



TOWN COUNCIL REGULAR MEETING AGENDA

Herndon Council Chambers Building
765 Lynn Street, Herndon, VA 20170

Tuesday, August 12, 2025 | 7:00 PM

1. Call to Order

2. Pledge of Allegiance to the Flag of the United States of America

3. Presentations/Reports/Comments

- a. Town Manager Report
- b. Councilmember Comments

4. Comments from the Audience

Members of the public may, for one 3-minute period, provide public comments, requests, consent or general item comments, and comments on matters not included on the agenda.

5. Public Hearings

- a. Ordinance 25-O-13 to adopt Zoning Ordinance Text Amendment – ZOTA #25-01, to amend Chapter 78 (ZONING), Article II (Zoning Districts), as deemed necessary and appropriate to create a new zoning district to implement the recommendations and standards of the Transit Related Growth Small Area Plan

6. Consent

- a. Resolution 25-G-41 to adopt a De Minimis Donation Policy Statement and establish funding and approval process for the program
- b. Resolution 25-G-42 to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #25-04 to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities), to update sections for conformance with the Code of Virginia, to clarify certain processes and notice requirements and make other housekeeping amendments as deemed necessary and appropriate

- c. Resolution 25-G-43 to approve a Temporary License Agreement between the Town and JOTT, INC., to use a designated public space in the alley adjacent to Jimmy's Old Town Tavern for outdoor seating during an event
- d. Resolution 25-G-44 Change in Meeting Schedule for the Town Council Work Session of October 14, 2025
- e. Resolution 25-G-45 to appoint members to the Town Council's Community Inclusion and Engagement Committee
- f. Resolution 25-G-46 to reappoint a member to the Architectural Review Board/Historic District Review Board
- g. Approval of Minutes
- i. June 10, 2025, Town Council Regular Meeting Minutes
- ii. July 8, 2025, Town Council Work Session Meeting Minutes
- iii. July 15, 2025, Town Council Regular Meeting Minutes

7. Work Session

The Town Council will hold a work session in the Hoover Conference Room following the conclusion of the Regular Meeting. The work session will be recorded and live-streamed. The public is welcome to attend this work session; however, there is no public comment during work sessions.

- a. Town of Herndon Leases
- b. Herndon Youth Advisory Committee Structure Discussion (rescheduled from the August 6, 2025, work session)
- c. Roundtable

8. Adjournment

Interpretación en Español está disponible en esta sesión.

Agenda Item: Ordinance 25-O-13 to adopt Zoning Ordinance Text Amendment – ZOTA #25-01, to amend Chapter 78 (ZONING), Article II (Zoning Districts), as deemed necessary and appropriate to create a new zoning district to implement the recommendations and standards of the Transit Related Growth Small Area Plan

Meeting Date: August 12, 2025

Category: Public Hearings

Prepared by: David Stromberg, Zoning Administrator

Description:

The proposed text amendment will establish the second zoning district to allow for redevelopment of properties as envisioned by the Transit Related Growth (TRG) Small Area Plan. This zoning district will be an option for properties where the TRG designates the future land use as Low Density Residential/Low Impact Commercial. The primary development patterns for this future land use are townhomes and two-over-two residential units and limited retail and personal service uses along Spring Street.

Adoption of this zoning text amendment will add a new zoning district to the town's zoning ordinance. Adoption of this text amendment does not change the existing zoning designation for any property owner. Applications to rezone to the PD-TRG2 (Planned Development - Transit Related Growth 2) will be reviewed by town staff for consistency with the TRG Small Area Plan and brought forward to required public hearings of the Herndon Planning Commission and Herndon Town Council.

With the adoption of PD-TRG2, and the previous adoption of PD-TRG1 (Planned Development - Transit Related Growth Mixed Use, Medium Density Residential, and Office, adopted by the town council on January 28, 2025), approximately 78% of the land area (~73 of 94 acres) in the TRG will be eligible for a rezoning to establish the uses proscribed in the Small Area Plan.

Background:

The Transit Related Growth Small Area Plan is an amendment to the Town of Herndon 2030 Comprehensive Plan. Planning for the TRG began in 2022 with the hiring of Skidmore Owings & Merrill consulting group and the formation of the TRG Advisory Committee. Town Council adopted the plan on April 23, 2024 (Resolution 24-G-23).

The TRG Small Area Plan studied 94 acres in the southwest corner of town, north of Herndon Parkway up to Spring Street and west of Fairfax County Parkway. The goal of

the plan is to provide opportunities to redevelop underutilized properties near the Herndon Metro Station and to establish a vibrant urban district with a diverse mix of residential, retail, office, and recreational amenities.

Timing Impact:

This ordinance will be effective on and after its adoption.

Strategic Focus Area:

Environmental and Economic Sustainability

Thriving Community

Fiscal Impact:

The TRG fiscal impact analysis estimates an increase in assessed value from \$215 million to \$1.77 billion at ull plan build-out (FY 2023 dollars).

Legal Impact:

Adoption of this ordinance will amend and adopt zoning law. The new zoning law will allow private property owners to apply for a rezoning to redevelop their properties in a way that is consistent with the Transit Related Growth Small Area Plan.

Staff Recommendation/Next Steps:

Adopt the ordinance.

Attachments:

1. Ordinance (Proposed)

TOWN OF HERNDON, VIRGINIA

ORDINANCE

AUGUST 12, 2025

Ordinance- to amend Chapter 78 (ZONING), Article II (Zoning Districts), by amending Table 78-20.1 (Base Zoning Districts); Article V (Planned Development Districts), by adding a new Section 78-51.3, PD-TRG2 (Planned Development – Transit Related Growth 2 – Low Density Residential and Low Impact Commercial); and Article VII (Use Regulations), by amending Table 78-70.2(d) (Table of Permitted and Allowed Uses); and Article VII (Accessory Uses), by amending Table 78-80.2(c) (Table of Permitted and Allowed Accessory Uses and Structures); and Article X (Parking, Loading, and Circulation), by amending Section 78-100.2(e) (Minimum Off-Street Parking Standards); and Article XIV (Signs) by amending Table 78-141.2 (Sign Standards for Multi-family Districts) Article XVIII (Definitions), Section 78-180 (Definitions); and other articles or sections as deemed necessary and appropriate to create a new zoning district to implement the recommendations and standards of the Transit Related Growth Small Area Plan.

BE IT ORDAINED by the Council for the Town of Herndon that:

1. The following sections or provisions of Chapter 78, (ZONING) of the Herndon Town Code (2000) is amended and ordained as follows.

CHAPTER 78 (ZONING)

ARTICLE II. – ZONING DISTRICTS-

Section 78-20.1. – Establishment of base zoning districts.

The base zoning districts established in this chapter are shown in Table 78-20.1: Base Zoning Districts.

TABLE 78-20.1: BASE ZONING DISTRICTS	
Abbreviation	District Name

Planned Development Districts	
PD-R	Planned Development - Residential

PD-B	Planned Development - Business
PD-W	Planned Development - Worldgate
PD-D	Planned Development - Downtown
PD-TD	Planned Development - Traditional Downtown
PD-TOC	Planned Development - Transit Oriented Core
PD-UR	Planned Development – Urban Residential
PD-TRG1	Planned Development – Transit Related Growth Mixed Use, Medium Density Residential, and Office
PD-TRG2	Planned Development – Transit Related Growth Low Density Residential and Low-Impact Commercial

ARTICLE V. – PLANNED DEVELOPMENT DISTRICTS

Section 78-51.3. - PD-TRG2 - Planned Development – Low Density Residential and Low Impact Commercial.

- (a) Administration. The provisions of this section pertain to development within the 94-acre area designated as the Transit Related Growth Area (TRG) within the Comprehensive Plan (CPA #23-01). Where there may be conflicts between this article and general zoning, subdivision, or other regulations, or requirements, the regulations of this article shall apply. The zoning administrator shall determine questions of whether or not other sections of this chapter apply. All future development of properties within the Transit Related Growth Area Low Density Residential/Low Impact Commercial areas shall conform to the standards contained in this section. Applicants may seek modifications pursuant to Section 78-50.2, provided it furthers the goals of the TRG Small Area Plan.
- (b) Purpose and intent. The intent of the PD-TRG2 district is to implement the recommendations of the Low Density Residential/Low Impact Commercial areas identified in the TRG small area plan. Applications for zoning map amendments and generalized development plans implement the public and private road connections and parks and civic space identified in the TRG small area plan.
- (c) A PD-TRG2 district may only be established in areas identified as Low Density Residential/Low Impact Commercial within the TRG Land Use Plan.
- (d) Principal uses. Table 78-51.3 (d)(3) lists allowable principal uses in the PD-TRG2 district. There may be additional regulations in this chapter and in the Herndon Town Code that

apply to specific principal uses in the PD-TRG2 district. It is the applicant's responsibility to ensure that all published rules, regulations, and standards have been addressed in any application submitted for development approval. Definitions for uses and terms in this section may be found in Article XVIII. Other uses not listed on the following table are not allowed in the PD-TRG2 district unless determined by the zoning administrator to be similar to a permitted use in accordance with provisions for unlisted uses, section 78-70.1(f).

