

**TOWN OF HERNDON, VIRGINIA
PLANNING COMMISSION PUBLIC HEARING AGENDA
APRIL 22, 2019
HERNDON COUNCIL CHAMBERS BUILDING
765 LYNN STREET
7:00 P.M.**

CALL TO ORDER

1. Roll Call

APPROVAL OF AGENDA

APPROVAL OF MINUTES

2. March 8, 2019, Planning Commission Work Session Draft Minutes
3. March 25, 2019, Planning Commission Public Hearing Draft Minutes

COMMENTS

4. Comments from the Staff Members
5. Comments from the Commissioners
6. Comments from the Audience

PUBLIC HEARINGS

7. **ZONING ORDINANCE TEXT AMENDMENT – ZOTA #18-03**, to consider amending Chapter 78 (ZONING), by adding subsection 78-80.4(u), to permit and establish limitations on short-term rentals as an accessory use to residential dwelling units provided certain standards are met, whereas they are currently not permitted, and Section 78-180, (Definitions) to define the term. A fee of \$200 will be established in Section 78-152.2(b)(3) (Fees), for a two-year permit and inspection for short-term rental establishments pursuant to Virginia Code 15.2-2286(A)(6). **(Continued from October 1, 2018 Planning Commission public hearing).**
8. **URBAN DESIGN & ARCHITECTURAL GUIDELINES for the HERNDON TRANSIT-ORIENTED CORE (HTOC)**, to consider two additional chapters of the guidelines; one for signs within the HTOC, and the other for landscaping within the HTOC. Both chapters would be incorporated into the existing guidelines document that was adopted by the Town Council in November 2013. The new chapters will provide design guidance for the various types of building-mounted and freestanding signage and landscape architecture guidance for both open spaces and streetscapes.

ADJOURNMENT

Future Planning Commission Meetings:

May 13, 2019	Planning Commission work session	7:00 p.m.
May 20, 2019	Planning Commission public hearing	7:00 p.m.



MEMORANDUM

To: Chairman Jonas and Members of the Planning Commission

From: Elizabeth M. Gilleran, Director of Community Development *EMG*

Date: April 17, 2019

Subject: ZOTA #18-03, to permit and establish limitations on short-term rentals as an accessory use to residential dwelling units provided certain standards are met, whereas they are currently not permitted and to establish a fee of \$200 for a two-year permit and inspection for short-term rental establishments pursuant to Virginia Code 15.2-2286(A)(6).

During the April 8, 2019 work session, a majority of the Commission indicated that they may choose to continue ZOTA #18-03 to a date certain. To facilitate such action, should the Commission so choose, the staff has prepared the attached motion. The future date has been left open for the Commission to decide. The staff recommends that a date certain of September 23, 2019 might allow for additional information to be forthcoming.

If you have any questions, please do not hesitate to contact me.

**TOWN OF HERNDON, VIRGINIA
PLANNING COMMISSION**

Motion

April 22, 2019

Motion – To continue ZOTA #18-03 to a date certain

I move to continue ZOTA #18-03, to permit and establish limitations on short-term rentals as an accessory use to residential dwelling units provided certain standards are met, whereas they are currently not permitted and to establish a fee of \$200 for a two-year permit and inspection for short-term rental establishments pursuant to Virginia Code 15.2-2286(A)(6) until _____2019.



MEMORANDUM

To: Chair Jonas & Members of the Planning Commission

From: Bryce A. Perry, Deputy Director of Community Development 

Date: April 17, 2019

Subject: Landscaping & Signage Chapters of the Urban Design & Architectural Guidelines for the HTOC

This memo serves as an addendum to the Planning Commission staff report, dated April 8, 2019. The errata sheets (List of Amendments) for proposed draft landscaping and signage chapters of the HTOC design guidelines have been revised to include the Planning Commission comments received at the April 8, 2019 work session. Those revised sheet are attached and the Planning Commission comments are shown in red.

Staff Recommendation:

Staff recommends approval of the draft resolution provided at the work session to include the errata sheets as revised.

