



BOARD OF ZONING APPEALS REGULAR MEETING AGENDA

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

Thursday, January 22, 2026 | 7:00 PM

1. Call to Order

2. Organizational Meeting

- a. Election of Officers

3. Approval of Minutes

- a. December 18, 2025, Board of Zoning Appeals Meeting Minutes

4. 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.

5. Adjournment

Agenda Item: Election of Officers
Meeting Date: January 22, 2026
Category: Organizational Meeting
Prepared by: Amanda Kertz, Town Clerk

Description:

In accordance with the Board of Zoning Appeals Bylaws and Herndon Town Code Section 78-150.3, the BZA holds its election of officers annually at the first public hearing (regular meeting) of the Board in January. The Board will nominate and elect from its members a Chair and Vice Chair and designate a Secretary and Parliamentarian for one-year terms at the January 22, 2026, BZA regular meeting.

Background/Timing Impact:

N/A

Fiscal Impact:

N/A

Legal Impact:

Election of officer held in accordance with the Board of Zoning Appeals Bylaws and Herndon Town Code Section 78-150.3

Staff Recommendation/Next Steps:

Staff recommends the Board nominate and elect from its members a Chair and Vice Chair and designate a Secretary and Parliamentarian for one-year terms.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
BOARD OF ZONING APPEALS**

RESOLUTION

JANUARY 22, 2026

Resolution- **to elect the Officers and designate the Parliamentarian and Secretary of the Board of Zoning Appeals.**

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

1. _____ is elected Chair for a one-year term effective January 22, 2026.
2. _____ is elected Vice Chair for a one-year term effective January 22, 2026.
3. The Zoning Administrator or their designee is designated Secretary for a one-year term effective January 22, 2026.
4. The Town Attorney or their designee is designated Parliamentarian for a one-year term effective January 22, 2026

Motion:
Second:

Re: **Chair of the Board of Zoning Appeals**

Action: _____ **elected Chair of the Board of Zoning Appeals**

Votes

Ayes:

Nays:

Motion:
Second:

Re: **Vice Chair of the Board of Zoning Appeals**

Action: _____ **elected Vice Chair of the Board of Zoning Appeals**

Votes

Ayes:

Nays:

Motion:
Second:

Re: **Secretary of the Board of Zoning Appeals**

Action: The Zoning Administrator is designated Secretary of the Board of Zoning Appeals

Votes

Ayes:

Nays:

Motion:

Second:

Re: Parliamentarian of the Board of Zoning Appeals

Action: The Town Attorney is designated Parliamentarian of the Board of Zoning Appeals

Votes

Ayes:

Nays:



**Board of Zoning Appeals
Regular Meeting
Agenda Item 3.a.**

Agenda Item: December 18, 2025, Board of Zoning Appeals Meeting Minutes

Meeting Date: January 22, 2026

Category: Approval of Minutes

Prepared by: Amanda Kertz, Town Clerk

Description:

This is a request to approve the December 18, 2025, Board of Zoning Appeals Meeting Minutes.

Background/Timing Impact:

N/A

Fiscal Impact:

N/A

Legal Impact:

Code of Virginia Section 2.2-3707 outlines the requirements for the recording of minutes for all public bodies.

Staff Recommendation/Next Steps:

Recommend approval as presented.

Attachments:

1. December 18, 2025, BZA Draft Meeting Minutes

HERNDON BOARD OF ZONING APPEALS
Regular Meeting Minutes
Thursday, December 18, 2025

1. Call to Order

Chair Pierce called the December 18, 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, Vice Chair Stevan Porter, and Chair Cari Lyn Pierce.

Staff present during the meeting: Lauri Sigler, Deputy Town Attorney; David Stromberg, Zoning Administrator; Margie Tacci, Deputy Town Clerk, and Becky Skillin, Deputy Town Clerk.

Chair Pierce noted Board Member Stephanie Frye's resignation from the Board of Zoning Appeals and expressed appreciation for Ms. Frye's contributions and service to the Town. Chair Pierce determined there was a quorum with four Board Members present.

2. Approval of Minutes

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

Board Member Clendenin moved to approve the October 23, 2025, Board of Zoning Appeals regular meeting minutes. Motion seconded by Board Member Donadio. The question was called on the motion, which was carried by 4-0 roll call vote. Board Members Clendenin, Donadio, Vice Chair Porter, and Chair Pierce voting "Aye."

3. Comments

a. Comments from the Staff Members

Chair Pierce recognized staff members for comments.

David Stromberg, Zoning Administrator, reminded the Board that January's meeting will be an organizational meeting to elect a chair and vice chair.

b. Comments from the Board Members

Chair Pierce recognized the Board Members for comments.

Vice Chair Porter wished everyone a happy holiday season and new year.

c. Comments from Citizens

No members of the public provided comments.

4. Public Hearing

- a. BZA #25-007, 106 Monroe Hill Court, to seek a variance from Section 78-30.2(g), to allow an accessory structure within the 35-foot setback, and to seek a variance from Section 78-115.2(i), to allow a 6-foot tall fence within the required 35-foot setback.**

Certificates of Publication were filed from the Editor of the *Fairfax County Times* Newspapers, showing that notice of said public hearing items had been duly advertised in the November 28, 2025, and December 5, 2025 issues.

Chair Pierce opened the public hearing and called on the Deputy Town Clerk to administer the oath for David Stromberg, Zoning Administrator. Becky Skillin, Deputy Town Clerk, administered the oath to Mr. Stromberg.

Mr. Stromberg provided the staff report and presentation on BZA #25-007, dated December 18, 2025. Mr. Stromberg stated that the request is to approve two variances at 106 Monroe Hill Court. He explained the history of the location of the house and conditions for the variances. Staff recommended approval with conditions.

There was discussion among board members and staff on this item, including:

1. Procedural questions of the application process.
2. The type of fence to be installed.

Chair Pierce invited the applicant to provide comment. Ms. Skillin administered the oath to Patricia Kelly, applicant.

Ms. Kelly provided comments on the necessity of this hearing. She thanked the staff for clarifying the purpose and process of zoning and neighborhood design. She stated that she plans to meet the established conditions.

There was a discussion among Board Members, staff, and the applicant, including:

1. Water at the structure.
2. Fence materials and color.
3. The variance conditions.

Chair Pierce called for comments from the audience.

Seeing 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 #25-007, 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 Donadio. The question was called on the motion which was carried by a 4-0 roll call vote. Board Members Clendenin, Donadio, Vice Chair Porter, and Chair Pierce voted "Aye."

5. Adjournment

There being no further business, and without objection, Chair Pierce adjourned the December 18, 2025, Board of Zoning Appeals Regular Meeting at 7:20 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Board of Zoning Appeals:

[Note: approved resolutions and ordinances are on file in the Department of Community Development.]

DRAFT