- (1) "Z" allowable uses. For properties without an existing PD-TRG2 designation, a "Z" in a cell indicates that a use type may be allowed in in the PD-TRG2 district, provided a zoning map amendment is approved by the town council. For properties with an approved zoning map amendment to the PD-TRG2 district, a "Z" use is allowed by-right, provided that the use does not violate any of the proffers of an approved zoning map amendment.
- (2) "S" special exception uses. An "S" in a cell indicates that a use type is permitted by special exception, provided that the use does not violate any of the proffers of an approved zoning map amendment.
- (3) Table of principal permitted and allowed uses in the PD-TRG2 district.

Table 78-51.3(d)(3): Allowable Uses in PD-TRG2 KEY: Z=Allowable on properties with an approved Zoning Map Amendment, Provided That The Use Does Not Violate Existing Proffers S=Use Allowed Subject to Special Exception, Provided That The Use Does Not Violate Existing Proffers; Uses may be subject to use specific standards as noted in the last column			
USE CATEGORY	USE TYPE	PD-TRG2	See Supplemental Regulations
Residential	Townhouse Dwelling	Z	§78-71.1
	Stacked Townhouse	Z	§78-71.1
	Multi-Family Dwelling	Z	§78-51.3(d)(3)(a)
	Housing for the Elderly	Z	§78-51.3(d)(3)(a)
	Assisted Living for the Elderly and Persons with Disabilities	Z	§78-51.3(d)(3)(a)
	Live-Work Development	Z	
Government Facilities	Government Buildings, Facilities and Uses not Otherwise Categorized	Z	§78-71.3
	Police Substation	Z	§78-71.3
Office	Business Incubator	Z	
Personal Services and Retail Sales	Retail Sales	Z	§78-71.10
Light Manufacturing	Small Scale Production Establishment or Maker Space	Z	§78-51.3(d)(3)(a)
Self-Service Storage	Self-Service Storage	Z	§78-51.3(d)(3)(a)

- a. Specified uses may only be permitted in the PD-TRG2 district when rezoning from a PD-B district and located more than 200 feet from any parcel improved with or zoned for single family detached residential land uses.

(e) Accessory uses and structures. Table 78-51.3 (e)(3) lists allowable accessory uses in the PD-TRG2 district. There may be additional regulations in this chapter and in the Herndon Town Code that apply to specific accessory uses in the PD-TRG2 district. It is the applicant's responsibility to ensure that all published rules, regulations, and standards have been addressed in any application submitted for development approval. Definitions for uses and terms in this section may be found in Article XVIII. Other uses not listed on the following table are not allowed in the PD-TRD2 district unless determined by the zoning administrator to be similar to a permitted use in accordance with provisions for unlisted uses, section 78-70.1(f).

(1) "Z" allowable accessory uses. For properties without an existing PD-TRG2 designation, a "Z" in a cell indicates that a use type may be allowed in the PD-TRG2 district, provided a zoning map amendment is approved by the town council. For properties with an already approved zoning map amendment to the PD-TRG2 district, a "Z" use is allowed by-right, provided that the accessory use does not violate any of the proffers of an approved zoning map amendment. Permitted accessory uses are subject to all other applicable regulations of this chapter, including those set forth in Article VIII, Accessory Use Regulations.

(2) "S" special exception uses. An "S" in a cell indicates that an accessory use type is permitted by special exception, provided that the use does not violate any of the proffers of an approved zoning map amendment.

(3) Table of permitted and allowed accessory uses in the PD-TRG2 district.

Table 78-51.2(e)(3): Allowable Accessory Uses in PD-TRG2. KEY: Z=Allowable on Properties with an Approved Zoning Map Amendment, Provided That the Use Does Not Violate Existing Proffers; S=Use Allowed Subject to Special Exception Approval, Provided That the Use Does Not Violate Existing Proffers;

Uses may be subject to use specific standards as noted in the last column

ACCESSORY USE	PD-TRG2	Supplemental Use Regulations
Antennae co-location	Z	§78-80.4(c)
Parapets, Penthouses for Equipment and Other Roof Structures	Z	§78-80.3(d)
Short-Term Rental	Z	§78-80.4(u)
Features such as fences, walls, retaining walls, gate houses, trash enclosures, refuse containers, screening enclosures, storage sheds, and swimming pools	Z	§78-80.3(c) §78-21(f)

(f) Dimensional standards.

- (1) Minimum lot size. There is no minimum project area and no minimum lot size for individual townhouse lots.
- (2) Maximum density. There is no maximum density when the proposal implements the site-specific guidelines and facilities identified in the TRG small area plan.
- (3) Building heights. Buildings shall be limited to four stories. Additional enclosed floor area may be permitted above the fourth story, provided it is less than 50 percent of the horizontal floor area of the unit directly underneath.
- (4) Private mews. Mews shall contain the following amenities as shown on page 71 of the TRG Small Area Plan, including front yard, pedestrian circulation, landscaping, site furnishings, and pedestrian activities zone.
- (5) There shall be a minimum 60-foot building setback from any existing property zoned for single family residential.
- (6) There shall be a minimum 10-foot separation between buildings.
- (7) There shall be a minimum 5-foot separation from the edge of the streetscape to any building.
- (g) Streetscape Design. Public and private streets and streetscapes shall contain the elements identified in the Transportation Network section of the TRG Small Area Plan, including, but not limited to pedestrian circulation areas, landscape areas, and areas for an off-street two-way cycle track, where applicable. The design and construction of the elements not specified in this chapter shall be in accordance with the Town of Herndon Streetscape Manual. Existing and proposed utilities shall be relocated if any conflicts with the streetscape designs are identified in the Generalized Development Plan or site plan.
- (h) Parks in PD-TRG2. A minimum of 15 percent of the gross land area shall be set aside as publicly accessible park or playground. The location and design of the required park space(s) shall match the Recreation and Open Space Design section shown on pages 61-65 of the TRG Small Area Plan to the greatest extent practicable.
 - (1) For sites where the TRG Small Area Plan shows a publicly accessible park, the land may be dedicated to the town or held in private ownership with public easements.
 - (2) For sites where the TRG Small Area Plan does not show a publicly accessible park, off-site improvements to park facilities within the TRG Small Area Plan may be used as an option to meet the 15 percent requirement.
- (i) Site planning and building design in PD-TRG2. The following standards apply to sites and buildings within the PD-TRG2 district:
 - (1) Mews. Mews shall contribute to walkability within the site and to adjacent sites.
 - (2) Garage Location. Garages shall be rear loaded.

- (3) Building materials. Building materials shall comply with the TRG Small Area Plan.
- (4) Mechanical Features. Gas and electric meters and other similar devices normally attached to the outside wall of the premises which they serve may continue to be installed to the wall. HVAC (Heating, Ventilation, and Air Conditioning) equipment are subject to the following:
- a. HVAC equipment for townhouses and stacked townhouses shall be located in the rear and screened with removable or openable panels.
 - b. HVAC equipment for any other building shall be located on the roof or integrated into the building façade.
- (5) Low Impact Development. Development sites shall incorporate low impact development measures as shown on page 65 of the TRG Small Area Plan.
- (6) Massing and Architectural Design. Massing and architectural design shall be in accordance with the TRG Small Area Plan with the Architectural Review Board reviewing and evaluating compliance with the architectural and contextual components of the TRG Small Area Plan prior to a public hearing by the planning commission.
- (7) Interim Uses. Interim uses may be established for long-term phased development as part of a zoning map amendment submission. Interim uses and improvements shall be shown on a phasing sheet within the Generalized Development Plan and all interim uses are subject to the town's administrative site plan ordinances.
- (j) Landscape Requirements.
- (1) A minimum 50-foot landscaped area is required from the parcel line of any property zoned or used for single family residential. Utilities are not permitted in the landscaped area unless no reasonable alternative exists. When utilities and other easements must intrude into the required buffer, they shall run perpendicular to the property line.
 - (2) The amount of landscaping material within the buffer shall be 1 canopy tree per 20 linear feet, 1 evergreen trees per 10 linear feet, 1 ornamental tree per 20 linear feet, and 3 evergreen shrubs per every 10 linear feet. Non-invasive vegetation shall be preserved to the extent practicable and credited toward meeting the vegetation requirement, as determined by the Town Arborist. This area shall not count towards publicly accessible park space required in Section 78-51.3(h).
 - (3) A 6-foot-tall fence shall be installed at the parcel line of any property zoned or used for single family residential and a new residential use.
 - (4) A 6-foot-tall wall shall be installed at the parcel line of any property zoned or used for single family residential and a new nonresidential use.

