TOWN OF Herndon VIRGINIA **Planning Commission Work Session**

STAFF REPORT

Agenda Item: Special Exception – SE #26-04, 865 3rd Street - Application to Permit a Home-Based Business not Consistent with the Standards Set Forth in Sec. 78-80.5 – Standards for Home-Businesses as Accessory Uses

Meeting Date: June 8, 2026

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Summary Information:

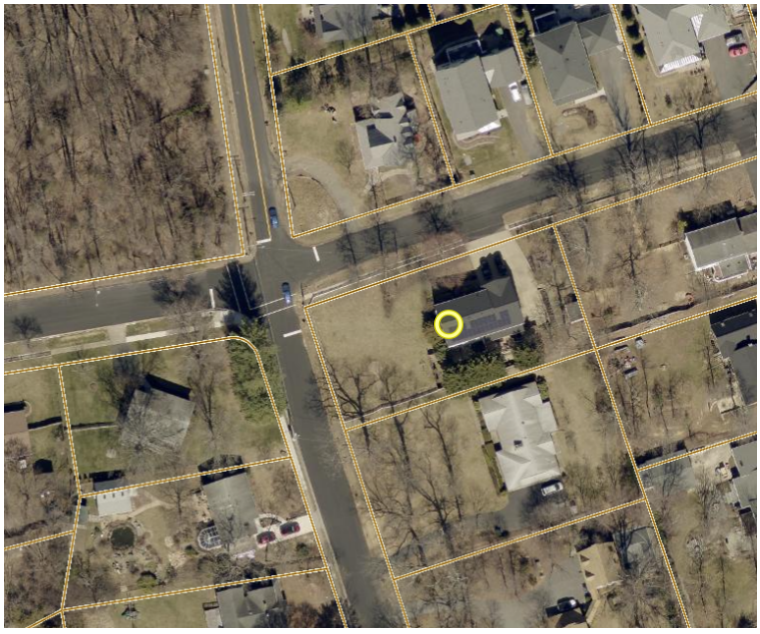
Proposed Modification	This is an application for a special exception to permit a home-based instructional program for robotics and coding.
Address	865 3rd Street
Fairfax County Tax Map Number	0104 03080005
Owners	Farrokh Mansouri, Ekaterina Mansouri
Applicant	Ekaterina Mansouri
Business/Organization	Launch Hub Learning LLC https://www.launchhublearning.com/
Property Use	Residential
Zoning District	R-15, Residential Single-Family
Lot Size	20,038 square feet
Building Size	3,464 square feet of above-grade living area
Adjacent Zoning	North, East, West: R-15 Residential Single-Family South: R-15 Residential Single-Family
Date of Construction:	2004
Comprehensive Plan Land Use Designation	Neighborhood Conservation

Background & Site Description:

865 3rd Street is located on the southeast corner of the intersection of 3rd Street and Monroe Street. The applicant currently provides the lessons to their own children and a few classmates. They are seeking the special exception so that they can offer the lessons to more children and operate this use as a business.

Sec. 78-80.5(c) permits the Town Council to approve a home-based business that is not consistent with the standards set forth in the zoning ordinance for home-based

business. The zoning ordinance permits no more than three customers or clients at the site for no more than two consecutive hours per day. Sec. 78-50(a)(11)(b). Additionally, the zoning ordinance limits the number of arrivals per day to no more than four nonresident persons who are employees, clients, customers, or associates of the home-based business during any 24-hour period. Sec. 78-80.5(a)(11)(c). The applicant wishes to have up to 10 students per class with an option for multiple sessions during certain days of the week. While this use is not a childcare business, it should be noted that childcare home-based businesses are allowed up to 12 arrivals per day by-right.



The regulations of the R-15 district are "meant to encourage uses that would substantially complement the development of single-family detached dwellings and that would contribute to the quiet residential nature of the district." Sec. 78-30.1.

The property's designation as Neighborhood Conservation in the Town of Herndon 2030 Comprehensive Plan reflects the Town's intent to preserve and enhance the established character and quality of existing residential neighborhoods while allowing limited, compatible accessory residential uses such as home-based businesses.

Case Details & Proposed Operations:

The applicant seeks a special exception to increase the maximum number of children permitted in their home-based business from three to 10. The proposed use will operate one weekday evening and from 9:30 a.m. to 11:30 a.m. on Sundays during the school year. A more intensive one week program may be offered during the summer, with lessons lasting up to six hours.

The home-based business is proposed to take place primarily on the basement level of the dwelling, which has an area of approximately 1,300 square feet. The lessons will be offered in the den which has an area of approximately 267 square feet. Access to the area will be through the walkout basement entrance. The basement level includes one bathroom. The applicant and one other instructor will be on-site for each instructional

session. Parents will drop off the students and return at the end of the lesson to pick them up.

