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**PLANNING COMMISSION
Work Session
Monday, August 10, 2020**

Pursuant to Virginia Code Virginia Code Section 2.2-3708.2, as amended. The Governor's Executive Orders, as amended, and in accordance with Ordinance 20-O-23, Continuity of Governmental Operations during Pandemic Disaster (COVID-19), as amended. Chairman Romeo has stated that the August 10, 2020 Planning Commission work session will be by electronic means. The meeting was broadcast and recorded through Cisco WebEx and details for the meeting were made available to the public on Wednesday, August 5, 2020. In attendance were: Chairman Romeo, Vice Chair George Burke and Commissioners: Marcia Bouchard, Paul LeReche, Kevin Moses and Sean Regan.

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

STAFF ANNOUNCEMENTS

Erika Orellana, Clerk to Boards and Commissions, stated that the Planning Commission work session will be an electronic meeting. Ms. Orellana informed this meeting held was the first virtual work session of the Planning Commission. Individuals are encouraged to participate and to provide comments for the record at planning.commission@herndon-va.gov. Ms. Orellana informed that the Planning Commission public hearing on August 24, 2020 is cancelled as there are no public hearing items for the agenda, as no applications were scheduled for the public hearing.

Ms. Orellana stated, for the record, that:

The Planning Commission work session held this evening is being conducted electronically pursuant to Virginia Code Virginia Code Section 2.2-3708.2, as amended. The Governor's Executive Orders, as amended, and in accordance with Ordinance 20-O-23, Continuity of Governmental Operations during Pandemic Disaster (COVID-19), as amended.

- Proper notice of the electronic meeting was provided in accordance with Section 2.2-3708.2 of the Code of Virginia, along with information for viewing the meeting and submitting comments for the record;
- The agenda and meeting materials are available on the town's website;

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- Electronic meetings will begin with a roll call and determination of quorum; and
- All votes, including adjournment, will be by roll call vote.

1. ROLL CALL /DETERMINATION OF QUORUM

Chairman Romeo call the work session to order at 7:00 p.m and asked the Clerk to call roll call.

Ms. Orellana called roll call.

Chairman Romeo stated, for the record, that there was a quorum present, electronically, that evening.

Chairman Romeo announced that Lesa Yeatts, Town Attorney; and Lisa Gilleran, Director of Community Development were also present.

Chairman Romeo stated that the meeting was being conducted by electronic means pursuant to the appropriate laws. Chairman Romeo stated that all members of Planning Commission would observe meeting decorum by showing their hand to be recognized by the chairman for comments. Chairman Romeo stated that when recognized by the chairman, state your name before providing comments and/or making or seconding motions.

DISCUSSIONS

2. Preferences for paper vs electronic Planning Commission packets.

Chairman Romeo opened the work session. Chairman Romeo asked the Commissioners for their comments. Most Commissioners prefer electronic packets, however, when there are items on the agenda that may be hard to review electronically, the Commissioners' preference then would be a hard copy of the packets. Vice Chair Burke suggested that the items contained within the dispatch emails be provided as separate PDFs verses in one PDF form.

3. Wednesday deadline for responding to Planning Commission quorum/attendance requests.

Chairman Romeo requested that the Commissioners to respond to quorum/attendance request, sent by the Clerk, on the Wednesday prior to the meetings.

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4. Changes to the public comment sign in system.

Chairman Romeo opened the work session and suggested that the public comment sign in system to be where the speakers sign in before the meeting begins instead as they are called on. There were no comments by the Commissioners.

5. Regulatory relief for daycare during COVID.

Chairman Romeo opened the work session and called on David Stromberg, Zoning Administrator to provide comments. Mr. Stromberg summarized the changes the Virginia Department of Social Services is making to Family Daycare during the COVID-19 state of emergency. Mr. Stromberg emphasized that under the emergency provisions Family Daycare could all potentially expand to 12 children at a time. Commissioners had a few concerns such as the social distancing for the children, the space where the children will be, and the parking that will impact the residents in which the daycare is located.

Commissioner Regan commented that this may not be an urgency for some at this time; however, it is a matter that the members of the Commission should start thinking about.

Mr. Stromberg informed the Commissioners that there have been commercial daycare requests and Ms. Gilleran added that the office received a few phone requests for commercial daycares earlier in the day.

6. Anticipated COVID-19 impacts and influence on future development.

Chairman Romeo opened the work session and called on Lisa Gilleran, Director of Community Development to provide her comments.

Ms. Gilleran provided comments and a presentation for this item. Ms. Gilleran provided brief information on the anticipated COVID-19 impacts and influence on future development and accelerated changes in trends in retail, transportation, office uses, residential uses, building design, etc.

Chairman Romeo called on the Commissioners to provide their comments. Commissioners provided brief comments and generally agreed with the information provided in the presentation. Commissioner Regan asked for the realtor who had presented to the Planning Commission in the past, to come back and provide information to get their feedback.

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7. Items of Interest

Ms. Gilleran informed the Commissioners that Raymond Ocel is retiring and his last day is August 21st and we wish him well.

8. COMMENTS FROM THE STAFF

There were no additional comments from staff.

9. COMMENTS FROM THE COMMISSIONERS

Commissioner Bouchard stated it was a pleasure to see everyone virtually. Commissioner LeReche agreed it was good to see everyone virtually and asked for copy of the PowerPoint provided on item #6. Ms. Gilleran informed that staff would email the PowerPoint to the Commissioners.

Chairman Romeo reiterated that the August 24th public hearing is cancelled and stated that the reappointment of Commissioners Burke and Regan was on the upcoming town council agenda.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:27 p.m.



**Michael Romeo, Chairman
Planning Commission**



**Erika Orellana
Clerk to Boards & Commissions**

Minutes approved by the Planning Commission: September 28, 2020