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153 **ARTICLE VII. – USE REGULATIONS**

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155 **Table 78-70.2 – Table of principal permitted and allowed uses.**

Table 78-70.2(d): TABLE OF PERMITTED AND ALLOWED USES

KEY: P=Use Permitted By Right; S=Use Allowed Subject to Special Exception Approval;
Z=Use Allowed Subject to Zoning Map Amendment Approval

General Notes:

1. A blank cell means the use is prohibited in the district.
2. Uses may be subject to use specific standards as noted in the last column.
3. Any principal use allowed or permitted by right in this table is permitted by special exception in the Floodplain Overlay District, subject to [section 78-60.2](#).

District Specific Notes:

* Uses in the PD-TD and PD-D districts are subject to specific comprehensive plan policies, design objectives and/or site standards. See additional regulations in [section 78-50.5](#) for the PD-D District and [section 78-50.6](#) for the PD-TD District.

** For Permitted Uses in PD-TOC see [section 78-50.7](#); For Permitted and Allowed Uses in PD-W see [section 78-50.8](#).

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		Residential Districts				Business Districts					Planned Development District			Suppl Reqs	
USE CATEGORY	USE TYPE	R15	R10	R TC	RM	CC	CS	CO	O& LI	PD- R	PD- B	PD- TD PD- D	PD- UR	PD- TOC PD- W, PD- TRG1, PD- TRG2	See Section

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159 **ARTICLE VIII. – ACCESSORY USES**

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161 **Section 78-80.2 – Table of permitted and allowed accessory uses and structures.**

Table 78-80.2(c): TABLE OF PERMITTED AND ALLOWED ACCESSORY USES & STRUCTURES KEY: P=Use Permitted By Right; S=Use Allowed Subject to Special Exception Approval; Z=Use Allowed Subject to Zoning Map Amendment Approval														
Notes: 1. A blank cell means the use is prohibited in the district; 2. Uses may be subject to use specific standards noted in the last column. ** For Permitted Accessory Uses in PD-TOC see section 78-50.7; For Accessory Uses Permitted and Allowed in PD-W see section 78-50.8														
	Residential Districts				Business Districts					Planned Development District				Suppl Reqs.
ACCESSORY USE	R 15	R 10	R TC	RM	CC	CS	CO	O& LI	PD-R	PD-B	PD-TD PD-D	PD-UR	PD-TOC PD-W, PD-TRG1, PD-TRG2	See Section

Section 78-80.3 (d)

(d) *Architectural and mechanical features (such as parapets, penthouses for equipment, flagpoles, chimneys, skylights, steeples and other roof structures), in all districts. Parapets, penthouses for equipment such as elevators, stairways, tanks, ventilating fans or similar equipment required to operate and maintain the building, flagpoles, chimneys, skylights, steeples and other roof structures are permitted as features accessory to the principal structure, and subject to the following:*

- (1) *No additional floor area.* Such features shall not be used for providing additional floor area;
- (2) *Concealment.* Equipment shall be concealed by exterior material of the same type as that used in the exterior walls of the principal structure;
- (3) *Height limit.* Features on noncommercial structures shall not exceed 25 feet over the prescribed height limit in the zoning district in which the principal structure is located and features on residential structures shall not exceed 12 feet over the roof

of the top story or the prescribed height limit in the zoning district in which the principal structure is located, whichever is less; and

- (4) *Noise.* Equipment noise shall be contained or managed so as to minimize its off-site effect.

ARTICLE X. – PARKING, LOADING AND CIRCULATION

Section 78-100.2(e) – Minimum off-street parking standards.

- (e) *Minimum number of parking spaces required in PD-TRG1 and PD-TRG2 zoning districts.* Unless otherwise expressly stated in this chapter, off-street parking spaces in the PD-TRG1 and PD-TRG2 zoning districts shall be provided in accordance with Table 78-100.2(e): Minimum Off-Street Parking Standards, below:

Table 78-100.2(e): MINIMUM OFF-STREET PARKING IN THE PD-TRG1 AND PD-TRG2 DISTRICTS		
USE	REQUIRED NUMBER OF CAR SPACES	REQUIRED NUMBER OF BICYCLE PARKING
Townhouse Dwellings and Stacked Townhouse Dwellings	2 spaces per dwelling unit	1 space per every 10 units, to be located on common area.
Multifamily Residential	1.25 spaces per dwelling unit; may be reduced to 1 space per dwelling unit for properties located within 0.25 miles of the Herndon Metro Station and the submission of a Transportation Demand Management Plan.	1 space per every 5 units
Non-residential uses	1 space per 500 square feet of gross floor area	

ARTICLE XIV. - SIGNS

Section 78-141.2 – Sign standards for multi-family districts.

TABLE 78-141.2;

SIGN STANDARDS FOR MULTI-FAMILY RESIDENTIAL ~~RTC, RM, PD-UR, AND PD-TRG2~~ DISTRICTS

Type	Freestanding	Wall	Temporary
Number	1 per public street frontage per development	1 per public street frontage per development	1 per street frontage
Size	24 SF Max.	24 SF Max.	24 SF Max.
Height	6' Max.	None	If freestanding: 6' Max.
Location	5' Min. from ROW; outside of sight distance triangle; on common/association ownership property	No more than 10' high on building when fronting residential; 20' otherwise	If freestanding: 5' from ROW; if wall: No more than 10' high on building
Illumination	Internal halo-lit or external	Internal halo-lit or external	None
Duration	Unlimited	Unlimited	60 Days

Sec. 78-141.7. – Sign standards for planned development—Urban residential (PD-UR) district.
Reserved

Type	Freestanding	Temporary
Number	1 per street frontage	1 per street frontage
Size	24 SF Max.	12 SF Max.
Height	6' Max.	If freestanding: 6' Max
Location	5' Min. from ROW	If freestanding: 5' from ROW; if wall: No more than 10' high on building
Illumination	Halo-lit or Indirect Lit	None
Duration	Unlimited	60 Days

ARTICLE XVII. - DEFINITIONS

Sec. 78-180 – Definitions

Business incubator. An office establishment where shared space, resources, and support services are available to startup and early-stage businesses. Typical business incubators include shared office or conference space, administrative services, mentoring, and business development assistance.

Live-Work development. A structure or part of a structure with areas specifically designed for occupancy by a single owner, tenant, or user to accommodate a residential dwelling unit and a flexible work space. This use does not include a home-based business.

Small-Scale Production Establishment or Maker space. An establishment where shared or individual tools, equipment, or machinery are used to make or grow products on a small scale, including the design, production, processing, printing, assembly, treatment, testing, repair, and packaging, as well as any incidental storage, retail or wholesale sales and distribution of such products. Typical small-scale production establishments include, but are not limited to, vertical farming or the making of electronics, food products, non-alcoholic beverages, prints, household appliances, leather products, jewelry and clothing/apparel, metal work, furniture, glass, ceramic or paper, together with accessory uses such as training or educational programs. This use does not include small-scale alcohol production facilities.

2. This ordinance shall be effective on and after the date of its adoption.

Agenda Item: Resolution 25-G-41 to adopt a De Minimis Donation Policy Statement and establish funding and approval process for the program

Meeting Date: August 12, 2025

Category: Consent

Prepared by: Marjorie Sloan, Finance Director

Description:

Staff proposes a resolution to adopt a Small Donations Policy that defines de minimis (small) donation requests, outlines guidelines for eligible requests, specifies funding by town council, and delegates approval authority to the town manager.

At the July 8, 2025, work session, Town Council directed staff to research and present recommendations for a more comprehensive donation policy for the town. During this review, staff identified an immediate need to address the approval of small donations routinely requested by community organizations. This resolution establishes a Small Donations Policy to address that need while staff continues developing a comprehensive donation policy for future Council consideration.

Background:

The town receives requests on a regular basis for small donations. The Town Council has expressed support in providing funding for small donations to non-profit and not-for-profit organizations. The proposed policy establishes a framework and approval authority to respond to donation requests.

- Staff has defined small (de minimus) donations as cash, services or items with a value per donation of less than \$250.
- Qualified non-profit and not-for-profit organizations in good standing may be eligible for a small donation under the proposed policy.
- Applications for a small donation will be reviewed by town staff; approved donations are limited to two per organization per fiscal year and administered on a first-come, first-served basis.
- Approval authority on small donations made under this policy will be delegated to the town manager.

