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**PLANNING COMMISSION
Work Session
January 14, 2019**

The Planning Commission of the Town of Herndon, Virginia, met in work session on Monday, January 14, 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.

Others present during the meeting: Lesa Yeatts, Town Attorney, Elizabeth Gilleran, Director of Community Development; David Stromberg, Zoning Administrator, Dana Heiberg, Senior Planner; and Lisa Webster, Clerk to the Herndon Planning Commission.

1. DETERMINATION OF QUORUM

Chair Jonas stated that there were six members present, which constituted a quorum. Commissioner Romeo arrived at 7:04 p.m.

PUBLIC HEARINGS

2. APPLICATION FOR A SPECIAL EXCEPTION – SE #19-01, 767 Monroe Street, to consider a special exception to increase the number of nonresident persons permitted in a home-based business from a maximum of four in a 24-hour period to seven in a 24-hour period. Fairfax County Tax Map Reference Number: 0162 02 0265A. Applicant: Heather Kepshire.

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

The staff recommends **APPROVAL** of Special Exception #19-01 with the conditions set forth in the staff recommendation to achieve compliance with the standards found in Section 78-155.3.

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The applicant was approved to operate a hair salon as a home-based business in 2016. The Town has not received any complaints for this address.

The zoning ordinance limiting the number of nonresidents includes any employees of the home-based business. The applicant has hired an assistant which reduces the total number of clients the applicant can have in a 24-hour period from four to three.

The applicant advertises as a "single chair" salon and typically does not see more than one client at a time. The business does not generate additional waste or receive any special deliveries beyond that of a typical single-family residence.

The property contains a driveway with three vehicle parking spaces. There is no on-street parking permitted on Monroe Street and the street is marked with "No Parking" signs. The applicant has stated that a number of her clients are town residents who walk to the salon.

3. COMMENTS FROM THE PLANNING COMMISSIONERS

Commissioner LeReche raised concerns about parking; particularly on-street parking.

Vice Chair Burke inquired if applicant was of the parking restrictions.

4. COMMENTS FROM THE STAFF

Staff is recommending a condition that no more than two nonresident vehicles be located on the property at any one time.

5. DEVELOPMENT PLAN - DP #17-01, 555 Herndon Parkway. Descriptive Summary of Proposed Action: 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. The plan also includes the establishment of a private road network, streetscape improvements along Herndon Parkway, and a plaza area at the center of the site. Owner: 555 Herndon LLC. Representative: Frank J. Poli, Senior Vice President, Penzance Management, LLC. Agent: Kenneth W. Wire, Esq. Wire Gill, LLP.

Elizabeth Gilleran, Director of Community Development provided a summarization of the staff report dated January 14, 2019 and Bryce Perry, Deputy Director of Community Development presented the PowerPoint presentation with summary.

This application is the first submission of a development plan for property in the Herndon Transit-Oriented Core (HTOC) requesting density above a 1.2 Floor Area Ratio (FAR.) The applicant is requesting a FAR of 4.3.

The applicant has been working closely with staff, and while there is still the need for additional material and amendments to the proposal, the plan has progressed significantly.

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6. 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.

7. COMMENTS FROM THE PLANNING COMMISSIONERS

Commissioner LeReche inquired about the neighborhood meeting and if adjacent property owners were notified.

Vice Chair Burke also inquired about the criteria of the neighborhood meeting, traffic lights in the HTOC and public access.

Staff stated that Penzance was holding a community meeting on January 23, 2019 at 7:00 p.m. at 555 Herndon Parkway and Lisa Webster, Clerk to the Planning Commission will email notice to all Commissioners.

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

8. ZONING ORDINANCE TEXT AMENDMENT - ZOTA #18-06, to amend Chapter 78 (Zoning), Article V, (Planned Development Districts), Section 78-50.7, (Planned Development-Traditional Downtown District), Article VII, (Use Regulations), Section 78-71.6, (Eating Establishments Use Category), Article XI, (Development Standards), and Section 78-110.2, (Planting Standards for Landscaping), to make housekeeping changes for internal consistency.

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

This is part of the ongoing process to eliminate inconsistencies, errors, or obsolete provisions of the Zoning Ordinance in order to increase clarity and administrative efficiency.

Staff recommends approval.

9. COMMENTS FROM THE PLANNING COMMISSIONERS

Commissioner LeReche inquired about standards and Chair Jonas inquire about protocol.

