



**HERNDON PLANNING COMMISSION
Regular Meeting Minutes
Monday, January 22, 2024**

1. Call to Order

Chair Romeo called the January 22, 2024, Planning Commission regular meeting to order at 7:03 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Chair Michael Romeo, Vice Chair George Burke, and Commissioners Jay Donahue, Michael McFarlane, and Meron Yohannes. Commissioners Dua'a Elbarasse and Kevin Moses were absent.

Staff present during the meeting: Lisa Gilleran, Director of Community Development; Lesa Yeatts, Town Attorney; Bryce Perry, Deputy Director of Community Development; Ahmad Zaki, Lead Planner, Long-Range Planning; Fadrique Iglesias, Community Planner and Deputy Zoning Administrator; and Aaron Zoellick, Clerk of Boards and Commissions.

Determination of a Quorum

Chair Romeo stated that five members of the Planning Commission were present, which constituted a quorum.

2. Organizational Meeting

a. Election of Officers

Chair

Commissioner McFarlane motioned to nominate Michael Romeo as Chair for a one-year term effective January 22, 2024.

Motion seconded by Vice Chair Burke.

The question was called on the motion, which was carried by a 5 - 0 roll call vote. The vote was Commissioners Donahue, McFarlane, Yohannes, Vice Chair Burke, and Chair Romeo voting "Aye."

Vice Chair

Commissioner McFarlane motioned to nominate George Bure as Chair for a one-year term effective January 22, 2024.

Motion seconded by Chair Romeo.

The question was called on the motion, which was carried by a 5 - 0 roll call vote. The vote was Commissioners Donahue, McFarlane, Yohannes, Vice Chair Burke, and Chair Romeo voting "Aye."

Secretary

Commissioner Donahue motioned to designate the Director of Community Development or their designee as the Secretary for a one-year term effective January 22, 2024.

Motion was seconded by Vice Chair Burke.

The question was called on the motion, which was carried by a 5 - 0 roll call vote. The vote was Commissioners Donahue, McFarlane, Yohannes, Vice Chair Burke, and Chair Romeo voting "Aye."

Parliamentarian

Vice Chair Burek motioned to designate the Town Attorney or their designee as the Parliamentarian for a one-year term effective January 22, 2024.

Motion was seconded by Commissioner Donahue.

The question was called on the motion, which was carried by a 5 - 0 roll call vote. The vote was Commissioners Donahue, McFarlane, Yohannes, Vice Chair Burke, and Chair Romeo voting "Aye."

3. Approval of Minutes

a. December 4, 2023, Planning Commission Work Session Minutes

b. December 11, 2023, Joint Planning Commission & TRG Advisory Committee Meeting Minutes

c. December 18, 2023, Planning Commission Regular Meeting Minutes

Commissioner McFarlane motioned to approve the December 4, 2023, Planning Commission work session, the December 11, 2023, Joint Planning Commission & TRG Advisory Committee, and the December 18, 2023, Planning Commission regular meeting minutes.

Motion seconded by Vice Chair Burke.

The question was called on the motion, which was carried by a 5 - 0 roll call vote. The vote was Commissioners Donahue, McFarlane, Yohannes, Vice Chair Burke, and Chair Romeo voting "Aye."

4. Comments

a. Comments from the Commissioners

No comments were offered.

b. Comments from the Staff Members

No comments were offered.

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.

No comments were offered.

5. Public Hearings

Ms. Gilleran stated that the public hearing items were properly advertised with notices of the public hearings having been duly advertised in the January 12 and January 19, 2024, issues of the Fairfax County Times Newspapers.

a. ZONING MAP AMENDMENT - ZMA #22-02, 13100 and 13150 Worldgate Drive, in the PD-W, Planned Development-Worldgate zoning district with proffered conditions to allow the redevelopment of the site with single-family attached and multi-family residential uses. (Continued from the December 18, 2023 regular meeting.)

Chair Romeo opened the public hearing and called on Mr. Perry for the staff presentation.

Mr. Perry delivered the staff memo and staff presentation dated January 22, 2024, which are on file with the Department of Community Development.

Staff recommended a continuance of the ZMA #22-02 to the February 26, 2024, Planning Commission regular meeting.

There was discussion among the Planning Commission and staff on this item, including: (1) clarification on communication with the applicant and submission of updated information, (2) the dog park currently near the property, (3) updates to Road A, and (4) updates on the easement from the property to Chandon Park.

The applicant Ken Wire was present and provided brief comments. Mr. Wire requested approval of ZMA #22-02.

There was discussion among the Planning Commission, staff, and the applicant on this item, including: (1) parking, (2) the possibility of a quick turnaround, (3) and whether issues remain to be resolved.