Timing Impact:

This policy will take effect immediately upon Council approval of the resolution and associated policy. Currently, the town manager does not have the authority to administratively approve small donations routinely requested by community organizations that benefit the Herndon community. Until such a policy is adopted, donation requests outside of the established Community Cultural Festivals Donation Policy or those specifically appropriated through the budget process cannot be considered or granted. As directed by Town Council during its July 2025 work session, staff is developing a more comprehensive donation policy for future Council consideration. Adoption of this small donation policy will provide the town manager with the authority to review and approve such requests through a consistent, fair, and equitable process, while staff works to develop a more comprehensive draft donation policy to the Town Council at a future work session.

Strategic Focus Area:

Thriving Community

Fiscal Impact:

Funding availability for small donations is subject to Town Council action. The proposed resolution authorizes a \$2,500 budget transfer to provide funding for small donation requests.

Legal Impact:

Donations must be in accordance with Va.Code Sec. 15.2-953.

Staff Recommendation/Next Steps:

Staff recommends approval of the De Minimis Donation Policy and Resolution to fund the program and establish an approval process for the donations.

Attachments:

1. Resolution (Proposed)
2. Town of Herndon De Minimis Donation Policy (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

AUGUST 12, 2025

Resolution- to establish a De Minimis Donation Policy Statement, appropriate funds for the program and delegate approval authority.

The Town Council for the Town of Herndon, Virginia is supportive of providing small (de minimis) donations to qualified organizations. The proposed policy statement on de minimis donations provides the administrative framework for small donation requests received by the Town of Herndon. Under the Code of Virginia, localities may appropriate funds to any charitable or non-profit organization if the organization provides services to the residents of the locality and if such organizations are not controlled in whole or in part by any church or sectarian society.

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. The De Minimis Donations Policy Statement, dated August 12, 2025, is adopted.
2. The Town Council authorizes a budget transfer of \$2,500 to appropriate funding for the program.
3. The Town Council delegates approval authority for donations under this policy to the Town Manager.
4. The De Minimis Donations Policy Statement and program are in effect as of adoption.

Town of Herndon De Minimis Donations Policy Statement August 12, 2025

Background

Town Council has expressed support in providing funding for small donations to non-profit and not-for-profit organizations. The purpose of this policy is to establish a framework and approval authority to respond to donation requests.

Definition

For purposes of this policy, small (de minimis) donations shall be defined as a donation of cash, services, or items with a value per donation of less than \$250.00.

Available Funding

Funding availability for small donations is subject to Town Council action. The Town Council may appropriate funding for small donations through the annual budgeting process, or by budget amendment or transfer.

Program Qualifications and Guidelines

- Non-profit and not-for-profit organizations in good legal standing may be eligible for a small donation through this program. Individuals and businesses are not eligible for funding through this program; monies shall not be remitted to individuals, business entities, or announced candidates for political office. The Town does not promote or advocate political or religious events.
- To make a donation request, qualified applicants must complete the online application and provide any requested support. Applications will be reviewed administratively by town staff. Applications can be submitted up to one year in advance.
- The Town Council has delegated authority to the Town Manager to approve or deny small donation requests.
- Requests for a donation under this program are open throughout the fiscal year (July 1 – June 30), subject to funding availability, and on a first come first served basis.
- In an effort to accommodate a variety of requests, organizations are limited to two donations per fiscal year under this policy.

Agenda Item: Resolution 25-G-42 to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #25-04 to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities), to update sections for conformance with the Code of Virginia, to clarify certain processes and notice requirements and make other housekeeping amendments as deemed necessary and appropriate

Meeting Date: August 12, 2025

Category: Consent

Prepared by: David Stromberg, Zoning Administrator

Description:

Zoning Ordinance Text Amendment ZOTA #25-04 will update sections for conformance with the Code of Virginia. The amendment includes other housekeeping changes to clarify and simplify administrative processes for applicant submission, notification, and staff review.

Background:

Staff initiated a review of the Herndon Zoning Ordinance after the passage of House Bill 2660 that amended and reenacted Sections 15.2-2259 and 15.2-2260 of the Code of Virginia, which shortened the time allowed for localities to review administrative site plans and subdivisions, that became effective July 1, 2025. While staff did not find that specific amendments were required for conformance with HB 2660, staff did find other sections in Article XV in need of amendment to bring the Herndon Zoning Ordinance into compliance with Code of Virginia, and to clarify and simplify administrative processes in general.

Timing Impact:

With the approval of this initiating resolution, staff is able to bring the item to the September planning commission meetings for discussion and action.

Strategic Focus Area:

Good Governance

Fiscal Impact:

N/A

Legal Impact:

Adoption of this zoning ordinance text amendment will bring the Herndon Zoning Ordinance into compliance with the changes made to the Code of Virginia.

Staff Recommendation/Next Steps:

Adopt the resolution.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

AUGUST 12, 2025

Resolution- **to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #25-04 to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, to update sections for conformance with the Code of Virginia, to clarify certain processes and notice requirements and make other housekeeping amendments as deemed necessary and appropriate.**

BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. An amendment to Chapter 78 (ZONING), Article XV (Decision-Making Authorities), to update sections for conformance with the Code of Virginia, to clarify certain processes and notice requirements and make other housekeeping amendments as deemed necessary and appropriate is initiated.
2. The public necessity, convenience, general welfare, and good zoning practice require the Town Council's consideration of this proposed amendment.
3. The amendment is referred to the Planning Commission for its consideration, public hearing, and recommendation in accordance with Va. Code §15.2-2285(B) and Town Code Sec. 78-155.2(d).

Agenda Item: Resolution 25-G-43 to approve a Temporary License Agreement between the Town and JOTT, INC., to use a designated public space in the alley adjacent to Jimmy's Old Town Tavern for outdoor seating during an event

Meeting Date: August 12, 2025

Category: Consent

Prepared by: Lesa Yeatts, Town Attorney, David Stromberg, Zoning Administrator

Description:

Resolution approving a Temporary License Agreement granting Jimmy's Old Town Tavern use of town-owned public property for outdoor seating during an event in September.

Background:

The applicant, Jimmy's Old Town Tavern, is requesting authorization to use a designated town-owned public alley space located between 689 and 681 Spring Street for outdoor seating during an event. The events will be held from 8:00 a.m. to 10:00 p.m. on September 28, 2025. The applicant has been approved for a Temporary Use Permit by the Zoning Administrator pursuant to Section 78-90.2 of the Town of Herndon Zoning Ordinance.

This resolution authorizes the mayor to sign the necessary license agreement to permit Jimmy's Old Town Tavern to utilize the town's property for this event.

Strategic Focus Area:

Thriving Community

Fiscal Impact:

N/A

Legal Impact:

N/A

Staff Recommendation/Next Steps:

Adoption of the Resolution as proposed.

Attachments:

1. Resolution (Proposed)
2. Temp Use Agreement and Exhibit A - TUP #25-007

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

AUGUST 12, 2025

Resolution- Resolution to approve a Temporary License Agreement between the Town and JOTT, INC., to use a designated public space in the alley adjacent to Jimmy's Old Town Tavern for outdoor seating during an event.

BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. The temporary license agreement dated August 12, 2025, between the Town of Herndon and JOTT, INC., d/b/a Jimmy's Old Town Tavern (Jimmy's) is approved.
2. The license allows Jimmy's to use designated public alley space adjacent to Jimmy's for outdoor seating during an event on September 28, 2025.
3. The license agreement may contain other terms agreed to by the mayor and is on file in the office of the Town Attorney. The mayor is authorized to sign and deliver this temporary license agreement and any other instrument necessary to evidence or effectuate this agreement.

TEMPORARY LICENSE AGREEMENT

This Agreement ("Agreement") is made this 12th day of August 2025 by and between JOTT, INC. d/b/a Jimmy's Old Town Tavern ("Jimmy's") and the TOWN OF HERNDON, VIRGINIA, ("Town").

WHEREAS Jimmy's represents that they have a Temporary Use Permit to conduct events in the Town of Herndon on September 28, 2025, represented in "Exhibit A" attached hereto ("Permit") and that Jimmy's would like to use the Town's property behind Jimmy's Old Town Tavern Restaurant as shown on the Permits and known as the "Alley".

WHEREAS the Town desires to permit the use of the Alley by Jimmy's on the dates as described in the Permits (on September 28, 2025, only).

Now therefore the parties agree as follows:

1. The Town hereby grants Jimmy's authorization to temporarily use the Alley for purposes described in the Permits.
2. Jimmy's shall comply with the terms of the Permits, this License, and all applicable town, state and federal laws and regulations obtaining and maintaining at all times any other permit(s) required under applicable law for this use.
3. The parties expressly agree and contract that there shall be no fee for the use of the Town property on this occasion only.
4. The permission to use the property granted by this agreement is nonexclusive in nature, and the Town reserves the right to make concurrent use of the Property.
5. Jimmy's hereby assumes all risk of damage by reason of its occupation of the Alley caused by any defects therein or activity occurring thereon, whether caused by the negligence of the Town, its officers, agents, or employees, or otherwise, and Jimmy's hereby agrees to hold harmless and indemnify the Town, its officers, agents and employees, from and against any such liability for such damage or injury to the extent permitted under the laws of the Commonwealth of Virginia.
6. Jimmy's shall secure, provide and maintain insurance to protect the Town of such type and in such amount as is described below naming the Town as an additional insured. This Agreement shall not take effect until evidence of insurance is provided to the Town and the Town gives Jimmy's written confirmation that the type and amount of insurance is accepted.

