



TOWN COUNCIL REGULAR MEETING AGENDA

Town Council Chambers
765 Lynn Street, Herndon, VA 20170

Tuesday, February 25, 2025 | 7:00 PM

1. Call to Order

2. Pledge of Allegiance to the Flag of the United States of America

3. Presentations/Reports/Comments

- a. Proclamation to recognize Black History Month (rescheduled from February 11, 2025)
- b. Town Manager Report
- c. Councilmember Comments

4. Comments from the Audience

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. Consent

- a. Resolution 25-G-16 to appoint members to the Town Council's Pedestrian and Bicycle Advisory Committee (rescheduled from February 11, 2025)
- b. Resolution 25-G-17 to reappoint members to the Historic District Review Board and the Architectural Review Board/Historic District Review Board (rescheduled from February 11, 2025)
- c. Resolution 25-G-18 to appoint a member to the Board of Zoning Appeals (rescheduled from February 11, 2025)
- d. Resolution 25-G-19 to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #25-03 to amend Chapter 78 (ZONING) to update specific standards in the Warehousing use category and allow certain Warehousing uses as a special exception

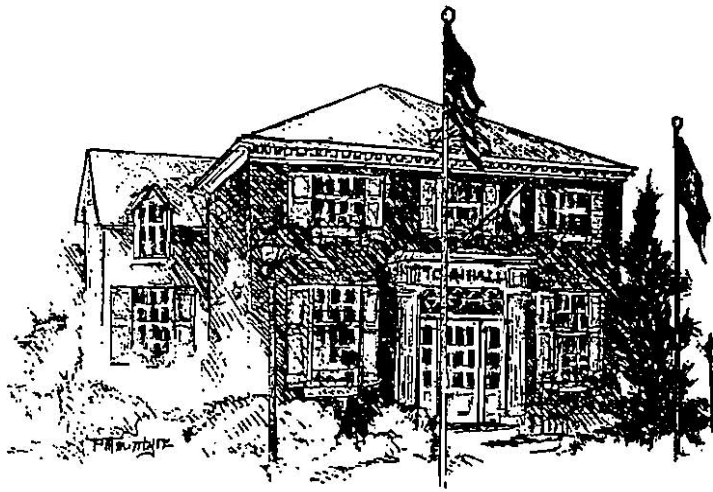
- e. October 1, 2024 Town Council Work Session Minutes (rescheduled from February 11, 2025)
- f. October 8, 2024 Town Council Meeting Minutes (rescheduled from February 11, 2025)
- g. January 24 to January 25, 2025 Town Council Retreat Meeting Minutes

6. Closed Meeting

- a. A closed meeting pursuant to the Code of Virginia Section 2.2-3711(A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to real estate in the downtown
- b. A closed meeting pursuant to the Code of Virginia Section 2.2-3711 (A) (19) for a briefing on cyber and physical security

7. Adjournment

Interpretación en Español está disponible en esta sesión.



**TOWN OF HERNDON, VIRGINIA
PROCLAMATION
BLACK HISTORY MONTH
FEBRUARY 2025**

Each year throughout the month of February, events are planned nationwide honoring the history and impact of Black Americans. **Black History Month** began as part of an initiative by writer and educator Dr. Carter G. Woodson, to raise awareness of African American's many valued contributions to civilization. The event was first celebrated in 1926, observed during a week in February that included the birthdays of Abraham Lincoln and Frederick Douglass. Dr. Woodson's concept was expanded to a month, and since 1976, each February has been proclaimed **Black History Month**, with the celebration of Black history occurring in other countries around the world.

As the Town of Herndon celebrates **Black History Month**, we honor those who have played a critical role in the creation of our nation through their labor, leadership, intellect, and creative endeavors; and we acclaim the sacrifice, accomplishments, and unyielding spirit of our nation's great civil rights leaders, including Frederick Douglass, W.E.B. Du Bois, Martin Luther King, Jr., and Fanny Lou Hamer.

Locally, we honor and celebrate the historically Black communities of Cooktown and Oak Grove, which served as the centers of Black life within the town and region, and we recognize the strength and perseverance of those residents and business owners – including blacksmith Henry Simms, Herndon's first Black business owner.

Therefore, the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby proclaims the month of February 2025 as **Black History Month** in the Town of Herndon; encourages all citizens to celebrate Black history and culture – emphasizing the importance of educating others about the contributions and accomplishments of Black Americans; and highlighting the resolve of Black Americans, who helped build our nation and furthered the cause of social justice.

Agenda Item: Resolution 25-G-16 to appoint members to the Town Council's Pedestrian and Bicycle Advisory Committee (rescheduled from February 11, 2025)

Meeting Date: February 25, 2025

Category: Consent

Prepared by: Amanda Kertz, Acting Town Clerk

Description:

This is a request to appoint members to the Pedestrian and Bicycle Advisory Committee (PBAC), for a two-year term to expire on December 31, 2026.

