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PLANNING COMMISSION

Work Session

Monday, July 12, 2021

Pursuant to Virginia Code Section 2.2-3708.2, as amended; and in accordance with Ordinance 20-O-23, Continuity of Governmental Operations during Pandemic Disaster (COVID-19), as amended and readopted by the Herndon Town Council on September 8, 2020, which superseded previously adopted amendments. The meeting was broadcast and recorded through Cisco WebEx and details for the meeting were made available to the public on Wednesday, July 7, 2021. In attendance electronically were: Chairman Romeo, Vice Chair George Burke and Commissioners: Paul LeReche, Michael McFarlane, Kevin Moses and Meron Yohannes. Commissioner Donahue was absent. Commissioner Yohannes joined the meeting at 7:23 p.m. due to technical difficulties. Vice Chair Burke joined the meeting at 7:49 p.m. due to technical difficulties.

Staff present during the meeting: Lesa Yeatts, Town Attorney and Parliamentarian, Lisa Gilleran, Director of Community Development, David Stromberg, Zoning Administrator, and Erika Orellana, Clerk to Boards and Commissions. David Stromberg, Zoning Administrator joined the work session at 7:20 p.m. due to technical difficulties.

STAFF ANNOUNCEMENTS

Erika Orellana, Clerk to Boards and Commissions, stated that the Planning Commission work session will be held electronically. Individuals are encouraged to participate and to provide comments for the record at planning.commission@herndon-va.gov. Ms. Orellana informed that the next scheduled meeting for the Planning Commission would be a public hearing to be held on July 26, 2021.

Ms. Orellana stated, for the record, that:

The Planning Commission work session held that evening was being conducted electronically Pursuant to Virginia Code Section 2.2-3708.2, as amended; and in accordance with Ordinance 20-O-23, Continuity of Governmental Operations during Pandemic Disaster (COVID-19), as amended and readopted by the Herndon Town Council on September 8, 2020, which superseded previously adopted amendments.

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

ANNOUNCEMENT BY CHAIRMAN

Chairman Romeo stated that Commissioner Donahue will not be present for the work session. Chairman Romeo informed that can expect Vice Chair Burke and Commissioner Yohannes to join the work session late.

1. ROLL CALL /DETERMINATION OF QUORUM

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

Ms. Orellana called roll call. Ms. Orellana stated, for the record, that Commissioner Donahue was absent for the work session. Ms. Orellana stated that Commissioner Yohannes and Vice Chair Burke were absent for the work session the time roll call was made.

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

ANNOUNCEMENT BY CHAIRMAN

Chairman Romeo announced that Lesa Yeatts, Town Attorney and Parliamentarian, Lisa Gilleran, Director of Community Development, and David Stromberg, Zoning Administrator were also present.

PUBLIC HEARING

2. **ZONING ORDINANCE TEXT AMENDMENT, ZOTA #21-03**, to revise regulations governing accessory dwelling units. This zoning ordinance text amendment is being considered pursuant to Virginia Code §§ 15.2-2204, 15.2-2285, 15.2-2286, and an Initiating Resolution adopted by the Town Council on June 8, 2021. Notice is hereby given to consider zoning text amendments to establish new, and clarify, revise, and/or delete, existing regulations and definitions in order to amend the regulation of accessory dwelling units. The proposed amendments under consideration include, without limitation: Chapter 78 (ZONING), Article VII (Use Regulations), Article VIII (Accessory Uses) and other articles as deemed necessary to revise the regulations.

Chairman Romeo called on David Stromberg, Zoning Administrator, to present the staff report, however, Mr. Stromberg was having technical difficulties joining the work

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session. Lisa Gilleran, Director of Community Development presented the staff report dated July 12, 2021, which is on file in the office of Community Development.

Ms. Gilleran provided a summary of the proposed ZOTA#21-03. The town council approved Resolution 21-G-56 to initiate consideration of this zoning ordinance text amendment on June 8, 2021. This resolution is in response to the letter from the planning commission, dated April 29, 2021, to the town council regarding the commission's support to update the regulations for accessory dwelling units.

Chairman Romeo asked Ms. Gilleran if the Planning Commission had 100 days to provide final resolution from June 8, 2021, when the Town Council approved resolution. Ms. Gilleran clarified that its 100 days from the initial public hearing.

David Stromberg, Zoning Administrator joined the work session at 7:20 p.m. due to technical difficulties.

Mr. Stromberg continued the presentation for the summary of ZOTA #21-03.

Commissioner Yohannes joined the meeting at 7:23 p.m. due to technical difficulties.

Chairman Romeo called on the Commissioners to address comments or questions to staff on the following topics:

- Distinguishing between internal/attached accessory dwelling units and detached accessory dwelling units.
- Special Exception requirement
- Accessory food preparation areas
- Size limit
- Location
- Entrances
- Occupancy requirements
- Parking
- Utilities

Vice Chair Burke joined the meeting at 7:49 p.m. due to technical difficulties.

Commissioners provided their comments to staff for ZOTA#21-03 and had several questions for staff. Mr. Stromberg and Ms. Gilleran provided responses to their questions.

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DISCUSSION

3. **Items of Interest**

Ms. Gilleran provided information for the financing and timing of the Transit Related Growth (TRG) small area plan and summarized an update that was provided at the most recent town council work session.

4. **COMMENTS FROM THE STAFF**

There were no comments from the staff.

5. **COMMENTS FROM THE COMMISSIONERS**

Commissioner McFarlane stated that he looks forward to having the in person meetings again. Chairman Romeo asked if there were new protocols to follow in the Town of Herndon Municipal Building. Ms. Gilleran stated that the building is following the Governor's recommendations.

ADJOURNMENT

On the motion of Commissioner McFarlane seconded by Commissioner LeReche and carried by a vote of 6-0, the July 12, 2021 Planning Commission work session was adjourned. The vote was: Commissioners LeReche, McFarlane, Moses, Yohannes, Vice Chair Burke and Chairman Romeo voting "Aye." Commissioner Donahue was absent.

There being no further business, the meeting adjourned at 8:45 p.m.



Michael Romeo, Chairman
Planning Commission



Erika Orellana
Clerk to Boards & Commissions

Minutes approved by the Planning Commission: August 23, 2021