a formal complaint for Green Hedges School for failure to comply with the 1978 CUP and Site Plan. The 1978 CUP was conditioned that the edge of the parking lot be screened with fast growing trees and shrubbery. The 1978 Site Plan shows trees lining the proposed parking lots. In the BZA meeting held on 5/17/1978, to gain approval, the School said "they would be glad to plant fast grows growing trees and shrubbery to screen the area." I respectfully request that Green Hedges screen the parking lots as stated in the 1978 CUP and Site Plan.</p>	3/24/2024	N	<p>The 2017 site plan is the applicable site plan to landscaping and trees on the Green Hedges site and the 1978 site plan is invalid.</p> <p>The 1978 conditional use permit condition was not included in subsequent site plans approved, and is therefore no longer a valid condition.</p>
42	1981 CUP	Continuous	<p>I am filing a formal complaint for Green Hedges School for failure to comply with the 1981 CUP. The 1981 CUP was to incorporate 427 Windover Ave as additional classroom space. The 1981 CUP was conditioned that the use be limited to use as classrooms and storage of instructional material. In the BZA Public Hearing on 6/27/1981, the School stated "the driveway will not be used for they will continue to use the present one and there is adequate parking in the rear for all their needs." The School has traditionally parked at least 3 vehicles in the driveway of 427 Windover (referred to as the Rice Arts Center.) However, the School recently acquired a "bus" which is now parked in the driveway of the Rice Arts Center. This does not "look" residential and is not screened at all. Vehicles are one thing, especially when they vacate at 4pm. The bus has not moved for 2 weeks. I respectfully request that the 1981 CUP conditions be enforced and that no parking occurs at this location.</p>	3/24/2024	N	<p>REVISED: The Zoning Administrator, in a prior decision, see #16 of this document, dated 12/5/2022, stated that parking was not restricted at the Rice Center as it was at the Lewis Street garden.</p> <p>See response to Complaint No. 48 below</p>
43	1985 CUP	Continuous	<p>I am filing a formal complaint for Green Hedges School for failure to comply with the 1985 CUP. The 1985 CUP was conditioned that "no parking or standing be permitted on Nutley St." Please reference Complaints #19, 32, and 35 for photographic evidence. I respectfully request that the 1985 CUP condition be enforced.</p>	3/25/2024	N	<p>The stacking or queuing of occupied vehicles into the right-of-way, or within the site within fire lanes, is not a zoning violation. If a citizen is observing a dangerous condition in the Town's right-of-way, the Police Department should be contacted at the time the unsafe condition is taking place.</p> <p>The school must provide off-street parking that anticipates event attendance numbers; however, 1) it is not possible to predict attendance and parking demand perfectly, and 2) members of the public are permitted to park on public streets. If unsafe parking conditions are taking place, emergency services should be contacted at the time of the event. The Town will continue to work with the Green Hedges School to update its predictions of parking demand and insist that, when there is a reasonable expectation that parking demand for an event will exceed the amount of parking permitted on site through the CUP, the school provide off-site off-street parking.</p>

Zoning and Conditional Use Permit (CUP) Complaints to the Department of Planning and Zoning related to the Green Hedges School, 415 Windover Ave NW, Vienna

No.	Applicable Requirement per CUP and/or Zoning	Date of Alleged Violation	Complaint Details	Date Reported (Email Date)	Violation Determination Y/N	Town of Vienna Zoning Administrator Opinion/Resolution
44	2017 Site Plan	Continuous	<p>I am filing a formal complaint for Green Hedges School for failure to comply with the approved 2017 Site Plan.</p> <p>The 2017 Site Plan shows a heavily treed buffer between the playground and the adjacent property at 434 Knoll St NW and a line of trees all along the adjacent properties on Knoll St.</p> <p>The trees between the playground and 434 Knoll St have been removed.</p> <p>The tree line along the rest of the adjacent properties on Knoll St no longer exists. Some trees remain but have been pruned so they no longer provide the necessary buffer. Reference complaint #39.</p> <p>I respectfully request the Site Plan be enforced and the treed buffers be put in place.</p>	3/25/2024	Y	<p>Zoning Violation: The removal of trees and landscaping from an approved site plan is a zoning violation. Town staff observed that the landscaping on the site has been altered to not be in compliance with the 2017 site plan.</p> <p>The Green Hedges School has been notified of this violation. The school must submit a plan to replace the landscaping and trees that have been removed. They also have the option, similar to any property owner with a site plan, to submit a proposed revision to the site plan. Any such revision would need to show how the revised landscaping would meet 1) the need for buffers, and 2) the requirements for tree canopy coverage.</p> <p>The site plan does not prohibit the trimming and pruning of trees in a method appropriate for the plan species.</p>
45	2007 CUP	Continuous	<p>I am filing a formal complaint for Green Hedges School for failure to comply with current lighting standards.</p> <p>With the approval of the School's 2007 CUP, the School's lighting was to be upgraded into then current standards. The bulk of the 2007 project was never constructed so the current lighting is still not compliant.</p> <p>Given there is no tree buffer (even though the approved site plans reflect trees), one light shines directly into my backyard at 434 Knoll St all night long.</p> <p>Since it is unlikely any additional construction will occur at the School, I respectfully request that Green Hedges bring this one light into current standards ~ shield it? Put a timer on it so it doesn't stay lit all night long? Put a weaker light bulb in it? (Also the other parking lot lights but this one is most annoying.)</p> <p>Any assistance the Town can provide would be much appreciated.</p>	3/26/2024	N	<p>The Department of Planning and Zoning has reviewed the official record of the 2007 Board of Zoning Appeals meeting and the approval documents, including the 2007 site plan, and 2007 Conditional Use Permit order, and there is no reference to updating the lighting site-wide.</p>
46	2007 CUP	4/29/2024	<p>I am filing a formal complaint for Green Hedges School for failure to comply with the approved 2007 CUP conditions.</p> <p>The 2007 CUP conditions allow for rentals on Sundays from 9:30 am - 2:00 pm. However, there is a flower show scheduled for Sunday, April 29th from 9:30-6:00pm. It would seem the Town granted permission for said event. This event violates the CUP conditions around rentals.</p> <p>Does the Town not recognize CUP conditions??</p> <p>The CUP also allows for "INFREQUENT School events on Sundays from 10:00am - 2:00pm and with prior approval from abutting neighbors, one-time events outside these time periods may be allowed." This is not a School event and no abutting neighbors were consulted to provide approval ~ if it was.</p> <p>I respectfully request the School and the Town abide by and enforce the CUP conditions.</p>	4/12/2024	N	<p>Excerpt from an email from David Levy, Director of the Department of Planning and Zoning, sent to the complainant on 4/17/2024:</p> <p>"Please bear in mind that the CUP actually requires that this campus be available for community events, in service of Town residents. For years, the campus has been used for the Walk on the Hill event, which is a resident-oriented Town-wide event. The Special Event Permit simply states that there is approval from the Town."</p>
47	2017 CUP	4/29/2024	<p>I am filing a formal complaint for Green Hedges School for failure to comply with the approved CUP conditions.</p> <p>The 2017 CUP states that no more than 56 cars shall be parked at 415 Windover and the Lewis St garden.</p> <p>On Sunday, a flower show event was held at Green Hedges. There was no estimate for parking requirements or off street parking options that I saw in the application for special permit nor any emails between the School and ToV for this event</p> <p>The main parking lot had 55 cars parked (some not in designated spots, some in fire lanes), 2 cars parked in the Lewis St garden, plus the bus at the Rice Arts Center.</p> <p>Video and Photo evidence attached.</p>	4/29/2024	Y	<p>Zoning Violation: The approval of the special event for the Flower Show and "Walk on the Hill" event did not include any allowances for parking outside of the designated spaces on the site.</p> <p>The Department of Planning and Zoning has notified the Green Hedges School of this site plan violation.</p>

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48	2017 Site Plan	5/14/2024	<p>I am filing a formal complaint for Green Hedges School for failure to comply with the approved CUP conditions and Site Plans. Referencing Complaint #42 - which Staff had identified has a zoning violation - stated the 2017 Site Plan did not allow for any parking at the Rice Arts Center. Today 3 vehicles - a pick up truck, the School bus, and a passenger vehicle were parked at the Rice Arts Center. I respectfully request the CUP conditions and Site Plans be adhered to.</p>	5/14/2024	N	<p>The zoning administrator, in a prior decision, see #16 of this document, dated 12/5/2022, stated that parking was not restricted at the Rice Center as it was at the Lewis Street garden.</p> <p>Per the 8/22/2024 email from David Levy: "After reviewing the 1981, 1997, 2007, and 2017 Conditional Use Permit (CUP) orders/approvals, including the conditions of those approvals, and the site plan documents, we have reached a conclusion on the parking at the Rice Arts Center.</p> <p>Parking is not prohibited (and therefore is permitted) on the asphalt driveway at the Rice Arts Center, which is a free-standing structure on the campus at 415 Windover Ave NW. As you all may know, the Green Hedges School operates under a Conditional Use Permit (CUP), as approved by the Board of Zoning Appeals (BZA). The approval document includes the conditions under which the school may operate in all sorts of matters. Per the conditions of the 2017 CUP for the Green Hedges School, which is the most recent CUP update, there is a limit of total parking that is permitted on the campus at 415 Windover Ave NW. That campus include the main area plus the Rice Arts Center (the location in question) and 202 Lewis St NW. Therefore, any parking on the asphalt driveway at the Rice Arts Center must be included within the 56 parking spaces permitted by the 2017 CUP. A relevant excerpt from the 2017 order is included here. Please note that all mentions of "415 Windover Avenue NW" include the Rice Arts Center."</p>
49	2007 CUP	5/15/2024	<p>I am filing a formal complaint for Green Hedges School for failure to comply with approved CUP conditions. Today the School held a middle school play in the afternoon. While alternative parking locations were supposedly provided for, there is clearly no "enforcement" being practiced by the School. The 2007 CUP clearly states "the school shall provide and enforce off street parking for all such activities." I respectfully request the CUP conditions be adhered to and the School implement enforcement practices for all such events.</p>	5/15/2024	N	<p>The school must provide off-street parking that anticipates event attendance numbers; however, 1) it is not possible to predict attendance and parking demand perfectly, and 2) members of the public are permitted to park on public streets. If unsafe parking conditions are taking place, emergency services should be contacted at the time of the event. The Town will continue to work with the Green Hedges School to update its predictions of parking demand and insist that, when there is a reasonable expectation that parking demand for an event will exceed the amount of parking permitted on site through the CUP, the school provide off-site off-street parking and communicate to those who will be attending the event the location of the off-site off-street parking, along with direction that they use it.</p>
50	2017 CUP	5/15/2024	<p>I am filing a formal complaint for Green Hedges School for failure to comply with the approved CUP conditions. The 2017 CUP states with respect to Hours of School activities: Extracurricular Activities, special school events, and similar infrequent activities: the hours of use may be extended to 9:00pm during the week, and between 9:00am to 5:00pm on Saturdays, and 10:00am to 2:00pm on Sundays. My understanding and clarified by Director David Levy - One time events outside these time periods may be allowed with prior approval from abutting neighbors. We received notification today of a special event that is outside of the stated hours (6:30am), however I received no such request for approval. I respectfully request the CUP conditions be adhered to. Photographic evidence attached.</p>	5/15/2024	N	<p>REVISED RESPONSE – The notice from the school was provided on May 15, 2024, before the out-of-hours field trip drop-off on May 17th, 2024. This would give the neighborhood the opportunity to communicate concerns with the school. The 2007 CUP specifically states: "For extracurricular activities, special school events, and similar infrequent or intermittent activities, the hours of use may be extended to 9:00 PM during the week and between 9:00 AM to 5:00 PM on Saturdays and 10:00 AM to 2:00 PM on Sundays. With prior notification and approval from abutting neighbors, one-time events outside these time periods shall be permitted to continue on Sunday evenings."</p>
51	CUP & 2017 Site Plan	5/16/2024	<p>I am filing a formal complaint for Green Hedges School for failure to comply with the approved CUP conditions and Site Plans. Referencing Complaint #42 - which Staff had identified has a zoning violation - stated the 2017 Site Plan did not allow for any parking at the Rice Arts Center. Today vehicles were parked at the Rice Center - including the unsightly School bus. I respectfully request the CUP conditions and Site Plans be adhered to and these continuing violations include daily fines.</p>	5/16/2024	N	<p>See response to Complaint No. 48 above</p>

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52	2000, 2007 Site Plan 2000 CUP	Continuous	I am filing a formal complaint for Green Hedges School for failure to comply with approved CUP conditions and Site Plans. In the approved 2000 Site Plan and 2000 CUP, the creation of a 6,750 sf playing field was approved with restricted use of operation between 8am - 6pm M-F. The 2000 Site plan clearly shows the athletic playing field adjacent to 227 Nutley St NW (the current headmasters residence). In 2007, Green Hedges received approval to relocate the athletic field replacing the headmasters house, however this was never accomplished. In the interim, the School has continually increased the size and location of the athletic playing field which now runs from the Nutley driveway entrance clear across to the edge of the property at 213 Nutley St. This does not confirm to the 2000 or 2007 Site Plans. I respectfully request the 2000 CUP conditions and 2000 Site Plans be adhered to and the athletics field location and size conform to what was approved in 2000.	5/17/2024	N	The 2000 site plan and the 2000 CUP both reference the approximate limits of a new field. The CUP references a field of approximately 6,750 square feet, and the site plan shows the approximate limits of the field. (When measured, the approximate limits actually show a size much larger than 6,750 square feet.). As a result, it appears that there is no strict definition of where the field would be, making it difficult to conclude that there is a violation when children are playing outside of an "approximate" limit. In addition, the CUP does not prohibit play outside of the field area, as long as the playing remains within the general approved area and within the hours permitted.
53	2007 CUP	5/28/2024	I am filing a formal complaint for Green Hedges School for failure to comply with the approved CUP conditions. The 2017 CUP states with respect to Hours of School activities: Extracurricular Activities, special school events, and similar infrequent activities: the hours of use may be extended to 9:00pm during the week, and between 9:00am to 5:00pm on Saturdays, and 10:00am to 2:00pm on Sundays. My understanding and clarified by Director David Levy - One time events outside these time periods may be allowed with prior approval from abutting neighbors. We received notification today of amother special event that is outside of the stated hours (6:30am), however I received no such request for approval. I respectfully request the CUP conditions be adhered to. Photographic evidence attached.	5/28/2024	N	The early morning field trip departure falls within the scope of permitted school activities and does not violate the CUP conditions. As a courtesy, on May 26, 2024, Green Hedges School sent an email to neighbors notifying them of the scheduled early morning departure (6:30 AM) for the May 28th field trip. According to the 2017 CUP, extracurricular activities, special school events, and similar infrequent activities are allowed extended hours until 9:00 PM on weekdays and specific hours on weekends. The CUP also states that neighbor approval is only required for one-time events taking place outside of the approved hours on Sunday evenings, per the provision: "With prior notification and approval from abutting neighbors, one-time events outside these time periods shall be permitted to continue on Sunday evenings."
54	CUP & 2017 Site Plan	6/5/2024	I am filing a formal complaint for Green Hedges School for failure to comply with the approved CUP conditions and Site Plans. Referencing Complaint #42 - which Staff had identified has a zoning violation - stated the 2017 Site Plan did not allow for any parking at the Rice Arts Center. Today 1 vehicle was parked at the Rice Arts Center. I respectfully request the CUP conditions and Site Plans be adhered to.	6/5/2024	N	See response to Complaint No. 48 above
55	CUP & 2017 Site Plan	6/6/2024	Again - today. Photo evidence for complaint (Image of parking at Rice Center)	6/6/2024	N	See response to Complaint No. 48 above
56	CUP & 2017 Site Plan	6/19/2024	Again, today. (Image of parking at Rice Center)	6/19/2024	N	See response to Complaint No. 48 above
57	CUP & 2017 Site Plan	8/6/2024	I am filing a formal complaint for Green Hedges School for failure to comply with the approved CUP conditions and Site Plans. Referencing Complaint #42 - which Staff had identified has a zoning violation - stated the 2017 Site Plan did not allow for any parking at the Rice Arts Center. Today 2 vehicles were parked at the Rice Arts Center. I respectfully request the CUP conditions and Site Plans be adhered to.	8/6/2024	N	See response to Complaint No. 48 above
58	CUP & 2017 Site Plan	8/7/2024	Again today. What are the penalties being imposed for each infraction??	8/7/2024	N	See response to Complaint No. 48 above
59	CUP & 2017 Site Plan	8/8/2024	Again today. Bus hasn't moved.	8/8/2024	N	See response to Complaint No. 48 above
60	CUP & 2017 Site Plan	8/9/2024	(Image of parking at Rice Center)	8/9/2024	N	See response to Complaint No. 48 above
61	CUP & 2017 Site Plan	8/10/2024	(Image of parking at Rice Center)	8/10/2024	N	See response to Complaint No. 48 above
62	CUP & 2017 Site Plan	8/11/2024	(Image of parking at Rice Center)	8/11/2024	N	See response to Complaint No. 48 above
63	CUP & 2017 Site Plan	8/12/2024	(Image of parking at Rice Center)	8/12/2024	N	See response to Complaint No. 48 above
64	CUP & 2017 Site Plan	8/13/2024	Tuesday 8/13. Still there.	8/13/2024	N	See response to Complaint No. 48 above
65	CUP & 2017 Site Plan	8/14/2024	Wednesday 8/14 - still there. (Image of parking at Rice Center)	8/14/2024	N	See response to Complaint No. 48 above
66	CUP & 2017 Site Plan	8/15/2024	Yup, still there.(Image of parking at Rice Center)	8/15/2024	N	See response to Complaint No. 48 above
67	CUP & 2017 Site Plan	8/16/2024	The bus is still parked at Rice Arts Center which has been determined to be a zoning violation. I have Jenn's address and phone number (headmaster) if you need her contact info, please let me know.	8/16/2024	N	See response to Complaint No. 48 above
68	CUP & 2017 Site Plan	8/17/2024	Saturday 8/17. Business is still there. We will continue to report until there is an updated response.	8/17/2024	N	See response to Complaint No. 48 above
69	CUP & 2017 Site Plan	8/18/2024	Sunday 8/18. Bus is still there.	8/18/2024	N	See response to Complaint No. 48 above
70	CUP & 2017 Site Plan	8/19/2024	Monday 8/19. Still there.	8/19/2024	N	See response to Complaint No. 48 above
71	CUP & 2017 Site Plan	8/20/2024	Tuesday 8/20. Still there. (Image of parking at Rice Center)	8/20/2024	N	See response to Complaint No. 48 above
72	CUP & 2017 Site Plan	8/21/2024	Wednesday. 8/21. (Image of parking at Rice Center)	8/21/2024	N	See response to Complaint No. 48 above

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73	2007 CUP	10/19/2024	I am formally filing Complaints #73 through #77 for Green Hedges School. The School held a Dragonfest event - their annual fund raiser - on Saturday, October 19. Complaint # 73. The notification from the School to the residents indicated the event was from 11am to 2pm. However, the event went until 2:30pm. It is important that the residents receive accurate information on the timings of such events as it impacts their ability to enjoy their own property. Many residents actually leave town during these events. (Which are not infrequent.)	10/21/2024	N	The event approval allowed for cleanup until 4:00pm and the event took place during school hours.
74	2007 CUP	10/19/2024	According to the 2007 CUP, "The School shall continue to mitigate any negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the School's facilities. The School shall provide and enforce off-street parking for all such activities." There was no enforcement of off-street parking.	10/21/2024	N	The school must provide additional off-street parking alternatives, but enforcement of parking is not permitted by private citizens on the Town's right-of-way. Streets in this area are open to public parking. This has been addressed in multiple previous staff responses to similar complaints.
75	2007 CUP	10/19/2024	The Special Event permit approved by the Town of Vienna specifically stated the names of 2 individual who were to direct (and enforce?) off street parking for the entire event. There were no such individuals at the entrance to the School throughout the event.	10/21/2024	N	The Town of Vienna approval letter stated that Jinene Christian and Tan Nguyen would be present to direct drivers to designated parking lots, but it did not specify that they would need to be at the entrances to the school.
76	2007 CUP	10/19/2024	According to Director Levy's interpretation of the 2007 CUP "To clarify - the CUP lays out that Green Hedges is permitted, without any application/approval from the Town, to hold infrequent school or extra-curricular activities outside of the designated hours if they have prior approval of the abutting neighbors." The Special Event permit approved by the Town of Vienna was for the hours of 8am - 4:00pm. As an abutting neighbor, I was not asked for prior approval to start at 8am as per the CUP conditions.	10/21/2024	N	The activity was held during the school hours from 7:00am to 6:00pm, not Sunday evenings.
77	2000 CUP	10/19/2024	The 2000 CUP specifically restricts the use of the School's athletic field to Monday - Friday from 8am to 6pm. The event utilized the athletic field on Saturday outside of the stated conditions. It is disappointing that the CUP conditions are not being followed by the School OR the Town of Vienna. Town Manager, Mercury Peyton and Director Levy were reminded of this condition and yet the special event permit was approved regardless.	10/21/2024	N	The school has held limited activities on the athletic field outside of the school hours through the Town's special event process. The CUP is a consideration when reviewing the application.
78	2007 CUP	12/11/2024	On 12/11/2024, Green Hedges held a Holiday Concert (notice attached). The notice stated that parking would be held on campus. With some quick back of the envelope math - grades 3-8, 6 grades at 15 students per grade is 90 students ~ maybe there are some siblings, maybe some parents don't attend. Regardless, according to the 2007 CUP, "The School shall continue to mitigate any negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the School's facilities. The School shall provide and enforce off-street parking for all such activities." There was no enforcement of off-street parking for this event. Cars were parked on the street and filled the Elks Lodge parking lot.	12/11/2024	N	Cars were parked in the provided off-site parking. The Police should be called when cars are parked illegally along the Town's right-of-way.
79	2007 CUP	12/11/2024	Per the conditions of the 2017 CUP for the Green Hedges School, there is a limit of 56 parking spaces total at 415 Windover Ave NW. This limit was exceeded at this event. Additionally, cars were parked illegally on Windover Ave in front of the School and the Town of Vienna police were notified. Strangely enough, about 15 minutes after the phone call to the police, people came running out of the School to move their cars.	12/11/2024	N	Cars were parked in the provided off-site parking and the Police Department responded to the illegal parking.
80	2007 CUP	2/22/2025	I am filing a format complaint for Green Hedges School. The 2007 CUP states: "Extracurricular Activities, special school events, and similar infrequent activities: the hours of use may be extended to 9:00pm during the week, and between 9:00am to 5:00pm on Saturdays, and 10:00am to 2:00pm on Sundays." On Saturday, February 22, 2025, shortly after 7pm, a School bus drove into the parking lot to drop off children's while parents were waiting for pickup. 7pm is well after the 5pm CUP condition.	2/23/2025	N	The Department of Planning and Zoning does not consider a bus dropping off children on a campus, to be picked up by parents, to be a school event that is inconsistent with the Conditional Use Permit (CUP). Schools do field trips for all sort of reasons – visiting museums, sports at other schools, etc., where the arrival and departure times are based on travel needs and distance, not school hours.

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81	2000 CUP	3/1/2025	<p>I am filing a formal complaint for Green Hedges School. According to the 2000 CUP, the athletic field use is restricted to school use Monday - Friday 8am-6pm.</p> <p>Today, there was some sort of gathering at the School (we've reached out to Staff to determine if this is a new rental as it is recurring every Saturday). The group used the playground and then moved to the athletic field.</p> <p>I respectfully request this violation of the CUP be addressed. If the School cannot manage use of the athletic field as per CUP, the field should be fenced (as identified in the 2007 CUP) and locked to prevent unauthorized access.</p> <p>Photographic evidence attached.</p>	3/1/2025	N	<p>The photographic evidence provided shows four adults with some small children on the field. The Department of Planning and Zoning found no evidence that the use of the field was related to an organized event or organized portion of the campus rental. The 2000 Conditional Use Permit states: <i>Testimony from the applicant indicated that the new field is important to the school and children from neighboring properties as a recreational use. It was noted that this is a project that is generally supported by the surrounding area. It was also stated that the limitation on hours of operation did not preclude use of the field after hours by area children.</i></p>
82	n/a	Multiple	<p>I am filing a formal complaint for Green Hedges School.</p> <p>On Friday, 8/8, at 5:30am, Green Hedges School had a mulch delivery. This is a violation of the noise ordinance. Green Hedges was notified of the infraction and reminded of the noise ordinance restrictions.</p> <p>On Monday, 11/3, Green Hedges had maintenance contractors onsite working prior to the noise ordinance time restrictions. This is a violation of the noise ordinance. Again, Green Hedges was notified of the infraction and reminded of the noise ordinance restrictions.</p> <p>On Saturday, 11/22, Green Hedges had garbage collection occurring at 6:28am. This is a violation of the noise ordinance. Again, Green Hedges was notified of the infraction and reminded of the noise ordinance restrictions. They were also told any further infractions would result in a police report and formal complaint filed with the Town.</p> <p>On Saturday, 12/6, Green Hedges had garbage collection occurring at 6:15am. This is a violation of the noise ordinance. As previously communicated to the School, the police were called. However, during the phone call, the garbage truck left the scene, so we requested a police report be made for the record.</p> <p>These are noise ordinance violations which is a police matter but I wanted a formal complaint on record as this appears to be a repeating issue.</p>	12/18/2025	N	<p>Enforcement of the Town's noise ordinance is handled by the Police Department. The incidents you referenced have been appropriately directed to the police for investigation, response, and documentation, and future violations should continue to be reported directly to the Police Department so they can address the situation in real time.</p> <p>The Zoning Administrator has reviewed the information provided and determined that these incidents do not constitute zoning violations.</p>
83	n/a	12/20/2025	<p>I am submitting this as a formal complaint regarding Green Hedges School.</p> <p>On Saturday, 12/20 at 6:19am, garbage collection occurred at Green Hedges School. This activity is a violation of the Town of Vienna noise ordinance. Due to the early hour disturbance, the Vienna police were called to report the violation.</p> <p>While we recognize this incident is a noise ordinance matter involving police enforcement, Green Hedges operates under a CUP and has full control over the actions and schedules of their contractors. Compliance with Town ordinances is a basic tenet of a CUP holder.</p> <p>Failure to comply with Town laws, particularly repeated violations, should be considered relevant to CUP compliance and should be taken into account in the review of any future CUP applications submitted by the School.</p> <p>Please confirm receipt of this Complaint and advise how this violation will be addressed within the context of Green Hedges CUP.</p>	12/20/2025	N	<p>Enforcement of the Town's noise ordinance is handled by the Police Department. The incidents you referenced have been appropriately directed to police for investigation, response, and documentation, and future violations should continue to be reported directly to the Police Department so they can address the situation in real time.</p> <p>The Zoning Administrator has reviewed the information provided and determined that these incidents do not constitute zoning violations.</p>

Zoning and Conditional Use Permit (CUP) Complaints to the Department of Planning and Zoning related to the
Green Hedges School, 415 Windover Ave NW, Vienna

No.	Applicable Requirement per CUP and/or Zoning	Date of Alleged Violation	Complaint Details	Date Reported (Email Date)	Violation Determination Y/N	Town of Vienna Zoning Administrator Opinion/Resolution
84	n/a	1/3/2026	<p>On Saturday, 1/3 at 6:27am, garbage collection occurred at Green Hedges School. This activity is a violation of the Town of Vienna noise ordinance. Due to the early hour disturbance, the Vienna police were called to report the violation.</p> <p>While we recognize this incident is a noise ordinance matter involving police enforcement, Green Hedges operates under a CUP and has full control over the actions and schedules of their contractors. Compliance with Town ordinances is a basic tenet of a CUP holder. Repeated violations by contractors should be deemed violations by the School.</p> <p>Failure to comply with Town laws, particularly repeated violations, should be considered relevant to CUP compliance and should be taken into account in the review of any future CUP applications submitted by the School.</p> <p>Please confirm receipt of this Complaint and advise how this violation will be addressed within the context of Green Hedges CUP.</p>	1/3/2026	N	<p>Enforcement of the Town's noise ordinance is handled by the Police Department. The incidents you referenced have been appropriately directed to police for investigation, response, and documentation, and future violations should continue to be reported directly to the Police Department so they can address the situation in real time.</p> <p>The Zoning Administrator has reviewed the information provided and determined that these incidents do not constitute zoning violations.</p>



Town Code

Sec. 18-824. - Conditional Use Permit.

1. **Conditional Use Permit Required.** Any use that is indicated within Article 3 of this Chapter and is marked with a "C" on the Principal Uses or Accessory Uses Tables requires the approval of a Conditional Use Permit by the Board of Zoning Appeals prior to the issuance of a Building Permit or Certificate of Occupancy.
2. **Site Plan May be Required.** The Zoning Administrator will review the application and determine whether a site plan review is required prior to the commencement of review of an application for a Conditional Use Permit. See Site Plan in [§ 18-836](#).
3. **Conditions for Approval.** The Board of Zoning Appeals may issue a use permit for any of the uses indicated, within Article 3, with a "C" (conditional) on the Use Table, provided the use for which the permit is sought:
 - A. Will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use;
 - B. Will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood;
 - C. Will be in accordance with the purposes of the Town's comprehensive plan; and
 - D. Meets use-specific standards outlined in Article 3 of this chapter.
4. **Action Required in Reasonable Time.** The Board of Zoning Appeals shall fix a reasonable time for the hearing of an application, within ninety (90) days of the application being deemed complete. This time period is directory, rather than mandatory; the Board does not lose jurisdiction to act after the time period has passed.
5. **Application.** An application for a conditional use permit shall be submitted to the Director of Planning and Zoning on such forms as the Director may prescribe and shall include the following:
 - A. detailed description of the operation of the proposed use, including any proposed ancillary or secondary use that the applicant is considering.
 - B. Plans to control any potential impacts of the proposed use on the nearby community, including:
 - i. **Noise.**
 - a. Noise levels anticipated from all uses and equipment.
 - b. A statement as to whether the anticipated noise complies with the levels permitted by the Town Code.
 - c. Plans to control these anticipated noise levels, including noise emanating from patrons or visitors to the proposed use.
 - ii. **Odors.** Methods to be used to control odors emanating from the use when applicable.
 - iii. **Trash and litter.**
 - a. The type and volume of trash and garbage the proposed use will generate.
 - b. The planned frequency of trash collection.
 - c. Planned methods to prevent littering on the property, streets and nearby properties.
 - iv. **Loading/unloading.**
 - a. Availability and adequacy of off-street loading facilities.
 - b. Hours and frequency of off-street loading.



- v. **Parking and Stacking.**
 - a. Number of spaces available to serve residents, employees, and patrons during the hours of operation, for all primary and secondary uses being proposed.
 - b. Plan showing geometric design of stacking aisle and number of stacking spaces provided.
- vi. **Use capacity.**
 - a. The estimated number of patrons, visitors, clients, pupils and other such users.
 - b. The proposed number of employees, staff and other personnel.
- vii. **Hours.** The proposed hours and days of operation of all proposed uses.
- viii. **Site Plan.** A proposed site plan consistent with the requirements of [§ 18-836](#) shall be submitted, reviewed, and approved as part of the conditional use permit application and pursuant to the procedures and standards of this section, or an approved site plan showing compliance with the uses proposed.
- ix. Plans and other documents exhibiting compliance with any other requirements contained in this ordinance for the conditional use proposed and as the Director of Planning and Zoning determines are necessary and desirable for adequate review.

6. Review Process.

- A. **Pre-Application Meeting.** The applicant is required to attend a pre-application meeting with Town staff prior to submitting an application for a Conditional Use Permit. See [§ 18-833](#), Pre-Application Meeting.
- B. **Review for completeness.** Applications for Conditional Use Permits are reviewed for completeness by the Director of Planning and Zoning and the Zoning Administrator. The application may be referred to the Director of Public Works if determined to be required by the Zoning Administrator.
- C. **Application deemed complete.** Once the Director of Planning and Zoning and the Zoning Administrator deem the application to be complete, the application and supporting materials are transmitted to the Planning Commission.
- D. **Action by Planning Commission.** The Planning Commission shall make a recommendation on the application based on Conditions for Approval outlined in § 18-824.3, and applicable Use Standards outlined in Article 3. The Zoning Administrator shall transmit the Planning Commission's recommendation with the application and supporting materials to the Board of Zoning Appeals for final review and determination.
- E. **Action by the Board of Zoning Appeals.**
 - i. **Final Decision.** The Board of Zoning Appeals has the final decision authority on Conditional Use Permits.
 - ii. **Board may Impose Conditions.** The Board may impose such conditions relating to the use for which a permit is granted as it may deem necessary in the public interest, including limiting the duration of a permit, and may require a guarantee or bond to ensure continued compliance with the conditions imposed.



