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PLANNING COMMISSION
Work Session
September 9, 2019

The Planning Commission of the Town of Herndon, Virginia, met in work session on Monday, September 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, 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; Bryce Perry, Deputy Director of Community Development; David Stromberg, Zoning Administrator; John Jay Sergeant, Engineer; Tammy Chastain, Deputy Director of Public Works; Mike Farr, Utility Manager of Public Works; 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.

PUBLIC HEARINGS

- 2. ZONING ORDINANCE TEXT AMENDMENT – ZOTA #18-03, to consider amending Chapter 78 (ZONING), Article III (Residential Districts), Section 78-30.1 (R-15 - Residential Single-Family District), Section 78-30.2 (R-10 - Residential Single-Family District), Section 78-30.3 (RTC - Residential Townhouse Cluster District), Section 78-30.4 (RM – Residential Multi-Family District), Article V (Planned Development Districts), Section 78-50.4 (PD-R – Planned Development-Residential District), Section 78-50.6 (PD-D – Planned Development-Downtown District), Section 78-50.7 (PD-TD – Planned Development-Traditional Downtown District), Section 78-50.8 (PD-TOC – Planned Development Transit-Oriented Core District), Section 78-50.9 (PD-W – Planned Development-Worldgate District), Section 78-51.1 (PD-UR – Planned Development-Urban Residential District), Article VIII (Accessory Uses), Section 78-80.4 (Standards for Specific Accessory Uses and Structures by Use Type), by adding subsection 78-80.4(u), to permit and establish limitations on short-term rentals as an accessory use to residential dwelling units provided certain standards are met, whereas they are currently not permitted, and Section 78-180, (Definitions) to define the term. A fee of \$200 will be established in Section 78-152.2(b)(3) (Fees), for a two-year permit and inspection for short-term rental establishments pursuant to Virginia Code 15.2-2286(A)(6). (Continued from April 22, 2019 Planning Commission public hearing).**

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David Stromberg, Zoning Administrator, provided the staff memo dated September 9, 2019 for this item, ZOTA #18-03.

There was a brief discussion amongst the Planning Commission and staff. Chair Jonas questioned how similar is the proposed short-term rental policy in comparison to that in Fairfax County. Mr. Stromberg informed the Commission that Fairfax County's policy is more restrictive. Vice Chair Burke questioned as to how enforcement would be implemented for short term-rentals. Mr. Stromberg responded that it would be primarily based on complaint driven enforcement.

Commissioner Bouchard provided her concerns which include; parking, oversight and the process/regulations of short-term rentals. Commissioner Bouchard suggested implementing a "pilot" ordinance, which excludes condominiums and town houses from being able to host a short-term rental.

Vice Chair Burke recommended going beyond the traditional notifications to make residents aware of the new language once it is adopted.

Chair Jonas instructed staff to provide additional details about the proposed cost of the permit.

The Commissioners provided their suggestions to staff and indicated that a continuation of ZOTA #18-03 might be appropriate.

3. **HERNDON PEDESTRIAN PLAN** – to consider resolution to recommend adoption of the Herndon Pedestrian Plan. This plan provides a report on existing pedestrian infrastructure and policy, recommends measures and solutions for improvements, includes a framework for short term actions and long term strategies for pedestrian safety and mobility, and serves as an educational tool and guidebook for creating a walkable community. Following Planning Commission review, this plan will be scheduled for Town Council review and final action. If adopted, it would be used as a long-range planning document focused on improving pedestrian service levels within the Town.

Bryce Perry, Deputy Director of Community Development, provided the staff report dated September 9, 2019 for this item, Herndon Pedestrian Plan.

There was a brief discussion amongst the Planning Commission and staff regarding conflicts between bicycles and pedestrians on sidewalks. Some Commissioners went further to ask staff if consideration of this conflict should be addressed in the plan. The Commission also discussed how best to formally express its support for the bicycle facility improvements included in the plan to the Town Council.

DISCUSSION

4. **Items of Interest**

There were no items of interest.

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5. Recycling

Tammy Chastain, Deputy Director of Public Works, and Mike Farr, Utility Manager of Public Works, explained how the recycling process works in the town. The town recycling trucks deliver the material to a private company that sorts and processes the material. The Commissioners provided their comments about the town's recycling process.

6. COMMENTS FROM THE STAFF

Elizabeth Gilleran, Director of Community Development informed the Commissioners that there will be a public meeting for the 5-year review Comprehensive Plan on September 25th at 7:00 p.m. Ms. Gilleran stated flyers will be distributed at the Farmers Market this week, September 12th.

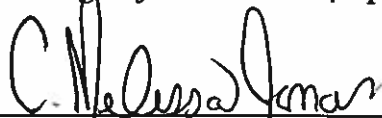
Commissioner Romeo asked if the TRG would be covered at the September 25th meeting. Ms. Gilleran responded that the TRG has its own study and staff is working with the traffic consultant to have the final test provided.

7. COMMENTS FROM THE COMISSIONERS

Commissioner Moses asked the status of Aslin's project. Ms. Gilleran stated that they were approved by the HPRB several months ago and they have an active building permit.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:40 p.m.



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



**Erika Orellana
Clerk to Boards and Commissions**

Minutes approved by the Planning Commission: October 28, 2019