Background:

The Pedestrian and Bicycle Advisory Committee (PBAC) was reestablished by the Town Council on January 28, 2025, and Councilmember del Aguila was appointed as the Council liaison to the Committee. It includes seven residents, a member representing the Planning Commission, a member from the Architectural Review/Historic District Review Board (ARB/HDRB), and staff representation from relevant departments. This resolution includes appointment of the resident members, along with the ARB/HDRB and Planning Commission representatives.

Timing Impact:

This item was rescheduled from the February 11, 2025 meeting that was canceled. Reappointment of the members is necessary for the individuals to serve on the board.

Strategic Focus Area:



Good Governance

Fiscal Impact:

N/A

Legal Impact:

The PBAC terms follow the Herndon Town Council's elected terms.

Staff Recommendation/Next Steps:

Recommend approval of the resolution, as presented.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

FEBRUARY 25, 2025

**Resolution- to appoint members to the Town Council's Pedestrian and Bicycle
Advisory Committee.**

BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. The following appointments are made to the Pedestrian and Bicycle Advisory Committee, for a two-year term ending December 31, 2026:

- **Sherry Blanton**, as a citizen representative;
- **Darryl Branting**, as a citizen representative;
- **Michelle Duquette**, as a citizen representative;
- **Syed Iftikhar**, as a citizen representative;
- **Annie John**, as a citizen representative;
- **Ian MacDonald**, as a citizen representative;
- **James Nardei**, as a citizen representative;
- **Paul LeReche**, Architectural District Review Board/Historic District Review Board representative; and
- **Samuel Richardson**, Planning Commission representative.

Agenda Item: Resolution 25-G-17 to reappoint members to the Historic District Review Board and the Architectural Review Board/Historic District Review Board (rescheduled from February 11, 2025)

Meeting Date: February 25, 2025

Category: Consent

Prepared by: Amanda Kertz, Acting Town Clerk

Description:

This is a request to reappoint Lauren Edmondson as the 'Historic Preservationist' member on the Historic District Review Board for a three-year term ending on February 28, 2028; and to reappoint Amy Oleinick as the 'Architect' member to the Architectural Review/Historic District Review Boards for a one-year term [non-resident]; ending on February 28, 2026.

Background:

N/A

Timing Impact:

This item was rescheduled from the Town Council meeting on February 11, 2025, which was canceled. Reappointment of the members is necessary for the individuals to continue serving on the board.

Strategic Focus Area:



Good Governance

Fiscal Impact:

N/A

Legal Impact:

N/A

Staff Recommendation/Next Steps:

Recommend approval of the resolution, as presented.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

FEBRUARY 25, 2025

**Resolution- to reappoint members to the Historic District Review Board and
 the Architectural Review Board/Historic District Review Board.**

BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. **Lauren Edmondson** is reappointed as the 'Historic Preservationist' member of the Historic District Review Board for a three-year term ending February 28, 2028; and
2. **Amy Oleinick** is reappointed as the 'Architect' member of the Architectural Review/Historic District Review Boards for a one-year term [non-resident] ending February 28, 2026.

Agenda Item: Resolution 25-G-18 to appoint a member to the Board of Zoning Appeals (rescheduled from February 11, 2025)

Meeting Date: February 25, 2025

Category: Consent

Prepared by: Amanda Kertz, Acting Town Clerk

Description:

This is a request to appoint Frank Donadio as a member of the Board of Zoning Appeals (BZA) to fill an unexpired term ending December 31, 2029.

Background:

N/A

Timing Impact:

This item was rescheduled from the Town Council meeting on February 11, 2025, which was canceled. Appointing this individual is necessary so they can begin serving on this board.

Strategic Focus Area:



Good Governance

Fiscal Impact:

N/A

Legal Impact:

N/A

Staff Recommendation/Next Steps:

Recommend approval of the resolution, as presented.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

FEBRUARY 25, 2025

Resolution- to appoint a member to the Board of Zoning Appeals.

BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. **Frank Donadio** is appointed as a member of the Board of Zoning Appeals to fill an unexpired five-year term ending December 31, 2029.

Agenda Item: Resolution 25-G-19 to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #25-03 to amend Chapter 78 (ZONING) to update specific standards in the Warehousing use category and allow certain Warehousing uses as a special exception

Meeting Date: February 25, 2025

Category: Consent

Prepared by: David Stromberg, Zoning Administrator

Description:

This is one of a series of zoning ordinance text amendments to implement the recommendations of the Transit Related Growth Small Area Plan. This zoning ordinance text amendment will update the specific use provisions in the Warehousing use category and modify permitted principal and allowed uses in the zoning ordinance to be consistent with the Comprehensive Plan, consistent across zoning districts, and consistent with surrounding localities. Specific updates include adding a maximum gross floor area for electronic warehousing and adding special exception review for electronic warehousing in the O&LI, Office and Light Industrial district, as is the existing requirement for electronic warehousing in the CS, Commercial Services district.

