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**PLANNING COMMISSION
Public Hearing
February 22, 2021**

Pursuant to Virginia Code Section 2.2-3708.2, as amended; the Governor’s Executive Orders, as amended; and in accordance with Ordinance 20-O-23, Continuity of Governmental Operations during Pandemic Disaster (COVID-19), as amended and readopted by the Herndon Town Council on September 8, 2020, which superseded previously adopted amendments, Chairman Romeo has stated that the October 26 2020, Planning Commission Public Hearing will be by electronic means. The meeting was broadcast and recorded through Cisco WebEx and details for the meeting were made available to the public on Wednesday, February 17, 2021. In attendance were: Chairman Michael Romeo, Vice Chair George Burke and Commissioners Jay Donahue, Paul LeReche, Kevin Moses and Meron Yohannes. Commissioner LeReche joined the public hearing at 7:08 p.m. Chairman Romeo joined the public hearing at 9:00 p.m.

Staff present during the meeting: Lesa Yeatts, Town Attorney; Lisa Gilleran, Director of Community Development; David Stromberg, Zoning Administrator; Michael Wallick, Transportation Planner, Bill Ashton, Town Manager; Bryce Perry, Deputy Director of Community Development; Mark Duceman, Transportation Program Manager; Scott Robinson, Director of Public Works; John Irish, Deputy Director of Public Works; Tammy Chastain, Deputy Director of Public Works; Cindy Roeder, Director of Parks and Recreation; and Erika Orellana, Clerk to Boards and Commissions.

STAFF ANNOUNCEMENTS

Erika Orellana, Clerk of Boards & Commissions, stated that the Planning Commission public hearing was held as a virtual meeting. The Planning Operations Manager welcomed those listening and encouraged the public to provide comments for the record at planning.commission@herndon-va.gov.

Ms. Orellana stated, for the record, that:

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- The Planning Commission public hearing that evening was conducted electronically Pursuant to Virginia Code Section 2.2-3708.2, as amended; the Governor's Executive Orders, as amended; and in accordance with Ordinance 20-O-23, Continuity of Governmental Operations during Pandemic Disaster (COVID-19), as amended and readopted by the Herndon Town Council on September 8, 2020, which superseded previously adopted amendments.
- Proper notice of the electronic meeting was provided in accordance with Section 2.2-3708.2 of the Code of Virginia, along with information for viewing the meeting and submitting comments for the record;
- The agenda and meeting materials are available on the town's website;
- Electronic meetings will begin with a roll call and determination of quorum; and
- All votes, including adjournment, were by roll call vote.

1. CALL TO ORDER

Roll Call

Vice Chair Burke called the virtual public hearing to order at 7:03 p.m. and asked Ms. Orellana to call the roll for attendance. Four Planning Commissioners were present, electronically, with Vice Chair Burke presiding. Commissioner LeReche was having technical difficulties and joined the meeting at 7:08 p.m.

DETERMINATION OF QUORUM

Vice Chair Burke stated, for the record, that there was a quorum present, virtually, that evening. Vice Chair Burke stated that tonight's public hearing was conducted by electronic means pursuant to the appropriate laws.

ANNOUNCEMENT BY VICE CHAIR BURKE

Vice Chair Burke stated that Chairman Romeo was not expected to be present for the public hearing, however, that it was possible for him to join the meeting.

APPROVAL OF AGENDA

On the motion of Commissioner Donahue, seconded by Commissioner Moses and carried by a vote of 4-0, the approval of agenda. The vote was: Commissioners Donahue, Moses, Yohannes and Vice Chair Burke voting "Aye." Commissioner LeReche joined the public hearing at 7:08 p.m. Chairman Romeo was absent for this vote.

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APPROVAL OF MINUTES

**2. Vote on January 11, 2021
Work Session Minutes**

On the motion of Commissioner Donahue, seconded by Commissioner Yohannes and carried by a vote of 5-0, the minutes for the January 11, 2021 work session were approved. The vote was: Commissioners Donahue, LeReche, Moses, Yohannes and Vice Chair Burke voting “Aye.” Chairman Romeo was absent for this vote.

