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**HERNDON TOWN COUNCIL
Work Session
Tuesday, May 21, 2019**

At a regular meeting of the Town Council of the Town of Herndon, Virginia, held in the Herndon Council Chambers Building, at 765 Lynn Street, Herndon, Virginia, on Tuesday, May 21, 2019, at 7:04 p.m., there were present:

- Mayor Lisa C. Merkel, presiding;
- Vice Mayor Sheila A. Olem;
- Councilmember Jennifer K. Baker;
- Councilmember Cesar del Aguila;
- Councilmember Pradip Dhakal; and
- Councilmember Bill McKenna.

- Councilmember Signe Friedrichs was absent.

CLOSED MEETING

On motion of Vice Mayor Olem, seconded by Councilmember McKenna, and carried by a 5-0 vote, the Herndon Town Council went into Closed Meeting at 6:02 p.m., under Section 2.2-3711(A)(1) of the Code of Virginia, pertaining to discussion of specific public employee relative to annual performance review.

Vote: Councilmembers, del Aguila, Dhakal, McKenna, Vice Mayor Olem and Mayor Merkel voting "Aye." Councilmember Baker having not yet arrived. Councilmember Friedrichs was absent.

Councilmember Baker arrived at 6:04 p.m.

**May 21, 2019
(work session)**

On motion of Councilmember Baker, seconded by Vice Mayor Olem, and carried by a 6-0 vote, the Herndon Town Council reconvened in public session at 6:58 p.m.

Vote: Councilmembers Baker, del Aguila, Dhakal, McKenna, Vice Mayor Olem and Mayor Merkel voting "Aye." Councilmember Friedrichs was absent.

On motion of Vice Mayor Olem, seconded by Councilmember Baker, and carried by a 6-0 vote, the Herndon Town Council approved the following Certification of Closed Meeting.

Vote: Councilmembers Baker, del Aguila, Dhakal, McKenna, Vice Mayor Olem and Mayor Merkel voting "Aye." Councilmember Friedrichs was absent.

Certification of Closed Meeting

WHEREAS, the Town Council of the Town of Herndon has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by this Town Council that such Closed Meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Herndon hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council.

VOTE:

Ayes – 6

Nays – 0

ABSENT DURING VOTE: 1

ABSENT DURING MEETING: 1

(As noted above, Councilmember Baker arrived at the meeting at 6:04 p.m.)

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RECESS

At 6:59 p.m., Mayor Merkel called a brief recess; and at 7:04 p.m., the meeting reconvened in Herndon Council Chambers Building, all members present, with the exception of Councilmember Friedrichs, who was absent, and with Mayor Merkel presiding.

WORK SESSION

Staff present during the meeting: William H. Ashton II, Town Manager; Lesa Yeatts, Town Attorney; Chief Maggie DeBoard, Herndon Police; Elizabeth Gilleran, Director of Community Development; Jennie Tripoli, Director of Finance; Page Kalapasev, Director of Information Technology; Cindy Roeder, Director of Parks & Recreation; Tammy Chastain and John Irish, Deputy Directors of Public Works; Bryce Perry, Deputy Director of Community Development; Senior Police Officer Adil Aftab, Herndon Police; Bob Etris, Operations Engineer; and Amina Ait-Bella, Legislative Assistant.

ANNOUNCEMENTS

Mayor Merkel stated that earlier that evening, the Council had met in a closed meeting. No action was taken following the closed meeting.

Mayor Merkel stated that Councilmember Friedrichs would be absent from tonight's meeting.

PRESENTATION

2. **Certificate of Appreciation, to recognize Charlie Kemp, Department of Public Works, on the occasion of his retirement.**

Mayor Merkel stated that the Deputy Director of Public Works would present the recognition.

There was no discussion on the presentation, which was scheduled for the May 28, 2019 public hearing.