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10. **COMPREHENSIVE PLAN AMENDMENT – CPA #18-01, South Elden Area Plan, to amend the comprehensive plan for the general area of the corridor along Elden Street, from Sterling Road to south of the Herndon Parkway and including several abutting properties. The Planning Commission will consider a resolution recommending plan amendment CPA #18-01 to the Town Council for adoption into the Town of Herndon 2030 Comprehensive Plan, adopted Continued from November 5, 2018 Planning Commission public hearing).**

Michael Wallick, Planner 1 provided a summarization of the staff report dated January 14, 2019 and PowerPoint presentation with summary.

Mr. Wallick reported that the Smart Scale applicant was still in process and will provide updated information when available.

The staff recommends that the Planning Commission approve the attached resolution for CPA #18-02, recommending this minor plan amendment to the Town Council.

Attachment #2

TOWN OF HERNDON,

VIRGINIA RESOLUTION

January 28, 2019

Resolution - CPA #18-02. Recommending and Certifying Comprehensive Plan Amendment #18-02 Establish a Design Concept for Street Improvements on Elden Street, between Sterling Road and Herndon Parkway, to the Town Council of the Town of Herndon, Virginia.

BE IT RESOLVED by the Planning Commission for the Town of Herndon that:

1. On November 13, 2018, the Town Council referred the proposed amendment to the Planning Commission for public hearing and recommendation in accordance with Code of Virginia § 15.2-2229. Amendments.
2. The Planning Commission has reviewed the plan amendment and after public hearing recommends CPA #18-02 to the Town Council. The amendment consists of the following text amendment to the Transportation Chapter, current Page IX-8, as well as supporting documents described below to be incorporated by reference into the comprehensive plan.

6. South Elden Street: (Town Minor Arterial) Herndon Parkway to Sterling Road, improve to divided four lane section. Project study area to encompass Elden Street/Sterling Road and Elden Street/Ferndale Avenue intersections. (CIP) add a shared-use path of eight feet in width & improve the existing 5-lane section to be a 4-lane section with 11-foot-wide travel lanes and a raised median and protected turning lanes. To increase visibility and safety to pedestrian crossings, enhanced crosswalks are to be added at the intersections

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of Elden Street and Alabama Drive, the intersection at Dulles Park Shopping Center, and the intersection of Elden Street at Sterling Road. The eight-foot-wide shared- use path is to be located on the western side of Elden Street and is to run from Sterling Road to Herndon Parkway.

3. CPA #18-02 amends the Town of Herndon 2030 Comprehensive Plan adopted August 12, 2008, as amended through January 13, 2015 to establish a design concept for street improvements on Elden Street, between Sterling Road and Herndon Parkway, and incorporate by reference:
 - a. The Design Concept by AECOM (dated November 30, 2017, revised June 15, 2018)
 - b. Traffic Operations Technical Memorandum South Elden Street Corridor Plan Existing and No Build Condition, prepared by AECOM and dated December 22, 2017
 - c. 2040 Build Scenario Traffic Operations Addendum South Elden Street Corridor Plan, prepared by AECOM and dated July 9, 2018
 - d. The conceptual access management plan prepared by the Department of Community Development and shown as attachment 7 to the staff report of January 14, 2019
4. Based upon outcomes of the OIPI (Grant Oversight Committee which met in 2018), the town shall pursue two separately funded initiatives related to this project within the study area:
 - a. Signalize the intersection of Elden Street and the Dulles Park Shopping Center.
 - b. Improve the existing sidewalk on the east side of Elden Street, between Herndon Parkway and Sterling Road.
5. This resolution shall be effective on and after its date of adoption.

11. COMMENTS FROM THE PLANNING COMMISSIONERS

Commissioners LeReche Moses, Regan and Romeo discussed potential issues and solutions related to traffic pattern in this area.

Vice Chair Burke also discussed enhancements re: pedestrian walkway and signage.

Chair Jonas discussed the safety walk route that would affect Herndon Middle School students. Chair Jonas also wanted to thank Commissioner Romeo on his work on the committee.

Chair Jonas requested staff provide an update from regarding Economic Development plan meeting.

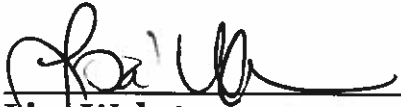
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12. ADJOURNMENT

There being no further business, the meeting adjourned at 8:49 p.m.



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



**Lisa Webster
Clerk to the Planning Commission**

Minutes approved by the Planning Commission: February 25, 2019