



HERNDON BOARD OF ZONING APPEALS
Regular Meeting Minutes
Thursday, January 23, 2025

1. Call to Order

Chair Pierce called the January 23, 2025, Board of Zoning Appeals regular meeting to order at 7:00 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Board Members Stephen Mundt, Vice Chair Stevan Porter, and Chair Cari Lyn Pierce.

Board Member Stephanie Frye was absent.

Staff present during the meeting: Lauri Sigler, Deputy Town Attorney; David Stromberg, Zoning Administrator; and Collin J. Okoniewski, Planning Operations Manager.

Chair Pierce determined there was a quorum of three members present.

2. Organizational Meeting

a. Election of Officers

Chair Pierce called on Deputy Town Attorney Lauri Sigler to provide a brief summary on the Election of Officer process as it related to the Board of Zoning Appeals.

Ms. Sigler provided her explanation and answered questions from the Board.

Chair

Chair Pierce called for a motion to nominate the Chair for the Board of Zoning Appeals

Vice Chair Porter nominated Cari Lyn Pierce as Chair for a one-year term effective January 25, 2024.

Motion seconded by Board member Mundt.

Chair Pierce called for a discussion on the motion.

The question was called on the motion, which was carried by a 3 - 0 roll call vote. The vote was: Board Members Mundt, Vice Chair Porter, and Chair Pierce voting "Aye."

Vice Chair

Board member Mundt motioned to nominate Stevan Porter as Vice Chair for a one year term effective January 25, 2024.

Motion seconded by Chair Pierce.

Chair Pierce called for a discussion on the motion.

The question was called on the motion, which was carried by a 2-0 roll call vote. The vote was: Board Members Mundt and Chair Pierce voting "Aye." Vice Chair Porter abstained.

Secretary

Board member Mundt motioned to designate the Zoning Administrator or their designee as Secretary for a one year term effective January 25, 2024.

Motion seconded by Vice Chair Porter .

Chair Pierce called for a discussion on the motion.

The question was called on the motion, which was carried by a 3-0 roll call vote. The vote was: Board Members Mundt, Vice Chair Porter, and Chair Pierce voting "Aye."

Parliamentarian

Vice Chair Porter motioned to designate the Town Attorney or their designee as Parliamentarian for a one year term effective January 25, 2024.

Motion seconded by Board member Mundt.

Chair Pierce called for a discussion on the motion.

The question was called on the motion, which was carried by a 3-0 roll call vote. The vote was: Board Members Mundt, Vice Chair Porter, and Chair Pierce voting "Aye."

3. Approval of Minutes

Board Member Mundt called out an amendment to be made to the November 21, 2024 minutes. The vote to approve the October 24, 2024 meeting minutes was reflected as a vote of 7-0 and should be correct to 3-0.

Staff acknowledged the error and stated a correction would be made.

Board Member Mundt motioned to approve the November 21, 2024, Board of Zoning Appeals regular meeting minutes with the amendment. Motion seconded by Vice Chair Porter. The question was called on the motion, which was approved by a 3-0 roll call vote. Board Members Mundt, Vice Chair Porter, and Chair Pierce voted "Aye."

a. November 21, 2024, Board of Zoning Appeals Regular Meeting

4. Comments

a. Comments from the Staff Members

David Stromberg provided a brief comment surrounding the vacancy on the Board.

b. Comments from the Board Members

Board Member Porter encouraged anyone watching at home to apply to fill the vacancy on the Board.

c. Comments from Citizens

There were no members of the public present.

5. Public Hearings

a. Board of Zoning Appeals, BZA #24-006, 801 2nd Street, to seek a variance from Section 78-30.1(g), R-15 Dimensional Standards, to request a reduction of the required 45-foot secondary front yard setback (along Grant Street) on a corner lot to 35 feet.

[NOTE: The applicant has requested that this application be withdrawn. The Board will need to vote on whether or not to approve the request for withdrawal.]

Certifications of Publications from the Editor of the Fairfax County Times Newspapers were filed, showing that notices of the following public hearing item were duly advertised in the September 6 and September 13, 2024, issues.

Chair Pierce opened the public hearing and called on the Clerk to administer the oath for the Zoning Administrator. Mr. Okoniewski administered the oath to Mr. Stromberg.

Mr. Stromberg stated Steven Mitchell, owner of the property at 801 2nd Street, sent an email to the Zoning Administrator January 15, 2025, requesting that application BZA #24-006 for a variance from Section 78-30.1(g) be withdrawn. Since the legal notice of the public hearing for the application has already been advertised, in accordance with Town Zoning Ordinance Sec. 78-152.6(b)(3) the Board needs to take action and vote on whether to approve the applicants request for a deferral.

Following the statement Chair Pierce opened the floor to questions from Board members. Board member Mundt inquired as to whether or not the Board needed to take any additional action on other items that were laid out by the applicant in the request for withdrawal. Mr. Stromberg stated that those additional action items are handled by the Zoning Administrators office and not the Board of Zoning Appeals.

Chair Pierce stated that the applicant was not present to address the Board, nor were there any members of the public to provide public comment on this item.

Chair Pierce closed the public hearing.

Chair Pierce made a point of clarification on the process if the Board of Zoning Appeals chose to deny the withdrawal request from the applicant. Ms. Sigler provided a response as to the steps the Board could take if the withdrawal was denied.

Vice Chair Porter made a motion to approve the withdrawal of BZA #24-006. The motion was seconded by Board Member Mundt. The question was called on the motion, which was approved by a 3-0 roll call vote. Board member Mundt, Vice Chair Porter, and Chair Pierce voted "Aye."

6. Adjournment

There being no further business, and without objection, the January 23, 2025, Board of Zoning Appeals regular meeting was adjourned at 7:13 p.m.

A handwritten signature in black ink, reading "Aaron Zoellick". The signature is fluid and cursive, with the first name "Aaron" and last name "Zoellick" clearly distinguishable.

Aaron Zoellick
Clerk of Boards and Commissions

Minutes approved by the Historic District Review Board: August 28, 2025