



BOARD OF ZONING APPEALS REGULAR MEETING AGENDA

Town Council Chambers Building
765 Lynn Street, Herndon, VA 20170

Thursday, October 23, 2025 | 7:00 PM

1. Call to Order

2. Approval of Minutes

- a. August 28, 2025, Board of Zoning Appeals Meeting

3. Comments

- a. Comments from the Staff Members
- b. Comments from the Board Members
- c. Comments from Citizens

Members of the public may, for one 3-minute period, provide public comments, requests, consent or general item comments, and comments on matters not included on the agenda.

4. Public Hearing

- a. **BOARD OF ZONING APPEALS, BZA #25-006, 106 Monroe Hill Court – Appeal of a Zoning Administrator’s Decision.** An appeal of Notice of Violation ZE25-00056, issued on August 26, 2025, where a violation was issued for the installation of an accessory structure without an approved Certificate of Appropriateness and within a required setback.

5. New Business

- a. Resolution to establish the Board of Zoning Appeals meeting schedule for January 1, 2026, to December 31, 2026

6. Closed Meeting

- a. A closed meeting pursuant to the Code of Virginia Section 2.2-3711(A)(19) for a briefing on facility security.

7. Adjournment



**Board of Zoning Appeals
Regular Meeting
Agenda Item 2.a.**

Agenda Item: August 28, 2025, Board of Zoning Appeals Meeting

Meeting Date: October 23, 2025

Category: Approval of Minutes

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

This is a request to approve the minutes from the August 28, 2025, Board of Zoning Appeals meeting.

Background:

N/A

Fiscal Impact:

N/A

Staff Recommendation/Next Steps:

Recommend approval, as presented.

Attachments:

1. 08.28.2025 Board of Zoning Appeals Minutes

HERNDON BOARD OF ZONING APPEALS
Regular Meeting Minutes
Thursday, August 28, 2025

1. Call to Order

Chair Pierce called the August 28, 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 Barry Clendenin, Frank Donadio, Stephanie Frye, Vice Chair Stevan Porter, and Chair Cari Lyn Pierce.

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 five members present.

2. Approval of Minutes

Board Member Donadio motioned to approve the January 23, 2025, 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 5 - 0 roll call vote. Board Members Clendenin, Donadio, Frye, Vice Chair Porter, and Chair Pierce voted "Aye."

a. January 23, 2025, Board of Zoning Appeals Regular Meeting Minutes

3. Comments

a. Comments from the Staff Members

David Stromberg provided a brief comment regarding calendar photos for the Board.

b. Comments from the Board Members

Board Member Clendenin stated that he is happy to be on the board.

Board Member Donadio stated that he is happy to be a part of the board.

Other Board Members provided words of welcome.

c. Comments from Citizens

There were no members of the public present.

4. Public Hearing

- a. BOARD OF ZONING APPEALS, BZA #25-004, 1008 Van Buren Street, to seek a variance from section 78-30.1(g), R-15 Dimensional Standards, to allow for the alteration and renovation of a legally nonconforming structure that is located 9'10" in the required 45-foot secondary front setback and 4'3" in the required 15-foot side yard setback.**

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 gave the staff presentation dated August 28, 2025, which is on file with the Department of Community Development. Mr. Stromberg stated that his is an application for a variance to allow for the alteration and renovation of a legally nonconforming structure.

Staff recommended approval with conditions.

There was a discussion among Board Members and staff on this item, including: (1) clarification on the proposal to raise the roof and the cause of the non-conformity.

Chair Pierce invited the applicant to provide comment.

Mr. Okoniewski administered the oath for Mr. Jason Denny.

Mr. Denny provided clarification on the project. The purpose of the renovation is to raise the foundation to allow for proper clearance, prevent water issues, and get a 9-foot ceiling in the structure.

There was a discussion among Board Members, staff, and the applicant on this item, including: (1) the severity of water issues; and (2) whether other structures will be impacted.

There were no comments from the audience.

Chair Pierce closed the public hearing and moved to the board level for discussion and possible action.

Vice Chair Porter motioned to grant BZA #25-004, as proposed, finding that granting the variance will alleviate an undue hardship due to a physical condition relating to the property or improvements thereon. Motion seconded by Board Member Clendenin. The question was called on the motion which was carried by a 5 - 0 roll call vote. Board Members Clendenin, Donadio, Frye, Vice Chair Porter, and Chair Pierce voted "Aye."

