HERNDON PLANNING COMMISSION
Work Session Minutes
Monday, June 8, 2026

1. Call to Order

Chair Romeo called the Planning Commission Work Session to order on Monday, June 8, 2026, at 7:03 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon. In attendance were: Commissioners Yung C. Kim; Stephen Mundt; Samuel F. Richardson II; Brenda Wichman; Vice Chair Meron Yohannes; and Chair Michael G. Romeo.

Commissioner Andrew Beatty was absent.

Staff present during the meeting: Lesa Yeatts, Town Attorney; Dave Stromberg, Zoning Administrator; Aaron Zoellick, Zoning Services Specialist; and Margie Tacci, Deputy Town Clerk.

Chair Romeo stated that six Planning Commissioners were present, which constituted a quorum.

2. Public Hearings

a. SPECIAL EXCEPTION – SE #26-03, 310 Missouri Avenue, to consider a special exception to permit a home-based daycare use within the R-10, Residential Single-Family District.

Chair Romeo called on Aaron Zoellick, Zoning Services Specialist, for the staff report. Mr. Zoellick stated that the application is for a special exception to permit a home-based child daycare use within the R-10, residential single-family district. The proposed use will increase the maximum number of children enrolled per day from seven to 12, and expand the hours of operation from 6:00 a.m. to 10:00 p.m. The 11,572 square-foot lot is located on Missouri Avenue between Stuart Court and Mississippi Drive. The applicant currently operates a home-based daycare for up to seven children under Zoning Inspection Permit (ZIP) #26-008 (four children) and ZIP #26-013 (up to seven children).

Staff is recommending six conditions for this special exception, which are listed in the staff report and are consistent with previously approved special exceptions. Staff believes these conditions provide reasonable ways in which the existing

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childcare use can be expanded while properly mitigating potential impacts, as well as achieving the purpose and intent of the applicable zoning district.

The proposed conditions included:

1. The hours of operation are permitted to extend from 6:00 a.m. to 10:00 p.m.
2. The total number of children present on site for the home-based child daycare use shall not exceed 12 enrolled. The state-required ratio of employees to children shall be maintained.
3. All children enrolled in the daycare shall be within the fenced playground area when playing outside.
4. Child drop-off and pick-up shall be limited to the driveway or curb directly in front of the residence.
5. No signage shall be permitted.
6. 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 Section 78-155.3(h).

Mr. Zoellick stated that staff is withholding a recommendation pending additional information from the applicant and input from the Planning Commission.

There was discussion among staff and the Commission regarding:

1. The proposed daycare operation, including the adequacy of indoor and outdoor space for the requested increase in enrollment. Staff reviewed photographs of the indoor school area and outdoor play area and stated that sufficient room exists within the residence to accommodate the required indoor area for additional children. Staff also noted that the outdoor play area exceeds minimum requirements.
2. Typical operating hours and whether other home-based daycares are open until 10:00 p.m. Staff stated that similar operating hours have been approved for another home-based daycare within the Town.
3. The number of staff and methods for monitoring employee information. Staff stated that employee records and compliance are regulated by the state.
4. The maximum number of children permitted to be enrolled in the daycare and how enrollment limits are monitored. Staff discussed monitoring and enforcement of the approved enrollment limit.

b. SPECIAL EXCEPTION – SE #26-04, 865 3rd Street, to consider a special exception to permit a home-based business use within the R-15, Residential Single-Family District.

Chair Romeo called on Aaron Zoellick, Zoning Services Specialist, for the staff report. Mr. Zoellick stated that this is an application for a special exception to permit a home-based instructional program for robotics and coding within the R-

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15, residential single-family district. The proposed use would increase the maximum number of customers allowed at the site from three to 10. The applicant currently provides STEM lessons to their own children and a few classmates and is seeking the special exception to offer lessons to additional children and operate the use as a business. Mr. Zoellick stated that the applicant has established a partnership with Fairfax County Public Schools and is seeking to expand the operation to offer a summer program. The business would generate minor fees, including the business license fee and a one-time zoning inspection permit fee. Staff was withholding a recommendation pending additional information from the applicant.

Mr. Zoellick noted the following operations, as proposed:

1. Operated by the applicant with one nonresident employee.
2. During the school year, lessons will be conducted one weekday from 5:00 to 6:00 p.m. and on Sundays from 9:30 to 11:30 a.m. During the summer, lessons will be one-week sessions from 9:00 a.m. to 4:00 p.m.
3. Lessons will take place in the basement den of the residence, which is approximately 267 square feet in area.

Mr. Zoellick reviewed the proposed conditions:

1. The site shall be developed and maintained in substantial conformance with a submitted special exception that is 33 percent or less of the gross floor area.
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.

There was discussion among the staff and Commission about the application, including:

1. The proposed staffing arrangement and the condition requiring an employee to assist with pick-up and drop-off. Staff advised that additional information had been requested from the applicant.
2. The special exception application process for the proposed use.
3. The programming and scope of the proposed use, including whether the number of students would affect the classification of the use and what licensing requirements may apply.
4. The hours of operation during the school year and summer, including confirmation of the requested hours and compliance with approved conditions.

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5. Chair Romeo requested that staff work with the applicant to provide additional information regarding the proposed use, including the instructional programming.

3. Comments

a. Comments from the Staff Members

Chair Romeo recognized staff members for additional comments.

David Stromberg, Zoning Administrator, stated that staff was determining whether the July work session would need to be held. Staff would follow up with the Commission.

b. Comments from the Commissioners

Chair Romeo recognized the Commissioners for comments.

Commissioner Wichman: stated that she would miss the June 22, 2026, regular meeting due to a scheduled vacation. She asked about parking lot improvements planned for downtown municipal parking lots. Ms. Yeatts and Mr. Stromberg stated that evaluations and traffic studies are ongoing. Commissioner Wichman also stated that Roberts Carpets is charging for parking in its lot. Mr. Stromberg stated that the matter is currently the subject of litigation and that using private property as a commercial parking lot generally requires a special exception.

Commissioner Mundt: asked whether the Town would oppose a special exception for the Roberts Carpets parking lot given the limited number of parking spaces downtown. Ms. Yeatts stated that staff cannot speak on behalf of the governing body. Mr. Stromberg stated that any such proposal would require evaluation of necessary site improvements.

Chair Romeo: asked about parking considerations as part of the Comprehensive Plan. Mr. Stromberg stated that parking issues are being considered, including curb management planning, on-street parking, rideshare pick-up and drop-off areas, and food delivery activity. He noted that some parking areas discussed are privately owned.

Commissioner Yohannes: stated that she had a question regarding downtown businesses and would follow up with staff.

4. Adjournment

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There being no further business, and without objection, Chair Romeo adjourned the June 8, 2026, Planning Commission Work Session at 7:29 p.m.

Margie Tacci
Deputy Town Clerk

Minutes approved by the Planning Commission: _____

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