

ATTACHMENT 20

From: [Jinks, Andrew](#)
To: [Levy, David](#)
Cc: [Nguyen, Brian](#); [Clouatre, Lyndsey](#); [O'Brien, Kelly](#); [West, Andrea](#); [Chen, Alan](#)
Subject: RE: Green Hedges School Application - Follow Up Request #1
Date: Tuesday, January 20, 2026 1:00:26 PM
Attachments: [image002.png](#)
[128 Nutley Street NW Trip Generation Memo - 18MARCH2025.pdf](#)

Good Morning David,

Regarding the 2nd bullet below:

Please see attached Trip Generation Memo from the proposed 128 Nutley redevelopment (Sekas). It does not provide a lot of detail on the Nutley/Windover intersection. Would it be helpful/appropriate for the Town to ask for the raw data?

I did not see any traffic analysis for the Louise Archer redevelopment project/CUP, I also confirmed with their design engineer.

Response for the 3rd bullet (I added a few details from the Staff Report for PC – added a 4th bullet):

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.
- There is missing sidewalk (frontage of 222 and 214 Nutley) and given the location/history of those properties it is unlikely sidewalk will be added in the near-mid future. The missing sidewalk is probably one of the main reasons for the unofficial pedestrian crossings in this area. Adding a crossing in the area will provide an official (safer) crossing before the missing sidewalk (Nutley SB heading towards Nutley/Windover intersection).

I don't have any additional detailed analysis/data at this point. I proposed this crossing after witnessing the chaotic crossing situation numerous times during some site visits (when the HS is dismissed).

I am open to discuss the location with PC Noble and open to adjusting the location if there is reasonable justification for an alternative location.

Thanks!

Andrew Jinks, PE
Transportation Engineer



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From: Levy, David <David.Levy@viennava.gov>
Sent: Friday, January 16, 2026 4:04 PM
To: Jinks, Andrew <Andrew.Jinks@viennava.gov>
Cc: Nguyen, Brian <Brian.Nguyen@viennava.gov>; Clouatre, Lyndsey <Lyndsey.Clouatre@viennava.gov>; O'Brien, Kelly <Kelly.O'Brien@viennava.gov>; West, Andrea <Andrea.West@viennava.gov>; Chen, Alan <Alan.Chen@viennava.gov>
Subject: RE: Green Hedges School Application - Follow Up Request #1

Thanks!

David B. Levy
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Department of Planning and Zoning
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From: Jinks, Andrew <andrew.jinks@viennava.gov>
Sent: Friday, January 16, 2026 3:49 PM
To: Levy, David <David.Levy@viennava.gov>
Cc: Nguyen, Brian <Brian.Nguyen@viennava.gov>; Clouatre, Lyndsey <Lyndsey.Clouatre@viennava.gov>; O'Brien, Kelly <Kelly.O'Brien@viennava.gov>; West, Andrea <Andrea.West@viennava.gov>; Chen, Alan <Alan.Chen@viennava.gov>
Subject: RE: Green Hedges School Application - Follow Up Request #1

Good Afternoon David,

No problem at all.

I will look for the anything we may have for the traffic counts at those two intersection, not sure we will have anything for Lewis/Nutley but we will see.

Not sure I have a lot to add for the 3rd bullet but I will try to think of somethings.

Thanks!

Andrew Jinks, PE
Transportation Engineer



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From: Levy, David <David.Levy@viennava.gov>
Sent: Friday, January 16, 2026 3:19 PM
To: Jinks, Andrew <Andrew.Jinks@viennava.gov>
Cc: Nguyen, Brian <Brian.Nguyen@viennava.gov>; Clouatre, Lyndsey <Lyndsey.Clouatre@viennava.gov>; O'Brien, Kelly <Kelly.O'Brien@viennava.gov>; West, Andrea <Andrea.West@viennava.gov>; Chen, Alan <Alan.Chen@viennava.gov>
Subject: FW: Green Hedges School Application - Follow Up Request #1

Andrew –

Can you please see Doug Noble's requests, below? The ones relevant to DPW would seem to be the second bullet on turning movements and the third bullet on the pedestrian crosswalk.

We will be getting the packet out next week so we'd appreciate your getting us your best efforts on those questions.

We ask Green Hedges for the info on the first bullet, and copy you on that request because you're clearly relevant to it.

Thanks.

David

David B. Levy
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From: Noble, Douglas <Douglas.Noble@viennava.gov>
Sent: Friday, January 16, 2026 12:38 PM
To: Levy, David <David.Levy@viennava.gov>
Cc: O'Brien, Kelly <Kelly.OBrien@viennava.gov>; Clouatre, Lyndsey <Lyndsey.Clouatre@viennava.gov>
Subject: Green Hedges School Application - Follow Up Request #1

David,

First cut on requests:

- Raw data files for the arrival / departure information from Green Hedges
- Turning movement counts (morning/afternoon) for Nutley / Windover and Lewis / Windover intersections. (These may come from prior traffic studies, e.g., anything from Louis Archer, Sekas dev'l proposal etc.)
- Detailed analysis reasoning for the addition and location of the staff proposed pedestrian crosswalk
- Raw data files for the noise analysis (since the neighbors have a copy)
- Any redline of a consolidated CUP that you may have.

Thanks in advance,

Doug

Douglas E. Noble, P.E., PTOE
Planning Commissioner

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From: Levy, David <David.Levy@viennava.gov>
Sent: Tuesday, January 13, 2026 5:30 PM
To: Planning_Commission <Planning_Commission@viennava.gov>
Cc: Clouatre, Lyndsey <Lyndsey.Clouatre@viennava.gov>; O'Brien, Kelly <Kelly.O'Brien@viennava.gov>; West, Andrea <Andrea.West@viennava.gov>; Nguyen, Brian <Brian.Nguyen@viennava.gov>; Jinks, Andrew <Andrew.Jinks@viennava.gov>
Subject: Revised Staff Report - Green Hedges School Application

Good evening, Planning Commissioners,

This email is to let you know of revisions that we found it necessary to make to the Staff Report (Attachment 1) to the agenda item for tomorrow evening's review of the application from the Green Hedges School for an amended Conditional Use Permit (CUP) and for a series of Modifications of Requirements. The items were pointed out to us by a very attentive community member, who asked a series of questions. We revisited the report and found that some of the points raised were valid.

The changes made were in service of the following:

- Staff removed any references to 206 Lewis Street NW as it is no longer part of the CUP request or the request for modification of site plan requirements. (That property had been part of an earlier iteration of their plan but has since been removed.)
- Staff updated the “Site Improvements” section on page 1 to include the Stable. However, no changes are proposed to the Stable in either application.
- Staff updated the currently allowable maximum lot coverage to 31.11%, per the approved 2017 CUP.
- Staff revised the report to include the applicant’s request to get an extension on the duration of a valid CUP permit, which normally requires that construction start within six months after approval of the CUP issuance. The applicant has requested that the valid permit be extended to 24 months after CUP issuance. This request was inadvertently left out by staff but reflects an additional request in the proposed modifications of requirements. For your information, the request to extend the validity period was in the applicant’s narrative.

The redline report has been uploaded to the Web site for the public to see, but I am also attaching it here for your review. We will also inform the community member who made the comments and make a statement of explanation in our opening staff remarks tomorrow night. In our view, only the fourth item listed above is material to the recommendations that you might consider. The others are simply updates and corrections to facts.

We look forward to seeing you all tomorrow evening.

David

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