PUBLIC HEARINGS

3. **Resolution, to consider two additional chapters of the Urban Design & Architectural Guidelines for the Herndon Transit-Oriented Core (HTOC); one for signs w-in the HTOC, & the other for landscaping w-in the HTOC.**

**May 21, 2019
(work session)**

The Deputy Director of Community Development presented the staff report dated May 21, which is on file in the Town Clerk's office. The proposed resolution would amend the existing Urban Design and Architectural Guidelines for the Herndon Transit Oriented Core (HTOC) by adding two new sections for landscaping and signage. The HTOC Guidelines are a tool through which the goals and objectives of the HTOC Master Plan would be implemented. It would be an important tool for staff, the Architectural Review Board (ARB), and Council in evaluating the design of various redevelopment cases. The guidelines are also used as a tool to guide redevelopment proposals by articulating expectations for the Council for the equality and type of redevelopment.

The Deputy Director of Community Development reviewed the two proposed sections, as provided with the staff report. The sections would supplement the existing HTOC Guidelines by adding guidelines for the appropriate size and location of signs and proper open space and landscaping improvements in both public and private spaces. These documents were drafted with the town's consultants, Urban Design Associates (UDA), and were reviewed by staff, the ARB, and the Planning Commission. The various revisions from those groups were compiled into errata sheets, which were also included with the staff report, and are on file in the Town Clerk's office. The Deputy Director of Community Development stated that staff would organize and list all the changes in these sheets. Following Council action, staff and the consultants would go back and make the changes. He stated that staff did not receive a lot of public comment on the proposed sections.

The Planning Commission reviewed the draft chapters at its April 8 work session and April 22 public hearing. The Planning Commission supported the draft guidelines with some additional changes, which were included in the errata sheets.

The Deputy Director of Community Development stated that these updates were timely, because staff has seen continued development interest in the area.

The Deputy Director of Community Development discussed the errata sheets and stated that most of the comments were for clarification. He reviewed the more substantial changes, which included adding a connections design for the Sugarland Run private street; providing more specific guidance on the promenade design; adding guidelines for historic references in the streetscapes, plazas, and public art; and setting specific site furnishings for private streets. Staff recommends approval of the proposed resolution, as presented.

There was a brief discussion among Council and staff on this item.

Councilmember Baker expressed concern that with the amount of content and detail, the public had not had enough time to review it. She questioned if Council should continue this public hearing at next week's meeting to give citizens more

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time to review the new sections. She asked how much flexibility there was to adjust the guidelines following citizen comments.

There was a brief question and answer period between Councilmember Baker and the Deputy Director of Community Development. The Deputy Director of Community Development stated that the document was open to changes by Council. He suggested remaining consistent with rest of the document and the HTOC Master Plan. If there were substantial changes, the Council might want the ARB and Planning Commission to review it again.

In response to Mayor Merkel, the Deputy Director of Community Development confirmed there were two sections proposed to be updated.

There was a brief question and answer period between Vice Mayor Olem and the Deputy Director of Community Development about the signs section.

Vice Mayor Olem discussed non-conforming shaped signs. She stated that not all company logos fit into squares or rectangles.

Mayor Merkel asked staff to consider looking at the zoning ordinance dealing with signs and their shapes.

There were further comments from Council.

Councilmember Baker stated that on page 88 of the sign guidelines that were included in the agenda, the print for the visuals was very small. She stated that there was not a key that showed the smaller versions of all the different sign types. She cited other examples in the document where the print was small and the differences in the signs were not very clear.

There was a brief question and answer period between Councilmember Baker and the Deputy Director of Community Development about the visuals and text.

The Deputy Director of Community Development stated that staff would look at clarifying the sign visuals on pages 88-89 and enlarging the visuals on page 93.

There was a brief question and answer period between Councilmember del Aguila and the Deputy Director of Community Development about public comments.

GENERAL

4. **Resolution, to approve an agreement with the Fairfax County Water Authority authorizing an Engineering Consulting Study of a Water Pumping Station and to reimburse Fairfax Water for the cost of the study.**

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The Deputy Director of Public Works presented the staff report and PowerPoint dated May 21, which are on file in the Town Clerk's office. The proposed resolution would approve an agreement to authorize an engineering consulting study of a water pumping station and to reimburse Fairfax Water up to \$107,000 for the study. A new point of supply in town would be necessary to meet future demands. The funds to this expenditure are in the FY 2020-FY 2025 CIP. The proposed location for the pumping station was behind the Herndon Police Department, near the Washington and Old Dominion (W&OD) Trail. Using the existing 24-inch diameter transmission main and PRV meter vaults along the W&OD Trail would cost approximately \$3.4 million, which is considerably less than the original planned amount of \$6.1 million. Staff recommends approval of the proposed resolution, as presented.

