



**HERNDON PLANNING COMMISSION
Work Session Minutes
Monday, April 8, 2024**

1. Call to Order

Chair Romeo called the April 8, 2024, Planning Commission work session to order at 7:00 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Commissioners: Jay Donahue, Dua'a Elbarasse, Mike McFarlane, Kevin Moses, Meron Yohannes, Vice Chair Burke, and Chair Mike Romeo.

Staff present during the meeting: Lisa Gilleran, Director of Community Development; Lesa Yeatts, Town Attorney; Bryce Perry, Deputy Director of Community Development; and Collin Okoniewski, Planning Operations Manager.

Chair Romeo determined there was a quorum of seven members present.

2. Public Hearings

a. Zoning Ordinance Text Amendment ZOTA #24-01 - Development Application Fees

Chair Romeo opened the work session and called on Bryce Perry, Deputy Director of Community Development, for the staff presentation.

Mr. Perry delivered the staff report dated April 8, 2024, which is on file with the Department of Community Development.

Staff recommends that the Planning Commission approve ZOTA #24-01.

Chair Romeo recognized the commissioners for questions.

Commissioner McFarlane inquired as to why the numbers in the budget were not rounded off. Staff advised that the number was rounded to the nearest dollar to keep the narrative inflationary and not visit the idea of rounding numbers one way or the other. Staff also advised that the town is fairly behind on their fees in the grand scheme and this is a minimized effort to raise fees across the Board in

coordination with neighboring jurisdictions who are raising their fees with inflation cited as the cost.

Commissioner Elbarasse inquired as to why there were two fees, a fee for administrative adjustment and a fee for short term rentals that were remaining unchanged. Staff advised that the administrative adjustment fee was a capped fee and the short term rental fee was very recently added to the ordinance and was already in line with inflation.

Staff also provided clarification on the removal of the \$1 fee for Historic District Review Board applications for certificates of appropriateness for certain residential projects being eliminated all together.

Chair Romeo advised staff that when a more comprehensive examination of the fees takes place a lower single lot development plan fee should be looked at due to the fact that they are typically initiated by a homeowner rather than a developer. Staff advised that they do plan to take a look at all the fees and do indeed anticipate raised and discounted fees as part of the process.

b. Special Exception SE #24-01 - Hunters Creek Bridge Floodplain Overlay

Chair Romeo opened the work session and called on Bryce Perry, Deputy Director of Community Development for the staff presentation.

Mr. Perry delivered the staff report and staff presentation dated April 8, 2024, which are on file with the Department of Community Development.

Staff recommends that the Planning Commission approve of SE #24-01.

Chair Romeo recognized the commissioners for questions.

Commissioners asked several questions about the durability and cost-effectiveness of the polymer material relative to that of wood. Staff responded that it is more durable and it is more cost-effective.

Vice Chair Burke asked staff about the decision to double the size of the bridge. Staff advised that the additional lengthening of the bridge needed to be done to manage flooding and the stream restoration project.

Commissioners also inquired of staff as to whether or not the Architectural Review Board (ARB) would be reviewing this application for design. Staff believed that due to its lack of visibility the ARB would not be reviewing an application for the bridge.

Chair Romeo inquired about the cost of bridge and stream restoration project, and further inquired as to where the money for the projects would be coming from

(CIP, General Fund-Budget, etc.). Staff was unsure at the time of the work session but advised that they would provide an answer at the public hearing.

Chair Romeo also asked if staff had heard from residents in Hunters Creek regarding the project. Staff advised that the Department of Public Works is handling most of the outreach associated with this project. Staff further advised that they would provide a summary of public comments at the public hearing.

Lastly, Chair Romeo inquired where this project stood as part of a larger stream restoration project, and where this particular project falls on that timeline. Staff advised that they will provide further comment at the public hearing.

3. Comments

a. Comments from the Staff Members

Chair Romeo recognized staff members for additional comments. No comments were provided.

b. Comments from the Commissioners

Chair Romeo recognized the Commissioners for additional comments.

Commissioner McFarlane inquired as to the status of the downtown redevelopment project.

Lesa Yeatts, Town Attorney, advised that the public should stay tuned for a message from the Town Manager hopefully by the end of the month.

Chair Romeo addressed the commissioners regarding the attendance policy and stressed that although everyone misses meetings, all members should do their best to attend every meeting.

4. Adjournment

There being no further business, and without objection Chair Romeo adjourned the April 8, 2024, Planning Commission Work Session at 7:26 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 Planning Commission: August 26, 2024

