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PLANNING COMMISSION

**Monday
February 28 2022**

The Planning Commission met in public session on Monday, February 28, 2022, at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Vice Chair George Burke and Commissioners: Jay Donahue, Paul LeReche, Mike McFarlane, Kevin Moses and Meron Yohannes. Chairman Michael Romeo was absent.

Others present during the meeting: Lesa Yeatts, Town Attorney, Lisa Gilleran, Director of Community Development; Scott Robinson, Director of Public Works; John Verdin, Capital Projects Program Manager; John Irish, Deputy Director of Public Works; and Erika Orellana, Clerk of Boards & Commissions.

Vice Chair Burke called the meeting to order at 7:00 p.m., with six Commissioners present, and with Vice Chair Burke presiding.

ANNOUNCEMENT

Vice Chair Burke stated that Chairman Romeo will not be present for the public hearing.

1. ROLL CALL/DETERMINATION OF QUORUM

For the record, Ms. Orellana, Clerk to Boards and Commissions, called the roll with six members present, which constituted a quorum. Chairman Romeo was absent.

2. APPROVAL OF AGENDA

On the motion of Commissioner Donahue, seconded by Commissioner Moses and carried by a vote of 6-0, the agenda for the February 28, 2022, Planning Commission Public Hearing meeting was approved. The vote was: Commissioners Donahue, LeReche, McFarlane, Moses, Yohannes and Vice Chair Burke voting "Aye". Chairman Romeo was absent.

**February 28, 2022
(public hearing)**

APPROVAL OF MINUTES

**3. Vote on January 10, 2022, Cancellation
Work Session Minutes**

There were no minutes for the January 10, 2022, work session, as the meetings was cancelled.

**4. Vote on January 24, 2022
Public Hearing Minutes**

On the motion of Commissioner Yohannes, seconded by Commissioner LeReche and carried by a vote of 5-0-1, the minutes for the January 24, 2022, Planning Commission Public Hearing were approved. The vote was: Commissioners LeReche, McFarlane, Moses, Yohannes, and Vice Chair Burke voting “Aye”. Commissioners Donahue abstained. Chairman Romeo was absent.

5. COMMENTS FROM THE STAFF

Ms. Gilleran provided the Commissioners with an update regarding the use of mask and stated that the mask were now optional in the building.

6. COMMENTS FROM THE COMMISSIONERS

There were no comments from the Commissioners.

7. COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

PUBLIC HEARING

8. TOWN OF HERNDON FY 2023 – FY 2028 CAPITAL IMPROVEMENT PROGRAM (CIP), the Planning Commission will take public comment on the town’s Capital Improvement Program (CIP) and consider a recommendation to the Town Manager. The manager will subsequently recommend an operating budget and CIP to the Town Council. The CIP is a financial planning document that establishes a six-year schedule for public improvements and serves as a companion policy document to the Town of Herndon 2030 Comprehensive Plan.

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, February 11 and February 18, 2022 issues.

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(public hearing)**

Vice Chair Burke the public hearing and called on John Irish, Deputy Director of Public Works, for the staff memo and updates.

Mr. Irish presented the staff report dated February 14, 2022 and staff memo dated February 23, 2022, which are on file in the Department of Community Development.

Mr. Irish provided the definition and purpose, the alignment with the Comprehensive Plan, the projected status as of January 2022 and the program update of the CIP. The program updates are the following:

- CIP Process administrated by Public Works
- CIP Program Manager
- ClearGov Operational & Capital Budgeting Software
- Multidepartment Review Committee
- Prioritization by Categories of Community Impact
- Projects' Operational Impacts included
- "Reserves" removed
- Accurate Budgetary Cost Impact Awareness

Mr. Verdin provided the Commission with the prioritization guidelines, project overview, the cost overview, funding source, and operational cost. Mr. Verdin, provided information on the new projects that include Government Facilities and Infrastructure, and Parks and Recreation projects, as well as enterprise fund projects for the Golf Course, and Water & Sewerfund.

Mr. Verdin provided staff's recommendations as follows:

- That the Planning Commission recommend the proposed draft CIP to the Town Manager.
- That the focus of the CIP for FY23 and beyond is to address current facilities and infrastructure from a health, safety and maintenance perspective.
- That there are also minor adjustments each year when the Town Manager finalizes the proposed Operating Budget and recommends it to the Town Council.

Ms. Gilleran provided a brief explanation of the resolution details to the Commissioners.

Vice Chair Burke stated that Scott Robinson, Director of Public Works was available as well for questions.