Insurance limits shall not be less than the following amounts:

Liability - Coverage totaling \$5,000.000.00. All policies shall be endorsed to name the Town of Herndon as an additional insured.

The insurance required hereunder shall be maintained in effect during the duration of this Agreement. Insurance Policy(s) shall contain a valid provision or endorsement that the policy may not be canceled, terminated, changed or modified without giving thirty (30) calendar days advance written notice thereof to the Town.

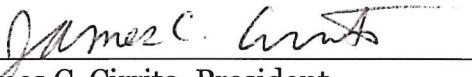
7. Termination: The Town may terminate this Agreement upon 24 hours notice to Jimmy's for cause.

8. This Agreement, having been executed in the Commonwealth of Virginia, the construction and performance thereof or any dispute shall be governed by the laws of Virginia. Venue shall be proper in the County of Fairfax, Virginia.

9. This Agreement contains the entire and only agreement between the parties, and it supersedes and merges all pre-existing agreements. Any representations, understandings, promises and any conditions not expressly incorporated herein shall not be binding upon either party or their respective successors in interest.

JOTT, INC.

d/b/a Jimmy's Old Town Tavern

By 
James C. Cirrito, President

TOWN OF HERNDON, VIRGINIA

By _____
Keven J. LeBlanc, Jr., Mayor

APPROVED AS TO FORM:


Lesla J. Yeatts, Town Attorney

JUN 11 2025

TUP #25-007

March 2024



EXHIBIT A

Department of Community Development
777 Lynn Street
Herndon, Virginia 20170-4602

**APPLICATION FOR APPROVAL OF A TEMPORARY USE SITE PLAN
AND ASSOCIATED ZONING INSPECTION PERMIT
(TEMPORARY USE PERMIT)**

(Not all temporary uses require a permit. See § 78-90.1 of the Herndon Town Code.)

Submittal of this form with **original signatures is required. PLEASE PRINT OR TYPE** (Unless otherwise indicated. Once complete, submit it to: communitydevelopment@herndon-va.gov or the 2nd floor Community Development Counter at the Herndon Municipal Center.)

Name of Business or Organization:

Jimmy's Old Town Tavern

Street Address of the Subject Property
(including apt/suite #):

697 Spring St. Herndon VA 20170

Please describe the requested activity, proposed dates and daily hours of operation. Add more sheets if necessary.

(NFL TAILGATE FUNDRAISER)
OUTDOOR DINING - 9/28/25 8am - 10pm

Lot Area (site area) Proposed for the Temporary Use:

Former Robert's Carpet Parking Lot

Are any site alterations or any alterations to the building's exterior or interior planned or underway in connection with this use (or were any alterations done)? ☐ No ☐ Yes Please describe :

Name of Contact for the Temporary Use
(Applicant):

Jimmy Cirrito

Address of Permanent Residence:

9254 Matthew Dr. Manassas PK VA

Jimcirrito@aol.com

703-470-4014

E-mail address

Telephone # for duration of temporary use

The undersigned hereby applies for a Temporary Use Permit under the provisions of § 78-90.3 and § 78-90.4 of the Herndon Town Code.

I hereby affirm and certify that:

- The information provided on this form is true and correct to the best of my knowledge.
- The requirements associated with this application under § 78-90.3 and § 78-90.4 of the Herndon Town Code have been read and are understood.
- The use and occupancy of buildings and/or the use of land noted above is in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.
- The site shall be returned within 48 hours to its condition prior to the establishment of the temporary use.

Signature of Contact (Applicant)

Date

APPLICATION FOR APPROVAL OF A TEMPORARY USE SITE PLAN AND ASSOCIATED
ZONING INSPECTION PERMIT (TEMPORARY USE PERMIT) - continued

Name and Title of Property Owner (Applicant):

Jimmy Cirrito Jmk12LLC

Mailing Address:

Same

E-mail address

Telephone

TO BE SUBMITTED WITH THIS APPLICATION

- ☒ A letter signed by the owner or owner's agent consenting to the application for the Temporary Use Permit;
- ☒ A Site Plan prepared in accordance with § 78-155.6(4) and showing the area of proposed activity with signage, display areas, illumination, vehicular entrances to the site (location, type and size), parking area associated with the temporary use (location, layout, and surface material);
- ☒ The detailed description of the proposed temporary activity requested above should include an analysis of any noise that may not comply with the noise provisions in the Herndon Town Code;
- ☒ Sample signage to be used;
- ☒ A statement from the landowner(s) authorizing an agent to act on their behalf (if applicable);
- ☒ If a pre-application conference took place, a statement indicating the date and time a pre-application conference was held with the Town, as well as a list of participants in the conference;
- ☒ A list of proposed vendors to include security firms, food trucks, portable toilet providers, or any other vendors that will be onsite during the event.

AUTHORIZATION STEP ONE. SITE IMPROVEMENTS ONLY (verification of Site Plan approval)

The applicant is authorized to proceed to **make the site improvements** for the purposes of conducting the temporary use described above.

James Tillis

Signature and Authorization of Zoning Administrator

final approval pending approved building permit
for tent and stage

AUTHORIZATION STEP TWO: AUTHORIZATION TO BEGIN OPERATION OF THE TEMPORARY
USE (Temporary Use Permit/Zoning Inspection Permit)

The applicant has completed the site improvements and the applicant is authorized to **begin operation of the temporary use.**

This Permit is effective beginning _____ for _____ days.

Signature of Zoning Inspector

APPLICATION FOR APPROVAL OF A TEMPORARY USE SITE PLAN AND ASSOCIATED ZONING INSPECTION PERMIT (TEMPORARY USE PERMIT) - continued

For Office Use Only:

STEP ONE (Site Plan)	Received by:	Fee paid for Temporary Use Site Plan * application:	Date:	Case No.:
	Use permitted by Town Code Section:			
	Tax Map Reference:		Zoning District:	
	Business and Occupational License #:		Status of Taxes: ☐ Paid ☐ Delinquent	
STEP TWO (ZIP)	Received by:	Fee paid for Zoning Inspection Permit/Temporary Use Permit :		Date:
<i>*Note: no application fee is required for uses of less than 90 consecutive days in duration.</i>				

Distribution after approval: _____	Applicant	Community Development	Fire Department	Finance
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June 3, 2025

Zoning Department

Town of Herndon

777 Lynn Street
Herndon VA 20170-0427

Re: Temporary Use Permit for the Extension of Retail Sales, Sunday, September 28, 2025.

Dear Town of Herndon,

This letter serves as a Request/Application for permission for Jimmy's Old Town Tavern, 697 Spring Street, to have the Town of Herndon issue a Temporary Use Permit for the Extension of Outdoor Retail Sales per The Town of Herndon Zoning Ordinance, Division 3. Temporary Uses; Sec.78-1392 Item (3) and Sec. 78-1395 Item (3) Outdoor Retail Sales Events & Sec. 78-1395 Item (4). Additional Permits for Temporary Use inclusive of Sunday, September 28, 2025 from 8 AM to 10:00 PM.

Enclosed please find the following:

- Drawing of the proposed area
- Letter to the ABC Board of Virginia requesting an extension of license privileges.

If you have any questions, please contact me at 703-470-4014.

Sincerely,

A handwritten signature in dark ink, reading "James C. Cirrito". The signature is fluid and cursive, with a large, stylized "C" at the end.

James C. Cirrito
Owner
Jimmy's Old Town Tavern

697 Spring Street ★ Herndon, VA 20710
Phone: 703.435.JIMS ★ Fax: 703.435.2182 ★ www.jimmystavern.com



copy

June 3, 2025

Special Agent, Kenneth Chang
Bureau of Law Enforcement
Commonwealth of Virginia
Department of Alcoholic Beverage Control
Alexandria Regional Office
6308 Grovedale Drive
Alexandria VA 22310

Re: Request for Extension of License Privileges for outdoor Event, Sunday, September 28, 2025.

Dear Special Agent Kenneth Chang:

This letter serves as a Request for Permission for JOTT, Inc., trading as Jimmy's Old Town Tavern, License 75822, to extend its license privileges to the alleyway, et al, shown on the enclosed sketch for the following date and time span:

Sunday, September 28, 2025, from 8 AM to 10:00 PM.

