




STAFF REPORT COVER SHEET

May 20, 2026

ATTACHMENT 01

Address:	415 Windover Ave NW	Case Number:	PF-1925356-CUP
Meeting Date:	5/20/2026	Applicant:	Green Hedges School
Board/Commission:	Board of Zoning Appeals	Owners:	Green Hedges School
Existing Zoning:	RS-12.5	Existing Land Use:	Institutional
Brief Summary of Request:	Request to amend an existing Conditional Use Permit to increase number of students from 190 to 210 and staff from 42 to 50, along with associated campus, circulation, buffering, and site improvements.		
Site Improvements:	<p>The existing campus is comprised of several buildings and facilities, including Kilmer Hall (the primary academic building), the administrative center (Kilmer House), the Rice Arts Center, the Stable, a general-use athletic field, a residence occupied by the Head of School, and an educational garden.</p> <p>The proposed phased improvements to the school site include construction of a new gymnasium, a relocated athletic field, new playgrounds, and a new academic building on Windover Avenue, as well as demolition of the Rice Arts Center and several smaller accessory structures and modernization and expansion of Kilmer Hall.</p>		
Size of Property:	187,268 square feet or 4.3 acres		
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 _____, 2026, with the date of the Board of Zoning Appeals (BZA) hearing. Letters were sent on May 12, 2026, to adjacent, abutting and immediately-across-the-street property owners/agents/occupants and subject property owners, notifying them of the Board of Zoning Appeals hearing. A letter was sent to the Fairfax County Department of Planning & Development on May 7, 2026, notifying them of the case and hearing date for the 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 May 6, and May 13, 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:	From the date that the application was deemed to be complete, the BZA should have taken action no more than 90 days later, which was February 11, 2026. That date is directory, rather than mandatory; the Board does not lose jurisdiction to act after the time period has passed. In addition, the applicant requested delaying the BZA hearing to prepare additional information for the application. As such, the 90-day deadline no longer applies but the BZA should be expeditious in its consideration of the application.		

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) and lies just outside the boundaries of the Windover Heights Historic District. The campus includes multiple buildings and facilities, including Kilmer Hall (the primary academic building), the administrative center (Kilmer House), the Rice Arts Center, the Stable, a general-use athletic field, a residence occupied by the Head of School, and an educational garden.</p> <p>Green Hedges School has operated in Vienna since 1955. The original Conditional Use Permit (CUP) for the school was approved in 1964, with subsequent CUP amendments approved in 1978, 1981, 1985, 1997, 2000, 2007, and 2017. These approvals addressed enrollment limits, building additions, parking, circulation, and operational conditions over time. Under the currently approved CUP, the school is limited to a maximum enrollment of 190 students and a maximum of 42 full-time equivalent 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 any 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, but have also always included conditions along with its approvals.</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, modifications to the standard buffer requirements, and relief from long-term bicycle parking requirements.</p> <p>The requests for both site plan modifications and CUP amendments are inter-linked, 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 Applicant Submitted Materials: 02 – Applications and Authorizations 03 – CUP Narrative 04 – CUP Plans 05 – Campus Improvement Plan 06 – Educational Spaces Supplement 07 – Playground Noise Analysis 08 – Stormwater Management Supplement 09 – Traffic Supplement 10 – Proposed CUP Conditions 	Additional Staff Materials & Public Comments:
		<ul style="list-style-type: none"> 11 – Planning Commission Chair Memo to BZA 12 – History of Applications and CUP Orders 13 – Zoning and CUP Complaints reported to Town DPZ as of 05.13.26 14 – Relevant Regulations 15 – Public Comments 16 – Notification Affidavit
Author:	Kelly O’Brien, AICP, Deputy Director of Planning and Zoning	

I. INTRODUCTION

The Board of Zoning Appeals is being asked to consider a Conditional Use Permit (CUP) amendment for Green Hedges to modernize portions of its campus, revise operational limits to enrollment and staffing, and associated site improvements that are interconnected with separate requests for Modifications of Requirements, which will be reviewed by the Town Council once the BZA has completed its review and decision.

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 detached 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.