- B. **Appeals.** Decisions by the Board of Zoning Appeals may be appealed to the Fairfax County Circuit Court per Code of Virginia § 15.2-2285, 1950, as amended.
- 7. **Duration of valid permit.**
 - A. **Permit void after six months if operation not commenced.** Any use permit or amended portions of existing use permits shall become void six months after issuance if construction or operation related thereto has not commenced, unless otherwise specified by the Board of Zoning Appeals.
 - B. **Extension of time allowed under certain conditions.** An extension of time may be permitted by the Board of Zoning Appeals.
 - C. **Termination of use.** A conditional use permit shall cease to be valid if the use for which such permit is granted is not operated for a continuous period of two (2) years or more.
- 8. **Enforcement and Compliance.**
 - A. **Failure to Comply with Permit Conditions.** Failure to comply with Conditional Use Permit conditions are zoning violations and subject to the enforcement measures within Division 6 - Enforcement, Compliance and Penalties.
 - B. **Revocation of Non-Compliant Permits.** The Board of Zoning Appeals may revoke a Conditional Use Permit if the board determines that there has not been compliance with the terms and conditions of the permit. No permit may be revoked except after notice and hearing as provided by Code of Virginia, § 15.2-2204.

Sec. 18-830. - Modification of Requirements.

- 1. **Purpose.** Applications for modifications of requirements, in which the proposed development cannot be achieved within the requirements of the Zoning Code, must submit a narrative and Major Site Plan demonstrating the requested modifications to any of the following standards:
 - A. Setbacks per Article 2.
 - B. Lot Area per Article 2.
 - C. Lot Coverage per Article 2.
 - D. Number of units per Article 2.
 - E. Height of an architectural feature per Article 2.
 - F. Open space standards per Article 2.
 - G. Screening or landscaping standards per [Articles 4B](#), 5A and 5B.
 - H. Parking standards per [Articles 4B](#), 5A and 5B.
- 2. **Application and Review Process.**
 - A. **Requests must be in writing.** Requests for Modifications of Requirements shall be submitted to the Director of Planning and Zoning, accompanied by a written statement including the code sections from which relief is sought and setting forth the reasons therefor.
 - B. **Completeness and Compliance.** Applications for modifications of requirements are reviewed for completeness and compliance with the Code



of Vienna by the Director of Planning and Zoning, the Director of Public Works, the Director of Parks and Recreation, and the Zoning Administrator.

- C. **Transmission to Planning Commission.** Once staff review is complete, the application will be transmitted to the Planning Commission for review at a regular meeting. The Planning Commission shall make a recommendation on the application to the Town Council, which shall include reviewing for consistency with the Comprehensive Plan and the integrity of the Town Code.
- D. **Final Decision by Town Council.** The application and Planning Commission's recommendation are then transmitted to the Town Council for review and determination at a public hearing. The Town Council's review shall include, but not necessarily be limited to, determining whether the requested modifications would, if approved, be consistent with the Comprehensive Plan and would not impair the integrity of the Town Code.
- E. **Notification.** Prior to the Town Council granting or denying any such modification, notification letters by certified mail to adjoining property owners and those abutting across a public street shall be sent not less than five days prior to council's consideration of the request for modification. See also Division 5.
- F. **Final Approval Required before the Issuance of Other Permits.** Applications for modifications of requirement must be approved by Town Council and the final site plan must be stamped as approved prior to the issuance of building permits or a Certificate of Occupancy.
- G. **Referral to Board of Architectural Review.** All site plans, except those for single-unit residential properties, may require referral to the Board of Architectural Review prior to approval. See [§ 18-821](#).



Sec. 18-218. Residential - Single-Unit, 12,500 sq. ft. Zone (RS-12.5).

2. RS-12.5 Dimensional Standards.

Principal Structure Count: 1 per lot max.

BUILDABLE LOT DIMENSIONS		
	Lot Area	12,500 sq. ft. min.
FW	Lot Width at Front Lot Line	50 ft. min.
BW	Lot Width at Front Building Line	65 ft. min.
MW	Lot Width at Midline	80 ft. min.
RESIDENTIAL COVERAGE		
Lot coverage	25% max.	
Outdoor living coverage	5% max. covered by decks Up to 400 sq. ft. of decks may be covered, setback with conditions outlined in § 18-213	
BUILDING STANDARDS		
H	Building Height	35 ft. max.
	Number of Stories	2.5 max.
BUILDING PLACEMENT STANDARDS		
FY	Front Yard Setback	30 ft. min. from front property line, incl. after any required dedication
ISY	Interior Side Yard Setback	15 ft. min. Non-Residential Principal Structures: 30 ft. min.
CSY	Corner Side Yard Setback	25 ft. min.
RY	Rear Yard Setback	35 ft. min.

Sec. 18-402. - Frontage Improvements.

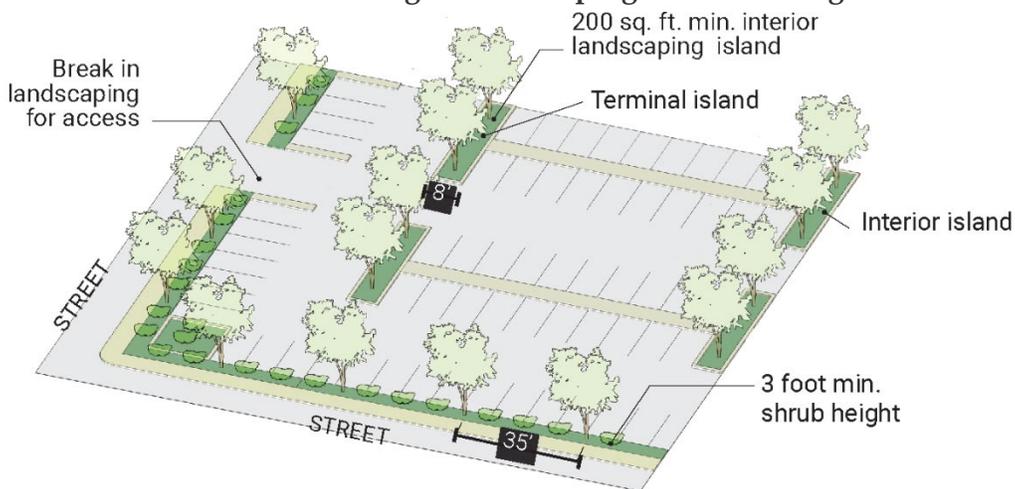
1. The developer of any lot shall dedicate land along the lot frontage for sidewalk, curb, and gutter improvements as shown in the adopted Town Pedestrian Plan. Dedication of such improvements shall be in accordance with the standards set forth in this Chapter.
2. The developer of any lot that fronts an existing street shall dedicate land, construct a sidewalk, and connect such new sidewalk to the existing adjacent sidewalks, if any. Such new sidewalk shall be constructed in accordance with the standards set forth in this Chapter.
3. Upon application by the developer to the Town, the Town Council designates the Director of Public Works to waive, in exceptional circumstances, in consultation with the Town Attorney and Town Manager, in his or her discretion, the construction of such new sidewalk and permit the deposit of designated funds for such construction.



Sec. 18-560. - Parking Lot Landscaping.

1. All parking lots shall include a landscaping strip along the entire perimeter of the parking lot of at least five (5) feet in width. The landscaping strip may include breaks for bicycle, pedestrian, and vehicle access, and shall include the following:
 - A. One (1) canopy or understory tree per thirty-five (35) feet of linear footage; and
 - B. Three (3) large shrubs, which are of a type that are able to reach at least three (3) feet in height within three (3) years of planting, per twenty-five (25) feet of linear footage.
2. One (1) interior landscaping island shall be provided for every ten (10) parking spaces. If a lot has multiple interior landscaping islands, the interior landscaping islands must be evenly distributed throughout the parking lot.
3. Each interior landscaping island must consist of a minimum of two hundred (200) square feet, a minimum width of eight (8) feet, at least one (1) tree per 150 square feet of parking island area.
4. No parking space shall be more than seventy (70) feet away from the trunk of a shade or canopy tree.
5. Parking rows must have terminal islands located at both ends of each row.
6. Interior islands may be installed below the level of the parking lot surface to allow for the capture of stormwater runoff.

FIGURE 5B.8. Parking lot landscaping standards diagram.





Sec. 18-561. Buffer Between Zones.

1. **Required Planting Buffer.** The following table sets forth the required screening buffer width between properties:

PROPOSED USE	ABUTTING USE ¹				
	Single Unit Detached (RS-10, RS-12.5, RS-16)	Duplexes, Townhouses, Cottage Courts, or Multi-Unit Attached (RMU)	Commercial or Mixed Use	Industrial	Public, Institutional, or Community Use
Cemetery, Club or Service Organization, Community Garden, Cultural Facility or Museum, Public Community Center, or Religious Assembly	Five (5) ft. min.	Five (5) ft. min.	Five (5) ft. min.	Five (5) ft. min.	Five (5) ft. min.
Government Uses	Ten (10) ft. min.	Ten (10) ft. min.	Five (5) ft. min.	Five (5) ft. min.	Five (5) ft. min.
Outdoor Recreational Uses, Private or Outdoor Parks and Recreational Uses, Public	Fifteen (15) ft. min.	Fifteen (15) ft. min.	Ten (10) ft. min.	Ten (10) ft. min.	Five (5) ft. min.
School, Elementary, Middle, or High	Fifteen (15) ft. min.	Fifteen (15) ft. min.	Ten (10) ft. min.	Ten (10) ft. min.	Five (5) ft. min.
Utility Facility	Fifteen (15) ft. min.	Fifteen (15) ft. min.	Ten (10) ft. min.	Ten (10) ft. min.	Ten (10) ft. min.



- A. When a screening buffer is required, a combination of understory trees, canopy trees, and shrubs shall be included on the proposed development's site along the property line as follows:

Specifications	5 ft. Buffer	10 ft. Buffer	15 ft. Buffer²
Canopy Trees (per 100 ft. along shared lot lines)	Not required	Three (3) min.	Four (4) min.
Understory Trees (per 100 ft. along shared lot lines)	Four (4) min.	Three (3) min.	Four (4) min.
Shrubs (per 100 ft. along shared lot lines)	Three (3) min.	Four (4) min.	Five (5) min.

- B. All plantings and trees must be permanently maintained in good growing condition and replaced with new plant materials, when necessary, to ensure continued compliance with applicable landscaping and/or buffer yard requirements.

Sec. 18-582. Loading Area Requirements.

Loading areas shall meet the following standards:

1. Minimum loading spaces required.
 - A. One (1) loading space per 100,000 square feet of gross floor area.
 - B. No more than 5 loading spaces are required per structure.
 - C. Where a given use or building contains a combination of uses, loading facilities must be provided on the basis of the sum of the required spaces for each use.
 - D. If there is uncertainty with respect to the amount of loading space required by the provisions of this Ordinance as a result of an indefiniteness as to the proposed use of a building or land, the maximum requirement for the general type of use that is involved governs.
 - E. Where the required number of loading spaces is not set forth for a particular use, and where there is no similar type of use listed, the Zoning Administrator will determine the basis of the number of spaces to be provided.
2. Required dimensions of loading space.
 - A. Minimum 25 feet in depth;
 - B. Minimum 15 feet in width; and
 - C. Minimum 15 feet in height, if located within a building.
3. Location.
 - A. All required off-street loading spaces must be located on the same lot as the use served.
 - B. Loading spaces may not be located in a required front setback.
 - C. Loading areas must not interfere with the free circulation of vehicles in any off-street parking area.



RELEVANT REGULATIONS

ATTACHMENT 12

4. When an existing structure or use is expanded, accessory off-street loading spaces must be provided in accordance with the minimum requirements for the entire structure or use, as expanded or enlarged.
5. Required off-street loading areas may not be used to satisfy the space requirement for any off-street parking facilities.

Sec. 18-583. Bicycle Parking.

1. Minimum bicycle parking spaces required.
 - A. Short-term: One (1) space per 2,500 square feet but no less than 8 spaces.
 - B. Long-term: One (1) space per 2,500 square feet.
2. Location. Both short-term and long-term bicycle parking shall be located in visible, well-illuminated areas that do not impede or conflict with automobile, pedestrian, or bicycle traffic.
3. Short-term bicycle racks shall comply with the following:
 - A. Short-term racks shall include inverted "U" bicycle racks and circular bicycle racks or acceptable variations as determined by the Zoning Administrator with recommendation from the Director of Public Works.
 - B. Bicycle racks that are located parallel to each other shall be at least three (3) feet apart and shall allow bicycles to be locked on both sides without conflict.
 - C. Bicycle racks that are located in a linear configuration shall be at least five (5) feet apart.
 - D. Bicycle racks shall be securely anchored and shall be easily usable with u-locks and cables.
 - E. Bicycle racks shall be spaced at least two (2) feet from walls, curbs, pavement edges, or other structures.
4. Long-term bicycle racks shall comply with the following:
 - A. Long-term bicycle racks, which are intended for overnight parking, and longer, shall be covered and weather resistant.
 - B. Long-term bicycle racks may include, but are not limited to, covered bicycle racks that meet the standards of short-term bicycle racks; or bicycle lockers or bicycle racks that meet the standards of short-term bicycle racks and are located within a parking structure or other enclosed structure.
 - C. Bicycle lockers shall be anchored in place and have an opening clearance of at least seven (7) feet.
 - D. Long-term bicycle racks must be located no more than one hundred (100) feet from the building entrance that the bicycle rack is intended to serve.



Virginia State Code

§ 15.2-2309. Powers and duties of boards of zoning appeals.

6. To hear and decide applications for special exceptions as may be authorized in the ordinance. The board may impose such conditions relating to the use for which a permit is granted as it may deem necessary in the public interest, including limiting the duration of a permit, and may require a guarantee or bond to ensure that the conditions imposed are being and will continue to be complied with.

No special exception may be granted except after notice and hearing as provided by § 15.2-2204. However, when giving any required notice to the owners, their agents or the occupants of abutting property and property immediately across the street or road from the property affected, the board may give such notice by first-class mail rather than by registered or certified mail.

Written Testimony Received

Recommendations to Board of Zoning Appeals on request to amend an existing Conditional Use Permit, and to Town Council on request for modifications of site plan requirements for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 Zoning District.

Testimony Number	Name of Submitter	Address of Submitter
1	Penny Oszak & Elizabeth DiFrancisco	221 Nutley St NW & 434 Knoll St NW
2	Howard Uman	114 Wilmar Pl NW
3	Pablo Perez	501 Windover Ave NW
4	Melissa Maillett	214 Nutley St NW
5	Penny Oszak	221 Nutley St NW
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GREEN HEDGES SCHOOL INTRODUCTION AND PURPOSE OF THIS DOCUMENT

This document has been prepared by residents living adjacent to and impacted by Green Hedges School to provide Town Council, reviewing or approval boards, Town staff, and the public with a comprehensive, factual, and consolidated record of the School's historical approvals, governing conditions, and neighborhood impacts. It is also intended to evaluate and place the School's proposed Conditional Use Permit (CUP) and Site Plan Modification applications within their full historical, regulatory, and neighborhood context.

Green Hedges School has operated at 415 Windover Avenue since 1955 and has pursued repeated expansions through a series of CUPs, Site Plan Modifications, variances, and related approvals granted over multiple decades. These approvals were granted incrementally, often by different reviewing bodies, and frequently included specific conditions intended to limit intensity of use and mitigate impacts on the surrounding residential neighborhood. Unless expressly modified or superseded, those conditions remain in full force and effect.

Over time, the accumulation of approvals—combined with uncompleted commitments, missed deadlines, and evolving interpretations of prior conditions—has created ambiguity regarding which restrictions remain applicable and how they should be enforced. This document is intended to eliminate that ambiguity by providing a complete and organized record of prior approvals and their associated conditions.

The first portion of this document (*Green Hedges School History 1955-2017 p2*):

- Provides a chronological history of Green Hedges School's expansions and approvals from 1955 through the present;
- Identifies conditions, restrictions, and limitations imposed through prior CUPs and Site Plans that remain applicable unless expressly superseded;
- Documents patterns of incomplete or delayed implementation of approved improvements, including buffers, lighting, sidewalks, and other neighborhood protections;
- Summarizes longstanding and ongoing neighborhood impacts, including traffic congestion, parking shortages, noise, excessive density, prolonged construction impacts, and inadequate buffering; as well as the history of enforcement complaints associated with these issues.

The second portion of the document (*Green Hedges School Current Application & Neighbors' Concerns p5*):

- Outlines the scope, scale, and intensity of the proposed development;
- Identifies the zoning variances and modifications being requested, as well as the proposed phasing of construction; and
- Considers the cumulative impacts of the proposed expansion in light of the site's historical approvals, existing neighborhood conditions, and the residential zoning context in which the School operates.

Finally, the document sets forth specific, enforceable conditions recommended by neighboring residents should any new CUP or Site Plan approval be granted (*Neighbors Recommended CUP Conditions p11*). These recommended conditions are intended to mitigate documented impacts, ensure compliance with applicable zoning standards, establish clear operational limits, and provide enforceable timelines and accountability mechanisms. They are also intended to avoid the ambiguity and enforcement challenges that have resulted from fragmented and overlapping approvals in the past.

The purpose of this document is not to oppose reasonable, code-compliant improvements to Green Hedges School's facilities. Rather, it is to ensure that any future approvals are informed by the complete historical record, reflect the cumulative impacts of past and proposed development, and appropriately balance the School's operational objectives with the **health, safety, and quality of life of the surrounding residential community.**

GREEN HEDGES SCHOOL HISTORY 1955-2017

Green Hedges School has been located in the Town of Vienna at 415 Windover Ave since 1955 and has pursued repeated expansions over the past seven decades.

Conditional Use Permits (CUPs) and Site Plan Modifications – 1961 - 2017

CUPs and/or Site Plan Modifications for Green Hedges School have been approved for the following years:

- 1961. Student increase from 60 to 75. Town Attorney letter dated 4/6/1961 determined that increase in students would not change the non-conforming use.
- 1964. Additional classroom, bathroom, and exit driveway.
- 1970. Addition of a one-story building with two additional classrooms, and student increase to 100. Construction **was not completed until 1976-1977**.
- 1978. Add an addition, add a parking lot behind the existing buildings, and student increase to 120.
- 1981. Lot consolidation to include 427 Windover (Rice Art Center) to be used for additional classrooms.
- 1985. Build an additional 4,700 square feet of space as a multi-purpose type building with two classrooms and two additional bathrooms, student increase to 190. A condition of the approval required construction to be completed by May 1987; due to delays, the condition was modified to require **that construction begin by May 1987**.
- 1997. Construction of two additional class rooms and consolidation of Kilmer residence and rear yards of 221 and 227 Nutley St NW (four lots consolidated into one). Add a new driveway along Windover Ave to include on-site parking spaces. This was the **last Site Plan modification to be reviewed and approved by Town Council; construction was not completed until 2000**. This project was widely viewed as **the last expansion that could be reasonably accommodated** within the surrounding neighborhood. This understanding was documented in the Town Council Meeting held on December 15th, 1997.
- 2000. Construction of a 6,750 square foot playing field behind 227 and 221 Nutley St NW.
- 2007. Demolish the Stable Building and incorporate it with the expanded Kilmer Hall. New additions would be constructed on both one- and two-story platforms at the existing one-story Kilmer Hall. Construction of a 2-story tall underground athletic center. Reconfigure the existing entry drive and parking area (restripe 54 space parking lot. Create additional green space. Add a sidewalk along the Nutley St Entrance. Replace existing lighting to be compliant. Demolish 227 Nutley St and the existing athletic field be relocated to the 227 Nutley St site. Full Time Equivalent increase to 37.
 - Approved by Board of Zoning Appeals only as a three-phase, 12–15-year project; **only the second story additional to the Stable was completed in 2013**. While not all Site Plan Modifications require Town Council review, the scale and scope of this modification **were significant and should have been reviewed and approved by Town Council**.
- 2017. Lot consolidation of 202 Lewis St @ approximately .023 acres to establish an educational garden. Full Time Equivalent increase from 37 to 42. Utilize two parking spaces to increase total parking at 415 Windover Ave to 57 spaces.

Historic Conditions and Restrictions (1961–2017)

During the 2017 CUP expansion proceedings, the Town Attorney was consulted and advised that a subsequent CUP application does not reopen, negate or otherwise invalidate prior approved uses, conditions, or future improvement approvals. Accordingly, all conditions, restrictions, variances improved under prior CUPs and Site Plans remain in full force and effect unless expressly modified or superseded by a later CUP or Site Plan Approval.

Given Green Hedges School’s long history of incremental approvals spanning multiple decades, we strongly recommend that any future CUP and/or Site Plan approval expressly incorporate, restate, and replace all prior conditions and variances, thereby superseding earlier CUPs and Site Plans in their entirety. This approach would eliminate ambiguity, ensure enforceability, and provide clarity for the Town, the School, and surrounding neighbors.

The following is what the neighbors believe to be the complete list of applicable CUP conditions and restrictions approved between 1964 and 2017 (based upon historical CUPs):

1970

- All permanent parking spaces shall be to the rear of the proposed building.
- No prepared parking spaces shall be developed along the entrance driveway between Nutley St and the permanent parking areas.

1978

- The edge of the parking lot will be screened with fast growing trees and shrubbery. **Complaints filed.**
- Two speed bumps will be installed between the new parking lot and Nutley St.

1981

- Use of the Rice Arts Center is limited solely to classrooms and storage of instructional materials. **Complaint filed.**

1985

- No parking or standing permitted on Nutley St. **Complaints filed.**
- Student enrollment increased to a maximum of 190 students.

1996

- Waiver from public street improvement requirements, in lieu of which Green Hedges was required to construct a storm drainage system along the northwesterly side of Windover Ave connecting to an existing system near Nutley St.
- The Kilmer House may be used as a residence only until Mrs. Kilmer vacates the premises; thereafter, use by Green Hedges is limited solely to administrative services.
- Additional escrow contribution of up to \$2,000, not to exceed a total of \$7,000, for the Town of Vienna to construct a meandering asphalt sidewalk from the southerly Green Hedges driveway along Windover Ave to the intersection of Windover and Nutley.
- Town Council's site plan modification was approved based upon statements from the Chair of the Board of Directors for Green Hedges School that there are no plans to increase enrollment, staff or facilities (other than that considered by the Town Council on December 15, 1997), **nor are any such additions likely to be approved by the Town in the future.** This was added to the CUP order. **Complaints filed.**

2000

- Use of the athletic field by the School is limited to school hours of operation between 8:00 a.m. and 6:00 p.m. daily. **Complaints filed.**

2007

- Maximum 190 students.
- Hours of school activities:
 - Normal school activities, including daily physical education and after-school programs: 7:00 a.m. – 6:00 p.m., Monday through Friday.
 - Extracurricular activities, special events, and infrequent or intermittent activities: **Complaints filed.**
 - Weekdays: until 9:00 p.m.
 - Saturdays: 9:00 a.m. – 5:00 p.m.
 - Sundays: 10:00 a.m. – 2:00 p.m.
 - With prior notification and approval from abutting neighbors, one-time events outside these hours may be permitted. Board of Trustees meetings are permitted on Sunday evenings. **Complaints filed.**
 - Rental of school facilities, including the underground athletic facility when completed, is limited to: **Complaints filed.**
 - Weekdays: 3:00 p.m. – 9:00 p.m.
 - Saturdays: 9:00 a.m. – 5:00 p.m.
 - Sundays: 9:30 a.m. – 2:00 p.m.
- The School shall mitigate negative impacts to the surrounding neighborhood from traffic and parking for all activities, including facility rentals, and shall provide and enforce off-street parking. **Complaints filed.**
- Priority scheduling and reduced rental rates for neighborhood youth teams, clubs, and organizations.
- Maximum capacity of the athletic facility limited to 375 persons, or the Fire Marshall's limit, whichever is less.
- Construction may be phased; however, the first phase must commence within 18 months of CUP approval. **Complaints filed.**

- Rental policies and one-time events to be reviewed annually, or as needed, with abutting neighbors and the Town’s Director of Planning and Zoning.
- Best efforts to preserve existing trees on neighboring properties. **Complaints filed.**

2017

- Increase in Full Time Equivalent employees from 37 to 42.
- Two parking spaces at 202 Lewis St restricted to maintenance, custodial, and administrative personnel only; signage required. **Complaints filed.**
- Two parking spaces at 202 Lewis St to be screened with landscaping consistent with the approved Site Development Plan (5’ evergreens along Lewis St and 8’ evergreens along the northern property boundary). **Complaints filed.**
- Total parking spaces at 415 Windover Ave and 202 Lewis St not to exceed 56. **Complaints filed.**
- Maximum lot coverage of 31.22%.

Pattern of Uncompleted Commitments

Over decades, numerous CUPs and Site Plan modifications were approved yet portions of the work were **never started or completed.** As a result:

- Promised buffers, green space, sidewalks, and compliant lighting were not delivered
- Meanwhile the School benefited from increased density, enrollment and staffing

Given the long history of approvals and the ongoing, well-documented impacts to the surrounding community, further expansion of this site exceeds the reasonable capacity of the neighborhood and warrants formal recognition by the Town Council.

Longstanding Neighborhood Impacts

Since **1964**, surrounding neighbors have consistently raised concerns regarding:

- Excessive **density**
- **Traffic** congestion
- **Parking** shortages
- **Lack** of Buffers
- **Prolonged impact of construction activity**
- **Noise** Impacts
- **Storm Water** issues

Enforcement History

To date, neighbors have filed **over 80 Complaints** against the School (see Appendix A). While not every complaint resulted in a zoning violation, the volume and consistency of these complaints underscore the ongoing and significant impacts the School has had on the surrounding neighbors’ quality of life.

GREEN HEDGES SCHOOL CURRENT APPLICATION

Recent Expansion Efforts – 2022 - 2026

In 2022, Green Hedges School began planning for another expansion and submitted a Conditional Use Permit application and Site Plan modification in **October 2023**. Based on Town feedback, the School spent the following 2 years revising its proposal and submitted a new CUP and Site Plan Modification on **July 29, 2025**.

While the CUP and Site Plan modification are separate applications, the School has stated its proposed updates and improvements are **contingent upon approval of both**.

Proposed Development:

Green Hedges School proposes the following improvements and operational changes as part of its 2025 application:

- Renovation and expansion of Kilmer Hall, the main school building
 - Existing: approximately 15,495 square feet in a single story
 - Proposed: 38,860 square feet in a single level
 - Notably, portions of the Schools' narrative characterize this as an increase of approximately 6,445 square feet, **which appears inconsistent with the stated total building size**
- Demolition of the Rice Arts Center (approximately 2,197 square feet) and construction of a new Academic Building in the same general location,
 - Proposed Building: 35-foot tall, 12,690 square feet
- Enrollment increase to maximum of 225 students, phased at ten additional students per year beginning after the issuance of the Occupancy Permit for the New Academic building
- Staff increase to a maximum of 50 full-time employees, phased at two additional full-time employees per school year following the issuance of the Occupancy Permit,
- Parking and circulation improvements, including
 - A total of 66 code-compliant parking spaces
 - Improved vehicular circulation and additional on-site car queuing capacity
- Relocation and expansion of the recreation field to Windover Ave and Lewis St areas
- Updates to playground areas along Knoll St and Windover Ave
- Stormwater management improvements to meet current state requirements
- Landscaping and fencing enhancements along School perimeter to provide a visual and acoustic buffering for adjacent properties
- Dedication of right-of-way along Lewis St and construction of new sidewalks along Lewis St and Windover Ave

Construction Phasing

The School proposes phased 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
 - Demolition of Rice Arts Center and construction of the New Academic Building.
 - Construction of new parking areas
 - Construction of new grass field
 - Installation of bicycle parking
 - Landscaping enhancements
 - Construction of new fencing
 - Construction of sidewalks along Lewis St and Windover Ave
- Phase 2
 - Renovation and expansion of Kilmer Hall
 - Construction of new playgrounds
 - Additional landscaping improvements within playground areas

Variations and Modifications Requested

The School is requesting the following modifications to the Town's Zoning Code

- Section 18-824(7): Extension of the commencement period for construction from 6 months to 24 months following issuance of the CUP
- Section 18-218.2: Modification of lot coverage requirements from the permitted 25% to 47.8%
 - The School is currently approved for up to 32.2% coverage
- Section 18-402: Modification of required frontage improvements to allow for a modified sidewalk configuration and street section on Lewis St and Windover Ave
- Section 18-582: Waiver of the requirement for a dedicated loading space (one per every 100,000 square feet of gross floor area) with loading proposed to be accommodated elsewhere on site
- Section 18-560: Modification of interior parking lot landscaping, (one landscaping island per ten parking spaces) to allow for underground stormwater facilities in both parking areas
- Section 18-561.1: Modification of the required 15-foot buffer with approximately **56% of the property not meeting the minimum buffer width**
- Section 18-583: Modification of bicycle parking requirements, specifically the long-term parking standard (one short-term and one long-term space per 2,500 square feet)

NEIGHBORS' CONCERNS

The neighbors' long standing and primary concerns related to Green Hedges School have consistently centered on density, traffic, parking, inadequate buffers, and noise. The current application proposes increases in density and traffic, does not comply with required buffer standards, and does nothing to mitigate existing noise impacts. In several respects, it exacerbates them.

Phasing and Completion Deadline

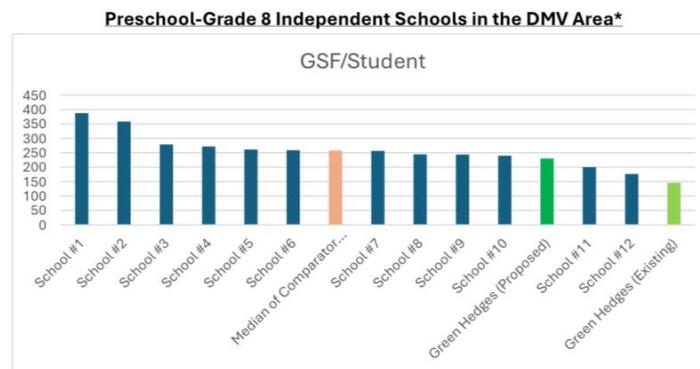
The current Green Hedges proposal anticipates a multi-year construction period. Given the School's documented history of missed deadlines and subsequent unreviewed and unapproved site plans, the neighboring community insists that any approvals be conditioned on a firm timeline.

Specifically, all approved phases of the Site Plan must be fully completed within three (3) years of final approval by both the Board of Zoning Appeals and the Town Council. Failure to complete all phases within this three-year period shall result in the automatic revocation of the Conditional Use Permit. In such event, Green Hedges School shall be required to submit and obtain approval of an amended CUP and Site Plan.

Additionally, to the extent practicable, all improvements facing or impacting neighboring residential properties – including but not limited to buffers, fencing or walls, and lighting – shall be completed prior to the commencement of any other site modifications or construction activities.

Density and Institutional Expansion in a Residential Neighborhood

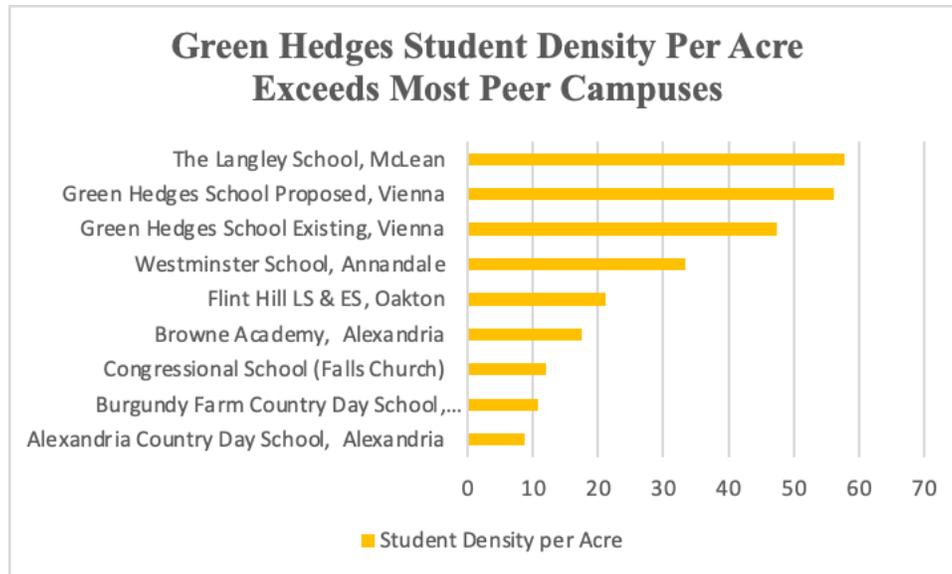
Green Hedges has stated that its need to expand is driven by the fact that the existing school is “significantly undersized (56% vs. median) relative to peer preschool–Grade 8 independent schools in the DMV area.” Despite operating within a residential neighborhood with limited expansion capacity, the School's stated objective is to reach approximately 91% of the median gross square footage (GSF) per student for comparable private schools.