5. Adjournment

There being no further business, and without objection, the August 28, 2025, Board of Zoning Appeals regular meeting was adjourned at 7:18 p.m.

Agenda Item: BOARD OF ZONING APPEALS, BZA #25-006, 106 Monroe Hill Court – Appeal of a Zoning Administrator’s Decision. An appeal of Notice of Violation ZE25-00056, issued on August 26, 2025, where a violation was issued for the installation of an accessory structure without an approved Certificate of Appropriateness and within a required setback.

Meeting Date: October 23, 2025

Category: Public Hearing

Prepared by: David Stromberg, Zoning Administrator

Description:

Notice of Violation ZE25-00056, issued on August 26, 2025, found the property owner in violation of 1) Herndon Zoning Ordinance Section 78-60.3(g) for installing an accessory structure in the Historic District Overlay (HDO) without an approved Certificate of Appropriateness (COA); and 2) Herndon Zoning Ordinance Section 78-80.3(a) for installing an accessory structure within a required setback.

The 35-foot setback requirement applies to any lot line adjoining a street.

Background:

Staff was communicating with the appellant in June 2025 regarding the submission and review process for obtaining a Certificate of Appropriateness in the Historic District Overlay. Staff informed the appellant in July that an approved variance would be required in order to have the greenhouse within the setback of the property line adjacent to the cul-de-sac. A Notice of Violation was sent in August after the greenhouse was installed without any town approval.

Fiscal Impact:

N/A

Staff Recommendation/Next Steps:

Affirm Notice of Violation ZE25-00056 in its entirety.

Attachments:

1. Staff Report
2. Exhibit 1 - Notice of Violation ZE25-00056
3. Exhibit 2 - Statement of Appeal

4. Exhibit 3 - Staff Communication
5. Exhibit 4 - Monroe Hill Subdivision with Setbacks
6. Resolution to Affirm/Modify/Reverse (Proposed)

Location Map:



Background:

A Notice of Violation, ZE25-00056 (Exhibit 1) was issued on August 26, 2025 by Community Inspector/Deputy Zoning Administrator James Gillie after an inspection where he observed the greenhouse located within a required setback. The greenhouse is also in violation for being installed without an approved Certificate of Appropriateness, which is required for accessory structures in the Historic District Overlay.

The appellant contacted the Community Development Department in June 2025 with questions relating to the approval process for installing a greenhouse in the Historic District. The town’s Lead Planner – Development and Design was communicating with the appellant to schedule a hearing before the Historic District Review Board.

Buildings and structures less than 256 square feet are exempt from the Building Code and are not required to submit a Building Location Survey; however, they are subject to the requirements of the zoning ordinance.

Staff notified the appellant on July 7, 2025 that a variance granted by the Board of Zoning Appeals would be required in order to install the greenhouse in the setback located next to the public street.

The greenhouse was installed without any town approvals and Notice of Violation ZE25-00056 was issued. The complete appeal was filed on September 9, 2025 (Exhibit 2).

Staff Analysis:

Applicable Zoning Ordinance Provisions

Section 78-180. Definitions

Setback. The minimum distance by which any building or structure must be separated from the front lot line or **any lot line adjoining a street**.

Building. A structure that is enclosed and isolated by a roof and exterior walls and used for shelter, support, or enclosure as a residence, business, industry, or other public or private purpose, **or accessory thereto**, the construction of which may require a building permit under the Uniform Statewide Building Code.

Structure, Permanent. Any assembly of materials forming a construction for occupancy or use, (other than a fence, retaining wall, surface parking area or small dish antennae) that requires location on the ground or that is attached to something having a location on the ground including, but not limited to, advertising signs, billboards, or poster boards, stadiums, circus tents, reviewing stands, platforms, stagings, observation towers, radio towers, water tanks, storage tanks (underground and aboveground), trestles, swimming pools, amusement devices, storage bins, or other structures of this general nature.

Section 78-80.3. Accessory Structure Standards

(a) Accessory structures in residential districts. Accessory structures in residential district shall meet the following standards, unless otherwise specified in this section:

(1) Location. Accessory structures, except fences and walls, **shall not be located in a required setback** or required side yard, except accessory buildings on corner lots may be located within the side yard. Accessory structures except fence shall be located so that the structure is not loser than:

- a. Five feet to any alley line;
- b. Two feet to any side or rear lot line, except for a townhouse dwelling lot, where the accessory structure may be located on the side or rear lot line.

