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**PLANNING COMMISSION
Work Session
January 9, 2023**

The Planning Commission of the Town of Herndon, Virginia, met in work session on Monday, January 9, 2023, at 7:00 p.m. in the Town of Herndon Municipal Building, Large Conference Room, 2nd floor, 777 Lynn Street, Herndon, Virginia. In attendance were: Vice Chair George Burke and Commissioners: Dua’a Elbarasse, Jay Donahue, Mike McFarlane, and Meron Yohannes. Chairman Michael Romeo and Commissioner Kevin Moses were absent.

Others present during the meeting: Lisa Gilleran, Director of Community Development; Lesa Yeatts, Town Attorney; Scott Robinson, Director of Department of Public Works; John Irish, Deputy Director of Department of Public Works; John Verdin, Capital Improvement Project Program Manager; and Aaron Zoellick, Clerk of Boards and Commissions.

CALL TO ORDER

Vice Chair Burke called the Planning Commission work session for January 9, 2023, to order at 7:09pm.

1. DETERMINATION OF QUORUM

Vice Chair Burke stated that there were five Commissioners present, which constituted a quorum.

PUBLIC HEARING

- 2. ZONING ORDINANCE TEXT AMENDMENT, ZOTA #22-01**, to revise regulations governing the maximum number of freestanding signs permitted with a drive-through use. Notice is hereby given to consider zoning text amendments to establish new, and clarify, revise, and/or delete, existing regulations and definitions in order to amend the sign regulations for drive-through commercial uses. The proposed amendments under consideration include, without limitation: Chapter 78 (Zoning), Article XIV (Signs), and Section 78-141.4 (Sign Standards for Commercial Districts), and other articles as deemed necessary to revise the regulations.

Vice Chair Burke called on Lisa Gilleran, Director of Community Development, for the staff report.

Ms. Gilleran presented the staff report for ZOTA #22-01, dated January 9, 2023, which is on file in the Department of Community Development.

Ms. Gilleran stated that staff is recommending that the Planning Commission recommend Town Council approve ZOTA #22-01.

Commissioners offered comments and questions about the following topics: whether Town Council has indicated support for ZOTA #22-01, the meaning of content neutrality following *Reed v. Town of Gilbert*, 576 U.S. 155 (2015), difference between primary and secondary signs, similar existing signs at drive-thru locations. Ms. Gilleran and Ms. Yeatts responded to Commissioners’ comments and questions.

- 3. TOWN OF HERNDON FY 2024 – FY 2029 CAPITAL IMPROVEMENT PROGRAM (CIP)**. The Planning Commission will take public comment on the Town’s Capital Improvement Program (CIP) and will consider a recommendation to the Town Manager. The Town Manager will subsequently recommend an operating

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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.

Vice Chair Burke called on John Verdin, Capital Improvement Project Program Manager, for the Department of Public Works staff report.

Mr. Verdin presented the Department of Public Works staff report for Town of Herndon FY 2024 – FY 2029 Capital Improvement Program, dated January 9, 2023, which is on file in the Department of Community Development.

Mr. Verdin stated that Department of Public Works staff is recommending that the Planning Commission recommend the proposed draft CIP to the Town Manager.

Commissioners offered comments and questions about the following topics: definition of equity, prioritization of certain project categories in the CIP, expectations from the Planning Commission, ARPA funds, projects funded by general and enterprise funds, unfunded projects, and budget and staffing for individual projects. Mr. Verdin and Mr. Irish responded to Commissioners' comments and questions.

4. FUTURE BUSINESS

Vice Chair Burke stated that the 2023 Election of Officers will take place at the Planning Commission regular meeting scheduled for 7:00 pm on January 23, 2023.

5. COMMENTS FROM THE STAFF

Vice Chair Burke asked if there were any comments from the staff. Ms. Gilleran stated that staff is working to put together a joint Town Council-Planning Commission meeting in February with the SOM consultants to discuss the Transit-Related Growth (TRG) Area projects.

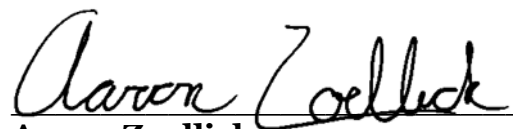
6. COMMENTS FROM THE COMMISSIONERS

Vice Chair Burke asked if there were any comments from the Commissioners. Vice Chair Burke stated that the work on Van Buren Street and Herndon Parkway has turned out terrific.

ADJOURNMENT

On the motion of Commissioner Donahue, seconded by Commissioner Yohannes, and without objection, the November 7, 2022, Planning Commission work session was adjourned.

There being no further business, the meeting adjourned at 8:20 p.m.



Aaron Zoellick

Clerk of Boards and Commissions

Minutes approved by the Planning Commission: February 27, 2023