Operational Statement: Special Exception Application

To: Town of Herndon Department of Community Development
Subject: Operational Plan for Home-Based Robotics and Coding Instruction - Launch Hub LLC

1. Overview of Proposed Use

The applicant, operating as **Launch Hub LLC**, a registered limited liability company, proposes to utilize a dedicated basement area of the residence for the purpose of providing educational instruction in Robotics and Computer Coding. Launch Hub LLC is an approved educational partner with Fairfax County Public Schools (FCPS). The primary objective of this program is to foster STEM (Science, Technology, Engineering, and Math) skills within the local youth community through structured weekend and evening sessions.

2. Operational Schedule

Instructional activities are designed to minimize neighborhood impact by primarily operating during non-peak business hours:

- **Standard Weekly Classes:** Sessions will be held during weekday evenings and throughout the day on Saturdays and Sundays. Each standard session will have a duration of exactly one (1) hour.
- **Summer Program (Limited):** Occasionally, the facility may host an intensive summer program. This program would involve longer instructional periods of up to six (6) hours per day.
- **Summer Frequency Constraints:** The extended summer program will be strictly limited to a maximum of three (3) weeks per calendar year. The applicant acknowledges that if any proposed summer program falls outside of the allowed limits set by the Town of Herndon, it will not be held at this location.

3. Instruction and Supervision

To ensure a high-quality educational environment and maintain the highest safety standards:

- **Staffing:** There will consistently be two (2) adults present during all instructional sessions (the primary instructor plus one additional adult instructor).
- **Professional Standards:** All instructors are covered by comprehensive professional liability insurance and undergo background checks.
- **Class Size:** Each group will consist of no more than ten (10) children per session, maintaining a 5:1 student-to-teacher ratio.

4. Parking and Traffic Mitigation

The applicant has developed a traffic management plan to prevent street congestion and ensure

the safety of students and neighbors:

Feature	Capacity/Procedure
Driveway Capacity	The existing driveway can accommodate up to seven (7) cars simultaneously.
Traffic Flow	Parents will drop off students and return for pick-up at the conclusion of the session.
Mitigation Strategy	With a maximum of 10 students and a 7-car driveway capacity, the impact on street parking will be negligible.

5. Compliance Statement

The applicant is committed to maintaining the residential character of the neighborhood. All activities will be conducted entirely within the basement level of the home. No external modifications or permanent signage are proposed. Launch Hub LLC will adhere to all local ordinances and conditions set forth by the Town of Herndon regarding this Special Exception.