There was a brief discussion amongst Council and staff on this item.

The Town Manager stated that this main would be very nicely positioned for HTOC development.

ROUNDTABLE

1. **Councilmember del Aguila:** Discussed this month's Pedestrian and Bicycle Advisory Committee (PBAC) meeting. At the meeting, PBAC received an update on the Fairfax County Bicycle Master Plan. He stated that PBAC was striving for the bronze level of the Bicycle Friendly Community award.
2. **Vice Mayor Olem:** Provided comments about the Play It Safe: Bike Rodeo and Safety Fair held on Saturday, May 18, which she stated went really well.

Vice Mayor Olem stated that the Committee for Dulles (CFD) was asking for the town's support in talking to Supervisors. She stated that some of the Supervisors were trying to change zoning fairly close to Washington Dulles International Airport (Dulles). She planned to meet with staff and the Town Manager to discuss CFD's concerns.

The Town Manager questioned if Dulles had just released their traffic analysis a few months ago.

Vice Mayor Olem stated that it had not changed.

The Director of Community Development stated that the Senior Planner attended the meetings related to this topic and she thought the traffic study had been released. She heard there was continuing pressure.

Mayor Merkel asked if there was a document that could be referenced.

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Vice Mayor Olem stated that CFD was working on a resolution for her to share. She stated that CFD was also getting a legislative committee together on which they asked her to serve.

Councilmember del Aguila stated that he read Dulles was the only airport on the east coast that had room for expansion.

Vice Mayor Olem stated that one of the town businesses expressed a concern to her that they were not told about the arts district. The business told her that they could have received money for this. She asked how the town notifies businesses about the arts district.

The Director of Community Development stated that staff usually discusses the arts district when an entity appears to be an arts business.

Vice Mayor Olem stated that the business had decided to put art on their walls for sale, but they were not specifically an arts business. It was an afterthought that occurred after the business was started.

The Director of Community Development stated that the business would have to let staff know they were related to the arts.

The Town Manager asked the Director of Community Development about the benefits of the arts district.

The Director of Community Development stated that arts district businesses might not have to pay up to \$2,000 in permit fees. This was primarily geared toward new businesses.

Mayor Merkel encouraged the business to contact the Director of Community Development.

Vice Mayor Olem asked for an update on parking and downtown development.

The Town Manager stated that he could not provide an update until the letters of intent were finalized. He stated it had been worked on for several months.

Mayor Merkel stated that parking was included in the comprehensive agreement with Comstock.

Vice Mayor Olem stated that the 80th anniversary of the Rotary Club was coming up soon.

- 3. Councilmember Baker:** Asked the Director of Parks and Recreation if there was anything the Council should do or be aware of for the Herndon Festival this year.

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The Director of Parks and Recreation stated that one lane of Herndon Parkway and Spring Street inside lanes would be closed during the Festival hours. Police would be managing that intersection and the entrance into the site. She stated that there would be as much police presence as the town had in the past. There would be more carnival rides this year; more of the trail had been lit; the vendor spots were sold out with a waitlist; there were two full stages; and the bike valet would be bigger than ever.

There were brief comments from Council about the Herndon Festival.

Vice Mayor Olem stated that there would be towing from the other parking lots. There would be signage about the parking.

The Town Manager stated that the Department of Public Works was working hard to get everything set up for the Festival this year.

In response to a query from Councilmember Dhakal, the Director of Parks and Recreation stated it would be a good idea to advise citizens to read the signs about parking carefully. She encouraged the public to use the shuttle buses at Worldgate and Herndon High School.

4. **Mayor Merkel:** Stated that the annual Memorial Day Observance would be on Monday, May 27, 10:00 a.m., at Chestnut Grove Cemetery. It would include the Avenue of Flags, Herndon Naval Junior ROTC Color Guard and would be sponsored by the American Legion, Post 184.