Vice Chair Burke called on the Planning Commission individually for questions of staff. Commissioners thanked staff for their work on providing the information on the CIP. Commissioner McFarlane asked about CIP budget doubling between FY 2023 and FY 2024. Staff provided response.

Vice Chair Burke recognized the members of the audience for comments on this item.

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(public hearing)**

There was an individual that provided comments.

- Jay Hadlock, 515 Alabama Drive, Herndon,

Mr. Hadlock provided comments on his concerns he had with the with different categories in the CIP.

Vice Chair Burke closed the public hearing of the item.

Following the public hearing, Commissioner Donahue moved to defer until a certain date. There was not a seconded motion.

Commissioner Yohannes moved approval of the resolution for FY 2023 – FY 2028 Capital Improvement Program (CIP), with conditions, as presented and recommended by staff. This motion was seconded by Commissioner Moses.

There was a brief discussion on this item.

The question was called on the motion, which carried by a vote of 5-1. The vote was: Commissioners LeReche, McFarlane, Moses, Yohannes and Vice Chair Burke voting “Aye”. Commissioner Donahue voting “Nay.” Chairman Romeo was absent.

[Note: Below is the approved resolution and conditions for FY 2023 – FY 2028 Capital Improvement Program (CIP)]

**TOWN OF HERNDON, VIRGINIA
PLANNING COMMISSION**

DRAFT RESOLUTION

February 28, 2022

Resolution- to recommend to the Town Manager of the Town of Herndon the Draft FY 2023 – FY 2028 Capital Improvement Program (CIP) and the Commission’s priorities, as presented at the Planning Commission work session of February 14, 2022 and public hearing of February 28, 2022.

WHEREAS, the Planning Commission of the Town of Herndon, Virginia has reviewed the draft FY 2023 – FY 2028 CIP; and

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(public hearing)**

WHEREAS, the Planning Commission has found that the draft CIP provides the necessary six-year financial planning schedule for the Town's public facilities and improvements; and

WHEREAS, the Planning Commission has determined that the draft FY 2023 – FY 2028 CIP aligns with the Town's 2030 Comprehensive Plan and the action items found in the Town's adopted Pedestrian Plan and Bicycle Network Master Plan; and

WHEREAS, the Planning Commission recognizes that the draft FY 2023 – FY 2028 CIP is a draft and that adjustments will be necessary based upon additional information received during the finalization of the proposed FY 2023 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the Town of Herndon, Virginia, recommends the Draft FY 2023 – FY 2028 CIP to the Town Manager of the Town of Herndon for further consideration and adoption, and the Planning Commission finds that the one project shown in the Draft FY 2023 – FY 2028 CIP to receive general funding in FY23, is a priority.

BE IT FURTHER RESOLVED that the Planning Commission recommends

- 1) that funds allocated in FY22 for Sidewalks, Trails and Bicycle Facilities be retained in FY23 and funding be continued in FY24 at the scheduled amount; and
- 2) that the remaining projects receiving federal ARPA funding allocations in FY23, should be to maintain existing major infrastructure such as the tennis bubble replacement, natatorium mechanical equipment, and water and sewer infrastructure, and ensuring safety of operations including the town-wide security improvements and police parking expansion;

NEW BUSINESS

9. Resolution, to approve amendment to the by-laws for the Planning Commission (PC).

Vice Chair Burke called on Town Attorney, Lesa Yeatts for the staff report and updates. Ms. Yeatts provided brief presentation for the resolution to approve an amendment to the by-laws for the Planning Commission (PC). Ms. Ms. Yeatts reminded the Board that the vote would be taken this evening. There were no questions or comments by the Board.

On the motion, Commissioner LeReche moved approval of resolution, to amendment to the by-laws for the Planning Commission (PC). This motion was seconded by Commissioner Moses.

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The question was called on the motion, which was carried by a vote of 6-0, The vote was: Commissioners Donahue, LeReche, McFarlane, Moses, Yohannes and Vice Chair Burke voting "Aye". Chairman Romeo was absent.

ADJOURNMENT

On the motion of Commissioner Moses, seconded by Commissioner Yohannes and carried by a vote of 6-0, the February 28, 2022, Planning Commission Public Hearing was adjourned. The vote was: Commissioners Donahue, LeReche, McFarlane, Moses, Yohannes and Vice Chair Burke voting "Aye". Chairman Romeo was absent.

There being no further business, the meeting adjourned at 8:14 p.m.



**Michael Romeo, Chair
Planning Commission**



**Erika Orellana
Clerk of Boards and Commissions**

Minutes approved by the Planning Commission: March 28, 2022