Planning Commission
Regular Meeting
Agenda Item 4.a.

Agenda Item: **SPECIAL EXCEPTION – SE #26-05, 757 Elden Street, to consider a special exception to permit a commercial recreation/entertainment, indoor use consisting of a private event/meeting venue within the CC, Central Commercial, District**

Meeting Date: October 19, 2026

Category: Public Hearings

Prepared by: Aaron Zoellick, Zoning Services Specialist

Description:
Following the October 5 Planning Commission work session, the applicant provided additional information based on staff and Commissioners comments.

Parking
The applicant previously purchased ten parking spaces through the Public Shared Parking program to bring the property into conformance with zoning ordinance requirements for minimum off-street parking. Six additional spaces have been leased through the owner of the adjacent rear lot. Two of the six leased spaces will be reserved for vendors waiting to load/unload. The remaining four leased parking spaces will be used for event guest parking.

The applicant states that there are two parking spaces in the rear of the property. Under Section 78-100.5(b)(1) of the Zoning Ordinance, parking stalls at a 90° parking angle are required to have a depth of 18 feet and the distance from the rear of the building to the property line is 16 feet. The applicant is further proposing to store six refuse/recycling carts along the rear wall that will further reduce the space for parked vehicles. The two proposed parking spaces at the rear of the building do not comply with the zoning ordinance. Without the two parking spaces at the rear of the building, the applicant has 16 parking spaces and exceeds zoning ordinance requirements.

Guest Pick-up and Drop-Off:
The applicant is proposing mitigating measures to address concerns related to guest pick-up and drop-off for events.

1. The applicant proposes two rideshare, taxi, limousine, and car-service pick-up/drop-off locations along Spring Street. Staff cannot support designated spaces for these services, as there is no space for designated guest pick-up and drop-off locations along Spring Street. Vehicles should not be stopping in a travel lane for passenger pick-up/drop-off. Off-site signs are not permitted.

2. The applicant is requesting one existing parking space in front of 757 Elden Street for an active passenger-loading location. Staff is recommending that this proposal not be considered as part of the special exception application. Instead, the request should be directed to the Transportation Engineering Improvement Committee (TEIC). TEIC is an advisory committee that reviews and evaluates transportation plans and can make a recommendation to the Town Manager.
3. The applicant proposes an optional valet service with a reception podium located near the Public Shared Parking lot on Spring Street. Staff cannot support a reception podium in the proposed location, or on any public property without a license agreement approved by Town Council. However, the applicant could pursue an agreement with an adjacent property to host the reception podium.
4. The applicant states that any bus, shuttle, or unusually large vehicle movement will require advance coordination and a lawful loading location. Staff recommends that any bus, shuttle, or limousine be required to use one of the two designated vendor parking locations at the rear of the building.

Vendor Loading and Unloading:
All event-related vendor loading and unloading will occur in the existing loading area along the south elevation of the property. Vendors will not load, unload, queue, stage, or store equipment in the public alley or other public rights-of-way. Vendors will be appointed staggered loading/unloading times. Vendors waiting to load/unload supplies will be directed to the two dedicated vendor parking spaces. Staff is supportive of these mitigating measures.

Pedestrian experience when the venue is not hosting an event:
A limited number of tables and chairs will remain arranged as coordinated display vignettes. Table linens, chair treatments, and other decorative elements supplied by Design and Interiors may be incorporated and changed periodically to provide visual interest. The storefront windows will remain visually open. Interior lighting will provide a warm, welcoming appearance during business and appointment hours. The intent is to provide pedestrians with a view of a finished, furnished, and actively maintained event venue.

Background/Timing Impact:
The property is currently occupied by the Upholstery Shop and operates as a personal services and retail use. The applicant is requesting to add an indoor entertainment use. Staff and the applicant met in a pre-application meeting on February 26, 2026.

Fiscal Impact:
There is no immediate fiscal impact from this application. The proposed business may be subject to applicable taxes and fees, including the Town’s BPOL tax.

Legal Impact:
The Code of Virginia Sec. 15.2-2310 and Herndon Town Code Sec. 78-155.3 outline the requirements of applications for special exceptions.

Staff Recommendation/Next Steps:
Staff recommends the Planning Commission recommend approval to Town Council. If approved, SE #26-05 may be considered by the Town Council at its November 17, 2026, regular meeting.

Attachments:
1. SE 26-05 Staff Report (Oct 5 WS)
2. Resolution (Proposed)
3. Special Exception Criteria Matrix
4. Revised Plans
5. Applicant Narrative
6. Updated Applicant Narrative
7. Supplemental Photographs
8. Legal Ad
9. Presentation