**3. Vote on January 25, 2021
Public Hearing Minutes**

On the motion of Commissioner Donahue seconded by Commissioner Yohannes and carried by a vote of 5-0, the minutes for the January 25, 2021 public hearing were approved. The vote was: Commissioners Donahue, LeReche, Moses, Yohannes and Vice Chair Burke voting “Aye.” Chairman Romeo was absent for this vote.

4. COMMENTS BY THE STAFF

There were no comments by the staff.

5. COMMENTS BY THE COMMISSIONERS

There were no comments by the Commissioners.

PUBLIC HEARINGS

6. TOWN OF HERNDON FY 2022 – FY 2027 CAPITAL IMPROVEMENT PROGRAM (CIP), the Planning Commission will take public comment on the town’s Capital Improvement Program (CIP) and consider a recommendation to the Town Manager. The manager will subsequently recommend an operating budget and CIP to the Town Council. The CIP is a financial planning document that establishes a six-year schedule for public improvements and serves as a companion policy document to the Town of Herndon 2030 Comprehensive Plan.

Certificates of Publication were filed from the Editor of the *Fairfax County Times Newspapers*, showing that notices of said public hearing had been duly advertised in the Friday, February 5, 2021 and February 12, 2021 issues.

Vice Chair Burke stated that comments were received and entered into the record by the Clerk.

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Vice Chair Burke opened the public hearing and called on Lisa Gilleran, Director of Community Development, for the staff report and updates.

Ms. Gilleran presented the staff report dated February 8, 2021 and staff memo dated February 17, 2021, which are on file in the Department of Community Development.

Vice Chair Burke called on the Planning Commissioners individually for questions to Ms. Gilleran.

Commissioners asked for clarification on the projects in the CIP. Questions were regarding the town fuel tanks, safety improvements for town facilities, trails to the metro, Carroll Cabin, and the proposed traffic signal at Herndon Parkway and Sunset Park. Lisa Gilleran, John Irish, and Bill Ashton provided answers to the commissioners' questions.

Vice Chair Burke recognized the public for comments on this item. No public was present to speak on this item.

Following the public hearing, Commissioner LeReche moved approval of FY 2022-FY 2027 resolution dated February 22, 2021 as presented by staff recommendation. This motion was seconded by Commissioner Yohannes.

There was a brief discussion from the Commissioners on this item.

The question was called on the motion, which carried by a vote of 5-0, The vote was: Commissioners Donahue, LeReche, Moses, Yohannes and Vice Chair Burke voting "Aye." Chairman Romeo was absent for this vote.

[Note: Below is the approved resolution for the FY2022-FY2027.]

**TOWN OF HERNDON, VIRGINIA
PLANNING COMMISSION**

DRAFT RESOLUTION

February 22, 2021

Resolution- to recommend to the Town Manager of the Town of Herndon the Draft FY 2022 – FY 2027 Capital Improvement Program (CIP) and the Commission's priorities, as presented at the Planning Commission work session of February 8, 2021 and public hearing of February 22, 2021.

February 22, 2021
(public hearing)

WHEREAS, the Planning Commission of the Town of Herndon, Virginia has reviewed the draft FY 2022 – FY 2027 CIP, and

WHEREAS, the Planning Commission has found that the draft CIP provides the necessary six-year financial planning schedule for the Town’s public facilities and improvements, and

WHEREAS, the Planning Commission has determined that the draft FY 2022 – FY 2027 CIP aligns with the Town’s 2030 Comprehensive Plan and the action items found in the Town’s adopted Pedestrian Plan and Bicycle Network Master Plan, and

