TOWN COUNCIL REGULAR MEETING AGENDA

Town Council Chambers
765 Lynn Street, Herndon, VA 20170

Tuesday, March 25, 2025 | 7:00 PM

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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 National Vietnam War Veterans Day

   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. **Public Hearings**

   a. Ordinance 25-O-03 to approve Zoning Ordinance Text Amendment ZOTA #25-02, to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review, and Permitting), Table 78-152.2(b)(3) (Fees for Development Applications) to adjust development fees in accordance with a comprehensive fee evaluation

6. **Consent**

   a. Resolution 25-G-22 to Award Contract, IFB 25-04, Plain Concrete & Storm Drainage Construction

   b. November 12, 2024, Town Council Meeting Minutes

   c. November 20, 2024, Town Council Special Meeting - Closed Meeting Minutes

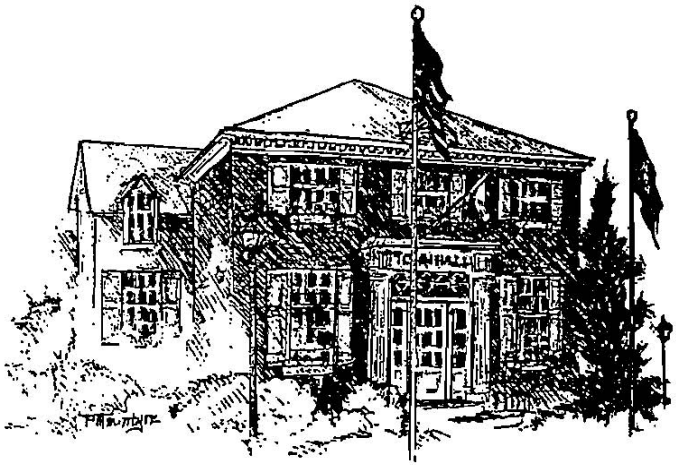
   d. December 3, 2024, Town Council Work Session Minutes

e. December 10, 2024, Town Council Special Meeting - Closed Meeting Minutes

f. December 10, 2024, Town Council Meeting Minutes

7. Adjournment

Interpretación en Español está disponible en esta sesión.



TOWN OF HERNDON, VIRGINIA
PROCLAMATION
NATIONAL VIETNAM WAR VETERANS DAY
MARCH 29, 2025

On March 29, 1973 was the last day the U.S. combat troops departed Vietnam. On and around this same day, Hanoi released the last of its acknowledged prisoners of war. In 1974, March 29 was designated as Vietnam Veterans Day. During the Vietnam War, more than 58,000 service members whose names are commemorated in the black granite, we as a nation strive to never forget the eternal sacrifice of those we lost.

In 2012, our nation launched a 13-year long commemoration of the 50th anniversary of the Vietnam War commencing on May 28, 2012 through Veterans Day, November 11, 2025. In 2017, the Vietnam War Veterans Recognition Act was established as **National Vietnam War Veterans Day**. As a nation, we will continue our efforts to bring back the over 1,500 service members that remain unaccounted for. We recognize the Vietnam War veterans and recognize the continuing impact of the conflict on so many veterans, including their families, caregivers, and survivors.

Therefore, the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby proclaims March 29, 2025 as **National Vietnam War Veterans Day** in the Town of Herndon, we call on all citizens to express their gratitude to veterans, their families and caregivers and to show all who have worn the uniform of the United States the utmost respect and dignity.

Further, we call on all citizens to observe **National Vietnam War Veterans Day** with appropriate programs, ceremonies, and activities, and encourage the display of the flag of the United States of America to honor our nation's courageous veterans.

Town Council Regular Meeting
Agenda Item 5.a.

Agenda Item: **Ordinance 25-O-03 to approve Zoning Ordinance Text Amendment ZOTA #25-02, to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review, and Permitting), Table 78-152.2(b)(3) (Fees for Development Applications) to adjust development fees in accordance with a comprehensive fee evaluation**

Meeting Date: March 25, 2025

Category: Public Hearings

Prepared by: Collin Okoniewski, Planning Operations Manager

Description:
The proposed text amendment will adjust development application fees to account for the increased cost of staff review times and to bring fees in line with neighboring jurisdictions. Development application fees are specified in Article XV of the zoning ordinance in Table 78-152.2(b)(3). This table includes land use applications (rezoning and special exception), design review applications (Architectural Review Board and Historic District Review Board), Board of Zoning Appeals applications (variance and appeals), site plan and subdivision review applications (including bonding), and miscellaneous administrative zoning reviews.

A comprehensive evaluation of application fees occurred as part of the process. This analysis identified the amount and estimated cost of staff time that is required to review the various types of applications. In addition, the current fees and their structure were compared to those of similar neighboring localities. With the completion of the comprehensive fee evaluation, the goal is for the adjustment of fees by this ZOTA be approved in concurrence with the FY 2026 budget.

Application fees that are limited by the Code of Virginia or regulated by other sections of the town code have not been adjusted.

Fees associated with site plans, single lot development plans, and other construction related fees were not adjusted as part of this fee evaluation due to an upcoming migration of site plan administration from the Department of Community Development to the Department of Public Works, Engineering Division.

To address the Planning Commissioners' comments on Historic District Overlay applications, town staff has reorganized the table to group similar reviews together. Staff believes the proposed fees are cost-effective and provide appropriate subsidies to town residents who want to make improvements to their properties in the historic

district. Additionally, in response to Planning Commissioners' feedback, fees for re-zonings and developments have been increased in the proposed fee schedule. These adjustments specifically apply to Zoning Map Amendments, Development Plans, Comprehensive Plan Amendments, and Proffer Condition Amendments. Finally, the fees for Flood Plain Studies and Traffic Impact Studies have been adjusted to fully cover the cost of consulting services, with the $10,000 cap removed.

Background:
The Town Council approved Resolution 25-G-10, to initiate the consideration of ZOTA #25-02 at its regular meeting held on January 29, 2025.

The Planning Commission recommended approval of the draft ordinance at their regular meeting held on February 24, 2025.

Development application fees were last adjusted with ZOTA #24-01, which passed with Town Council approval in May 2024. ZOTA #24-01 was created to address an immediate need to raise fees in accordance with rising costs, but only took the rate of inflation into account when increasing the fees. Prior to ZOTA #24-01, the last fee adjustment took place with ZOTA #06-01, approved in June 2006.

The notices for the public hearing were duly advertised in the *Fairfax County Times Newspapers* in the Friday, March 7 and March 14, 2025, editions.

Timing Impact:
If adopted, this ordinance would be effective on July 1, 2025.

Strategic Focus Area:
Strong Fiscal Stewardship

Fiscal Impact:
The amendment will result in increased development application fee revenue. Based on applications submitted in FY 2024, application revenue would increase from approximately $11,800 to $50,825; this equates to roughly a 430% increase.

This is a conservative estimation and takes into account that FY 2024 did not produce any large-scale development application submissions. Staff would project that a significantly higher percentage point increase would be expected as development occurs throughout town over the coming years, due to notable increases in legislative application fees.

Legal Impact:
The adoption of this ordinance will amend the Zoning Ordinance, Chapter 78 of the Herndon Town Code.

Staff Recommendation/Next Steps:
Staff recommends the adoption of the ordinance as presented.

Attachments:
1. Ordinance (Proposed)
2. Proposed Fee Schedule (Rev. 3.25.2025)
3. Application Review Cost Analysis
4. Application Review Time Analysis
5. Staff Cost by Application
6. PowerPoint
7. Legal Ad

TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL

ORDINANCE

March 25, 2025

Ordinance- **to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review, and Permitting), Section 78-152.2(b)(3) (Fees for Development Applications) to adjust development fees in accordance with a comprehensive fee evaluation.**

Development application fees were last adjusted with ZOTA #24-01, which passed with Town Council approval in May 2024. ZOTA #24-01 was created to address an immediate need to raise fees in accordance with rising costs, but only took the rate of inflation into account when increasing the fees. Prior to ZOTA #24-01, the last fee adjustment took place with ZOTA #06-01, approved June 2006. The proposed text amendment will adjust development application fees to account for the increased cost of staff review times and to bring fees in line with neighboring jurisdictions.

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

1. The following sections or provisions of the Herndon Town Code (2000), as amended, are repealed, replaced and re-ordained as follows:

CHAPTER 78 (ZONING)

Article XV. - Decision-Making Authorities, Application Review, and Permitting

Sec. 78-152.2. - Application submission, requirements and acceptance.

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TABLE 78-152.2(b)(3): FEES FOR DEVELOPMENT APPLICATIONS	
TYPE OF FEE	**AMOUNT**
ARCHITECTURAL REVIEW BOARD	
New Construction	~~$228.00~~ **$1,000.00**
Alterations, Additions	~~$228.00~~ **$350.00**

TABLE 78-152.2(b)(3): FEES FOR DEVELOPMENT APPLICATIONS	
TYPE OF FEE	**AMOUNT**
Accessory Structures	~~$228.00~~ **$350.00**
~~Wall Signs, Window Signs, Freestanding Signs, Master Sign Plans~~ **Wall Sign, Window Signs, and Freestanding Signs**	~~$114.00~~ **$250.00**
Master Sign Plans	**$350.00**
Amendments to Approved Applications	~~$114.00~~ **$350.00**
Appeal of ARB Decision	**$500.00**
HISTORIC DISTRICT OVERLAY REVIEWS	
Staff Review COA (Residential)	**$0.00**
Staff Review COA (Non-Residential)	**$200.00**
HDRB Review COA for New Single Family Residential	**$500.00**
HDRB COA for New Construction **(non-Single Family Dwelling)**	~~$228.00~~ **$1,000.00**
HDRB COA for Alterations, Additions **(non-Single Family Dwelling)**	~~$228.00~~ **$350.00**
HDRB COA for Accessory Structures **(non-Single Family Dwelling)**	~~$228.00~~ **$350.00**
HDRB COA for Demolition	**$750.00**
~~Wall Signs, Window Signs, Freestanding Signs, Master Sign Plans~~ **Wall Signs, Window Signs, and Freestanding Signs**	~~$114.00~~ **$250.00**

TABLE 78-152.2(b)(3): FEES FOR DEVELOPMENT APPLICATIONS	
TYPE OF FEE	**AMOUNT**
Master Sign Plans	**$350.00**
Amendments to Approved Applications	~~$114.00~~ **$350.00**
HDRB COA for Alterations, Additions, Accessory Structures for Residential Use	$0.00
Appeal of Staff Decision to HDRB	**$250.00**
Appeal of HDRB Decision to Town Council	**$500.00**
SIGNS	
Permanent Sign License (Administrative)	**$200.00**
Temporary Sign License (Administrative)	**$50.00**
Administrative Sign Decision Appeal	**$250.00**
BOARD OF ZONING APPEALS	
~~Single~~ Variance	~~$152.00~~ **$650.00**
~~Additional Variances~~	~~$38.00ea~~
Zoning Administrator Decision Appeal	~~$152.00~~ **$750.00**
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COMPREHENSIVE PLANNING	
Comprehensive Plan Amendment	~~$1,516.00~~ **$5,500.00**
2232 Review	**$2,500.00**

25-O-03

TABLE 78-152.2(b)(3): FEES FOR DEVELOPMENT APPLICATIONS	
TYPE OF FEE	**AMOUNT**
REZONING	
Zoning Map Amendment Application ~~flat fee~~ **(Includes Submission 1, 2, and 3)**	~~$7,578.00~~ **$16,000.00**
~~Zoning Map Amendment Application, per quarter acre~~	~~$388.00~~
Development Plan (Includes Submission 1, 2, and 3)	**$21,000.00**
Zoning Map Amendment or Development Plan Re-Submission Fee (per submission following 3rd)	**$1,750.00**
Request to Extend Approval flat fee	$3,789.00
~~Request to Extend Approval, per quarter acre~~	~~$388.00~~
Proffer Condition Amendment	~~$455.00~~ **$7,500.00**
Minor Proffer Condition Amendment for Residential	**$1,000.00**
Request for Modification **(per request)**	~~$455.00~~ **$1,000.00**
Request to Waive re-application time limit	~~$152.00~~ **$750.00**
ACCESSORY DEVELOPMENT REVIEWS	
~~Traffic Impact Study, PLUS, one half of consultant review fees, if required~~ Traffic Impact Study or Assessment	~~$758.00~~ **Full Consulting Fees**
Minor Water Quality Impact Assessment	~~$76.00~~ **$350.00**

TABLE 78-152.2(b)(3): FEES FOR DEVELOPMENT APPLICATIONS	
TYPE OF FEE	**AMOUNT**
Major Water Quality Impact Assessment	~~$758.00~~ **$800.00**
Exception Request to Provisions of Chesapeake Bay Preservation Overlay District Ordinance	~~$152.00~~ **$1,000.00**
Waiver Request to Provisions of Chesapeake Bay Preservation Overlay District Ordinance	~~$152.00~~ **$150.00**
Site Specific Delineation in Resource Protection Area, Areas less than 5,000 SF	~~$76.00~~ **$350.00**
Site Specific Delineation in Resource Protection Area, Areas more than 5,000 SF	~~$758.00~~ **$750.00**
Flood Plain Study~~, PLUS, one half of consultant review fees, if required~~	~~$1,516.00~~ **Full Consulting Fees**
SPECIAL EXCEPTIONS	
For Residential Uses	~~$455.00~~ **$750.00**
~~For Education, Government, Institutional, and Community Service Uses~~	~~$455.00~~
~~For All Other~~ Nonresidential Uses with no site alterations or building additions	~~$455.00~~ **$1,500.00**
~~For All Other~~ Nonresidential Uses with site alterations or building additions	~~$2,274.00~~ **$6,000.00**
Request to extend time period of approval	$455.00
Request to Waive re-application time limit	~~$152.00~~ **$750.00**
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TABLE 78-152.2(b)(3): FEES FOR DEVELOPMENT APPLICATIONS	
TYPE OF FEE	**AMOUNT**
BUILDING LOCATION SURVEYS	
Building Location Survey	~~$38.00~~ **$250.00**
TEMPORARY USE SITE PLAN	
Uses less than 90 consecutive days	~~$0.00~~ **$50.00**
Uses more than 90 consecutive days	~~$114.00~~ **$150.00**
Resubmissions	$114.00
Waiver request, per section of the zoning ordinance or PFM	~~$114.00~~ **$500.00**
Temporary health care structure application	~~$152.00~~ **$100.00**
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ZONING ~~AND SUBDIVISION~~ ORDINANCE TEXT AMENDMENTS	
Change in permitted uses, density, open space, parking, landscaping, or other provisions.	~~$1,516.00~~ **$2,500.00**
	~~$758.00~~
~~Other than changes listed above; amendment involving less than 100 words in one ordinance section~~	~~$388.00~~
MISCELLANEOUS ADMINISTRATIVE REVIEWS	
Administrative Adjustment, per building affected	~~$76.00~~ **$500.00**

TABLE 78-152.2(b)(3): FEES FOR DEVELOPMENT APPLICATIONS	
TYPE OF FEE	**AMOUNT**
Administrative Review Eligible Projects (AREPs)	$500.00
Zoning Appropriateness Permit	**$25.00**
Zoning Verification Letter: SFD properties	~~$76.00~~ **$250.00**
Zoning Verification Letter: non-SFD properties	~~$455.00~~ **$500.00**
Zoning Inspection Permit, ~~per inspection~~ **(home-based business)**	~~$38.00~~ **$50.00**
Zoning Inspection Permit, Keeping of Fowl	**$25.00**
Roll-Off Dumpster or POD Permit	**$25.00**
Request to Receive Notice of Development and Zoning applications, by mail, per year	$38.00
Request to Receive Notice of Development and Zoning applications, by e-mail, per year	$16.00
Request for early site occupation prior to completion of improvements in accordance with section 78-120.1 and 78-120.2 application flat fee	~~$76.00~~ **$500.00**
Request for early site occupation prior to completion of improvements in accordance with section 78-120.1 and 78-120.2, per inspection	~~$76.00~~ **$500.00**
Mobile Food Unit Preparer, Full Service Zoning Permit	~~$129.00~~ **$225.00**
Short-term Rental Permit	$200.00

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2. This ordinance shall be effective July 1, 2025.

