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**PLANNING COMMISSION
Work Session
February 11, 2019**

The Planning Commission of the Town of Herndon, Virginia, met in work session on Monday, February 11, 2019 at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Chair Melissa Jonas, Vice Chair George Burke and Commissioners Marcia Bouchard, Paul LeReche, Kevin Moses, Sean Regan and Michael Romeo.

Vice Chair George Burke was absent.

Others present during the meeting: William Ashton, II, Town Manager, Lesa Yeatts, Town Attorney, Elizabeth Gilleran, Director of Community Development, Bryce Perry, Deputy Director of Community Development, Tammy Chastain, Deputy Director of Public Works, David Stromberg, Zoning Administrator, Dana Heiberg, Senior Planner, Mark Duceman, Transportation Planner; Erika Orellana, Clerk to the Boards and Commissions; and Lisa Webster, Clerk to the Herndon Planning Commission.

1. DETERMINATION OF QUORUM

Chair Jonas stated that Commissioner Regan would be 10 minutes late.
Chair Jonas stated that there were five members present, which constituted a quorum.

Commissioner Regan arrived at 7:04 p.m.

2. COMMENTS FOR THE COMMISSIONERS

Chair Jonas stated there would be a change to the agenda order and would hear DP #17-01 first followed by Town of Herndon FY 2020 – FY 2025 Capital Improvement Program, SE# 19-03, PCA #19-01 and SE# 19-02.

3. COMMENTS FOR THE STAFF

Elizabeth Gilleran, Director of Community Development introduced the new Clerk to the Planning Commission, Erika Orellana.

PUBLIC HEARINGS

4. **DEVELOPMENT PLAN - DP #17-01, 555 Herndon Parkway**, to consider an application for a Herndon Transit-Oriented Core (HTOC) Development Plan with proffered conditions to allow a mixed-use development located at 555 Herndon Parkway. Owner: 555 Herndon LLC. Representative: Frank J. Poli, Senior Vice President, Penzance Management, LLC. Agent: Kenneth W. Wire, Esq. Wire Gill, LLP. **(Continued from January 28, 2019 Planning Commission public hearing).**

Bryce Perry, Deputy Director of Community Development provided a summarization of the staff report dated February 11, 2019 and presented the PowerPoint presentation with summary.

Since the January Planning Commission public hearing, staff and the applicant have met on several occasions to address the issues raised by staff in the January 14, 2019 staff report. The meetings culminated with a resubmission of the application materials. In addition to the meetings with staff, the applicant presented revised architectural drawings to the ARB at its February 6, 2019 work session.

The ARB's report on that review is provided as Attachment #2.

The following new material has been submitted by the applicant for consideration:

- Revised Development Plan
- Revised Proffer Statement
- Zoning Modification Request to reduce required tower separation
- Revised Statement of Justification
- Neighborhood Meeting Minutes
- Revised Traffic Impact Analysis

5. **COMMENTS FROM THE STAFF**

The staff encourages members of the commission to visit the site and acquaint themselves with the abutting conditions and grade as these elements have a significant impact on this application.

Mr. Perry discussed comments from the Architectural Review Board (ARB) about the overall look and composition; store fronts, garage screening façades, color palate, landscaping and open space design to ensure the look is not too sterile.

6. **COMMENTS FROM THE PLANNING COMMISSIONERS**

Commissioner Bouchard expressed concern about surface parking remaining during interim phases.

Commissioner Regan stated that the pedestrian walkway on the eastern side of the project should be as large as possible and asked if it could have a two-story height.

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Commissioner Moses inquired about the parking and if it was enclosed or only surface parking.

7. TOWN OF HERNDON FY 2020 – FY 2025 CAPITAL IMPROVEMENT PROGRAM, to consider making a recommendation to the Town Manager on the draft FY 2020 – FY 2025 Capital Improvement Program.

Dana Heiberg, Senior Planner provided a summarization of the staff report dated February 11, 2019 and presented the PowerPoint presentation with summary.

The proposed CIP contains 50 projects for Fiscal Year 2010 through Fiscal Year 2025, consisting of 38 General Fund projects and 12 Enterprise Fund Projects. The three largest funding sources for General Fund projects are grants (\$26,777,000), General Obligation bond funding (\$17,210,000) and General Fund revenue (\$12,100,000).

Transportation project funding continues to be diverse and includes significant Virginia HB2313 funding. Two large street improvement projects are being designed and constructed by VDOT; the town is providing a small percentage of funding as shown on the General Fund summary sheet. The bulk of the project costs are detailed on the project sheets in coordination with the latest information from VDOT.