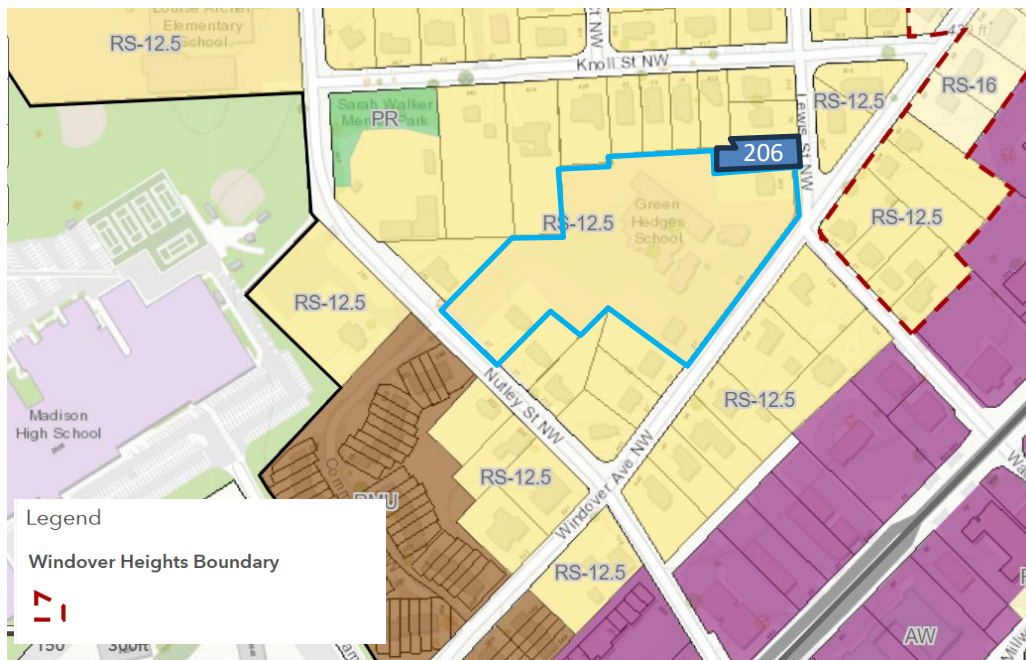


Figure 1 – Town of Vienna Zoning map with the Green Hedges School property outlined in blue and 206 Lewis St NW shaded in blue.

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, among other uses, 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 12 – 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

The proposed 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 maximum amounts.

The application proposes increasing maximum enrollment from 190 to 210 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.

Attachment 03 provides the applicant's narrative description of the proposed operational updates, phasing, circulation, and campus improvements. 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.

IV. STAFF ANALYSIS

The Conditional Use Permit (CUP) amendment 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.

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 associated with the school 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.

Following Planning Commission discussion regarding neighborhood noise impacts, the applicant retained Polysonics Acoustics to conduct a playground noise analysis and evaluate potential mitigation measures. The study included field observations and sound measurements collected on March 10, 2026, during active school operations. The consultant observed multiple playground activity areas, including play structures, swings, and ball play areas, and noted that groups of approximately 60 elementary-age students were observed during active recess periods.

The Polysonics report concluded that installation of a six-foot sound barrier along the existing chain-link fence could reduce measured sound levels at the nearest off-campus residential property by approximately 3 decibels under existing conditions and approximately 4.5 decibels under projected future conditions when combined with administrative controls. The report also noted that the Town's current noise ordinance does not establish specific daytime property-line performance standards applicable to school playground activity.

As part of the proposed campus improvements, the applicant proposes installation of acoustic fencing, expanded landscaping buffers, and revised playground and field configurations intended to reduce off-site noise impacts. The applicant has also proposed tying any enrollment increase above 190 students to completion of the new academic building, installation of sound-isolation fencing adjacent to playground and field areas, and implementation of additional landscaping improvements.

Staff finds that daytime school-related activity noise is characteristic of an institutional school use that has existed on the site for decades. However, staff also recognizes that outdoor noise associated with recess, playground use, and special events has been one of the primary

recurring concerns raised by adjacent residents throughout the review process and during prior CUP administration. The Planning Commission's deliberations reflected differing opinions regarding whether the technical information submitted sufficiently demonstrated the measurable effectiveness of the proposed mitigation measures and whether such measures should be fully implemented prior to any enrollment increase.

Staff recommends that any approval include conditions requiring installation and maintenance of the proposed acoustic fencing and buffering, or a comparable alternative installation that achieves equal or greater sound attenuation, prior to any increase in enrollment above 190 students, as well as continued compliance with all applicable Town noise ordinance requirements related to mechanical equipment, deliveries, and event operations. Staff further recommends that the BZA consider whether additional operational conditions related to outdoor activities or special events are warranted to address recurring neighborhood compatibility concerns.

Odors

A trash enclosure currently exists on the site, and the applicant does not propose expansion or relocation of the existing facility. Staff is unaware of any documented complaints specifically related to odors associated with school operations. No odor-generating uses are proposed as part of the CUP amendment.

Trash and Litter

Trash generation is expected to increase proportionally with increased enrollment and staffing levels but is anticipated to remain generally consistent with typical school operations. The existing dumpster location within the interior of the campus will be maintained, and the applicant proposes continued screening consistent with Town standards.

Waste collection is generally accommodated on-site during normal weekday hours without obstructing public streets or circulation areas. However, neighbors have submitted complaints indicating that trash collection has occasionally occurred before 7:00 a.m., which would be inconsistent with the Town's noise ordinance restrictions applicable to collection activities. Staff notes that litter associated with outdoor events and campus activities has also been identified periodically as a neighborhood concern.