Community Development Proposed Fee Schedule (rev. 3.25.2025)

Legislative Reviews	Town of Herndon (Current) 7/2024 Update	Suggested Change	% Difference
Architectural Review Board			
New Construction	$ 228.00	$ 1,000.00	439%
Alterations	$ 228.00	$ 350.00	154%
Additions	$ 228.00	$ 350.00	154%
Accessory Structures	$ 228.00	$ 350.00	154%
Wall Signs	$ 114.00	$ 250.00	219%
Free Standing Signs	$ 114.00	$ 250.00	219%
Master Sign Plans	$ 114.00	$ 350.00	307%
Amendments to Approved Applications	$ 114.00	$ 350.00	307%
Appeal of ARB Decision	$ -	$ 500.00	New Fee
Historic District Overlay Reviews			
Staff Review COA (Residential)	$ -	$ -	New Fee
Staff Review COA (Non-Residential)	$ -	$ 200.00	New Fee
HDRB Review COA for New Single Family Residential	$ 228.00	$ 500.00	219%
HDRB COA for Alterations, Additions, Accessory Structures for Residential Use	$ -	$ -	
HDRB COA for New Construction (non-Single Family Dwelling)	$ -	$ 1,000.00	New Fee
HDRB COA Alterations (Non-Residential)	$ 228.00	$ 350.00	154%
HDRB COA Additions (Non-Residential)	$ 228.00	$ 350.00	154%
HDRB COA Accessory Structures (Non-Residential)	$ 228.00	$ 350.00	154%
HDRB COA Demolitions	$ 228.00	$ 750.00	329%
Wall Signs	$ 114.00	$ 250.00	219%
Freestanding Signs	$ 114.00	$ 250.00	219%
Master Sign Plans	$ 114.00	$ 350.00	307%
Amendments to Approved Applications	$ 114.00	$ 350.00	307%
Appeal of Staff to HDRB	$ -	$ 250.00	New Fee
Appeal of HDRB Decision to Town Council	$ -	$ 500.00	New Fee
Board of Zoning Appeals			
Variance	$ 152.00	$ 650.00	428%
Additional Variances (each)	$ 38.00	**REMOVE**	-
Zoning Administrator Decision Appeal	$ 152.00	$ 750.00	493%
Zoning			
Zoning Permits			
Zoning Appropriateness Permits (ZAPs)	$ -	$ 25.00	New Fee
Zoning Inspection Permit, Home Business	$ 38.00	$ 50.00	132%
Zoning Inspection Permit, Keeping of Fowl	$ 25.00	$ 25.00	100%
Zoning Inspection Permit, Food Truck (per inspection)	$ 129.00	$ 225.00	174%
Zoning Inspection Permit, Short Term Rental (per inspection)	$ 200.00	$ 200.00	100%
Administrative Adjustment (per building affected)	$ 76.00	$ 500.00	658%
Zoning Verification Letter SFD	$ 76.00	$ 250.00	329%
Zoning Verification Letter non-SFD	$ 455.00	$ 500.00	110%
Temporary Use Permit (less than 90 days)	$ -	$ 50.00	New Fee
Temporary Use Permit (greater than 90 days)	$ 114.00	$ 150.00	132%
Waiver Requests	$ 114.00	$ 500.00	439%
Temporary health care structure application	$ 152.00	$ 100.00	66%
Administrative Review Eligible Projects (AREPs)	$ 500.00	$ 500.00	100%
Request for early site occupation prior to completion of improvements in accordance with section 78-120.1 and 78-120.2, application flat fee	$ 76.00	$ 500.00	658%
Request for early site occupation prior to completion of improvements in accordance with section 78-120.1 and 78-120.2, per inspection	$ 76.00	$ 500.00	658%
Roll-Off Dumpsters/PODs	$ -	$ 25.00	New Fee
Zoning Ordinance Text Amendments (Remove Subdivision)			
Change in permitted uses	$ 1,516.00	$ 2,500.00	165%
Other changes, more than 100 words, more than one section	$ 758.00	**REMOVE**	-
Amendment less than 100 words changed	$ 388.00	**REMOVE**	-
Planning/Zoning Applications			
Comprehensive Planning			
Comp Plan Amendment	$ 1,516.00	$ 5,500.00	363%
22.32 Reviews (Under Comp Planning)	$ -	$ 2,500.00	New Fee
Building Location Surveys	$ 38.00	$ 250.00	658%

Rezoning			
ZMA (Includes Submissions 1, 2 & 3)	$ 7,578.00	$ 16,000.00	211%
Proffer Condition Amendment	$ 488.00	$ 7,500.00	1537%
Minor Proffer Condition Amendment for Residential	$ -	$ 1,000.00	New Fee
Modification Request (each)	$ 455.00	$ 1,000.00	220%
Development Plan (Includes Submissions 1, 2 & 3)	$ -	$ 21,000.00	New Fee
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 758.00	**Full Consulting Fees**	
Development Plan and ZMA Re-submission Fee (per submission following 3rd)	$ -	$ 1,750.00	New Fee
Accessory Reviews			
Minor Water Quality Impact Assessment	$ 76.00	$ 350.00	461%
Major Water Quality Impact Assessment	$ 758.00	$ 800.00	106%
Exception Request to Provisions of Ches. Bay Pres. Overlay Dist.	$ 152.00	$ 1,000.00	658%
Ches. Bay Waiver Request	$ 152.00	$ 150.00	99%
Site Specific Delineation in RPA less than 5,000 SF	$ 76.00	$ 350.00	461%
Site Specific Delineation in RPA more that 5,000 SF	$ 758.00	$ 750.00	99%
Additional Studies			
Flood Plain Study (plus full consultant fees, if req.)	$ 1,516.00	**Full Consulting Fees**	
Special Exceptions			
Residential Uses	$ 455.00	$ 750.00	165%
Education, Government, Institutional, Community Service Uses	$ 455.00	**REMOVE**	-
Non-Residential Uses with no site alt.	$ 455.00	$ 1,500.00	330%
Non-Res. Uses with site alt or additions	$ 2,274.00	$ 6,000.00	264%
Re-application time limit waiver	$ 152.00	$ 750.00	493%
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 758.00	**REMOVE, duplicate**	-
Sign Reviews			
Permanent Sign License (Administrative)	$ -	$ 200.00	New Fee
Temporary Sign License (Administrative)	$ -	$ 50.00	New Fee
Sign Appeal Fees	$ -	$ 250.00	New Fee

Application Review Cost Analysis (rev. 2.23.2025)

Legislative Reviews	Town of Herndon (Current) 7/2024 Update	Suggested Change	% Difference	Total Staff Costs	% of Staff Cost Covered by Fee
Architectural Review Board					
New Construction	$ 228.00	$ 1,000.00	439%	$ 3,023.65	33%
Alterations	$ 228.00	$ 350.00	154%	$ 1,182.48	30%
Additions	$ 228.00	$ 350.00	154%	$ 1,570.80	22%
Accessory Structures	$ 228.00	$ 350.00	154%	$ 617.64	57%
Wall Signs	$ 114.00	$ 250.00	219%	$ 511.65	49%
Free Standing Signs	$ 114.00	$ 250.00	219%	$ 511.65	49%
Master Sign Plans	$ 114.00	$ 350.00	307%	$ 1,117.87	31%
Amendments to Approved Applications	$ 114.00	$ 350.00	307%	$ 829.63	42%
Appeal of ARB Decision	$ -	$ 500.00	New Fee	$ 765.21	65%
Historic District Overlay Reviews					
Staff Review COA (Residential)	$ -	$ -	New Fee	$ 1,118.07	0%
Staff Review COA (Non-Residential)	$ -	$ 200.00	New Fee	$ 1,118.07	18%
HDRB Review COA for New Single Family Residential	$ 228.00	$ 500.00	219%	$ 2,500.18	20%
HDRB COA for Alterations, Additions, Accessory Structures for Residential Use	$ -	$ -	-	$ 1,288.88	0%
HDRB COA for New Construction (non-Single Family Dwelling)	$ 228.00	$ 1,000.00	439%	$ 2,500.18	40%
HDRB COA Alterations (Non-Residential)	$ 228.00	$ 350.00	154%	$ 1,182.48	30%
HDRB COA Additions (Non-Residential)	$ 228.00	$ 350.00	154%	$ 1,570.80	22%
HDRB COA Accessory Structures (Non-Residential)	$ 228.00	$ 350.00	154%	$ 1,023.49	34%
HDRB COA Demolitions	$ 228.00	$ 750.00	329%	$ 2,364.43	32%
Wall Signs	$ 114.00	$ 250.00	219%	$ 511.65	49%
Freestanding Signs	$ 114.00	$ 250.00	219%	$ 511.65	49%
Master Sign Plans	$ 114.00	$ 350.00	307%	$ 1,117.87	31%
Amendments to Approved Applications	$ 114.00	$ 350.00	307%	$ 829.63	42%
Appeal of Staff to HDRB	$ -	$ 250.00	New Fee	$ 1,288.88	19%
Appeal of HDRB Decision to Town Council	$ -	$ 500.00	New Fee	$ 2,208.02	23%
Board of Zoning Appeals					
Variance	$ 152.00	$ 650.00	428%	$ 938.71	69%
Additional Variances (each)	$ 38.00	**REMOVE**	-		
Zoning Administrator Decision Appeal	$ 152.00	$ 750.00	493%	$ 1,149.13	65%
Zoning					
Zoning Permits					
Zoning Appropriateness Permits (ZAPs)	$ -	$ 25.00	New Fee	$ 21.80	115%
Zoning Inspection Permit, Home Business	$ 38.00	$ 50.00	132%	$ 21.80	229%
Zoning Inspection Permit, Keeping of Fowl	$ 25.00	$ 25.00	100%	$ 21.80	115%
Zoning Inspection Permit, Food Truck (per inspection)	$ 129.00	$ 225.00	174%	$ 43.60	516%
Zoning Inspection Permit, Short Term Rental (per inspection)	$ 200.00	$ 200.00	100%	$ 43.60	459%
Administrative Adjustment (per building affected)	$ 76.00	$ 500.00	658%	$ 293.48	170%
Zoning Verification Letter SFD	$ 76.00	$ 250.00	329%	$ 184.06	136%
Zoning Verification Letter non-SFD	$ 455.00	$ 500.00	110%	$ 184.06	272%
Temporary Use Permit (less than 90 days)	$ -	$ 50.00	New Fee	$ 278.90	18%
Temporary Use Permit (greater than 90 days)	$ 114.00	$ 150.00	132%	$ 370.93	40%
Waiver Requests	$ 114.00	$ 500.00	439%	$ 1,074.42	47%
Temporary health care structure application	$ 152.00	$ 100.00	66%	$ 122.70	81%
Administrative Review Eligible Projects (AREPs)	$ 500.00	$ 500.00	100%	$ 529.50	94%
Request for early site occupation prior to completion of improvements in accordance with section 78-120.1 and 78-120.2, application flat fee	$ 76.00	$ 500.00	658%	$ 690.59	72%
Request for early site occupation prior to completion of improvements in accordance with section 78-120.1 and 78-120.2, per inspection	$ 76.00	$ 500.00	658%	$ 476.22	105%
Roll-Off Dumpsters/PODs	$ -	$ 25.00	New Fee	$ 21.80	115%
Zoning Ordinance Text Amendments (Remove Subdivision)					
Change in permitted uses	$ 1,516.00	$ 2,500.00	165%	$ 5,674.62	44%
Other changes, more than 100 words, more than one section	$ 758.00	**REMOVE**	-		
Amendment less than 100 words changed	$ 388.00	**REMOVE**	-		
Planning/Zoning Applications					
Comprehensive Planning					
Comp Plan Amendment	$ 1,516.00	$ 5,500.00	363%	$ 14,873.20	37%
22.32 Reviews (Under Comp Planning)	$ -	$ 2,500.00	New Fee	$ 4,647.89	54%
Building Location Surveys	$ 38.00	$ 250.00	658%	$ 1,329.57	19%
Rezoning					
ZMA (Includes Submissions 1, 2 & 3)	$ 7,578.00	$ 16,000.00	211%	$ 21,253.44	75%
Proffer Condition Amendment	$ 488.00	$ 7,500.00	1537%	$ 4,447.83	169%
Minor Proffer Condition Amendment for Residential	$ -	$ 1,000.00	New Fee	$ 1,337.40	75%
Modification Request (each)	$ 455.00	$ 1,000.00	220%	$ 1,337.40	75%
Development Plan (Includes Submissions 1, 2 & 3)	$ -	$ 21,000.00	New Fee	$ 25,138.81	84%
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 758.00	**Full Consulting Fees**		$ 4,732.85	
Development Plan and ZMA Re-submission Fee (per submission following 3rd)	$ -	$ 1,750.00	New Fee	$ 4,871.37	36%
Accessory Reviews					
Minor Water Quality Impact Assessment	$ 76.00	$ 350.00	461%	$ 766.01	46%
Major Water Quality Impact Assessment	$ 758.00	$ 800.00	106%	$ 1,556.41	51%
Exception Request to Provisions of Ches. Bay Pres. Overlay Dist.	$ 152.00	$ 1,000.00	658%	$ 2,944.88	34%
Ches. Bay Waiver Request	$ 152.00	$ 150.00	99%	$ 327.62	46%
Site Specific Delineation in RPA less than 5,000 SF	$ 76.00	$ 350.00	461%	$ 400.47	87%
Site Specific Delineation in RPA more that 5,000 SF	$ 758.00	$ 750.00	99%	$ 720.30	104%
Additional Studies					
Flood Plain Study (plus full consultant fees, if req.)	$ 1,516.00	**Full Consulting Fees**		$ 1,469.16	

Special Exceptions					
Residential Uses	$ 455.00	$ 750.00	165%	$ 5,072.32	15%
Education, Government, Institutional, Community Service Uses	$ 455.00	**REMOVE**	-		
Non-Residential Uses with no site alt.	$ 455.00	$ 1,500.00	330%	$ 6,565.22	23%
Non-Res. Uses with site alt or additions	$ 2,274.00	$ 6,000.00	264%	$ 19,184.59	31%
Re-application time limit waiver	$ 152.00	$ 750.00	493%	$ 614.14	122%
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 758.00	**REMOVE, duplicate**	-		
Sign Reviews					
Permanent Sign License (Administrative)	$ -	$ 200.00	New Fee	$ 488.60	41%
Temporary Sign License (Administrative)	$ -	$ 50.00	New Fee	$ 382.61	13%
Sign Appeal Fees	$ -	$ 250.00	New Fee	$ 765.21	33%

Application Review Times (in hours)

