Town Council Agenda
Request to Add Item Form

The deadline to submit a request for a discussion item to be added to a work session agenda is five (5) business days before the requested meeting date. Completing and submitting this form does not constitute direction to staff to perform any pre-work on the requested topic prior to the meeting. The purpose of adding an item to the agenda is to provide a description of the issue and background information to the Council body prior to discussing the item during a public work session.

Alternatively, Councilmembers may bring items up for discussion with the body during the Roundtable portion of a work session without first adding the item to a published agenda.

Submission Date: September	September 3, 2026
Requested by:	Clark Hedrick
Work Session Date Requested:	October 6, 2026
Short Description of Issue or problem item addresses:	Briefly describe the topic for discussion and what is being requested that the body consider.
Background Information:	Provide more detailed information and background related to the topic.
Timing Impact:	As of October 1, 2026, a permit is required for the retail sale of tobacco in the Commonwealth of Virginia; local governments are permitted to regulate the sale of retail tobacco, nicotine, and hemp products within 1000 linear feet of day cares and schools.
Strategic Focus Area:	Secure and Internconnected Community and Thriving Community
Possible Fiscal Impact/Cost	De minimis.
Possible Legal Impact:	Request to draft language for Council and de minimis impact for compliance and enforcement actions.
Possible Staff Impact:	De minimis enforcement for HPD and Community Development staff.
Recommendation for Action / Suggested Next Steps:	Direct staff to draft language for an ordinance to prohibit the retail of tobacco, nicotine, and hemp products within 1000 linear feet of a child day care center, or a public, private, or parochial school in the Town of Herndon.
Attachments:	Documents have been provided to the Council already.