Attachments:

1. HTOC Guidelines Signage Section List of Amendments, Dated April 12, 2019
2. HTOC Guidelines Landscaping Section List of Amendments, Dated April 12, 2019

List of Amendments to the Proposed Signage Guidelines for the HTOC

4/12/19

#	Location	Type	Comment
1	Page 86	change language	"sign area shall be calculated in accordance with the <i>individual sign standards specified within this document</i> "
2	Page 90	add language	for "sign bands"; limit internal illumination to halo-lit
3	Page 90	add language	for "canopy sign" allow upper floor occupancy at lobby entrances. Limit to external lighting
4	Page 90	change title of sign type	to just "projecting sign"
5	Page 91	change title of sign type	change from "directory" to "freestanding". Remove option for placement on public street.
6	Page 91	change title of sign type	change from "feature signs" to "Blade Signs".
7	Page 91	change max height	increase "feature sign" placement height to 35'. Clarify that height is related to placement and not size of sign. Also clarify sign's vertical orientation.
8	Page 91	change language	for "door/window signs" change lighting to "not permitted"
9	Page 91	add language	for "plaques" limit one per business
10	Page 92	change language	for "monument signs"; allow on private streets as well
11	Page 92	change language	for "tower signs"; modify "Location": <i>At the top of tower building; visible from the Dulles Toll Road. On the south facing building elevation, left half of the east facing building elevation, or right half of the west facing building elevation.</i>
12	Page 92	change language	for "tower signs"; modify "Maximum Area for Sign": <i>250SF maximum for each sign when building is 14 stories or 180 feet in height. 150SF maximum for each sign when building is 6 stories or 80' in height.</i>
13	Page 92	add language	for "projecting banner signs": add standard for material - <i>durable exterior commercial grade fabric</i>
14	Page 93	in graphic captions	change "permitted locations" to "potential locations".

List of Amendments to the Proposed Landscaping Guidelines for the HTOC

4/12/19

#	Location	Type	Comment
1	Page 31	new standard; add after "B"	"Public open spaces shall consist of a minimum of 30% softscapes to break up hardscaping and accommodate shade trees and other plants."
2	Page 3	map update	insert identifier labels for reference. Add "Herndon Parkway", "Van Buren Street", "Worldgate Drive", and "Herndon Metrorail Station"
3	Page 3	map update	include open space as approved with DP#17-01
4	Page 7, 8	sidewalk dimensions in plan view, section view, and axo view	Change sidewalk dimension label on eastern side of Van Buren Street to "5'-10' variable width" and include an asterisk or footnote. Then include the asterisk/footnote below the plan view stating..."the sidewalk shall be a minimum of 8' when the adjacent property is redeveloped by Special Exception or Development Plan."
5	Page 7,8	note arrangement	Convert the two existing notes below the plan view into a bulleted list that includes the new note regarding sidewalk width. The section view should be move the next page to fit this or the notes should be moved to the next page.
6	Page 7	bike lane label	change bike lane label to indicate 6' on the west side and 8' on the east side. Similar to how its labeled for Herndon Parkway.
7	Page 6,8,10,12,14	private building zone label	do not capitalize
8	Page 6,8,10,12,14	image caption	Capitalize street names.
9	Page 10	image caption	change to "Worldgate Drive"
10	Page 3	legend update	change "Alternative A Private Streets" to Private Streets. Change "Alternative B Private Streets" to "Private Street with Sugarland Run Trail"
11	Page 11	note after title	remove "Alternative A" from title
12	Page 11	in plan view	Add label for "10' min. brushed concrete sidewalk (20' lengths)".
13	Page 13	in plan view	change title to "Private Street with Sugarland Run Trail"
14	Page 13	note after title	add label in plan view referencing 60' lengths for brushed concrete sidewalks.
15	Page 17	title	remove title at top of page; this is a continuation from the previous page and is not needed.
16	Page 16	title	remove title at top of page; this is a continuation from the previous page and is not needed.