* Comparator school Gross Square Footage based on The Stonehouse Group database and last published enrollment. Schools include: Alexandria Country Day School, Browne Academy, Burgundy Farm Country Day School, Capitol Hill Day School, Congressional School, Flint Hill LS+MS, Harford Day School, Langley School, Lowell School, The River School, Westminster School, Woods Academy.

*Chart taken from the Green Hedges Campus Plan

A further review of the Virginia peer schools reflects the following student/density parameters. As shown in the chart below, Green Hedges School's proposed student density per acre is among the highest when compared to their peer independent schools in Northern Virginia, exceeding both its existing condition and the densities observed at most peer campuses. Several comparative schools achieve lower student density through substantially larger campus acreage, **underscoring the relationship between site size and operational intensity.**



Green Hedges further asserts that increased enrollment is necessary to maintain competitiveness with other independent schools throughout Northern Virginia, the District of Columbia, and suburban Maryland, citing rising operational costs and a fixed tuition base at 190 students.

The surrounding residential neighbors should not bear the burden of enabling a private institution to remain competitive with schools located outside the Town of Vienna, particularly where those schools are sited on substantially larger campuses or in non-residential zoning districts.

We are confident that the Town Council would not support granting restaurants, retail establishments, or office facilities zoning variances that fundamentally alter the Town’s character – such as expanded hours of operation, reduced parking requirements, or increased lot coverage – simply to make those businesses “more competitive” with similar uses in neighboring jurisdictions.

Green Hedges School is a private institution operating within a residential zoning district. Granting variances on the basis of competitiveness in this context establishes an inconsistent and concerning precedent, raising the question of why this applicant should be treated differently from other private entities subject to the same zoning constraints.

Lot Coverage and Inappropriate Comparisons

While modifications to lot coverage are sometimes granted for institutional uses in residential zoning districts, such allowances are typically made for public or governmental uses that serve a broader civic purpose. The School’s comparison of its lot coverage modification to public schools or a police station is inappropriate.

A private school is not required to expand to fulfill a public mandate. This expansion is discretionary and serves the School’s interest and it is not essential.

Although the proposed expanded facilities may physically accommodate additional students and staff, the surrounding residential neighborhood cannot accommodate the resulting impacts.

Phase 2 Proposed Expansion and Intensity of Use

In Phase 2, the School proposes expanding the Multi-Purpose Room into a gymnasium and enhanced performance space. Such a facility has the potential to **significantly increase the intensity of use, particularly if rented or used outside of normal school hours.**

To prevent impacts that would be incompatible with the surrounding residential neighborhood, any approval should include clear and enforceable conditions limiting:

- Days and hours of use
- Maximum occupancy
- Permitted users (e.g., school-only use)

Additionally, Green Hedges already lacks sufficient on-site parking to support its current extracurricular activities. Increasing enrollment, staffing and rental use will further compound existing parking and traffic issues.

Review of the School’s Supplemental Submission

The School submitted a supplemental document asserting that the Campus Plan improves conditions while supporting increased enrollment and faculty, addressing:

- Traffic and Circulation, particularly at arrival and dismissal
 - Note: **Faculty and staff were not included in the traffic analysis.**
- Buffers with contiguous residential properties
- Sound Management
- Stormwater Management

Buffers

The neighbors oppose any modification to the required buffer zones. The school acknowledges that its current proposal cannot meet zoning buffer requirements. That burden should not be shifted to the surrounding residents. Instead, the School should revise its plans to comply fully with all applicable zoning codes.

All required buffers should include dense, year-round plantings. Existing “buffers” at 434 Knoll St and 206 Lewis St are routinely cut back each fall, rendering them ineffective.

Because children currently play directly adjacent to neighboring fence lines, the neighbors request a condition requiring that **all buffer zones be designated as passive areas**, with **NO human activity** permitted other than maintenance.

Regardless of ownership, the property at 206 Lewis St is not included in the campus improvement plan and should therefore be required to meet all applicable zoning requirements independently.

Sound Management

The School provided a sound analysis based on data collected between Saturday, October 11, through Monday, October 13th and Monday, October 27 and Thursday, October 30, 2025 correlating sound levels with arrival, playground, lunch, recess, and dismissal periods.

In the absence of a Town of Vienna noise ordinance with specific decibel limitations, the Fairfax County Noise Ordinance (Chapter 108.1-4-2.) provides guidance. In residential areas between 7:00am and 10:00pm, continuous sound levels must be below 60 dBA.

Date	Continuous Sound, dBA 7AM - 10PM (Max 60 dBA)	Impulse Sound, dBA 7AM - 10PM (Max 100 dBA)	Notes
Oct 11, 2025	45	66	No School Day
Oct 12, 2025	53*	69	No School Day
Oct 13, 2025	42	68	No School Day
Oct 27, 2025	53	83	School Day
Oct 28, 2025	54	87	School Day
Oct 29, 2025	54	84	School Day

*Note, the data trend showed gradual increase in decibels representative of yard work around the area

*Chart taken from Green Hedges Campus Plan

The School asserts that the proposed increase in enrollment would result in only negligible increases in noise levels and that an installation of a six-foot wooden fence would provide an estimated 5-8 dBA reduction.

However, the above chart indicates a substantial increase in sound levels (**+20 dBA**) generated by School operations.

Neighbors have concerns regarding the methodology, timing, and completeness of the School's sound data collection and have formally requested from the School additional data points to allow for a more accurate and representative analysis.

In parallel, neighbors are conducting an independent sound analysis to evaluate existing and projected noise impacts.

NEIGHBOR RECOMMENDED CUP CONDITIONS

Should Green Hedges be granted a new Conditional Use Permit and/or Site Plan approval, the neighbors respectfully request the following conditions be included as binding and enforceable conditions of approval. These conditions are intended to mitigate ongoing and documented School impacts to the surrounding residential neighborhood.

1. **Kilmer House Use and Exterior**
The Kilmer House shall be used solely for administrative office purposes. No exterior alterations, expansions, or modifications to the structure shall be permitted.
2. **School Days and Hours of Operation**
Green Hedges School operations shall be limited to Monday through Friday, 7:00 a.m. to 6:00 p.m., except as otherwise expressly permitted under this CUP.
3. **Maximum Enrollment and Staffing**
The School shall not exceed 190 students and 42 full-time equivalent employees at any time.
4. **Parking Maximum**
The total number of parking spaces at 415 Windover Ave shall not exceed 66 spaces.
5. **Lot Coverage**
Total lot coverage shall not exceed 31.22 percent.
6. **Project Phasing and Completion**
The approved project may be constructed in phases; however, all phases shall be completed within three (3) years of final approval by the Board of Zoning Appeals and the Town Council. Failure to complete all phases within three (3) years shall result in revocation of the Conditional Use Permit, and Green Hedges School shall be required to apply for an amendment to the CUP and Site Plan.
7. **Corrective Drainage Improvements**
Corrective grading to address existing drainage issues affecting the rear yards of 434 Knoll St and 416 Knoll St shall be completed by the applicant prior to issuance of the CUP, as determined necessary by the Department of Public Works and upon request of other abutting property owners.
8. **Construction Traffic Timing Restrictions**
Construction vehicles and equipment, other than passenger cars, vans, or pickup trucks, shall not enter or exit the site between 6:30–8:30 a.m. and 3:00–6:00 p.m. during the school year.
9. **Construction Parking Restrictions**
All construction vehicles and equipment shall be parked on-site or at an approved off-street location. No construction-related parking shall be permitted on Windover Ave, Lewis St, Nutley Str, or Knoll St.
10. **Occupancy Limits**
Maximum occupancy of any multi-purpose room, auditorium, gymnasium, or other communal space shall not exceed limits established by the Fire Marshall.
11. **Noise Ordinance**
All contractors and vendors shall be subject to the Town of Vienna noise ordinances, and the School shall be responsible for compliance. Repeated violations by contractors shall be deemed violations by the School.
12. **Student Drop-Off and Vehicle Stacking**
All student drop-off and pick up shall occur entirely on-site only. All vehicles shall enter the site and utilize designated on-site drop-off and pick-up areas. Vehicle stacking shall be accommodated exclusively on-site. Under no circumstances shall vehicles queue or stage off-site. If on-site stacking capacity is reached, vehicles shall be directed to continuously circulate until space becomes available. Green Hedges shall be

solely responsible for enforcing this condition, including the provision of on-site staff or the hiring of police officers to manage traffic and ensure compliance.

13. On-Site Parking and Overflow Parking

All parking shall occur on-site within areas shown on the approved Site Plan. No overflow parking shall be permitted on surrounding streets, including Nutley St, Windover Ave, Knoll St, or Lewis St. Off-site parking shall be secured for overflow events or rentals, and staff shall be assigned to direct traffic accordingly.

14. Buffering and Landscaping

No modification or reduction of required buffers shall be permitted. All buffers shall comply fully with the applicable zoning code. Buffer areas shall include dense, year-round vegetative screening, consisting of a continuous barrier of evergreen trees to provide visual and noise attenuation throughout all seasons. Buffer plantings shall not be cut back, thinned, or removed except for maintenance or replacement of dead or diseased material, subject to Town approval. All buffer areas shall be designated as passive space. No playground use, circulation, storage, seating or programmed activity shall occur within buffer zones.

15. Fencing and Masonry Walls

A minimum six-foot (6') solid wood fence shall be installed along all property lines abutting residential uses. A minimum six-foot (6') masonry wall shall be required wherever driveways, loading areas, or parking areas directly abut residential properties. All fencing and masonry walls shall be permanently maintained in good condition. Any damaged, deteriorated, or removed fencing shall be promptly repaired or replaced to ensure continuous compliance with applicable screening and buffering requirements.

16. Rental Use Restrictions

Rental use shall be limited to internal school buildings only and shall not include outdoor facilities. Rental hours shall be limited to Monday–Friday, 3:00–8:00 p.m., and Saturday, 9:00 a.m.–2:00 p.m. The campus shall be fully closed within one (1) hour of the last scheduled activity. Rental group size shall not exceed 20 participants. Rental policies and one-time events shall be reviewed annually, or as needed, with abutting neighbors and the Director of Planning and Zoning.

17. The gymnasium and performance space or multi-purpose room shall be used exclusively for school-related activities. Rental, leasing, or use by outside organizations or individuals shall be prohibited. Use of the gymnasium shall be limited to:

- School days between 8am and 6pm
- School sponsored events only
- Maximum occupancy shall not exceed limits set by the Fire Marshall

18. Special Events and Extracurricular Activities

Special events and extracurricular activities shall be limited to 12 events per school calendar year. Weekday events shall conclude with campus closure by 9:00 p.m. Saturday events shall occur between 9:00 a.m. and 2:00 p.m., with campus closure by 3:00 p.m. Written mail and email notice of all such special events and extracurricular activities shall be provided to abutting neighbors at least two (2) weeks in advance.

19. Outdoor Play Areas

Outdoor recreational play areas shall not be located adjacent to residential property lines without required buffer separation. Outdoor student activity shall be limited to designated areas shown on the approved Site Plan. Use of outdoor recreational play areas shall be limited to Monday–Friday, 8:00 a.m.–6:00 p.m. Use of outdoor areas shall be continuously monitored by staff at all times. No more than 40 children shall be outdoors at any one time during standard school days and hours. No lighting shall be permitted, and play areas shall be fenced.

20. Noise Controls

The use of outdoor amplification, including whistles, speakers, bullhorns, or PA systems shall be prohibited. The proposed six-foot wooden fence shall not substitute for required buffers and shall not be relied upon as the sole noise mitigation measure

21. **Mechanical Equipment and Noise Mitigation**
Generators, HVAC systems, and mechanical equipment shall be located toward the interior of the site, with components placed indoors to the maximum extent feasible. All equipment shall comply with zoning noise and screening.
22. **Solid Waste and Refuse Collection**
Dumpsters and refuse areas shall be located as far from residential properties as practicable. Dumpsters and refuse areas shall be fully compliant with all zoning enclosure and screening standards.
23. **Outdoor Lighting**
Outdoor lighting shall not exceed 12 feet in height and shall be fully shielded and directed downward away from adjacent residential properties. No exterior lighting shall remain illuminated after 7pm, except for safety lighting.
24. **Upon approval of this Conditional Use Permit and any associated Site Plan, all prior Conditional Use Permits, Site Plans, special exceptions, variances, approvals, and associated conditions previously granted for Green Hedges School are hereby expressly superseded, replaced, and rendered null and void.**
25. **This Conditional Use Permit and associated Site Plan shall constitute the sole and controlling land use authorization governing the use, operation, development, and expansion of Green Hedges School. No prior approval, condition, or representation shall have any force or effect unless it is expressly incorporated into this Conditional Use Permit.**

IN CLOSING

Neighborhood residents recognize Green Hedges School's right to maintain and improve its facilities, so long as those improvements comply with the residential zoning standards that protect our community. We would support such efforts just as we would for any other neighbor.

Residents object to repeated requests for preferential treatment through additional zoning allowances, variances, or expanded conditional use permissions that would further intensify use of the property and impose added impacts on an already burdened residential neighborhood. Residents therefore urge the Town Council to reaffirm and enforce strict compliance with all existing CUP and zoning conditions, including those governing noise, buffering, and operational limitations, in order to protect the health, safety, and welfare of the surrounding community.

Over the past several years, residents have filed numerous formal complaints documenting recurring impacts associated with the School's operations, including noise, traffic, and parking concerns, as well as issues related to compliance with existing conditions. These complaints reflect a consistent pattern of impacts rather than isolated or occasional incidents and have required repeated Town attention. While the School continues to operate under its current approvals, the documented issues raise reasonable concerns regarding the site's ability to accommodate additional intensity. Taken together, this record provides a sound basis for the Town Council to carefully evaluate whether further expansion would be compatible with the surrounding neighborhood or serve the public interest.

APPENDIX A

See File Attached in email sent to ToV on 1/5/2026 Named:

Zoning and CUP Complaints Reported to ToV DPZ_Green Hedges School_12-22-2025.pdf

**Zoning and Conditional Use Permit (CUP) Complaints to the Department of Planning and Zoning related to the
Green Hedges School, 415 Windover Ave NW, Vienna**

No.	Applicable Requirement per CUP and/or Zoning	Date of Alleged Violation	Complaint Details	Date Reported (Email Date)	Violation Determination Y/N	Town of Vienna Zoning Administrator Opinion/Resolution
1	2007 CUP - rental of school building	4/25/2022, 5/9/2022, 6/6/2022	Rental of outside grounds.	4/26/2022, 5/9/2022, 6/6/2022	Y	Zoning violation: The Notice of Violation sent by Town of Vienna to Green Hedges dated May 20, 2022 indicated that the rental of the property is not permitted for activities on the playing fields or the parking lots, but for inside the building. The Green Hedges School acknowledged this violation, and stated they would contain the rental uses to the interior of the building.
2	2007 CUP - infrequent events extending beyond school hours	4/29/2022, 6/2/2022	Several vs infrequent events and lack of notification of such events to abutting neighbors. "As a follow up to this complaint, I'd like to inform you that "Field Day", identified below as scheduled for 5/27, apparently was rescheduled to today without any notification to neighbors. I recognize that the school can schedule special events during school hours but this event is held outside. In addition to the expected increase in noise levels, (I had to move my activity indoors), it also included a balloon popping machine that sounds like gunfire pops. After what happened in Texas last week, this was unnerving to say the least. When I heard the increased noise level, I texted the headmaster to ask if it was Field Day. Once I heard the gun pops, I again texted saying, I heard gun fire. Shortly there after an email was sent out saying the school campus was fine and they had rescheduled Field Day to today. So gunfire popping was actually the balloon machine and screaming was excitement. This just again highlights the need for better notification to neighbors for these sorts of events. I've attached 2 voice recordings that reflect the "excitement" <25> and the "popping" <18> sounds."	4/29/2022, 6/2/2022	Y/N	Rentals of the Green Hedges facility are permitted per the Conditional Use Permits. Zoning violation: The failure to provide notification for such events is a violation of the 2007 Conditional Use Permit. At a follow-up meeting to the May 2022 Notice of Violation, Town of Vienna staff emphasized the need to maintain the requirements of the Conditional Use Permit by limiting the number of events to being infrequent, and by providing on-site and off-site non-street over-flow parking for use by event attendees. Since the follow-up meeting, Green Hedges has provided the community and Town staff a list of events to be held at the school, and information about parking options that would be sent to the attendees of these events. Staff has also asked that signage be provided for the event, so that attendees can know where off-site off-street parking is provided.
3	2017 CUP - Parking space for 2 spots at Meadow Garden on Lewis Street, CUP requirements for signage restricting parking use to School Staff and tree screening per CUP.	5/6/2022, 5/17/2022, 6/21/2022	More than 2 cars parked in Meadow Garden, No signage per CUP, lack of tree screening per CUP "According to the 2017 CUP, parking in the "Meadow Garden" located at 202 Lewis Street is limited to TWO parking spots. On May 6th, 2022, it was observed that FOUR cars were parked in the 2 spot parking space. See photo #1. Additionally, the 2017 CUP was approved based upon the fact that screening of the parking spaces from the surrounding neighborhood would include 5 ft evergreen trees to be planted along Lewis St frontage and 8 foot evergreens to be planted along the northern property boundary. As you can see from Photos #2, such tree screening does not exist. from Photos #2, such tree screening does not exist."	5/6/2022, 5/9/2022, 5/17/2022, 6/21/2022	Y	Zoning violation: The Town found that Green Hedges was not compliant with the 2017 Conditional Use site plan provision that 1) limited parking to no more than two cars at Meadow Garden (200 Lewis Street) and 2) required appropriate parking signage. These violations were included in the May 2022 Notice of Violation that was sent to Green Hedges. The Green Hedges School placed a sign restricting parking to two cars for maintenance staff per the Conditional Use Permit. In response to the concern about tree screening and required landscaping, the Town Arborist reviewed the existing plantings and found that the existing plantings are similar in quantity and species to those approved within the 2017 Conditional Use Permit.
4	2000 CUP - Hours of Use of Athletic Field restricted to M-F 8-6.	5/9/2022, 5/12/2022, 6/6/2022	Use of Athletic Field after hours "According to the 2000 CUP, the "athletic field" use is limited to school hours of 8am - 6pm Monday through Friday. The athletic field was being used tonight at 8:10pm by the fitness group. The fitness group is STILL conducting class outdoors (reference Green Hedges Complaint #1 filed by Elizabeth DiFrancisco.). In addition to the parking lot, they are now utilizing the athletic field which is in violation of the 2000 CUP. I respectfully request that the 2000 CUP be enforced and this violation be addressed immediately. The surrounding neighbors and I would like to enjoy our evenings and weekends outside in peace and quiet, in our residential neighborhood."	5/9/2022, 5/12/2022, 6/6/2022	Y	Zoning violation: In the Notice of Violation sent by Town of Vienna to Green Hedges dated May 20, 2022, the school was instructed to maintain the hours for the field use per the 2000 Conditional Use Permit. The Green Hedges School noted that one rental group was using the grounds after hours outside of the school building, and would be directed to move back into the building.
5	2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.	5/11/2022	Off Street Parking not enforced "According to the 2007 CUP, "The School shall continue to mitigate any negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the School's facilities. The School shall provide and enforce off-street parking for all such activities." This afternoon Green Hedges held a 3rd grade musical. In addition to parking on the athletic field right outside my fence line, cars were parked on Windover Ave and Nutley St NW. Please see pictures attached. I respectfully request that the 2007 CUP be enforced and this violation be addressed immediately. Please note these violations are not new. However, the surrounding neighbors and I have had enough. We will continue to document each and every violation as they occur."	5/11/2022, 5/12/2022	Y	Zoning violation: In the Notice of Violation sent by Town of Vienna to Green Hedges dated May 20, 2022, the school was instructed to follow the CUP provision to mitigate the impact of events by ensuring the provision of off-site off-street parking for those events. In addition, Green Hedges was instructed to follow the requirement of the zoning code that parking may be only on improved surfaces (e.g., not on athletic fields). The Green Hedges School provided a list of events that would be held on campus for the remainder of the 2021-2022 school year, and of the parking instructions provided to participants. Staff has requested the 2022-2023 events schedule. UPDATE: The Town of Vienna has subsequently (Complaint #11 changed to #6) received a complaint of parking off-campus during a September 8, 2022 event. Town staff is investigating. If the projected parking demand for the event was within the supply of parking on campus, no violation would have occurred. Parking on a public street is not a zoning or CUP violation.

**Zoning and Conditional Use Permit (CUP) Complaints to the Department of Planning and Zoning related to the
Green Hedges School, 415 Windover Ave NW, Vienna**

No.	Applicable Requirement per CUP and/or Zoning	Date of Alleged Violation	Complaint Details	Date Reported (Email Date)	Violation Determination Y/N	Town of Vienna Zoning Administrator Opinion/Resolution
6a	2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.	5/12/2022	<p>"According to the 2007 CUP, "The School shall continue to mitigate any negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the School's facilities. The School shall provide and enforce off-street parking for all such activities."</p> <p>> This evening, at 7:00pm, May 12, 2022, Green Hedges held yet another school event. In addition to parking on the athletic field, which according to the 2000 CUP is only to be used M-F 8am-6pm, cars were parked along Nutley St NW. Please see pictures attached.</p> <p>In addition, the event ending at 9pm, continued until 9:30pm, as people were exiting the event - loud conversation, car doors slamming, car horns honking. I respectfully request that the 2000 AND 2007 CUP be enforced and this violation be addressed immediately.</p> <p>Please note these violations are not new. However, the surrounding neighbors and I have had enough. We would like to enjoy our evenings in peace and quiet in our residential neighborhood. We will continue to document each and every violation as they occur."</p>	5/12/2022	N	Originally addressed as a response to Comment 6b.
6b	2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.	9/8/2022	<p align="center"><i>(Changed from #11 to match email records)</i> Off Street Parking not enforced</p> <p>"There was a "back to school" night at Green Hedges this evening -9/8/22- and once again cars are parked on Nutley. I did not walk around the neighborhood to check other streets. Clearly this is a violation of their CUP and needs to be addressed and enforced. Other schools hire staff members to direct traffic. Perhaps Green Hedges needs to do so as well In addition to the street parking, there was an extra car in the headmasters driveway. While it could just be a visitor, I am hoping the driveway is not going to be used for parking school events."</p>	9/8/2022	N	<p>The school must provide off-street parking that anticipates event attendance numbers; however, 1) it is not possible to predict attendance and parking demand perfectly, and 2) members of the public are permitted to park on public streets. If unsafe parking conditions are taking place, emergency services should be contacted at the time of the event. The Town will continue to work with the Green Hedges School to update its predictions of parking demand and insist that, when necessary, the school provide off-site off-street parking.</p> <p>Parking on 227 Nutley a is not limited within the Conditional Use Permits.</p>
7	2007 CUP - First phase of construction to begin within 18 months of approval of CUP.	5/19/2022	<p align="center">Phase 1 started April 8, 2013</p> <p>"According to the 2007 CUP granted on March 21, 2007, one the terms of the CUP (reference Section DD # 8) states "construction of improvements may be phased; the first phase of construction shall begin within 18 months of the approval of this conditional use permit."</p> <p>During the recent Planning Commission Work Session on 5/11, where Green Hedges presented their massive expansion plans, Commissioner Kenney inquired as to what was in Phase 1. No one could answer.</p> <p>I submitted a FOIA request for this information and received from the Town of Vienna, the attached letter from Gregory Hembree, then Zoning Administrator for the Town of Vienna. The letter is dated April 8, 2013 and states the Phase 1 Site Development Plan prepared March 21, 2013, consisted of "demolish the existing Stable Building and constructing a new 2-story 26,748sf educational building in approximately the same area. The permit also includes associated site work, including utility connections, sidewalks, and patios."</p> <p>The terms of the 2007 CUP stipulated Phase 1 beginning within 18 months of March 21, 2007 and the letter from Mr. Hembree identifying Phase 1 as the Stable Building construction is dated April 8, 2013, 6 years later NOT 18 months.</p> <p>As such, I respectfully request the 2007 CUP be voided as the CUP conditions were not met and no other phases have started."</p>	5/19/2022	N	<p>Staff has determined that no violation has taken place. Building permits were approved by zoning officials in 2013.</p> <p>If a permit is issued in error, the Town has 6 months from the date of issuance to force a correction of the permit or revoke the permit. Once the 6-month period has passed, the work associated with the permit is vested.</p>
8	2017 CUP - 202 Lewis St consolidation into Green Hedges plat.	5/26/2022	<p align="center">Due to assurances by Green Hedges during 1997 CUP, consolidation should be revoked</p> <p>"I am writing with respect to Green Hedges latest massive expansion plans presented to Planning Commission on 5/11/2022. In that presentation, Green Hedges identified their purchase of yet another SF residential home - 206 Lewis Street in 2020, and indicated their intent to incorporate that property into their plat. The property is currently being used as a rental. In the 5/11 meeting, they had no specific plans for the property use.</p> <p>Green Hedges School purchased 202 Lewis Street in 2015 and was able to gain approval in 2017 to incorporate it into their plat for an "educational garden".</p> <p>However, during the 1997 CUP discussions, Green Hedges repeatedly indicated they would not purchase any more property, construct any additional facilities, nor increase student or staff numbers. For example, Town Council Meetings Minutes dated 12/15/1997, Bullet #6. "It was moved to Amend the Main Motion, that the Main Motion is approved in reliance on assurances that there are no plans to increase enrollment, staff or facilities at Green Hedges School; and upon the expressed understanding and agreement by school representatives, particularly the Chairman of the Board of Director during this proceeding, that no additional facilities will be requested or is likely to be approved by the Town in the foreseeable future."</p> <p>Additionally, in the March 1998 Vienna Newsletter in the Town Council Action Section it states: "Approved a request by Green Hedges School, 415 Windover Ave NW for a site plan modification to increase lot coverage to 34.5%. The modification is granted with the understanding that the school has no plans to increase enrollment or construct additional facilities beyond those cited in the application."</p> <p>Based upon these assurances by Green Hedges, which have been ignored, I respectfully request that the 2017 CUP be voided and NO further consolidation of property into the Green Hedges plat be allowed."</p>	5/26/2022	N	Any such statements made in 1997 were not part of the directive by the BZA. As such, there is no violation of the CUP or any other provision.

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9	CUP - N/A Chapter 10 - OFFENSES, MISCELLANEOUS: Sec. 10-20. - Nuisances—Maintaining prohibited. (Noise Complaint)	Various dates 6/21/2022	"I am writing with respect to Green Hedges School and a general increase in associated noise levels (not associated to special events). Please know, I am fully aware that I moved next to a small private school. I expect to hear children playing and laughing during recess. Children laughing and playing is a wonderful sound. Periodic moments of excitement are anticipated and special events held outdoors will bring increased noise. Over the last few years, children are outside almost all day long and blood curdling screaming is occurring with increased frequency and appears to be the older children. Efforts to address this directly with the school have largely been ignored. According to the Town Noise Ordinance, Section 10-20.1. "excessive, unnecessary or unusually loud noises" that are "unusual and unnatural in their time and place" on residential areas. While children playing at a school is natural, the blood curdling screaming is unusual and interrupting to the peace and quiet of the surrounding neighbors. As such, we are no longer able to enjoy our outdoor space. I have attached voice recordings to provide an example of what I am referring to. I would appreciate the Town assessing this matter and let me know what action can be taken." Increased frequency of unusual noise - Green Hedges Garbage Collection at 6:40AM	6/8/2022, 6/21/2022	Y/N	The Police Department has visited the site in response to complaints, as recently as September 2, 2022. The Police Department has not observed any noise violations. Zoning violation: The May 20, 2022 Notice of Violation stated that events and activities are intended to be interior to the building unless otherwise stated, and that amplification systems are not allowed for events without prior approval.
10	<i>No Complaint No. 10 in email records</i>					
11	<i>Complaint #11 in chronological order was titled "Complaint #6 - Repeat" To match email records, the complaint will be called #6 and #6b.</i>					
12	2007 CUP - rental of school building	9/11/2022	rental of outside grounds "I recognize that the Green Hedges 2007 CUP provides for school facility rentals. However, a school facility as defined in VA Code (see section below) is a building, not a parking lot, playground, or any other outside area. The group that rents the school facility on Sundays utilizes the outdoor playground during their rental time. VA Code Section 15.2-2820. Definitions. "Educational facility" means any building used for instruction of enrolled students, including but not limited to any day-care center, nursery school, public or private school, institution of higher education, medical school, law school, or career and technical education school. I respectfully request that any rentals at Green Hedges take place inside the building (and their rental agreements immediately updated to reflect this)."	9/11/2022	N	This definition is from Code of Virginia Chapter 28.2. Virginia Indoor Clean Air Act, and not a general regulation for school campuses. Other town, county, state, and federal laws require schools and educational facilities to have playgrounds, parking lots, and other exterior features. The Green Hedges School has been instructed to move all rental activities into the building (for example, fitness classes). However, there is no prohibition on users gathering informally outside of the facility or informally using playgrounds and parking lots. The Green Hedges School grounds are open, and some users may not be directly associated with any rental group or school activity after school or permitted activity hours. Doing so does not constitute a zoning or CUP violation on the part of the Green Hedges School as long as other provisions are not violated.
13	2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.	10/1/2022	Off Street Parking not enforced "According to the 2007 CUP, "The School shall continue to mitigate any negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the School's facilities. The School shall provide and enforce off-street parking for all such activities." Today Green Hedges held a school event. We were assured by the Dept of Planning that Green Hedges was mitigating parking on neighboring streets by utilizing offsite parking. From Dept of Planning: "...and that sufficient off-site parking be provided through an agreement with the provider and that signage indicate where that parking is." There was a small sign at 2 Green Hedges entrances telling event goers that additional parking was available at the Elks Lodge. That was clearly not sufficient. The Elks Lodge was at capacity by 11:45. Cars drove through the Elks Lodge, found no parking, and parked on Nutley. I have pictures if required. I respectfully request that the 2007 CUP be enforced and this violation be addressed immediately."	10/1/2022	N	The school must provide off-street parking which anticipates event attendance numbers. In this case, it is possible that the attendance numbers were underestimated. The Town will ask for the Green Hedges School to produce updated estimates of parking demand for future special events, though exact predictions are not possible. In addition, there is no prohibition on members of the public parking on public streets. If unsafe parking conditions are taking place, emergency services should be contacted at the time of the event.
14	2007 CUP - infrequent events extending beyond school hours	11/4/2022	Many vs infrequent events "I recognize that the Green Hedges 2007 CUP allowed for the potential of infrequent activities that may extend beyond the stated school hours. From the 2007 CUP: "Extracurricular Activities, special school events, and similar infrequent activities: the hours of use may be extended to 9:00pm during the week, and between 9:00am to 5:00pm on Saturdays, and 10:00am to 2:00pm on Sundays. With prior notification to abutting neighbors, one-time events, outside these hours, may be allowed. The Board of Trustees meetings shall be permitted to continue on Sunday evenings." The reason for this CUP complaint is that there appears to be several "special school events" and "similar activities" held at Green Hedges. Since Spring, we've been aware of 14 of these events, in addition to multiple summer camps, Thanksgiving Camp and Christmas Camp."	11/4/2022	N	There is no numerical limit event at the school grounds on any Conditional Use Permit. This has been noted as an issue to be recommended for future consideration during Conditional Use Permit processes. The school has been, and will again be, reminded that the CUP allows for infrequent events.
15	2007 CUP - rental of school building	11/13/2022	rental of outside grounds "Hello - for a while after this complaint was filed, the church group did not utilize the playground. However, last week and again today, they were on the playground (With a dog too). Can this please be addressed? Are the rental agreements updated to reflect inside use only??"	11/13/2022	N	The Green Hedges School has been instructed to move all rental activities into the building, but this direction does not prohibit users from informally gathering outside of the facility or using playgrounds and parking lots. The Green Hedges School grounds are open, and some users may come on the property that are, or are not, directly associated with any rental group or school activity, after school or permitted activity hours. Their doing so does not constitute a violation on the part of the Green Hedges School.

