



MEMORANDUM

To: Members of the Town of Herndon Planning Commission

From: Chairman Michael Romeo, Planning Commission

Date: October 7, 2022 [updated October 12, 2022]

Re: Notice, Update to October Planning Commission Meetings, Authorization, and **Change in Location of a Special Work Session on October 24, 2022**

Due to the lack of applications, the Planning Commission's work session rescheduled from Monday October 10, 2022 to Monday, October 17, 2022, and the public hearing scheduled for Monday, October 24, 2022, are cancelled.

I have been advised by staff that there has been a request for a special work session to consider a matter related to a future application, DP #21-01, 555 Herndon Parkway. Therefore, a special Planning Commission work session will be held at the ~~Herndon Municipal Center, Second Floor Conference Room, located at 777 Lynn Street, Herndon, Virginia,~~ **Herndon Police Department Community Room, 397 Herndon Parkway, Herndon, Virginia, at 7:00 pm**, on Monday, October 24, 2022.

A handwritten signature in blue ink that reads "Michael Romeo".

Michael Romeo, Chairman

If you have any questions regarding this notice, please feel free to contact the Department of Community Development by calling (703) 787-7380.

By email only:

Chairman Romeo & Members of the Planning Commission
Elizabeth M. Gilleran, Director of Community Development
Bryce A. Perry, Deputy Director of Community Development
David Stromberg, Zoning Administrator
Collin J. Okoniewski, Planning Operations Manager, Community Development

VIA EMAIL

Mayor Sheila A. Olem	Public Meeting Notice Bulletin Board
Town Council	Website
Lauri Sigler, Deputy Town Attorney	Anne Curtis, Chief Communications Officer
Bill Ashton, Town Manager	Nancy Rose, Executive Director, HCTV
Lesa Yeatts, Town Attorney	Mike O'Reilly
Judy Fry, Administrative Assistant	Carol Bruce
Kirstyn Jovanovich, Town Clerk	Roland Taylor
Sarah Dowdy, Legal Assistant	Mike Kitchen
Page Kalapasev, Director of Information Technology	Shane Murphy
Tammy Chastain, Deputy Director of Public Works	
Anthony Auchmuty, Assistant Facilities Maintenance Supervisor	
Bill Smith, General Services Administrator	