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PLANNING COMMISSION

Monday

February 24, 2020

The Planning Commission met in public session on Monday, February 24, 2020, at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Chairman Michael Romeo, Vice Chair George Burke and Commissioners Marcia Bouchard, Paul LeReche, Kevin Moses and Sean Regan.

Others present during the meeting: Lesa Yeatts, Town Attorney; Elizabeth Gilleran, Director of Community Development; William Ashton, II, Town Manager; Jennie Tripoli, Director of Finance and Erika Orellana, Clerk to Boards and Commissions.

Chairman Romeo called the meeting to order at 7:00 p.m., six Commissioners present, and with Chairman Romeo presiding.

1. DETERMINATION OF QUORUM

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

2. APPROVAL OF AGENDA

On the motion of Vice Chair Burke, seconded by Commissioner Moses and carried by a vote of 6-0, the agenda for the February 24, 2020 public hearing meeting was approved. The vote was: Commissioners Bouchard, LeReche, Moses, Regan, Vice Chair Burke and Chairman Romeo voting "Aye."

3. APPROVAL OF MINUTES

January 27, 2020

Public Hearing Minutes

On the motion of Vice Chair Burke, seconded by Commissioner Moses and carried by a vote of 5-0-1, the minutes for the January 27, 2020 public hearing meeting were approved. The vote was: Commissioners Bouchard, LeReche, Moses, Regan and Vice Chair Burke voting "Aye." Chairman Romeo abstained.

**February 24, 2020
(public hearing)**

4. COMMENTS FROM THE STAFF

There were no comments from the Staff.

5. COMMENTS FROM THE PLANNING COMMISSIONERS

There were no comments from the Planning Commissioners.

6. COMMENTS FROM THE AUDIENCE

The following individual provided comments:

- Walter Shorter

PUBLIC HEARING

- 7. 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.

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 7, 2020 and February 14, 2020 issues.

Chairman Romeo opened the public hearing and called on Elizabeth Gilleran, Director of Community Development.

Ms. Gilleran presented the staff report dated February 10, 2020, and staff memo dated February 19, 2020, which are on file in the Department of Community Development.

Staff recommends that the Planning Commission moves **approval** of resolution (Attachment #1), 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.

**February 24, 2020
(public hearing)**

Attachment #1:

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.

**February 24, 2020
(public hearing)**

Vice Chair Burke asked for more clarification regarding the sources for the projects, such as the W/S Bond funding. Jennie Tripoli, Director of Finance clarified the information. Commissioner Regan asked for clarification on the Information Technology project and how to distinguish when capital goes into software verses hardware budget. William Ashton II, Town Manager provided details of the project.

There was no further discussion on this item by the Commissioners.

Chairman Romeo asked for comments from the audience. There were no comments by the audience, no audience present.

Following the public hearing, Commissioner Bouchard moved approval of the Draft FY 2021-FY2026 Capital Improvement Program (CIP), in accordance with the draft resolution on Attachment #1. This motion was seconded by Vice Chair Burke.

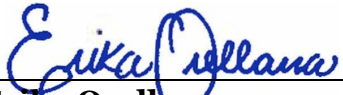
Following brief comments by Chairman Romeo, the question was called on the motion, which was carried by a vote of 6-0. The vote was: Commissioners Bouchard, LeReche, Moses, Regan, Vice Chair Burke and Chairman Romeo voting "Aye."

ADJOURNMENT

There being no further business, the meeting adjourned at 7:40 p.m.



**Michael Romeo, Chairman
Planning Commission**



**Erika Orellana
Clerk to Boards and Commissions**

Minutes approved by the Planning Commission: September 28, 2020