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**PLANNING COMMISSION
Work Session
November 8, 2021**

The Planning Commission of the Town of Herndon, Virginia, met in work session on Monday, November 8, 2021, at 7:00 p.m. in the Town of Herndon Police Department, Community Room, 397 Herndon Parkway, Herndon, Virginia. In attendance were: Chairman Romeo, Vice Chair George Burke and Commissioners: Mike McFarlane, Kevin Moses and Meron Yohannes. Commissioners Jay Donahue and Paul LeReche were absent. Commissioner Yohannes arrived at 7:01 p.m.

Others present during the meeting: Lesa Yeatts, Town Attorney; Elizabeth Gilleran, Director of Community Development; and Erika Orellana, Clerk of Boards & Commissions.

ANNOUNCEMENT

Chairman Romeo announced that Commissioner Donahue and LeReche were not present for the work session.

1. DETERMINATION OF QUORUM

Chairman Romeo stated that there were five members present, which constituted a quorum. Commissioner Yohannes arrived at 7:01 p.m.

DISCUSSIONS

2. Items of Interest

There were no items of interest.

3. Transit-Related Growth Area Update

Chairman Romeo opened the work session and called on Elizabeth Gilleran, Director of Community Development, for the staff memo.

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Ms. Gilleran presented the staff memo dated November 3, 2021, for the Transit-Related Growth Area Update. Ms. Gilleran stated that the Transit-Related Growth Area is adjacent to the Herndon Transit-Oriented Core and Fairbrook, walking distance to Metro, strategic location for redevelopment, ageing low density commercial structures and is lacking Town adopted area plan to guide and mold change. Ms. Gilleran provided the background of the funding agreement and benefits of the funding agreement for the Transit-Related Growth Area. The funding agreement consists of the following: The Town will directly engage a planning consultant through its standard procurement procedures, who will at all times be under the exclusive supervision and control of the Town. The RFP was issued October 12, 2021, with proposals due November 12, 2021. The consultant must be selected no later than January 31, 2022. The Town Manager will appoint a 7-member Advisory Committee comprised of: 2 TRG Owners; 2 Planning Commissioners; 1 Planning staff; and 2 Town of Herndon residents. TRG Owners will pay the Town in 4 equal installments of \$125,000 on or before the established target dates/phases. The Town then pays the consultant directly, and the planning process is anticipated to take 18 months. Ms. Gilleran stated that the consultants would start the process in January 2022.

Commissioners provided their feedback on this item. Commissioners asked about the process of the consultant's involvement, the language within the Comprehensive Plan and the timeline of the project. Ms. Gilleran provided responses to clarify the Commissioners questions and comments.

4. COMMENTS FROM THE STAFF

There were no comments from the staff.

5. COMMENTS FROM THE COMMISSIONERS

Chairman Romeo reminded the Planning Commission that there will not be a public hearing for the month of November. Chairman Romeo asked Ms. Gilleran if there would be a meeting for schedule change for 2022 meetings.

ADJOURNMENT

On the motion of Commissioner Moses seconded by Vice Chair Burke and carried by a vote of 5-0-2, the November 8, 2021, Planning Commission work session was adjourned. The vote was: Commissioners McFarlane, Moses, Yohannes, Vice Chair Burke and Chairman Romeo voting "Aye." Commissioners Donahue and LeReche were absent.

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There being no further business, the meeting adjourned at 7:58 p.m.



**Michael Romeo, Chairman
Planning Commission**



**Erika Orellana
Clerk of Boards & Commissions**

Minutes approved by the Planning Commission: December 13, 2021