As in previous years, the proposed CIP as recommended to the Planning Commission may be subject to some adjustment when the Town Manager finalizes his annual budget and CIP recommendations to Town Council. The FY 2019 - FY 2024 CIP is available on the town website for comparison. It is generally similar; new General Fund projects are #34, Police Exterior Garage and #38, Traffic Signal at Herndon Centre.

8. APPLICATION FOR A SPECIAL EXCEPTION – SE #19-03, 281 Sunset Park Drive, to consider a special exception to allow a fitness facility. Fitness facilities may be permitted in this zoning district subject to the approval of a special exception. Applicant: Kavitha Maddi & Yogender Rakasi. Business Entity: Koko FitClub Herndon. Property Owner: Skyvish Square, LLC

David Stromberg, Zoning Administrator provided a summarization of the staff report dated January 14, 2019.

Staff is recommending a condition on maximum number of clients during business hours to ensure that the use of this space as a fitness facility does not create a burden on parking that is any greater than the by-right use of a restaurant. Although the zoning ordinance requirement for this use is one parking space per every two clients, the business model as described by the applicant states that this facility is focused on individualized training.

Sometimes the individualized training is performed by a staff member who is present, sometimes it is performed digitally. Therefore, staff is recommending a condition that the maximum number of clients between the hours of 8 a.m. and 6 p.m. on weekdays be limited to six. This is equal to the number of spaces that were required for the by-right restaurant use.

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Staff recommends the Commission recommend approval with the proposed conditions in accordance with **Alternative #2**.

The zoning ordinance lists uses permitted in a zoning district as by-right, by special exception, or not permitted. Special exceptions differ from by-right uses in that they have the potential to have a greater impact on neighboring properties and therefore are subject to more thorough review as specified in Section 78-155.3(e). Staff believes this proposal meets the conditions for approval of a special exception and recommends approval with the attached conditions.

9. COMMENTS FROM THE PLANNING COMMISSIONERS

Commissioner Romeo asked about Condition D regarding the applicant providing a record of attendance to the town and if the applicant had agreed with that condition.

David Stromberg, Zoning Administrator stated that the applicant was comfortable with all of the conditions and that Condition D explicitly states that no personally identifiable information is to be included in the record provided to the town. Mr. Stromberg stated the applicant will provide a spreadsheet showing entry door swipe-ins at their current location in Reston.

Staff believes this proposal meets the conditions for approval of a special exception and recommends approval.

10. APPLICATION FOR A PROFFER CONDITION AMENDMENT – PCA #19-01, 525 Grove Street, Virginia Dominion Energy Substation, to consider a proffer condition amendment to amend the proffer statements for the previously approved rezoning applications, ZMA #02-102 and ZMA #02-103. Applicant: Tessia Knight, Network Building & Consulting, LLC. Owner: Virginia Electric & Power Company

The staff recommends the following alternatives;

1. Recommendation for approval.
2. Recommendation for approval with revisions.
3. Recommendation for denial.
4. Continuance of the application to the March Planning Commission meetings.

Staff recommends a continuance of the application in accordance with **Alternative #4**. A continuance will allow the applicant additional time to respond to the issues raised in

the staff report and provide staff the necessary time to evaluate any revisions and new information submitted.

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11. **APPLICATION FOR A SPECIAL EXCEPTION – SE #19-02, 525 Grove Street, Virginia Dominion Energy Substation**, to consider a special exception to construct a telecommunications monopole and associated ground equipment compound. Applicant: Tessia Knight, Network Building & Consulting, LLC. Owner: Virginia Electric & Power Company.

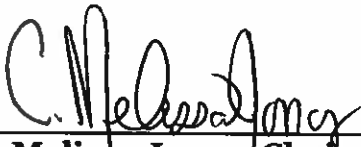
The staff recommends the following alternatives;

1. Recommendation for approval.
2. Recommendation for approval with conditions.
3. Recommendation for denial.
4. Recommendation for a continuance to the March Planning Commission meetings.

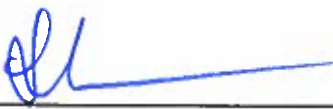
Staff recommends a continuance of the application in accordance with **Alternative #4**. A continuance will allow the applicant additional time to respond to the issues raised in the staff report and provide staff the necessary time to evaluate any revisions and new information submitted.

12. **ADJOURMENT**

There being no further business, the meeting adjourned at 9:04 p.m.



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



**Lisa Webster
Clerk to the Planning Commission**

Minutes approved by the Planning Commission: 03-25-19