



Memorandum

To: Board of Zoning Appeals
From: Kelly O'Brien, AICP, CZA, Deputy Director
Meeting Dates: May 20, 2026 & June 17, 2026
Re: Continuation of Public Hearing on Amendment to
Conditional Use Permit
Green Hedges School - 415 Windover Avenue NW

At its May 20, 2026, public hearing, the Board of Zoning Appeals considered a request by Green Hedges School to amend an existing Conditional Use Permit to increase student enrollment from 190 to 210 students and staff from 42 to 50 employees, along with associated campus improvements and circulation modifications.

Concerns were raised during the hearing that the Town Hall doors had been locked, potentially preventing additional members of the public from attending and providing testimony. The Board determined that additional opportunity for public participation was warranted and elected to keep the written comment period open through May 29, 2026, and to reopen the public hearing for testimony on June 17, 2026. The Board indicated that only individuals who did not provide testimony at the May 20, 2026, hearing will be permitted to provide oral testimony at the June 17, 2026, hearing.

Following public testimony and Board discussion, the Board voted 6-0 to table the application until the June 17, 2026, meeting and to continue accepting written public comments through Friday, May 29, 2026.

All application materials, staff reports, exhibits, and other documents associated with the hearing held on May 20, 2026, remain unchanged and continue to be part of the record. Those materials are available through the Town's legislative agenda portal and should be considered together with the supplemental information provided herein.

Staff Memo on Continuation of Public Hearing on
Amendment to Conditional Use Permit
Green Hedges School - 415 Windover Avenue NW

Link to May 20, 2026, materials:

<https://vienna-va.legistar.com/LegislationDetail.aspx?ID=8033662&GUID=DDE752C7-57E2-4021-A6A2-E8D83C2E1119&Options=&Search=>

During the board discussion on May 20, 2026, members asked whether the applicant had reviewed and considered the conditions proposed by neighboring property owners. In response, the applicant submitted supplemental materials for the Board's consideration. On May 29, 2026, the Town received a letter from the applicant's representative, Sara Mariska of Odin, Feldman & Pittleman, P.C., together with attachments that included: (1) a comparison of the Conditional Use Permit conditions proposed by the School and those proposed by neighboring property owners, along with the School's response to each proposed condition; and (2) additional information regarding traffic circulation, buffering, and noise issues discussed during the May 20 public hearing.

The supplemental materials received on May 29, 2026, are attached for the Board's review and consideration.

The Board may consider the entire record, including previously submitted application materials, public testimony, written comments received through May 29, 2026, and the applicant's supplemental submission, when deliberating on the request at the June 17, 2026, hearing.

ATTACHMENTS:

- 1) Staff Memo
- 2) GHS Letter to BZA - May 29, 2026
- 3) CUP Condition Comparison - May 29, 2026
- 4) Letter from Jessica Wadlow, Chair of the Green Hedges School Board of Trustees
- 5) Written Testimony - Received May 21 through May 29, 2026
- 6) Public Notice Affidavit