WHEREAS, the Planning Commission recognizes that the draft FY 2022 – FY 2027 CIP is a draft and that adjustments will be necessary based upon additional information received during the finalization of the proposed FY 2022 Operating Budget related to the fiscal challenges caused by the pandemic.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the Town of Herndon, Virginia, recommends the Draft FY 2022 – FY 2027 CIP to the Town Manager of the Town of Herndon for further consideration and adoption, and the Planning Commission finds that of the ten projects shown in the Draft FY 2022 – FY 2027 CIP to have general fund allocation in FY22, the Commission finds the following

1) That the following four projects are priorities:

- Project #14, Sidewalks, Trails and Bicycle Facilities [Safety, Transportation, Health, Equality]
- Project #27, Town Shop Underground Fuel Tank Replacement [Protection of the Environment and Safety]
- Project #23, Police Server Room HVAC and Expansion [Safety, Protection of Existing Infrastructure]
- Project #19, Information Technology [Protection of Existing Critical Infrastructure and Operations].

BE IT FURTHER RESOLVED that the Planning Commission recommends

- 1) that general fund allocations for Project #14, Sidewalks, Trails and Bicycle Facilities, should be retained for FY22 and FY23 but the funding should be redistributed to decrease the amounts proposed in FY22 and FY23 while increasing the amount in FY24 and providing general fund dollars in FY25, and

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- 2) that prior to the spending of general fund dollars for Project #25 Sterling Road Roof Replacement that the Town Manager and Town Council have a discussion regarding the future of this building, as it appears to be near the end of its building life cycle, and that redevelopment and alternative land uses should be considered, and
 - 3) that of the remaining projects receiving funding allocations in FY22, focus should be on maintaining existing major infrastructure such as the tennis bubble and natatorium, and ensuring safety of operations including the town wide security improvements and police parking expansion. Realizing the limitations due to the pandemic, the Planning Commission encourages the Town Manager, when considering these remaining projects, to consider, where viable, the distribution of funds over FY22, FY23 and FY24, and
 - 4) that a CIP project to improve the appearance of the culvert abutting Center Street and the Fortnightly development should be added to the FY 2022 – FY 2027 CIP as a project scheduled after FY2027 and that a preliminary cost should be calculated to appear in the FY 2023 – FY 2028 CIP, and
 - 5) that the narrative and cost of Project #36, Runnymede Park Nature Center should be amended to include a commitment to preserving the Carroll Cabin and enhancing its profile as historic resource within the community.
7. **ZONING ORDINANCE TEXT AMENDMENT, ZOTA #21-01**, to reduce the minimum front setback requirement in the CS, Commercial Services, zoning district. This zoning ordinance text amendment is being considered pursuant to Virginia Code §§ 15.2-2204, 15.2-2285, 15.2-2286, and an Initiating Resolution adopted by the Town Council on January 26, 2021. Notice is hereby given to consider zoning text amendments to establish new, and clarify, revise, and/or delete, existing regulations and definitions in order to reduce the minimum required front setback from 50 feet to 25 feet. The proposed amendments under consideration include, without limitation: Chapter 78 (ZONING), Article IV (Business Districts), and Section 78-40.2 (CS – Commercial Services District).

Certificates of Publication were filed from the Editor of the *Fairfax County Times Newspapers*, showing that notices of said public hearing had been duly advertised in the Friday, February 5, 2021 and February 12, 2021 issues.

Vice Chair Burke opened the public hearing and called on David Stromberg, Zoning Administrator, for the staff report and updates.

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Mr. Stromberg presented the staff report dated February 8, 2021, which is on file in the Department of Community Development.

Vice Chair Burke called on the Planning Commissioners individually for questions to Mr. Stromberg. There were no questions by the Planning Commissioners for Mr. Stromberg.

Vice Chair Burke recognized the public for comments on this item. No public was present to speak on this item.

Following the public hearing, Commissioner Yohannes moved approval of ZOTA #21-01 conditions as presented by staff recommendation. This motion was seconded by Commissioner LeReche.

There was a brief discussion from the Commissioners on this item.