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16	2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.	12/5/2022	<p>"Excess of 56 cars parked in parking lot, Nutley St entrance blocked by parked cars, multiple cars parked in residential driveways, cars parked illegally on Windover</p> <p>Green Hedges had an event this morning ~ An 8:15am winter concert. Off campus parking was indicated. Approximately 65 cars were parked in the Green Hedges parking lot where only 56 spots are allowed via their CUP. Additionally, 4 cars were parked in the driveway of 227 Nutley and 6 cars in the Rice Arts Center driveway. What is most disconcerting is the fact that the Nutley St. entrance to the school was blocked by parked cars. The shuttle bus, apparently hired by the school, was unable to pull into the school and had to back all the way out to Nutley St. Should emergency vehicles be required at the school, they would not be able to enter via Nutley St entrance."</p>	12/5/2022	Y/N	<p>The school must provide off-street parking that anticipates event attendance numbers; however, 1) it is not possible to predict attendance and parking demand perfectly, and 2) members of the public are permitted to park on public streets. If unsafe parking conditions are taking place, emergency services should be contacted at the time of the event. The Town will continue to work with the Green Hedges School to update its predictions of parking demand and insist that, when necessary, the school provide off-site off-street parking.</p> <p>Parking on 227 Nutley and the Rice Arts Center driveway is not limited within the Conditional Use Permit. The 2017 Conditional Use site plan places limits on the parking at the Lewis Street garden, but no parking restrictions exist for 227 Nutley, or the Rice Center.</p> <p>Zoning violation: The parking of excess cars on the site, outside of approved parking spaces is a zoning violation. Vehicles shall only be parked in marked approved spots and not block access aisles or exits to/from public rights-of-way. The Green Hedges School has been notified that this is a zoning violation.</p>
17	CUP - N/A Chapter 18 - Zoning: Sec. 18-135. - Additional improvements required.	12/28/2022	<p>"It appears that Green Hedges parking lot lighting is not compliant with Town of Vienna Zoning Code Section 18-135. Sec. 18-135. - Additional improvements required.</p> <p>Where off-street parking areas adjoin a lot in a detached residential zone, said parking areas shall be screened in accordance with the provisions of section 18-172. Any lights used to illuminate said parking areas shall not exceed ten feet in height above grade and shall be so arranged and hooded as to confine all direct light rays entirely within the boundary lines of the parking areas.</p> <p>Green Hedges received approvals for CUP amendments and site plan modifications in 1997, 2000, 2008, and 2015. During any of these modifications, the lighting could have been brought into compliance.</p> <p>Here is a picture of the type of lighting in place.</p> <p>Additionally, as you can see from the 1st photo above, the interior building lights often remain on all night."</p>	12/28/2022	N	<p>The lights posts that exceed 10' in height have been in existence on the site since the 1970s based on previously approved site plan documents. Per the State Code, these fixtures are allowed to remain as they are "vested," an existing condition before the Code Change was made, or a condition maintained for 12 years or more.</p> <p>Staff has notified the Green Hedges School that in the request for expansion, all lighting proposed must be compliant with Sec. 18-135. - Additional improvements required.</p>
18	CUP - N/A Chapter 9 - MOTOR VEHICLES AND TRAFFIC: Sec. 9-13. - Parking in public place in excess of 48 hours prohibited. Chapter 18 - Zoning: Sec. 18-[1]30.	1/5/2023	<p>"Over the last 6 months, the neighbors have noticed cars parked overnight or for several days in the Green Hedges parking lot. Section 9-13 of the Vienna Town Code prohibits parking in a public parking lot in excess of 48 hours. Since this is a private school, this is a private parking lot. Section 18-30 (admittedly related to commercial zone) indicates said parking lot is specifically used by patrons or customers of said business."</p>	1/5/2023	N	<p>Overnight parking in a private lot is not a zoning violation, unless the vehicle is inoperable, untagged, or above a certain weight.</p>
19	CUP - N/A Chapter 9 - MOTOR VEHICLES AND TRAFFIC: Section 9-12.3. - Where stopping, standing or parking prohibited.	Various dates	<p>"I am filing a formal complaint for Green Hedges School. Green Hedges School has an entrance at Nutley St, an exit point on Windover, and a short entry point on Windover, supposedly for visitors, with limited parking for visitors. Green Hedges School drop off and pick up has been to enter on Nutley St and exit on Windover. At some point last year (?), Green Hedges School modified their drop off pick up process (also documented in their expansion application) to drop off and pick up the younger children on Windover. Cars queue up at the visitor entry on Windover and then circle to exit on Windover. Unfortunately, this queuing has occasionally backed up into Windover, but even more egregious is the fact that the entire visitor entry and designated pick up points in front of Kilmer Stable are designated as fire lanes. I realize pick up and drop off may last 30 minutes (?) but 30 minutes in an emergency is valuable time.</p> <p>According to Section 9.12.3 of the Town Code, parking or standing is prohibited in a fire lane and where signs are posted. Please note that the fire lane on Nutley St is also blocked during pick up and drop off as well, so emergency access to the school is not accessible, endangering the school and surrounding residents.</p> <p>I respectfully request this be addressed immediately to ensure our safety. Pictures of fire lanes on Windover visitor entry. Signs on both sides of entry."</p>	1/12/2023	N	<p>The stacking or queuing of occupied vehicles into the right-of-way, or within the site within fire lanes is not a zoning violation.</p> <p>Planning and Zoning staff also conferred with the Police Department, who informed us that they do not consider this concern a matter for enforcement if the vehicle is occupied and moving along with the queue</p>
20	CUP - N/A Chapter 9 - MOTOR VEHICLES AND TRAFFIC: Sec. 9-13. - Parking in public place in excess of 48 hours prohibited. Chapter 18 - Zoning: Sec. 18-[1]30. Requirements.	Various dates	<p>"As previously reported, and in the last 2 weeks, the neighbors have noticed cars parked overnight or for several days in the Green Hedges School parking lot. As per the 2008 CUP, the stated school hours are 7:00am-6:00pm Monday through Friday. Also, per the 2008 CUP, rentals are allowed until 9pm Monday - Friday but currently no rental agreement is in effect beyond 8pm. There is absolutely no provision for overnight use of the school facilities. I recognize that schools are a "conditional permitted use" in a residential zone, however, the days/hours of such use are clearly stated in the CUP. "</p>	1/26/2023	N	<p>Overnight parking in a private lot is not a zoning violation, unless the vehicle is inoperable, untagged, or above a certain weight.</p> <p>The presence of a vehicle is not a use subject to the time restrictions of campus activities.</p>

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21	2000 CUP - Hours of Use of Athletic Field restricted to M-F 8-6, infrequent events extending beyond school hours	1/26/2023	<p align="center">Excessive Noise & 2007 CUP – infrequent events extending beyond school hours</p> <p>"I am filing yet another formal complaint for Green Hedges School. Green Hedges School - see attached - notified neighbors of a class room astronomy event taking place in the school parking lot yesterday evening. However, per their 2000 CUP, the athletic field use is restricted to school use Monday - Friday 8am - 6pm. The kids were on the athletic field, screaming and playing games, well past 6pm. Photos/videos available upon request.</p> <p>I respectfully request that this violation of CUP use be addressed. If the School cannot manage use of the athletic field as per CUP conditions, it should be fenced (as identified in their 2007 CUP) and locked at 6pm to prevent unauthorized access."</p>	1/27/2023	Y	<p>Zoning violation: The Green Hedges School has been notified that the event was a violation of the 200 CUP requirement that the athletic field not be used outside of the hours of 8:00am - 6:00pm. While the event was stated to take place in the parking lot, the event overflowed onto the athletic field.</p>
22	2007 CUP - rental of school building	Various dates	<p align="center">"I am filing a formal complaint for Green Hedges School.</p> <p align="center">Again, the Sunday rental group was outside playing on the playground.</p> <p align="center">This has been reported numerous times. What is being done to address these issues? What can I do to facilitate resolution?"</p>	1/29/2023	N	<p>The Green Hedges School has been instructed to move all rental activities into the building, but this direction does not prohibit users from informally gathering outside of the facility or using playgrounds and parking lots.</p> <p>The Green Hedges School grounds are open, and some users may come on the property that are, or are not, directly associated with any rental group or school activity, after school or permitted activity hours. Their doing so does not constitute a violation on the part of the Green Hedges School.</p>
23	2007 CUP - rental of school building	Various dates	<p>"I am filing a formal complaint for Green Hedges School. I recognize that the Green Hedges 2007 CUP provides for school facility rentals. However, a school facility as defined in VA Code (see section below) is a building, not a parking lot, playground, or any other outside area. The group that rents the school facility on Sundays utilizes the outdoor playground during their rental time.</p> <p align="center">VA Code Section 15.2-2820. Definitions.</p> <p>"Educational facility" means any building used for instruction of enrolled students, including but not limited to any day-care center, nursery school, public or private school, institution of higher education, medical school, law school, or career and technical education school.</p> <p align="center">Given this issue has been reported numerous times to no effect, I respectfully request that all rental privileges at Green Hedges be revoked.</p> <p align="center">Pictures available upon request. "</p>	2/12/2023	N	<p>This definition is from Code of Virginia Chapter 28.2. Virginia Indoor Clean Air Act, and not a general regulation for school campuses. Other town, county, state, and federal laws require schools and educational facilities to have playgrounds, parking lots, and other exterior features.</p> <p>The Green Hedges School has been instructed to move all rental activities into the building (for example, fitness classes). However, there is no prohibition on users gathering informally outside of the facility or informally using playgrounds and parking lots.</p> <p>The Green Hedges School grounds are open, and some users may not be directly associated with any rental group or school activity after school or permitted activity hours. Doing so does not constitute a zoning or CUP violation on the part of the Green Hedges School as long as other provisions are not violated.</p>
24	<p align="center">2017 CUP - Site Plan</p> <p>2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.</p> <p align="center">Chapter 18 - Zoning: Article 25. - Site Plan Control Provisions</p>	Continuous	<p>"I am filing a formal complaint for Green Hedges School. Per the 2017 CUP order, item #3, "The total number of parking spaces at 415 Windover Ave NW and 202 Lewis St NW shall not exceed 56."</p> <p align="center">Last summer, Green Hedges School restriped their parking lots and have now striped in excess of 56 parking spaces.</p> <p align="center">With the mid day event last week, only 1 parking space was vacant, so once again they exceeded the 56 parking spaces allowed."</p>	2/19/2023	N	<p>The Zoning Administrator reviewed the number of parking spaces on site with two site visits during the school day and by reviewing aerial photographs from multiple years. The lined spaces match the number of spaces allowed per the Conditional Use Permit, and no parking was observed outside of the lined spaces. Some additional lines are painted adjacent to the athletic field. These spaces are from the COVID-19 outdoor classroom set-up and not used for parking.</p>
25	<p align="center">2017 CUP - Site Plan</p> <p>2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.</p> <p align="center">Chapter 18 - Zoning: Article 25. - Site Plan Control Provisions</p>	Continuous	<p align="center">"I am filing a formal complaint for Green Hedges School with respect to an ongoing parking violation.</p> <p>More often than not, a car is parked in the Green Hedges parking lot (visitor parking area) in an area that is striped with diagonal lines as an indication for "no parking". It is not a valid parking spot.</p> <p>Perhaps when Staff addresses Complaint #24 (striped parking spots exceed the 56 allowed) - which is a CUP violation - they can explain to Green Hedges, the car is not legally parked and may be ticketed in the future."</p>	3/8/2023	N	<p>During site visits during the school day staff did not observe any examples of this complaint. The Zoning Administrator has reminded the Green Hedges School that all parking is to be within existing spaces, and cars may not be left unattended in areas not designated for parking. The Town does not ticket illegally parked cars on private property.</p>

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26	<p align="center">2017 CUP - Site Plan</p> <p>2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.</p> <p>Chapter 18 - Zoning: Article 25. - Site Plan Control Provisions</p>	3/9/2023	<p>"Green Hedges had another event on 3/9 at 7:00pm ~ a Middle School play. Use of their parking lot and off campus parking at Elks Lodge was indicated. Approximately 64 cars were parked in the Green Hedges parking lots where only 56 spots are allowed per their CUP. (Including cars parked in areas not striped as parking spots ~ reference Complaint #25.). The Elks Lodge, approximately 45 spots, was filled, 4 cars were parked in the Rice Arts Center driveway, one car was parked illegally on Windover and Nutley St was packed with the overflow.</p> <p>Please note, the 2007 CUP clearly states the School is required to "enforce" off-street parking for events and rentals.</p> <p>The 2017 CUP clearly states the total number of parking spaces at Green Hedges shall NOT exceed 56.</p> <p>Given this is a continual issue when Green Hedges holds events, I respectfully request this privilege be revoked or, at a minimum, be limited to the number they are allowed to park in their lot. "</p>	3/10/2023	N	<p>The school must provide off-street parking that anticipates event attendance numbers; however, 1) it is not possible to predict attendance and parking demand perfectly , and 2) members of the public are permitted to park on public streets. If unsafe parking conditions are taking place, emergency services should be contacted at the time of the event. The Town will continue to work with the Green Hedges School to update its predictions of parking demand and insist that, when necessary, the school provide off-site off-street parking.</p>
27	2007 CUP - rental of school building	3/26/2023	<p>"I am filing a formal complaint for Green Hedges School. I recognize that Green Hedges 2007 CUP provides for school facility rentals. However, a school facility is defined as a building, not a parking lot, not a playground, nor any other outside space. The Northern Virginia Ethical Society rents space from Green Hedges for their meetings. They held such a meeting Sunday, March 26,2023. The members were seen entering and exiting the building to utilize the playground during their meeting. At one point a picnic was set up during the event. These were not random people who happened to wander by to use the playground - as has been suggested previously. These people were seen entering and exiting the building so they are indeed the rental group. The neighbors would like to enjoy their outdoor space in peace and quiet. During the school week, this is impossible due to the all day long unusually loud screaming. We look forward to the weekends to enjoy our own back yards. I therefore respectfully request that the Green Hedges rental groups be contained to the rental space and when their event is over, they exit the area quietly."</p>	3/26/2023	N	<p>This definition is from Code of Virginia Chapter 28.2. Virginia Indoor Clean Air Act, and not a general regulation for school campuses. Other town, county, state, and federal laws require schools and educational facilities to have playgrounds, parking lots, and other exterior features.</p> <p>The Green Hedges School has been instructed to move all rental activities into the building (for example, fitness classes). However, there is no prohibition on users gathering informally outside of the facility or informally using playgrounds and parking lots.</p>
28	2007 CUP - rental of school building	Various dates	<p>I am filing a formal complaint for Green Hedges. School hours are identified as Monday-Friday 8am-6pm.</p> <p>In the last few weeks, we have seen an increase of after school hours/days activity at Green Hedges. I cannot say if it is Green Hedges students or otherwise, and I don't really care. I can state - we cannot use our outdoor space M-F 8am - 6pm. Evening and weekends MUST be quiet hours for the residents. How do we address this NOW? This is beyond detrimental to the residents.</p>	4/13/2023	N	<p>Town staff requested a new account of the number of site rentals and activities. The rental agreements provided did not show an increase in rental groups or activities of those groups.</p>
29	2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.	5/18/2023	<p>I am filing a formal complaint for Green Hedges School.</p> <p>Green Hedges had another event last night. A Middle School concert. There was no notification to residents and Off street parking was not enforced.</p> <p>Please note, the 2007 CUP clearly states the School is required to "enforce" off-street parking for events and rentals.</p> <p>Given this is a continual issue when Green Hedges holds events, I respectfully request this privilege be revoked.</p> <p>Note: Photo evidence available upon request.</p> <p>What's the impact to surrounding neighbors? Neighbors can't park in front of their own houses. Should they be having company, there would be no place for their company to park. Should they have been planning a graduation celebration, or dinner party, they would not be able to use their outside space due to the noise.</p>	5/19/2023	N	<p>The school must provide off-street parking that anticipates event attendance numbers; however, 1) it is not possible to predict attendance and parking demand perfectly , and 2) members of the public are permitted to park on public streets. If unsafe parking conditions are taking place, emergency services should be contacted at the time of the event. The Town will continue to work with the Green Hedges School to update its predictions of parking demand and insist that, when necessary, the school provide off-site off-street parking.</p>
30	Chapter 10 - OFFENSES, MISCELLANEOUS: Section 10-20. - Nuisances—Maintaining prohibited.	5/27/2023	<p>I am filing a formal complaint for Green Hedges. On Saturday, May 27th, I noticed a Blade Runners sign posted on the side of the Nutley entrance to Green Hedges. The sign indicated that an agronomic application would be applied to that site on 5/28. The sign said to contact them if there were any concerns or questions. I contacted Blade Runners and left a voice mail to no avail. I also sent an email to Jenn at Green Hedges. (Received a reply on Tuesday.) My messages to both indicated that absolutely no spraying should be done near my fence line. (If we only had a buffer?). On May 28, I noticed the Blade Runner spray truck at Green Hedges. I talked to the gentleman to find out what chemicals were in the spray. He said it was an herbicide and I would need to contact Blade Runners to get the spec sheet. I asked him not to spray near any of the neighboring fence lines. I contacted Blade Runners today to get the spec sheet and was told only the client could request it. I've sent an email to Jenn requesting that information.</p> <p>We have previously asked for advance notification of spraying activity. A sign posted in a driveway is not advance notification.</p> <p>Additionally, Town Code Section 10.20.1 was clearly violated.</p>	5/30/2023	N	<p>The use of agronomic applications for lawn care is not a zoning violation.</p>

**Zoning and Conditional Use Permit (CUP) Complaints to the Department of Planning and Zoning related to the
Green Hedges School, 415 Windover Ave NW, Vienna**

No.	Applicable Requirement per CUP and/or Zoning	Date of Alleged Violation	Complaint Details	Date Reported (Email Date)	Violation Determination Y/N	Town of Vienna Zoning Administrator Opinion/Resolution
31	2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.	10/14/2023	<p>I am filing a formal complaint for Green Hedges. On Saturday, October 14th, Green Hedges held their annual Dragon Fest. They received approval from the Town Manager to hold said event.</p> <p>According to the 2007 CUP "The School shall continue to mitigate any negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the School's facilities. The School shall provide and enforce off-street parking for all such activities."</p> <p>There was no signage at today's event identifying where offsite parking was located. The Elks Lodge was full by 11:30 and cars parked on Nutley St. Department of Planning and Zoning has determined this condition is not enforceable. I disagree. There are several creative ways to "enforce" this condition.</p> <p>Additionally, in an email from David Levy, he indicated "For an approved special event, they may use inflatables on the playing field. It is not a violation of the CUP."</p> <p>No where in the 2000 CUP does it indicate the athletic field can be used for special events. The 2000 CUP clearly states the athletic field use is restricted to school use Monday - Friday 8am-6pm. This condition is specifically to protect the residents from the associated noise outside of school days/hours. Given the rainy weather, inflatables were not used on the athletic field but I am concerned about this deviation from the CUP conditions and the impact of "special events" on the surrounding neighborhood ~ especially given the 2007 CUP states an "infrequent" number of special events - which is vague so in actuality there is no limit to the number of special events that can be held.</p> <p>Photographic evidence attached.</p>	10/16/2023	N	The school must provide off-street parking that anticipates event attendance numbers; however, 1) it is not possible to predict attendance and parking demand perfectly, and 2) members of the public are permitted to park on public streets. If unsafe parking conditions are taking place, emergency services should be contacted at the time of the event. The Town will continue to work with the Green Hedges School to update its predictions of parking demand and insist that, when necessary, the school provide off-site off-street parking.
32	Chapter 9 - MOTOR VEHICLES AND TRAFFIC: Section 9-12.3. - Where stopping, standing or parking prohibited.	11/17/2023	<p>I am filing a formal complaint for Green Hedges. At many of the meetings, during Green Hedges CUP modification requests, Green Hedges stated that if there are stacked cars in their entrance lane, the cars are instructed to circle and come around the block so as not to impede traffic flow. This is not happening. Cars are stacked at the Nutley entrance. If cars are heading north on Nutley, they have to cross the yellow line into oncoming traffic to go around stacked cars. If cars headed south on Nutley and turning into the stacked driveway, they block all southbound traffic until they can enter into Green Hedges.</p> <p>Even though, this was stated numerous times, of course, it wasn't made a condition of the CUP, however it is a dangerous situation.</p> <p>I respectfully request you inform Green Hedges of their prior commitments and request this be made a condition in any further CUP modification.</p> <p>Please note- now that they have added Windover as a pickup/drop off, I've seen the same occur there.</p>	11/17/2023	N	The stacking or queuing of occupied vehicles into the right-of-way, or within the site within fire lanes is not a zoning violation. If a citizen is observing a dangerous condition in the Town's right-of-way, the Police Department should be contacted at the time the unsafe condition is taking place.
33	Chapter 4 - Design Control District Decision of the Board of Architectural Review - PF-65-20-BAR - 12/17/2020	Various dates	<p>I am filing a formal complaint for Green Hedges. Green Hedges went before the BAR on 12/17/2020 for Fence Modifications for the split rail fence on Windover Ave near the Kilmer House (Admin Building).</p> <p>The BAR approved the fence modifications with the stipulation that it was to be removed at the end of July 2021. The fence modification is still in place and it is November 2023.</p> <p>I respectfully request the BAR conditioned approval be enforced.</p>	11/17/2023	N	<p>REVISED: The Board of Architectural Review approved a revision to the 12/17/2020 decision on 9/16/2021 that permits the plastic fencing to remain.</p> <p><i>Note: A prior version of this table noted this as a violation, however, the Zoning Administrator located the approval and has revised the table.</i></p>
34	2007 CUP - infrequent events extending beyond school hours	12/7/2023	<p>I am filing a formal complaint for Green Hedges. This evening, December 7th, Green Hedges held a Holiday Concert. No notification was provided to surrounding residents. The event concluded around 8pm and could have been uneventful if the kids didn't start playing basketball and screaming in the parking lot. I appreciate celebrating the season and enjoy holiday parties myself.</p> <p>However, advanced notifications of such events is a requirement of the CUP and the neighbors would appreciate a quiet departure so we can enjoy our in home seasonal festivities.</p>	12/6/2023	N	<p>REVISED: The 2007 CUP states, "For extracurricular activities, special school events, and similar infrequent or intermittent activities, the hours of use may be extended to 9:00 PM during the week and between 9:00 AM to 5:00 PM on Saturdays and 10:00 AM to 2:00 PM on Sundays. With prior notification and approval from abutting neighbors, one-time events outside these time periods shall be permitted to continue on Sunday evenings."</p> <p>This, or any other Conditional Use Permit for the Green Hedges School, does not require notification to the community for events taking place Sundays, only after the hours permitted.</p> <p><i>Note: A prior version of this table noted this as a violation, however, the Zoning Administrator has corrected this statement.</i></p>
35	CUP - N/A Chapter 9 - MOTOR VEHICLES AND TRAFFIC: Section 9-12.3. - Where stopping, standing or parking prohibited.	Various dates	<p>I am filing a formal complaint for Green Hedges. At many of the meetings, during Green Hedges CUP modification requests, Green Hedges stated that if there are stacked cars in their entrance lane, the cars are instructed to circle and come around the block so as not to impede traffic flow. This is not happening. Cars are stacked at the Nutley entrance. If cars are heading north on Nutley, they have to cross the yellow line into oncoming traffic to go around stacked cars.</p> <p>Today the cars stacked almost a block away to Windover.</p> <p>I can't stress enough that statements made during CUP modification requests need to be incorporated as "Conditions" so they can be enforced. This is a dangerous situation.</p> <p>I respectfully request you inform Green Hedges of their prior commitments and request this be made a condition in any further CUP modification.</p>	12/15/2023	N	The stacking or queuing of occupied vehicles into the right-of-way, or within the site within fire lanes is not a zoning violation. If a citizen is observing a dangerous condition in the Town's right-of-way, the Police Department should be contacted at the time the unsafe condition is taking place.

Zoning and Conditional Use Permit (CUP) Complaints to the Department of Planning and Zoning related to the Green Hedges School, 415 Windover Ave NW, Vienna

No.	Applicable Requirement per CUP and/or Zoning	Date of Alleged Violation	Complaint Details	Date Reported (Email Date)	Violation Determination Y/N	Town of Vienna Zoning Administrator Opinion/Resolution
36	2007 CUP - infrequent events extending beyond school hours	1/7/2024	<p>I am filing a formal complaint for Green Hedges School. I recognize their CUP allows rentals of their facilities. However, at 12:30pm today, 3 young children exited the multi purpose room door into the playground. They then began to bang on the chain link fence, tease and bark at the residents' dogs. There were no adults present to supervise the children.</p> <p>This is unacceptable and unfair to the surrounding residents. If the rental groups cannot maintain civility and respect for the neighbors, the rentals need to cease.</p> <p>If and when Green Hedges application to expand, yet again, comes before you, please keep this and all the other complaints in mind when assessing impacts to the neighborhood.</p>	1/7/2024	N	<p>The following response was sent by email from the Zoning Administrator on 1/10/2024:</p> <p>The presence of people associated with the weekend rentals of the site, or community residents, on the playgrounds or playing field outside of school hours does not constitute a violation of zoning or the Conditional Use Permits for the Green Hedges School. The 2007 Conditional Use Permit mentions that the campus is open to the community, and no Conditional Use Permits for the school prohibit members of the community or participants from rentals from gathering in small groups informally or using the playground equipment. Formal events and gatherings, outside of those allowed by Special Event Permits, must be within the school building.</p> <p>The Town of Vienna does not regulate the presence of pets on school grounds. I have also noticed this signage on Fairfax County Public Schools property, but this is not a regulation based on zoning or site plan requirements, which are the Town of Vienna's purview.</p>
37	2007 CUP - school to mitigate negative impact on surrounding neighborhoods from traffic and parking for all events and activities including rentals and shall provide and enforce off street parking for all such activities.	2/15/2024	<p>I am filing a formal complaint for Green Hedges School. I recognize their CUP allows for special events, to occur. However, their CUP also states that Green Hedges would enforce off street parking for such events. Today, 2/15, a grade 3 play took place. Notification indicated that parking would occur on site. Unfortunately, once again, the CUP conditions are not being met. Parking occurred all along Nutley St. and blocked neighbors' mailboxes. There was no offsite parking provided, no staff member directing attendees to off site parking.</p> <p>I recognize that the zoning administrator, Andrea West, has consistently responded to these specific complaints with the following: "The school must provide off-street parking that anticipates event attendance numbers; however, 1) it is not possible to predict attendance and parking demand perfectly, and 2) members of the public are permitted to park on public streets. If unsafe parking conditions are taking place, emergency services should be contacted at the time of the event. The Town will continue to work with the Green Hedges School to update its predictions of parking demand and insist that, when necessary, the school provide off-site off-street parking."</p> <p>Given this is a constant occurrence for every event, I respectfully request the Town to address it more forcefully.</p> <p>Photographic evidence provided.</p>	2/15/2024	N	<p>The school must provide off-street parking that anticipates event attendance numbers; however, members of the public are permitted to park on public streets. If unsafe parking conditions are taking place, the Town of Vienna Police Department should be contacted at the time of the event.</p> <p>The Town will continue to work with the Green Hedges School to update its predictions of parking demand and insist that, when there is a reasonable expectation that parking demand will exceed the amount of parking permitted under the CUP, the school provide off-site off-street parking.</p>
38	2017 Site Plan	Continuous	<p>I am filing a formal complaint for Green Hedges School, specifically related to their lack of buffers for abutting residential properties.</p> <p>My property abuts Green Hedges on 2 sides. On one side, a chain link fence is all that separates the School's playground from my property. You can imagine how noisy it gets with 20-40-60 kids in a playground all day long. On the other side, which is backs to the entrance driveway, there used to be somewhat of a buffer. It was lovely during spring and summer but did lose some luster in winter ~ but was better than nothing. It was helpful to block noise, traffic, school children playing, etc.</p> <p>Sadly, this past week, Green Hedges clear cut the entire buffer. When I asked the headmistress why, she said it would grow back in a few months. Clear cutting a buffer is really no buffer. To mitigate the sound and sight lines, we, the residents, inserted plastic slats in the chain link fencing and additionally added wind screens, to block views and sounds.</p> <p>According to the site plan submitted in 2017, there is to be a buffer along the back of my yard. Given what was there is now gone, the School is not maintaining the site as approved. Clear cutting buffers and cutting down trees with no replacement is a violation of the approved Site plan. additionally, the buffer also blocked the overflow light pollution from the light pole on the property line.</p> <p>I respectfully request an evergreen buffer be planted immediately that is consistent with the approved site plan. I would like to request a light shield be installed immediately, so our back yard is not illuminated all night long.</p> <p>Photographic evidence provided.</p>	2/25/2024	Y	<p>Zoning Violation: The removal of trees and landscaping from an approved site plan is a zoning violation. Town staff observed that the landscaping on the site has been altered to not be in compliance with the 2017 site plan.</p> <p>The Green Hedges School has been notified of this violation. The school must submit a plan to replace the landscaping and trees that have been removed. They also have the option, similar to any property owner with a site plan, to submit a proposed revision to the site plan. Any such revision would need to show how the revised landscaping would meet 1) the need for buffers, and 2) the requirements for tree canopy coverage.</p> <p>The site plan does not prohibit the trimming and pruning of trees in a method appropriate for the plan species.</p>
39	2017 Site Plan	Continuous	<p>I am filing a formal complaint for Green Hedges School, specifically related to their lack of buffers for abutting residential properties.</p> <p>My property abuts Green Hedges playground. A chain link fence separates the School's playground from my property. You can imagine how noisy it gets with 20-40-60 kids in a playground all day long.</p> <p>According to the 2016/17 Site Plan a dense buffer of evergreen trees were to be in place. A row of Holly trees were planted which would have been sufficient. Sadly, Green Hedges decided to raise the canopy of the Holly trees effectively removing a good portion of the buffer. As such, the School is not maintaining the site as approved.</p> <p>Clear cutting buffers, cutting down trees with no replacement, and raising tree canopies is a violation of the approved Site plan.</p> <p>I respectfully request an evergreen buffer be planted immediately that is consistent with the approved site plan.</p> <p>Photographic evidence provided.</p>	2/25/2024	Y	<p>Zoning Violation: The removal of trees and landscaping from an approved site plan is a zoning violation. Town staff observed that the landscaping on the site has been altered to not be in compliance with the 2017 site plan.</p> <p>The Green Hedges School has been notified of this violation. The school must submit a plan to replace the landscaping and trees that have been removed. They also have the option, similar to any property owner with a site plan, to submit a proposed revision to the site plan. Any such revision would need to show how the revised landscaping would meet 1) the need for buffers, and 2) the requirements for tree canopy coverage.</p> <p>The site plan does not prohibit the trimming and pruning of trees in a method appropriate for the plan species.</p>
40	2017 Site Plan	Continuous	<p>I am filing a formal complaint for Green Hedges School for failing to maintain the 2017 Site Plan and CUP.</p> <p>The 2017 CUP was approved based upon the fact that screening of the parking spaces from the surrounding neighborhood would include 5 ft evergreen trees to be planted along Lewis St frontage and 8 foot evergreens to be planted along the northern property boundary. As you can see from the attached photos, no such tree screening exist along the northern property boundary.</p> <p>Back in 2022, the town arborist visited the site and made a determination that sufficient screening existed. Recently the area has been clear cut and NO such screening exists. Green Hedges Schools' response was "they now own that property".</p> <p>I respectfully request this be addressed and the appropriate tree screening be installed as per the Site Plan and CUP order.</p> <p>Photographic evidence provided.</p>	3/19/2024	Y	<p>Zoning Violation: The removal of trees and landscaping from an approved site plan is a zoning violation. Town staff observed that the landscaping on the site has been altered to not be in compliance with the 2017 site plan.</p> <p>The Green Hedges School has been notified of this violation. The school must submit a plan to replace the landscaping and trees that have been removed. They also have the option, similar to any property owner with a site plan, to submit a proposed revision to the site plan. Any such revision would need to show how the revised landscaping would meet 1) the need for buffers, and 2) the requirements for tree canopy coverage.</p> <p>The site plan does not prohibit the trimming and pruning of trees in a method appropriate for the plan species.</p>

**Zoning and Conditional Use Permit (CUP) Complaints to the Department of Planning and Zoning related to the
Green Hedges School, 415 Windover Ave NW, Vienna**