Background:

The use type of electronic warehousing was established during the rewrite of the zoning ordinance effective July 1, 2007 (ZOTA #06-03). The current use standards no longer align with the Transit Related Growth Small Area Plan, adopted April 23, 2024 (CPA #23-01).

Timing Impact:

With the approval of this initiating resolution, staff is able to bring the item to the Planning Commission's March meetings for discussion and action.

Strategic Focus Area:



Environmental and Economic Sustainability

Fiscal Impact:

The TRG fiscal impact analysis estimates an increase in assessed value from \$215 million to \$1.77 billion at full plan build-out (FY 2023 dollars).

Legal Impact:

Town Code Sec. 78-155.2(c), consistent with Section 15.2-2286(A)(7) of the Code of Virginia, requires the Town Council to pass an initiating resolution before staff can bring a proposed zoning ordinance amendment to a public hearing. Passing the resolution will allow staff to bring the draft language to a public hearing of the Planning Commission.

Staff Recommendation/Next Steps:

Pass the initiating resolution.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

FEBRUARY 25, 2025

Resolution- **to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #25-03 to amend Chapter 78 (ZONING) to update specific use standards in the Warehousing use category and allow certain Warehousing uses as a special exception.**

BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. The Town Council initiates an amendment to Chapter 78 (ZONING) of the Herndon Town Code to update standards for the Warehousing use category, and to make Electronic Warehousing a special exception use in certain zoning districts, principally by amending Sections 78-40.4, 78-70.2, and 78-71.18 and Article XVIII, and other articles as deemed necessary; and
2. The public necessity, convenience, general welfare, and good zoning practice, require the Town Council's consideration of this proposed amendment; and
3. Initiation of this amendment furthers the policies of the adopted Comprehensive Plan and the Transit Related Growth Small Area Plan; and
4. The amendment is referred to the Planning Commission for its consideration, public hearing, and recommendation in accordance with Va. Code §15.2-2285(B) and Town Code Sec. 78-155.2(d).

25-G-19

Agenda Item: October 1, 2024 Town Council Work Session
Minutes (rescheduled from February 11, 2025)

Meeting Date: February 25, 2025

Category: Consent

Prepared by: Amanda Kertz, Acting Town Clerk

Description:

This is a request to approve the October 1, 2024 Work Session Minutes.

Background:

N/A

Timing Impact:

This item was rescheduled from the Town Council meeting on February 11, 2025, which was canceled. Town Council minutes are typically presented for approval in chronological order. Action on the minutes is an important Town Council function.

Strategic Focus Area:



Good Governance

Fiscal Impact:

N/A

Legal Impact:

N/A

Staff Recommendation/Next Steps:

Recommend approval as presented.

Attachments:

1. October 1, 2024 Draft Work Session Minutes

HERNDON TOWN COUNCIL
Work Session Minutes
Tuesday, October 1, 2024

1. Call to Order

Mayor Olem called the October 1, 2024, Town Council work session meeting to order at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Sheila Olem; Vice Mayor Clark Hedrick; and Councilmembers Naila Alam, Cesar del Aguila, Pradip Dhakal, Keven LeBlanc, and Donielle M. Scherff.

Staff present during the meeting: Chrisopher Martino, Interim Town Manager; Lesa Yeatts, Town Attorney; Kirstyn Barr Jovanovich and Scott Robinson, Acting Deputy Town Managers; Chief Maggie DeBoard, Herndon Police Department; Lisa Gilleran, Director of Community Development; Anne Papa, Chief Communications Officer; John Irish, Acting Director of Department of Public Works; and Amanda Kertz, Acting Town Clerk.

Determination of a Quorum

Mayor Olem determined there was a quorum of all Councilmembers present. Mayor Olem reminded the Council of the meeting decorum.

Mayor Announcements

Mayor Olem stated that the Town-wide leaf clean-up starts next week. She stated that Fall Clean-up is scheduled for October 14 to 18, 2024, with more information available on the Town's website.

2. Public Hearings

- a. Resolution to approve a Right-of-Way Encroachment Agreement with Fairfield 555 Herndon, LLC, owner of real property described as Fairfax County Tax Map No. 0164 10 0002C, to allow certain improvements within Town of Herndon right-of-way proposed in the major site plan for 555 Herndon Parkway – Multi-family with Retail (MJP23-04); and**

3. Consent

- a. Resolution to authorize the town manager to submit a grant application to the Virginia Department of Transportation for funding under the Virginia Highway Safety Improvement Program (VHSIP) for the replacement of traffic signal heads and installation of high visibility signal backplates.**

Mayor Olem stated that information was provided to the Council on next week's meeting in their agenda packet. She recognized Christopher Martino, Interim Town Manager, for comments.

