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**PLANNING COMMISSION
Work Session
February 10, 2020**

The Planning Commission of the Town of Herndon, Virginia, met in work session on Monday, February 10, 2020 at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Chairman Romeo and Commissioners: Marcia Bouchard, Paul LeReche, Kevin Moses and Sean Regan. Vice Chair George Burke was absent.

Others present during the meeting: Lesa Yeatts, Town Attorney; Elizabeth Gilleran, Director of Community Development; Scott Robertson, Director of Public Works, Mark Duceman, Transportation Program Manager and Dana Heiberg, Senior Planner.

1. DETERMINATION OF QUORUM

Chairman Romeo stated that there were five members present, which constituted a quorum.

PUBLIC HEARING

- 2. 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.

Chairman Romeo opened the work session and called on Dana Heiberg, Senior Planner, for the staff report.

Dana Heiberg, Senior Planner, presented the staff report dated February 10, 2020, for this item, FY 2021- FY 2026 Capital Improvement Program.

Commission members requested clarification regarding variable terminology, timing of projects indicated as fully funded and to what extent Pedestrian and Bicycle Advisory Committee priorities were included in the proposed CIP. The staff provided clarification

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and stated that more detailed answers would be provided prior to the public hearing of February 24, 2020.

DISCUSSIONS

3. ITEMS OF INTEREST

Staff presented an update regarding current submissions that would be before the Commission at a later date including the following:

Parkview Executive Development Plan which has been a preliminary Architectural Review Board Meeting.

Fairbrook (SE #19-05) the applicant for which has received town staff comments but has not resubmitted at this time.

Herndon Corporate Center/Park Place rezoning has undergone first submission review.

Staff presented an update on other items of interest:

On January 24, 2020 the BZA denied an appeal of the Zoning Administrator's interpretation of the Darlington Oaks proffer statement regarding the use of garages.

4. COMMENTS FROM THE STAFF

There were no additional comments from staff.

5. COMMENTS FROM THE COMMISSIONERS

Commissioner Regan congratulated Chairman Romeo for a job well done on the occasion of Chairman Romeo's first work session as Chair. All other commissioners concurred.

Chairman Romeo thank the commissioners for placing their confidence in him and encouraged them to provide him with their input.

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ADJOURNMENT

There being no further business, the meeting adjourned at 8:55 p.m.



Michael Romeo, Chairman
Planning Commission



Erika Orellana
Clerk to Boards & Commissions

Minutes approved by the Planning Commission: September 28, 2020