	COMMUNITY DEVELOPMENT									CD	PUBLIC WORKS- HMC					DPW-HMC	PUBLIC WORKS - TOWN SHOP			DPW-Shop	LEGAL		Legal	
Legislative Reviews	Director	Deputy Director	Zoning Administrator	Development Planner	Long-Range Planner	HDRB Planner	Community Planner	Zoning Inspector	Arborist	Total Dept. Time	Deputy Director	Chief Engineer	Engineer	Building Official	Traffic Engineer	Total Dept. Time	Deputy Director	Utility Manager	Project Engineer	Total Dept. Time	Town Attorney	Deputy Town Attorney	Total Dept. Time	Total Town Time
ARB																								
New Construction	4	12				35				51						0				0	1		1	52
Alterations		5				15				20						0				0	1		1	21
Additions	1.5	5				20				26.5						0				0	1		1	27.5
Accessory Structures		2				8				10						0				0	1		1	11
Wall Signs		2				6				8						0				0	1		1	9
Free Standing Signs		2				6				8						0				0	1		1	9
Master Sign Plans		4				15				19						0				0	1		1	20
Amendments to Approved Applications		2				12				14						0				0	1		1	15
										0						0				0			0	0
*Sign Appeal Fees		2				12				14						0				0			0	14
*Appeal ARB	4	6	15			20				45						0				0	1		1	46
										0						0				0			0	0
HDRB																								
COA New Construction	4	8				30				42						0				0	1		1	43
COA Alterations		5				15				20						0				0	1		1	21
COA Additions	1.5	5				20				26.5						0				0	1		1	27.5
COA Accessory Structures		5				12				17						0				0	1		1	18
COA Demolitions	4	10				25				39						0				0	1		1	40
Wall Signs		2				6				8						0				0	1		1	9
Freestanding Signs		2				6				8						0				0	1		1	9
Master Sign Plans		4				15				19						0				0	1		1	20
Amendments to Approved Applications		2				12				14						0				0	1		1	15
Residential COA Alt., Additions, Acc. Structures		4				18	0.25			22.25						0				0	1		1	23.25
										0						0				0			0	0
*HDRB Appeals	4	4	15			12				35						0				0	1		1	36
**Look to differentiate fees based on Board and Staff review										0						0				0			0	0
										0						0				0			0	0
Board of Zoning Appeals																								
Variance	2	1	8				2			13				2		2				0	1		1	16
Additional Variances (each)	1	1	2							4						0				0	1		1	5
Zoning Administrator Decision Appeal	2		15							17						0				0	1		1	18
										0						0				0			0	0
Zoning																								
Zoning Permits																								
Zoning Appropriateness Permits (ZAPs)								0.5		0.5						0				0			0	0.5
Zoning Inspection Permit, Home Business								0.5		0.5						0				0			0	0.5
Zoning Inspection Permit, Keeping of Fowl								0.5		0.5						0				0			0	0.5
Zoning Inspection Permit, Food Truck (per inspection)								1		1						0				0			0	1
Zoning Inspection Permit, Short Term Rental (per inspection)								1		1						0				0			0	1
Administrative Adjustment (per building affected)			4				1			5						0				0			0	5
Zoning Verification Letter SFD			3							3						0				0			0	3
Zoning Verification Letter non-SFD			3							3						0				0			0	3
Temporary Use Permit (less than 90 days)			0.5					1.25		1.75				2		2	1			1			0	4.75
Temporary Use Permit (greater than 90 days)			2					1.25		3.25				2		2	1			1			0	6.25
Waiver Requests			3							3			16			16				0			0	19
Temporary health care structure application										0				2		2				0			0	2
Administrative Review Eligible Projects (AREPs)			4							4						0	4			4			0	8
Signs		1				8				9						0				0			0	9
*Roll-Off Dumpsters/PODs								0.5		0.5						0				0			0	0.5
*Small Cells (Admin. Review Eligible Program (AREP))			4							4						0				0			0	4
										0						0				0			0	0
Zoning Ordinance Text Amendments *(Remove Subdivision)*																								
Change in permitted uses	3	2	72	4	10					91						0				0	2		2	93
Other changes, more than 100 words, more than one section		20	72							92						0				0	2		2	94
Amendment less than 100 words changed		10	48							58						0				0	1		1	59
										0						0				0			0	0
Planning/Zoning Applications																								
Comprehensive Planning										0						0				0			0	0
Comp Plan Amendment	5	80	8		160					253						0				0	5		5	258
										0						0				0			0	0
Rezoning																								
ZMA First Submission	20	80	48	80	30				8	266	1	16	56	2	8	83	1	2	2	5	1		1	355
Proffer Condition Amendment	3	15	48	4						70						0				0	1		1	71
Modification Request (each)		15	6							21						0				0			0	21
Traffic Impact (plus 1/2 consultant fees, if req.)	3.5	8	1	16						28.5		8	16		26	50		2	2	4			0	82.5
Development Plan	36	95	48	80	30				8	297	1	16	64	8	8	97	2	8	8	18	2		2	414
Subsequent Review Hours	6									6		8	36	1	8	53	0.5	2	2	4.5			0	63.5
**Remove per quarter acre of first submission										0						0				0			0	0
**Remove waiver for re-application time limit										0						0				0			0	0
										0						0				0			0	0
										0						0				0			0	0
Accessory Reviews																								
Minor Water Quality Impact Assessment	0.5	1	4	4					4	13.5						0				0			0	13.5
Major Water Quality Impact Assessment	1	5	12	4					4	26						0				0			0	26
Exception Request to Provisions of Ches. Bay Pres. Overlay Dist.			48							48						0				0			0	48
Ches. Bay Waiver Request	1		4							5						0				0			0	5
Site Specific Delineation in RPA less than 5,000 SF	1	1	1						4	7						0				0			0	7
Site Specific Delineation in RPA more that 5,000 SF	1	5	2						4	12						0				0			0	12
										0						0				0			0	0
Additional Studies										0						0				0			0	0
Flood Plain Study (plus 1/2 consultant fees, if req.)	2	5	16							23						0				0			0	23
Special Exceptions																								
Residential Uses	3	5	32				1			41	1	8	24	1	4	38	1	2	2	5	0.5		0.5	84.5
Education, Government, Institutional, Community Service Uses	5	10	56							71				2		2				0	0.5		0.5	73.5
Non-Residential Uses with no site alt.	1.5	5	32				12			50.5	1	16	24	2	10	53	1	4	4	9	0.5		0.5	113
Non-Res. Uses with site alt or additions	4	80	56	80			13		8	241	1	16	56	2	2	77	2	2	2	6	0.5		0.5	324.5
Re-application time limit waiver	1.5		8							9.5						0				0			0	9.5
Traffic Impact (plus 1/2 consultant fees, if req.)	2.5	8	1	16						27.5		8	16		26	50		2	2	4			0	81.5

Building Location Surveys																								
Building Location Surveys		1	0.5				4			5.5		8	8		2	18				0			0	23.5
RPA Permits							3			3						0				0			0	3
New Fees																								
Sign Appeal Fees		2				12				14						0				0			0	14
Appeal of ARB Decision	4	6	15			20				45						0				0	1		1	46
Appeal of HDRB Decision to Town Council	4	4	15			12				35						0				0	1		1	36
Appeal of Staff to HDRB		4				18	0.25			22.25						0				0	1		1	23.25
HDRB- COA New Construction (SFD)	4	8				30				42						0				0	1		1	43
Permanent Sign License (Administrative)		1				8				9						0				0			0	9
Temporary Sign License (Administrative)		1				6				7						0				0			0	7
Development Plan and ZMA Re-submission Fee (per submission following 3rd)	5	15	12	15	10				2	59	0.5	4	12	0.5	2	19	0.5	1	1	2.5	1		1	81.5
HDO - Staff Review COA (Residential)		5				15				20						0				0			0	20
HDO - Staff Review COA (Non-Residential)		5				15				20						0				0			0	20
22.32 Reviews (Under Comp Planning)	5	10	56							71				2		2				0	0.5		0.5	73.5
Temporary Use Permit (less than 90 days)			0.5					1.25		1.75				2		2	1			1			0	4.75
*Roll-Off Dumpsters/PODs								0.5		0.5						0				0			0	0.5
Development Plan (Includes Submissions 1, 2 & 3)	36	95	48	80	30				8	297	1	16	64	8	8	97	2	8	8	18	2		2	414

Application Review Times		COMMUNITY DEVELOPMENT									PUBLIC WORKS- HMC						PUBLIC WORKS - TOWN SHOP				LEGAL		
	TOTAL Town Staff Cost	Director	Deputy Director	Zoning Administrator	Development Planner	Long-Range Planner	HDRB Planner	Community Planner	Zoning Inspector	Arborist	Total Dept. Time	Deputy Director	Chief Engineer	Engineer	Building Official	Traffic Engineer	Total Dept. Time	Deputy Director	Utility Manager	Project Engineer	Total Dept. Time	Town Attorney	Deputy Town Attorney	Total Dept. Cost
		82.2171	64.6193	61.3517	55.6478	52.9679	52.9679	48.0706	43.6015	48.0706		71.0223	61.3517	55.6478	61.3517	52.9679		71.0223	55.6478	52.9679		64.4193		
Legislative Reviews																								
ARB																								
New Construction	$ 3,023.65	$ 328.87	$ 775.43	$ -	$ -	$ -	$ 1,854.93	$ -	$ -	$ -	$ 2,959.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Alterations	$ 1,182.48	$ -	$ 323.10	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,118.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Additions	$ 1,570.80	$ 123.33	$ 323.10	$ -	$ -	$ -	$ 1,059.96	$ -	$ -	$ -	$ 1,506.38	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Accessory Structures	$ 617.84	$ -	$ 129.24	$ -	$ -	$ -	$ 423.98	$ -	$ -	$ -	$ 553.22	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Wall Signs	$ 511.65	$ -	$ 129.24	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 447.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Free Standing Signs	$ 511.65	$ -	$ 129.24	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 447.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Master Sign Plans	$ 1,117.87	$ -	$ 258.48	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,053.45	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Amendments to Approved Applications	$ 829.63	$ -	$ 129.24	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 765.21	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
	$ -																							
*Sign Appeal Fees	$ 765.21	$ -	$ 129.24	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 765.21	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
*Appeal ARB	$ 2,761.24	$ 328.87	$ 387.72	$ 920.28	$ -	$ -	$ 1,059.96	$ -	$ -	$ -	$ 2,696.82	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
	$ -																							
HDRB																								
COA New Construction	$ 2,500.18	$ 328.87	$ 516.95	$ -	$ -	$ -	$ 1,589.94	$ -	$ -	$ -	$ 2,435.76	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
COA Alterations	$ 1,182.48	$ -	$ 323.10	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,118.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
COA Additions	$ 1,570.80	$ 123.33	$ 323.10	$ -	$ -	$ -	$ 1,059.96	$ -	$ -	$ -	$ 1,506.38	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
COA Accessory Structures	$ 1,023.49	$ -	$ 323.10	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 959.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
COA Demolitions	$ 2,364.43	$ 328.87	$ 646.19	$ -	$ -	$ -	$ 1,324.95	$ -	$ -	$ -	$ 2,300.01	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Wall Signs	$ 511.65	$ -	$ 129.24	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 447.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Freestanding Signs	$ 511.65	$ -	$ 129.24	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 447.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Master Sign Plans	$ 1,117.87	$ -	$ 258.48	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,053.45	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Amendments to Approved Applications	$ 829.63	$ -	$ 129.24	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 765.21	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Residential COA Alt., Additions, Acc. Structures	$ 1,288.88	$ -	$ 258.48	$ -	$ -	$ -	$ 953.96	$ 12.02	$ -	$ -	$ 1,224.46	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
	$ -																				$ -			$ -
*HDRB Appeals	$ 2,208.02	$ 328.87	$ 258.48	$ 920.28	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 2,143.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Board of Zoning Appeals																								
Variance	$ 938.71	$ 164.43	$ 64.62	$ 490.81	$ -	$ -	$ -	$ 96.14	$ -	$ -	$ 816.01	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Additional Variances (each)	$ 333.96	$ 82.22	$ 64.62	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ -	$ 269.54	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Zoning Administrator Decision Appeal	$ 1,149.13	$ 164.43	$ -	$ 920.28	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,084.71	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Zoning																								
Zoning Permits																								
Zoning Appropriateness Permits (ZAPs)	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21.80	$ -	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Inspection Permit, Home Business	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21.80	$ -	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Inspection Permit, Keeping of Fowl	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21.80	$ -	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Inspection Permit, Food Truck (per inspection)	$ 43.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 43.60	$ -	$ 43.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Inspection Permit, Short Term Rental (per inspection)	$ 43.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 43.60	$ -	$ 43.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Administrative Adjustment (per building affected)	$ 293.48	$ -	$ -	$ 245.41	$ -	$ -	$ -	48.07	$ -	$ -	$ 293.48	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Verification Letter SFD	$ 184.06	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Verification Letter non-SFD	$ 184.06	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Temporary Use Permit (less than 90 days)	$ 278.90	$ -	$ -	$ 30.68	$ -	$ -	$ -	$ -	$ 54.50	$ -	$ 85.18	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ 71.02	$ -	$ -	$ 71.02	$ -	$ -	$ -
Temporary Use Permit (greater than 90 days)	$ 370.93	$ -	$ -	$ 122.70	$ -	$ -	$ -	$ -	$ 54.50	$ -	$ 177.21	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ 71.02	$ -	$ -	$ 71.02	$ -	$ -	$ -
Waiver Requests	$ 1,074.42	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ 184.06	$ -	$ -	$ 890.36	$ -	$ -	$ 890.36	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Temporary health care structure application	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Administrative Review Eligible Projects (AREPs)	$ 529.50	$ -	$ -	$ 245.41	$ -	$ -	$ -	$ -	$ -	$ -	$ 245.41	$ -	$ -	$ -	$ -	$ -	$ -	$ 284.09	$ -	$ -	$ 284.09	$ -	$ -	$ -
Signs	$ 488.60	$ -	$ 64.62	$ -	$ -	$ -	$ 423.98	$ -	$ -	$ -	$ 488.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Ordinance Text Amendments *(Remove Subdivision)*																								
Change in permitted uses	$ 5,674.62	$ 246.65	$ 129.24	$ 4,417.32	$ 222.59	$ 529.98	$ -	$ -	$ -	$ -	$ 5,545.78	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 128.84	$ -	$ 128.84
Other changes, more than 100 words, more than one section	$ 5,838.55	$ -	$ 1,292.39	$ 4,417.32	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,709.71	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 128.84	$ -	$ 128.84
Amendment less than 100 words changed	$ 3,655.49	$ -	$ 646.19	$ 2,944.88	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,591.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
																								$ -
Planning/Zoning Applications																								
Comprehensive Planning	$ -										$ -													$ -
Comp Plan Amendment	$ 14,873.20	$ 411.09	$ 5,169.54	$ 490.81	$ -	$ 8,479.66	$ -	$ -	$ -	$ -	$ 14,551.11	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 322.10	$ -	$ 322.10
	$ -										$ -	$ -												$ -
Rezoning																								
ZMA First Submission	$ 21,253.44	$ 1,644.34	$ 5,169.54	$ 2,944.88	$ 4,451.82	$ 1,589.94	$ -	$ -	$ -	$ 384.56	$ 16,185.09	$ 71.02	$ 981.63	$ 3,116.28	$ 122.70	$ 423.98	$ 4,715.61	$ 71.02	$ 111.30	$ 106.00	$ 288.31	$ 64.42	$ -	$ 64.42
Proffer Condition Amendment	$ 4,447.83	$ 246.65	$ 969.29	$ 2,944.88	$ 222.59	$ -	$ -	$ -	$ -	$ -	$ 4,383.41	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Modification Request (each)	$ 1,337.40	$ -	$ 969.29	$ 368.11	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,337.40	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 4,732.85	$ 287.76	$ 516.95	$ 61.35	$ 890.36	$ -	$ -	$ -	$ -	$ -	$ 1,756.43	$ -	$ 490.81	$ 890.36	$ -	$ 1,377.95	$ 2,759.12	$ -	$ 111.30	$ 106.00	$ 217.29	$ -	$ -	$ -
Development Plan	$ 25,138.81	$ 2,959.82	$ 6,138.83	$ 2,944.88	$ 4,451.82	$ 1,589.94	$ -	$ -	$ -	$ 384.56	$ 18,469.86	$ 71.02	$ 981.63	$ 3,561.46	$ 490.81	$ 423.98	$ 5,528.91	$ 142.04	$ 445.18	$ 423.98	$ 1,011.21	$ 128.84	$ -	$ 128.84
	$ 3,232.27										$ -	$ -	$ 490.81	$ 2,003.32	$ 61.35	$ 423.98	$ 2,979.47	$ 35.51	$ 111.30	$ 106.00	$ 252.80	$ -	$ -	$ -
	$ -										$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Accessory Reviews																								
Minor Water Quality Impact Assessment	$ 766.01	$ 41.11	$ 64.62	$ 245.41	$ 222.59	$ -	$ -	$ -	$ -	$ 192.28	$ 766.01	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Major Water Quality Impact Assessment	$ 1,556.41	$ 82.22	$ 323.10	$ 736.22	$ 222.59	$ -	$ -	$ -	$ -	$ 192.28	$ 1,556.41	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Exception Request to Provisions of Ches. Bay Pres. Overlay Dist.	$ 2,944.88	$ -	$ -	$ 2,944.88	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,944.88	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Ches. Bay Waiver Request	$ 327.62	$ 82.22	$ -	$ 245.41	$ -	$ -	$ -	$ -	$ -	$ -	$ 327.62	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Site Specific Delineation in RPA less than 5,000 SF	$ 400.47	$ 82.22	$ 64.62	$ 61.35	$ -	$ -	$ -	$ -	$ -	$ 192.28	$ 400.47	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Site Specific Delineation in RPA more that 5,000 SF	$ 720.30	$ 82.22	$ 323.10	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ 192.28	$ 720.30	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Additional Studies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Flood Plain Study (plus 1/2 consultant fees, if req.)	$ 1,469.16	$ 164.43	$ 323.10	$ 981.63	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,469.16	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Special Exceptions																								
Residential Uses	$ 5,072.32	$ 246.65	$ 323.10	$ 1,963.25	$ -	$ -	$ -	$ 48.07	$ -	$ -	$ 2,581.07	$ 71.02	$ 490.81	$ 1,335.55	$ 61.35	$ 211.99	$ 2,170.73	$ 71.02	$ 111.30	$ 106.00	$ 288.31	$ 32.21	$ -	$ 32.21
Education, Government, Institutional, Community Service Uses	$ 4,647.89	$ 411.09	$ 646.19	$ 3,435.70	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,492.97	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ -	$ -	$ -	$ -	$ 32.21	$ -	$ 32.21
Non-Residential Uses with no site alt.	$ 6,565.22	$ 123.33	$ 323.10	$ 1,963.25	$ -	$ -	$ -	$ 576.85	$ -	$ -	$ 2,986.52	$ 71.02	$ 981.63	$ 1,335.55	$ 122.70	$ 529.98	$ 3,040.88	$ 71.02	$ 222.59	$ 211.99	$ 505.61	$ 32.21	$ -	$ 32.21
Non-Res. Uses with site alt or additions	$ 19,184.59	$ 328.87	$ 5,169.54	$ 3,435.70	$ 4,451.82	$ -	$ -	$ 624.92	$ -	$ 384.56	$ 14,395.41	$ 71.02	$ 981.63	$ 3,116.28	$ 122.70	$ 106.00	$ 4,397.63	$ 142.04	$ 111.30	$ 106.00	$ 359.34	$ 32.21	$ -	$ 32.21
Re-application time limit waiver	$ 614.14	$ 123.33	$ -	$ 490.81	$ -	$ -	$ -	$ -	$ -	$ -	$ 614.14	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 4,650.63	$ 205.54	$ 516.95	$ 61.35	$ 890.36	$ -	$ -	$ -	$ -	$ -	$ 1,674.21	$ -	$ -	$ 890.36	$ -	$ 1,377.95	$ 2,759.12	$ -	$ 111.30	$ 106.00	$ 217.29	$ -	$ -	$ -
Building Location Surveys																								
Building Location Surveys	$ 1,329.57	$ -	$ 64.62	$ 30.68	$ -	$ -	$ -	$ 192.28	$ -	$ -	$ 287.58	$ -	$ 490.81	$ 445.18	$ -	$ 106.00	$ 1,041.99	$ -	$ -	$ -	$ -	$ -	$ -	$ -
RPA Permits	$ 144.21	$ -	$ -	$ -	$ -	$ -	$ -	$ 144.21	$ -	$ -	$ 144.21	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
New Fees																								
Sign Appeal Fees	$ 765.21	$ -	$ 129.24	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 765.21	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Appeal of ARB Decision	$ 2,761.24	$ 328.87	$ 387.72	$ 920.28	$ -	$ -	$ 1,059.96	$ -	$ -	$ -	$ 2,696.82	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Appeal of HDRB Decision to Town Council	$ 2,208.02	$ 328.87	$ 258.48	$ 920.28	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 2,143.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Appeal of Staff to HDRB	$ 1,288.88	$ -	$ 258.48	$ -	$ -	$ -	$ 953.96	$ 12.02	$ -	$ -	$ 1,224.46	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
HDRB- COA New Construction (SFD)	$ 2,500.18	$ 328.87	$ 516.95	$ -	$ -	$ -	$ 1,589.94	$ -	$ -	$ -	$ 2,435.76	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Permanent Sign License (Administrative)	$ 488.60	$ -	$ 64.62	$ -	$ -	$ -	$ 423.98	$ -	$ -	$ -	$ 488.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Temporary Sign License (Administrative)	$ 382.61	$ -	$ 64.62	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 382.61	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Development Plan and ZMA Re-submission Fee (per submission following 3rd)	$ 4,871.37	$ 411.09	$ 969.29	$ 736.22	$ 834.72	$ 529.98	$ -	$ -	$ -	$ 96.14	$ 3,577.43	$ 35.51	$ 245.41	$ 667.77	$ 30.68	$ 106.00	$ 1,085.36	$ 35.51	$ 55.65	$ 53.00	$ 144.16	$ 64.42	$ -	$ 64.42
HDO - Staff Review COA (Residential)	$ 1,118.07	$ -	$ 323.10	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,118.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
HDO - Staff Review COA (Non-Residential)	$ 1,118.07	$ -	$ 323.10	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,118.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22.32 Reviews (Under Comp Planning)	$ 4,647.89	$ 411.09	$ 646.19	$ 3,435.70	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,492.97	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ -	$ -	$ -	$ -	$ 32.21	$ -	$ 32.21
Temporary Use Permit (less than 90 days)	$ 278.90	$ -	$ -	$ 30.68	$ -	$ -	$ -	$ -	$ 54.50	$ -	$ 85.18	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ 71.02	$ -	$ -	$ 71.02	$ -	$ -	$ -
*Roll-Off Dumpsters/PODs	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21.80	$ -	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Development Plan (Includes Submissions 1, 2 & 3)	$ 25,138.81	$ 2,959.82	$ 6,138.83	$ 2,944.88	$ 4,451.82	$ 1,589.94	$ -	$ -	$ -	$ 384.56	$ 18,469.86	$ 71.02	$ 981.63	$ 3,561.46	$ 490.81	$ 423.98	$ 5,528.91	$ 142.04	$ 445.18	$ 423.98	$ 1,011.21	$ 128.84	$ -	$ 128.84

