

This does not represent a verbatim transcript of the Planning Commission meeting. Visit www.herndon-va.gov "agendas & minutes" to view agendas and videos. Copies of videotapes of the public hearing meetings are available on request by contacting HCTV at 703-689-2323.

PLANNING COMMISSION
Work Session
December 9, 2019

The Planning Commission of the Town of Herndon, Virginia, met in work session on Monday, December 9, 2019 at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Chair Melissa Jonas, Vice Chair George Burke and Commissioners: Marcia Bouchard, Paul LeReche, Kevin Moses, Sean Regan and Michael Romeo.

Others present during the meeting: Lesa Yeatts, Town Attorney; Elizabeth Gilleran, Director of Community Development; David Stromberg, Zoning Administrator; Dana Heiberg, Senior Planner; and Collin Okoniewski, Planning Operations Manager.

1. **DETERMINATION OF QUORUM**

Chair Jonas stated that there were seven members present, which constituted a quorum.

PUBLIC HEARING

2. **ZONING ORDINANCE TEXT AMENDMENT – ZOTA #19-02, to consider amending Chapter 78 (ZONING), to revise standards for communications towers and develop standards for utility distribution or transmission poles and to establish a maximum \$500 fee for administrative review eligible projects in Article XV (Decision-Making Authorities, Application Review, and Permitting), Section 78-152.2(b)(3) (Fees) pursuant to Virginia Code 15.2-2286(A)(6). (Continued from the November 25, 2019 Planning Commission public hearing.)**

Note: This item was continued from the November 25, 2019 Planning Commission public hearing.

David Stromberg, Zoning Administrator, provided the staff memo dated December 9, 2019 for this item, ZOTA #19-02.

There was a discussion amongst the Planning Commission and staff pertaining to the minimum lot size requirement of 20,000 square feet versus 1 acre for small cell device placement. The Commission concurred with staff's recommendation of a 1-acre minimum lot size. There was discussion gauging the Commission's thoughts on when proposals require approval through the Town's Heritage Preservation Review Board or the Architectural Review Board, respectively, versus when administrative approvals can be issued. Commissioners recommended most approvals should go through the

December 9, 2019

Work Session

respective review boards. Commissioners also had various questions about where the Town had the ability to regulate the placement of equipment, versus areas the Town had no or little authority. Commissioner LeReche asked about the various height limits and what pole heights we would expect to see in different sections of town compared to what is already existing in those areas. Staff provided responses to both inquiries.

3. **Five Year Review of the Comprehensive Plan:** The Planning Commission will review the town's comprehensive plan to determine the status of the plan and potential future amendments. Section 15.2-2230 of the Virginia Code states that at least once every five years the plan shall be reviewed by the local planning commission to determine whether it is advisable to amend the plan. Since the August 12, 2008 adoption of the Town of Herndon 2030 Comprehensive Plan, review by the commission has resulted in seven plan amendments which were adopted by Town Council in 2011, 2012, 2015, 2017 and 2019. *(Continued from the November 25, 2019 Planning Commission public hearing.)*

Note: This item was continued from the November 25, 2019 Planning Commission public hearing.

Dana Heiberg, Senior Planner, provided the staff memo dated December 9, 2019, for this item, Five Year Review of the Comprehensive Plan.

Mr. Heiberg outlined the changes to the resolution based on feedback from the Planning Commission's November 2019 work session. The Commissioner's had minor additional edits to the Resolution. They asked that specific project names be struck from certain parts of the Resolution. Staff acknowledged their suggestion and indicated that they would make the changes and have the Resolution ready for the public hearing on the 16th.

DISCUSSIONS

4. **Items of Interest**

There were no items of interest.

5. **COMMENTS FROM THE STAFF**

There were no comments from staff.

6. **COMMENTS FROM THE COMISSIONERS**

Commissioner Regan asked staff for an update on the Comstock Downtown project.

Commissioner Romeo asked staff for more information on the upcoming Winter Market to be held on the Town Green on Saturday, December 14, 2019.

December 9, 2019

Work Session

ADJOURNMENT

There being no further business, the meeting adjourned at 7:41 p.m.



Collin J. Okoniewski
Planning Operations Manager



C. Melissa Jonas, Chair
Planning Commission

Minutes approved by the Planning Commission: January 27, 2020