TOWN OF Herndon VIRGINIA

Community Development
T (703) 787-7380
community.development@herndon-va.gov

April 30, 2026

RE: Summary notes for 310 Missouri Avenue, (Home Daycare-12 children)
Date of Meeting: April 23, 2026
Time: 2:00pm
Location: HMC Large Conference Room

Attendees:

Town Staff:

Community Development Department

- Ben Schitter, Development Program Planner, Aaron Zoellick, Zoning Services Specialist, and Lisa Webster, Administrative Assistant

Department of Public Works

- Mike Farr, Utility Manager

Applicant:

- Barbara Lopez Otero
- Carla Falconi (interpreter)

**** NOTE ** The *information provided herein is intended to be a general summary of the information discussed in the pre-application meeting for this project and may not address all aspects of the project. Please be advised that any information provided both herein or in the meeting does not relieve the owner/applicant from the obligation to comply with any applicable codes or regulations. If there is a conflict between the information provided herein and any applicable code or regulation, the code or regulation will govern. If a conflict is identified with town code, a formal waiver must be submitted to the town and approved prior to site plan approval. The information herein does not imply that a waiver would be supported by staff, unless specifically stated, nor does it guarantee approval by the Director.***

Project Description

Proposed 12 children for home daycare with hours of operation from 6:00am to 10:00pm located at 310 Missouri Avenue.

Applicant Comments:

none

DRAFT

Community Development Comments:
Ben Schitter and Aaron Zoellick:
Emails:ben.schitter@herndon-va.gov; aaron.zoellick@herndon-va.gov

- The Special Exception cannot move forward if there are any open building permits
- A plat of the property needs to be submitted with the application
- Any home-based business shall occupy no more than 33 percent of the floor area, up to a total maximum floor area of 1,000 square feet on any one property
- One nonresident employee or associate of the home-based daycare is permitted between the hours of 6:00 a.m. and 9:00 p.m.
- Seventy-five square feet of outdoor play area must be provided on site per child enrolled in the daycare
- Outdoor play area must be enclosed by a fence with a minimum height of four feet
    - Requirements for an on-site outdoor play area may be waived when the applicant can demonstrate the home care service is located within 1,000 feet of an existing suitable play area, such as a park

Public Works Department/Building Inspections/Utilities Comments:
Mike Farr
Email:mike.farr@herndon-va.gov

- Trash and Recycle collection cannot exceed the cart capacity
- Trash and Recycle collection requires the use of Town of Herndon provided carts (note the Town only provided one cart for each collection type)
- Trash and Recycle carts cannot be used for any other purpose
- If needed an additional cart can be purchased through the town, here is a link to the application https://www.herndon-va.gov/home/showpublisheddocument/16960/638083396809770000 .
- Note the maximum allowed number of carts. The request can be done in person at the second-floor counter of the HMC.

Action Items

1. If a plat is not available, provide pictures of the property. Specifically, the outdoor space that would be available for the customers.
2. Complete application must be submitted by May 8 in order to get the Special Exception on the agenda for the June Planning Commission meetings.