Enclosed please find the following:

- Drawing of the proposed area.
- Application to the Town of Herndon for this event.

JOTT, Inc. will be the only vendor. The license is obligated to ensure full compliance with the ABC laws and all other laws and regulations and is cognizant of criminal action that could be taken toward those involved and administrative action taken toward the license held by JOTT, Inc.

If you have any questions, please contact me at 703-470-4014.

Sincerely,

A handwritten signature in black ink that reads "James C. Cirrito". The signature is written in a cursive style with a large, stylized "J" and "C".

James Cirrito
Owner
Jimmy's Old Town Tavern

697 Spring Street ★ Herndon, VA 20710
Phone: 703.435.JIMS ★ Fax: 703.435.2182 ★ www.jimmystavern.com

**NO
ALCOHOL
PAST THIS
POINT**



June 3, 2025

Town of Herndon
Dept. of Community Development
777 Lynn Street
Herndon VA 20170

Re: Temporary Use Permit for the Extension of Retail Sales for Outdoor Event, September 28, 2025.

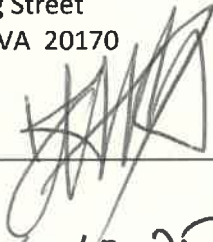
Dear TOH:

Relative to your request, I hereby give my permission for my business neighbor, Jimmy's Old Town Tavern, to provide an outdoor event on September 28, 2025. The location shall be in the parking area behind and adjoining our businesses. The purpose of this event is to provide and sell food and beverages as an extension of the existing retail business known as Jimmy's Old Town Tavern.

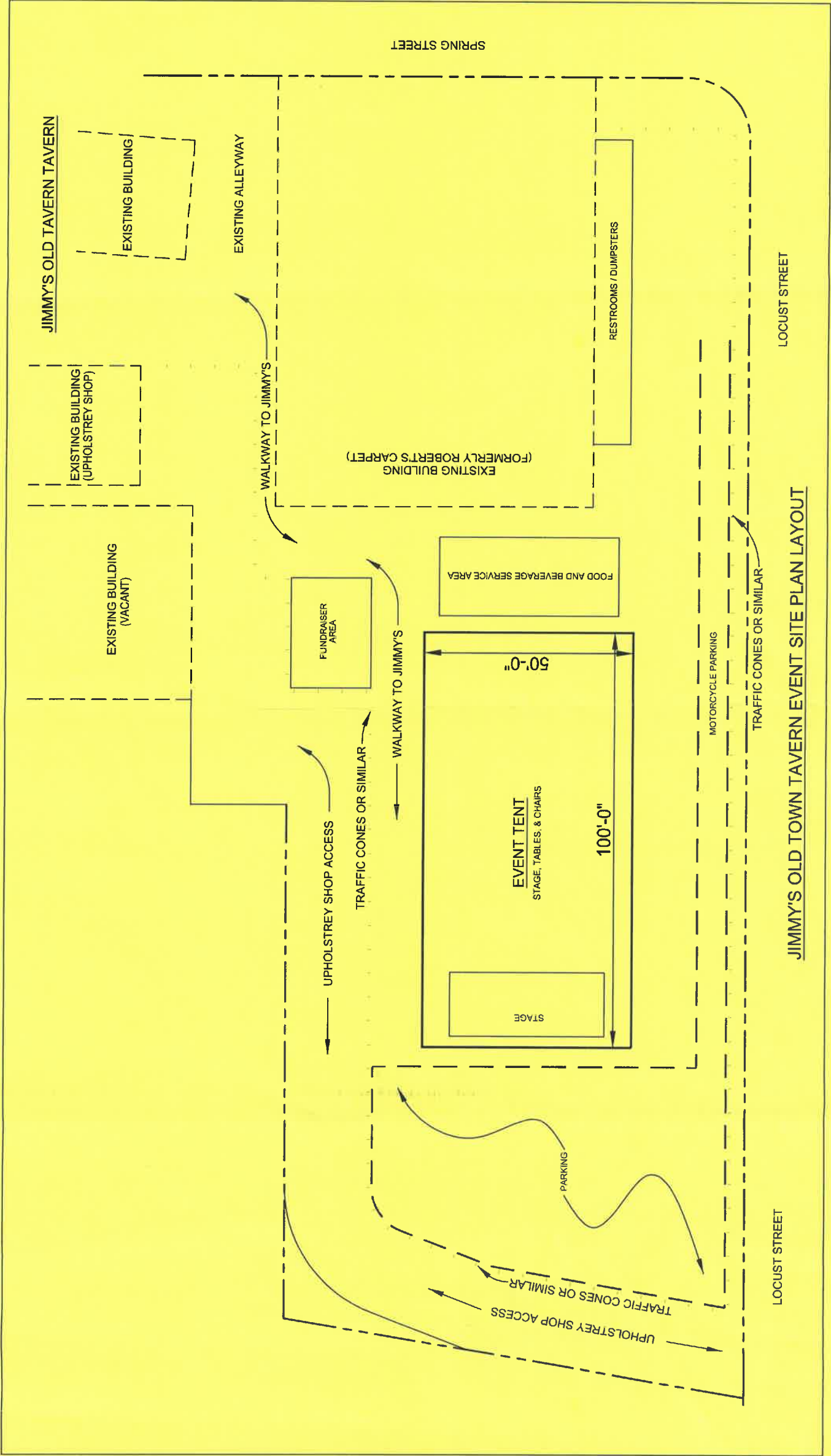
Sincerely,

Khurram Afzal, Owner
681 Spring Street
Herndon, VA 20170

Date: _____


06-10-25

697 Spring Street ★ Herndon, VA 20710
Phone: 703.435.JIMS ★ Fax: 703.435.2182 ★ www.jimmystavern.com



Pursuant to section 26-228 of the Town of Herndon Code, the town manager is authorized to issue, deny, or reasonably to condition the permit under this chapter to achieve the policies of this article. The town manager in this regard will be guided by the applicable standards of section 26-219 of this Code.

Amplified sounds are prohibited between the hours of 10 p.m. and 7 a.m.

APPLICANT INFORMATION

Name: Jimmy Cirrito

Mailing Address: 697 Spring Street

City: Herndon

State: VA

Zip: 20170

Legal Business Name: Jimmy's Old Town Tavern

Business Address: same

City:

State:

Zip:

Phone Number: (703) 470-4014

☒ Cell ☐ Home ☐ Work

Email: jimcirrito@aol.com

Address or location where sound amplifying equipment will be used:

In former Robert's Carpet Parking Lot behind Jimmy's Tavern

Date(s): Sunday, September 28, 2025

Hour(s): 9am-10pm

Please provide a general description of sound amplifying equipment to be used.

Amplified television sound on football games

By signing this form, I acknowledge this is a request to utilize amplified sound at the above listed location and consent to a site inspection by the Herndon Police Department to review any Sound Producing Equipment as part of this request. I understand that the Herndon Police Department enforces Town Codes as it relates to Noise in Town. I further understand that the Police Department may, at any time, cancel this permit if any complaints are received regarding unreasonably loud noise in the town of such character, intensity, and duration as to be detrimental to the life or health of any individual pursuant to Town Code Section 26-219. Upon cancellation of the permit, I understand that I must cease all amplified sound immediately. I further acknowledge that failure to adhere to Town Code and Ordinances pertaining to Noise may result in civil and/or criminal charges pursuant to Town Code Section 26-220.

Applicant Signature

James C. Cirrito

Date 07/28/2025

Print Name James C. Cirrito

Title/Position (if applicable) Owner

TOWN USE ONLY

☒ Approved with the following conditions:

- Permit is valid for dates/times listed only.
- Applicant agrees to reduce the volume if advised of a complaint.

☐ Denied for the following reason(s):

 *DEPUTY TOWN MANAGER* *7/28/25*
Town Manager Signature Date

Agenda Item: Resolution 25-G-44 Change in Meeting Schedule for the Town Council Work Session of October 14, 2025

Meeting Date: August 12, 2025

Category: Consent

Prepared by: Amanda Kertz, Town Clerk

Description:

This item is a request to change the meeting schedule to move the October 14 work session to October 7, 2025, due to a scheduling conflict with the Annual Virginia Municipal League (VML) Conference.

Background:

Each year, the Town Council adopts its meeting schedule. At the August 6, 2025, work session, the Council directed staff to draft a resolution changing the date of the October 14, 2025 work session due to the VML conference in Roanoke ending on the same date.

Strategic Focus Area:

Good Governance

Fiscal Impact:

N/A

Legal Impact:

This resolution amends the Town Council meeting schedule adopted January 7, 2025.