Mr. Martino briefly reviewed the items that will be provided on the next week's regular meeting agenda.

4. Discussion

- a. Rebranding Project - Presentation of Research and Resulting Brand Pillars**

Mayor Olem recognized Anne Papa, Chief Communications Officer, who introduced the consultant to present the branding research.

Greg Fuson, Director of Research, Chandler Thinks, the Town's consultant for the Rebranding Project, reviewed the data gathered, and presented the brand pillars that were ascertained from their research. He reviewed the following related to the Rebranding Project: (1) objectives and process; (2) data gathering, including the community survey, focus groups, and human movement (tied to cell phone use) data; (3) results of the community survey; and (4) brand pillars. He stated that the brand pillars included: (1) importance of location; (2) historic downtown; (3) friendly welcoming small-town spirit; and (4) diversity, which is an integral part of Herndon's identity.

There was discussion among Council and staff on the brand research and pillar presentation, including: (1) data and visual information provided; (2) brand pillars; (3) data collection process; (4) how to tell the story of and preserve Herndon's history; (5) languages provided for the survey; (6) focus groups data; (7) next steps in the project, which include presentations to the Branding Task Force and Town Council, with a marketing plan to follow; (8) reevaluating the brand every few years; (9) promoting community engagement; and (10) data related to the arts community.

Responding to Councilmember Dhakal, Mr. Fuson stated that he could provide demographic data from the survey respondents. He also stated that he could review and analyze the open-ended responses to see if further information could be gleaned from those answers.

Responding to Councilmember del Aguila, Mr. Fuson stated he could provide a report of the human movement data gathered in the research.

Councilmember Dhakal stated that he is planning to bring forward an item at an upcoming work session related to community outreach.

Councilmembers del Aguila and Scherff emphasized the importance of the alignment of the brand with the adopted Strategic Plan.

Following discussion and with the concurrence of Council, staff was directed to proceed forward with the Rebranding Project, with the next steps as outlined that evening.

Ms. Papa stated that she would present an update to the Town Council at a future work session, following a presentation to the Brand Task Force.

b. Town of Herndon's 2025 Legislative Program

Mayor Olem recognized Lesa Yeatts, Town Attorney, who stated that the 2025 General Assembly will be starting soon. She stated that, as shared in the Town Attorney's last dispatch, the Virginia Municipal League's (VML) legislative agenda is going to be considered at the VML Conference on October 15. The VML legislative positions are a large portion of the Town's legislative agenda and the Town's program will need to be adopted after this date.

Ms. Yeatts reviewed the highlights from the VML proposed legislative positions, including support for the following items: (1) accessory dwelling units; (2) photo speed enforcement, which is the subject of a bill the Town put forward last year; and (3) assistance to local police departments. VML opposes the following items that could negatively impact localities: (1) land use controls against localities; (2) changes to sovereign immunity; and (3) reduction in control over taxes and revenues.

Ms. Yeatts stated that she received two items from Councilmembers for the Town's Legislative Program, which are: (1) continued from last year, request for the General Assembly to conduct a study of land value tax, from Vice Mayor Hedrick; and (2) requirement for food to have a warning about containing pork products, requested by Councilmember Alam. Ms. Yeatts is following up with Senator Boysko about how Councilmember Alam's request could be addressed at the state level.

Ms. Yeatts stated that she would circulate the draft agenda for the VML legislative positions once available, after which she will prepare the Town's Legislative Program for Council's review and action at a future regular meeting. Following adoption, staff will transmit the Legislative Program to the Town's state legislators.

There was no discussion by Council on this item.

5. Roundtable

Councilmember Le Blanc: no comments.

Councilmember Dhakal: no comments.

Councilmember Alam: expressed thanks to those that supported her sister who was recently hospitalized; and stated that she was praying for those affected by Hurricane Helene.

Councilmember del Aguila: shared a photo with the Town Council and Town Attorney of a person who was on the side of Elden Street. He asked what the Herndon Police Department could do to address the individual who was lying by the road, who he was told had refused assistance.

Lesa Yeatts, Town Attorney, stated that if the individual is on public property, the police could not take the person into custody. She stated that it is a widespread problem across the country and explained the legal processes surrounding individuals on public property.

Responding, Chief Maggie DeBoard, Herndon Police Department, explained how the police handle situations like the one Councilmember del Aguila described. She stated that an officer took the individual in this instance to the hospital earlier today.

Vice Mayor Hedrick discussed the problem across the nation with drug use in communities, which can be a reason for individuals to lie by the road. He indicated that federal, state, and local agencies are all a part of addressing these issues.

