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**PLANNING COMMISSION
Work Session
December 5, 2022**

The Planning Commission of the Town of Herndon, Virginia, met in work session on Monday, December 5, 2022, at 7:00 p.m. in the Town of Herndon Municipal Building, Large Conference Room, 2nd floor, 777 Lynn Street, Herndon, Virginia. In attendance were: Chairman Michael Romeo, Vice Chair George Burke, and Commissioners: Dua’a Elbarasse, Jay Donahue, Mike McFarlane, and Kevin Moses. Commissioner Meron Yohannes was absent.

Others present during the meeting: Lisa Gilleran, Director of Community Development; Lesa Yeatts, Town Attorney; John Verdin, Capital Projects Program Manager; John Irish, Deputy Director of Public Works; Scott Robinson, Director of Public Works; Cindy Roeder, Director of Parks and Recreation; and Aaron Zoellick, Assistant Town Clerk.

CALL TO ORDER

Commissioner Romeo called the Planning Commission work session for December 5, 2022, to order at 7:00pm.

1. DETERMINATION OF QUORUM

Commissioner Romeo stated that there were six Commissioners present, which constituted a quorum.

DISCUSSION

2. Capital Improvement Program (CIP) Updates

Chairman Romeo called on John Verdin, Capital Projects Program Manager, for an updated.

Mr. Verdin delivered remarks about the CIP. Mr. Verdin stated that the Planning Commission had previously requested that the Department of Public Works (DPW) consider equity when evaluating projects. Mr. Verdin stated that DPW is looking for some direction from the Planning Commission on what the definition of equity would be, how to utilize it, and what weight to apply to it. The proposed framework for evaluating equity is:

“Equity: Projects that move the Town toward achieving social equity will score higher in this category. The score could be based on the answers to the following example question:

- a. Does the proposed project positively impact populations of different incomes, races, education levels, language skills, ages, physical or mental abilities, or other vulnerable populations.”

Vice Chair Burke asked if this should be used to positively impact underserved communities? If that is the message we want to send, part (a) of the equity definition is very neutral on that point.

Vice Chair Burke recommended removing the word “different” from the definition and move the word “vulnerable” between “impact” and “populations.”

**December 5, 2022
Work Session**

Chairman Romeo recommended changing “different incomes” to “lower incomes,” changing the weighted scoring of “Sustainability” to two and the weighted scoring of “Quality of Life” to four.

Mr. Verdin stated that DPW is also looking for direction from the Planning Commission on which projects are important to pursue.

Chairman Romeo asked if a reference to the cabin at Runnymede Park Nature Center can be included.

Chairman Romeo asked Commissioners to continue to think about the definition of equity and project prioritization for the January work session.

Ms. Gilleran stated that she will reach out to Commissioner Yohannes for her input.

3. Transit-Related Growth (TRG) Area Updates

Chairman Romeo called on Lisa Gilleran, Director of Community Development for an update.

Ms. Gilleran stated that there will be a meeting of the TRG Advisory Committee on Thursday, December 8, 2022, at 7:00pm in the Herndon Police Department Community Room. SOM will be present with some of the sub-consultants to provide updates on current progress, steps moving forward, and information on a pending survey. The survey will be hosted on SOM’s website. A push will be made to make the public aware of the survey and its importance.

4. COMMENTS FROM THE STAFF

Chairman Romeo asked if there were any additional comments from staff. There were no additional comments from staff.

5. COMMENTS FROM THE COMMISSIONERS

Chairman Romeo asked if there were any comments from the Commissioners. Chairman Romeo encouraged people to attend the upcoming WinterMarkt.

ADJOURNMENT

On the motion of Vice Chair Burke, seconded by Commissioner Elbarasse, and carried by a vote of 6-0, the December 5, 2022, Planning Commission work session was adjourned. The vote was: Commissioners Elbarasse, Donahue, McFarlane, Moses, and Chairman Romeo voting “Aye.”

There being no further business, the meeting adjourned at 7:59 p.m



Aaron Zoellick
Clerk of Boards and Commissions

Minutes approved by the Planning Commission: January 23, 2023