COMMENTS FROM THE TOWN MANAGER

The Town Manager stated that the WIFI issues from earlier today were resolved. He stated that the Director of Information Technology advised him that WIFI installation at Herndon Community Center (HCC) was almost finished.

The Director of Information Technology stated that staff was testing a heat map.

In response to queries from Mayor Merkel, the Town Manager stated that the Council should wait to a few days to announce the addition of WIFI at HCC.

The Director of Parks and Recreation stated that the final testing for WIFI was on Wednesday, May 22.

Councilmember McKenna stated that citizens were very excited about WIFI at HCC.

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The Town Manager commended the Director of Information Technology for seeking out and implementing a low cost solution.

The Town Manager stated that this was the Special Projects and Budget Manager's last week at the town. There would be a celebration for him on Thursday, May 23, 11:00 a.m., in the Town Manager's office. He congratulated him on his new position as Assistant City Manager of Safford, Arizona.

The Town Manager stated that he would be in Delaware for Memorial Day Weekend.

The Town Manager congratulated Amina Ait-Bella, Legislative Assistant, for graduating from George Mason University with a Master's Degree in Public Administration.

Vice Mayor Olem stated that Herndon was recognized several times in the "Virginia Living Magazine." The best massage therapist was Meg Donnelly, who owns a business in Herndon; the best bicycle shop was the Green Lizard; and ArtSpace came in second for best art gallery, behind the Torpedo Factory.

Mayor Merkel stated the "Washington Business Journal" named Expel as one of its "Best Places to Work." It was the only company in town to be included on the list this year.

Councilmember McKenna stated that Beacon Roofing Supply in town was just named to the Fortune 500 list.

CLOSED MEETING

On motion of Councilmember del Aguila, seconded by Vice Mayor Olem, and carried by a 6-0 vote, the Herndon Town Council went into Closed Meeting at 7:55 p.m., under Section 2.2-3711(A)(1) of the Code of Virginia, pertaining to discussion of specific public employee relative to annual performance review.

Vote: Councilmembers Baker, del Aguila, Dhakal, McKenna, Vice Mayor Olem and Mayor Merkel voting "Aye." Councilmember Friedrichs was absent.

RECESS

At 7:55 p.m., Mayor Merkel called a brief recess, and at 8:00 p.m., the closed meeting reconvened in Herndon Council Chambers Building, all members present, with the exception of Councilmember Friedrichs, who was absent, and with Mayor Merkel presiding.

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(work session)**

CLOSED MEETING (CONTINUED)

On motion of Vice Mayor Olem, seconded by Councilmember McKenna, and carried by a 6-0 vote, the Herndon Town Council reconvened in public session at 8:58 p.m.

Vote: Councilmembers Baker, del Aguila, Dhakal, McKenna, Vice Mayor Olem and Mayor Merkel voting "Aye." Councilmember Friedrichs was absent.

On motion of Vice Mayor Olem, seconded by Councilmember Baker, and carried by a 6-0 vote, the Herndon Town Council approved the following Certification of Closed Meeting.

Vote: Councilmembers Baker, del Aguila, Dhakal, McKenna, Vice Mayor Olem and Mayor Merkel voting "Aye." Councilmember Friedrichs was absent.

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VOTE:

Ayes – 6

Nays – 0

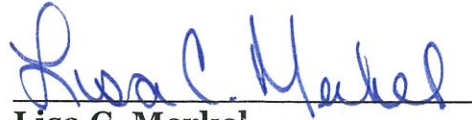
ABSENT DURING VOTE: 1

ABSENT DURING MEETING: 1

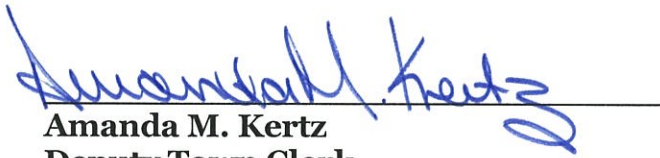
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ADJOURNMENT

There being no further business, the meeting adjourned at 8:59 p.m.



**Lisa C. Merkel
Mayor**



**Amanda M. Kertz
Deputy Town Clerk**



Minutes approved by Town Council: June 11, 2019.

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NOTE:

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