Formal Letter of Intent: Special Exception Request

To the Town of Herndon Zoning Department:

I am writing to request a special exception for my home located at 865 3rd Street, Herndon, VA 20170.

This project began very personally: I started teaching robotics to my two daughters in our basement. As word got out, their interest grew into a small business, Launch Hub Learning LLC, which I now use to teach at various schools in the area.

While the business supports my daughters' passion for STEM, many of their friends attend different grades or schools where Launch Hub does not offer classes. These friends have asked to join my daughters so they can learn together. My goal is simply to host small lessons in my basement for my daughters and their peers to explore robotics and coding in a familiar, quiet setting.

I want to be very mindful of my neighbors and ensure this has a minimal footprint:

- **Parking & Traffic:** My driveway can accommodate up to six cars. Since the parents already know me, they will simply be dropping the kids off and picking them up two hours later—exactly like a typical playdate.
- **Environment:** This is a quiet, indoor activity held entirely within my home. There will be no outdoor noise, specialized equipment, or changes to the residential look of the property.

Ultimately, I want to create a space where my kids and their friends can continue to learn and grow together. Thank you so much for your time and for helping us with this request.

Sincerely,

Kate Mansouri Owner, Launch Hub Learning LLC