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41	1978 Site Plan 1978 CUP	Continuous	Madam Mayor, Town Council, Department of Planning & Zoning, Commissioner Kenney, Chairwoman Plowigan, Chairman Dhanjal, Town Staff, I am filing a formal complaint for Green Hedges School for failure to comply with the 1978 CUP and Site Plan. The 1978 CUP was conditioned that the edge of the parking lot be screened with fast growing trees and shrubbery. The 1978 Site Plan shows trees lining the proposed parking lots. In the BZA meeting held on 5/17/1978, to gain approval, the School said "they would be glad to plant fast grows growing trees and shrubbery to screen the area." I respectfully request that Green Hedges screen the parking lots as stated in the 1978 CUP and Site Plan.	3/24/2024	N	The 2017 site plan is the applicable site plan to landscaping and trees on the Green Hedges site and the 1978 site plan is invalid. The 1978 conditional use permit condition was not included in subsequent site plans approved, and is therefore no longer a valid condition.
42	1981 CUP	Continuous	I am filing a formal complaint for Green Hedges School for failure to comply with the 1981 CUP. The 1981 CUP was to incorporate 427 Windover Ave as additional classroom space. The 1981 CUP was conditioned that the use be limited to use as classrooms and storage of instructional material. In the BZA Public Hearing on 6/27/1981, the School stated "the driveway will not be used for they will continue to use the present one and there is adequate parking in the rear for all their needs." The School has traditionally parked at least 3 vehicles in the driveway of 427 Windover (referred to as the Rice Arts Center.) However, the School recently acquired a "bus" which is now parked in the driveway of the Rice Arts Center. This does not "look" residential and is not screened at all. Vehicles are one thing, especially when they vacate at 4pm. The bus has not moved for 2 weeks. I respectfully request that the 1981 CUP conditions be enforced and that no parking occurs at this location.	3/24/2024	N	REVISED: The Zoning Administrator, in a prior decision, see #16 of this document, dated 12/5/2022, stated that parking was not restricted at the Rice Center as it was at the Lewis Street garden. See response to Complaint No. 48 below
43	1985 CUP	Continuous	I am filing a formal complaint for Green Hedges School for failure to comply with the 1985 CUP. The 1985 CUP was conditioned that "no parking or standing be permitted on Nutley St." Please reference Complaints #19, 32, and 35 for photographic evidence. I respectfully request that the 1985 CUP condition be enforced.	3/25/2024	N	The stacking or queuing of occupied vehicles into the right-of-way, or within the site within fire lanes, is not a zoning violation. If a citizen is observing a dangerous condition in the Town's right-of-way, the Police Department should be contacted at the time the unsafe condition is taking place. The school must provide off-street parking that anticipates event attendance numbers; however, 1) it is not possible to predict attendance and parking demand perfectly, and 2) members of the public are permitted to park on public streets. If unsafe parking conditions are taking place, emergency services should be contacted at the time of the event. The Town will continue to work with the Green Hedges School to update its predictions of parking demand and insist that, when there is a reasonable expectation that parking demand for an event will exceed the amount of parking permitted on site through the CUP, the school provide off-site off-street parking.
44	2017 Site Plan	Continuous	I am filing a formal complaint for Green Hedges School for failure to comply with the approved 2017 Site Plan. The 2017 Site Plan shows a heavily treed buffer between the playground and the adjacent property at 434 Knoll St NW and a line of trees all along the adjacent properties on Knoll St. The trees between the playground and 434 Knoll St have been removed. The tree line along the rest of the adjacent properties on Knoll St no longer exists. Some trees remain but have been pruned so they no longer provide the necessary buffer. Reference complaint #39. I respectfully request the Site Plan be enforced and the treed buffers be put in place.	3/25/2024	Y	Zoning Violation: The removal of trees and landscaping from an approved site plan is a zoning violation. Town staff observed that the landscaping on the site has been altered to not be in compliance with the 2017 site plan. The Green Hedges School has been notified of this violation. The school must submit a plan to replace the landscaping and trees that have been removed. They also have the option, similar to any property owner with a site plan, to submit a proposed revision to the site plan. Any such revision would need to show how the revised landscaping would meet 1) the need for buffers, and 2) the requirements for tree canopy coverage. The site plan does not prohibit the trimming and pruning of trees in a method appropriate for the plan species.
45	2007 CUP	Continuous	I am filing a formal complaint for Green Hedges School for failure to comply with current lighting standards. With the approval of the School's 2007 CUP, the School's lighting was to be upgraded into then current standards. The bulk of the 2007 project was never constructed so the current lighting is still not compliant. Given there is no tree buffer (even though the approved site plans reflect trees), one light shines directly into my backyard at 434 Knoll St all night long. Since it is unlikely any additional construction will occur at the School, I respectfully request that Green Hedges bring this one light into current standards ~ shield it? Put a timer on it so it doesn't stay lit all night long? Put a weaker light bulb in it? (Also the other parking lot lights but this one is most annoying.) Any assistance the Town can provide would be much appreciated.	3/26/2024	N	The Department of Planning and Zoning has reviewed the official record of the 2007 Board of Zoning Appeals meeting and the approval documents, including the 2007 site plan, and 2007 Conditional Use Permit order, and there is no reference to updating the lighting site-wide.
46	2007 CUP	4/29/2024	I am filing a formal complaint for Green Hedges School for failure to comply with the approved 2007 CUP conditions. The 2007 CUP conditions allow for rentals on Sundays from 9:30 am - 2:00 pm. However, there is a flower show scheduled for Sunday, April 29th from 9:30-6:00pm. It would seem the Town granted permission for said event. This event violates the CUP conditions around rentals. Does the Town not recognize CUP conditions?? The CUP also allows for "INFREQUENT School events on Sundays from 10:00am - 2:00pm and with prior approval from abutting neighbors, one-time events outside these time periods may be allowed." This is not a School event and no abutting neighbors were consulted to provide approval ~ if it was. I respectfully request the School and the Town abide by and enforce the CUP conditions.	4/12/2024	N	Excerpt from an email from David Levy, Director of the Department of Planning and Zoning, sent to the complainant on 4/17/2024: "Please bear in mind that the CUP actually requires that this campus be available for community events, in service of Town residents. For years, the campus has been used for the Walk on the Hill event, which is a resident-oriented Town-wide event. The Special Event Permit simply states that there is approval from the Town."
47	2017 CUP	4/29/2024	I am filing a formal complaint for Green Hedges School for failure to comply with the approved CUP conditions. The 2017 CUP states that no more than 56 cars shall be parked at 415 Windover and the Lewis St garden. On Sunday, a flower show event was held at Green Hedges. There was no estimate for parking requirements or off street parking options that I saw in the application for special permit nor any emails between the School and ToV for this event The main parking lot had 55 cars parked (some not in designated spots, some in fire lanes), 2 cars parked in the Lewis St garden, plus the bus at the Rice Arts Center. Video and Photo evidence attached.	4/29/2024	Y	Zoning Violation: The approval of the special event for the Flower Show and "Walk on the Hill" event did not include any allowances for parking outside of the designated spaces on the site. The Department of Planning and Zoning has notified the Green Hedges School of this site plan violation.

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No.	Applicable Requirement per CUP and/or Zoning	Date of Alleged Violation	Complaint Details	Date Reported (Email Date)	Violation Determination Y/N	Town of Vienna Zoning Administrator Opinion/Resolution
48	2017 Site Plan	5/14/2024	<p>I am filing a formal complaint for Green Hedges School for failure to comply with the approved CUP conditions and Site Plans. Referencing Complaint #42 - which Staff had identified has a zoning violation - stated the 2017 Site Plan did not allow for any parking at the Rice Arts Center. Today 3 vehicles - a pick up truck, the School bus, and a passenger vehicle were parked at the Rice Arts Center. I respectfully request the CUP conditions and Site Plans be adhered to.</p>	5/14/2024	N	<p>The zoning administrator, in a prior decision, see #16 of this document, dated 12/5/2022, stated that parking was not restricted at the Rice Center as it was at the Lewis Street garden.</p> <p>Per the 8/22/2024 email from David Levy: "After reviewing the 1981, 1997, 2007, and 2017 Conditional Use Permit (CUP) orders/approvals, including the conditions of those approvals, and the site plan documents, we have reached a conclusion on the parking at the Rice Arts Center.</p> <p>Parking is not prohibited (and therefore is permitted) on the asphalt driveway at the Rice Arts Center, which is a free-standing structure on the campus at 415 Windover Ave NW. As you all may know, the Green Hedges School operates under a Conditional Use Permit (CUP), as approved by the Board of Zoning Appeals (BZA). The approval document includes the conditions under which the school may operate in all sorts of matters. Per the conditions of the 2017 CUP for the Green Hedges School, which is the most recent CUP update, there is a limit of total parking that is permitted on the campus at 415 Windover Ave NW. That campus include the main area plus the Rice Arts Center (the location in question) and 202 Lewis St NW. Therefore, any parking on the asphalt driveway at the Rice Arts Center must be included within the 56 parking spaces permitted by the 2017 CUP. A relevant excerpt from the 2017 order is included here. Please note that all mentions of "415 Windover Avenue NW" include the Rice Arts Center."</p>
49	2007 CUP	5/15/2024	<p>I am filing a formal complaint for Green Hedges School for failure to comply with approved CUP conditions. Today the School held a middle school play in the afternoon. While alternative parking locations were supposedly provided for, there is clearly no "enforcement" being practiced by the School.</p> <p>The 2007 CUP clearly states "the school shall provide and enforce off street parking for all such activities."</p> <p>I respectfully request the CUP conditions be adhered to and the School implement enforcement practices for all such events.</p>	5/15/2024	N	<p>The school must provide off-street parking that anticipates event attendance numbers; however, 1) it is not possible to predict attendance and parking demand perfectly, and 2) members of the public are permitted to park on public streets. If unsafe parking conditions are taking place, emergency services should be contacted at the time of the event. The Town will continue to work with the Green Hedges School to update its predictions of parking demand and insist that, when there is a reasonable expectation that parking demand for an event will exceed the amount of parking permitted on site through the CUP, the school provide off-site off-street parking and communicate to those who will be attending the event the location of the off-site off-street parking, along with direction that they use it.</p>
50	2017 CUP	5/15/2024	<p>I am filing a formal complaint for Green Hedges School for failure to comply with the approved CUP conditions.</p> <p>The 2017 CUP states with respect to Hours of School activities: Extracurricular Activities, special school events, and similar infrequent activities: the hours of use may be extended to 9:00pm during the week, and between 9:00am to 5:00pm on Saturdays, and 10:00am to 2:00pm on Sundays.</p> <p>My understanding and clarified by Director David Levy - One time events outside these time periods may be allowed with prior approval from abutting neighbors.</p> <p>We received notification today of a special event that is outside of the stated hours (6:30am), however I received no such request for approval. I respectfully request the CUP conditions be adhered to.</p> <p>Photographic evidence attached.</p>	5/15/2024	N	<p>REVISED RESPONSE – The notice from the school was provided on May 15, 2024, before the out-of-hours field trip drop-off on May 17th, 2024. This would give the neighborhood the opportunity to communicate concerns with the school. The 2007 CUP specifically states: "For extracurricular activities, special school events, and similar infrequent or intermittent activities, the hours of use may be extended to 9:00 PM during the week and between 9:00 AM to 5:00 PM on Saturdays and 10:00 AM to 2:00 PM on Sundays. With prior notification and approval from abutting neighbors, one-time events outside these time periods shall be permitted to continue on Sunday evenings."</p>
51	CUP & 2017 Site Plan	5/16/2024	<p>I am filing a formal complaint for Green Hedges School for failure to comply with the approved CUP conditions and Site Plans. Referencing Complaint #42 - which Staff had identified has a zoning violation - stated the 2017 Site Plan did not allow for any parking at the Rice Arts Center. Today vehicles were parked at the Rice Center - including the unsightly School bus.</p> <p>I respectfully request the CUP conditions and Site Plans be adhered to and these continuing violations include daily fines.</p>	5/16/2024	N	<p>See response to Complaint No. 48 above</p>
52	2000, 2007 Site Plan 2000 CUP	Continuous	<p>I am filing a formal complaint for Green Hedges School for failure to comply with approved CUP conditions and Site Plans. In the approved 2000 Site Plan and 2000 CUP, the creation of a 6,750 sf playing field was approved with restricted use of operation between 8am - 6pm M-F.</p> <p>The 2000 Site plan clearly shows the athletic playing field adjacent to 227 Nutley St NW (the current headmasters residence). In 2007, Green Hedges received approval to relocate the athletic field replacing the headmasters house, however this was never accomplished. In the interim, the School has continually increased the size and location of the athletic playing field which now runs from the Nutley driveway entrance clear across to the edge of the property at 213 Nutley St.</p> <p>This does not confirm to the 2000 or 2007 Site Plans.</p> <p>I respectfully request the 2000 CUP conditions and 2000 Site Plans be adhered to and the athletics field location and size conform to what was approved in 2000.</p>	5/17/2024	N	<p>The 2000 site plan and the 2000 CUP both reference the approximate limits of a new field. The CUP references a field of approximately 6,750 square feet, and the site plan shows the approximate limits of the field. (When measured, the approximate limits actually show a size much larger than 6,750 square feet.). As a result, it appears that there is no strict definition of where the field would be, making it difficult to conclude that there is a violation when children are playing outside of an "approximate" limit. In addition, the CUP does not prohibit play outside of the field area, as long as the playing remains within the general approved area and within the hours permitted.</p>
53	2007 CUP	5/28/2024	<p>I am filing a formal complaint for Green Hedges School for failure to comply with the approved CUP conditions.</p> <p>The 2017 CUP states with respect to Hours of School activities: Extracurricular Activities, special school events, and similar infrequent activities: the hours of use may be extended to 9:00pm during the week, and between 9:00am to 5:00pm on Saturdays, and 10:00am to 2:00pm on Sundays.</p> <p>My understanding and clarified by Director David Levy - One time events outside these time periods may be allowed with prior approval from abutting neighbors.</p> <p>We received notification today of another special event that is outside of the stated hours (6:30am), however I received no such request for approval. I respectfully request the CUP conditions be adhered to.</p> <p>Photographic evidence attached.</p>	5/28/2024	N	<p>The early morning field trip departure falls within the scope of permitted school activities and does not violate the CUP conditions. As a courtesy, on May 26, 2024, Green Hedges School sent an email to neighbors notifying them of the scheduled early morning departure (6:30 AM) for the May 28th field trip.</p> <p>According to the 2017 CUP, extracurricular activities, special school events, and similar infrequent activities are allowed extended hours until 9:00 PM on weekdays and specific hours on weekends. The CUP also states that neighbor approval is only required for one-time events taking place outside of the approved hours on Sunday evenings, per the provision: "With prior notification and approval from abutting neighbors, one-time events outside these time periods shall be permitted to continue on Sunday evenings."</p>

**Zoning and Conditional Use Permit (CUP) Complaints to the Department of Planning and Zoning related to the
Green Hedges School, 415 Windover Ave NW, Vienna**

No.	Applicable Requirement per CUP and/or Zoning	Date of Alleged Violation	Complaint Details	Date Reported (Email Date)	Violation Determination Y/N	Town of Vienna Zoning Administrator Opinion/Resolution
54	CUP & 2017 Site Plan	6/5/2024	I am filing a formal complaint for Green Hedges School for failure to comply with the approved CUP conditions and Site Plans. Referencing Complaint #42 - which Staff had identified has a zoning violation - stated the 2017 Site Plan did not allow for any parking at the Rice Arts Center. Today 1 vehicle was parked at the Rice Arts Center. I respectfully request the CUP conditions and Site Plans be adhered to.	6/5/2024	N	See response to Complaint No. 48 above
55	CUP & 2017 Site Plan	6/6/2024	Again - today. Photo evidence for complaint (Image of parking at Rice Center)	6/6/2024	N	See response to Complaint No. 48 above
56	CUP & 2017 Site Plan	6/19/2024	Again, today. (Image of parking at Rice Center)	6/19/2024	N	See response to Complaint No. 48 above
57	CUP & 2017 Site Plan	8/6/2024	I am filing a formal complaint for Green Hedges School for failure to comply with the approved CUP conditions and Site Plans. Referencing Complaint #42 - which Staff had identified has a zoning violation - stated the 2017 Site Plan did not allow for any parking at the Rice Arts Center. Today 2 vehicles were parked at the Rice Arts Center. I respectfully request the CUP conditions and Site Plans be adhered to.	8/6/2024	N	See response to Complaint No. 48 above
58	CUP & 2017 Site Plan	8/7/2024	Again today. What are the penalties being imposed for each infraction??	8/7/2024	N	See response to Complaint No. 48 above
59	CUP & 2017 Site Plan	8/8/2024	Again today. Bus hasn't moved.	8/8/2024	N	See response to Complaint No. 48 above
60	CUP & 2017 Site Plan	8/9/2024	(Image of parking at Rice Center)	8/9/2024	N	See response to Complaint No. 48 above
61	CUP & 2017 Site Plan	8/10/2024	(Image of parking at Rice Center)	8/10/2024	N	See response to Complaint No. 48 above
62	CUP & 2017 Site Plan	8/11/2024	(Image of parking at Rice Center)	8/11/2024	N	See response to Complaint No. 48 above
63	CUP & 2017 Site Plan	8/12/2024	(Image of parking at Rice Center)	8/12/2024	N	See response to Complaint No. 48 above
64	CUP & 2017 Site Plan	8/13/2024	Tuesday 8/13. Still there.	8/13/2024	N	See response to Complaint No. 48 above
65	CUP & 2017 Site Plan	8/14/2024	Wednesday 8/14 - still there. (Image of parking at Rice Center)	8/14/2024	N	See response to Complaint No. 48 above
66	CUP & 2017 Site Plan	8/15/2024	Yup, still there. (Image of parking at Rice Center)	8/15/2024	N	See response to Complaint No. 48 above
67	CUP & 2017 Site Plan	8/16/2024	The bus is still parked at Rice Arts Center which has been determined to be a zoning violation. I have Jenn's address and phone number (headmaster) if you need her contact info, please let me know.	8/16/2024	N	See response to Complaint No. 48 above
68	CUP & 2017 Site Plan	8/17/2024	Saturday 8/17. Business is still there. We will continue to report until there is an updated response.	8/17/2024	N	See response to Complaint No. 48 above
69	CUP & 2017 Site Plan	8/18/2024	Sunday 8/18. Bus is still there.	8/18/2024	N	See response to Complaint No. 48 above
70	CUP & 2017 Site Plan	8/19/2024	Monday 8/19. Still there.	8/19/2024	N	See response to Complaint No. 48 above
71	CUP & 2017 Site Plan	8/20/2024	Tuesday 8/20. Still there. (Image of parking at Rice Center)	8/20/2024	N	See response to Complaint No. 48 above
72	CUP & 2017 Site Plan	8/21/2024	Wednesday. 8/21. (Image of parking at Rice Center)	8/21/2024	N	See response to Complaint No. 48 above
73	2007 CUP	10/19/2024	I am formally filing Complaints #73 through #77 for Green Hedges School. The School held a Dragonfest event - their annual fund raiser - on Saturday, October 19. Complaint # 73. The notification from the School to the residents indicated the event was from 11am to 2pm. However, the event went until 2:30pm. It is important that the residents receive accurate information on the timings of such events as it impacts their ability to enjoy their own property. Many residents actually leave town during these events. (Which are not infrequent.)	10/21/2024	N	The event approval allowed for cleanup until 4:00pm and the event took place during school hours.
74	2007 CUP	10/19/2024	According to the 2007 CUP, "The School shall continue to mitigate any negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the School's facilities. The School shall provide and enforce off-street parking for all such activities." There was no enforcement of off-street parking.	10/21/2024	N	The school must provide additional off-street parking alternatives, but enforcement of parking is not permitted by private citizens on the Town's right-of-way. Streets in this area are open to public parking. This has been addressed in multiple previous staff responses to similar complaints.
75	2007 CUP	10/19/2024	The Special Event permit approved by the Town of Vienna specifically stated the names of 2 individual who were to direct (and enforce?) off street parking for the entire event. There were no such individuals at the entrance to the School throughout the event.	10/21/2024	N	The Town of Vienna approval letter stated that Jinene Christian and Tan Nguyen would be present to direct drivers to designated parking lots, but it did not specify that they would need to be at the entrances to the school.
76	2007 CUP	10/19/2024	According to Director Levy's interpretation of the 2007 CUP "To clarify - the CUP lays out that Green Hedges is permitted, without any application/approval from the Town, to hold infrequent school or extra-curricular activities outside of the designated hours if they have prior approval of the abutting neighbors." The Special Event permit approved by the Town of Vienna was for the hours of 8am - 4:00pm. As an abutting neighbor, I was not asked for prior approval to start at 8am as per the CUP conditions.	10/21/2024	N	The activity was held during the school hours from 7:00am to 6:00pm, not Sunday evenings.
77	2000 CUP	10/19/2024	The 2000 CUP specifically restricts the use of the School's athletic field to Monday - Friday from 8am to 6pm. The event utilized the athletic field on Saturday outside of the stated conditions. It is disappointing that the CUP conditions are not being followed by the School OR the Town of Vienna. Town Manager, Mercury Peyton and Director Levy were reminded of this condition and yet the special event permit was approved regardless.	10/21/2024	N	The school has held limited activities on the athletic field outside of the school hours through the Town's special event process. The CUP is a consideration when reviewing the application.
78	2007 CUP	12/11/2024	On 12/11/2024, Green Hedges held a Holiday Concert (notice attached). The notice stated that parking would be held on campus. With some quick back of the envelope math - grades 3-8, 6 grades at 15 students per grade is 90 students ~ maybe there are some siblings, maybe some parents don't attend. Regardless, according to the 2007 CUP, "The School shall continue to mitigate any negative impact on the surrounding neighborhoods from traffic and parking for all events and activities, including private groups or individuals renting the School's facilities. The School shall provide and enforce off-street parking for all such activities." There was no enforcement of off-street parking for this event. Cars were parked on the street and filled the Elks Lodge parking lot.	12/11/2024	N	Cars were parked in the provided off-site parking. The Police should be called when cars are parked illegally along the Town's right-of-way.
79	2007 CUP	12/11/2024	Per the conditions of the 2017 CUP for the Green Hedges School, there is a limit of 56 parking spaces total at 415 Windover Ave NW. This limit was exceeded at this event. Additionally, cars were parked illegally on Windover Ave in front of the School and the Town of Vienna police were notified. Strangely enough, about 15 minutes after the phone call to the police, people came running out of the School to move their cars.	12/11/2024	N	Cars were parked in the provided off-site parking and the Police Department responded to the illegal parking.

**Zoning and Conditional Use Permit (CUP) Complaints to the Department of Planning and Zoning related to the
Green Hedges School, 415 Windover Ave NW, Vienna**

No.	Applicable Requirement per CUP and/or Zoning	Date of Alleged Violation	Complaint Details	Date Reported (Email Date)	Violation Determination Y/N	Town of Vienna Zoning Administrator Opinion/Resolution
80	2007 CUP	2/22/2025	<p>I am filing a formal complaint for Green Hedges School. The 2007 CUP states:</p> <p>"Extracurricular Activities, special school events, and similar infrequent activities: the hours of use may be extended to 9:00pm during the week, and between 9:00am to 5:00pm on Saturdays, and 10:00am to 2:00pm on Sundays."</p> <p>On Saturday, February 22, 2025, shortly after 7pm, a School bus drove into the parking lot to drop off children's while parents were waiting for pickup. 7pm is well after the 5pm CUP condition.</p>	2/23/2025	N	The Department of Planning and Zoning does not consider a bus dropping off children on a campus, to be picked up by parents, to be a school event that is inconsistent with the Conditional Use Permit (CUP). Schools do field trips for all sort of reasons – visiting museums, sports at other schools, etc., where the arrival and departure times are based on travel needs and distance, not school hours.
81	2000 CUP	3/1/2025	<p>I am filing a formal complaint for Green Hedges School. According to the 2000 CUP, the athletic field use is restricted to school use Monday - Friday 8am-6pm.</p> <p>Today, there was some sort of gathering at the School (we've reached out to Staff to determine if this is a new rental as it is recurring every Saturday). The group used the playground and then moved to the athletic field.</p> <p>I respectfully request this violation of the CUP be addressed. If the School cannot manage use of the athletic field as per CUP, the field should be fenced (as identified in the 2007 CUP) and locked to prevent unauthorized access.</p> <p align="center">Photographic evidence attached.</p>	3/1/2025	N	The photographic evidence provided shows four adults with some small children on the field. The Department of Planning and Zoning found no evidence that the use of the field was related to an organized event or organized portion of the campus rental. The 2000 Conditional Use Permit states: <i>Testimony from the applicant indicated that the new field is important to the school and children from neighboring properties as a recreational use. It was noted that this is a project that is generally supported by the surrounding area. It was also stated that the limitation on hours of operation did not preclude use of the field after hours by area children.</i>
82	n/a	Multiple	<p>I am filing a formal complaint for Green Hedges School.</p> <p>On Friday, 8/8, at 5:30am, Green Hedges School had a mulch delivery. This is a violation of the noise ordinance. Green Hedges was notified of the infraction and reminded of the noise ordinance restrictions.</p> <p>On Monday, 11/3, Green Hedges had maintenance contractors onsite working prior to the noise ordinance time restrictions. This is a violation of the noise ordinance. Again, Green Hedges was notified of the infraction and reminded of the noise ordinance restrictions.</p> <p>On Saturday, 11/22, Green Hedges had garbage collection occurring at 6:28am. This is a violation of the noise ordinance. Again, Green Hedges was notified of the infraction and reminded of the noise ordinance restrictions. They were also told any further infractions would result in a police report and formal complaint filed with the Town.</p> <p>On Saturday, 12/6, Green Hedges had garbage collection occurring at 6:15am. This is a violation of the noise ordinance. As previously communicated to the School, the police were called. However, during the phone call, the garbage truck left the scene, so we requested a police report be made for the record.</p> <p>These are noise ordinance violations which is a police matter but I wanted a formal complaint on record as this appears to be a repeating issue.</p>	12/18/2025	N	<p>Enforcement of the Town's noise ordinance is handled by the Police Department. The incidents you referenced have been appropriately directed to the police for investigation, response, and documentation, and future violations should continue to be reported directly to the Police Department so they can address the situation in real time.</p> <p>The Zoning Administrator has reviewed the information provided and determined that these incidents do not constitute zoning violations.</p>
83	n/a	12/20/2025	<p>I am submitting this as a formal complaint regarding Green Hedges School.</p> <p>On Saturday, 12/20 at 6:19am, garbage collection occurred at Green Hedges School. This activity is a violation of the Town of Vienna noise ordinance. Due to the early hour disturbance, the Vienna police were called to report the violation.</p> <p>While we recognize this incident is a noise ordinance matter involving police enforcement, Green Hedges operates under a CUP and has full control over the actions and schedules of their contractors. Compliance with Town ordinances is a basic tenet of a CUP holder.</p> <p>Failure to comply with Town laws, particularly repeated violations, should be considered relevant to CUP compliance and should be taken into account in the review of any future CUP applications submitted by the School.</p> <p>Please confirm receipt of this Complaint and advise how this violation will be addressed within the context of Green Hedges CUP.</p>	12/20/2025	N	<p>Enforcement of the Town's noise ordinance is handled by the Police Department. The incidents you referenced have been appropriately directed to police for investigation, response, and documentation, and future violations should continue to be reported directly to the Police Department so they can address the situation in real time.</p> <p>The Zoning Administrator has reviewed the information provided and determined that these incidents do not constitute zoning violations.</p>

New decisions by the Town of Vienna Department of Planning and Zoning.
Revised decisions edited since the table was distributed previously.

Sent: Saturday, January 10, 2026 4:02 PM

To: COUNCIL <council@viennava.gov>; Town Manager <manager@viennava.gov>; O'Brien, Kelly <Kelly.O'Brien@viennava.gov>

Subject: Green Hedges Expansion - Opposed

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Town Council:

I am writing in concern of the planned expansion of the Green Hedges school. I am opposed to this initiative.

Having been impacted, negatively, by non-residential neighbors, and having to go through multiple iterations to make my voice heard and achieve the desired goal, I have found that the effort required of adjacent neighbors to defend themselves against non-residential neighbors is stressful and unfair.

My residential neighbors have always engaged, proactively and fairly to minimize discomfort and achieve a harmonious resolution. My commercial neighbors never did that.

Given the repeated impact and often failure to comply with the conditions of CUP and expansion in the past, I feel their request should be denied.

Thank you for your consideration,

Howard Uman
114 Wilmar Pl NW

To: [REDACTED]
Subject: Green Hedges School
Date: Tuesday, January 13, 2026 8:01:42 AM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Planning Commission Members,

I am writing to respectfully oppose the proposed expansion of Green Hedges School.

The School is located within an established residential neighborhood that already experiences ongoing impacts related to noise, traffic, parking, and site intensity under the School's current approvals. These impacts have been documented over time and remain unresolved. Increasing enrollment, staffing, and physical intensity would further burden surrounding homes and streets that were not designed to accommodate such an institutional-scale use.

Of particular concern is the number and nature of zoning variances and waivers requested as part of this application. These requests seek relief from standards specifically intended to protect residential neighborhoods and, taken together, would materially alter the scale and character of the use. Granting multiple variances to enable further expansion raises serious concerns about precedent and whether the proposal can truly be considered compatible with its surroundings without harm to public health, safety, and neighborhood character.

For these reasons, I respectfully urge the Planning Commission to recommend denial of the application as submitted.

Thank you for your time and consideration.

Sincerely,

Pablo Perez

501 Windover Ave NW

Vienna, VA 22191

From: [REDACTED]
To: [Murphy, Jennifer](#); [Levy, David](#); [O'Brien, Kelly](#)
Subject: Green Hedges Expansion and Impact on the Neighborhood Surrounding
Date: Tuesday, January 13, 2026 11:30:01 AM

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Hello:

I am a 30-year resident of Vienna - 214 Nutley St., NW, across from Green Hedges School on Nutley St. I am responding to the applicant's presentation and its impact on the neighborhood.

We have lived amongst the Green Hedges school activity for many years, and have had to repeatedly stand up to them on issues of their growth - following promises of no growth, for so many years, it is almost a custom that this happens every few years - despite the school promising not to expand each time.

This is also on the heels of the public schools' (Louise Archer and Madison High School) also being expanded - both physically and more students. And with the new businesses nearby on Maple, that have parking deficits, our little neighborhood has become unmanageable for much of the time. The town really needs to examine this area of town and determine a long term plan for it - do you want it to be commercial or residential?

This being said, to address specifically Green Hedges issues:

The current application proposes nearly doubling building square footage, increasing enrollment to 225 students, increasing staff, increasing parking, and increasing lot coverage to nearly 48 percent—well beyond what residential zoning permits. To make that work, the School is requesting multiple zoning modifications because the site simply cannot meet code. This neighborhood has already absorbed significant impacts: congestion during arrival and dismissal, chronic parking shortages, noise from outdoor play and events, and inadequate buffers. The enrollment increase - including staff increase will only exacerbate an already crowded situation and increase density for what is now a residential neighborhood. The burden lies on us neighbors who can't get out of our driveways at certain times and need to be constantly reporting when people are parking illegally.

Green Hedges is located on narrow residential streets—Windover Avenue, Lewis Street, and Nutley Street—none of which were designed to function as collector roads for an institutional use of this intensity. Yet every school day, arrival and dismissal bring congestion, vehicle stacking, and circulation conflicts that spill into surrounding streets.

The current application proposes an increase in enrollment from 190 to 225 students and an increase in staff, yet the traffic analysis submitted by the School does not fully account for faculty and staff vehicle trips. That omission matters. Staff arrive and depart during the same peak periods as students, and excluding those trips understates real-world traffic impacts.

The School asserts that on-site queuing will resolve off-site impacts. But neighbors regularly observe vehicles queuing on Windover and Nutley during arrival, dismissal, special events, and extracurricular activities. These conditions obstruct driveways, reduce sight lines, and create unsafe conditions for pedestrians, cyclists, and emergency vehicles.

Parking presents a similar issue. While the School proposes additional on-site spaces, history shows that on-site parking has never fully met demand during events, rentals, or after-school activities. As a result, overflow parking routinely occurs on residential streets, despite long-standing CUP conditions prohibiting it.

The proposal also anticipates expanded facilities—including a future gymnasium and performance space—which historically generate parking demand well beyond normal school operations. Yet the application relies on operational assurances rather than enforceable guarantees that all parking demand will be accommodated on-site.

Traffic and parking impacts are not minor inconveniences. They affect neighborhood safety, emergency access, and the basic ability of residents to enter and exit their own homes. Granting additional enrollment and intensity without resolving these long-standing issues will only compound them.

In addition, the noise of the school is an issue. Green Hedges operates in a residential neighborhood where quiet enjoyment of homes is a fundamental expectation. Noise impacts are not incidental here—they are ongoing, well documented, and directly tied to the School's intensity of use. The School asserts that increased enrollment will result in only negligible noise increases and that a six-foot wooden fence will provide a 5 to 8 dBA reduction. But a fence is not a substitute for required buffers, and it does nothing to address impulse noise generated by outdoor play, whistles, or amplified instruction. More students, more outdoor activity, and more extended use will inevitably increase noise, regardless of fencing.

We request that these issues are considered and the plan altered, or strict, enforceable limits on outdoor activity, hours of use and noise-generating facilities to protect the surrounding community.

Thank you for consideration of the Nutley St. neighborhood.