Councilmember Scherff: asked staff for an update on Comstock's sign outside the downtown area, which she had asked to be changed. Lesa Yeatts, Town Attorney, and Christopher Martino, Interim Town Manager, stated that they had each asked Comstock about changing the sign. Mr. Martino stated he would inquire about the status of the request.

Councilmember Scherff asked for an update on affordable housing.

Mr. Martino stated that Town staff would be meeting with Fairfax County staff that next day. He indicated that the Town staff is planning to bring more information forward at an upcoming Town Council work session.

Councilmember Scherff asked about the storage space at Arts Herndon, 750 Center Street, stating that the space that was supposed to be cleared out has not been, to which Mr. Martino said that he would follow up with the organization.

Vice Mayor Hedrick: no comments.

Mayor Olem: commented on her enjoyment of NatureFest which was held that past Sunday at Runnymede Park.

Christopher Martino, Interim Town Manager: no comments.

6. Adjournment

There being no further business, Mayor Olem adjourned the October 1, 2024, Town Council Work Session at 9:19 p.m.

Amanda E.M. Kertz
Acting Town Clerk

Minutes approved by Town Council:

Agenda Item: October 8, 2024 Town Council Meeting Minutes (rescheduled from February 11, 2025)

Meeting Date: February 25, 2025

Category: Consent

Prepared by: Amanda Kertz, Acting Town Clerk

Description:

This is a request to approve the October 8, 2024 Regular Meeting Minutes.

Background:

N/A

Timing Impact:

This item was rescheduled from the Town Council meeting on February 11, 2025, which was canceled. Town Council minutes are typically presented for approval in chronological order. Action on the minutes is an important Town Council function.

Strategic Focus Area:



Good Governance

Fiscal Impact:

N/A

Legal Impact:

N/A

Staff Recommendation/Next Steps:

Recommend approval as presented.

Attachments:

1. October 8, 2024 Draft Meeting Minutes



**HERNDON TOWN COUNCIL
Regular Meeting Minutes
Tuesday, October 8, 2024**

1. Call to Order

Mayor Olem called the October 8, 2024, Town Council meeting to order at 7:00 p.m. in the Herndon Council Chambers, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Sheila Olem; Vice Mayor Clark Hedrick; and Councilmembers Naila Alam, Cesar del Aguila, Pradip Dhakal, Keven LeBlanc, and Donielle M. Scherff.

Staff present during the meeting: Christopher Martino, Interim Town Manager; Lesa Yeatts, Town Attorney; Kirstyn Barr Jovanovich and Scott Robinson, Acting Deputy Town Managers; Chief Maggie DeBoard, Herndon Police Department; Lisa Gilleran, Director of Community Development; Marjorie Sloan, Director of Finance; John Irish, Acting Director of Public Works; Lauri Sigler, Deputy Town Attorney; and Amanda Kertz, Acting Town Clerk.

2. Pledge of Allegiance to the Flag of the United States of America

Mayor Olem led the audience in the Pledge of Allegiance to the Flag of the United States of America.

Determination of a Quorum

Mayor Olem determined there was a quorum of all Councilmembers present. Mayor Olem reminded the Council of the meeting decorum.

Mayor Announcements

Mayor Olem stated that the Town's Leaf Collection begins October 7 and goes through October 31. She stated that the Town-wide Fall Clean-Up is scheduled to run from October 16 through 18. More information is available on the Town calendar and the website.

Mayor Olem stated that the Town will be open on Monday, October 14. She advised that trash and recycling will be collected as usual.

3. Presentations/Reports/Comments

a. Town Manager Report

Christopher Martino, Interim Town Manager, stated that he wanted to address the leases at the Arts Herndon building, 750 Center Street, which the Council discussed at their last work session meeting. Following conversations with staff and the Town Attorney, he was looking for Council's direction on how to proceed with those leases that evening.

Mr. Martino reviewed the current leases at 750 Center Street, emphasizing that this discussion is held in the context of the downtown redevelopment project, which staff are working on, and will present to the Council on December 10. He discussed the terms of previous lease and sublicenses with NextStop Theatre and Arts Herndon, which expired on June 30. Since the Council was working through the agreement for the downtown project, the Council's review of the sublicenses were postponed. Currently, the organizations do not have leases in place and therefore, no notice is required.

Mr. Martino stated that once the downtown redevelopment project agreement is signed, Comstock is required to close on the financing for the project prior by March 31, 2025, and initiate construction by April 30, 2025. For this to occur, the building that houses Arts Herndon has to be vacated by April 30, 2025. He discussed the ongoing maintenance issues at the Arts Herndon Building, and stated that the Town has spent approximately \$400,000 to prepare space at 397 Herndon Parkway for Arts Herndon's use.

Mr. Martino stated that there are several options the Council could consider: (1) take immediate action due to the impending project, (2) do not take action, (3) give immediate notice to vacate the building, or (4) give notice and provide a period of time, e.g. 30, 60, or 90 days.