The question was called on the motion, which carried by a vote of 5-0, The vote was: Commissioners Donahue, LeReche, Moses, Yohannes and Vice Chair Burke voting "Aye." Chairman Romeo was absent for this vote.

[Note: Below is the approved conditions for the ZOTA #21-01.]

TOWN OF HERNDON, VIRGINIA

ORDINANCE

_____, 2021

Ordinance – to amend Chapter 78 (ZONING), Article IV (Business Districts), Section 78-40.2 (CS – Commercial Services District), to reduce the minimum front setback requirement in the CS zoning district.

BE IT ORDAINED by the Council for the Town of Herndon that:

1. Chapter 78 (ZONING) of the Herndon Town Code is amended and reenacted as follows.

Section 78-40.2 – CS – Commercial Services district.

...

- g. *Dimensional standards.* All primary and accessory structures in the CS zoning district are subject to the dimensional standards set forth in Table 78-40.2(g): CS

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Table of Dimensional Standards. These standards may be further limited or modified by other applicable sections of this chapter. Accessory structures are subject further to the standards in Article VIII, Definitions, *Accessory Uses*. for Terms *used* in this section may be found in Article XVIII, Definitions.

TABLE 78-40.2(g): CS DIMENSIONAL STANDARDS	
STANDARD	ALL USES
Lot Area, Minimum (sq. ft.)	None
Lot Width, Minimum at setback line (feet)	None
Setback, Minimum (feet)	Greater of: 50', or as specified in the buffer classification in See also section 78-110.4(e)(3)a. and section 78-110.4(e)(3)b. 25'
Setback, Maximum (feet)	100'
Side Yard, Minimum (feet)	Adjacent to Residential District. ¹: Greater of 25' or building height ² ; or as specified in the buffer classification in See also section 78-110.4(e)(3)a. and section 78-110.4(e)(3)b. Not Adjacent to Residential District: 7.5', or as specified in the buffer classification in section 78-110.4(e)(3)a. and section 78-110.4(e)(3)b.
Rear Yard, Minimum (feet)	Adjacent to Residential District. ¹: Greater of 25' or building height ² ; or as specified in the buffer classification in See also section 78-110.4(e)(3)a. and section 78-110.4(e)(3)b. Not Adjacent to Residential District: 7.5', or as

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	specified in the buffer classification in section 78-110.4(e)(3)a. and section 78-110.4(e)(3)b.
Height, Maximum (feet)	45' (See also Sec. 78-40.6 Downtown for CS Property Located within sector 3 of the Downtown)
Floor Area Ratio, Maximum	.3
Open Space, Minimum	25%
Notes: ¹ Adjacent to Residential District: indicates that a special side or rear yard requirement applies for every lot line abutting a parcel zoned for residential use when the parcel is used for residential purposes or is undeveloped. The special yard requirement is as indicated above. ² Building Height: indicates that the required setback or yard is equal to the height of the tallest building on the site where the setback or yard is required.	

2. This ordinance shall be effective on and after the date of its adoption.

8. **SPECIAL EXCEPTION, SE #20-01, 1131 Elden Street, Pollo Campero, to permit a drive-through service accessory to a new-construction eating establishment. The property is zoned CS, Commercial Services, and is designated in the Herndon 2030 Comprehensive Plan as "Business Corridor". The property is located on the east side of Elden Street, approximately 260 feet from its intersection with Alabama Drive. Fairfax County Tax Map Reference Number: 0161-04050009B. Applicant: Campero USA Corporation. Property Owner: BXA, LLC.**

Certificates of Publication were filed from the Editor of the *Fairfax County Times Newspapers*, showing that notices of said public hearing had been duly advertised in the Friday, February 5, 2021 and February 12, 2021 issues.

Vice Chair Burke opened the public hearing and called on Michael Wallick, Transportation Planner, for the staff report and updates.