Application Review Times		COMMUNITY DEVELOPMENT									PUBLIC WORKS- HMC						PUBLIC WORKS - TOWN SHOP				LEGAL		
	TOTAL Town Staff Cost	Director	Deputy Director	Zoning Administrator	Development Planner	Long-Range Planner	HDRB Planner	Community Planner	Zoning Inspector	Arborist	Total Dept. Time	Deputy Director	Chief Engineer	Engineer	Building Official	Traffic Engineer	Total Dept. Time	Deputy Director	Utility Manager	Project Engineer	Total Dept. Time	Town Attorney	Deputy Town Attorney	Total Dept. Cost
Legislative Reviews		82.2171	64.6193	61.3517	55.6478	52.9979	52.9979	48.0706	43.6015	48.0706		71.0223	61.3517	55.6478	61.3517	52.9979		71.0223	55.6478	52.9979		64.4193		
ARB																								
New Construction	$ 3,023.65	$ 328.87	$ 775.43	$ -	$ -	$ -	$ 1,854.93	$ -	$ -	$ -	$ 2,959.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Alterations	$ 1,182.48	$ -	$ 323.10	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,118.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Additions	$ 1,570.80	$ 123.33	$ 323.10	$ -	$ -	$ -	$ 1,059.96	$ -	$ -	$ -	$ 1,506.38	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Accessory Structures	$ 617.64	$ -	$ 129.24	$ -	$ -	$ -	$ 423.98	$ -	$ -	$ -	$ 553.22	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Wall Signs	$ 511.65	$ -	$ 129.24	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 447.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Free Standing Signs	$ 511.65	$ -	$ 129.24	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 447.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Master Sign Plans	$ 1,117.87	$ -	$ 258.48	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,053.45	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Amendments to Approved Applications	$ 829.63	$ -	$ 129.24	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 765.21	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
	$ -																							
*Sign Appeal Fees	$ 765.21	$ -	$ 129.24	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 765.21	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
*Appeal ARB	$ 2,761.24	$ 328.87	$ 387.72	$ 920.28	$ -	$ -	$ 1,059.96	$ -	$ -	$ -	$ 2,696.82	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
	$ -																							
HDRB																								
COA New Construction	$ 2,500.18	$ 328.87	$ 516.95	$ -	$ -	$ -	$ 1,589.94	$ -	$ -	$ -	$ 2,435.76	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
COA Alterations	$ 1,182.48	$ -	$ 323.10	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,118.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
COA Additions	$ 1,570.80	$ 123.33	$ 323.10	$ -	$ -	$ -	$ 1,059.96	$ -	$ -	$ -	$ 1,506.38	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
COA Accessory Structures	$ 1,023.49	$ -	$ 323.10	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 959.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
COA Demolitions	$ 2,364.43	$ 328.87	$ 646.19	$ -	$ -	$ -	$ 1,324.95	$ -	$ -	$ -	$ 2,300.01	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Wall Signs	$ 511.65	$ -	$ 129.24	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 447.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Freestanding Signs	$ 511.65	$ -	$ 129.24	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 447.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Master Sign Plans	$ 1,117.87	$ -	$ 258.48	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,053.45	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Amendments to Approved Applications	$ 829.63	$ -	$ 129.24	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 765.21	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Residential COA Alt., Additions, Acc. Structures	$ 1,288.88	$ -	$ 258.48	$ -	$ -	$ -	$ 953.96	$ 12.02	$ -	$ -	$ 1,224.46	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
	$ -																				$ -			$ -
*HDRB Appeals	$ 2,208.02	$ 328.87	$ 258.48	$ 920.28	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 2,143.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Board of Zoning Appeals																								
Variance	$ 938.71	$ 164.43	$ 64.62	$ 490.81	$ -	$ -	$ -	$ 96.14	$ -	$ -	$ 816.01	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Additional Variances (each)	$ 333.96	$ 82.22	$ 64.62	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ -	$ 269.54	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Zoning Administrator Decision Appeal	$ 1,149.13	$ 164.43	$ -	$ 920.28	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,084.71	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Zoning																								
Zoning Permits																								
Zoning Appropriateness Permits (ZAPs)	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21.80	$ -	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Inspection Permit, Home Business	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21.80	$ -	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Inspection Permit, Keeping of Fowl	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21.80	$ -	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Inspection Permit, Food Truck (per inspection)	$ 43.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 43.60	$ -	$ 43.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Inspection Permit, Short Term Rental (per inspection)	$ 43.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 43.60	$ -	$ 43.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Administrative Adjustment (per building affected)	$ 293.48	$ -	$ -	$ 245.41	$ -	$ -	$ -	$ 48.07	$ -	$ -	$ 293.48	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Verification Letter SFD	$ 184.06	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Verification Letter non-SFD	$ 184.06	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Temporary Use Permit (less than 90 days)	$ 278.90	$ -	$ -	$ 30.68	$ -	$ -	$ -	$ -	$ 54.50	$ -	$ 85.18	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ 71.02	$ -	$ -	$ 71.02	$ -	$ -	$ -
Temporary Use Permit (greater than 90 days)	$ 370.93	$ -	$ -	$ 122.70	$ -	$ -	$ -	$ -	$ 54.50	$ -	$ 177.21	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ 71.02	$ -	$ -	$ 71.02	$ -	$ -	$ -
Waiver Requests	$ 1,074.42	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ 184.06	$ -	$ -	$ 890.36	$ -	$ -	$ 890.36	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Temporary health care structure application	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Administrative Review Eligible Projects (AREPs)	$ 529.50	$ -	$ -	$ 245.41	$ -	$ -	$ -	$ -	$ -	$ -	$ 245.41	$ -	$ -	$ -	$ -	$ -	$ -	$ 284.09	$ -	$ -	$ 284.09	$ -	$ -	$ -
Signs	$ 488.60	$ -	$ 64.62	$ -	$ -	$ -	$ 423.98	$ -	$ -	$ -	$ 488.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Request for early site occupation prior to completion of improvements in accordance with section 78-120.1 and 78-120.2, application flat fee	$ 690.59	$ -	$ -	$ 245.41	$ 222.59	$ -	$ -	$ -	$ -	$ -	$ 468.00	$ -	$ -	$ 222.59	$ -	$ -	$ 222.59	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Request for early site occupation prior to completion of improvements in accordance with section 78-120.1 and 78-120.2, per inspection	$ 476.22	$ -	$ -	$ 61.35		$ -	$ -	$ -	$ -	$ 192.28	$ 253.63	$ -	$ -	$ 222.59	$ -	$ -	$ 222.59	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Ordinance Text Amendments *(Remove Subdivision)*																								
Change in permitted uses	$ 5,674.62	$ 246.65	$ 129.24	$ 4,417.32	$ 222.59	$ 529.98	$ -	$ -	$ -	$ -	$ 5,545.78	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 128.84	$ -	$ 128.84
Other changes, more than 100 words, more than one section	$ 5,838.55	$ -	$ 1,292.39	$ 4,417.32	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,709.71	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 128.84	$ -	$ 128.84
Amendment less than 100 words changed	$ 3,655.49	$ -	$ 646.19	$ 2,944.88	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,591.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
																								$ -
Planning/Zoning Applications																								
Comprehensive Planning	$ -										$ -													$ -
Comp Plan Amendment	$ 14,873.20	$ 411.09	$ 5,169.54	$ 490.81	$ -	$ 8,479.66	$ -	$ -	$ -	$ -	$ 14,551.11	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 322.10	$ -	$ 322.10
	$ -										$ -	$ -												$ -
Rezoning																								
ZMA First Submission	$ 21,253.44	$ 1,644.34	$ 5,169.54	$ 2,944.88	$ 4,451.82	$ 1,589.94	$ -	$ -	$ -	$ 384.56	$ 16,185.09	$ 71.02	$ 981.63	$ 3,116.28	$ 122.70	$ 423.98	$ 4,715.61	$ 71.02	$ 111.30	$ 106.00	$ 288.31	$ 64.42	$ -	$ 64.42
Proffer Condition Amendment	$ 4,447.83	$ 246.65	$ 969.29	$ 2,944.88	$ 222.59	$ -	$ -	$ -	$ -	$ -	$ 4,383.41	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Modification Request (each)	$ 1,337.40	$ -	$ 969.29	$ 368.11	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,337.40	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 4,732.85	$ 287.76	$ 516.95	$ 61.35	$ 890.36	$ -	$ -	$ -	$ -	$ -	$ 1,756.43	$ -	$ 490.81	$ 890.36	$ -	$ 1,377.95	$ 2,759.12	$ -	$ 111.30	$ 106.00	$ 217.29	$ -	$ -	$ -
Development Plan	$ 25,138.81	$ 2,959.82	$ 6,138.83	$ 2,944.88	$ 4,451.82	$ 1,589.94	$ -	$ -	$ -	$ 384.56	$ 18,469.86	$ 71.02	$ 981.63	$ 3,561.46	$ 490.81	$ 423.98	$ 5,528.91	$ 142.04	$ 445.18	$ 423.98	$ 1,011.21	$ 128.84	$ -	$ 128.84
	$ 3,232.27										$ -	$ -	$ 490.81	$ 2,003.32	$ 61.35	$ 423.98	$ 2,979.47	$ 35.51	$ 111.30	$ 106.00	$ 252.80	$ -	$ -	$ -
	$ -										$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Accessory Reviews																								
Minor Water Quality Impact Assessment	$ 766.01	$ 41.11	$ 64.62	$ 245.41	$ 222.59	$ -	$ -	$ -	$ -	$ 192.28	$ 766.01	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Major Water Quality Impact Assessment	$ 1,556.41	$ 82.22	$ 323.10	$ 736.22	$ 222.59	$ -	$ -	$ -	$ -	$ 192.28	$ 1,556.41	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Exception Request to Provisions of Ches. Bay Pres. Overlay Dist.	$ 2,944.88	$ -	$ -	$ 2,944.88	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,944.88	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Ches. Bay Waiver Request	$ 327.62	$ 82.22	$ -	$ 245.41	$ -	$ -	$ -	$ -	$ -	$ -	$ 327.62	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Site Specific Delineation in RPA less than 5,000 SF	$ 400.47	$ 82.22	$ 64.62	$ 61.35	$ -	$ -	$ -	$ -	$ -	$ 192.28	$ 400.47	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Site Specific Delineation in RPA more that 5,000 SF	$ 720.30	$ 82.22	$ 323.10	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ 192.28	$ 720.30	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Additional Studies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Flood Plain Study (plus 1/2 consultant fees, if req.)	$ 1,469.16	$ 164.43	$ 323.10	$ 981.63	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,469.16	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Special Exceptions																								
Residential Uses	$ 5,072.32	$ 246.65	$ 323.10	$ 1,963.25	$ -	$ -	$ -	$ 48.07	$ -	$ -	$ 2,581.07	$ 71.02	$ 490.81	$ 1,335.55	$ 61.35	$ 211.99	$ 2,170.73	$ 71.02	$ 111.30	$ 106.00	$ 288.31	$ 32.21	$ -	$ 32.21
Education, Government, Institutional, Community Service Uses	$ 4,647.89	$ 411.09	$ 646.19	$ 3,435.70	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,492.97	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ -	$ -	$ -	$ -	$ 32.21	$ -	$ 32.21
Non-Residential Uses with no site alt.	$ 6,565.22	$ 123.33	$ 323.10	$ 1,963.25	$ -	$ -	$ -	$ 576.85	$ -	$ -	$ 2,986.52	$ 71.02	$ 981.63	$ 1,335.55	$ 122.70	$ 529.98	$ 3,040.88	$ 71.02	$ 222.59	$ 211.99	$ 505.61	$ 32.21	$ -	$ 32.21
Non-Res. Uses with site alt or additions	$ 19,184.59	$ 328.87	$ 5,169.54	$ 3,435.70	$ 4,451.82	$ -	$ -	$ 624.92	$ -	$ 384.56	$ 14,395.41	$ 71.02	$ 981.63	$ 3,116.28	$ 122.70	$ 106.00	$ 4,397.63	$ 142.04	$ 111.30	$ 106.00	$ 359.34	$ 32.21	$ -	$ 32.21
Re-application time limit waiver	$ 614.14	$ 123.33	$ -	$ 490.81	$ -	$ -	$ -	$ -	$ -	$ -	$ 614.14	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 4,650.63	$ 205.54	$ 516.95	$ 61.35	$ 890.36	$ -	$ -	$ -	$ -	$ -	$ 1,674.21	$ -	$ 490.81	$ 890.36	$ -	$ 1,377.95	$ 2,759.12	$ -	$ 111.30	$ 106.00	$ 217.29	$ -	$ -	$ -
Building Location Surveys																								
Building Location Surveys	$ 1,329.57	$ -	$ 64.62	$ 30.68	$ -	$ -	$ -	$ 192.28	$ -	$ -	$ 287.58	$ -	$ 490.81	$ 445.18	$ -	$ 106.00	$ 1,041.99	$ -	$ -	$ -	$ -	$ -	$ -	$ -
RPA Permits	$ 144.21	$ -	$ -	$ -	$ -	$ -	$ -	$ 144.21	$ -	$ -	$ 144.21	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
New Fees																								
Sign Appeal Fees	$ 765.21	$ -	$ 129.24	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 765.21	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Appeal of ARB Decision	$ 2,761.24	$ 328.87	$ 387.72	$ 920.28	$ -	$ -	$ 1,059.96	$ -	$ -	$ -	$ 2,696.82	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Appeal of HDRB Decision to Town Council	$ 2,208.02	$ 328.87	$ 258.48	$ 920.28	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 2,143.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Appeal of Staff to HDRB	$ 1,288.88	$ -	$ 258.48	$ -	$ -	$ -	$ 953.96	$ 12.02	$ -	$ -	$ 1,224.46	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
HDRB- COA New Construction (SFD)	$ 2,500.18	$ 328.87	$ 516.95	$ -	$ -	$ -	$ 1,589.94	$ -	$ -	$ -	$ 2,435.76	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Permanent Sign License (Administrative)	$ 488.60	$ -	$ 64.62	$ -	$ -	$ -	$ 423.98	$ -	$ -	$ -	$ 488.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Temporary Sign License (Administrative)	$ 382.61	$ -	$ 64.62	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 382.61	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Development Plan and ZMA Re-submission Fee (per submission following 3rd)	$ 4,871.37	$ 411.09	$ 969.29	$ 736.22	$ 834.72	$ 529.98	$ -	$ -	$ -	$ 96.14	$ 3,577.43	$ 35.51	$ 245.41	$ 667.77	$ 30.68	$ 106.00	$ 1,085.36	$ 35.51	$ 55.65	$ 53.00	$ 144.16	$ 64.42	$ -	$ 64.42
HDO - Staff Review COA (Residential)	$ 1,118.07	$ -	$ 323.10	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,118.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
HDO - Staff Review COA (Non-Residential)	$ 1,118.07	$ -	$ 323.10	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,118.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