Sincerely,
Melissa Maillett

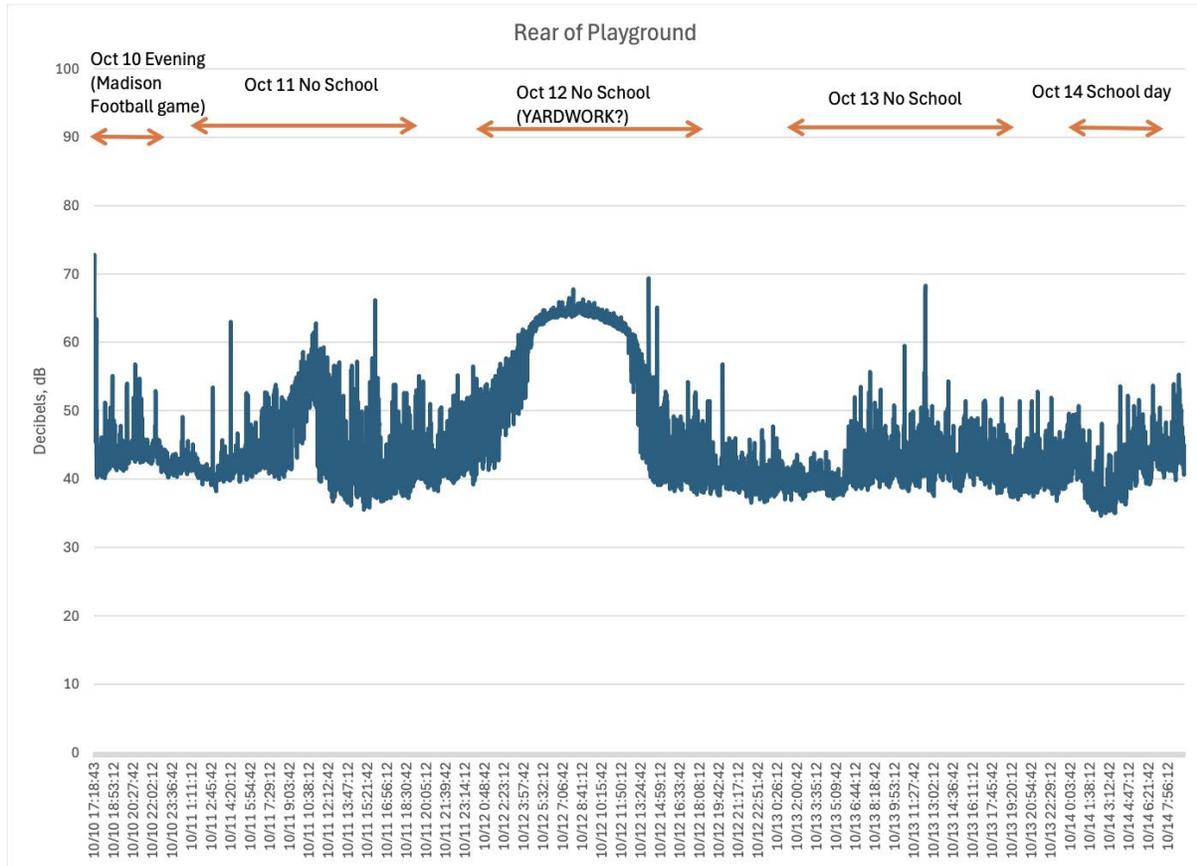
From: [Redacted]
 To: [Redacted]
 Cc: [Redacted]
 Subject: Green Hedges School CUP and Site Plan Modifications - Neighbors' Sound Analysis
 Date: Tuesday, January 13, 2026 1:09:10 PM
 Attachments: GHS Sound Analysis.docx

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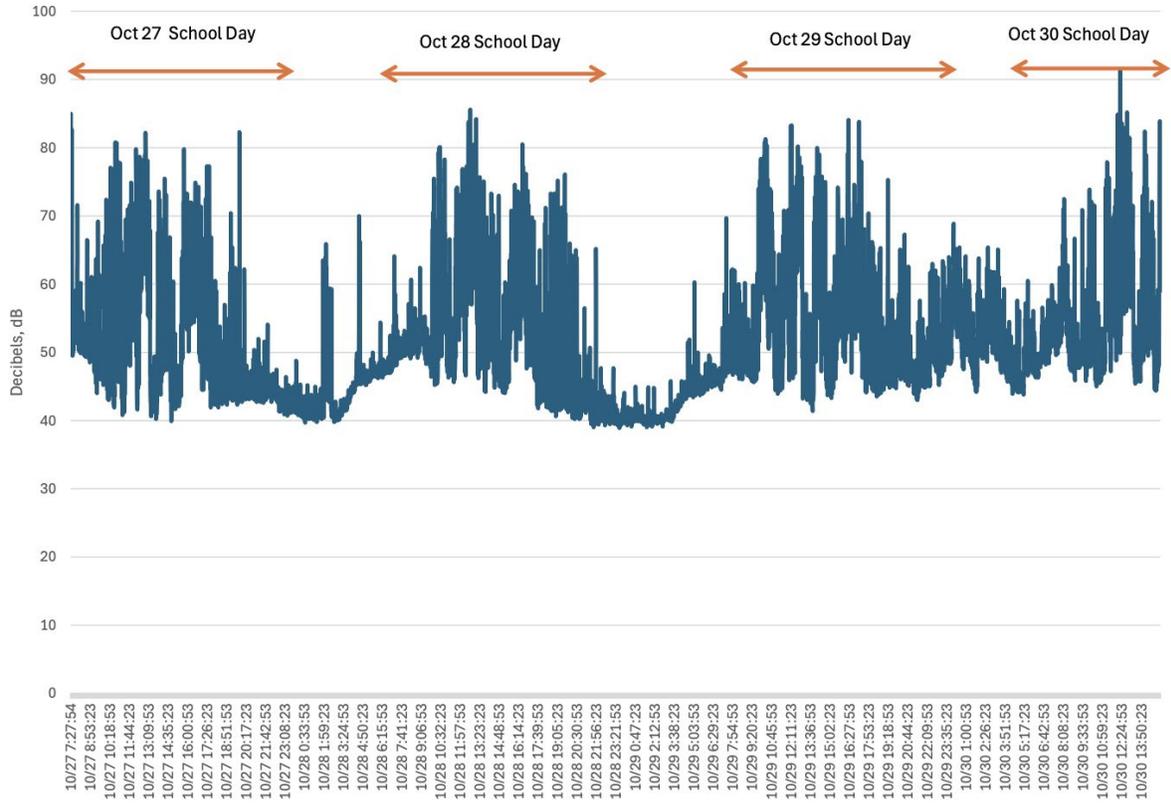
Madam Mayor, Members of Town Council, Planning Commissioners, Department of Planning and Zoning Staff, Town Manager, Town Attorney, and Chiefs of Police:

Please accept the following documents as rebuttal to the School's sound analysis and further opposition to the Green Hedges CUP and Site Modifications.

Penny Oszak
 221 Nutley Street Northwest



Rear of Playground



Summary of School’s Noise Analysis Methodology (Reference Page 18 of the Campus Plan)

Green Hedges School conducted sound monitoring during two periods in October 2025:

- Baseline (No School): October 11–13, 2025
- School in Session: October 27–30, 2025

Monitoring was conducted between 7:00 AM and 10:00 PM, and results were summarized using daily average and daily peak sound levels. In the absence of a Town of Vienna noise ordinance, the School relied on the Fairfax County Noise Ordinance, which sets a 60 dBA continuous sound threshold during daytime hours in residential areas.

The School concluded that:

- Continuous sound levels did not exceed 60 dBA during monitoring
- Impulse sound levels remained below the 100 dBA threshold
- Daily averages and peaks were within acceptable limits

Limitations of the School’s Analysis

While the School’s monitoring collected useful raw data, its presentation methodology materially understates actual neighborhood impact for the following reasons:

- **Overly Broad Averaging Window**
Averaging sound levels across a 15-hour window (7:00 AM–10:00 PM) equally weights hours when the School is not operating, masking elevated noise during active school periods.
- **Daily Peak Readings Lack Duration Context**
A single peak value does not indicate whether elevated noise lasted seconds, minutes, or extended periods—an essential factor in assessing residential compatibility.
- **Failure to Isolate Operational Activity**
The School did not isolate arrival, recess, lunch, playground, and dismissal periods, despite acknowledging that noise was mapped to these activities.

Independent Three-Day School-Hour Noise Impact Analysis

To evaluate operational impacts more accurately, neighbors requested and analyzed the raw sound data provided by the School, focusing exclusively on active school hours.

Monitoring Period: October 27–29, 2025
Hours Analyzed: 8:00 AM – 4:00 PM
Sampling Interval: ~30 seconds
Analytical Method: Fixed 30-minute windows
Threshold Evaluated: Exceedances above 60 dBA

Executive Finding

Noise monitoring over three consecutive school days demonstrates a persistent and repeatable pattern of excessive noise. Sound levels repeatedly exceeded 60 dBA for extended periods, with frequent peaks above 80 dBA. The duration, intensity, and consistency of these exceedances establish that the impacts are operational in nature and materially interfere with the use and enjoyment of adjacent residential properties.

Daily Summary Metrics

October 27, 2025

- Average Sound Level (8:00 AM – 4:00 PM): ~63 dBA
- Peak Sound Level: 82.2 dBA
- Highest Impact Window: 12:30–12:59 PM (26 exceedances above 60 dBA)

October 28, 2025

- Average Sound Level (8:00 AM – 4:00 PM): ~64 dBA
- Peak Sound Level: 85.6 dBA
- Highest Impact Window: 12:30–12:59 PM (29 exceedances above 60 dBA)

October 29, 2025

- Average Sound Level (8:00 AM – 4:00 PM): ~61 dBA
- Peak Sound Level: 83.3 dBA
- Highest Impact Window: 12:00–12:29 PM (23 exceedances above 60 dBA)

Findings of Excessive Noise with Time-Window Cross-References

1. Sustained Midday Noise (Documented)

- Oct 27, 10:30–10:59 AM: 33 exceedances; max 80.8 dBA
- Oct 27, 11:30–11:59 AM: 33 exceedances; max 74.9 dBA
- Oct 28, 12:30–12:59 PM: 29 exceedances; max 85.6 dBA
- Oct 29, 12:30–12:59 PM: 30 exceedances; max 80.2 dBA

These windows reflect uninterrupted elevated noise lasting 30 minutes or more, confirming sustained activity rather than isolated events.

2. Extreme Peak Events

- Oct 28, 12:30–12:59 PM: 85.6 dBA
- Oct 29, ~12:14–12:15 PM: 83.3 dBA
- Oct 27, 12:30–12:59 PM: 82.2 dBA

Sound levels above 80 dBA are commonly associated with construction equipment or heavy machinery and are inconsistent with normal residential conditions.

3. Repetitive Daily Pattern

Across all three days, the highest concentration of exceedances occurred between approximately 10:00 AM and 1:00 PM, with multiple consecutive 30-minute windows exceeding 20–30 readings above 60 dBA. This repeatability confirms a predictable operational source, not background neighborhood noise.

4. Prolonged Residential Exposure

Elevated noise extended beyond midday into early afternoon on multiple days (e.g., October 27: 1:00–1:29 PM; October 29: 2:00–2:29 PM), demonstrating prolonged daily exposure for adjacent residences.

Corroboration with School’s Own Sound Graphs

The School’s sound analysis graphs (attached to correspondence) further corroborate these findings by showing:

- 3–4 distinct peak periods per day
- Peak durations ranging from 20 to 45 minutes
- Alignment with predictable outdoor school activities
- Sustained average levels near 75 dBA, with repeated peaks at or above 80 dBA

Conclusion

When analyzed using school-hour-specific averages, duration-based windows, and repeatability metrics, the same raw data relied upon by the School demonstrates frequent, sustained, and excessive noise during normal operations. These impacts are concentrated during predictable periods, exceed commonly accepted residential thresholds, and materially affect adjacent properties. The record therefore supports the need for clear, enforceable noise mitigation and operational limits as a condition of any approval.

Note: This analysis reflects noise generated from the playground adjacent to 434 and 428 Knoll Street only and does not account for other recreational areas currently in use or proposed for expansion.



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 9th 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,

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



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.

Respectfully,

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



TOWN OF
VIENNA
Virginia

**PUBLIC
NOTICE**

SIGN ID

03

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



PUBLIC NOTICE

SIGN ID

03

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 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

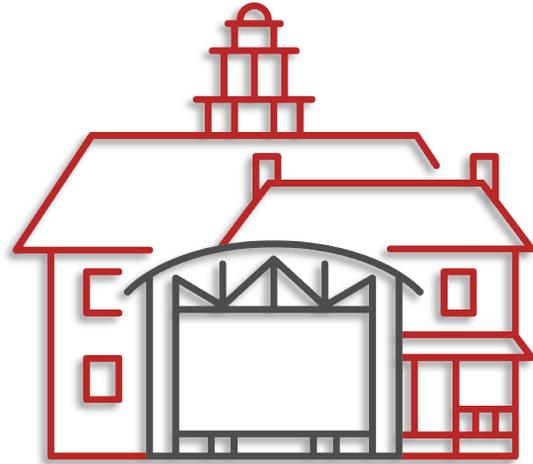
Interested parties may contact the Department of Planning & Zoning, on the first floor of Vienna Town Hall. Agenda items can also be reviewed online up to five (5) days prior to the scheduled meeting <https://vienna-va.legistar.com/Calendar.aspx>.

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.

Sincerely,



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



TOWN OF
VIENNA
since 1890

Conditional Use Permit & Modification of Site Plan Requirements for Green Hedges School at 415 Windover Avenue NW

Planning Commission Meeting
January 14, 2026

Applicant Requests

Recommendation to Board of Zoning Appeals to amend an existing Conditional Use Permit to:

- Increase number of students from 190 to 225
- Increase number of full-time employees from 42 to 50

Recommendation to Town Council for modification of site plan requirements pertaining to:

- Lot coverage
- Frontage improvements
- Parking and loading standards
- Landscaping
- Buffering
- Bicycle parking
- Duration of valid permit



415 Windover Avenue NW – Green Hedges School

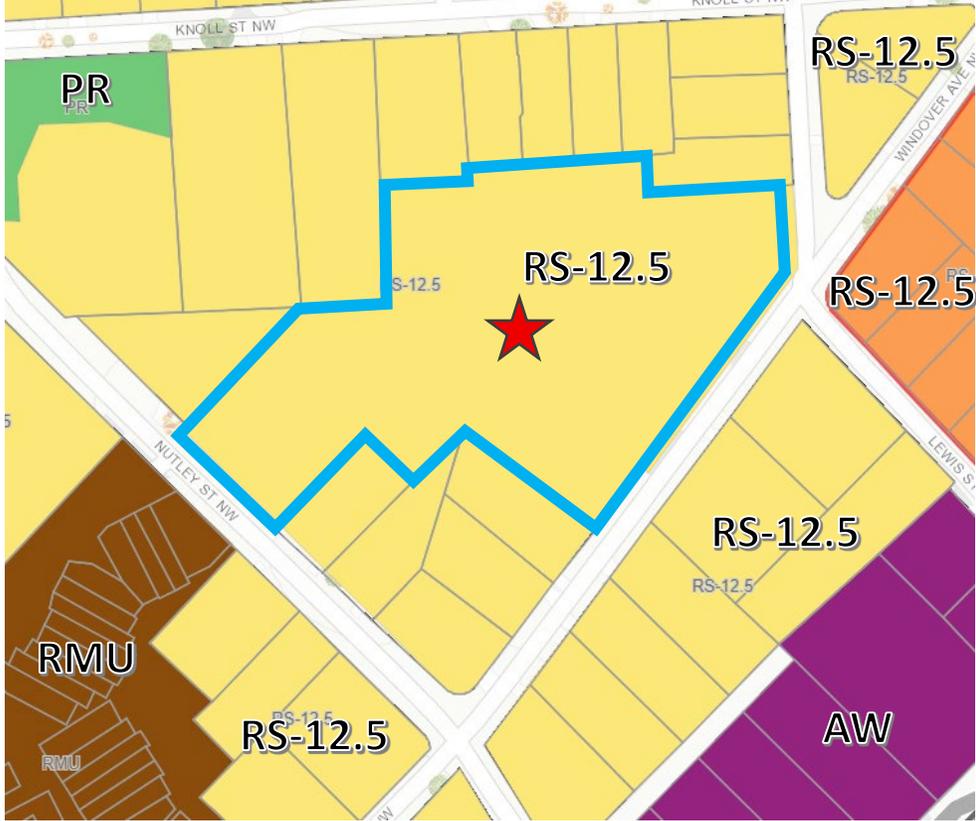


415 Windover Avenue NW – Green Hedges School

- **Zone:** Residential - Single-Unit, 12,500 sq. ft. Zone (RS-12.5)
- **Area:** 187,286 sf or 4.3 acres
- Located in Vienna since 1955
- Conditional Use Permit amendments occurred in 1964, 1978, 1981, 1985, 1997, 2000, 2007, and 2017; addressing enrollment limits, building additions, parking, circulation, and operation hours
- GHS limited to a maximum enrollment of 190 students and 42 full-time employees



Zoning and the Comprehensive Plan



Proposed Conditional Use Permit Modifications

- **Increase** the maximum allowable number of students from 190 to 225
 - Application proposes to further limit new students to a maximum of 10 additional students each school year until enrollment is at 225 students
- **Increase** the maximum allowable number of full-time employees from 42 to 50
 - Application proposes to further limit new full-time employees to a maximum of two additional full-time employees each school year until full-time staff reaches 50



Conditional Use Permit Conditions for Approval (Town Code Section 18-824)

- A. Will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use;
- B. Will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood;
- C. Will be in accordance with the purposes of the Town's comprehensive plan; and
- D. Meets use-specific standards outlined in Chapter 18, Article 3 of the Town Code.

Plans to control any potential impacts of the proposed use on the nearby community, including:

- **Noise**
- **Odors**
- **Trash and litter**
- **Loading and unloading**
- **Parking and stacking**
- **Use capacity**
- **Hours of operation**



Conditional Use Permit Conditions for Approval

- **Noise:** No proposed changes to the school's operating hours, outdoor programming, or event schedule that would elevate noise impacts beyond existing conditions.
 - Staff recommends final mechanical equipment locations and shielding be reviewed with final site plan and further discussion with the applicant regarding noise impacts from special events.
- **Odors:** Trash enclosure currently exists on site and the applicant has no plan to expand or modify. No odor-generating uses are proposed.
- **Trash and litter:** Trash generation will increase proportionally with increased enrollment and staff but will remain consistent with typical school operations.
 - Staff recommends ensuring final dumpster enclosure and access routes comply with applicable screening and maneuvering standards at the site plan stage.



Conditional Use Permit Conditions for Approval

- **Loading and unloading:** Applicant requests relief from the Town's requirement to have a dedicated loading parking space as deliveries are limited and generally done by box trucks or smaller vehicles.
 - Loading demands are modest and can be managed on site. Staff recommend loading hours remain limited to weekday daytime hours and avoid conflicts with arrival and dismissal traffic.
- **Parking and stacking:** Applicant proposes 66 on-site parking spaces and a reconfigured internal circulation system designed to increase queueing capacity during peak arrival and dismissal periods.
 - Staff believe applicant has reduced the potential for stacking to overflow onto the adjacent roadways and that no significant impacts to adjacent roadways will occur during daily operations. However, staff recommend requiring a more complete operational analysis to ensure clarity regarding special events' impacts on stacking.
 - Staff has also requested a mid-block pedestrian crosswalk across Nutley Street NW.



Conditional Use Permit Conditions for Approval

- **Use capacity:** Applicant proposes to increase maximum enrollment from 190 to 225 students and the maximum number of full-time employees from 42 to 50, with both increases tied to the completion and occupancy of the new academic building.
 - Staff recommend the Planning Commission and Board of Zoning Appeals evaluate whether the gradual increase in capacity is sufficiently supported by the proposed stacking, parking, and circulation improvements; and whether additional information or conditions may be appropriate to address event-related impacts.
- **Hours of operation:** No change to existing hours of operation are proposed.



Proposed Modification of Site Plan Requirements

- **Increase** permitted lot coverage from previously approved 31.11% to 47.8%.
 - Staff recommend Planning Commission and BZA determine whether increased coverage maintains compatibility with the surrounding residential neighborhood.
- **Modify** required sidewalk and street section improvements along Lewis Street and Windover Avenue by partially shifting the sidewalk internal to the site to preserve mature trees.
 - Staff support improving pedestrian safety and maintaining continuity of the sidewalk network but recommend the Planning Commission and BZA confirm the scope, responsibility, and timing of improvements (including the proposed midblock crosswalk at Nutley Street NW) before acting on the modification request.



Proposed Modification of Site Plan Requirements

- **Waive** the required loading space.
 - Demand is limited and can continue to be managed without a dedicated bay, provided loading activity remains restricted to weekday daytime hours and avoid conflict with student arrival and dismissal.
 - Planning Commission may consider recommending these operational limits be incorporated as conditions.
- **Allow deviation** from the landscaped parking lot interior island requirements in order to accommodate underground stormwater management facilities located beneath the parking areas.
 - Though underground stormwater infrastructure provides significant benefits, reduced interior planting may affect shade, heat-island mitigation, and visual screening.
 - Staff recommend the Planning Commission evaluate if supplemental plantings around the perimeter or alternative species that can be accommodated above stormwater chambers would achieve the intent of the ordinance.



Proposed Modification of Site Plan Requirements

- **Adjust** buffer widths while supplementing vegetation and fencing.
 - Preserving mature trees and augmenting them with fencing can achieve effective buffering, but reduced widths warrant close review given the adjacency to single-family homes.
 - Planning Commission may consider recommend a requirement of evergreen screening, minimum opacity standards, and long-term maintenance plans to ensure that any reduced buffer, if approved, continues to function as intended; recommending a smaller reduction than that which is requested; recommending reductions in certain locations but not others; or recommending denial of this request.
- **Waive** required long-term bicycle parking.
 - Staff find the approach reasonable but recommend the school be required to provide secure indoor storage upon demonstrated need.



Proposed Modification of Site Plan Requirements

- **Modify the requirement** to void the use permit if construction has not commenced within six months and instead allow a duration of 24 months to commence construction.
 - Staff find this request reasonable given the level of complexity of the site planning and review processes, as well as the desire to minimize impacts to the school to the maximum extent possible.



Phase 1



PROPOSED 6' H. WOOD FENCE TO MATCH EXISTING WOOD FENCE ON SITE

1. New Academic Building
2. New parking areas
3. New grass field
4. New bike parking
5. Landscaping enhancements (sitewide)
6. New fences
7. New sidewalk



TOWN OF
VIENNA
since 1890

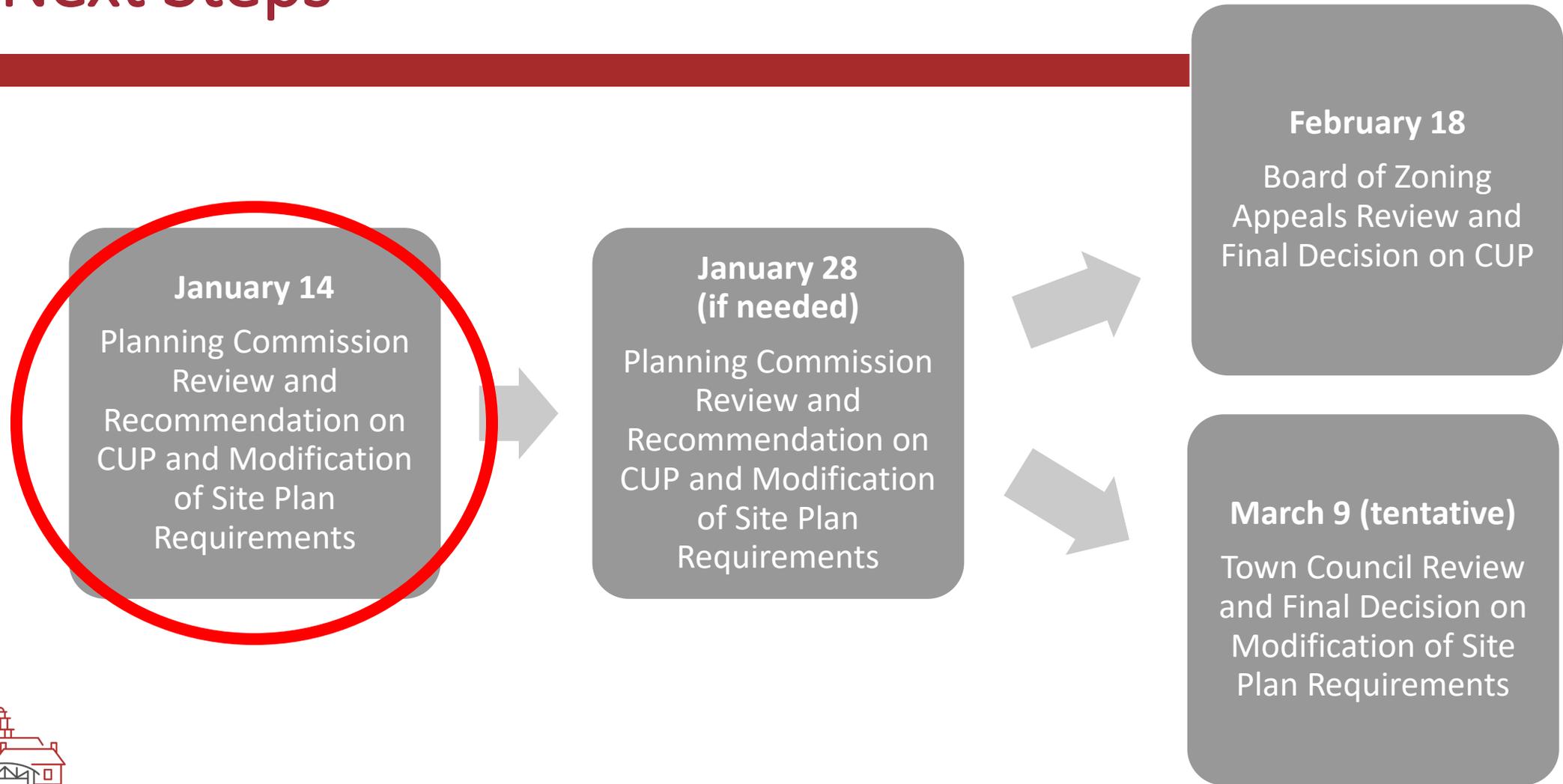
415 Window

Phase 2

1. Renovated and expanded Kilmer Hall
2. New playgrounds with enhanced landscaping



Next Steps



Conditional Use Permit – Suggested Motions

- "I move to recommend **approval** of the amendment of the conditional use permit to the Board of Zoning Appeals for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A **as outlined in the attached documents.**"
- "I move to recommend **approval** of the amendment of the conditional use permit to the Board of Zoning Appeals for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A, **as outlined in the attached documents, and with the following conditions:**
(Add any conditions proposed by the Planning Commissioners)."
- "I move to recommend **denial** of the amendment of the conditional use permit to the Board of Zoning Appeals for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A."

Or other action deemed necessary by the Planning Commission.



Modification of Requirements – Suggested Motions

- "I move to recommend **approval** to the Town Council for the modification of requirements to lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, bicycle parking, and duration of valid permit for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A."
- "I move to recommend approval to the Town Council for the modification of requirements to lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, bicycle parking, and duration of valid permit for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A, **with the following conditions:**
(Add any other conditions proposed by the Planning Commissioners)."
- "I move to recommend **denial** to the Town Council for the modification of requirements to lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, bicycle parking, and duration of valid permit for Green Hedges School, located at 415 Windover Ave NW, in the RS-12.5 zoning district, described as tax map 0383 21 0008A."

Or other action deemed necessary by the Planning Commission.



Supplemental Slides



Parking and Stacking






green hedges
SCHOOL

Introduction

▶ Presentation Agenda

- ▶ Introduction
- ▶ School history and existing conditions
- ▶ Overview of proposed site changes
- ▶ Summary

Sara Mariska, Land Use Attorney

Peter Barrett, Interim Head of School

Jessica Wadlow, Board of Trustees Chair

Peter Barrett, Interim Head of School

▶ Recommendations Requested

- ▶ Support request at Town Council for modifications of site plan requirements related to lot coverage, frontage improvements, parking and loading standards, landscaping, buffering, and bicycle parking
- ▶ Support request at 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

About Green Hedges School

- ▶ Founded by the Kilmer family in 1942, the school moved to Vienna in 1955 and has served this community for 70 years
- ▶ It is the only independent school in the Town of Vienna
- ▶ Offers families in this community an academically rigorous experience while educating the whole child through added focus on the visual and performing arts, music, outdoor play and PE & world languages
- ▶ Described as "A Small Wonder": A small school at current cap of 190 students. Will remain so at the proposed 225



Existing Site Conditions



High-Level Campus Plan Proposal

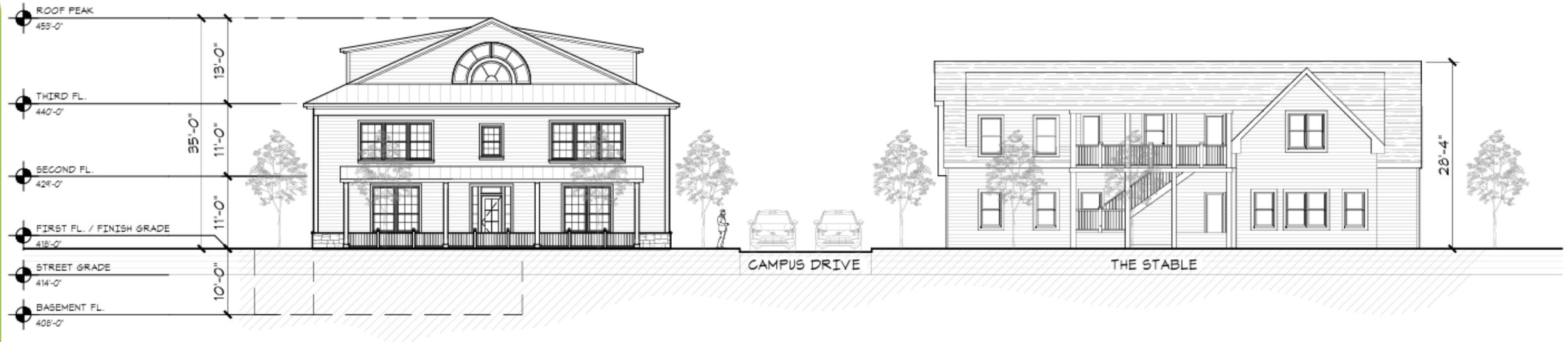
- SITE BOUNDARY
- SITE SETBACK
- EXISTING TO BE REMOVED
- EXISTING BUILDING
- EXISTING BUILDING INT. RENO.
- PROPOSED BUILDING
- EXISTING TREE
- PROPOSED TREE



New Academic Building (replacement of Rice Arts)

1 ~12,500 new square foot building, comprised of:

- ▶ Four (4) new core academic classrooms
- ▶ Science lab and innovation space
- ▶ Arts studio
- ▶ Flexible learning spaces
- ▶ Teacher workspace
- ▶ Additional office space
- ▶ Look and feel consistent with GHS
- ▶ Designed for safety, accessibility & sustainability
- ▶ Meets setback and height requirements
- ▶ 35 feet high (similar to newly constructed houses on Windover)



New traffic flow & increase in parking

2 Newly situated parking area (some overlap with existing parking area) with added landscaping buffers

- ▶ Accommodates 10 additional spots
- ▶ Improves traffic circulation to allow more vehicles for drop-off & pick-up (inclusive of proposed enrollment increase)



	Windover Avenue		Nutley Street	
	Current	Proposed	Current	Proposed
Vehicle Stacking	14	18	30	54
Processing Time: Drop-off	4.5 mins	3.5 mins*	3 mins	3 mins
Processing time: Dismissal	5 mins	5 mins	5 mins	5 mins
Enrollment	54	65	113	160
Maximum number of vehicles per 5-minute interval: Drop-off	16 →	26	50 →	90
Maximum number of vehicles per 5-minute interval: Dismissal	14 →	18	30 →	54

*Note: reduced processing time driven by consolidation of Montessori classrooms into the Stable.