Chair Romeo recognized commissioners for comments on whether the project is ready to move forward.

Vice Chair Burke and Commissioners Yohannes and Donahue stated that they would support a continuance.

Commissioner McFarlane stated that he would support moving the project forward.

Chair Romeo thanked staff and the applicant for their work on the project.

No comments from citizens were offered.

Vice Chair Burke motioned to continue ZMA #22-02 to the February 26, 2024, Planning Commission regular meeting.

Motion seconded by Commissioner Yohannes.

The question was called on the motion, which was carried by a 5 - 0 roll call vote. The vote was Commissioners Donahue, McFarlane, Yohannes, Vice Chair Burke, and Chair Romeo voting "Aye."

b. APPLICATION FOR A SPECIAL EXCEPTION – SE #23-03, 299 Herndon Parkway, Suite 106, to allow personal service use consisting of cosmetics and aesthetic services

Chair Romeo opened the public hearing and called on Mr. Iglesias for the staff presentation.

Mr. Iglesias delivered the staff memo and staff presentation dated January 22, 2024, which are on file with the Department of Community Development.

Staff recommended approval of SE #23-03 with conditions in accordance with the draft resolution.

There was discussion among the Planning Commission and staff on this item, including: (1) clarification on conditions numbers two and three and the prohibition of walk-in clients.

The applicant was not present.

No comments from citizens were offered.

Vice Chair Burke motioned to approve SE #23-03 with conditions in accordance with the draft resolution.

Motion seconded by Chair Romeo.

The question was called on the motion, which was carried by a 5 - 0 roll call vote. The vote was Commissioners Donahue, McFarlane, Yohannes, Vice Chair Burke, and Chair Romeo voting "Aye."

c. COMPREHENSIVE PLAN AMENDMENT - CPA #23-01, Resolution to consider Comprehensive Plan Amendment, CPA #23-01, pursuant to Section 15.2-2229 of the Code of Virginia, an amendment to the Town of Herndon 2030 Comprehensive Plan, adopted August 12, 2008, as amended through May 24, 2022

Chair Romeo opened the public hearing and called on Mr. Zaki for the staff presentation.

Mr. Zaki delivered the staff memo and staff presentation dated January 22, 2024, which are on file with the Department of Community Development.

Staff recommended a continuance of CPA #23-01 to the February 26, 2024, Planning Commission regular meeting.

There was discussion among the Planning Commission and staff on this item, including: (1) next steps, (2) whether the project is still on track in the overall timeline, and (3) clarification that the final version of the draft will not be available at the February Planning Commission regular meeting.

Vice Chair Burke requested that all members of the Planning Commission receive a copy of the staff presentation.

The applicant Ken Wire was present and provided brief comments. Mr. Wire requested approval of ZMA #22-02.

There was discussion among the Planning Commission, staff, and the applicant on this item, including: (1) parking, (2) the possibility of a quick turnaround, (3) and whether issues remain to be resolved.

Chair Romeo recognized members of the public for comments.

Lauri Greenlief provided comment in support of the TRG plan reflected in the motions that were voted on by the TRG Advisory Committee.

Ken Wire provided comment regarding the need for flexibility in the final plan.

Commissioner McFarlane motioned to continue CPA #23-01 to the February 26, 2024, Planning Commission regular meeting.
Motion seconded by Chair Romeo.

Vice Chair Burke stated that he intended to support the motion but wanted to point out that this has been a long process.

Commissioner Yohannes asked if it would be fruitful to have a joint session with the Town Council in February.

Chair Romeo thanked Vice Chair Burke and Commissioner Yohannes for their involvement in the TRG Advisory Committee.

The question was called on the motion, which was carried by a 5 - 0 roll call vote. The vote was Commissioners Donahue, McFarlane, Yohannes, Vice Chair Burke, and Chair Romeo voting "Aye."

6. New Business

a. Resolution to amend and restate the Bylaws of the Town of Herndon Planning Commission

Ms. Yeatts provided an updated on the proposed bylaw revisions.

There was discussion among the Planning Commission and staff on this item, including: (1) whether the proposed bylaw changes can go forward while Town Council considers its policy changes, (2) clarification on why Town Council is not moving forward with its attendance provision, (3) clarification on staff's recommendation, and (4) belief that grounds for removal should be identical between the Town Council and the Planning Commission.

7. Adjournment

Vice Chair Burke motioned to adjourn.
Motion seconded by Commissioner McFarlane.
Having no further business, and without objection, Chair Romeo adjourned the January 22, 2024, Planning Commission regular meeting at 8:23 p.m.

A handwritten signature in black ink that reads "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 Planning Commission : February 26, 2024