Staff Recommendation/Next Steps:

Recommend approval as presented.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

AUGUST 12, 2025

**Resolution- Change in Meeting Schedule for the Town Council Work Session
 of October 14, 2025.**

BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. The Town Council work session scheduled for Tuesday, October 14, 2025, is moved to Tuesday, October 7, 2025, due to a scheduling conflict with the 2025 Annual Virginia Municipal League Conference on October 14, 2025.
2. This resolution amends Resolution 24-G-54 adopted January 7, 2025.
3. Staff is directed to notify the public of the date change through the Town's various communication channels.

Agenda Item: Resolution 25-G-45 to appoint members to the Town Council's Community Inclusion and Engagement Committee

Meeting Date: August 12, 2025

Category: Consent

Prepared by: Amanda Kertz, Town Clerk

Description:

This is a request to appoint members to the Community Inclusion and Engagement Committee (CIEC), for a term to expire on December 31, 2026.

Background:

At the Town Council's meeting on January 28, 2025, the CIEC was established, and Councilmember Reyes was appointed as the Council liaison to the Committee. The membership includes seven members; six individuals with membership in non-profit organizations that serve the Herndon community, which are as follows: two ambassadors of Opportunity Neighborhoods or under-represented communities; two representing faith-based organizations; one individual, a local Pride (LGBTQ+) organization; one representing a senior needs organization. Additionally, there will be one member representing the town business community, who owns or manages a business in the town and has expertise in the business sector.

The Town Clerk will work to fill one vacancy for a second faith-based representative on the committee.

Timing Impact:

Appointment of the members is necessary for the individuals to serve on the board.

Strategic Focus Area:

Good Governance

Fiscal Impact:

N/A

Legal Impact:

Under Resolution 25-G-14, the CIEC terms follow the Town Council's elected terms.

Staff Recommendation/Next Steps:

Recommend approval of the resolution, as presented.

Attachments:

1. Resolution (Proposed)
2. CIEC Guidelines

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

AUGUST 12, 2025

Resolution- to appoint members to the Town Council's Community Inclusion and Engagement Committee.

On January 28, 2025, the Herndon Town Council established the Community Inclusion and Engagement Committee (CIEC) to help foster inclusion within the community at large, and appointed Councilmember Reyes will serve as the Town Council liaison under Resolution 25-G-14.

The Committee will consist of seven individuals, the majority of whom (which is four) will be residents of the Town of Herndon. Six individuals will hold membership in non-profit organizations that serve the Herndon community, as follows: two individuals that are ambassadors of Opportunity Neighborhoods or under-represented communities; two individuals representing faith-based organizations serving the Herndon community; one individual representing a local Pride (LGBTQ+) organization; one individual representing a senior needs organization; and one member representing town businesses, who owns or manages a business in the Town of Herndon, and has expertise in the business sector. Members will serve two-year terms to coincide with Town Council election terms.

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. The following appointments are made to the Community Inclusion and Engagement Committee, for a two-year term ending December 31, 2026:
 - Fanny Salazar-Laske and Andrew Lacher, ambassadors of Opportunity Neighborhoods or under-represented communities;
 - K Scarry, representing a faith-based organization;
 - Charles Hall, from a local Pride (LGBTQ+) organization;
 - Rosemary Kendall, representing a senior needs organization; and
 - Yelena Barth, who owns or manages a business in the Town of Herndon.
2. These appointments are effective upon date of adoption.

**Town of Herndon, VA
Community Inclusion and Engagement Committee
Establishing Guidelines**

January 28, 2025

Mission:

To help foster inclusion within the community at large.

Purpose:

Make recommendations to the Town Council that enhance the Town of Herndon's ability to engage and communicate with and to deliver services more effectively to minority resident and business communities. Make recommendations that provide the Town with the opportunity to foster inclusion and celebrate the Town's diverse community. Participate in communicating and engaging respective affinity communities in the Town's inclusive outreach programs and events, policy and procedural actions.

Member Composition:

Members of the Town of Herndon Community Inclusion and Engagement Committee shall be appointed by the Herndon Town Council and will consist of:

1. One (1) non-voting member of the Herndon Town Council to serve as a liaison;
2. Seven (7) individuals, a majority of whom, which is four (4), shall be residents of the Town of Herndon:
 - Six (6) individuals with membership in non-profit organizations that serve the Herndon community, as follows:
 - Two (2) individuals that are ambassadors of Opportunity Neighborhoods or under-represented communities;
 - Two (2) individuals representing faith-based organizations serving the Herndon community;
 - One (1) individual representing a local Pride (LGBTQ+) organization;
 - One (1) individual representing a senior needs organization; and
 - One (1) member representing town businesses, who owns or manages a business in the Town of Herndon and has expertise in the business sector;
3. Members will serve two-year terms to coincide with Town Council election terms;
4. The committee will operate similar to other existing Town Council advisory committees; and
5. The committee shall hold meetings legally convened by the Town Clerk to meet Town and state law requirements.

Agenda Item: Resolution 25-G-46 to reappoint a member to the Architectural Review Board/Historic District Review Board

Meeting Date: August 12, 2025

Category: Consent

Prepared by: Amanda Kertz, Town Clerk

Description:

This is a request to reappoint Leslie Blaker-Glass, a resident member of the Architectural Review/Historic District Review Boards for a three-year term ending on August 31, 2028.

Background:

N/A

Timing Impact:

Reappointment of the members is necessary for the individuals to continue serving on the board.

Strategic Focus Area:

Good Governance

Fiscal Impact:

N/A

Legal Impact:

N/A

Staff Recommendation/Next Steps:

Recommend approval of the resolution, as presented.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

AUGUST 12, 2025

Resolution- to reappoint member to the Architectural Review Board/Historic District Review Board.

BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. Leslie Blaker-Glass is reappointed as a Town Resident member of the Architectural Review Board/Historic District Review Board for a three-year term ending on August 31, 2028.

Agenda Item: Approval of Minutes

Meeting Date: August 12, 2025

Category: Consent

Prepared by: Amanda Kertz, Town Clerk

Description:

This is a request to approve the following sets of Town Council Meeting Minutes:

1. June 10, 2025, Regular Meeting Minutes;
2. July 8, 2025, Work Session Minutes;
3. July 15, 2025, Regular Meeting Minutes.

Background:

N/A

Timing Impact:

Town Council minutes are typically presented for approval in chronological order. Action on the minutes is an important function of the Town Council.

Strategic Focus Area:

Good Governance

Fiscal Impact:

N/A

Legal Impact:

N/A

Staff Recommendation/Next Steps:

Recommend approval as presented.

Attachments:

1. June 10, 2025, Town Council Regular Meeting
2. July 8, 2025, Town Council Work Session
3. July 15, 2025, Town Council Regular Meeting

HERNDON TOWN COUNCIL
Regular Meeting Minutes
Tuesday, June 10, 2025

1. Call to Order

Mayor LeBlanc called the June 10, 2025, Town Council meeting to order at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Keven LeBlanc; Vice Mayor Clark Hedrick; and Councilmembers Cesar del Aguila, Kelvin Garcia, Michael T. Lloyd, and Alex Reyes.

Councilmember Naila Alam was absent.

Staff present during the meeting: Kirstyn Barr Jovanovich, Interim Town Manager; Lesa Yeatts, Town Attorney; Scott Robinson, Acting Deputy Town Manager; Chief Steven Pihonak, Herndon Police Department; Brent Heavner, Chief Communications Officer; Bob Williams, Director of Parks and Recreation; John Irish, Acting Director of Public Works; and Amanda Kertz, Town Clerk.

2. Pledge of Allegiance to the Flag of the United States of America

Mayor LeBlanc led the audience in the Pledge of Allegiance to the Flag of the United States of America.

Determination of a Quorum

Mayor LeBlanc determined there was a quorum of six Councilmembers present. Councilmember Alam was absent.

Mayor Announcements

Mayor LeBlanc stated that following tonight's regular meeting, the Town Council will hold a work session meeting in the Hoover Conference Room. The work session will be recorded and live-streamed. The public is welcome to attend this work session. However, there are no public comments during work sessions.

Mayor LeBlanc provided information on upcoming events, including: (1) Summer Doubles Pickleball Tournament at Bready Park on Saturday, June 14, from 2:00 to 6:00 p.m.; (2) Town Square Tuesdays starting on Tuesday, June 17, from 6:00 to 8:00 p.m.; (3) Play All Day VA on Friday, June 20, with Parks and Recreation; and (4) annual July 4th celebration and fireworks at Bready Park, 6:30 p.m. More information is available on the Town's website.

Mayor LeBlanc stated that Town offices will be closed on Thursday, June 19, in observance of Juneteenth; and on Friday, July 4, for Independence Day. He stated that the next Town Council meeting is a work session on Tuesday, July 8, followed by a regular meeting on Tuesday, July 15, and that the schedule is posted on the website calendar and public portal.

