

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:

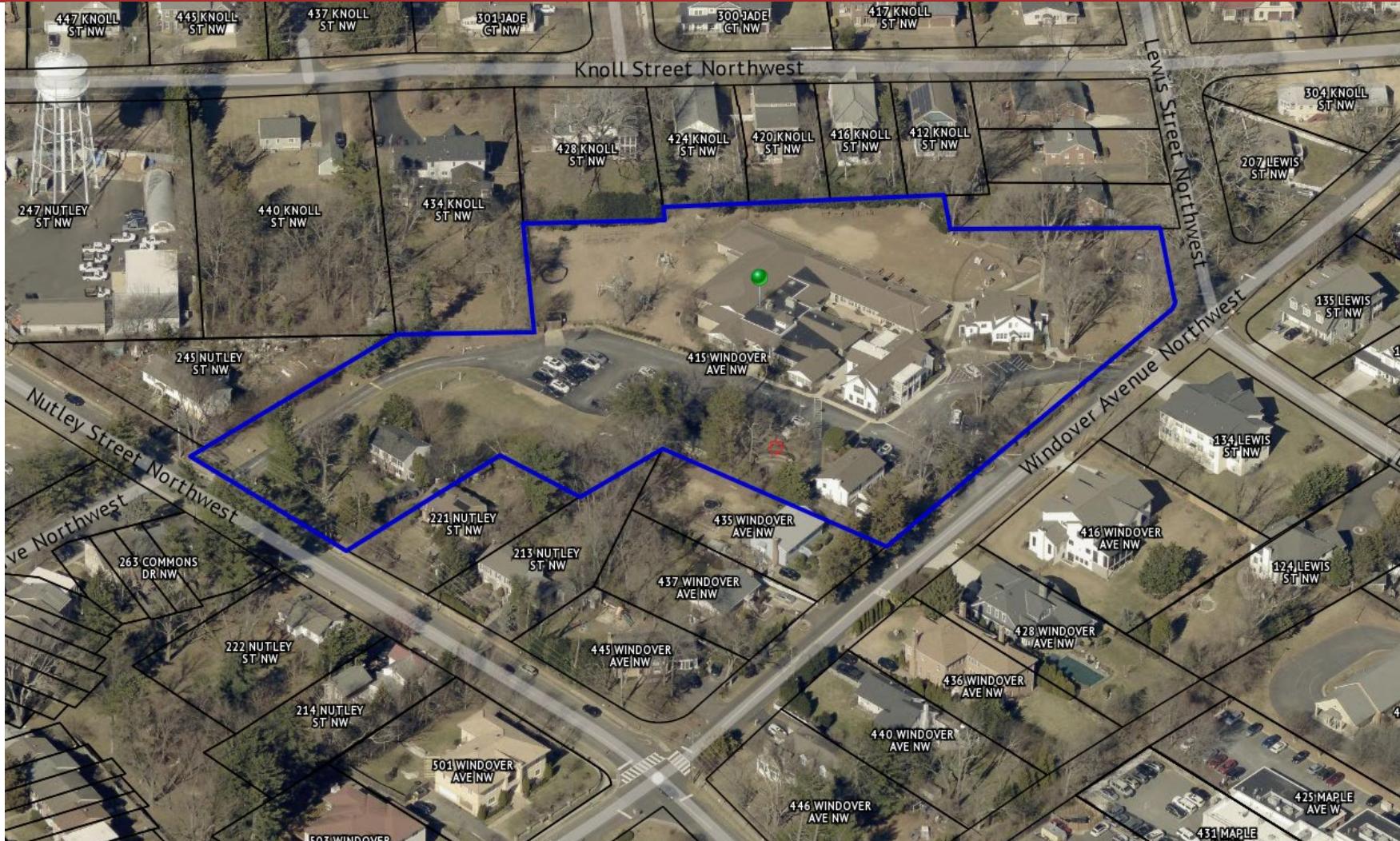
- Increase number of students from 190 to 225
- Increase number of full-time employees from 42 to 50

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



TOWN OF
VIENNA
since 1890

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



TOWN OF
VIENNA
since 1890

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.



TOWN OF
VIENNA
since 1890

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

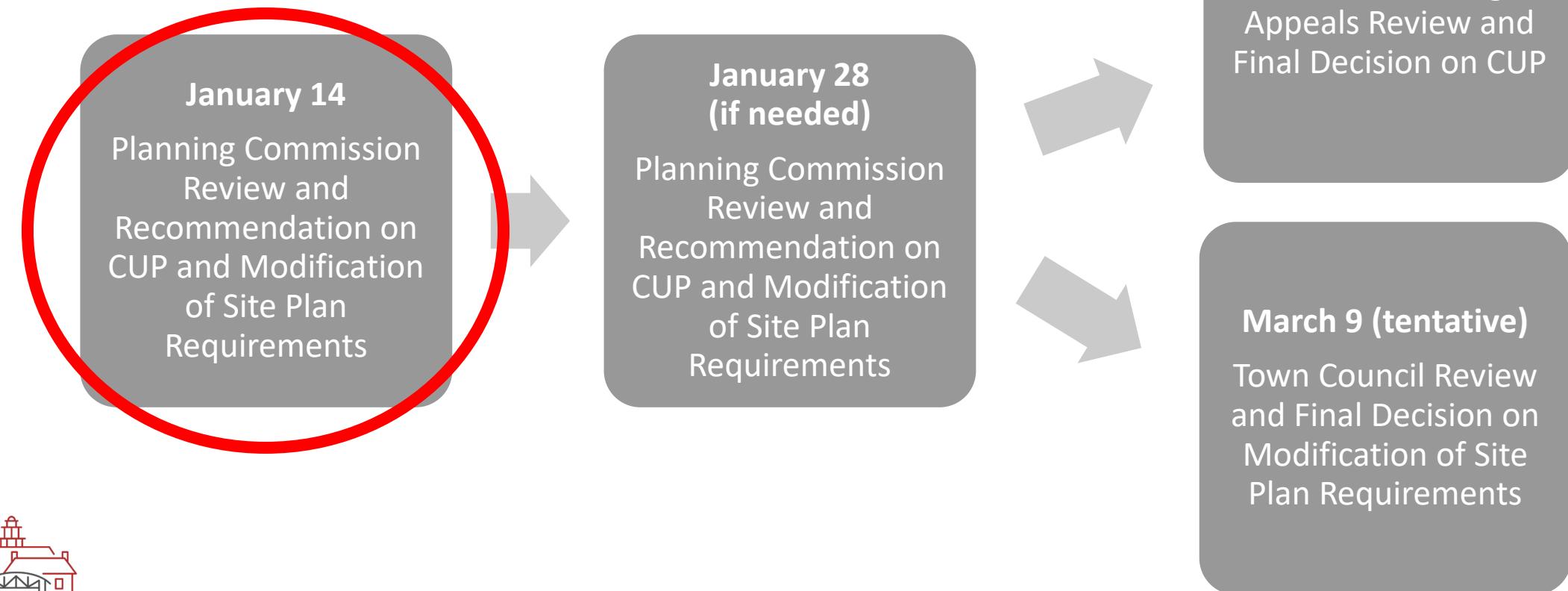
1. Renovated and expanded Kilmer Hall
2. New playgrounds with enhanced landscaping



TOWN OF
VIENNA
since 1890



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.



TOWN OF
VIENNA
since 1890

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



TOWN OF
VIENNA
since 1890

Parking and Stacking



TOWN OF
VIENNA
since 1890

