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**PLANNING COMMISSION
Monday
April 22, 2018**

The Planning Commission met in public session on Monday, March 25, 2019, at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Chair C. Melissa Jonas, Vice Chair George Burke, and Commissioners Marcia Bouchard, Paul LeReche, Kevin Moses, Sean Regan and Michael Romeo.

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

Chair Jonas called the meeting to order at 7:00 p.m., all Commissioners present, and with Chair Jonas presiding.

1. DETERMINATION OF QUORUM

For the record, Ms. Orellana, Clerk to Boards and Commissions, called the roll, with seven members present, which constituted a quorum.

2. APPROVAL OF AGENDA

On the motion of Commissioner LeReche seconded by Vice Chair Burke and carried by a vote of 7-0 The agenda for April 22, 2019 public hearing meeting was approved. The vote was: Commissioners: Bouchard, LeReche, Moses, Regan and Romeo; and Vice Chair Burke and Chair Jonas voting "Aye".

3. APPROVAL OF MINUTES

**Vote on March 11, 2019
Work Session Minutes**

On the motion of Vice Chair Burke, seconded Commissioner Romeo and carried by a vote of 7-0. The minutes for March 11, 2019 work session meeting was approved. The vote was: Commissioners: Bouchard, Moses, LeReche, Regan and Romeo; and Vice Chair Burke and Chair Jonas voting "Aye".

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March 25, 2019
Public Hearing Minutes

On the motion of Commissioner Regan, seconded Vice Chair Burke and carried by a vote of 7-0. The minutes for March 25, 2019 public hearing meeting was approved. The vote was: Commissioners: Bouchard, Moses, LeReche, Regan and Romeo; and Vice Chair Burke and Chair Jonas voting "Aye".

4. COMMENTS FROM THE STAFF

There were no comments from the staff.

5. COMMENTS FROM THE PLANNING COMMISSIONERS

There were no comments from the commissioners.

6. COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

PUBLIC HEARINGS

- 7. ZONING ORDINANCE TEXT AMENDMENT – ZOTA #18-03, to consider amending Chapter 78 (ZONING), 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 October 1, 2018 Planning Commission public hearing).**

[Note: This item was continued from the October 1, 2018 Planning Commissions' public hearing.]

Certificates of Publication were filed from the Editor of the *Fairfax County Times Newspapers*, showing that notices of said public hearing had been duly advertised in the Friday, April 5, 2019 and April 12, 2019 issues.

Chair Jonas opened the public hearing. Elizabeth Gilleran, Director of Community Development provided a summarization of the staff memo dated April 17, 2019.

Ms. Gilleran stated that during the April 8, 2019 work session, a majority of the Commission indicated that they may choose to continue ZOTA #18-03 to a date certain. To facilitate such action, should the Commission so choose, the staff has prepared the

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attached motion. The future date has been left open for the Commission to decide. The staff recommends that a date certain of September 23, 2019 might allow for additional information to be forthcoming.

The staff recommends continuance of Zoning Ordinance Text Amendment, ZOTA #18-03 by the Planning Commission.

There were no comments from the audience.

Following the public hearing, on the motion of Commissioner Bouchard, seconded by Vice Chair Burke and carried by a vote of 7-0, Zoning Ordinance Text Amendment, ZOTA #18-03 was **CONTINUED** to the September 23, 2019 Planning Commission public hearing. The vote was: Commissioners: Bouchard, LeReche, Moses, Regan, Romeo; and Vice Chair Burke and Chair Jonas voting "Aye".

8. **URBAN DESIGN & ARCHITECTURAL GUIDELINES for the HERNDON TRANSIT-ORIENTED CORE (HTOC)**, to consider two additional chapters of the guidelines; one for signs within the HTOC, and the other for landscaping within the HTOC. Both chapters would be incorporated into the existing guidelines document that was adopted by the Town Council in November 2013. The new chapters will provide design guidance for the various types of building-mounted and freestanding signage and landscape architecture guidance for both open spaces and streetscapes.

Certificates of Publication were filed from the Editor of the *Fairfax County Times Newspapers*, showing that notices of said public hearing had been duly advertised in the Friday, April 5, 2019 and April 12, 2019 issues.

Chair Jonas opened the public hearing. Elizabeth Gilleran, Director of Community Development provided a summarization of the staff memo dated April 17, 2019.

Ms. Gilleran provided information of the errata sheets (List of Amendments) for proposed draft landscaping and signage chapters of the HTOC design guidelines in which have been revised to include the Planning Commission comments received at the April 8, 2019 work session.

The staff recommends Planning Commission approval of the draft resolution recommending approval for the Urban Design & Architectural Guidelines for the Herndon Transit-Oriented Core (HTOC).

There were no comments from the audience.

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Following the public hearing, on the motion of Commissioner Bouchard to forward to the Town Council the Urban Design & Architectural Guidelines for the Herndon Transit-Oriented Core (HTOC) the Planning Commission's **RECOMMENDATION FOR APPROVAL** and to include language for clerical edits to the existing documents, seconded by Commissioner Romeo and carried by a vote of 7-0. The vote was: Commissioners: Bouchard, LeReche, Moses, Regan, Romeo; and Vice Chair Burke and Chair Jonas voting "Aye".

9. ADJOURNMENT

There being no further business, the meeting adjourned at 7:17 p.m.



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



**Erika Orellana
Clerk to Boards and Commissions**

Minutes approved by the Planning Commission: May 20, 2019