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Mr. Wallick presented the staff report dated February 8, 2021 and staff memo dated February 17, 2021, which are on file in the Department of Community Development. Chairman Romeo joined the public hearing at 9:00 p.m.

Vice Chair Burke called on the Planning Commission individually for questions to Mr. Wallick.

Commissioner Moses asked for confirmation of the project start date. Commissioner LeReche asked for clarification of the location of the area for ordering on the proposed application. Vice Chair Burke asked for clarification on the exit of the proposed application. Mr. Wallick provided responses to the questions.

Vice Chair Burke recognized the applicant's representative, Shaghayegh Osipov, to provide comments. Applicant, Sophia Seeney was also present.

Ms. Shaghayegh Osipov, applicant's representative, provided her comments to the Planning Commission.

Vice Chair Burke called on the Planning Commissioners individually for questions to the applicant's representative, Ms. Osipov.

Commissioner LeReche asked for clarification on the process of customer's ordering and then exiting the property. Ms. Osipov explained the process used by Pollo Campero.

Vice Chair Burke recognized the public for comments on this item. No public was present to speak on this item.

Following the public hearing, Commissioner Donahue moved approval of SE#20-01 resolution with the conditions dated February 22, 2021 as presented by staff recommendation. This motion was seconded by Commissioner Yohannes.

There was no discussion from the Planning Commissioners on this item.

The question was called on the motion, which carried by a vote of 6-0, The vote was: Commissioners Donahue, LeReche, Moses, Yohannes, Vice Chair Burke and Chairman Romeo voting "Aye."

[Note: Below is the approved resolution and conditions for SE#20-01.]

TOWN OF HERNDON, VIRGINIA

PLANNING COMMISSION

RESOLUTION

**February 22, 2021
(public hearing)**

FEBRUARY 22, 2021

Resolution- to consider Special Exception Application SE #20-01, to permit a drive-through service accessory to an eating establishment in a CS, Commercial Services, zoning district.

WHEREAS, the applicant, Campero USA Corporation, has submitted a request for a special exception to permit a drive-through service accessory to an eating establishment on a property located at 1131 Elden Street and identified as Fairfax County Tax Map #0161-04050009B; and

WHEREAS, the Planning Commission has reviewed this application and has held a public hearing in accordance with the provisions of §15.2-2204 of the State Code; and

WHEREAS, the Planning Commission has found that the application, SE #20-01 with conditions meets the purpose and intent of the Zoning Ordinance, in particular Sections 78-80.4(j) and 78-155.3.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the Town of Herndon, Virginia, hereby:

Recommends approval of Special Exception Application SE #20-01, that shall run with the land and not be voided or extinguished from a change in ownership of the property in accordance with the conditions set forth below to achieve compliance with the standards found in Sections 78-80.4(j) and 78-155.3;

**PLANNING COMMISSION DRAFT CONDITIONS
SPECIAL EXCEPTION SE #20-01
1131 ELDEN STREET
FEBRUARY 22, 2021**

1. Substantial Conformity. The development and maintenance of the special exception use, described in Condition 2 below, shall be in substantial conformance with the SE #20-01 application plans, prepared by Menemsha Solutions and dated February 16, 2021. Approval of this application on the parcel identified as Fairfax County Tax Map Number 0161-04050009B, known

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as 1131 Elden Street, Herndon, Virginia (the "Property"), shall not relieve the applicant or the owners of the Property, or their successors or parties developing, establishing, or operating the approved special exception, from the obligation to comply with and conform to any other Zoning Ordinance, codified ordinance, or regulatory requirement.