- c. Ten feet to the principal dwelling for any single-family detached or duplex dwelling.

Section 78-30.2(g): R-10 Dimensional Standards

| | |
|-------------------------|--|
| Setback, Minimum (feet) | 35', may be reduced in HP overlay district; 25' on pipestem lot |
|-------------------------|--|

Section 78-60.3(g): Certificate of Appropriateness (COA) in the historic district overlay. The purpose of this section is to establish the procedures and standards for the review of certificates of appropriateness in the historic district overlay.

- (1) Applicability. Unless exempted pursuant to section 78-60.3(g)(2), exemptions, a certificate of appropriateness must be approved prior to:
 - a. New construction or alterations to any building or structure in the historic district overlay.

Section 78-10.5 – Relationship to other ordinances, laws, agreements and plans.

- (a) *Inconsistent provisions.* If the provisions of this chapter are inconsistent with one another or if the provisions of this chapter conflict with provisions found in other adopted codes, ordinances, or regulations of the town, **the more restrictive provision shall govern** unless the terms of the provisions specify otherwise.

Analysis of Applicable Zoning Requirements

The installation of a building or structure (greenhouse) within thirty-five feet of a public street violates the setback requirements of the R-10 zoning district.

Review Standards for Appeal – Section 78-150.6(f)(2)

“A decision or determination by the zoning administrator shall not be reversed or modified unless there is evidence in the record that the decision or determination is not correct, based on the relevant procedures and review standards in this chapter. The board or council shall consider the purpose and intent of any applicable provisions of this chapter and other relevant ordinances, laws, and regulations in making its decision.”

Board of Zoning Appeals Alternatives:

The following alternatives are available to the Board of Zoning Appeals for its decision on BZA #25-006.

1. Affirm the Zoning Administrator’s decision and uphold Notice of Violation ZE25-00056 in its entirety.
2. Modify the Zoning Administrator’s decision regarding Notice of Violation ZE25-00056 and overturn the violation of Section 78-80.3 (Accessory Structures in Residential Districts) while affirming the violation of Section 78-60.3(g) (Certificate of Appropriateness).
3. Reverse the Zoning Administrator’s decision and declare Notice of Violation ZE25-00056 null and void.

Staff Recommendation:

Affirm the Zoning Administrator’s decision and uphold Notice of Violation ZE25-00056 in accordance with alternative 1.

August 26, 2025

Patricia Kelly
106 Monroe Hill Court
Herndon, VA 20170

RE:

Location: 106 Monroe Hill Ct.

Case No.: ZE25-00056

TAX ID No(s): 0104 44 0003

NOTICE OF VIOLATION

On **August 26, 2025**, while performing duties as Community Inspector, the following was observed:

Accessory structure installed in the Historic District Overlay (HDO) without an approved Certificate of Appropriateness (COA) and located inside of the required front setback. The parcel is located in the R-10 (Residential Single-Family District) Zoning District.

Photographs depicting violations are maintained in our office for review and are included at the bottom of this notification for reference. Be advised that this action constitutes a violation of §78-60.3(g) and §78-80.3(a) of the Zoning Ordinance, Herndon Town Code (2000), which states:

(g) *Certificate of appropriateness (COA) in the historic district overlay.* The purpose of this section is to establish the procedures and standards for the review of certificates of appropriateness in the historic district overlay.

(1) *Applicability.* Unless exempted pursuant to [section 78-60.3\(g\)\(2\)](#), exemptions, a certificate of appropriateness must be approved prior to:

- a. New construction or alterations to any building or structure in the historic district overlay; or
- b. Demolishing, or moving any historic landmark, building, or structure located in the historic district overlay.
- c. The installation of any sign not subject to [section 78-140.5\(f\)](#).