Responding to Mayor Olem, and with the consensus of Council, Mr. Martino stated that staff could prepare a Discussion item on this topic for the next Town Council work session agenda.

b. Councilmember Comments

Councilmember Scherff: thanked Mr. Martino for the information on the leases and asked if there was any update to the Comstock signage.

Mr. Martino stated that he has made contact and has had discussions; however, at this time, there is no resolution other than Comstock stating they have committed to the Council that they would replace the old signage. Mr. Martino stated that he and staff have a meeting scheduled that next Monday with Mr. Clemente.

Councilmember Scherff stated, for the record, that it has been four to five weeks since the Council requested that Comstock replace the signage.

Councilmember Alam: thanked Mr. Martino for the updates.

Councilmember LeBlanc: stated that he was sending his thoughts and prayers to all those that have been and continue to be impacted by recent hurricanes.

Councilmember LeBlanc stated that he attended the following events: (1) the Irish Folk Festival at Arts Herndon on Saturday, September 28; (2) that same day, he went to the Showcase of Bands at Herndon High School; and (3) attended the opening of "POTUS" at NextStop Theatre.

Councilmember LeBlanc stated that he is a member of the Cultivating Community Initiative (CCI), who host the Herndon Homes Tour. He stated that this year they are working with the two primary town Halloween houses - the Historic Halloween House and the Bistro at Queens Row - to sponsor a town-wide Halloween decoration contest with the theme of "Outer Space". He asked those interested to contact the CCI.

Councilmember del Aguila: stated that he heard from several residents that they are not receiving enough information from the Town. He thinks that the Council and staff need to talk about a better way of communicating with residents. He requested further discussion at the next work session on ways to communicate about events going on in town.

Councilmember del Aguila stated that he understood that "No Soliciting" does not mean that he cannot put something on a resident's door. He asked the Town Attorney if he was incorrect in his statement, and asked if it did not apply to elected officials.

Lesa Yeatts, Town Attorney, stated that a resident's door is their private property, and stated that she could not give private legal advice at that time.

Councilmember del Aguila thought that he could leave materials at a resident's door as long as he did not knock on the door and indicated he would continue to do so.

Councilmember del Aguila stated that he believed that most events happening in Town are a highlight for residents, and he would like to plan more diverse and multicultural events. He thought that residents wanted to see more monthly events and thought that the events could be communicated better to the public.

Councilmember Dhaka: echoed Councilmember LeBlanc's comments on sending thoughts and prayers to those affected by hurricanes.

Councilmember Dhakal echoed Councilmember del Aguila's comments about providing better communication with residents about upcoming events. He suggested that the Town: (1) coordinate with schools to send information to parents; (2) post information in locations where the community lives; and (3) post information at the Herndon Community Center.

Councilmember Dhakal requested further information on the following: (1) speeding issues on Jeff Ryan Drive and Bayshire Lane; (2) stop sign not being visible on Bayshire Lane; (3) redevelopment at the Pines Shopping Center; and (4) safety concerns from residents at the Worldgate Condominiums. Councilmember Dhakal asked staff to look into his requests and provide the Council with possible short and long term solutions to address his requests.

Vice Mayor Hedrick: discussed the success that the Town has seen with two events that were mentioned during last week's work session, Friday Night Live and Wintermarkt. He recommended that anyone who is planning an event in the future should reach out to those groups and seek their assistance to understand how to market events effectively.

Vice Mayor Hedrick discussed several events he recently attended, including: (1) the Irish Folk Festival; and (2) the 22nd Annual Hispanic Business Reception hosted by the Dulles Regional Chamber of Commerce on Thursday, October 3.

Mayor Olem: discussed several events she recently attended, including: (1) NatureFest on Sunday, September 29 at Runnymede Park; (2) the 22nd Annual Hispanic Business Reception, where she presented the proclamation recognizing National Hispanic American Heritage Month; (3) 20th Anniversary Celebration for the Silver Light Seniors Association, where she presented a letter of congratulations to the organization; and (4) a matinée performance of POTUS at NextStop Theatre.

Mayor Olem stated that LINK is a local organization that helps individuals who need immediate assistance and suggested anyone who needs assistance to reach out to them.

Mayor Olem stated that if she sees a "No Solicitation" sign she will not leave anything at the residence.

4. Comments from the Audience

Mayor Olem reviewed the process and asked those who wanted to provide Comments from the Audience to come forward.

The following individuals provided comments on safety concerns at the Worldgate Shopping Center area:

- Michelle Davis, 12917 Alton Square, president of Worldgate Condominium Unit Owners Association; and
- Stephen DeSimone, 2204 Westcourt Lane, Herndon, representing the Board of Directors of Worldgate Condominium Unit Owners Association.