The exterior appearance of the building will remain unchanged. No additional impervious area or land disturbance is proposed.

Staff Analysis:

The Town of Herndon Zoning Ordinance sets standards for by-right (administratively approvable) home-based businesses. A maximum of three clients on site for no more than two consecutive hours per day is the limit for by-right home-based businesses. Sec. 78-80.5(a)(11)(b). These standards can be amended by Town Council on a case-by-case basis through the special exception process.

Zoning Ordinance Compliance

Sec. 78-80.5. The Town's Zoning Ordinance standards are intended to balance the interests of home-based businesses with considerations related to traffic management, neighborhood compatibility, and adherence with applicable zoning and planning regulations. Staff evaluated the criteria for review of special exceptions found in Zoning Ordinance Sec. 78-155.3(e). Criteria (a)–(e), and (g)–(i) were found to be applicable to the analysis.

	Criteria Section 78-155.3(e)(1)	Assessment	Reasoning
a.	Is consistent with the Comprehensive Plan.	Meets	The proposed use will be in conformance with the Comprehensive Plan policies on provision of goods and services to the local community and positive economic benefits of new businesses.
b.	Is free of conflict with any provision of this chapter and related regulations or any other applicable local, state, or federal laws and regulations.	Meets	The proposed special exception uses are provisioned with the base zoning district and do not create any substantial conflicts with other regulatory requirements. The use and business operations will be conditioned to ensure the use continually meets the purpose and intent of the R-15 Residential Single-Family District.
c.	Does not adversely affect the health or safety of persons residing or working in the neighborhood of the proposed use.	Meets with conditions	The proposed uses are generally compatible with the site / neighborhood. The proposed conditions will limit the impact to parking and vehicle trips by restricting maximum number of clients per session.

d.	Consistent with the purpose and intent of the zoning district in which it is located or will improve compatibility among uses and will ensure efficient development within the town.	Meets	The proposed conditions will remain compatible with the intent of the uses of the R-15 district.
e.	Minimizes adverse visual impact of the proposed use on adjacent lands.	Meets	The proposed conditions will not generate visual changes to the site.
g.	Minimizes adverse impact on surrounding lands regarding service delivery, parking and loading, odors, noise, glare, and vibration, and should not create a nuisance.	Meets with conditions	Staff recommended conditions to limit the distribution of customers to prevent negative impacts to parking, drop-off/pickup, and noise.
h.	Avoids significant adverse impacts on the property values of surrounding lands or substantially and permanently injures the use of neighboring property for those uses that are permitted in the zoning district.	Meets	The proposed use has virtually no external impacts and provides a needed community service.
i.	Does not significantly and adversely impact the natural environment, including but not limited to, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.	Meets	The proposed conditions will not involve any expansion of floor area or conversion of pervious area to impervious area.

Criteria (f) and (j) – (m) were found to be not applicable to the analysis because there are no physical alterations to the structure proposed and the building is not located within the floodplain overlay.

Comprehensive Plan Adherence

The proposal is consistent with the Herndon 2030 Comprehensive Plan Neighborhood Conservation Land Use Policies and encourages uses that provide a variety of goods and services as well as promotes economic development that helps increase employment and add to the community tax base.

Parking

The zoning ordinance does not require additional parking for a home-based business.

Analysis of Conditions

Staff is currently recommending six conditions for this special exception. The conditions are consistent with previously approved special exceptions for home-based business daycares, which have similar operational characteristics as the current application. Staff believes these conditions provide reasonable ways in which the proposed use can operate while properly mitigating potential impacts, as well as achieving the purpose and intent of the applicable zoning district. Additional conditions may be presented at the June 22, 2026, Planning Commission regular meeting based on information provided by the applicant and Planning Commission input.

1. The site shall be developed and maintained in substantial conformance with a submitted special exception plan that is 33 percent or less of the gross floor area and in conformance with Section 78-80.5 of the zoning ordinance.
2. The maximum number of clients per session shall not exceed 10.
3. Child drop-off and pick-up shall be limited to the driveway.
4. One employee shall be present in the driveway to direct children from the vehicle to the home at drop-off and from the home to the vehicle at pick-up.
5. There shall be a one-hour gap between the end of one session and the beginning of another session offered on the same day.
6. No signage shall be permitted.

Any violation of the aforementioned conditions or other sections of the Herndon Town Code shall be grounds for revoking the special exception pursuant to the manner described in Sec. 78-155.3(h).

Fiscal Impact:

BPOL (business, professional, occupational, and license) fees can be collected on home-based businesses.

Planning Commission Alternatives:

The following alternatives are available to the Planning Commission for its decision on SE #26-04:

1. Recommend approval.
2. Recommend denial.
3. Continuance to the July 27, 2026, Planning Commission regular meeting.

Staff Recommendation:

The Planning Commission may consider recommending approval of SE #26-04 to the Town Council with conditions.