- 1.a. Parking Lot Adjustments. At the time of site plan submittal, the parking space located at the southwest corner of the site nearest to the ingress/egress to the site shall be removed or relocated. Removal or relocation of this space shall comply with all other provisions of the Zoning Ordinance. Furthermore, the central parking bay shall be adjusted to the east or west as necessary based on feedback from the Town of Herndon Department of Public Works and the Fairfax County Fire Marshal.
2. Permitted Use. This special exception is granted to allow a drive-through service as accessory to a new-construction eating establishment on the Property pursuant to Section 78-80.4(j) of the Town of Herndon Zoning Ordinance (the "Zoning Ordinance").
3. Fencing. A decorative metal fence, subject to approval by the Architectural Review Board, shall be installed and maintained along the northern property boundary and shall be a minimum of 5 feet in height, unless otherwise restricted by Section 78-115.2 of the Zoning Ordinance.
4. Loading Zone. Use of the loading zone shall be restricted to the hours of 7:00 AM to 10:00 AM. The loading zone area shall be identified on the site with signage, markings on the pavement, or both.
5. Trash Collection. Trash collection shall be restricted to the hours of 7:00 AM to 10:00 AM.
6. One Drive-Through Service Window per Lot. There shall be no more than one accessory drive-through service window on the Property.
7. Amendment of Special Exception. Any proposed changes to this special exception shall follow the process described in Section 78-155.3(j) of the Zoning Ordinance.
8. Revocation. Any violation of the aforementioned conditions or other sections of the Herndon Town Code shall be grounds for revoking the special exception pursuant to the manner described in Section 78-155.3(h) of the Zoning Ordinance.
9. **SPECIAL EXCEPTION, SE #20-05, 385 Spring Street, Security Public Storage,** to permit the addition of six moving trucks for rent accessory to a self-service storage facility. The property is zoned PD-B, Planned Development - Business, and is designated in the Herndon 2030 Comprehensive Plan as "Office Parks & Flexible

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Space". The property is located on the southwest side of the Spring Street and Victory Drive intersection. Fairfax County Tax Map Reference Number: 0162-02-0173B. Applicant: Man Choi. Property Owner: Herndon Storage, LLC.

Certificates of Publication were filed from the Editor of the *Fairfax County Times Newspapers*, showing that notices of said public hearing had been duly advertised in the Friday, February 5, 2021 and February 12, 2021 issues.

Vice Chair Burke opened the public hearing and called on Michael Wallick, Transportation Planner, for the staff report and updates.

Mr. Wallick presented the staff report dated February 8, 2021 and staff memo dated February 17, 2021, which are on file in the Department of Community Development.

Vice Chair Burke called on the Planning Commission individually for questions to Mr. Wallick.

Commissioner Donahue asked for clarification on the process of pick up and drop off for the proposed application.

Vice Chair Burke recognized the applicant, Man Choi, to provide comments.

Mr. Man Choi, applicant's representative, provided her comments to the Planning Commission.

Vice Chair Burke called on the Planning Commissioners individually for questions to the applicant's Mr. Choi.

Vice Chair Burke asked for clarification on the process for reserving a 24 hour pickup and drop-off.

Commissioner Donahue commented of the concerned of having signage for the traffic that will flow for the proposed application. Chairman Romeo stated that a signage may help with the flow of traffic as well.

Vice Chair Burke recognized the public for comments on this item. No public was present to speak on this item.

Following the public hearing, Chairman Romeo moved approval of SE#20-05 resolution with a new condition #11 added to the staff conditions dated February 22, 2021. This motion was seconded by Commissioner LeReche.

There was no discussion from the Planning Commissioners on this item.

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The question was called on the motion, which carried by a vote of 6-0, The vote was: Commissioners Donahue, LeReche, Moses, Yohannes, Vice Chair Burke and Chairman Romeo voting “Aye.”

[Note: Below is the approved resolution and amended conditions for SE#20-05.]

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PLANNING COMMISSION

RESOLUTION

FEBRUARY 22, 2021

Resolution- to consider Special Exception Application SE #20-05, to permit the addition of six moving trucks for rent accessory to a self-service storage facility in a PD-B, Planned Development - Business, zoning district.