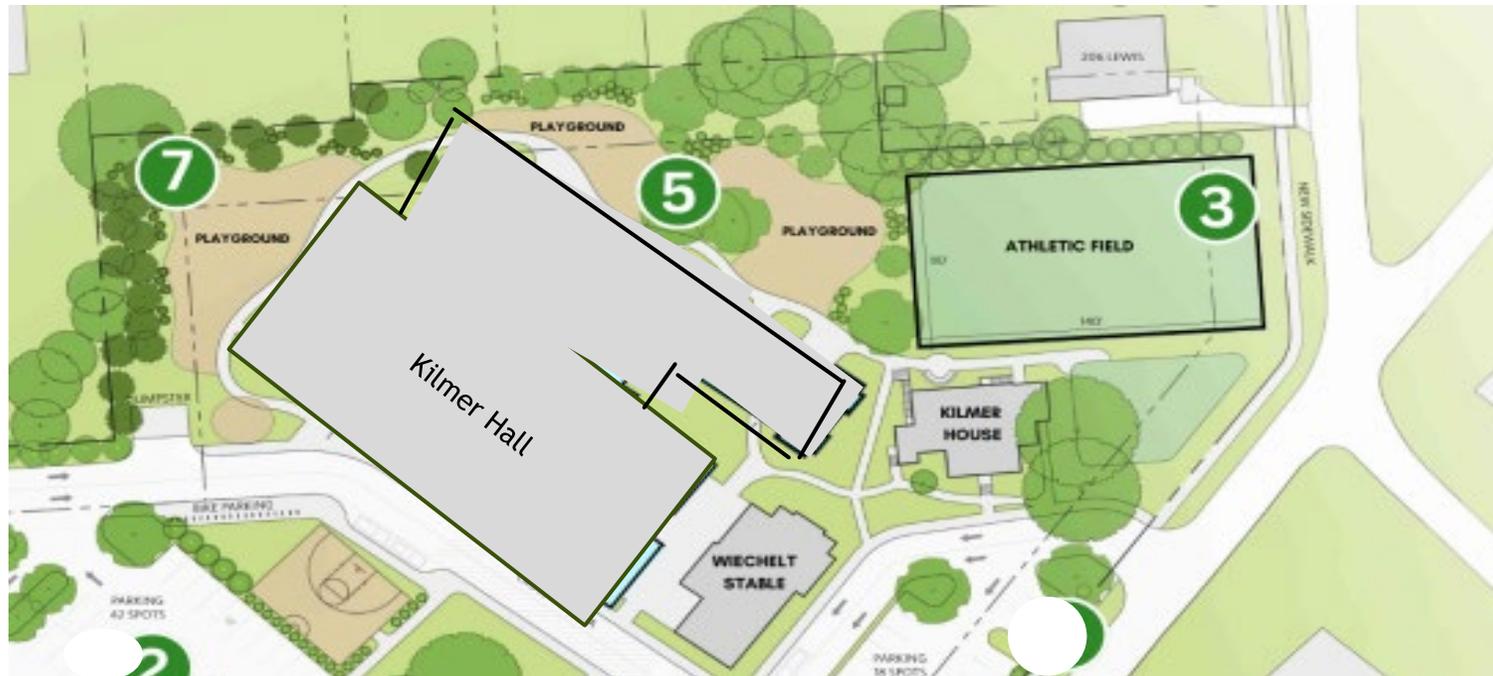
New Athletic Field & Improved Playgrounds

- 3** Athletic Field: Purpose-built field (non-regulation size) with improved construction
- ▶ Relocated to create greater separation between field and adjacent residences (currently located adjacent to the parking lot)
 - ▶ Near playgrounds to allow for dispersion of play during recess

5 Upgraded Playgrounds:

- ▶ Age-appropriate equipment with dedicated areas for Montessori, Lower & Middle School

- 7**
- ▶ Broader dispersion of play space; less concentrated



Interior Kilmer Hall Renovation & Enlarged Multi-Purpose Room

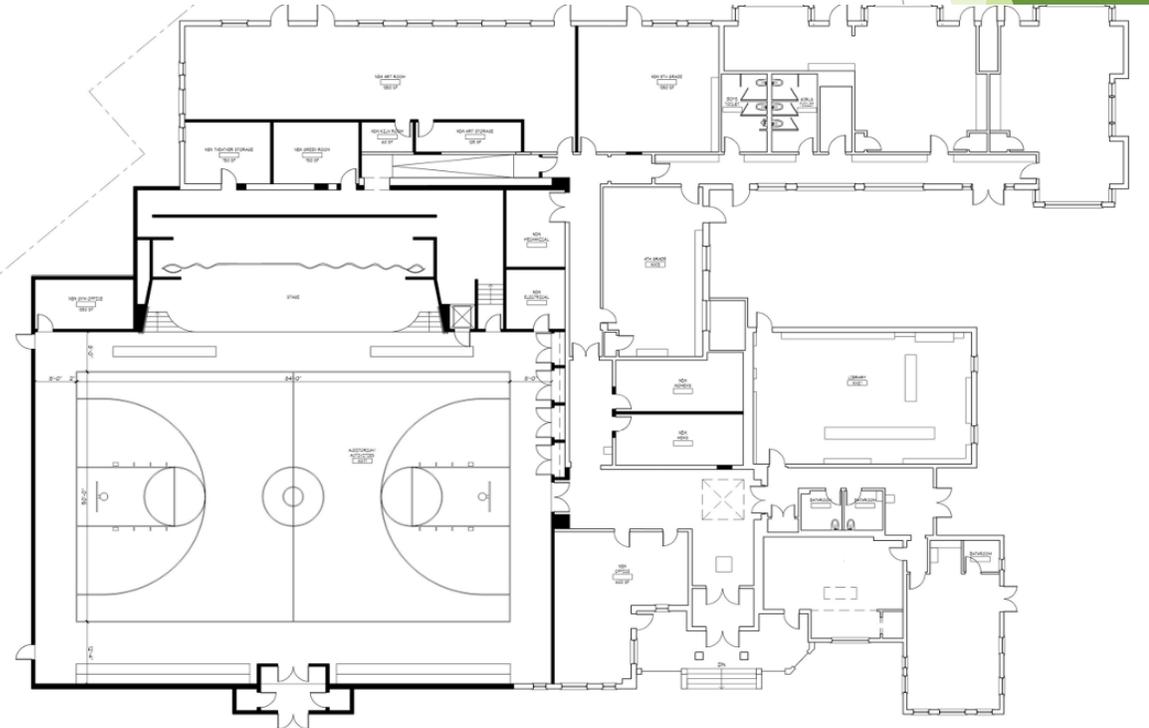
4 Kilmer Hall Renovations

- ▶ Updated learning spaces
- ▶ Reconfigured classroom layouts
- ▶ Improved music (choral and band) space



6 Enlarged Multi-Purpose Room

- ▶ Additional 6,500 square feet
- ▶ Updated gym (addresses need to transport students offsite 2-3x/week for basketball games/practices)
- ▶ Updated performance space with new backstage area
- ▶ *Construction will be in Phase 2*



Improved Landscaping

- ▶ Replacement of old chain link fencing with new six-foot wood fencing proposed along School property perimeter
- ▶ Substantial existing perimeter vegetation will be maintained and supplemented
- ▶ New buffer plantings for compliance & improved appearance

Current:
chain link
fence



Future:
six-foot wood
fence



Improved Buffers with Neighbors



Property	Existing Buffer (Approx.)	Proposed Buffer	Commentary
221 Nutley	On average 3' to 5'	15' for 1/3 of property; 3'-10' remaining section	Driveway and parking areas
245 Nutley	Ranges from 0' to 8'	10'	Road width along east of property limits to 10' buffer
434 Knoll	South section 6' to 8'; East 0'	East - 15'; South 10'	Road width along south of property limits to 10' buffer
428 Knoll	0' to 8'	15'	NA
424 Knoll	15'	15'	NA
420 Knoll	15'	15'	NA
416 Knoll	15'	15'	NA
412 Knoll	15'	15'	NA
206 Lewis	0'-9'	9'	Stormwater facilities
435 Windover	10'	15' for most of property	SE section to have only small shrubs due to Stormwater facilities



Denotes improvement vs. current state

Sound Management (Current)

- ▶ Fairfax County Noise Ordinance (Chapter 108.1-4-2. Noise Ordinance) states that during the hours of 7:00am and 10:00pm in a residential area, the continuous sound monitored level must be below 60 decibels (dBA) and the “Max”/peak sound must be <100 dBA
- ▶ GHS conducted a sound assessment from October 11 to October 13 and October 27 to October 30, 2025, to determine the existing dBA. The monitor was placed on the playground & captured full day of sound data inclusive of arrival, lunch, recess, & dismissal.
- ▶ Based on the analysis, the school is compliant with the Fairfax County Noise Ordinance

Date	Avg. Continuous Sound, dBA 7AM – 10PM (Max 60 dBA)	”Max” Sound, dBA 7AM – 10PM (Max 100 dBA)	Notes
Oct 11, 2025	45	66	Not a school day
Oct 12, 2025	53*	69	Not a school day
Oct 13, 2025	42	68	Not a school day
Oct 27, 2025	53	83	School day
Oct 28, 2025	54	87	School day
Oct 29, 2025	54	84	School day

*Note, the data trend showed gradual increase in decibels representative of yard work around the area

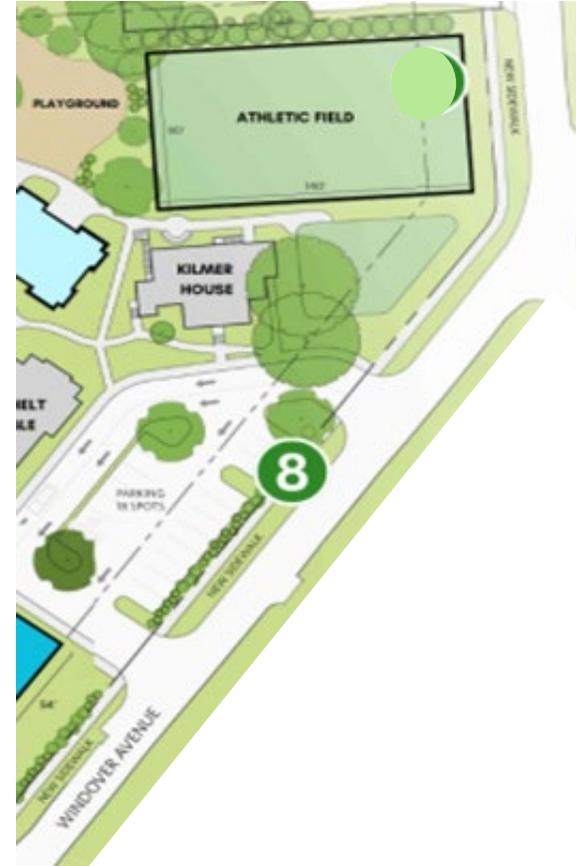
Sound Management (Future)

- ▶ Addition of a six-foot wood fence, dispersion of outdoor play space & greater landscape buffers will help mitigate sound coming from the school
- ▶ Increased buffers will move the playground approximately fifteen (15) feet closer toward the school building and away from the property boundary
- ▶ Based on industry standards, the addition of a six-foot wood fencing provides an estimated 5-8 decibel reduction

<i>Existing:</i> <i>School in session with existing buffers, dBA</i>	<i>Noise Reduction (Fencing + Landscaping), dBA</i>	<i>Proposed:</i> <i>Total projected w/school in session & improved buffers, dBA</i>
53-54	5-8	46-49

Sidewalks on Lewis Street and Windover Avenue along GHS Property

- ▶ Sidewalk installation along School property for improved walkability and frontage
- ▶ Proposed flex-pave in limited area to preserve mature tree specimens
- ▶ Sidewalks will include required ramps and crosswalk sections



Proposed Site Plan

-  SITE BOUNDARY
-  SITE SETBACK
-  EXISTING TO BE REMOVED
-  EXISTING BUILDING
-  EXISTING BUILDING INT. RENO.
-  PROPOSED BUILDING
-  EXISTING TREE
-  PROPOSED TREE



Conditional Use Permit (CUP)

	Approved	Proposed	Details
Students	190	225	After occupancy of New Academic Building Max of 10 additional students/year above 190 over 4-year period Up to max of 225
Staff	42 FTEs	50 FTEs	After occupancy of New Academic Building Max of 2 additional FTEs/year Up to max of 50 FTEs
Parking	56 spaces	66 spaces	

Ensuring the Future of Green Hedges School

- ▶ The new campus plan was designed thoughtfully with input from dozens of stakeholders - neighbors, town staff, community leaders, teachers, administrators, and alumni - to ensure we are creating necessary improvements that benefit the broader community
 - ▶ Green Hedges needs to upgrade its facilities to offer educational spaces that meet current standards for today's learners and maintain competitiveness with other schools' physical offerings
 - ▶ The plan addresses neighbor concerns on buffers & sound management, traffic, parking and stormwater management
 - ▶ The modest increase in enrollment ensures Green Hedges financial viability by maintaining a healthy enrollment to meet the cost increases for providing an exceptional educational experience



green hedges
SCHOOL

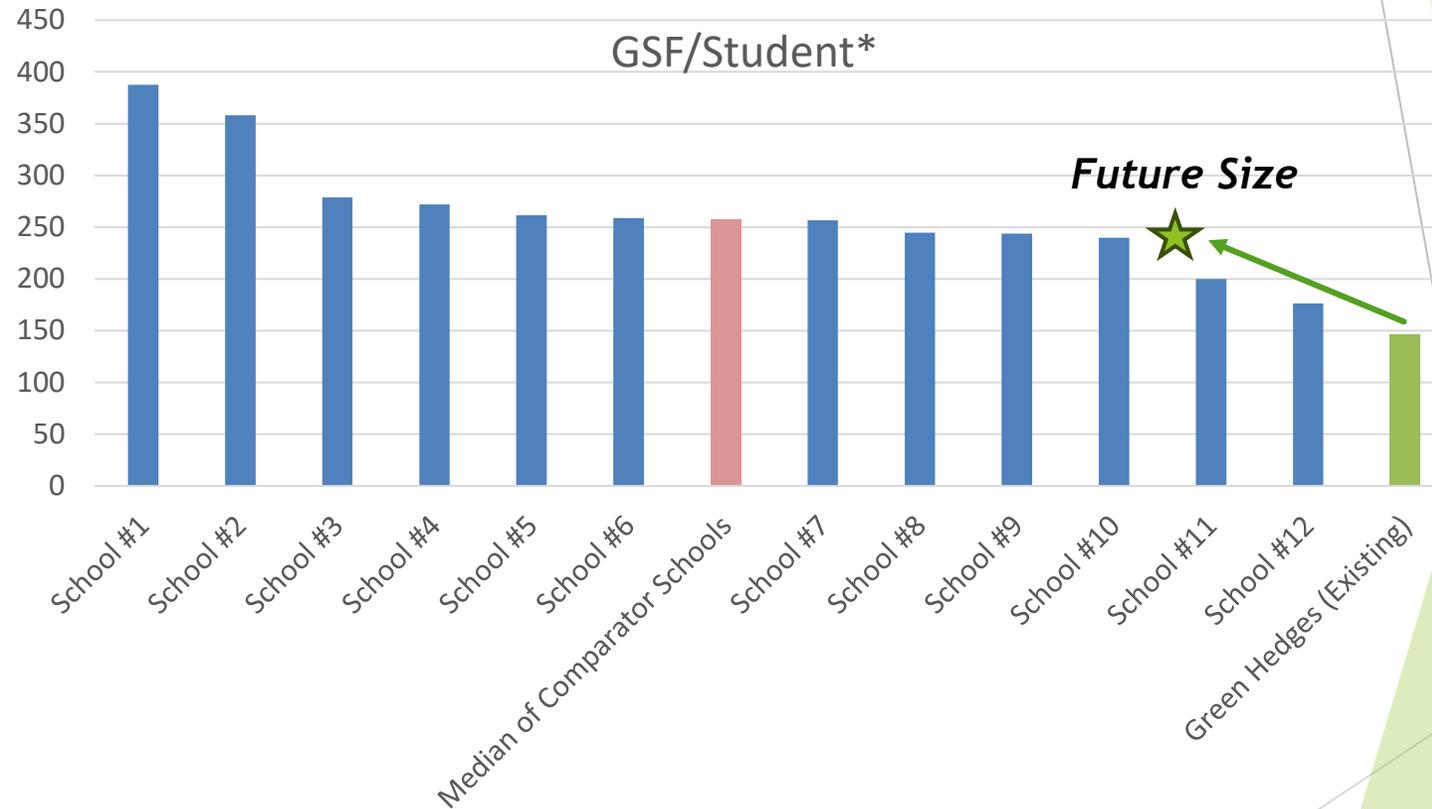


Thank You

▶ Backup

Benchmarking - Preschool-Grade 8 Independent Schools in the DMV Area

- GHS ranks last in space/student
- It is significantly below median at only 56% of median
- With expansion, we are still below median but only slightly at ~91% of median



* Comparator school Gross Square Footage based on The Stonehouse Group database and last published enrollment. Schools include: Alexandria Country Day School, Browne Academy, Burgundy Farm Country Day School, Capitol Hill Day School, Congressional School, Flint Hill LS+MS, Harford Day School, Langley School, Lowell School, The River School, Westminster School, Woods Academy.

Stormwater Management

- ▶ The revised plans propose three (3) additional underground detention structures and two (2) manufactured treatment devices to store, release, and treat stormwater.

CONCENTRATED FLOW	1-YR, 24-HR STORM		10-YR, 24-HR STORM	
	Existing	Proposed	Existing	Proposed
Outfall 1: Flow (cfs)	3.41	1.87	10.86	3.17
Outfall 2: Flow (cfs)	2.38	1.58	5.47	5.19
Outfall 3: Flow (cfs)	0.98	0.71	2.58	2.28
TOTAL FLOW (cfs)	6.77	4.16	18.91	10.64

SHEET FLOW	2-YR, 24-HR STORM		10-YR, 24-HR STORM	
	Existing	Proposed	Existing	Proposed
Sub-Area 4: Runoff Volume (CF)	57	52	111	104
TOTAL RUNOFF VOLUME (CF)	57	52	111	104

*Values are sourced from sheet C-034 of the Green Hedges School Site Development Plan (dated October 24, 2025).

**CFS (cubic feet / second); CF (cubic feet)

***the periodic storm events cited are the recognized standards used in stormwater calculations

Site Modification Requests

- ▶ Modification of:
 - ▶ Lot coverage requirements from 32.2% to 47.8%
 - ▶ Frontage requirements to allow modified sidewalk configuration and street section on Lewis Street and Windover Avenue to allow sidewalk at periphery of property.
 - ▶ Loading space requirements
 - ▶ Interior parking lot landscaping requirement
 - ▶ 15-foot landscape buffer requirement (in a few areas)
 - ▶ Long-term bike parking requirement

CUP Summary

- ▶ Update development conditions to reflect current proposal.
- ▶ Maximum of 225 students.
 - Increase to be phased after occupancy of new academic building.
 - Maximum of 10 additional students per year beyond 190, up to a maximum of 225.
- ▶ Maximum of 50-full time employees.
 - Increase to be phased after occupancy of new academic building.
 - Maximum of 2 additional full-time employees per year beyond 42 full-time employees, up to a maximum of 50.
- ▶ Total of 66 parking spaces
- ▶ Allow 24 months from date of CUP issuance to commence construction

Prior Proposal (2024)



Historical Site Changes

- ▶ 2000-2001 – Expansion of Kilmer Hall
- ▶ 2007 – Significant expansion of facilities approved, but only one building (Stable) constructed.
- ▶ 2013 – Karen Wiechelt Stable dedicated.
- ▶ 2017 – BZA approved additional parking, an increase in employees, and a Science Garden
- ▶ 2022 – Initial Work Sessions and Application Submission
- ▶ 2025 – Revised Application Submission



Agenda Item Report

File #: PC26-286, **Version:** 1

Subject:

Draft 2026 Comprehensive Plan Update - Town-Business Liaison Committee Comments and Discussion

At the December 10, 2025 Planning Commission meeting, staff reviewed comments received on the Draft 2026 Comprehensive Plan during the public comment period (September 25, 2025 through December 1, 2025). Staff received additional comments from the Town-Business Liaison Committee (TBLC) on December 2, 2025, which was included in the December 10 staff report attachments but not included in the analysis of testimony. The Planning Commission accepted the comments and instructed staff to provide an analysis on the TBLC's testimony at the January 14 meeting; this analysis is provided as Attachment 02. As with the December 10 testimony, the Planning Commission may choose to accept all, some, or none of staff's recommendations before the draft plan is presented to the Town Council; it may also recommend other changes not identified by staff.

PROPOSED/SUGGESTED MOTION

"I move to accept staff recommendations for revisions to the 2026 Draft Comprehensive Plan and for staff to bring back, at a future meeting, an updated plan for final review, approval, and recommendation to the Town Council."

Or

"I move to direct staff to make the changes to the draft plan as determined on January 14, 2026, and to bring back, at a future meeting, an updated plan for final review, approval and recommendation to the Town Council."

Or

Other action deemed necessary by the Planning Commission.

Town Business Liaison Committee Recommendations on Draft Town of Vienna Comprehensive Plan 2026 – Chapters 3 (Land Use) and 4 (Economic Development)

Dear Members of the Planning Commission:

At its recent meetings, the Town Business Liaison Committee (TBLC) reviewed the Draft Town of Vienna Comprehensive Plan 2026, with a particular focus on the Land Use (Chapter 3) and Economic Development (Chapter 4) chapters. TBLC appreciates the extensive work that has gone into this document and is generally supportive of its direction. To help ensure the Plan accurately reflects Vienna’s business environment and is implementable for both the Town and the private sector, the committee recommends the following revisions.

I. Cross-Cutting Editorial Recommendations

1. Consistent naming of commercial areas

Use a consistent set of names for the Town’s commercial districts throughout the Plan—e.g., Maple Avenue East, Maple Avenue Center, Maple Avenue West, Church Street NE/NW, Mill Street NE & Dominion Road NE, Cedar Lane SE, and the Corporate Park District—aligned with Map 3.3 (Special Planning Area – Maple Avenue) and Map 4.2 (Commercial Districts).

2. Use of “small business” vs. “business”

In places where the intent is to support all types of businesses, including regional and national brands that help revitalize centers, TBLC recommends removing “small” and simply using “businesses.” This applies particularly in the Economic Development introduction, commercial districts discussion, and strategies focused on adaptive reuse and recruitment. Successful businesses, no matter the size, are important to the Town’s economic viability.

3. Tone and word choice

Reduce repeated use of the word “dynamic” and similar aspirational adjectives in favor of more concrete descriptions of conditions and trends.

II. Economic Development Chapter (Chapter 4)

A. Vision and Goals

1. **Goal 1 – Multimodal focus**

Revise Goal 1 to explicitly include bicycling, for example:

“Enhance the Town’s commercial districts to create vibrant, **multimodal**, and economically sustainable areas.”

2. **Goal 2 – Clarify and simplify language**

TBLC recommends the Goal 2 text be revised to:

“Support **local** businesses that **serve the community** as key contributors to the local economy.”

- a. General theme of not just supporting small businesses, but all businesses

3. **New goal or sub-goal – W&OD Trail & NOVA Parks**

Add a goal (or sub-goal under Goal 3) that explicitly recognizes the W&OD Trail and the partnership with NOVA Parks as an economic driver, emphasizing trail-oriented uses, and trail-accessible businesses as part of Vienna’s place-making and tourism strategy.

B. Introduction & Economic Development in Vienna

1. **Business incentives / 901 Follin Lane SE**

In the introductory narrative:

- Remove or rephrase statements that imply business incentives currently exist (e.g., “providing business incentives”), and instead indicate that the Town may **explore** tools or incentives in the future.
- Remove the specific reference to “long-vacant office areas such as 901 Follin Lane SE” and instead describe underperforming office space more generally, so individual properties are not singled out in the introduction.

2. In the “Economic Development in Vienna” section, list TBLC before the Vienna Business Association (VBA), reflecting TBLC’s status as an official Town advisory body (e.g., “...the Town Business Liaison Committee (TBLC), the Vienna Business Association (VBA), Fairfax County...”).

3. **Business challenges language**

Where the text references a “need for more centralized guidance,” TBLC recommends

rephrasing to highlight current challenges such as rising rents, product and labor costs, regulatory compliance, and space constraints rather than being vague.

C. Special Events and Economic Impact

1. Section placement

Move the “Special Events and Economic Impact” subsection so it appears later in the chapter, preferably close to the end, but definitely after “Economic Development Climate”—so the chapter flows from context to conditions to tools (with events as one tool).

2. Content edits

- Remove the sentence that “Vienna’s special events also serve as economic incubators,” as this is not the intent of these events and they do not serve as incubators.
 - Replace “major events” with a term such as “signature community events.”
 - Ensure the spelling/formatting of “ViVa! Vienna!” is consistent throughout the document.
-

D. Regional Context & Economic Factors

1. Extend the concept of “community” beyond Town limits

In the “Regional Context and Nearby Centers” section, explicitly acknowledge that Vienna’s business community and customer base extend beyond the Town’s corporate limits and ZIP code, with a high share of visitors and shoppers coming from nearby Fairfax County. Include the statistic from the County that 96% of Town of Vienna commercial and park visitors are non-residents.

2. “Older commercial space...” paragraph

TBLC recommends rewriting the paragraph beginning “Older commercial space that does not face Maple Avenue...” to:

- Emphasize **opportunities for reinvestment, adaptive reuse, and revitalization** rather than highlighting conversions to residential; and

- Statement added to note concern that commercial square footage is scarce and should be preserved when feasible when there are redevelopment opportunities.

3. **Home-based business discussion**

Consider pulling out the home-based business discussion as a distinct subparagraph and linking it more clearly to strategies under Goal 2, given the documented growth in this sector.

E. Commercial Districts

1. **Maple Avenue East and West**

- Remove or revise the time-sensitive sentence that begins “As of this writing...” regarding the lack of formal development proposals, which may quickly become outdated.
- Add language acknowledging that **three-story mixed use buildings with a true ground-floor retail space require building heights calibrated for modern retail floor-to-ceiling needs and that zoning should support commercially viable three-story mixed-use on Maple Avenue.**

2. **Church Street NE/NW**

- Add explicit reference to partnership with NOVA Parks and activating the commercial properties adjacent to the W&OD Trail as a key redevelopment and trail-oriented economic opportunity.
- Note that no Church Street Vision projects have been both approved and constructed since 2014 and encourage a **proactive approach** to working with property owners to update the overlay and achieve feasible projects that fulfill the Church Street Vision.
- Correct “bicycles sales” to “bicycle sales” in the Washington & Old Dominion Railroad Park section.
- SEE LAND USE RECOMMENDATION TO SEPARATE OVERLAY FROM NE. If separated in Land Use, separate in this section as well or be intentional about differentiating the two areas in this paragraph.

3. Mill Street NE and Dominion Road NE
 - Remove reference to “garden centers” as there isn’t one located in this area.
 4. **Cedar Lane SE**

Strengthen the Cedar Lane section to:

 - Acknowledge the presence of national and regional retailers alongside local businesses (e.g., Ace Hardware and other chains) and clarify that both “mom-and-pop” and national brands are welcome and valuable in Vienna.
 - Highlight the owner’s recent investments in Cedar Park Shopping Center as a case study of reinvestment leading to stronger tenancy.
 5. **Corporate Park District**
 - Correct the spacing error in “approximately 1.24 million square feet.”
 - Remove the specific reference to the long-vacant office building at 901 Follin Lane SE and describe vacancy issues more generally.
 - Disagree there should be a Small Area Plan here as the current corporate uses are acceptable and sustainable for the long-term needs of our community.
 - Add language encouraging restoration and enhancement of tree canopy and buffering along the W&OD Trail edge, coordinated with Dominion Energy and NOVA Parks.
-

F. Goals, Policies, and Strategies (Chapter 4)

1. **Streetscape and place-making**

Building on existing Policy 1.1 and Strategy 1.1.2, add a strategy under Goal 3 (e.g., 3.2.x) to:

“Market the Town’s identity through coordinated streetscape, wayfinding, and place-making investments in commercial districts.”
2. **Goal 2 – business support**
 - Revise Strategy 2.1.1 to a more flexible form such as:

“Support incubation and growth opportunities for new and existing businesses within the Town (e.g., shared workspaces, mentoring, technical assistance, and connections to regional resources).”

- Where appropriate, remove “small” when the intent is to support all business types (including national brands) that can help revitalize struggling areas.
- Strengthen Strategy 2.2.3 on home-based businesses by specifying outreach, education, and possible zoning/code refinements that maintain neighborhood character while supporting this growing segment.

3. **Goal 3 – W&OD and visitor attraction**

Add a strategy recognizing the W&OD Trail and Town Green as economic anchors, for example:

“Work with NOVA Parks and local businesses to position Vienna’s trail-accessible areas as hubs for dining, retail, and cultural events, recognizing the W&OD Trail and Town Green as key cultural and economic centers.”

- Policy 3.2.2 include language around streetscape, banners, directional signage, and sponsorship opportunities.

4. **Goal 4 – business-friendly environment**

- Under Policy 4.2, add a strategy such as:

“Actively recruit new, successful, and growing businesses—including both local entrepreneurs and complementary regional/national brands—to fill vacancies and strengthen key commercial centers.”

- Under Policy 4.3, maintain Strategy 4.3.2 (Small Area Plan for Mill and Dominion) and add a companion strategy calling for a focused planning effort or Small Area Plan for Church Street NE and the adjacent trail-fronting properties, coordinated with the Church Street Vision overlay and the NOVA Parks partnership.

5. **Goal 5 – Corporate Park**

- Remove Strategy 5.1.1 (“Develop a Small Area Plan for the Corporate Park District”) and replace it with a strategy focused on treescape, buffering, and high-quality site design along the W&OD frontage and internal streets. It is important to remember that the Corporate Park area backs-up to residential

neighborhoods that are impacted by their lighting, sound, etc., especially with the tree removal along the W&OD Trail.

- Ensure Goal 5 and its policies clearly reinforce Corporate Park’s role as an employment center and do not unintentionally promote conversion away from corporate and institutional uses.

6. **Potential façade / storefront incentives**

Add a strategy—likely under Policy 1.1 or 4.2—stating that the Town will **consider** public–private programs (e.g., façade improvement or storefront enhancement incentives) to encourage private investment in building appearance and functionality, without committing to a specific funding mechanism at this time.

III. Land Use Chapter (Chapter 3)

A. Development Trends & Regional Context

1. **Casino / gaming opposition**

In the “Nearby Fairfax County” section, when discussing the proposed gaming/gambling development in Tysons, expand the sentence to acknowledge that the Town, residents, **community associations, and civic organizations** have expressed opposition.

2. **Large retailers and Tysons**

Reframe the language that currently suggests large-scale retailers are only available in Tysons or outside Vienna. TBLC recommends clarifying that:

- Large and national retailers exist both **within** Vienna (e.g., Cedar Lane, Maple Avenue) and nearby;

B. Residential & Institutional Uses

1. **Residential land use terminology**

In Residential Land Use text and figures, avoid abbreviations such as “neigh zones” and instead use “neighborhood” or full zoning district names for clarity.

2. **Parks, Governmental, and Institutional / PR zone**

- Remove or correct the confusing sentence that “new buildings and clearing are not far more restricted than in the PR zone.”
 - Clarify that the Town intends to provide mechanisms that allow churches, schools, and other institutional uses to update and improve their facilities, and that regulations should not impose more onerous conditions on these institutions than on comparable commercial uses.
-

C. Special Planning Areas

1. Maple Avenue height and feasibility

- In the Maple Avenue special planning area narrative, where the 42-foot height limit for Maple Avenue Center is discussed, add policy language recognizing that viable three-story, ground-floor retail projects require sufficient building height.
- Recommend that the Town evaluate increasing maximum building height to 42 feet for Maple Avenue East and West as well, to support economically viable three-story mixed-use buildings with active commercial frontage. In this section, language could reflect this by **acknowledging that three-story mixed use buildings with a true ground-floor retail space require building heights calibrated for modern retail floor-to-ceiling needs and that zoning should support commercially viable three-story mixed-use on Maple Avenue.**

3. Church Street NE – distinct subdistrict and Future Land Use clean-up

TBLC recommends that the Land Use chapter’s “Church Street Vision” separate this distinctively different area from Church Street NE area as they have a different zoning and purpose in the town. TBLC recommends that the Plan:

- **Create a separate Church Street NE subdistrict** in the Land Use text. This subdistrict should carry a Mixed Use (no ground-floor residential) designation.
- **Clarify the zoning changes anticipated for Church Street NE**, regardless of whether the Planning Commission ultimately recommends keeping the current commercial-only ground floor requirement or amending it, The Plan should state that the Church Street NE subdistrict will require follow-on zoning text updates to:
 - i. reinforce the requirement for commercial uses at the ground floor along Church Street NE if the Town maintains the current policy;

- ii. calibrate heights, setbacks, and streetscape standards to support topographically appropriate commercial and service uses; and
- **If the Town later chooses to allow limited ground-floor residential in Church Street NE**, the Plan should still spell out that:
 - i. the Church Street NE subdistrict boundaries and zoning text must first be updated to define exactly where such uses are permitted; and
 - ii. any ground-floor residential should be located behind or above primary commercial frontages so that the Church Street NE corridor continues to read as a commercial street;

2. Trail integration and commercial corridors

- In the NOVA Parks / W&OD Trail section, add a sentence explicitly stating that the W&OD Trail and Town Green serve as a cultural and economic center for Vienna, connecting residents and visitors to the Maple Avenue, Church Street, and the industrial corridor of Mill/Dominion for shopping, dining, and services.
- Emphasize coordination between Land Use, Economic Development, and Parks & Recreation around trail-accessible connectivity and activation.