- (a) *Accessory structures in residential districts.* Accessory structures in residential district shall meet the following standards, unless otherwise specified in this section:
- (1) *Location.* Accessory structures, except fences and walls, shall not be located within a required setback or required side yard, except accessory buildings on corner lots may be located within the side yard. Accessory structures except fences and walls shall be located so the structure is not closer than:
 - a. Five feet to any alley line;
 - b. Two feet to any side or rear lot line, except for a townhouse dwelling lot, where the accessory structure may be located on the side or rear lot line.
 - c. Ten feet to the principal dwelling for any single-family detached or duplex dwelling.
 - (2) *Maximum height.* The height of an accessory structure shall not exceed 15 feet.
 - (3) *Maximum floor area.* On any lot, the combined floor area of all detached accessory structures shall not be greater than 50 percent of the floor area of the principal structure, unless otherwise specified in this chapter.
 - (4) *Residential occupancy.* Residential occupancy shall not be allowed in any accessory structure except under the provisions of [section 78-80.4](#), accessory dwelling unit.
 - (5) *Temporary accessory structures.* Temporary accessory structures shall be governed by the procedures and standards of [section 78-155.6\(e\)\(4\)](#), temporary use site plan, and Article IX, Temporary Uses and Structures.

The Town of Herndon realizes that residents, as well as business and property owners are not always aware of the rules and regulations governing property within the Town. The purpose of this letter is to inform you of the Town's rules and regulations and that the Town of Herndon wants to provide the opportunity to resolve this violation and encourages continued compliance with the ordinances.

Therefore, on behalf of the Town and as Deputy Zoning Administrator, I respectfully order that you abate this violation within fifteen days (15) or by September 10, 2025.

Compliance may be achieved by obtaining an approved Certificate of Appropriateness for the accessory structure and having the accessory structure meet the required setbacks. Apply for a COA by submitting an HDRB application for New Construction to the Community Development Department at 777 Lynn Street, Herndon, VA 20170. Please contact Angelina Jones, Lead Planner-Design & Development, via email (angelina.jones@herndon-va.gov) or by calling at (703) 787-7380 for questions regarding the application. Through compliance, you will avoid further legal action, which may include monetary fines and other penalties.

Pursuant to Section 15.2-2311 of the Code of Virginia (1950), as amended, you have the right to appeal this decision to the Board of Zoning Appeals within thirty (30) days after receipt of this letter. The decision(s) set forth in this letter shall be final and not appealable if not appealed within the thirty-day period. If you wish to appeal this decision you must do so in the specified time by submitting a completed application and \$750.00 fee to the Community Development Department at 777 Lynn Street Herndon, Virginia. If you have questions about the application or where additional information may be obtained regarding the filing of an appeal please contact the Zoning Administrator's staff at 777 Lynn Street Herndon, Virginia or you may call them at (703) 787-7380.

Should there be any questions, concerns, or a request to schedule an office visit regarding this case, please call (703) 787-7380 or send an email james.gillie@herndon-va.gov. We appreciate your prompt response in resolving this matter.

Kindest regards,



Community Inspector / Deputy Zoning Administrator

Cc: David Stromberg, Zoning Administrator



BZA 25-006

Instructions: Complete this form and submit to community.development@herndon-va.gov. Typed signatures will be accepted. Please see the reverse side for application submission requirements.

The undersigned hereby applies for an Appeal to the Board of Zoning Appeals under the provisions of §78-150.6(f) of the Herndon Town Code. The undersigned certifies that all information in this application is true and correct and that the requirements of this application have been read and are understood.

Appeal Information

Request for an Appeal of a Written Determination by the Zoning Administrator issued on (date):

august 26, 2025

Address of the Subject Property (including apartment or suite number if applicable):

106 monroe hill ct

Related Case or Application (if applicable):

Applicant Information

Applicant Name and Title: patricia p kelly

Mailing Address: 106 monroe hill ct

Phone: 7034506345

Email: pattipkelly@gmail.com

Signature of Applicant:

Patti P Kelly

Date: 9/2/25

Property Owner Information

Property Owner: patricia p kelly

Mailing Address: 106 monroe hill ct

Phone: 7034506345

Email: pattipkelly@gmail.com

Signature of Property Owner:

Patti P Kelly

Date: 9/2/25

APPLICATION REQUIREMENTS



A statement specifying the grounds of the appeal.

Application fee in accordance with the fee schedule on our forms and fees page or TABLE 78-152.2(b)(3): FEES FOR DEVELOPMENT APPLICATIONS in the Town Code.

Intake Notes—Office Use Only

Application Received By:

Date:

Fee Paid:

Case Number:

Zoning District:

Tax Map Number:

Patricia P Kelly

106 Monroe Hill Ct
Herndon, VA 20170
pattipkelly@gmail.com

September 2, 2025

Town of Herndon

Board of Zoning Appeals
Department of Community Development
Herndon, VA 20170

Grounds for Appeal to the Board of Zoning Appeals:

On August 26, 2025 a two-part violation was issued on my property at the address above. One for a zoning setback violation and another for not having a proper COA from the HPRB.