22.32 Reviews (Under Comp Planning)	$ 4,647.89		$ 411.09	$ 646.19	$ 3,435.70	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,492.97		$ -	$ -	$ -	$ 122.70	$ -	$ 122.70		$ -	$ -	$ -	$ -		$ 32.21	$ -	$ 32.21	
Temporary Use Permit (less than 90 days)	$ 278.90		$ -	$ -	$ 30.68	$ -	$ -	$ -	$ -	$ 54.50	$ -	$ 85.18		$ -	$ -	$ -	$ 122.70	$ -	$ 122.70		$ 71.02	$ -	$ -	$ 71.02		$ -	$ -	$ -	
*Roll-Off Dumpsters/PODs	$ 21.80		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21.80	$ -	$ 21.80		$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -		$ -	$ -	$ -	
Development Plan (Includes Submissions 1, 2 & 3)	$ 25,138.81		$ 2,959.82	$ 6,138.83	$ 2,944.88	$ 4,451.82	$ 1,589.94	$ -	$ -	$ -	$ 384.56	$ 18,469.86		$ 71.02	$ 981.63	$ 3,561.46	$ 490.81	$ 423.98	$ 5,528.91		$ 142.04	$ 445.18	$ 423.98	$ 1,011.21		$ 128.84	$ -	$ 128.84	

TOWN OF Herndon VIRGINIA

ZOTA #25-02: Adjustment of Community Development Fee Schedule in accordance with a Comprehensive Fee Evaluation

Town Council Regular Meeting
March 25, 2025

Collin J. Okoniewski
Planning Operations Manager

Background

- The Town Council approved Resolution 25-G-10, to initiate the consideration of ZOTA #25-02 at its regular meeting, held on January 29th, 2025.
- Development application fees were last adjusted with the adoption of ZOTA #24-01 in May 2024.
  - Immediate change to raise fees in accordance with rising costs
  - Only took the rate of inflation into account with the increase
- Prior to ZOTA #24-01, development fees were last adjusted with ZOTA #06-01 in June 2006.

Project Description

- The proposed development fee schedule was developed to address increased costs to the Town through staff review time, and update fees in line with neighboring jurisdictions.
- Development application fees are specified in Article XV of the zoning ordinance in Table 78-152.2(b)(3). Fees include:
  - Land use applications (rezoning and special exception),
  - Design review applications (Architectural Review Board and Historic District Review Board),
  - Board of Zoning Appeals applications (variance and appeals),
  - Site plan and subdivision review applications (including bonding), and
  - Miscellaneous administrative zoning reviews and permits.

Project Description (cont.)

- The evaluation of fees included:
  - Comprehensive evaluation of fees in neighboring jurisdictions (Leesburg, Fairfax City, Vienna, Fairfax County, Arlington County, Loudoun County, Alexandria City).
  - Staff time and cost analysis per application type.
    - Staff time collected from: Community Development, Public Works-Engineering, Building Inspections, Public Works-Operations, Town Attorney.
  - Process evaluation and fee structure comparison/reform
- Fees limited by the Code of Virginia or other town code sections have not been adjusted as part of this evaluation
- Fees associated with site plans, single lot development plans, and other construction-related fees were not adjusted as part of this fee evaluation
  - Anticipated migration of these processes from Community Development to DPW-Engineering.

Fiscal Impact

- Adoption of the increase in development application fees in its current form will result in increased fee revenue for the Town.
  - Based on applications submitted in FY2024 there would be an increase in application revenue from approximately $11,800 to $50,825; this equates to a 430% increase.
  - This is a conservative estimation and takes into account that FY2024 did not produce any large-scale development application submissions.
  - Staff would project that a significantly higher percentage point increase would be expected as development occurs throughout town, due to notable increases in legislative application fees.

Accounting for Major Development Fee Changes

Town of Herndon (current)	Town of Herndon (proposed)	Fairfax City	Town of Leesburg	Town of Vienna	City of Falls Church
$8,943	$24,000	$26,375	$16,000	$16,000	$24,750

- To better demonstrate the fee adjustment impacts on large-scale developments, the above figures have been calculated for fees associated with the 555 Herndon Parkway re-zoning project
  - 4.34-acre property
  - Development Plan
  - Three (3) Modification Requests
  - Does not account for Architectural Review Board Fees (additional $1,000)
  - Under the current fee schedule, there is a potential for less money received due to the current Traffic Impact Study fee structure

Recommendations & Impacts

- Planning Commission recommended approval of ZOTA #25-02 at their regular meeting on February 24, 2025
- Staff recommends the Town Council approve ZOTA #25-02.
- If adopted these new development fees will go into effect on **July 1, 2025**

Town of Herndon, Virginia
Notice of Public Hearing

Notice is hereby given that the **Town Council** of the Town of Herndon, Virginia, will hold a public hearing on Tuesday, March 25, 2025, at 7:00 p.m. in the Herndon Council Chambers Building, located at 765 Lynn Street, Herndon on the following item:

> **Ordinance to consider Zoning Ordinance Text Amendment ZOTA #25-02,** to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review, and Permitting), Table 78-152.2(b)(3) (Fees for Development Applications) to adjust development fees in accordance with a comprehensive fee evaluation.

The public is encouraged to participate in the town's public hearing process. Individuals having an interest in the above item are invited to attend the public hearing and state their opinions and may also submit comments to town.clerk@herndon-va.gov. Information on this item is available for review by the public on the town's website at www.herndon-va.gov.

The Town of Herndon supports the Americans with Disabilities Act by making reasonable accommodations for persons with disabilities so that they may participate in services, programs, or activities offered by the town. Please call (703) 435-6804 to arrange for any accommodation that may be necessary to allow for participation. Interpretación en Español está disponible en esta sesión.

Amanda Morrow Kertz, Acting Town Clerk

Note to Publisher:
Publish on March 7/March 14, 2025

Town Council Regular Meeting
Agenda Item 6.a.

Agenda Item: **Resolution 25-G-22 to Award Contract, IFB 25-04, Plain Concrete & Storm Drainage Construction**

Meeting Date: March 25, 2025

Category: Consent

Prepared by: Tammy Chastain, Acting Director of Public Works - Operations

Description:
This contract shall include, but not be limited to, removal of existing concrete, installation and finishing (including special finish) of concrete sidewalks, curb and gutter, handicapped ramps, aprons, slabs, footings, storm structures, pipes and related work in the Town of Herndon. The initial term of this contract is for one year commencing upon the date that the contract is fully executed. The contract has four (4) one-year optional renewals.

Background:
The town is responsible for maintaining the right-of-way and public property, which includes concrete surfaces, such as curb and gutter, sidewalks, driveway aprons, and ramps. This contract is also utilized for repair and maintenance of town-owned and maintained portions of the public storm sewer system. All work shall be performed in accordance with Federal, State, and Local regulations and Occupational Safety and Health Administration (OSHA) requirements.

Contract #25-04, Plain Concrete & Storm Drainage Construction, was advertised on February 13, 2025. On March 14, 2025, the following bids were received:

Bidder	Bid Amount
North Construction, Inc	$966,777.75
Arthur Construction Co., Inc	$1,101,098.75
Imperio Construction LLC	$1,184,937.50
M&F Concrete Inc	$1,264,789.25
Finley Asphalt & Concrete	$1,742,189.80
A&M Concrete Corporation	$2,345,980.00
Crown Construction Service, Inc	$2,346,930.00
Sagres Construction Corporation	$3,533,670.00

In accordance with the specifications, this contract may be extended by the town for four successive one-year periods, and the town reserves the right to award to multiple bidders. Quantities furnished were based on estimated amounts only and may vary by project and year. The apparent lowest bidder, North Construction, Inc., has been found to be responsive and responsible and is listed as the primary, and Arthur Construction Co, Inc is the apparent second-lowest bidder and has been listed as secondary.

Related Strategic Plan Goal(s):
Good Governance Goal 1: Maintain and enhance public facilities to effectively support municipal operations and services.
Thriving Community Goal 1: Prioritize accessible government services, programs, and infrastructure.

Timing Impact:
The current contract for plain concrete and storm drainage construction expires on April 19, 2025.

Strategic Focus Area:

Thriving Community
Good Governance

Fiscal Impact:
Funds to support this contract are available in the Streets Concrete Replacement and Repair budget. For FY 2025, the Town budgeted $300,000 for concrete replacement and repair and is proposing for FY 2026 a budget of $350,000 for this work.

Legal Impact:
This contract was procured under Town Code Chapter 30, Article VIII Fiscal Procedures, Division 2 - Procurement.

Staff Recommendation/Next Steps:
Staff recommends Contract IFB 25-04 be awarded to North Construction, Inc as the primary, and Arthur Construction Co, Inc as the secondary.

Attachments:
1. Resolution (Proposed)

TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL

RESOLUTION

MARCH 25, 2025

Resolution- to Award Contract, IFB 25-04, Plain Concrete & Storm Drainage Construction.

The town has solicited by posting an Invitation for Bid (IFB) for a qualified contractor for its annual concrete replacement contract to include but not limited to, removal of existing concrete, installation and finishing (including special finish) of concrete sidewalks, curb and gutter, handicapped ramps, aprons, slabs, footings, storm structures, pipes and related work in the Town. Eight bids were received and opened on March 14, 2025. The Town reserves the right to award to multiple bidders. The apparent lowest bidder, North Construction, Inc., was found to be responsive and responsible. The next lowest bidder, Arthur Construction Co., Inc., was also found to be responsive and responsible.

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

1. Contract IFB 25-04 to North Construction, Inc. is awarded as primary, and Arthur Construction Co., Inc. is awarded as secondary.

2. The Town Manager or their designee is authorized to approve contract modifications that modify project scope, costs and length of contract time in accordance with procurement policy and regulations.

25-G-22

Town Council Regular Meeting
Agenda Item 6.b.

Agenda Item: **November 12, 2024, Town Council Meeting Minutes**

Meeting Date: March 25, 2025

Category: Consent

Prepared by: Amanda Kertz, Acting Town Clerk

Description:
This is a request to approve the November 12, 2024 Regular Meeting Minutes.