D. Industrial/Flex and Trail Interface

In the Mill/Dominion Industrial/Flex area section, build on the existing discussion of NOVA Parks and trail-adjacent parking by reinforcing the economic importance of trail-oriented uses and parking, and cross-referencing Economic Development strategies that focus on trail-accessible businesses.

E. Landscaping, Trees, and Dominion Coordination

In the Land Use chapter (with cross-references to Parks & Recreation), add language that:

- Elevates **landscaping and tree canopy** as critical components of commercial corridor attractiveness and business success; and
 - Ensure streetscape continues for entirety of Maple Avenue and not just Avenue Center with particular attention to Avenue West.

- Calls for continued coordination with Dominion Energy and NOVA Parks on tree preservation, replacement, and planting along the W&OD corridor and other utility-affected areas, including corporate and industrial districts.
-

IV. Home-Based Businesses (Chapters 3 & 4)

TBLC encourages the Town to ensure that home-based businesses are clearly recognized and supported across both Land Use and Economic Development:

- Reinforce Land Use language stating that home-based businesses are appropriate in residential areas when impacts are minimal; and
 - Align Economic Development strategies (particularly 2.2.3) so that zoning, permits, and outreach reflect the growing role of home-based enterprises in Vienna's economy while protecting neighborhood character.
-

On behalf of the TBLC, thank you for the opportunity to provide these comments. We believe these revisions will make the Comprehensive Plan more accurate, business-friendly, and reflective of Vienna's commitment to both its small-town character and a strong, sustainable commercial base. We look forward to continued collaboration as the Plan moves toward adoption.

Sincerely,

Jen Morrow
Chair, Town Business Liaison Committee

cc: Vienna Town Council

Town Manager
Director of Planning & Zoning
Economic Development Director

Analysis of Testimony Received on Draft 2026 Comprehensive Plan After December 1, 2025

#	Name	Submission Format(s)	Received Date(s)	Comment	Staff Response and Recommendation
26	Town Business Liaison Committee	Email	12/2/2025	<ol style="list-style-type: none"> 1. Use a consistent set of names for the Town’s commercial districts aligned with maps 3.3 and 4.2. 2. Use “business” rather than “small business.” Successful businesses are important to the Town’s economic viability, no matter the size. 3. Reduce the repeated use of the word “dynamic” and similar aspirational adjectives in favor of more concrete descriptions of conditions and trends. 4. Revise Economic Development Goal 1 (“Enhance the Town’s commercial districts to create vibrant, pedestrian-friendly, and economically sustainable areas.”) to explicitly include bicycling. 5. Revise Economic Development Goal 2 (“Support small and locally owned businesses that provide services to the community as key contributors to the local economy.”) to “Support local businesses that serve the community as key contributors to the local economy.” 6. Add a new Economic Development goal, or a sub goal under Economic Development Goal 3 (“Attract regional visitors through cultural, recreational, and community experiences that support local businesses.”) that recognizes the W&OD Trail and partnership with NOVA Parks as an economic driver, emphasizing trail-oriented uses and trail-accessible businesses as part of Vienna’s placemaking and tourism strategy. 7. In the introduction for the Economic Development chapter (page 64), remove or rephrase statements that imply business incentives currently exist and instead indicate that the Town may explore tools or incentives in the future. 8. In the introduction for the Economic Development chapter (page 64), remove the specific reference to “long-vacant office areas such as 901 Follin Lane SE” and instead describe underperforming office space more generally, so individual properties are not singled out in the introduction. 9. In the “Economic Development in Vienna” section (page 64), list TBLC before the Vienna Business Association (VBA), reflecting TBLC’s status as an official Town advisory body (e.g., “...the Town Business Liaison Committee (TBLC), the Vienna Business Association (VBA), Fairfax County...”). 10. Where the text references a “need for more centralized guidance” (page 64), rephrase to highlight current challenges such as rising rents, product and labor costs, regulatory compliance, and space constraints rather than being vague. 11. Move the “Special Events and Economic Impact” section (page 65) subsection so it appears later in the chapter (preferably close to the end but after the “Economic Development Climate” section) so the chapter flows from context to conditions to tools. 12. In the “Special Events and Economic Impact” section (page 65), make the following edits: <ol style="list-style-type: none"> a. Remove the sentence that “Vienna’s special events also serve as economic incubators,” as this is not the intent of these events and they do not serve as incubators. b. Replace “major events” with a term such as “signature community events.” c. Ensure the spelling/formatting of “ViVa! Vienna!” is consistent throughout the document. 	<ol style="list-style-type: none"> 1. Staff recommends revising Map 4.2 to align with the designations on Map 3.3. 2. Staff recommends revising to refer to “businesses” rather than “small businesses.” 3. Staff recommends making revisions where appropriate. 4. Staff recommends making revision. 5. Staff recommends making revision. 6. Existing Economic Development Strategy 3.2.4 (“Leverage the W&OD Trail, in coordination with NOVA Parks, to attract the many local and regional visitors that pass through Vienna to shop and dine at Town establishments.”) recognizes the importance of the W&OD Trail. Staff recommends revising the strategy to append “...especially at trail-oriented and trail-accessible businesses.” 7. Statement is regarding recommended future actions, not current conditions. No change recommended. 8. Staff recommends making revision. 9. Staff recommends making revision. 10. Staff recommends making revision. 11. Staff recommends moving the “Special Events and Economic Impact” section between the “Economic Development Climate” section and the Economic Development Goals, Policies, and Strategies. 12. Staff recommends making all revisions. 13. Staff recommends making revision. 14. Staff recommends making revision. 15. Staff recommends making revision. 16. Staff will study how to incorporate guidance, if possible. 17. Staff recommends making revisions for a, b, and c; and will review take d under further consideration. 18. Staff recommends making revision. 19. Staff recommends making both revisions. 20. Staff recommends making revisions a and b. Staff to discuss whether conducting a small area plan in the Corporate Park district still makes sense, given Navy Federal’s recent purchase of 901 Follin Lane SE. Staff would like Planning Commission guidance regarding whether incorporating d into the Economic Development section of the Comprehensive Plan is appropriate. 21. Staff recommends revising language to existing Economic Development Strategy 3.2.1 (“Invest in wayfinding signage and visitor information hubs to enhance the experience for tourists.”) to incorporate suggested elements. 22. Staff recommends making revision. 23. Staff recommends making revision. 24. Economic Development staff may identify appropriate education and outreach regarding home-based businesses, and any zoning code updates that may be required in order to better enable home-based businesses may be discussed in the future, should any changes be necessary to better accommodate them. No changes recommended.

			<p>13. In the “Regional Context and Nearby Centers” section (page 66), explicitly acknowledge that Vienna’s business community and customer base extend beyond the Town’s corporate limits and ZIP code, with a high share of visitors and shoppers coming from nearby Fairfax County. Include the statistic from the County that 96% of Town of Vienna commercial and park visitors are non-residents.</p> <p>14. Rewrite the paragraph starting with “Older commercial space...” in the “Regional Context and Nearby Centers” section (page 69) to emphasize opportunities for reinvestment, adaptive reuse, and revitalization rather than highlighting conversions to residential; and add a statement noting that commercial square footage is scarce and should be preserved when feasible when there are redevelopment opportunities.</p> <p>15. In the “Regional Context and Nearby Centers” section (page 69), consider pulling out the home-based business discussion as a distinct subparagraph and linking it more clearly to strategies under Economic Development Goal 2 (“Support small and locally owned businesses that provide services to the community as key contributors to the local economy.”), given the documented growth in this sector.</p> <p>16. In the “Maple Avenue East and West” portion of the “Commercial Districts” section (page 72), remove or revise the time-sensitive sentence that begins “As of this writing...” regarding the lack of formal development proposals, which may quickly become outdated; and add language acknowledging that three-story mixed use buildings with a true ground-floor retail space require building heights calibrated for modern retail floor-to-ceiling needs and that zoning should support commercially viable three-story mixed-use on Maple Avenue.</p> <p>17. In the “Church Street NE/NW” portion of the “Commercial Districts” section (page 73), make the following edits:</p> <ul style="list-style-type: none"> a. Add explicit reference to partnership with NOVA Parks and activating the commercial properties adjacent to the W&OD Trail as a key redevelopment and trail-oriented economic opportunity. b. Note that no Church Street Vision projects have been both approved and constructed since 2014 and encourage a proactive approach to working with property owners to update the overlay and achieve feasible projects that fulfill the Church Street Vision. c. Correct “bicycles sales” to “bicycle sales” in the Washington & Old Dominion Railroad Park section. d. SEE LAND USE RECOMMENDATION TO SEPARATE OVERLAY FROM NE. If separated in Land Use, separate in this section as well or be intentional about differentiating the two areas in this paragraph. <p>18. In the “Mill Street NE and Dominion Road NE” portion of the “Commercial Districts” section (page 74), remove reference to “garden centers” as there isn’t one located in this area.</p> <p>19. Strengthen the “Cedar Lane SE” portion of the “Commercial Districts” section (page 74) to acknowledge the presence of national and regional retailers alongside local businesses (e.g., Ace Hardware and other chains) and clarify that both “mom-and-pop” and national brands are welcome and valuable in Vienna; and highlight the owner’s recent investments in Cedar Park Shopping Center as a case study of reinvestment leading to stronger tenancy.</p> <p>20. In the “Corporate Park” portion of the “Commercial Districts” section, make the following edits:</p>	<p>25. Refer to 6, above.</p> <p>26. Staff recommend revising to append “...which could include streetscapes, banners, directional signage, and sponsorship opportunities” to the end of Economic Development Strategy 3.2.2.</p> <p>27. The new recommended strategy is effectively the same as the policy the strategy would fall under. The existing strategies expound on how to achieve the policy. No change recommended.</p> <p>28. Separating out Church Street NE for its own small area plan, at this time, is unsupported because the Church Street Vision, which merits further study and is identified as a special planning area, encompasses these portions of Church Street NE.</p> <p>29. Staff to discuss whether conducting a small area plan in the Corporate Park district still makes sense, given Navy Federal’s recent purchase of 901 Follin Lane SE.</p> <p>30. Staff believes existing language for Goal 5 and its policy and strategies emphasize the Corporate Park’s importance in maintaining a strong corporate and employment sector in the Town. No changes recommended.</p> <p>31. Staff to discuss feasibility of encouraging public-private programs to encourage private investment in building appearance and functionality.</p> <p>32. Staff recommends making revision.</p> <p>33. Staff recommends clarifying language to indicate that large-scale retailers are present in Vienna, but large-scale retail space is generally found elsewhere.</p> <p>34. “Neigh zones” is a typo; staff recommend revising accordingly.</p> <p>35. Staff recommends revising statement for clarity.</p> <p>36. Staff recommends adding suggested language.</p> <p>37. Staff to discuss feasibility.</p> <p>38. Staff to discuss feasibility.</p> <p>39. The Church Street Special Planning Area, as identified on Map 3.4, includes all properties that are eligible for Church Street Vision projects and spans both the NE and NW segments of Church Street. Separating out Church Street NE and Church Street NW for two separate planning areas, at this time, is unsupported by any studies, policies, or guidance. However, further review of the Church Street Vision as recommended by the plan may modify certain aspects of the vision, including eligible properties. Staff does not recommend any changes at this time.</p> <p>40. Staff recommends adding sentence.</p> <p>41. Staff recommends making revision.</p> <p>42. Staff recommends making revision.</p> <p>43. Economic Development Strategy 1.1.2 (“Upgrade streetscape elements, including sidewalks, lighting, and landscaping, to create inviting commercial elements.”) and Environment & Sustainability Strategy 1.3.4 (“Coordinate with NOVA Parks and other local jurisdictions to urge Dominion Energy to protect and replace the tree canopy along the W&OD Trail.”) already cover these aspects. No changes recommended.</p> <p>44. Refer to 24, above.</p>
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				<ul style="list-style-type: none"> a. Correct the spacing error in “approximately 1.24 million square feet.” b. Remove the specific reference to the long-vacant office building at 901 Follin Lane SE and describe vacancy issues more generally. c. Disagree that there should be a Small Area Plan here as the current corporate uses are acceptable and sustainable for the long-term needs of our community. d. Add language encouraging restoration and enhancement of tree canopy and buffering along the W&OD Trail edge, coordinated with Dominion Energy and NOVA Parks. <p>21. Add the following strategy under Economic Development Goal 3 (“Attract regional visitors through cultural, recreational, and community experiences that support local businesses.”): “Market the Town’s identity through coordinated streetscape, wayfinding, and placemaking investments in commercial districts.”</p> <p>22. Revise Economic Development Strategy 2.1.1 (“Establish a business incubation program to support new startups and growing enterprises.”) to be more flexible, such as “Support incubation and growth opportunities for new and existing businesses within the Town (e.g.: shared workspaces, mentoring, technical assistance, and connections to regional resources.)”</p> <p>23. Under Economic Development Goal 2 (“Support small and locally owned businesses that provide services to the community as key contributors to the local economy.”), remove “small” when the intent is to support all business types (including national brands) that can help revitalize struggling areas.</p> <p>24. Strengthen Economic Development Strategy 2.2.3 (“Continue to support the success of home-based businesses that do not have negative impacts on the residential character of neighborhoods.”) by specifying outreach, education, and possible zoning/code refinements that maintain neighborhood character while supporting this growing segment.</p> <p>25. Under Economic Development Goal 3 (“Attract regional visitors through cultural, recreational, and community experiences that support local businesses.”), add a strategy recognizing the W&OD Trail and Town Green as economic anchors such as “Work with NOVA Parks and local businesses to position Vienna’s trail-accessible areas as hubs for dining, retail, and cultural events, recognizing the W&OD Trail and Town Green as key cultural and economic centers.”</p> <p>26. In Economic Development Strategy 3.2.2 (“Partner with local businesses and community groups to create themed experiences and promotional initiatives.”), include language around streetscape, banners, directional signage, and sponsorship opportunities.</p> <p>27. Under Economic Development Policy 4.2 (“Attract and retain a diverse range of businesses to enhance economic resilience.”), add a new strategy such as “Actively recruit new, successful, and growing businesses—including both local entrepreneurs and complementary regional/national brands—to fill vacancies and strengthen key commercial centers.”</p> <p>28. Under Economic Development Policy 4.3 (“Retain and strengthen Vienna’s strong retail/restaurant base and preserve office space, and light industrial uses, wherever market feasible.”), add a companion strategy for Strategy 4.3.2 (“Develop a Small Area Plan for the Mill and Dominion area using market feasibility studies, land use assessments, and stakeholder input to identify the most appropriate commercial and light industrial uses for long term economic success”) calling for a focused planning</p>	
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			<p>effort or small area plan for Church Street NE and the adjacent trail-fronting properties, coordinated with the Church Street Vision overlay and the NOVA Parks partnership.</p> <p>29. Remove Economic Development Strategy 5.1.1 (“Develop a Small Area Plan for the Corporate Park District to explore flexible land uses, infrastructure needs, and targeted redevelopment strategies.”) and replace it with a strategy focused on treescape, buffering, and high-quality site design along the W&OD frontage and internal streets.</p> <p>30. Ensure Economic Development Goal 5 (“Maintain and enhance a strong corporate and employment presence in the Corporate Park sector.”) and its policies clearly reinforce the Corporate Park’s role as an employment center and do not unintentionally promote conversion away from corporate and industrial uses.</p> <p>31. Where appropriate, add a strategy stating the Town will consider public-private programs (e.g.: façade improvement or storefront enhancement incentives) to encourage private investment in building appearance and functionality, without committing to a specific funding mechanism at this time.</p> <p>32. In the “Nearby Fairfax County” portion of the “Development Trends” section (page 26), expand the sentence about the proposed gaming/gambling development in Tysons to include that community associations and civic organizations have expressed opposition.</p> <p>33. In the “Development Trends” section (page 26), reframe language that currently suggests large-scale retailers are only available in Tysons or outside Vienna, clarifying that large and national retailers exist both within Vienna (e.g., Cedar Lane, Maple Avenue) and nearby.</p> <p>34. In the “Residential Land Use” section (page 30), avoid abbreviations such as “neigh zones” and instead use “neighborhood” or full zoning district names for clarity.</p> <p>35. In the “Parks, Governmental, and Institutional” section (page 40), remove or correct the confusing sentence that “new buildings and clearing are not far more restricted than in the PR zone.”</p> <p>36. In the “Parks, Governmental, and Institutional” section (page 41), clarify that the Town intended to provide mechanisms that allow churches, schools, and other institutional uses to update and improve their facilities, and that regulations should not impose more onerous conditions on these institutions than on comparable commercial uses.</p> <p>37. In the Maple Avenue special planning area narrative where the 42’ height limit for the Maple Avenue Center zone is discussed (page 43), add policy language recognizing that viable three-story, ground-floor retail projects require sufficient building height.</p> <p>38. Recommend that the Town evaluate increasing maximum building height to 42’ for the Maple Avenue East and West zones to support economically viable three-story mixed-use buildings with active commercial frontage. In this section, language could reflect this by acknowledging that three-story mixed-use buildings with a true ground-floor retail space require building heights calibrated for more modern retail floor-to-ceiling needs and that zoning should support commercially viable three-story mixed-use on Maple Avenue.</p> <p>39. TBLC recommends that the Land Use chapter’s “Church Street Vision” separate this distinctly different area from the Church Street NE area as they have a different zoning and purpose in the Town. TBLC recommends that the Plan:</p>	
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				<ul style="list-style-type: none"> a. Create a separate Church Street NE subdistrict in the Land Use text. This subdistrict should carry a Mixed Use (no ground floor residential) designation. b. Clarify that zoning changes anticipated for Church Street NE, regardless of whether the Planning Commission ultimately recommends keeping the current commercial-only ground floor requirement or amending it, will require follow-on zoning text updates to reinforce the requirement for commercial uses at the ground floor along Church Street NE if the Town maintains the current policy; and calibrate heights, setbacks, and streetscape standards to support topographically appropriate commercial and service uses. c. If the Town later chooses to allow limited ground floor residential in Church Street NE, the plan should still state that the Church Street NE subdistrict boundaries and zoning text must first be updated to define exactly where such uses are permitted; and any ground floor residential should be located behind or above primary commercial frontages so that the Church Street NE corridor continues to read as a commercial street. <p>40. In the “NOVA Parks and the W&OD Trail” section (page 45), add a sentence explicitly stating that the W&OD Trail and Town Green serve as a cultural and economic center for Vienna, connecting residents and visitors to Maple Avenue, Church Street, and industrial corridor of Mill & Dominion for shopping, dining, and services.</p> <p>41. In the “NOVA Parks and the W&OD Trail” section (page 45), emphasize coordination between Land Use, Economic Development, and Parks & Recreation around trail-accessible connectivity and activation.</p> <p>42. In the “Industrial/Flex Land Use” section (page 37), build on the existing discussion of NOVA Parks and trail-adjacent parking by reinforcing the economic importance of trail-oriented uses and parking, and cross-referencing Economic Development strategies that focus on trail-accessible businesses.</p> <p>43. In the Land Use chapter (with cross-references to Parks & Recreation), add language that elevates landscaping and tree canopy of commercial corridor attractiveness and business success (i.e.: ensure streetscape continues for the entirety of Maple Avenue and not just Avenue Center with particular attention to Avenue West); and calls for continued coordination with Dominion Energy and NOVA Parks on tree preservation, replacement, and planting along the W&OD corridor and other utility-affected areas, including corporate and industrial districts.</p> <p>44. TBLC encourages the Town to ensure that home-based businesses are clearly recognized and supported across both Land Use and Economic Development by reinforcing Land Use language stating that home-based businesses are appropriate in residential areas when impacts are minimal; and aligning Economic Development strategies (particularly 2.2.3) so that zoning, permits, and outreach reflect the growing role of home-based businesses in Vienna’s economy while protecting neighborhood character.</p>	
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Town of Vienna

Charles A. Robinson Jr.
Town Hall
127 Center Street South
Vienna VA, 22180

Agenda Item Report

File #: 26-5412, Version: 1

Acceptance of the Meeting Minutes

Acceptance of Meeting Minutes

December 10, 2025, Meeting Minutes

Planning Commission
December 10, 2025
Meeting Minutes

The Planning Commission met for a regular meeting and public hearing at 7:30 PM on Wednesday, December 10, 2025, in the Vienna Town Hall Council Chambers. Commissioners present were Chairman Matthew Glassman, Douglas Noble, Keith Aimone, Jessica Plowgian, David Miller, & Deepa Chakrapani (7:32 pm). Staff members present were Director of Planning & Zoning David Levy, Deputy Director of Planning & Zoning Kelly O'Brien, Zoning Administrator, Andrea West, Principal Planner Lyndsey Clouatre, Town Engineer Brian Nguyen, and Clerk to the Commission Jennifer Murphy.

Roll Call

Commissioners Chakrapani and Kenney were called absent. Commissioner Chakrapani arrived at 7:32 pm.

Communication from Citizens and/or Commissioners

Chairman Glassman reported on his presentation to Town Council on the Commission's work over the past year, stating that they were happy and expressed appreciation for the work they have done. For the Comprehensive Plan update they requested that a one page summary be prepared for public consumption.

Public Hearing

Item No. 1.

Public Hearing on Proposed Updates to Chapter 18 - Zoning and Subdivision in Response to State Code Changes and Other Items.

Town Zoning Administrator, Andrea West provided a summary of proposed updates, stating that on September 29, 2025, Vienna Town Council reviewed and referred the item to Planning Commission for review and recommendation. Proposed edits were presented to commissioners at their October 8, 2025, meeting when they set the public hearing for tonight. Proposed updates are in response to inconsistencies in the code and recent changes in Virginia state legislation (HB2660 and SB974). Proposed changes include:

- Article 3: lot coverage, principal uses table, drive-through facilities, and religious assembly.
- Article 6: subdivision procedures
- Article 8: administrative procedures and enforcement

Concluding staff's presentation, Chairman Glassman invited public comment.

Gerald Lahaie, residing at 135 Center Street South, applauded the town and staff's efforts in updating

the Town Code and Comprehensive Plan. He is speaking on behalf of the seventeen (17) unit owners at Cadence on Center. They request that Town Code language for Sec. 18-212, be updated to allow pergola structures to be constructed 9 feet above the roofline. The definition for Pergola has been updated in the code but the structure has not. Presenting photos, Mr. Lahaie stated that he is renewing his request to allow unit owners the maximum use and enjoyment of their property when built. Each unit has a 450 square foot rooftop deck containing gas, electricity, water services and a gas fireplace. Due to the wind, umbrellas have proven to be insufficient. For safety purposes they have to lower the umbrellas, which do not cover the space. There is a product called Structure X Pergola, which is powder coated and can be permanently attached to the roof. It has opening and closing slats and is open on all sides, which could not be enclosed for living space. Concluding his comments, Mr. Lahaie thanked the Commission and was seated.

There being no additional speakers, Chairman Glassman called for a motion to close the public hearing.

A motion to close the public hearing was put forward.

Motion: Noble

Second: Miller

Roll Call Vote: 6-0

Commissioners discussed incorporating previous comments from the October 8th meeting. Memorandum recommendations to Town Council will include:

- Restricting drive-throughs in the Gateway South District.
- Clarifying “*project scale*” language to “*project scope*” for administrative waivers.
- Ensuring waivers only apply to materials not relevant to the decision-making process.

There being no further discussion, a motion was in order.

Commissioner Chakrapani motioned that the proposed edits to Chapter 18 - Zoning and Subdivision ordinance, in response to Virginia State Code Changes and Other Items, be recommended for approval as listed on the attached agenda. Once the edits are made, the Chair is authorized to finalize a memo to Vienna Town Council.

Commissioner Noble asked that Mr. Lahaie’s comments be referred to staff for review of any impacts and proposed language that may or may not be considered for the next round of code updates.

Motion: Chakrapani

Second: Miller

Roll Call Vote: 6-0

Regular Meeting

Item No. 2.

Recommendation to Board of Zoning Appeals for a Conditional Use Permit for a series of governmental and public outdoor parks and recreational uses for the property located at 301 Center Street South, zoned RS-10 (Single-Unit Residential, 10,000 sq. ft.).

Deputy Director of Planning & Zoning, Kelly O'Brien presented staff's report, stating that the current application request for interim uses of the property includes overflow parking, outdoor programming, temporary material storage, police training, outdoor classes and events. The Town is still under discussions for future long-term use of the property. The current application request includes a proposed site update for sidewalk to be installed by Fairfax County, shown as a red stripe along the left-hand side of the site plan. The proposed sidewalk is part of an agreement between the Town and Fairfax County to encourage walking routes for construction workers when walking to the library construction site. Proposed temporary uses have not changed. The request for governmental uses includes overflow parking, temporary parking for events, some material storage for departments like Public Works, FCPS for mulch sales, and event space for Parks and Recreation. Any classes, outdoor programs, or camps that would be run by contractors would be supervised by Department of Parks and Recreation staff for public use.

There are no current plans to have the Farmer's Market on site but it is a permitted, temporary use under the RS-10 zone. So, no special approvals or issuance of a Conditional Use Permit (CUP) would be necessary. If it is ever held on site, she stated that it would be limited to Saturdays during certain months of the year. She reiterated that all on site uses will be managed and scheduled by Parks & Recreation staff who will continue to communicate with the neighbors on anything going forward.

Deputy Director O'Brien stated that CUP review considers whether it will affect the health and safety of people residing immediately around the site, and the neighborhood in general. Whether it's in accordance with the Town's Comprehensive Plan and if it meets use standards as listed under the Town's Zoning Ordinance. Since their last review, staff has obtained more direction from Town Council for proposed hours and anticipated types of activities. As a result, minor revisions have been made to the application, which were based on discussions with Town Council.

- Noise: All events will meet with the Town's Noise Ordinance. No amplified sound is expected.
- Odors: No odors are expected and no food truck uses are anticipated. If there were Parks and Recreation staff would work with surrounding neighbors and all operations would occur away from property lines.
- Trash and Litter: Additional trash collections would be provided for any events, similar to town run events on Church Street. Additional bins would be provided to ensure the site is maintained. Trash receptacles are currently located nearby at the fields across the street.
- Loading/Unloading: Any necessary loading or unloading would be scheduled by Parks staff to limit disruption to surrounding neighbors.

- **Parking and Stacking:** Parking is limited to existing onsite parking. There are no plans to expand the parking area. Staff estimates approximately 65-67 onsite parking spaces. No parking is permitted on the grass and no stacking is anticipated.
- **Use Capacity:** There being no buildings onsite, there is no occupancy load.
- **Hours:** Proposed hours of operation have changed from the original request with hours proposed from 7:00 AM to 11:00 PM to meet the Town's noise ordinance. Events would be from 7:00 AM to 9:00 PM. Parking use would be cut off at 11:00 PM, when the field lights are turned off. There are no hour limitations for onsite loading and storage.

Presenting the anticipated use charts, she stated it details examples provided by the Department of Parks & Recreation, Police, and Economic Development. Proposed uses are similar to what has been approved by the Town Manager for Special Events. Temporary construction parking is part of a formal agreement between the Town and Fairfax County, which has been set for 7:00 AM to 4:00 PM.

She stated that the Police understand neighborhood concerns for noise. They have suggested limited use hours from 10:00 AM to 5:00 PM, with a maximum of two-hour increments. They are also open to limiting use to two days a week. In the past they've utilized the Fire Department's parking lot for training space. Any suggestions for limiting use hours can be added as a condition of the CUP. Concluding her report, she stated that Parks & Recreation Director, Leslie Herman, is available to answer questions.

Chairman Glassman asked if Director Herman had anything to add. Director Herman stated that the Community Center closes at 10:30 PM, so they do not anticipate overflow parking being needed beyond 10:30 PM. That allows plenty of time for vehicles to vacate before 11:00 PM when the field lights are turned off. She added that there are no plans to relocate the Farmers Market. Additionally, the temporary asphalt sidewalk has been poured. Work on the library property has begun. They are encouraging construction workers to use the sidewalk, which extends near the Police Station and away from residences. This should help to limit noise to the surrounding neighbors.

Chairman Glassman thanked Director Herman for her comments and invited members of the public to speak.

Chris Isaac, residing at 111 Elm Street SW, stated that approximately 4-5 emails were submitted to the Planning Commission on this item. He stated that it is incredibly noisy when motorcycle training occurs onsite. His kitchen table is closer to the Annex property than the length of the Council Chambers room. There are typically 2-3 motorcycles traveling back and forth around the property, which is very loud. He asked that motorcycle training be excluded from the use permit. Concluding his comments, Mr. Isaac was seated.

Further discussion followed with commissioners expressing concerns for proposed storing of materials, Sunday use hours, onsite trash receptacles, and police vehicle training.

Concluding discussion, a motion was in order.

Commissioner Noble motioned to recommend approval of a conditional use permit to the Board of Zoning Appeals for governmental and public outdoor parks and recreational uses for the property located at 301 Center Street South, in the RS-10 (Single-Unit Residential, 10,000 sq. ft.) zone as described in tax map number 0384 02 0150, with the following listed conditions:

- All parking to be on paved surfaces
- Recreational activities must take place on paved parking areas or, if on unpaved parking areas, at least 15 ft from property lines abutting residential lots as consistent with required buffer between uses per Sec. 18-561.
- No police motorcycle or vehicular training (except child car seat installations).
- No DPW material storage permitted.
- Permanent trash receptacles to be placed onsite.
- Recreational activities must be separated from parking activities by distance or warning devices.
- Event hours restricted to 9:00 AM–9:00 PM on Sundays.
- CUP to be reviewed by the Board of Zoning Appeals within 12 months.

Motion: Noble

Second: Plowgian

Roll call Vote: 6-0

The motion carrying, the item is scheduled for BZA review at their January 21, 2026, meeting.

Item No. 3

Draft 2026 Comprehensive Plan Update - Public Comments and Discussion

Principal Planner, Lyndsey Cloutre presented staff's report, stating that staff has been in the process of summarizing twenty-five (25) public comments received via email, online form, and in-person testimony. Submitted comments addressed grammar, policy suggestions, and land use recommendations, specifically to the Beulah Road site and Annex property. Some additional comments received, such as deer management, would not fall under the purview of the Comprehensive Plan.

Director Levy stated that memorandum comments were received after the deadline from the Town/Business Liaison Committee (T/BLC) but wanted to note they were received.

Concluding staff's presentation, Commissioner's reviewed staff's table of action items and discussed their timetable for review. Commissioners supported incorporating several suggestions, including:

- Encouraging small-scale retail to preserve Vienna's charm.
- Promoting electric landscaping equipment.
- Supporting native vegetation and wildlife habitat certification.

- Clarifying mixed-use terminology without renaming categories.

The Commission will review T/BLC's submitted comments. Staff advised that the Commission is invited to a Town Council's work session, tentatively scheduled for February 9th. Staff will bring back the updated draft document for the Planning Commission's review.

Item No. 4

Election of Planning Commission Officers

Chairman Glassman stated that per the Planning Commission's Rules of Procedure the officers of Planning Commission consist of a chair and vice chair are elected from membership. It's time for their annual election.

Commissioner Miller motioned that Matthew Glassman continue to serve as chair. Commissioner Chakrapani seconded the motion. The motioned carried by roll call vote of 5-0-1 (Glassman abstaining)

Commissioner Plowgian motioned that Douglas Noble continue to serve as vice chair for one year. Commissioner Chakrapani seconded the motion. The motion carried by roll call vote of 5-0-1 (Noble abstaining)

Discussing the Tree Advocacy Committee, staff advised that they are set for 2-year terms. Commissioner Noble is currently serving his 2-year term as the Planning Commission advisor to the committee.

Planning Director Comments

Director Levy reported the following:

- The upcoming January agenda will include review of two conditional use permits for CrossFit and Green Hedges school. Staff will also update and bring back the Draft Comprehensive Plan.
- Expressed appreciation for the Commission's work and ongoing collaborations throughout the year.

Acceptance of Meeting Minutes

There being no corrections, the November 12, 2025, regular meeting minutes were accepted into the record.

There being no further discussion, the meeting was adjourned at 9:40 pm.

Respectfully submitted,

Jennifer Murphy
Clerk to the Commission