The applicant has not proposed changes to existing event programming and indicates that current litter management practices will continue. Staff recommends that final site plan review ensure that dumpster enclosure design, screening, maneuvering access, and collection operations remain compliant with applicable Town standards.

Loading and Unloading

The applicant requests relief from the Town's standard loading area requirement. Deliveries to the school are limited in scale and generally consist of box trucks, service vehicles, and smaller delivery vehicles operating during normal business hours. The school does not accommodate large freight deliveries or loading activities typically associated with more intensive commercial uses.

The applicant proposes to continue accommodating loading and unloading activities within designated interior parking and circulation areas in a manner intended to avoid obstruction of public streets and rights-of-way. Staff finds that loading demands associated with the school are modest in nature and appear capable of being accommodated on-site. Staff further recommends that loading and delivery activities remain limited to weekday daytime hours and be scheduled to avoid conflicts with student arrival and dismissal operations.

Parking, Traffic and Circulation

The Department of Public Works (DPW) staff reviewed the applicant's circulation plan and supplemental traffic analysis provided in the Campus Improvement Plan and Traffic Flow Supplemental Document. 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.

The applicant collected observational traffic data during student arrival and dismissal operations over multiple weekdays between October 1 and October 14, 2025. The submitted analysis evaluated existing conditions and projected operations under the proposed enrollment increase and revised circulation plan. Existing school operations currently divide student drop-off and pick-up activity between the Windover Avenue entrance serving Montessori and two-year-old programs and the Nutley Street entrance serving Lower School and Middle School students.

Under existing conditions, the applicant reported that overflow onto Windover Avenue occurred on one observed morning for approximately one minute, while no overflow onto Nutley Street was observed during the data collection period. The applicant attributes this to active traffic management by school staff and the staggered nature of arrival and dismissal operations.

The proposed circulation plan includes widened internal drive aisles, revised queueing patterns, reconfigured parking areas, and consolidation of Montessori classrooms into the Stable building adjacent to the Windover Avenue entrance. According to the applicant's analysis, these changes are intended to reduce vehicle processing times and increase on-site queueing capacity. The applicant estimates that the proposed circulation improvements would increase Windover Avenue queueing capacity from 14 to 18 vehicles and Nutley Street queueing capacity from 30 to 54 vehicles.

The applicant further projects that the revised circulation system would increase the number of vehicles capable of being processed during five-minute intervals from:

- 16 to 26 vehicles during Windover Avenue drop-off periods;
- 14 to 18 vehicles during Windover Avenue dismissal periods;
- 50 to 90 vehicles during Nutley Street drop-off periods; and
- 30 to 54 vehicles during Nutley Street dismissal periods.

Staff notes that these projections are operational estimates prepared by the applicant rather than results from a formal engineering-level Traffic Impact Analysis. Nevertheless, DPW staff generally finds that the proposed circulation modifications appear intended to improve internal

vehicle stacking and reduce the potential for queue spillover onto adjacent public streets during normal school-day operations.

Staff notes that the projected circulation performance described in the applicant's supplemental materials is dependent upon continued implementation of active traffic management procedures by school staff during arrival and dismissal periods.

As a part of the review process, DPW requested inclusion of a mid-block pedestrian crosswalk across Nutley St NW at the location shown on the proposed plans. This improvement was requested at the specific location 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 capable of being managed through proposed mitigations, and occasional peak-demand events, for which insufficient analysis has been provided. While the supplemental traffic materials provide detailed operational information regarding arrival and dismissal periods, limited quantitative analysis was provided regarding parking demand and circulation impacts associated with larger evening or weekend events, performances, graduations, or similar activities. Complaint records maintained by the Town indicate that event-related parking and circulation concerns remain one of the primary recurring areas of neighborhood concern associated with the campus.

Accordingly, staff recommends that the Board of Zoning Appeals consider whether additional conditions related to event management, traffic operations, communication protocols, or ongoing monitoring may be appropriate to ensure continued compatibility with surrounding residential properties pursuant to Section 18-824.3 of the Zoning Ordinance. Staff suggests, if the Board of Zoning Appeals chooses to approve the CUP application, that a condition regarding the continuation and, as needed, enhancement of active traffic management may be warranted for both daily traffic and traffic during special events.

Use Capacity (Patrons, Students, Staff)

The applicant proposes to increase maximum enrollment from 190 to 210 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 proposed 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 210. 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. While the proposed physical improvements are intended in part to improve campus operations and circulation efficiency, increases in student enrollment and staffing levels may correspondingly increase daily arrival, dismissal, and event-related activity. Staff found the Traffic Flow Supplemental 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 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 BZA.

