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**PLANNING COMMISSION
Work Session
October 18, 2021**

The Planning Commission of the Town of Herndon, Virginia, met in work session on Monday, October 18, 2021, at 7:00 p.m. in the Town of Herndon Police Department, Community Room, 397 Herndon Parkway, Herndon, Virginia. In attendance were: Chairman Romeo, Vice Chair George Burke and Commissioners: Jay Donahue, Paul LeReche Mike McFarlane, and Meron Yohannes. Commissioner Jay Donahue arrived at 7:01 p.m. Commissioner Kevin Moses was absent.

Others present during the meeting: Lesa Yeatts, Town Attorney; Elizabeth Gilleran, Director of Community Development; David Stromberg, Zoning Administrator; and Erika Orellana, Clerk of Boards & Commissions.

1. DETERMINATION OF QUORUM

Chairman Romeo stated that there were five members present, which constituted a quorum. Commissioner Jay Donahue arrived at 7:01 p.m. Commissioner Kevin Moses was absent.

PUBLIC HEARINGS

- 2. SPECIAL EXCEPTION - SE #21-04, 148 Herndon Mill Circle**, to consider a special exception to permit an accessory dwelling unit through addition of a secondary kitchen within the first floor of the attached primary dwelling structure. The property is zoned RTC, Residential Townhouse Cluster. The property is designated in the Herndon 2030 Comprehensive Plan as "Neighborhood Conservation". The property is located on the east side of Herndon Mill Circle, approximately 700 feet from its intersection with Jonquil Lane, and is approximately 2,000 square feet in land area. Fairfax County Tax Map Number: 0171-27-0074. Applicants/Owners: Tara M. Woodruff and Daniel W. Dukes.

Chairman Romeo opened the work session and called on David Stromberg, Zoning Administrator, for the staff report.

David Stromberg, Zoning Administrator, presented the staff report dated October 18, 2021 for this item, SE#21-04, to consider a special exception to permit an accessory dwelling unit through addition of a secondary kitchen within the first floor of the attached primary dwelling structure.

Staff recommended approval of Special Exception, SE #21-04 with the following conditions:

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- The accessory dwelling unit shall be constructed and utilized in substantial conformance with the original application and updated first floor plan received on October 12, 2021;
- The site shall maintain a minimum of three standard vehicle parking spaces measuring 8.5' by 18'. Use of garage or driveway space for any use other than parking shall not be considered maintaining a space.

Commissioners provided their feedback and asked for clarification on the conditions that staff had proposed. Commissioners asked for clarification on parking and access for the accessory dwelling unit. The applicant, Daniel Dukes, was present and clarified questions from the Commission. Mr. Stromberg and Ms. Gilleran provided responses to clarify the Commissioners questions and concerns.

3. **SPECIAL EXCEPTION – SE #21-05, 299 Herndon Parkway, Suite 108, Fancy Lashes and Beyond, LLC, to consider a special exception to permit a personal service use consisting of cosmetics and aesthetic services. The property is zoned CO, Commercial Office. The property is designated in the Herndon 2030 Comprehensive Plan as "Business Corridor Use". The property is located within the Herndon Park Condominium office building and is located at the northeast corner of the intersection Herndon Parkway and Elden Street. The property consists of approximately 966 square feet of floor area within a multi-unit building. Fairfax County Tax Map Reference Number: 0171-13-0108. Applicant: Fancy Lashes and Beyond, LLC. Owners: Tommy Nguyen and Phuong Le Tran.**

Chairman Romeo opened the work session and called on David Stromberg, Zoning Administrator, for the staff report.

David Stromberg, Zoning Administrator, presented the staff report dated October 18, 2021 for this item, SE#21-05, to consider a special exception to permit a personal service use consisting of cosmetics and aesthetic services.

Staff recommended approval of Special Exception, SE #21-05 with the following conditions:

- Personal services business space shall be constructed and utilized in substantial conformance with the original application and updated first floor plan received on August 17, 2021;
- Business operations shall be conducted by appointment only and limited to 6 total people, to include employees, occupying the space at any given time; and
- Allocation of retail sales floor space shall be limited to not more than 50 square feet within the tenant space.

Commissioners asked for clarification on the location of the business and its usage and the capacity amount allowed for the business. Mr. Stromberg provided responses to clarify the Commissioners questions and concerns. Applicants, Tommy Nguyen and Phuong Le Tran were present at the work session.

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DISCUSSION

4. ITEMS OF INTEREST

Ms. Gilleran announced Community Development's new employees that have filled vacant positions.

5. COMMENTS FROM THE STAFF

There were no comments from the staff.

6. COMMENTS FROM THE COMMISSIONERS

There were no comments from the Commissioners.

ADJOURNMENT

On the motion of Vice Chair Burke seconded by Commissioner LeReche and carried by a vote of 6-0, the October 18, 2021, Planning Commission work session was adjourned. The vote was: Commissioners Donahue, LeReche, McFarlane, Yohannes, Vice Chair Burke and Chairman Romeo voting "Aye." Commissioner Moses was absent.

There being no further business, the meeting adjourned at 7:30 p.m.



**Michael Romeo, Chairman
Planning Commission**



**Erika Orellana
Clerk of Boards & Commissions**

Minutes approved by the Planning Commission: December 13, 2021