



# Town of Vienna

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## Meeting Minutes - Final Planning Commission

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Wednesday, February 28, 2024

7:30 PM

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

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*The Planning Commission met for a regular meeting at 7:30 PM on Wednesday, February 28, 2024, in the Vienna Town Hall Council Chambers. Jessica Plowgian presided as chair. The following commissioners present were Matthew Glassman, Stephen Kenney, David Miller, Keith Aimone, Deepa Chakrapani, and Douglas Noble. Staff members present were Director of the Department of Planning & Zoning, David Levy, Deputy Director of Planning & Zoning, Kelly O'Brien, Principal Planner, Maggie Costello, Town Engineer, John Sergeant, and Clerk to the Commission, Jennifer Murphy.*

### Roll Call

*All members are present.*

### Communication from Citizens and/or Commissioners

*None*

### Public Hearings - None

### Regular Business - None

### Work Session

#### [PC24-227](#)

Work session on proposed amendments to conditional use permit and modifications of site plan requirements related to proposed changes to the site for Green Hedges School, located at 415 Windover Avenue NW in the RS-12.5 Single-Family Detached Residential Zoning District

*Department of Planning & Zoning Director, David Levy opened discussions, stating that the proposed project will require review with the Planning Commission, Board of Architectural Review (BAR), and Town Council. The applicant is still working with staff on completing their application process. To date, they have held a work session with the BAR on the aesthetics of the project. Completing his comments, Director Levy invited the applicants to present.*

*Sara Mariska, attorney representative with Odin, Feldman & Pittleman, PC and Jennifer Bohnen, Head of Green Hedges School were present on behalf of the item. Ms. Mariska stated that they are still finalizing details of their application with town staff and collecting public comments from the community. They were last before the Commission for a work session in May 2022, which was early in the design process.*

*Presenting a map of current properties owned by Green Hedges, Ms. Mariska stated that the site is approximately 4.3 acres. The school, originally founded in 1942, was located in Arlington Virginia. In 1955 the school relocated to the Town of Vienna. Since that time there have been a number of conditional user permits (CUP) issued to the school. Some have been implemented and some were not. Ms. Mariska presented the proposed design, stating that little has changed since 1997. A summary has been provided of existing CUP's and proposed improvements. They are looking to expand to 225 students with a phased process increasing students and staff members from 42 to 50. There are currently 56 parking spaces. The plan would also increase parking spaces to 60 spaces per town standards.*

*The project scope includes consolidating all parcels into one property. Project phasing would include reconstruction of Kilmar Hall, increasing buffers, temporary classrooms, and new outdoor play areas that take noise and the surrounding neighborhood into consideration. Phase II includes the construction of Kilmer Hall, parking areas, buffers around the gym and playfield, with removal of driveway and the home at 227 Nutley Street NW. Stormwater management areas will be provided to help with surrounding impacts. Landscaping buffers will range from 5-20 ft Evergreens for consistency. Landscaping is still under consideration.*

*Presenting traffic circulation for drop-off and pick-up areas, she stated that project phasing will include increasing students and staff after completion of Phase I. They are looking to increase ten (10) students and two (2) teachers over four years. They would come back at the end of each phase to show that they are meeting all onsite stormwater management requirements. Concluding the presentation, the applicants received the following feedback and suggestions from commissioners:*

- Provide benchmark standards from state or professional sources for space allocation by type and specific use (classroom, arts, etc.). Include detailed floor plans of existing and proposed conditions. Provide purpose and need with defined program space.*
- Consider centralizing the gymnasium within the footprint of the overall building and creating a multiuse space for the cafeteria and theater.*
- Provide numbers for vehicles, walkers, and bikers by time of day/day of week for the site and adjacent streets, focused on arrival/departure times for upper and lower schools as well as nearby public schools (Luise Archer ES and James Madison HS).*
- Proposed buffer zones should be maximized better for one-way drive-in. Consider fencing for sound abatement. Provide actual effects of buffer and noise. The more buffer provided earlier during phasing, the better.*
- Demonstrate how the proposal will meet the requirements for CUP and Zoning Modification of Requirements, e.g. that the project will not adversely affect the area, not be detrimental to public welfare in accordance with the Town's Master Plan. The request for modification needs to demonstrate that it is the most practical solution. Show how they are meeting criteria, laying it out narratively. Also show how they are taking steps to reduce or eliminate neighborhood complaints.*
- Provide an isometric rendering from perspective of adjacent owners' property to see what it will actually look like.*
- Include anticipated scheduled events along with effects to surrounding area, such as deliveries. Walk the Commissioners through the need for additional space.*
- Provide current and proposed locations for playgrounds.*
- Provide the history of each CUP request along with notes from each iteration. Staff will provide a full history along with meeting minutes of past discussions.*

*Further discussion followed regarding sidewalk and public improvement options. Commissioner Kenney asked that his comments be provided to the applicant. Commissioner Kenney's comments have been added as an agenda attachment. Commissioners expressed support for some public improvements as part of the project. The applicant will incorporate commissioner comments into their application submittal. Staff will post the presentation and update the Commission on the project's progress.*

## **New Business**

*None*

## **Planning Director Comments**

*Director Levy reported on the following:*

- Strategic Plan: Town Council is holding a work session on March 7th.*
- Tree Canopy Requirements: Town Council will continue discussions. A possible intent to adopt is anticipated on March 18th.*
- Comprehensive Plan Kick-off Community Event: Pancakes with Planning Commissioners is scheduled for March 2nd at the Fire House.*

*Commissioners further discussed availability for a March 27th meeting. Commissioners will notify the Chair and staff if they will be absent.*

## **Approval of the Minutes: None**

## **Meeting Adjournment**

*The meeting adjourned at 9:19 pm.*

*Respectfully submitted,*

*Jennifer Murphy  
Clerk to the Commission*

*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.*