17	Page 16	first line	change to "Town of Herndon Streetscape Manual"
18	Page 16	3rd full paragraph, last line	"Town's Streetscape Manual".
19	Page 17	add additional page	after page 17; this new page would include a table identifying the specifications of the site furnishings to be used on private streets. See below:
20			Litter Receptacle Manufacturer: Forms & Surfaces or equal as approved by TOH Type: 36gUrban Renaissance, side opening, vertical pattern Color/Finish: Slate texture powdercoat Graphics: Custom Herndon graphics backer Use: At least one per block frontage, at all bus stops, at least one per 1000SF of off-street open space Placement: Paired with litter receptacles, at least 10' from any seating
21			Recycling Receptacle Manufacturer: Forms & Surfaces or equal as approved by TOH Type: 36g Urban Renaissance, side opening, vertical pattern Color/Finish: Azure texture powdercoat Graphics: Custom recycling graphics backer Use: At least one per block frontage, at all bus stops, at least one per 1000SF of off-street open space Placement: Paired with recycling receptacles, at least 10' from any seating
22			Bench Manufacturer: Forms & Surfaces or equal as approved by TOH Type: Cordia, backed or backless Primary Color/Finish: Extruded aluminum slats, slate texture powdercoat Accent Color/Finish: Jatoba Hardwood Slats, Slate Texture Powdercoat Use: At least two per block frontage along streets and at least two per 1000SF of off-street open space, at all transit stops Placement: at least 10' from any receptacle, under canopy tree or other source of shade to greatest extent possible

23		Bike Rack Manufacturer: Forms & Surfaces or equal as approved by TOH Type: Twist Color/Finish: Primary color required with optional accent colors. Primary to accent ratio is minimum of 3:1. - Slate texture powdercoat (primary) - Lime texture powdercoat (accent) - Azure texture powdercoat (accent) Use: At least two per block frontage, at all bus stops, at least two per 1000SF of off-street open space Placement: placed to ensure no obstruction of pedestrian access, coordinated with building entrances, high visibility and covered areas encouraged.
24		Private Street lights Manufacturer: TBD (in consultation with Dominion Energy) Luminaire: Carlyle Acorn (Dominion Energy Basic Option), Black finish Pole: Cast aluminum, Smooth round, Tapered, Black finish, 14' height limit Base: TBD (in consultation with Dominion Energy) Options: Internal glass refractor for light control Lights Source: LED 3500K Color Temperature Placement: Centered within the tree zone between curb and sidewalk
25	Page 15	in "D", first sentence Add "...crosswalks shall be used..."all intersections, curb cuts, <i>and at entrances into pedestrian passages</i> "
26	Page 25	promenade images remove drawings of Promenade; do not want to be prescriptive
27	Page 25	add additional page in place of drawings on page 25; include several precedent images of well designed quality promenade or similar open space designs.
29	Page 31	rewrite "E" rewrite to be less prescriptive. See below: Specific to the design of The Promenade:
		A unique community plaza space and pedestrian environment featuring appealing and engaging surface treatments and focal points, opportunities for passive recreation, areas for respite and programmable spaces. Accommodates emergency and service vehicle access.
		Full lighting is required and can be achieved by a diversity of illumination types. Most of the lighting shall be provided using overhead catenary fixtures. Additional lighting includes building façade accentuating fixtures, indirect tree uplighting, underside bench lighting, or other creative lighting measures that may be integrated into another features of the Promenade.

		All hardscaped areas shall be comprised of a variety of decorative pavers. The pavers shall be arranged to enliven the walking surface with different patterns and possible interactive or interpretative displays. The paver design may coordinate with the pavers used within the public and private streetscapes and relate to the location of building entrances along the Promenade.
		Softscape areas to include canopy trees, ornamental trees, and ground plantings shall cover at least 30% of The Promenade. Shade trees shall be used to the greatest extent possible. Native plant gardens, pollinator gardens, and/or stormwater retention planters are encouraged.
		A variety of amenities shall be integrated into the design of the Promenade and should include movable and fixed seating, café seating areas, kiosks for pop-up shops, temporary or permanent public art displays, wayfinding signage, movable and fixed planters, bicycle racks and/or shelters, interactive or interpretative displays.
		for the Promenade, the site furnishing specified for the private streets shall be used.
29	Page 38 planter detail	confirm whether this graphic was created by consultant; if not the caption should include a reference to the source.
30	Page 4, page 24 add language	in regards to incorporating focal points, historical references, and public art along/within connections and spaces to create a engaging environment and reinforce unique Herndon character.
31	Page 15 add language	add guideline for pet accommodations
32	Page 17 add language	under "Other Amenities" add language for drinking fountains and dog waste stations
33	Page 31 add language	add guideline for pet accommodations
34	Page 33 add language	for drinking fountains and dog waste stations