TOWN OF Herndon VIRGINIA

HERNDON PLANNING COMMISSION
Regular Meeting Minutes
Monday, January 27, 2025

1. Call to Order

Chair Romeo called the January 27, 2025, Planning Commission 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: Commissioners Jay Donahue, Yung Kim, Samuel Richardson, Vice Chair Meron Yohannes, and Chair Michael Romeo.

Commissioners Dua'a Elbarasse and Kevin Moses were absent.

Staff present during the meeting: Lesa Yeatts, Town Attorney; Lisa Gilleran, Director of Community Development; John Irish, Acting Director of Public Works; John Verdin, Capital Improvement Program Coordinator; and Aaron Zoellick, Clerk of Boards and Commissions.

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

2. Organizational Meeting

a. Election of Officers

Chair Romeo stated the first item of business was the election of the Chair and Vice Chair, and the designation of the Secretary and Parliamentarian for the 2025 term of the Planning Commission.

Chair
Commissioner Donahue motioned to nominate Michael Romeo as Chair. Motion seconded by Commissioner Richardson. The question was called on the motion, which was carried by a 5 - 0 roll call vote. Commissioners Donahue, Kim, Richardson, Vice Chair Yohannes, and Chair Romeo voted "Aye."

Vice Chair
Chair Romeo motioned to nominate Meron Yohannes as Vice Chair. Motion seconded by Commissioner Richardson. The question was called on the motion, which was carried by a 5 - 0 roll call vote. Commissioners Donahue, Kim,

Richardson, Vice Chair Yohannes, and Chair Romeo voted "Aye."

Secretary
Commissioner Donahue motioned to designate the Director of Community Development as the Secretary. Motion seconded by Vice Chair Yohannes. The question was called on the motion, which was carried by a 5 - 0 roll call vote. Commissioners Donahue, Kim, Richardson, Vice Chair Yohannes, and Chair Romeo voted "Aye."

Parliamentarian
Chair Romeo motioned to designate the Town Attorney as the Parliamentarian. Motion seconded by Commissioner Kim. The question was called on the motion, which was carried by a 5 - 0 roll call vote. Commissioners Donahue, Kim, Richardson, Vice Chair Yohannes, and Chair Romeo voted "Aye."

3. Approval of Minutes

a. November 4, 2024, Planning Commission Work Session

b. November 18, 2024, Planning Commission Regular Meeting

Commissioner Donahue motioned to approve the November 4, 2024, Planning Commission work session minutes and the November 18, 2024, Planning Commission regular meeting minutes. Motion seconded by Vice Chair Yohannes. The question was called on the motion which was carried by a 4 - 0 - 1 roll call vote. Commissioners Donahue, Richardson, Vice Chair Yohannes, and Chair Romeo voted "Aye." Commissioner Kim abstained.

4. Comments

a. Comments from the Staff Members

Ms. Gilleran provided an update on the development of a forestry study for the Town.

b. Comments from the Commissioners

No comments were offered.

c. Comments from Citizens

No comments were offered.

5. Public Hearings

a. TOWN OF HERNDON FY 2026 – FY 2031 CAPITAL IMPROVEMENT PLAN (CIP).

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

Mr. Verdin delivered the staff report and staff presentation dated January 27, 2025, for the FY 2026 - FY 2031 Capital Improvement Plan which are on file with the Department of Community Development. Staff recommended approval as presented.

There was a discussion among the Planning Commission and staff on this item, including: (1) clarification regarding the update to the staff report; (2) clarification regarding funding for the town hall square and depot improvements; and (3) clarification regarding the downtown arts center.

Chair Romeo called on comments from the audience.

No comments were offered.

Chair Romeo closed the public hearing and moved to the Commission level for discussion and possible action.

Chair Romeo motioned to recommend to the Acting Town Manager the proposed FY 2026 - FY 2031 Capital Improvement Plan and the Commission's priorities, as presented at the Planning Commission work session of January 13, 2025, and public hearing of January 27, 2025. Motion seconded by Commissioner Richardson. The question was called on the motion, which was carried by a 5 - 0 roll call vote. Commissioners Donahue, Kim, Richardson, Vice Chair Yohannes, and Chair Romeo voted "Aye."

6. <u>Adjournment</u>

There being no further business, and without objection, the January 27, 2025, Planning Commission regular meeting was adjourned at 7:27 p.m.

Aaron Zoellick

Aaron Zoellick
Clerk of Boards and Commissions

Minutes approved by the Planning Commission: February 24, 2025