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**PLANNING COMMISSION
Work Session
February 14, 2022**

The Planning Commission of the Town of Herndon, Virginia, met in work session on Monday, February 14, 2022, at 7:00 p.m. in the Town of Herndon Police Department, Community Room, 397 Herndon Parkway, Herndon, Virginia. In attendance were: Chairman Romeo, Vice Chair George Burke and Commissioners: Jay Donahue, Mike McFarlane and Meron Yohannes. Commissioners Paul LeReche and Kevin Moses were absent.

Others present during the meeting: Bill Ashton, Town Manager; 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; Cindy Roeder, Director of Parks and Recreation; and Erika Orellana, Clerk of Boards & Commissions.

1. DETERMINATION OF QUORUM

Chairman Romeo stated that there were 5 Commissioners present, which constituted a quorum.

PUBLIC HEARING

2. 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.

Chairman Romeo opened the work session and called on Bill Ashton, Town Manager for introduction of the staff and a brief explanation about the CIP. Staff introduced themselves and title: Scott Robinson, Director of Public Works; John Verdin, Capital Projects Program Manager; John Irish, Deputy Director of Public Works.

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 update are the following:

- CIP Process administrated by Public Works
- CIP Program Manager

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- 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, operational cost, multimodal transportation and enhancements. Mr. Verdin, provided information on the new projects that include government facilities and infrastructure. As well as parks and recreation that include golf course, water & sewer and cemetery funds.

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.

Commissioners provided their feedback and asked for clarification CIP projects, fundings and ARPA program. Staff provided response to their questions and comments.

DISCUSSION

3. ITEMS OF INTEREST

Ms. Gilleran provided updates on TRG Area Plan Project.

4. COMMENTS FROM THE STAFF

There were no comments from the staff.

5. COMMENTS FROM THE COMMISSIONERS

There were no comments from the Commissioners.

ADJOURNMENT

On the motion of Vice Chair Burke seconded by Commissioner Donahue and carried by a vote of 5-0, the February 14, 2022, Planning Commission work session was adjourned. The vote was: Commissioners Donahue, McFarlane, Yohannes, Vice Chair Burke and Chairman Romeo voting "Aye." Commissioners LeReche and Moses were absent.

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There being no further business, the meeting adjourned at 8:35 p.m.



**Michael Romeo, Chairman
Planning Commission**



**Erika Orellana
Clerk of Boards & Commissions**

Minutes approved by the Planning Commission: March 28, 2022