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PLANNING COMMISSION
Work Session
November 18, 2019

The Planning Commission of the Town of Herndon, Virginia, met in work session on Monday, November 18, 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, Kevin Moses, Sean Regan and Michael Romeo. Commissioner Paul LeReche was absent.

Others present during the meeting: Lesa Yeatts, Town Attorney; Elizabeth Gilleran, Director of Community Development; David Stromberg, Zoning Administrator; Dana Heiberg, Senior Planner; and Erika Orellana, Clerk to Boards and Commissions.

1. **DETERMINATION OF QUORUM**

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

NEW BUSINESS

2. **Resolution to change the regularly scheduled public hearing date in November 2020 and the regularly scheduled work session and public hearing dates in December 2020.**

Elizabeth Gilleran, Director of Community Development, provided the staff memo dated November 18th, 2019 for this item, a resolution to change the regularly scheduled public hearing date in November 2020 and the regularly scheduled work session and public hearing dates in December 2020.

The purpose of the resolution is to make a quorum more likely and encourage the public and applicants to participate by moving the public hearing to the week before Thanksgiving, November 16, 2020, instead of during the week of Thanksgiving, November 23, 2020. The December public hearing is proposed to be moved from December 28, 2020, the week of the Christmas holiday, to December 14, 2020. The work session will be moved from December 14, to December 7, 2020.

The Commission had no comments or request on this item.

PUBLIC HEARINGS

3. **ZONING ORDINANCE TEXT AMENDMENT – ZOTA #19-02, to consider amending Chapter 78 (ZONING), Article III (Residential Districts), to revise standards**

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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).

David Stromberg, Zoning Administrator, provided the staff report dated November 18, 2019 for this item, ZOTA #19-02.

The staff recommends the Planning Commission continue the public hearing for ZOTA #19-02 to a future date of the Planning Commission.

There was a discussion amongst the Planning Commission and staff regarding the draft ordinance. The Commission had questions on the height, installation process, and the screening process of the applications for the cell towers. The Commission also asked if some of the associated equipment could be underground. Mr. Stromberg confirmed that it can be underground, it would just depend on the installation by the companies. The Commission requested additional information regarding minimum lot sizes for administrative review eligible projects, as well as additional pictures of existing small cell facilities.

4. **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.

Dana Heiberg, Senior Planner, provided the staff report dated November 18, 2019 for this item, Five Year Review of the Comprehensive Plan.

There was a discussion amongst the Planning Commission and staff regarding the public meetings and the suggestions they provided staff. The Commission made suggestions on the resolution as well. The Commission suggested starting to work on a new comprehensive plan closer to 2025 in order to allow changes in the town to be witnessed and then provide suggestions based on the major renovations of the Herndon Centre, the upcoming streetscape improvements on Elden Street, the completed Junction Square, and the soon-to-be constructed downtown project, as well as other areas that have been recently opened. The Commission suggested a continuance.

DISCUSSIONS

5. **Items of Interest**

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Lesa Yeatts, Town Attorney, informed the Commission of the newly created position of Risk Manager for the Town. The Risk Manager information and bio are available on the town newsletter. The risk manager will start on December 2nd and will be located at the Town Hall in the Town Attorney's Office.

6. COMMENTS FROM THE STAFF

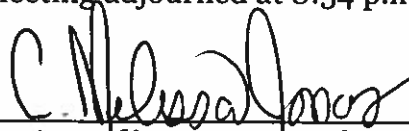
There were no comments from staff.

7. COMMENTS FROM THE COMMISSIONERS

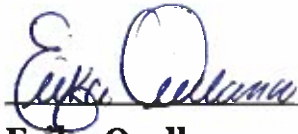
There were no comments from the Commissioners.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:54 p.m.



**C. Melissa Jonas, Chair
Planning Commission**



**Erika Orellana
Clerk to Boards and Commissions**

Minutes approved by the Planning Commission: December 16, 2019