The following individuals provided comments on Town-sponsored events, and communication concerning events:

- Barbara Glakas, 935 Barton Oaks Place, Herndon: who also invited the Council to attend the annual Herndon Historical Society's annual Photo Exhibit and reception on October 11;
- Bessie Denton, 496 Virginia Avenue, Herndon; and
- Stevan Porter, 905 Vine Street, Herndon, who also expressed concerns about the upkeep of the Pines Shopping Center, Roberts Carpets, and Chestnut Grove Cemetery.

The individuals provided comments about miscellaneous issues:

- Jay Hadlock, 515 Alabama Drive, Herndon: provided comments about the recent NatureFest at Runnymede Park, thanking the Town staff for supporting the event; and
- James Melone, 1017 Page Court, Herndon: (1) safety and speeding at the intersection of Jeff Ryan and Bayshire Lane; and (2) expressed concerns about the Sterling Road project.

5. **Public Hearings**

- a. **Resolution 24-G-62 to approve a Right-of-Way Encroachment Agreement with Fairfield 555 Herndon, LLC, owner of real property described as Fairfax County Tax Map No. 0164 10 0002C, to allow certain improvements within Town of Herndon right-of-way proposed in the major site plan for 555 Herndon Parkway – Multi-family with Retail (MJP23-04)**

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 Friday, September 20 and September 27, 2024, issues.

Mayor Olem opened the public hearing and recognized John Irish, Acting Director of Public Works, who stated that the proposed resolution is part of the major site plan for 555 Herndon Parkway and will allow for improvements in the right-of-way

during construction of the project. Specifically, the resolution is asking the Town to give permission to the property owner to have a part of the sidewalk. This is part of a multifamily, mixed-use project that will be located close to the Metro Station. Staff recommends approval of the proposed resolution, as presented.

There was brief discussion among the Council and staff on this item, including: (1) inspections performed of the right-of-way; (2) materials that may be used for the project; (3) potential exposure and liability; and (4) utility work associated with the project.

Mayor Olem called for comments from the audience. Seeing none, Mayor Olem closed the public hearing and moved to Council level for discussion and action.

Councilmember LeBlanc moved to approve Resolution 24-G-62 to approve a Right-of-Way Encroachment Agreement with Fairfield 555 Herndon, LLC, owner of real property described as Fairfax County Tax Map No. 0164 10 0002C, to allow certain improvements within Town of Herndon right-of-way proposed in the major site plan for 555 Herndon Parkway – Multi-family with Retail (MJP23-04), as presented.

Motion seconded by Councilmember Alam.

There were no comments from Council.

The question was called on the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Dhakal, LeBlanc, and Scherff, Vice Mayor Hedrick and Mayor Olem voting “Aye.”

6. Consent

- a. Resolution 24-G-63 to authorize the town manager to submit a grant application to the Virginia Department of Transportation for funding under the Virginia Highway Safety Improvement Program (VHSIP) for the replacement of traffic signal heads and installation of high visibility signal backplates.**
- b. Resolution 24-G-64 to award Contract #B-25-02, Fuel Tanks Replacement Project**
- c. July 16, 2024, Town Council Meeting Minutes**

On motion of Councilmember Dhakal, seconded by Councilmember Scherff, the Consent Agenda items were approved and carried by unanimous roll call vote, as presented, without comment. The vote was: Councilmembers Alam, del Aguila, Dhakal, LeBlanc, and Scherff, Vice Mayor Hedrick and Mayor Olem voting “Aye.”

7. **Adjournment**

There being no further business, Mayor Olem adjourned the October 8, 2024 Town Council regular meeting at 7:58 p.m.

Amanda E.M. Kertz
Acting Town Clerk

Minutes approved by Town Council : _____

DRAFT

Agenda Item: January 24 to January 25, 2025 Town Council Retreat Meeting Minutes

Meeting Date: February 25, 2025

Category: Consent

Prepared by: Amanda Kertz, Acting Town Clerk

Description:

This is a request to approve the January 24 to January 25, 2025 Town Council Retreat Meeting Minutes.

Background:

N/A

Timing Impact:

Town Council minutes are typically presented for approval in chronological order; however, this set is submitted for approval out of order to ensure that the minutes from the Town Council retreat are formalized prior to consideration of the FY 2026 budget. Action on the minutes is an important Town Council function.

Strategic Focus Area:



Good Governance

Fiscal Impact:

N/A

Legal Impact:

N/A

Staff Recommendation/Next Steps:

Recommend approval as presented.

Attachments:

1. January 24-25, 2025, Draft Town Council Retreat Meeting Minutes

**HERNDON TOWN COUNCIL
Retreat Meeting Minutes
Friday, January 24 to Saturday, January 25, 2025**

1. Call to Order

The Town Council held a Town Council Retreat on Friday, January 24 and Saturday, January 25, 2025, in the Herndon Police Department (HPD) Communality Room, 397 Herndon Parkway, Herndon. In attendance were: Mayor Keven LeBlanc; Vice Mayor Clark Hedrick; and Councilmembers Naila Alam, Cesar del Aguila, Kelvin Garcia, Michael T. Lloyd, and Alex Reyes.