Background:
N/A

Timing Impact:
Town Council minutes are typically presented for approval in chronological order. Action on the minutes is an important function of the Town Council.

Strategic Focus Area:

Good Governance

Fiscal Impact:
N/A

Legal Impact:
N/A

Staff Recommendation/Next Steps:
Recommend approval as presented.

Attachments:
1. November 12, 2024, Draft Town Council Regular Meeting Minutes

HERNDON TOWN COUNCIL
Regular Meeting Minutes
Tuesday, November 12, 2024

1. Call to Order

Mayor Olem called the November 12, 2024, Town Council regular 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: Christopher Martino, Interim Town Manager; Lesa Yeatts, Town Attorney; Kirstyn Barr Jovanovich and Scott Robinson, Acting Deputy Town Managers; Captain Stephen Pihonak, Herndon Police Department; Anne Papa, Chief Communications Officer; Lisa Gilleran, Director of Community Development; Marjorie Sloan, Director of Finance; Maria Lee, Budget Manager; 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 provided announcements for the upcoming Thanksgiving holiday, stating that the Herndon Turkey Trot race is on Saturday, November 23 at 4:00 p.m. and that the Town is closed on Thursday, November 28 and Friday, November 29. Trash will be collected on Friday, November 29.

Mayor Olem stated that the next Council work session would be on December 3, with the next regular meeting on December 10.

Mayor Olem stated that the leaf collection is ongoing in the Town through the week of December 9. She encouraged individuals to check the Town calendar and website for additional details and those items.

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3. Presentations/Reports/Comments

a. Proclamation to Recognize Veterans Day, November 11, 2024

Mayor Olem and Vice Mayor Hedrick read the proclamation to recognize Veterans Day into the record. Mayor Olem stated that members of the audience were welcome to comment on the presentation during the Comments from the Audience portion of the agenda.

b. Town Manager Report

Christopher Martino, Interim Town Manager, discussed the plan for holiday decorations that year. He indicated that it is illegal for Town employees to work close to the power lines, and Dominion Virginia Power no longer allows wreaths or other items to be hung from their poles. He stated that decorations will be hung in late November and will include the following: (1) lighting and wreaths at Old Town Hall and on the Depot; (2) lighting on the Caboose; (3) a larger wreath on the Herndon Municipal Center; (4) lighting of the Holiday tree at the Town Hall Square with traditional and twinkling lights; (5) lights on the tree at the corner of Lynn and Elden Streets; (6) a large lit display box at the Depot; and (7) 20 acorn lights will be wrapped in red and gold ribbons along with a bow that should illuminate with the ambient streetlights elsewhere around downtown. He stated that staff was working with a vendor to leave the decorations in place throughout the season, which will be removed in the second or third week of January.

c. Councilmember Comments

Councilmember Dhakal: provided comments about the proclamation to recognize Veterans Day. He offered his sincere appreciation to all the veterans and their families, along with his gratitude to the members of the American Legion, Wayne M. Kidwell Post 184, for their tenure in the armed forces and contributions to the community in Herndon and beyond.
.
Councilmember Dhakal recommended that the Council: (1) consider any measures within the Town's authority to protect citizens from any undue targeting or harassment; and (2) immediately issue a commitment to explore and develop sanctuary measures that include the Town as a place of safety, dignity and respect for all, regardless of background or statuses.

Councilmember Dhakal commended law enforcement for their swift response to address the safety and security issues caused by the September 6 bomb threat in the community. He requested staff to provide the following in an upcoming session: (1) information on the outcome of this investigation; and (2) steps taken by Herndon Police in response to the incident.

Councilmember del Aguila: echoed his colleagues' comments on the proclamation to recognize Veterans Day.

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Councilmember del Aguila stated he has been approached by constituents who are deeply concerned about the current federal policies that are impending on the immigrant population. He proposed that the Council discuss potential steps they can take to either ensure or protect neighbors and residents that feel vulnerable at the next work session.

Councilmember Scherff: echoed her colleagues' comments on the proclamation to recognize Veterans Day.

Councilmember Scherff encouraged everyone to view last week's Town Council work session, which included discussions about affordable housing and equitable use of resources in marketable rate real estate. She stated that it is not about taking anyone's funding or space away, but about ensuring that the Town's resources are shared equitably.

Councilmember Scherff wished everyone a Happy Thanksgiving, stating that she was grateful to serve the community and work together to make sure that everyone feels safe and at home.

Councilmember Alam: echoed her colleagues' comments on the proclamation to recognize Veterans Day.

Councilmember Alam stated that a friend of hers was approached by a man in her car, hit the windows and yelled at her at a signal. She asked that both the Herndon Police Department and the Fairfax County Police Departments stay vigilant about these types of crimes.

Councilmember LeBlanc: echoed his colleagues' comments on the proclamation to recognize Veterans Day.

Councilmember LeBlanc stated that he has heard concerns expressed about unity. He stated that Herndon has the opportunity to show what a community really looks like. He encouraged everyone in the spirit of Thanksgiving and Veterans Day to take time to serve one another.

Vice Mayor Hedrick: echoed his colleague's comments about the proclamation to recognize Veterans Day.

Vice Mayor Hedrick stated that he looks forward to working with his colleagues for the rest of this term, and appreciates the voters' confidence in him for the next term.

Mayor Olem: echoed her colleague's comments about the proclamation to recognize Veterans Day. She stated that she enjoyed attending the Avenue of

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Flags at Chestnut Grove Cemetery, and appreciated the work the American Legion does to display the flags.

Mayor Olem discussed several events she recently attended, including: (1) Herndon Homecoming Parade; (2) 50th Anniversary Celebration for The Closet on October 23; (3) the Arts Fairfax Awards on October 25 in Fairfax County; (4) the ribbon cutting for the new Belmont Ridge Road widening on October 28; and (5) the Northern Virginia State of the Region Transportation Network with Vice Mayor Hedrick on October 30.

Comments and Disclosures for the Record

Mayor Olem asked Amanda Kertz, Acting Town Clerk, if she received comments for the record or signed disclosure declarations from Council. Ms. Kertz stated that comments were provided to Council and entered into the record on General Item #6(a), Resolution 24-G-65 to authorize the Interim Town Manager to execute a letter of intent regarding bond financing support for the downtown redevelopment project.

The Town Clerk did not receive additional public comments or disclosures on any other items listed on that meeting's agenda.

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 General Item 6(a) Resolution 24-G-65 to authorize the Interim Town Manager to execute a Letter of Intent Regarding Bond Financing Support for the Downtown Redevelopment Project:

- Stephan Porter, 905 Vine Street, Herndon: also extended his appreciation to veterans, and encouraged support for them throughout the year.

- Jay Hadlock, 505 Alabama Drive, Herndon: also thanked staff member Fadrique Iglesias, Community Planner, for his work on the Farmers Market.

The following individuals provided comments on Item 3(a) Proclamation to Recognize Veterans Day, November 11, 2024:

- Albert Rivera, 132 Anthem Avenue, Herndon.

The following individuals provided comments on General Item 6(b) Resolution 24-G-66 to approve and authorize the mayor to sign a Sublicense Agreement between the Town of Herndon and Arts Herndon, Inc., for the space at 750 Center Street:

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- Demeter Capsalis, 1483 Powells Tavern Place, Herndon: also asked what can be done to help queer and trans youth in Herndon, and for Herndon to become a sanctuary Town.

- Rusty Budd, 330 Reneau Way, Herndon: also asked to prioritize supporting queer youth in the coming days.

The following individuals provided comments on various topics:

- Alexander Burke, 910 Jorrs Place, Herndon: asked the Town Manager if staff would consider putting lights throughout the W&OD trail.

- Kelvin Garcia, 2020 Wilkes Court, Herndon: expressed gratitude to those that supported him, and that he is looking forward to collaborating with each member of Council.

- Barbara Glakas, 935 Barton Oaks, Place, Herndon: provided comments on funding for events; Town Council salaries; strategic initiatives fund; and the donation policy.

5. Public Hearings

a. Ordinance 24-O-29 to amend the Fiscal Year (FY) 2025 Adopted Budget for the General Fund

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, October 25, and Friday, November 1, issues.

Mayor Olem opened the public hearing and recognized Marjorie Sloan, Director of Finance, who provided the staff report for the third amendment to the FY 2025 budget. She stated the proposed amendment for $757,000 is to fund the following: (1) $57,000 in the General Fund to the Herndon Police which includes $42,000 for the purchase of a FARO Scanner and associated software and licenses and $15,000 from the state seized asset fund to purchase an Explosive Ordnance Disposal K9; (2) $200,000 to address costs from a substantial leak in the Herdon Municipal Center; (3) $300,000 to fund a consultant for affordable housing; and (4) $200,000 to undertake a market study and economic development strategy.

There was discussion among the Council and staff on the proposed amendment to the General Fund.

Mayor Olem called for comments from the audience.

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The public hearing was held, and the following individual provided testimony:

- Jay Hadlock, 515 Alabama Drive, Herndon.

Seeing no further comments from the audience, Mayor Olem closed the public hearing and moved to Council level for discussion and action.

Councilmember LeBlanc moved to approve Ordinance 24-O-29 to amend the Fiscal Year (FY) 2025 Adopted Budget for the General Fund, as presented.

Motion seconded by Councilmember del Aguila.

There were brief comments from the Council regarding the funding appropriations included in the amendment.

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. General

a. Resolution 24-G-65 to authorize the Interim Town Manager to execute a Letter of Intent Regarding Bond Financing Support for the Downtown Redevelopment Project

Christopher Martino, Interim Town Manager, provided brief comments, stating that the proposed resolution would allow the Town to enter into bond financing to support the Downtown Redevelopment Project. He stated this was a request to authorize the Interim Town Manager to execute a Letter of Intent (LOI) between the Town and the City of Fairfax Economic Development Authority (EDA) in pursuit of a mutually beneficial financing plan related to the downtown redevelopment project. Mr. Martino recognized Kyle Laux, the Town's financial consultant with Davenport and Company, to provide an update on the project financing.

Mr. Laux provided a presentation which included the following: (1) an overview of the Town's current credit ratings and how the bonding would impact the current debt profile; (2) potential bond financing that is proposed to occur in support of the project, including structure and possible interest rates; (3) impact of bond financing on the Town's adopted financial policies and guidelines; and (4) key factors and considerations regarding the Town's participation in a bond financing for the project.

Mr. Laux discussed the proposed financing structure and stated that the financing would consist of approximately $15 to $20 million related only to the public

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components of the Project. He stated that the majority of the funding would go towards the hard costs, in particular, the construction of the public parking garage.

Mr. Laux discussed the proposed bond structure, which includes the bonds being issued via a legal conduit issuer, the Fairfax City Economic Development Authority. He stated that the Town would be making a “moral obligation” (i.e. not a legal obligation) to the bondholders to repay the debt service over the life of the bond issue, regardless of whether other offsetting payments (detailed further herein) materialize.

Mr. Laux reviewed projected tax-supported debt ratios or debt service versus expenditure and debt versus assessed value, stating that the town will remain in compliance with its debt-related financial policy guidelines after the issuance of the projected 2025 bonds. Mr. Laux discussed the proposed financing schedule over the next several months, with the anticipated bond closing occurring before March 31, 2025.

There was discussion between the Council and the staff on this item, including: (1) timing of engaging in the bond; (2) contractual terms that will be put in place; (3) impact on the Town's AAA rating; and (4) potential exposure and risk to the Town of the bond.

Councilmember LeBlanc moved to approve Resolution 24-G-65 to authorize the Interim Town Manager to execute a Letter of Intent Regarding Bond Financing Support for the Downtown Redevelopment Project, as presented.

Motion seconded by Councilmember Scherff.

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.”

b. Resolution 24-G-66 to approve and authorize the mayor to sign a Sublicense Agreement between the Town of Herndon and Arts Herndon, Inc., for space at 750 Center Street

Lesa Yeatts, Town Attorney, presented the staff report and stated that the proposed resolution will approve a sublicense agreement between the Town and Arts Herndon for Arts Herndon's use of the building at 750 Center Street through March 31, 2025. She stated that Council requested at the October 15 meeting that a new sublicense be drafted to allow Arts Herndon to occupy the current space, as well as the space used for storage by NextStop Theatre. She stated that the proposed lease is for both spaces, through March 31, 2025. She stated that Arts Herndon had been given notice to vacate the space on March 30, 2025, and this license allows for that. She stated as of that past Friday, the Town had not received the signed license agreement back from Arts Herndon, and so it was

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unknown whether Arts Herndon intended to keep both leases.

There was discussion among the Council and the staff on this item, including: (1) the logistics of Arts Herndon's relocation after March; and (2) discussion on potential risks if Arts Herndon does not relocate by the lease deadline.

Councilmember Dhakal moved to approve Resolution 24-G-66 to approve and authorize the mayor to sign a Sublicense Agreement between the Town of Herndon and Arts Herndon, Inc., for space at 750 Center Street, as presented.

Motion seconded by Councilmember del Aguila.

There were brief 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."

7. <u>Consent</u>

a. Resolution 24-G-67 to approve a transfer within the FY 2025 Water and Sewer Fund Budget

b. Resolution 24-G-68 to adopt the Town of Herndon's 2025 Legislative Program

c. Resolution 24-G-69 to approve and authorize the mayor to sign a 1-year license agreement between the Town of Herndon and Nafis Peter Ahmed and Ruth Llabres Ahmed for the Town's use of the lot at the corner of Lynn and Station Streets for public parking and other public purposes

d. Resolution 24-G-70 to appoint a member to the Board of Zoning Appeals

e. Resolution 24-G-71 to appoint a member to the Planning Commission

f. July 30, 2024, Town Council Special Meeting – Closed Meeting Minutes

g. August 7, 2024 Town Council Work Session Minutes

h. August 13, 2024 Town Council Meeting Minutes

i. September 3, 2024, Town Council Work Session Minutes

On motion of Councilmember Dhakal, seconded by Councilmember Alam, the Consent Agenda items were approved and carried by unanimous 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."

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8. Adjournment

There being no further business, Mayor Olem adjourned the November 12, 2024, Town Council regular meeting at 9:06 p.m.

Amanda E.M. Kertz
Acting Town Clerk

Minutes approved by Town Council: _____

[Note: Approved resolutions and ordinances are filed in the Town Clerk's office.]

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Town Council Regular Meeting
Agenda Item 6.c.

Agenda Item: **November 20, 2024, Town Council Special Meeting - Closed Meeting Minutes**

Meeting Date: March 25, 2025

Category: Consent

Prepared by: Amanda Kertz, Acting Town Clerk

Description:
This is a request to approve the November 20, 2024 Town Council Special Meeting - Closed Meeting Minutes.

Background:
N/A

Timing Impact:
Town Council minutes are typically presented for approval in chronological order. Action on the minutes is an important function of the Town Council.

Strategic Focus Area:

Good Governance

Fiscal Impact:
N/A

Legal Impact:
N/A

Staff Recommendation/Next Steps:
Recommend approval as presented.

Attachments:
1. November 20, 2024, Special Meeting - Closed Meeting Draft Minutes

HERNDON TOWN COUNCIL
Special Meeting – Closed Meeting Minutes
Wednesday, November 20, 2024

1. **Call to Order**

Mayor Olem called the November 20, 2024, Town Council special closed meeting to order at 5:30 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Sheila Olem; and Councilmembers Naila Alam (arrived at 5:46 p.m.), Cesar del Aguila, Pradip Dhakal, Keven LeBlanc, and Donielle M. Scherff (arrived at 5:36 p.m.).

Participating remotely: Vice Mayor Clerk Hedrick.

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

Determination of a Quorum

Mayor Olem stated, for the record, under Section 2.2-3708.3, Subsection D, of the Code of Virginia, and in accordance with Section 2-4 of the Town Code, the Chair received a request from Vice Mayor Hedrick to participate through electronic communication means in tonight's special closed meeting, due to work commitments. She stated that there was a quorum of the public body physically assembled at the meeting location, with four Councilmembers present in the Herndon Council Chambers Building. With the concurrence of Council, Vice Mayor Hedrick joined the meeting virtually to participate in the closed meeting that evening.