I recognized the requirement for a COA and my paperwork was filed in June. It was stalled when someone somewhere decided I have a corner lot. I literally do not. This corner lot category comes with a "secondary front yard" designation. It's this false designation that creates a front setback requirement of some 25 feet and thus the zoning violation.

This appeal is in regards to the zoning violation. On the west side of my property is a 6700 sf lot noted as Outlot A in Fairfax County records. It is deeded to the Monroe Hill Association. It is the corner lot. My only frontage is Monroe Hill Court. I do not have frontage on Monroe Street and thus am not at the intersection of two streets. It is pretty plain that mine is not a corner lot.

I was hoping to just talk it through with the staff (we have an email trail). But now the violation requires me to pony up a \$100 fee to have someone correct what seems to be an obvious mistake. So I do so under protest.

And if the corner lot was mistakenly deeded to the Monroe Hill Association and was supposed to be mine, I would like the Board to give me a heads up on that so I can get an attorney to make it right.

Sincerely,

Patti Kelly

On the lot next to the corner lot of Monroe Hill Ct

RECEIPT

Town of Herndon
 Department of Community Development
 777 Lynn Street
 Herndon, Virginia 20170-4602

3204
 DATE 9/15/25
 Page 19 of 25

RECEIVED FROM Patricia Kelly
 \$ 750.00
 FOR Seven hundred and fifty dollars only
 B2A-25-006 DOLLARS

AMOUNT OF ACCOUNT 750
 THIS PAYMENT CASH
 BALANCE DUE CHECK
 CREDIT CARD
 MONEY ORDER BY *PK*

THANK YOU

PATRICIA KELLY Ass # 2325-0025 Morgan Stanley | effective 103
 106 MONROE HILL CT. 9/15/25 68-72897560
 HERNDON, VA 20170

PAY TO THE ORDER OF: Town of Herndon \$ 750.00
 DOLLARS

Issued by Morgan Stanley Prime Bank, National Association

FOR: Training Inst. Appeal Patricia Kelly

Stromberg, David

From: Jones, Angelina
Sent: Tuesday, July 8, 2025 7:36 AM
To: Patti Kelly
Cc: Community Development
Subject: Re: The Kelly's - Where are building location survey rules?

Hi Patti,

If you want to move forward with pursuing a permit to site your greenhouse in your proposed location, then you will need to apply for a zoning variance. The first step in this process is to submit an application for a variance with a to-scale plat with the existing improvements and proposed improvements to the community development email (cc'd). You can find the application here: <https://www.herndon-va.gov/government/boards-commissions/board-of-zoning-appeals> and our fee schedule here: <https://www.herndon-va.gov/departments/community-development/forms-fees>

The variance process to apply to site an accessory structure within a setback is one that you would need to go through regardless of whether or not your property is located in the Historic District Overlay. We will likely need to postpone bringing your application to the HDRB until you have the matter of siting the greenhouse settled. I will be able to let you know for certain by the end of the week.

Sincerely,
Angelina

Angelina R. Jones
Lead Planner - Design & Development
Town of Herndon, VA
703-787-7380



From: Patti Kelly <pattikelly@gmail.com>
Sent: Monday, July 7, 2025 11:10 PM
To: Jones, Angelina <angelina.jones@herndon-va.gov>
Subject: Re: The Kelly's - Where are building location survey rules?

Caution: This is an external email that originated outside the Town of Herndon. Please take care when clicking links or opening attachments. When in doubt, contact the IT Department.

Hey Angelina -

TOWN OF HERNDON, VIRGINIA

RESOLUTION

September 26, 2024

Resolution – to consider BOARD OF ZONING APPEALS, BZA #25-006, 106 Monroe Hill Court, an appeal of Notice of Violation ZE25-00056, issued on August 26, 2025, where a violation was issued for the installation of an accessory structure without an approved Certificate of Appropriateness and within a required setback. Appellant and property owner: Patricia Kelly.

