Planning Commission
Regular Meeting
Agenda Item 4.d.

Agenda Item: **Zoning Ordinance Text Amendment ZOTA #26-02 to amend Chapter 78 (ZONING) Section 78-80.4 (Standards for Specific Accessory Uses and Structures by Use Type), and amending Article XVIII (Definitions) to update the provisions regarding caretaker and security guard residences and to add a definition of caretaker and security residence**

Meeting Date: April 27, 2026

Category: Public Hearings

Prepared by: David Stromberg, Zoning Administrator

Description:
This Zoning Ordinance Text Amendment (ZOTA) was submitted by Wire/Gill (Agent) on behalf of Extra Space Storage (Applicant). The Herndon Zoning Ordinance currently allows a caretaker or security residence as an accessory use in the CS, Commercial Service, O&LI, Office and Light Industrial, and some planned development zoning districts. Caretaker residences are limited to one residence per principal use, they must be located on the same premises as the principal use, the architectural style must be consistent with the architectural style of the principal use, and they must not exceed 1,000 square feet.

In their statement of justification, the applicant states that the modern market size for caretaker residences accessory to self-storage facilities is greater than 1,000 square feet to allow for a second bedroom and second bathroom. The applicant has proposed language to allow a caretaker residence greater than 1,000 square feet with the approval of a special exception.

Staff is proposing alternative language that would increase the allowable are for caretaker units from 1,000 square feet. Staff was originally proposing an increase to 1,400 square feet, but has changed the draft to allow a maximum of 1,500 square feet, based on feedback from the planning commission at the work session. Staff is not recommending any special exception review. When considering the size of principal uses that will have a caretaker residence are typically between 60,000 to 100,000 square feet, the increase to the size of a caretaker unit is a De Minimis issue. Staff is actively trying to limit special exception review to larger projects with a higher potential to impact adjacent properties because this level of review consumes a significant amount of staff resources and results in delayed approvals for property owners. Surrounding localities do not regulate the size of caretaker units or have a special exception review.

Background/Timing Impact:
The applicant submitted this zoning ordinance text amendment application on February 12, 2026. This application is associated with Special Exception SE #25-02 to expand an existing self-service storage facility located at 250 Spring Street. This zoning ordinance text amendment must be approved prior to SE #25-02. Special Exception SE #25-02 is undergoing staff review and will be coming before the Commission at a later date.

Fiscal Impact:
N/A

Legal Impact:
If adopted by the Town Council, this amendment will be effective on and after its date of adoption.

Staff Recommendation/Next Steps:
Recommendation that the Commission recommend approval of the staff proposed language.

Attachments:
1. Ordinance (Proposed Language)
2. Applicant's Statement of Justification
3. Applicant's Proposed Language
4. Legal Ad