Mayor Olem determined there was a quorum of five members participating, four located in the Herndon Council Chambers Building, and one participating remotely in accordance with Herndon Town Code Section 2-4. Councilmembers Alam and Scherff had not yet arrived. Mayor Olem reminded the Council of the meeting decorum.

Lesa Yeatts, Town Attorney, verified with Vice Mayor Hedrick that he was not using his camera and that he was in a location where the discussion to be held in closed session could not be heard by others. Vice Mayor Hedrick indicated that it was correct, and stated that he had started the meeting from his office location and was driving home from Washington, DC, to Herndon, Virginia.

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2. 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.

Mayor Olem stated that the Council needed to go into a closed meeting and that the appropriate meeting notices were provided in accordance with state law. The closed meeting was held in the Hoover Conference Room in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia.

Councilmember del Aguila moved that the Council convene in a closed meeting to discuss the following as permitted by 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. Councilmember LeBlanc seconded the motion, which carried by 5-0 roll call vote. The vote was: Councilmembers del Aguila, Dhakal, LeBlanc, Vice Mayor Hedrick (participating remotely) and Mayor Olem voting “Aye.” Councilmembers Alam and Scherff having not yet arrived.

The Council went into closed meeting at 5:35 p.m.

[Note: during the closed meeting, Councilmember Scherff arrived at 5:36 p.m.; and Councilmember Alam arrived at 5:46 p.m.]

Councilmember Scherff moved to come out of the closed meeting. Councilmember Dhakal seconded the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Dhakal, LeBlanc, Scherff, Vice Mayor Hedrick (participating remotely), and Mayor Olem voting “Aye.”

The Council came out of the closed meeting at 6:44 p.m.

Councilmember Dhakal moved to certify that, to the best of each member's knowledge, in the closed meeting just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed meeting and (2) lawfully permitted to be discussed in a closed meeting under the provisions of the Virginia Freedom of Information Act as cited in that motion. Motion seconded by Councilmember Alam seconded the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Dhakal, LeBlanc, Scherff, Vice Mayor Hedrick (participating remotely), and Mayor Olem voting “Aye.”

Aye: 7
Nay: 0
Absent: 0

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3. Adjournment

There being no further business, Mayor Olem adjourned the November 20, 2024, Town Council special meeting - closed meeting at 6:45 p.m.

Amanda E.M. Kertz, Acting Town Clerk

Minutes Approved by Town Council: _____

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Town Council Regular Meeting
Agenda Item 6.d.

Agenda Item: **December 3, 2024, Town Council Work Session Minutes**

Meeting Date: March 25, 2025

Category: Consent

Prepared by: Amanda Kertz, Acting Town Clerk

Description:
This is a request to approve the December 3, 2024, Work Session Minutes.

Background:
N/A

Timing Impact:
Town Council minutes are typically presented for approval in chronological order. Action on the minutes is an important function of the Town Council.

Strategic Focus Area:

Good Governance

Fiscal Impact:
N/A

Legal Impact:
N/A

Staff Recommendation/Next Steps:

Attachments:
1. December 3, 2024, Draft Town Council Work Session Minutes

HERNDON TOWN COUNCIL
Work Session Minutes
Tuesday, December 3, 2024

1. Call to Order

Vice Mayor Hedrick called the December 3, 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: Vice Mayor Clark Hedrick; and Councilmembers Naila Alam, Cesar del Aguila, Pradip Dhakal, Keven LeBlanc, and Donielle M. Scherff.

Mayor Sheila Olem was absent.

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; Anne Papa, Chief Communications Officer; Lisa Gilleran, Director of Community Development; Marjorie Sloan, Director of Finance; Bob Williams, Director of Parks and Recreation; John Irish, Acting Director of Public Works; Captains Steve Pihonak and Jay Carson, Herndon Police Department; and Margie Tacci, Acting Chief Deputy Town Clerk.

Determination of a Quorum

Vice Mayor Hedrick stated that he was chairing the work session that evening on behalf of Mayor Olem, who was unable to attend the meeting. He determined there was a quorum of six Councilmembers present (Mayor Olem was absent), and he reminded the Council of the meeting decorum.

Vice Mayor Announcements

Vice Mayor Hedrick announced several upcoming events for the holiday season, including on Saturday, December 7: (1) Holiday Model Train Show, 10:00 a.m. to 4:00 p.m., at Arts Herndon, (2) Caboose Open House, 11:00 a.m. to 2:00 p.m., (3) Herndon Homes Tour, 10:00 a.m. to 4:00 p.m., in downtown Herndon, and (4) Holiday tree lighting and sing-along, 5:00 to 6:00 p.m., Town Hall Square. On Sunday, December 8, the Herndon Community Center will host the Herndon Holiday Arts and Crafts Show. Vice Mayor Hedrick stated that more information about these events was available on the Town's website.

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Comments from Staff

Vice Mayor Hedrick recognized Christopher Martino, Interim Town Manager, for comments. Mr. Martino then recognized Chief Maggie DeBoard, Herndon Police, to provide an update on two incidents that recently occurred in the Town.

Chief DeBoard and Captains Steve Pihonak and Jayson Carson, Herndon Police, discussed an assault incident that occurred off the W&OD trail two weeks prior, and provided details, including: (1) status of the investigation; (2) status of the apprehended individual currently in custody; (3) location where the crime took place; and (4) and safety concerns brought up by members of the public at the candlelight vigil held for the victim.

Chief DeBoard discussed an unrelated second incident that occurred on the night of the candlelight vigil involving a shooting. Chief DeBoard stated that they were able to quickly identify the shooter, thanks to the License Plate Recognition (LPR) cameras in the area that captured the suspect's vehicle and the license plate. Chief DeBoard and Captain Carson provided additional information on LPR camera technology in Town, including eight additional cameras that will be ordered and installed to aid the police department.

There was discussion between the Council and staff about incidents and public safety in the Town, including: (1) adding security cameras on the trail; (2) improving lighting on the trail; (3) managing vegetation on the trail to increase visibility; (4) ordering more LPR cameras; (5) increasing police presence on the trail and around Town; and (6) providing more information to the public in English and Spanish that encourages calling the police.

Responding to Councilmember Scherff, Scott Robinson, Acting Deputy Town Manager, stated that he believed the trail was maintained at the same rate in Town as it was outside of Town, and that while some vegetation was controlled by the Town, the rest was controlled by the Park Authority directly. Councilmember Scherff requested Scott Robinson confirm this information with the Park Authority.

There was further discussion among the Council and the staff about investments in resources and technology that the Town should consider as budget season approaches, as well as what private citizens can do to stay safe in public.

Vice Mayor Hedrick requested that Scott Robinson inquire with the Park Authority whether they have any cameras on the trail.

Amend the Agenda

Vice Mayor Hedrick asked that the Council amend the agenda to move Discussion Item 2(d), on actions the council can take to support increased safety initiatives, to

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the next item. With the concurrence of the Council, the agenda was so amended.

Discussion on actions the council can take to support increased safety initiatives - Councilmember del Aguila

Vice Mayor Hedrick recognized Councilmember del Aguila to begin the discussion, and he asked Chief DeBoard the following: (1) what budget proposals for personnel resources had been given to the Town Manager; (2) what other resources were needed by the police, such as additional foot and bike patrols, to increase safety; (3) how many LPR cameras and drones were needed to be effective; and (4) what options does the Town have for holding subjects.

Responding, Chief DeBoard stated that suspect cannot be detained in the Town and must be transported to the Fairfax County Detention Center.

Councilmember del Aguila provided further comments and stated that he thought that the budget for personnel should be doubled and that the LPR camera budget should also be increased.

There was discussion among the Council and staff regarding funding for public safety items, including: (1) additional drones; (2) technology and resources needed for the Real-Time Crime Center; and (3) dispatch system for the flock cameras and drones. The Council and staff also talked about how to add additional cameras, especially on the W&OD Trail and other public safety concerns in the Town.

2. Discussion

a. Strategic Plan Quarterly Discussion

Vice Mayor Hedrick recognized Christopher Martino, Interim Town Manager, to begin the discussion on the Strategic Plan Quarterly Update. He provided introductory remarks, stating that this portion of the discussion related to strong fiscal stewardship goal and the Town’s transportation network.

i. Presentation of the Town’s Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended June 30, 2024 by Brown Edwards and Company, LLP, Certified Public Accountants

Marjorie Sloan, Director of Finance, recognized Matthew Heatwole, Partner, Brown Edwards and Company, LLP, the Town's audit firm. Mr. Heatwole reviewed the Annual Comprehensive Financial Report (ACFR) for FY 2024 and stated that his firm had completed an audit of the accompanying financial statements. He stated that the Town's financial statements conform with generally accepted accounting principles (GAAP) and the Government Accounting Standards Board (GASB) in the United States. He stated that the result of the independent audit report is a clean, unmodified audit opinion, which indicates reasonable, but no

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absolute, assurances that the financial statements and disclosures are materially correct. He stated that the accompanying Yellow Book and Federal Expenditures audits also received a clean, unmodified audit opinion.

There was no discussion on this item.

ii. Briefing on the State of the Transportation Network

Christopher Martino, Interim Town Manager, recognized John Irish, Acting Director of Public Works, to begin the discussion. Mr. Irish reviewed the transportation network in the Town, stating that approximately $250,000 is budgeted annually for sidewalks, minor trails, and bicycle facilities.

Mr. Irish reviewed the following as related to the transportation network: (1) roles of Town departments in the transportation network process; (2) funding methodology for maintenance and lane mileage projects; (3) completed street and sidewalk projects; (4) completed trail projects; (5) overview and general timeline of transportation grant funding; (6) Transportation Network Safety Action Plan (TNSAP) process; and (7) current TNSAP projects planned in Town.

There was discussion between the Council and the staff about the staff's presentation, including: (1) current unfunded transportation projects; (2) best bond/debt practices for funding transportation projects; (3) where residents can find the list of current proposed projects and their descriptions; (4) feasibility of Crestview Drive breezeway bridge; (5) Virginia Department of Transportation (VDOT) funding mechanisms; and (7) trail specific grants available.

Action Plan

Mr. Martino recognized Kirstyn Barr Jovanovich, Acting Deputy Town Manager, to provide a status update on the Action Plan related to the Town's Strategic Plan.

Ms. Jovanovich provided a status update on the FY 2024 Strategic Plan goals that were expected to have an impact in FY 2026: (1) Strong Fiscal Stewardship; (2) Secure and Interconnected Community; (3) Environmental and Economic Sustainability; (4) Good Governance; and (5) Thriving Community.

There was discussion among the Council and staff about the Action Plan goals outlined for FY 2026.

Responding to Councilmember LeBlanc, Ms. Jovanovich stated that a diversity award had been created as a category in the employee recognition awards given at the Annual Holiday Luncheon. She understood that the Parks and Recreation Department was working on including a diversity award for the Mayor's volunteer award for next year's event.

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Recess

At 9:30 p.m. Vice Mayor Hedrick called a brief recess, and at 9:40 p.m., the Town Council Work Session meeting reconvened, with six members present and Vice Mayor Hedrick presiding. Mayor Olem was absent.

b. Herndon Downtown Redevelopment Project Update

Vice Mayor Hedrick recognized Christopher Martino, Interim Town Manager, to provide an update on the Downtown Redevelopment project. Mr. Martino stated that there is no update on the Downtown Redevelopment project, and that the Town is prepared to continue to move forward on the project. He stated the extension date remains December 10, 2024.

There was no discussion on this item.

c. Proposed Cycling Event Status

Vice Mayor Hedrick recognized Scott Robinson, Acting Deputy Town Manager, External Operations, to discuss the proposed cycling event requested in the August 7, 2024 and September 3, 2024 Town Council Work Sessions. Mr. Robinson provided an update on the three follow-up meetings held to evaluate the feasibility of a large-scale cycling event within the Town.

Mr. Robinson stated this large-scale cycling event proposed would be a criterium, which is a closed-circuit bicycle race with a short track. He stated that the Green Lizard Cycling and the Green Lizard Foundation proposed three possible courses in the downtown area for this event, and briefly discussed the logistics of each proposal. Mr. Robinson stated that the estimated cost of the event for the Town would be approximately $109,800. He stated that the event organizer was willing to reimburse the Town for some or all of the Town’s costs, but would most likely request a grant through the Town as well.

There was discussion among the Council and the staff about the following: (1) the event's cost to the Town; (2) the timing of the event; (3) permits and licenses that would be needed; (4) possible routes possible impact on businesses; (5) safety precautions, including staff and police requirements to support the event; and (6) businesses and neighborhoods that may be impacted by event traffic.

d. Discussion on actions the council can take to support increased safety initiatives - Councilmember del Aguila

[Note: the discussion on actions the council can take to support increased safety initiatives was held at the beginning of the meeting]

e. Discussion on proactively driving revenues into the town - Councilmember del Aguila

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Vice Mayor Hedrick recognized Councilmember del Aguila for discussion on this item. Councilmember del Aguila stated the purpose of this discussion was to start tracking how Town events help generate and retain new revenue for local businesses.

Councilmember del Aguila asked staff to provide a revenue projection report for upcoming events, tracking items such as: (1) analysis of meals tax collected; (2) traffic to Town businesses generated by event attendees; and (3) locality of event attendees. Councilmember LeBlanc stated that he seconded this request. Both stated they would like to see the fiscal impact of this on a quarterly basis, and suggested focusing on the WinterMarkt and Friday Night Live! events.

Councilmember Scherff requested that the Council receive an update at a future meeting from Marc Smith, Director of Economic Development, regarding his progress on initiatives within the Town.

There was further discussion among the Council.

f. Discussion on steps the Town can take to protect our most vulnerable residents - Councilmember del Aguila

Vice Mayor Hedrick recognized Councilmember del Aguila for discussion on this item.

Councilmember del Aguila stated that a lot of the community is feeling vulnerable, due to fear of mass deportations. He inquired if there is anything the Council can do to help reassure family units in the Town, such as making a public statement.

Councilmember LeBlanc stated that he drafted a resolution that he had reviewed with the Town Attorney, and confirmed it met legal requirements. He distributed this draft resolution to the Council.

There was discussion among the Council and staff regarding the need to adopt and make a clear statement to the Town. Topics included (1) a policy adopted by Alexandria that may be a good sample for Herndon; (2) recommendations from the Herndon Diversity Equity and Inclusion Committee (HDEIC); (3) communication needed to ensure citizens can safely call police and (4) ways to create a safe space for businesses and schools.

Christopher Martino, Interim Town Manager, stated that the resolution would be included on the next regular meeting agenda. Lesa Yeatts, Town Attorney, stated it would be brought forth as a general item.

3. <u>Roundtable</u>

<u>Councilmember Alam</u>: thanked the Council and staff for all the ideas brought forward that evening.

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Councilmember Dhakal: no comments.

Councilmember del Aguila: stated that there is a Stars and Stripes event on Saturday, December 7, 10 a.m., where food and clothing will be given away to those in need.

Councilmember Le Blanc: no comments.

Councilmember Scherff: thanked members of the community who participated in the coat drive at Herndon Middle School.

Vice Mayor Hedrick: no comments.

Christopher Martino, Interim Town Manager: provided a quick update on the holiday decorations that he stated would be put up in the downtown by the end of the week.

Mr. Martino also confirmed the action items that were assigned during the meeting, including: (1) inquiring about security monitoring on the trail by the Park Authority; (2) adding eight LPR cameras to the police budget; (3) putting together fiscal year plan in place to fund Capital Improvement Projects; and (4) continuing to work with the cycling event organizers on the feasibility of the proposed criterium race.