WHEREAS, the applicant, Man Choi, has submitted a request for a special exception to permit the addition of six moving trucks for rent accessory to a self-service storage facility located at 385 Spring Street and identified as Fairfax County Tax Map #0162-02-0173B; and

WHEREAS, the Planning Commission has reviewed this application and has held a public hearing in accordance with the provisions of §15.2-2204 of the State Code; and

WHEREAS, the Planning Commission has found that the application, SE #20-05 with conditions, meets the purpose and intent of the Zoning Ordinance, in particular Sections 78-80.4(o) and 78-155.3.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the Town of Herndon, Virginia, hereby:

Recommends approval of Special Exception Application SE #20-05, with the conditions set forth below to achieve compliance with the standards found in Sections 78-80.4(o) and 78-155.3;

**PLANNING COMMISSION DRAFT CONDITIONS
SPECIAL EXCEPTION SE #20-05**

**February 22, 2021
(public hearing)**

**385 SPRING STREET
FEBRUARY 22, 2021**

1. Substantial Conformity. The development and maintenance of the special exception use described in Condition 2 below shall be in substantial conformance with the SE #20-05 application materials submitted January 14, 2021. Approval of this application on the parcel identified as Fairfax County Tax Map Number 0162-02-0173B, known as 385 Spring Street, Herndon, Virginia (the “Property”), shall not relieve the applicant or the owners of the Property, or their successors or parties developing, establishing, or operating the approved special exception, from the obligation to comply with and conform to any other Zoning Ordinance, codified ordinance, or regulatory requirement.
2. Permitted Use. This special exception is granted to allow the addition of five moving trucks for rent on the Property pursuant to Section 78-80.4(o) of the Town of Herndon Zoning Ordinance (the “Zoning Ordinance”).
3. Size Limit. The moving trucks shall not be any larger than a 10’ rental truck, with the vehicle measuring 19’11” in length and 6’4” in width.
4. Parking. The moving trucks shall be parked in the designated parking spaces as shown on the special exception plan, dated January 14, 2021, with the exception of the space located near the center of the east building elevation, which shall be relocated to the small parking lot outside the loading dock.
5. Hours of Operation. The hours for picking up moving trucks shall be limited to 9:00 AM through 6:00 PM.
6. Drop-offs. Any moving truck returns that occur outside of the hours specified in condition #5 shall be in the marked spaces adjacent to the loading dock and Victory Drive.
7. Not to be Separate Business. The moving truck business operations shall be accessory to the self-service storage facility and not a separate business entity.
8. Zoning Inspection Permit and Inspections. A Zoning Inspection Permit for the accessory moving truck rental use is required prior to issuance of the business license. Following the business license, the accessory use shall be inspected by zoning and building officials during reasonable hours and upon reasonable prior notice.
9. Amendment of Special Exception. Any proposed changes to this special exception shall follow the process described in Section 78-155.3(j) of the Zoning Ordinance.

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10. Revocation. Any violation of the aforementioned conditions or other sections of the Herndon Town Code shall be grounds for revoking the special exception pursuant to the manner described in Section 78-155.3(h) of the Zoning Ordinance.
11. Pickup/Dropoff Signage. Signage shall clearly mark where 24 hour, 7 day per week, pickup and drop-offs will occur on the site to be conspicuously located at the entrance of the site in a location approved by the Zoning Administrator.

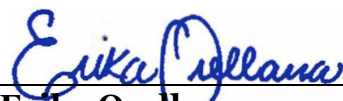
ADJOURNMENT

There being no further business, the meeting adjourned at 9:50 p.m.

On the motion of Commissioner Moses seconded by Commissioner LeReche and carried by a vote of 6-0, the February 22, 2021 Planning Commission Public Hearing was adjourned. The vote was: Commissioners Donahue, LeReche, Moses, Yohannes, Vice Chair Burke and Chairman Romeo voting "Aye."



**George Burke, Vice Chair
Planning Commission**



**Erika Orellana
Clerk to Boards & Commissions**

Minutes approved by the Planning Commission: March 22, 2021