Staff present during the meeting: Christopher Martino, Interim Town Manager; Lesa Yeatts, Town Attorney; Kirstyn Barr Jovanovich and Scott Robinson, Acting Deputy Town Managers.

Determination of a Quorum

Mayor LeBlanc called the Town Council Retreat to order at 6:00 p.m. on Friday, January 24, 2025, and determined there was a quorum, with all members present.

2. Discussion

a. Town Council Retreat

Friday, January 24, 2025

Mayor LeBlanc recognized Executive Managers, Kimball Payne and Eric Campbell, with the Berkley Group, LLC, who facilitated the Town Council Retreat.

Mr. Payne and Mr. Campbell facilitated discussions focused on the Council's roles and responsibilities, team development, and fundamentals of government.

Recess

At 7:13 p.m., Mayor LeBlanc called a brief recess, and at 7:23 p.m., the Town Council Retreat reconvened in the Herndon Police Department Community Room, with all members present and Mayor LeBlanc presiding.

Recess for the evening

At 8:33 p.m., the retreat recessed. Mayor LeBlanc announced that the retreat would reconvene on Saturday, January 25, at 8:30 a.m., at the Herndon Police

Department Community Room, 397 Herndon Parkway, Herndon.

TOWN COUNCIL RETREAT (CONTINUED)

Saturday, January 25, 2025

Mayor LeBlanc called the meeting to order, and the Herndon Town Council Retreat reconvened at 8:53 a.m. on Saturday, January 25, 2025. Mayor LeBlanc determined there was a quorum, with all members present.

Mayor LeBlanc recognized Mr. Payne and Mr. Campbell to continue the retreat. Mr. Payne and Mr. Campbell facilitated discussion among the Council on fiscal management and strategic planning. Marjorie Sloan, Director of Finance, joined the morning session for the discussion of the Town's fiscal planning principles and processes.

Recess

At 10:21 a.m., Mayor LeBlanc called a brief recess, and at 10:32 a.m., the Town Council Retreat reconvened in the Herndon Police Department Community Room, with all members present and Mayor LeBlanc presiding.

Ms. Jovanovich led the Council through a review of the strategic plan. Ms. Jovanovich explained that many of the initiatives were designated for action in Fiscal Year 2026 or later and said that a goal of the discussion was to help the Council to identify priorities for the assignment of resources.

There was discussion among the Council, staff, and facilitators related to strategic planning prioritization.

Recess

At 12:20 p.m., Mayor LeBlanc called a brief recess, and at 12:54 p.m., the Town Council Retreat reconvened in the Herndon Police Department Community Room, with all members present and Mayor LeBlanc presiding.

Mr. Payne and Mr. Campbell led the Council in an exercise to prioritize strategic plan actions over the next two years. The Town Council then identified the following actions, with timelines, to implement its priorities:

- Ordinance amendment – change the current recycle fee to a solid waste fee: by July 1, 2025
- Develop a solid waste fee structure: implementation in Fiscal Year 2027

- Review of the Police Department compensation structure: Fiscal Year 2026 Budget
- Conduct a study to form a Stormwater Utility: Fiscal Year 2027
- Provide a briefing on the Town's non-profit support policy related to leasing Town-owned property: 3rd quarter 2025
- Propose improvements to the business development and permitting process: report to the Town Council in August 2025
- Explore the development of a Business Improvement District – no staff action required at this time; Council members will approach the business community
- Complete the Twenty - year Safe Streets Plan: 2027

During the discussion, it became evident that there were a number of studies either currently underway or planned within the next two years, identified as follows:

- Vehicle replacement plan
- Pavement management plan
- Building equipment replacement plan (Fixed Assets)
- Stormwater master plan
- Transportation safety action plan
- Stewardship plan for parks management
- Trails master plan
- Urban forestry plan
- Water & Sewer master plans
- Comprehensive plan
- Economic development strategic plan and market study
- ESCO (energy plan)
- IT assessment
- Organizational study
- Affordable housing study

There was discussion among the Council, staff, and moderators about implementing the Council's priorities that were identified during the exercise. The facilitators asked how the Council would like to be informed of progress on the prioritized actions, and it was agreed that quarterly reports were desirable. The Town Council also agreed to a more comprehensive review of progress on its priorities in the fall of 2025.

3. Adjournment

There being no further business, Mayor LeBlanc adjourned the January 24-25, 2025 Town Council Retreat at 3:10 p.m. on Saturday, January 25, 2025.

Amanda E.M. Kertz
Acting Town Clerk

Minutes approved by Town Council:

DRAFT