4. Adjournment

There being no further business, Vice Mayor Hedrick adjourned the December 3, 2024, Town Council work session meeting at 11:17 p.m.

Amanda E.M. Kertz
Acting Town Clerk

Minutes approved by Town Council : _____

DRAFT

Town Council Regular Meeting
Agenda Item 6.e.

Agenda Item: **December 10, 2024, Town Council Special Meeting - Closed Meeting Minutes**

Meeting Date: March 25, 2025

Category: Consent

Prepared by: Amanda Kertz, Acting Town Clerk

Description:
This is a request to approve the December 10, Special Meetng - Closed Meeting Minutes.

Background:
N/A

Timing Impact:
Town Council minutes are typically presented for approval in chronological order. Action on the minutes is an important function of the Town Council.

Strategic Focus Area:

Good Governance

Fiscal Impact:
N/A

Legal Impact:
N/A

Staff Recommendation/Next Steps:
Recommend approval as presented.

Attachments:
1. December 10, 2024, Draft Closed Meeting Minutes

HERNDON TOWN COUNCIL
Special Meeting - Closed Meeting Minutes
Tuesday, December 10, 2024

1. Call to Order

Mayor Olem called the December 10, 2024, Town Council special meeting - closed meeting to order at 6:11 p.m. in the Hoover Conference Room, Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Sheila Olem; Vice Mayor Clark Hedrick; and Councilmembers Cesar del Aguila, Pradip Dhakal, Keven LeBlanc, and Donielle M. Scherff.

Councilmember Naila Alam was absent.

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 Olem determined a quorum of six Councilmember present, with Councilmember Alam absent.

2. 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

Mayor Olem stated that the Council needed to go into a closed meeting and that the appropriate meeting notices were provided in accordance with state law. The closed meeting was held in the Hoover Conference Room, Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia.

Councilmember del Aguila moved that the Council convene in a closed meeting to discuss the following as permitted by 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. Councilmember LeBlanc seconded the motion, which carried by a 6-0 roll call vote. The vote was: Councilmembers del Aguila, Dhakal, LeBlanc, and Scherff, Vice Mayor Hedrick and Mayor Olem voting “Aye.” Councilmember Alam was absent.

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Vice Mayor Hedrick moved to come out of the closed meeting. Motion seconded by Councilmember Scherff and carried by a 6-0 roll call vote. The vote was: Councilmembers del Aguila, Dhakal, LeBlanc, and Scherff, Vice Mayor Hedrick and Mayor Olem voting “Aye.” Councilmember Alam was absent.

The Council came out of closed meeting at 7:08 p.m.

Councilmember LeBlanc moved to certify that, to the best of each member's knowledge, in the closed meeting just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed meeting and (2) lawfully permitted to be discussed in a closed meeting under the provisions of the Virginia Freedom of Information Act as cited in that motion. Motion seconded by Vice Mayor Hedrick and carried by a 6-0 roll call vote. The vote was: Councilmembers del Aguila, Dhakal, LeBlanc, and Scherff, Vice Mayor Hedrick and Mayor Olem voting “Aye.” Councilmember Alam was absent.

Aye: 6
Nay: 0
Absent: 1

3. <u>Adjournment</u>

There being no further business for this special meeting, Mayor Olem adjourned the December 10, 2024 Town Council special meeting - closed meeting at 7:10 p.m.

Amanda E.M. Kertz
Acting Town Clerk

Minutes approved by Town Council : _____

DRAFT

Town Council Regular Meeting
Agenda Item 6.f.

Agenda Item: **December 10, 2024, Town Council Meeting Minutes**

Meeting Date: March 25, 2025

Category: Consent

Prepared by: Amanda Kertz, Acting Town Clerk

Description:
This is a request to approve the December 10, 2024 Regular Meeting Minutes.

Background:
N/A

Timing Impact:
Town Council minutes are typically presented for approval in chronological order. Action on the minutes is an important function of the Town Council.

Strategic Focus Area:

Good Governance

Fiscal Impact:
N/A

Legal Impact:
N/A

Staff Recommendation/Next Steps:
Recommend approval as presented.

Attachments:
1. December 10, 2024, Draft Town Council Regular Meeting Minutes

HERNDON TOWN COUNCIL
Regular Meeting Minutes
Tuesday, December 10, 2024

1. Call to Order

Mayor Olem called the December 10, 2024, Town Council regular meeting to order at 7:15 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 Cesar del Aguila, Pradip Dhakal, Keven LeBlanc, and Donielle M. Scherff.

Councilmember Naila Alam was absent.

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; Scott Robinson, Director of Public Works; Jaleh Moslehi, Capital Projects Planner; Lieutenant, Justin Dyer, Herndon Police Department; Margie Tacci, Acting Chief Deputy Town Clerk; 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 six Councilmembers present, with Councilmember Alam absent. Mayor Olem reminded the Council of the meeting decorum.

Mayor Announcements

Mayor Olem stated that this was the last meeting before the Holidays, the last regular meeting of the year, and her last meeting serving as Herndon's Mayor. She extended personal thanks to the community, and expressed her wishes for a safe and Happy Holiday Season. Mayor Olem stated that the Town would close at Noon on Tuesday, December 24; be closed on Wednesday, December 25; and be closed on Wednesday, January 1, 2025.

Mayor Olem provided information about two events taking place on Saturday, December 14: Holiday WinterMarkt from Noon to 7:00 p.m. in downtown Herndon and Wreaths Across America at Noon at Chestnut Grove Cemetery.

Mayor Olem stated that the next Town Council work session will be on January 7, 2025, with the regular meeting on January 14, 2025. She encouraged those interested to check the Town's website for additional details and information.

3. Presentations/Reports/Comments

a. Recognition of Mayor Sheila A. Olem, Councilmember Pradip Dhakal, and Councilmember Donielle M. Scherff

Mayor Olem stated that it was her privilege to recognize two Councilmembers for their service to our community on the Town Council: Councilmember Dhakal for his six years of service, and Councilmember Scherff for her two years of service. She asked her colleagues to join her in thanking them and wishing them well in their future endeavors.

Vice Mayor Hedrick expressed his congratulations and thanks to Mayor Olem, for her many years of dedicated service to the Town of Herndon and its surrounding communities, as well as personally for her mentorship.

Mayor Olem recognized representatives from the Dulles Regional Chamber of Commerce. Sheila Dixon, President & CEO; David Hirsch, General Counsel; Joe Malazo, Chairman of the Board; and Laura Poindexter, VP of Friday Night Live!, Dulles Regional Chamber of Commerce, presented a proclamation to Mayor Olem, in recognition of her service to the Town.

b. Town Manager Report

Christopher Martino, Interim Town Manager, stated he appreciated the Council's effort to advance public safety included in Consent Agenda Item 6(b).

c. Councilmember Comments

Councilmember Dhakal: provided comments on his six years on the Town Council, discussing how proud he is of the work that has been done for the Town. He thanked the citizens of the Town of Herndon for the trust they bestowed on him and his colleagues. He also thanked the staff, and other Councilmembers, for their accomplishments. Councilmember Dhakal thanked Councilmember Scherff for what they had worked on together and thanked Mayor Olem for her service.

Councilmember Dhakal stated that he would like to see more work in the future on the following issues: (1) housing; (2) community safety; and (3) overall traffic and walk-ability within the Town.

Councilmember del Aguila: thanked Mayor Olem for her service, and stated he is

looking forward to continued collaboration with the new Town Council.

Councilmember del Aguila stated that he is working to position Herndon as a successful next-generation small town. He stated that he is looking forward to the Town's new branding as a destination to visit, with events he hopes will bring in new energy, new spectators, and new potential sources of revenue. He mentioned pickleball, a Herndon bike race, and a holiday tour of lights at the golf course as new event ideas the Town should prioritize.

Councilmember del Aguila echoed Councilmember Dhakal's comments about addressing safety and affordable housing in the Town.

Councilmember Scherff: thanked those in the audience for attending that evening, especially those that attended with their children. She thanked Mayor Olem for her years of service, and her fellow Councilmembers for all of their hard work.

Councilmember Scherff stated she was proud of the accomplishments over the last two years, especially the introduction of more in-depth, inclusive communication. She also emphasized the work done to build the backbone of the Strategic Plan, so that it could serve as a guide for future decisions and how the Town spends its time and resources. She stated that the accomplishment she is most proud of is the translation services happening now at all public meetings, which she hopes will continue to expand.

Councilmember Scherff requested that her fellow Councilmembers and colleagues continue to let the air and light in, and welcome new partners and participants in all instances. She stated that access and inclusion is essential, and hoped that everyone will continue to be welcomed with open arms. She is looking forward to Mayor-Elect LeBlanc's ideas in the future. She thanked the Town staff, especially the Town Manager, Town Clerk, and Town Attorney, for always taking the time to speak with her and share advice.

Councilmember LeBlanc: expressed his gratitude to the departing Councilmembers, thanking them for their service.

Councilmember LeBlanc encouraged everyone to come together and support those in need in the community during the holiday season. He thanked the civic organizations that have provided support to those in need, and highlighted upcoming Parks and Recreation holiday events. He indicated that those attending Wreaths Across America, who also wanted to attend WinterMarkt, could use the shuttle at Herndon High School as transportation between events.

Vice Mayor Hedrick: thanked each of his colleagues for the hard work that has been accomplished this term. He thanked departing Councilmembers Scherff and Dhakal for their service to the Town, as well as Mayor Olem for her many years of service. He acknowledged that public service is a sacrifice, but encouraged

Councilmembers to remain focused on the impact and long-term positive effect their work will have on the Town.

Vice Mayor Hedrick thanked those in the audience for attending, and stated he cannot wait to hear and listen to everything brought forward over the next two years.

Mayor Olem: stated that this will be her last meeting as Mayor, and that she will miss everyone, but looks forward to spending more time with her family. She mentioned events from the prior weekend she hoped people would be able to attend, including the Model Train Show and Holiday Tree Lighting. She thanked Town of Herndon staff for the holiday decorations put up around Town and for their efforts over the years, especially during the pandemic.

Mayor Olem recognized Nancy Rose, who has volunteered countless hours with her husband for Herndon Community Television (HCTV), and who has been its Executive Director for the last 11 years. She thanked Nancy for always keeping the community connected.

Comments and Disclosures for the Record

Mayor Olem asked Margie Tacci, Acting Chief Deputy Town Clerk, if she had received comments for the record or signed disclosure declarations from the Council. Ms. Tacci stated that comments were entered into the record on General item #5(b), Resolution 24-G-72 to affirm the Town of Herndon's commitment to creating a safe and welcoming community for all; and Consent item #6(b), Ordinance 24-O-30 to amend the Fiscal Year 2025 Adopted Budget for the General Fund.

The Town Clerk did not receive additional public comments or disclosures on any other items listed on that meeting's agenda.

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 General Item 5(b) Resolution 24-G-72 to affirm the Town of Herndon's commitment to creating a safe and welcoming community for all:

- Martha Stapleton, 761 Grace Street, Herndon.
- Lorena Brady, 508 Aspen Drive, Herndon, also thanked Mayor Olem and departing Councilmembers for their service to the Town.

- Alberto, Herndon: also stated the New Virginia Minority is looking forward to working with the new Town Council.

- Jovanna Garcia, Herndon.

- William Campenni, 1104 Iron Ridge Court, Herndon: also thanked Mayor Olem for her service to the Town.

- Brandon Anderson, 626 Worchester Street, Herndon.

The following individuals provided comments on General item 5(a) Herndon Downtown Redevelopment Project: Comprehensive Agreement:

- Michelle Boon, 111 Monroe Hill Court, Herndon.

- Alexander Burke, 910 Jorss Place, Herndon: also discussed the Christmas decorations in the Town.

The following individuals provided comments on the proposed Green Lizard Cycling Criterium Bike Race:

- Rick Racine, 12965 Center Park Circle, Herndon: also thanked Mayor Olem and Town Councilmembers for their service to the Town.

- Ian McDonald, 312 Old Dominion Avenue, Herndon.

- Jeff Mann, 1221 Summerfield Drive, Herndon: also thanked Mayor Olem and Town Councilmembers for their service to the Town.

- Steve Kaplan, 113 Dyer Court, Herndon.

The following individuals provided comments on various topics:

- Mike Sellers, 710 Hemlock Court, Herndon: thanked Mayor Olem and the Councilmembers for their service, and expressed his excitement for Mayor-Elect LeBlanc to start his term.

- Alison Moon, 111 Monroe Hill Court, Herndon; inquired about information and statistics on the per-capita vape shops and storefronts in the Town of Herndon.

- Stevan Porter, 905 Vine Street, Herndon: provided comments on the following: (1) thanked Mayer Olem and departing Councilmembers Dhakal and Scherff for their service to the Town; (2) praised Fairfax County Office of Elections staff on the amazing work done to recount ballots; and (3) encouraged the Town Council

to continue focusing on multiple and diverse ways to communicate with residents.

- Barbara Glakas, 935 Barton Oaks Place, Herndon: thanked Mayor Olem, and departing Councilmembers Dhakal and Scherff for their service to the Town.

- Joanna Ormesher, representing Arts Herndon: provided comments on the following: (1) thanked Mayor Olem, and departing Councilmembers Dhakal and Scherff for their service to the Town; (2) asked the incoming Councilmembers not to forget about Arts Herndon; and (3) expressed support for a cycling race in Herndon.

5. General

a. Herndon Downtown Redevelopment Project: Comprehensive Agreement

Mayor Olem recognized Christopher Martino, Interim Town Manager, for the staff report, who stated that on Friday, December 6, Comstock sent a letter to the Mayor, Council and staff stating that they would no longer proceed with the downtown redevelopment project. He stated that he still believes there will be some form of redevelopment in the future.

There was no discussion on this item.

b. Resolution 24-G-72 to affirm the Town of Herndon's commitment to creating a safe and welcoming community for all

Mayor Olem recognized Lesa Yeatts, Town Attorney, to introduce the item, who stated that Councilmembers del Aguila and LeBlanc requested to add this item to the agenda following discussion at the December 3, 2024, Town Council Work Session.

Councilmember del Aguila moved to approve Resolution 24-G-72 to affirm the Town of Herndon's commitment to creating a safe and welcoming community for all, as presented.

Motion seconded by Councilmember LeBlanc.

There were comments from Council.

The question was called on the motion, which was carried by a 6-0 roll call vote. The vote was: Councilmembers del Aguila, Dhakal, LeBlanc, and Scherff, Vice Mayor Hedrick and Mayor Olem voting "Aye." Councilmember Alam was absent.

6. Consent

a. Resolution 24-G-73 to approve and authorize the submission of two funding applications to the Regional Jurisdiction and Agency Coordinating Committee (RJACC) of the Northern Virginia Transportation Authority (NVTA) for Fiscal Year 2031 Regional Surface Transportation Program (RSTP) and Congestion Mitigation - Air Quality (CMAQ) funding

b. Ordinance 24-O-30 to amend the Fiscal Year (FY) 2025 Adopted Budget for the General Fund

c. September 10, 2024 Town Council Meeting Minutes

d. September 17, 2024 Town Council Work Session Minutes

e. September 19, 2024, Town Council Special Meeting - Affordable Housing Minutes

f. September 24, 2024 Town Council Meeting Minutes

On motion of Councilmember Dhakal, seconded by Councilmember del Aguila, the Consent Agenda items were approved by a 6-0 roll call vote, as presented, without comment. The vote was: Councilmembers del Aguila, Dhakal, LeBlanc, and Scherff, Vice Mayor Hedrick and Mayor Olem voting “Aye.” Councilmember Alam was absent.

7. Adjournment

There being no further business, Mayor Olem adjourned the December 10, 2024, Town Council regular meeting at 9:00 p.m.

Amanda E.M. Kertz
Acting Town Clerk

Minutes approved by Town Council: _____

[Note: Approved resolutions and ordinances are filed in the Town Clerk's office.]