TOWN OF HERNDON, VIRGINIA
PLANNING COMMISSION PUBLIC HEARING AGENDA
FEBRUARY 24, 2020
HERNDON COUNCIL CHAMBERS BUILDING
765 LYNN STREET
7:00 P.M.

CALL TO ORDER

1. Roll Call

APPROVAL OF AGENDA

APPROVAL OF MINUTES

2. January 27, 2020, Planning Commission Public Hearing Draft Minutes

COMMENTS

3. Comments from the Staff Members

4. Comments from the Commissioners

5. Comments from the Audience

PUBLIC HEARING

6. **TOWN OF HERNDON FY 2021 – FY 2026 CAPITAL IMPROVEMENT PROGRAM.** Descriptive Summary of Proposed Action: 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. FY is the abbreviation for fiscal year; the town's fiscal year runs from July 1 to June 30.

ADJOURNMENT

Future Planning Commission Meetings:

March 9, 2020	Planning Commission work session	7:00 p.m.
March 23, 2020	Planning Commission public hearing	7:00 p.m.

TOWN OF Herndon VIRGINIA

MEMORANDUM

To: Chairman Romeo and Members of the Planning Commission

From: Elizabeth M. Gilleran, Director of Community Development

Date: February 19, 2020

Subject: Draft FY 2021 - FY 2026 Capital Improvement Program (CIP)

The following is provided to address questions raised during the February 10, 2020 work session.

Project #2 Bready Park Tennis Court Renovation: When will this project be accomplished? The response from the Director of Parks and Recreation is that this project and its total funding are divided into two major elements. For the first element, which is a smaller portion of the funding shown, the award of contract will go to Town Council for the February 18 work session and potential action at the February 25 public session. However, the work on the project needs to be completed in the warmth of summer, and to be least disruptive to the tennis programming, the town is planning to schedule the work for late August/early September. The project duration for this element of the renovation is expected to be two to three weeks if the weather is cooperative. The second and larger element includes the replacement of the inner membrane of the tennis air structure, a new LED lighting system, replacement of the mechanical systems and related items. This work is scheduled for bid advertisement in the near future. Parks and Recreation is currently working to finalize the scope of work.

Status of Pedestrian Plan items of the Pedestrian and Bicycle Advisory Committee as endorsed by Town Council Resolution 19-G-66 of October 29, 2019. A review of the Action Items included in the Pedestrian Plan indicates the following status:

Fourteen action plan items are included within the Draft FY 2021 – FY 2026 CIP as provided to the Planning Commission for review. CIP projects that address one or more of these action items include #11 East Elden Street VDOT, #12 Spring Street VDOT, #20 Central Elden Walkability, #23 Elden-Center Intersection, #25 Sidewalks and Trails and #29 Traffic Signal-Elden St. at Herndon Centre.

Two action plan items will be addressed in future CIPs through the South Elden Street Improvement Project.

Two action plan items will be completed through the Downtown Development Project and thus will not be CIP projects.

One action item is located primarily in Fairfax County and will require additional

Fourteen action plan items require additional technical review to ensure that proposed improvements meet engineering and Manual of Uniform Traffic Control Devices (MUTCD) standards. In addition, some of the action plan items fall below the threshold of a capital project or are considered maintenance projects. Typically, a project needs to cost at least $50,000 to be considered a capital project.

Additional staff resources will be present at the February 24, 2020 public hearing to provide answers to any additional questions.

The staff recommends that the Planning Commission moves approval of the attached resolution to recommend adoption the Draft FY 2021 – FY 2026 CIP, as presented at the Planning Commission work session of February 10, 2020 and public hearing of February 24, 2020, to the Town Manager, with the understanding that the document is a draft at this time and that adjustments may be necessary based upon additional information received during the finalization of the proposed FY 2021 Operating Budget.

Attachment:

#1 Draft Resolution to Approve the FY 2021 – FY 2026 CIP

TOWN OF HERNDON, VIRGINIA

PLANNING COMMISSION

RESOLUTION

February 24, 2020

Resolution - To recommend to the Town Manager of the Town of Herndon the Draft FY 2021 – FY 2026 Capital Improvement Program (CIP), as presented at the Planning Commission work session of February 10, 2020 and public hearing of February 24, 2020.

WHEREAS, the Planning Commission of the Town of Herndon, Virginia has reviewed the draft FY 2021 – FY 2026 CIP, and

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 2021 – FY 2026 CIP aligns with the Town's 2030 Comprehensive Plan and the action items found in the Town's adopted Pedestrian Plan, and

WHEREAS, the Planning Commission recognizes that the draft FY 2021 – FY 2026 CIP is a draft and that adjustments may be necessary based upon additional information received during the finalization of the proposed FY 2021 Operating Budget.

NOW THEREFORE, BE IT RESOLVED by the Planning Commission of the Town of Herndon, Virginia, recommends the Draft FY 2021 – FY 2026 CIP to the Town Manager of the Town of Herndon for further consideration and adoption.