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 covering the period from 2022 through 2026 is included as Attachment 13.

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 or applicable CUP conditions. While many complaints did not result in formal enforcement action, the cumulative record provides context regarding neighborhood compatibility concerns associated with school operations.

The complaint log includes only matters reported directly to the Department of Planning and Zoning and does not capture concerns raised through other channels. For example, the Vienna Police Department has received occasional noise-related calls associated with school operations, including reports of early-morning deliveries occurring before permitted hours. Although these incidents did not result in citations or formal enforcement actions beyond verbal reminders regarding permitted operational hours, they provide additional context regarding how school activities are experienced by nearby residents.

Recurring complaint topics generally include:

- (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. Confirmed violations included unauthorized outdoor rental activity, after-hours use of the athletic field, parking outside approved spaces, and removal of landscaping or canopy areas shown on approved site plans. In such cases, the Zoning Administrator documented corrective actions and follow-up compliance measures.

Other complaints were determined not to constitute violations under the existing CUPs or Town Code. These complaints included concerns regarding parking on public streets, temporary vehicle queueing during arrival and dismissal periods, informal outdoor gathering activity, overnight parking of operable vehicles, and certain vested site conditions. In these instances, the Town provided clarification regarding the scope of applicable zoning and CUP regulations.

Staff notes that event-related parking, circulation, communication practices, and maintenance of landscape buffers remain recurring areas of neighborhood concern. As the BZA evaluates the requested CUP amendment, these recurring themes may assist the Board in determining whether additional operational conditions, buffering requirements, communication protocols, or event-management provisions are warranted to promote compatibility consistent with Section 18-824.3 of the Zoning Ordinance.

V. *CONDITIONS OF APPROVAL*

The applicant has submitted proposed conditions of approval, which incorporate proposed changes to enrollment, staffing, hours, phasing, and operational commitments (Attachment 10). Staff have reviewed these proposed conditions and recommend 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 inclusion of an explicit condition stating that the conditions approved with this application supersede all prior CUP-related approvals, which the applicant has incorporated as condition 19. This approach 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. This language promotes administrative clarity, eliminates contradictory legacy provisions, and streamlines enforcement.

Staff further recommend that any conditions ultimately adopted by the Board be written in a manner that is clear, objective, measurable, and enforceable. Conditions that rely on subjective interpretation or lack identifiable compliance standards may create future administrative and enforcement challenges for both the Town and the applicant, and frustration for the surrounding community.

The BZA may 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
- active traffic management during daily arrival/dismissal and event
- enforcement of trash collection hours
- ongoing evaluation of event parking demand

In evaluating the requested CUP amendment, the Board must weigh the long-standing institutional presence of the school, the proposed campus modernization improvements, and the proposed operational and site mitigation measures against the potential impacts on the community associated with increased enrollment, staffing, outdoor activity, and event operations within a residential neighborhood context.

The information provided in the attachments reflect differing viewpoints regarding whether the proposed conditions and mitigation measures sufficiently address long-term neighborhood compatibility concerns associated with the requested increase in operational intensity.

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.

The Planning Commission reviewed the Green Hedges School applications for the Conditional Use Permit amendment and associated Modifications of Requirements over the course of three meetings held on January 14, January 28, and February 11, 2026. Following deliberation, the Planning Commission voted 4-3 to recommend denial of the proposed amendment to the Conditional Use Permit. The Planning Commission Chair's memorandum summarizing the Commission's discussion, deliberations, and recommendation is included as Attachment 11.

As reflected in the Planning Commission record, Commissioners expressed differing viewpoints regarding whether the proposed mitigation measures and revised conditions sufficiently addressed concerns related to noise impacts, operational intensity, neighborhood compatibility, and enforceability of conditions.

Pursuant to Section 18-824.4 of the Town Code, 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, and the Board does not lose jurisdiction to act after the ninety-day period has elapsed.

Following the Planning Commission review process, the applicant requested two separate deferrals of the Board of Zoning Appeals public hearing. The hearing initially scheduled for March 18, 2026, was deferred to April 15, 2026, to allow additional time for completion of the Polysonics on-site noise survey and supplemental analysis. According to the applicant's request, the survey "had not been possible due to weather conditions." Following submission of the

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supplemental materials and Planning Commission recommendation, the applicant subsequently requested deferral of the April 15, 2026, hearing to May 20, 2026, to allow additional time for review and consideration of the application materials and proposed conditions.

Recommended Motion

The Board of Zoning Appeals may use the language as follows, or other phrasing as they deem appropriate:

"I move to approve/ approve with conditions/ deny the amendment of the conditional use permit for a School, Elementary, Middle and High, per Section 18-304 of the Town Code, 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 proposed by the applicant's CUP conditions dated 04.29.26, related plans, and supplemental attachments, *with the following conditions....*"