RECITALS

Notice of Violation ZE25-00056, issued on August 26, 2025, found the property owner in violation of 1) Herndon Zoning Ordinance Section 78-60.3(g) for installing an accessory structure in the Historic District Overlay (HDO) without an approved Certificate of Appropriateness (COA); and 2) Herndon Zoning Ordinance Section 78-80.3(a) for installing an accessory structure inside of the required front setback. The 11,624 square-foot lot is located at 106 Monroe Hill Court, east of its intersection with Monroe Street. The property is zoned R-10, Single Family Residential. Fairfax County Tax Map Number 0104 44 0003.

On September 9, 2025, the appellant submitted a request to appeal the Zoning Administrator's decision specified in Notice of Violation ZE25-00056 to the Board of Zoning Appeals.

The Board of Zoning Appeals has reviewed the appeal according to the standards of Section 78-150.6(f)(2) and has held a public hearing in accordance with Section 78-150.6(f)(1).

THEREFORE BE IT RESOLVED, by the Board of Zoning Appeals of the Town of Herndon, Virginia, hereby:

[PICK ONE]

- 1. AFFIRMS** the Zoning Administrator's decision and upholds Notice of Violation ZE25-00056 in its entirety;

OR

- 2. MODIFIES** the Zoning Administrator's, decision regarding Notice of Violation ZE25-00056 and 1.) affirms the violation of Section 78-60.3(g) (Certificate of Appropriateness; and 2.) overturns the violation of Section 78-80.3(g) (Accessory Structures in Residential Districts) upon a finding of evidence in the record that the Zoning Administrator's decision was

incorrect based on the relevant procedures and review standards in Chapter 78 (Zoning), and further upon a finding that:

- a. _____
- b. _____
- c. _____

Which said modification is based on the findings that:

- a. _____
- b. _____
- c. _____

OR

3. REVERSES the Zoning Administrator's decision and declares Notice of Violation ZE25-00056 null and void, upon a finding of evidence in the record that the Zoning Administrator's decision was incorrect based on the relevant procedures and review standards in Chapter 78 (Zoning), and further upon a finding that:

- a. _____
- b. _____
- c. _____

In favor: _____

Against: _____

Attest: _____

Recording Secretary

Date: _____

Agenda Item: Resolution to establish the Board of Zoning Appeals meeting schedule for January 1, 2026, to December 31, 2026

Meeting Date: October 23, 2025

Category: New Business

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:

The Board of Zoning Appeals bylaws prescribe the meeting schedule.

The Department of Community Development, in coordination with the Town Clerk's office, would like to propose a resolution to set the meeting schedule for Calendar Year 2025. The meeting schedule is generally modified to accommodate holidays and occasions of conflicts with other Town meetings and events. The adopted meeting schedule is included in the printed annual town calendar, which is currently under development.

Background:

Staff has prepared the proposed resolution for calendar year 2026 based on the following guidelines:

- Board of Zoning Appeals meetings are scheduled for the fourth Thursday of the month;
- Meeting dates may be changed by resolution of the board.
- The November meeting will be held on the third Thursday.
- The December meeting will be held on the third Thursday.

Fiscal Impact:

N/A

Staff Recommendation/Next Steps:

Recommend approval of the 2026 Board of Zoning Appeals meeting schedule in accordance with the proposed resolution.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
HISTORIC DISTRICT REVIEW BOARD**

RESOLUTION

OCTOBER 23, 2025

Resolution- to establish the Board of Zoning Appeals meeting schedule for January 1, 2026, to December 31, 2026.

BE IT RESOLVED by the Board of Zoning Appeals of the Town of Herndon, Virginia, that:

1. In accordance with the meeting schedule set out in the Board of Zoning Appeals bylaws, the meeting schedule for calendar year 2026 is hereby adopted as follows:

| | |
|--------------------|-----------------|
| January 22, 2026 | Regular Meeting |
| February 26, 2026 | Regular Meeting |
| March 26, 2026 | Regular Meeting |
| April 23, 2026 | Regular Meeting |
| May 28, 2026 | Regular Meeting |
| June 25, 2026 | Regular Meeting |
| July 23, 2026 | Regular Meeting |
| August 27, 2026 | Regular Meeting |
| September 24, 2026 | Regular Meeting |
| October 22, 2026 | Regular Meeting |
| November 19, 2026 | Regular Meeting |
| December 17, 2026 | Regular Meeting |

2. The Board of Zoning Appeals directs staff to include the meeting schedule in the 2026 annual town calendar.