3. Presentations/Reports/Comments

a. Proclamation to recognize Juneteenth Day

Mayor LeBlanc recognized Councilmember Reyes to read the proclamation into the record.

b. Proclamation to recognize LGBTQ+ Pride Month, June 2025

Mayor LeBlanc read the proclamation into the record.

c. Proclamation to recognize National Parks and Recreation Month, July 2025

Mayor LeBlanc recognized Councilmember Garcia to read the proclamation into the record.

Amend the Agenda – Proclamation, to recognize Elden the Bear Day, June 9, 2025

Mayor LeBlanc advised the Town Clerk that he had another proclamation to add to the agenda, which was a mayoral proclamation to recognize "Elden the Bear Day," June 9, 2025. He read the proclamation and asked the Town Clerk to enter it into the record.

Mayor LeBlanc stated that members of the audience are invited to comment on the proclamations during the "Comments from the Audience" portion of the agenda.

d. Town Manager Report

Kirstyn Barr Jovanovich, Interim Town Manager, stated that work began today on the exterior of the Council chambers, to address long-standing water intrusion issues and improve the building's appearance and resilience.

Ms. Jovanovich recognized Parks and Recreation staff for their work gearing up for the start of the summer camp season, and praised the strong participation this year of over 1,200 participants registered for summer programs.

Ms. Jovanovich thanked Chief Pihonak and the Herndon Police Department (HPD) for their calm and coordinated response to managing and assisting in the

relocation of the bear that was in Town yesterday.

e. Councilmember Comments

Councilmember del Aguila: stated he was thankful for the proclamations that evening, including the newly added Elden the Bear Day proclamation. He stated he is looking forward to the outdoor activities this summer.

Councilmember Reyes: requested that another proclamation be added next year in June for Men's Health Month, to raise awareness of men's health issues and end the stigma.

Councilmember Garcia: thanked those in the audience who attended for tonight's proclamations. He also thanked HPD, along with animal and wildlife control agencies, for how they handled the incident with the bear.

Councilmember Lloyd: echoed his fellow Councilmembers' comments about staff's response to the incident with the bear.

Vice Mayor Hedrick: echoed his fellow Councilmembers' comments about staff's response to the incident with the bear. He acknowledged the upcoming 250th anniversary of the U.S. Army on June 14.

Mayor LeBlanc: echoed his fellow Councilmembers' comments about staff's response to the incident with the bear.

Mayor LeBlanc stated that the Herndon Youth Advisory Committee (HYAC) held their last meeting of the term on Thursday, June 5. He thanked Vice Mayor Hedrick and Councilmember Garcia for their work with this group. He congratulated all the members that participated this year, especially two graduating seniors: Joe Aksu and Ethan Fabro. He stated that comments and feedback from the HYAC will be compiled for the Town Council and shared at an upcoming work session.

Mayor LeBlanc provided comments about the Proclamation to recognize Juneteenth Day, and stated that author and Herndon Historical Society Historian, Barbara Glakas, is giving a talk on "African American Life in Early Herndon" on Saturday, June 21. He stated that information is available on the Herndon Historical Society's website.

Mayor LeBlanc provided comments on the Proclamation to recognize Parks and Recreation Month, stating that he is thankful for all the department does.

Mayor LeBlanc provided comments on the Proclamation to recognize LGBTQ+ Month. He stated that he wanted every resident to know that his door is open, and that his office is a safe place for all people, no matter who they are or who they

love.

4. Comments from the Audience

Mayor LeBlanc reviewed the process and asked those who wanted to provide Comments from the Audience to come forward.

The following individuals provided comments:

- Barbara Glakas, 935 Barton Oaks Place, Herndon: provided comments about the upcoming Juneteenth Event on Saturday, June 21, at Arts Herndon.
- Jay Hadlock, 515 Alabama Drive, Herndon: provided comments and thanked HPD and Virginia Wildlife Resources for their response to the bear incident.
- Charles Hall, 12398 Brown Fox Way, Reston: stated he was representing Dulles Triangles that evening in support of the Proclamation to recognize LGBTQ+ Pride Month.

5. Consent

a. Approval of Minutes

- i. March 11, 2025, Town Council Regular Meeting Minutes**
- ii. March 18, 2025, Town Council Work Session Minutes**
- iii. March 25, 2025, Regular Meeting Minutes**
- iv. April 1, 2025, Town Council Work Session Minutes**

On the motion of Councilmember Reyes, seconded by Councilmember del Aguila, the Consent Agenda items were approved and carried by a 6-0 roll call vote, as presented, without comment. The vote was: Councilmembers del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye." Councilmember Alam was absent.

Recess

At 7:36 p.m. Mayor LeBlanc called a brief recess, and at 7:45 p.m., the Town Council Work session convened, with all members present except for Councilmember Alam who was absent, and Mayor LeBlanc presiding.

6. Work Session

a. Briefing on Chestnut Grove Cemetery Development

Mayor LeBlanc recognized John Irish, Acting Director of Public Works, who presented the staff report on the development of Chestnut Grove Cemetery. Mr. Irish reviewed project timeline, noting that the project initially began as an update to the Cemetery Master Plan that came before the Town Council in January 2024. He explained that the prior Town Council directed staff to address feedback received from the public related to stormwater management, buffer zones, and the loss of trees and vegetation. Mr. Irish stated those concerns were addressed in a 30 percent design plan that was recently presented to the public, which received largely positive feedback.

Mr. Irish outlined the changes that were implemented in the Master Plan redesign, which included: (1) enhanced stormwater retention and detention facilities; (2) expanded buffer zone; (3) increased tree preservation; (4) visual and grading enhancements to improve visual separation between the cemetery and the adjacent properties; and (5) additional burial space, to include more space for cremation sites.

There was discussion between the Council and staff on this item, including: (1) specifics of buffer zone; (2) number of burial sites; (3) stormwater facility impact on neighboring properties; (4) preservation of mature trees; and (5) perpetual care of cemetery in the future.

Vice Mayor Hedrick requested additional information from staff regarding the financial provisions and Town Code requirements related to perpetual care of the cemetery.

b. Roundtable

Councilmember del Aguila: discussed the following topics: (1) electric vehicle (EV) charging stations at Herndon Municipal Center (HMC); (2) Streetery outdoor dining program end date for 2025; (3) Que Pasa event funding; and (4) existing community event donation policies.

Mayor LeBlanc received consensus from the Council to turn off the electricity at the EV charging stations at HMC, and add signage when a new vendor contract is in place for the charging stations.

Mayor LeBlanc requested that the Council and staff discuss community donations and policies at the next Work Session.

Councilmember del Aguila requested that Bob Williams, Director of Parks and Recreation, reach out to Que Pasa about their plans for an event.

Councilmember Lloyd: no comments.

Councilmember Reyes: stated he had received complaints from Worldgate

residents about safety, and requested that Chief Pihonak provide an update at an upcoming work session.

Councilmember Garcia: requested that the Council and staff discuss a back-to-school drive hosted by the Town at an upcoming work session.

Mayor LeBlanc stated that there were several organizations planning to hold back-to-school drives in the community. He indicated that he would share that information with Councilmember Garcia.

Vice Mayor Hedrick: provided an update from the Northern Virginia Transportation Authority Planning Coordination Advisory Committee (NVTAP-PCAC) session he attended, stating that the committee has a plan for rapid bus transit in the area that will go through Herndon. However, there is not a station planned within the Town yet, and he would like to gauge the Council's interest in pursuing a stop on this route.

Mayor LeBlanc requested that the Council and staff discuss rapid bus transit at a future work session.

Mayor LeBlanc: no comments.

Kirstyn Jovanovich, Interim Town Manager: no comments.

7. **Closed Meeting**

a. **A closed meeting pursuant to the Code of Virginia Section 2.2-3711(A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to real estate in the downtown**

Mayor LeBlanc stated that the Council needed to go into a closed meeting and that the appropriate meeting notices were provided in accordance with state law. The closed meeting was held in the Hoover Conference Room in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia.

Vice Mayor Hedrick moved that the Council convene in a closed meeting to discuss the following as permitted by Code of Virginia Section 2.2-3711(A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to real estate in the downtown. Councilmember Reyes seconded the motion, which carried by unanimous roll call vote. The vote was: Councilmembers del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye." Councilmember Alam was absent.

At 8:31 p.m. Mayor LeBlanc closed the work session, and at 8:33 p.m., the closed meeting reconvened in the Hoover Conference Room, with all members present

except for Councilmember Alam who was absent, and Mayor LeBlanc presiding.

Councilmember Garcia moved to come out of the closed meeting. Motion seconded by Councilmember del Aguila and carried by unanimous roll call vote. The vote was: Councilmembers del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye." Councilmember Alam was absent.

The Council came out of closed meeting at 9:06 p.m.

Councilmember Lloyd moved to certify that, to the best of each member's knowledge, in the closed meeting just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed meeting and (2) lawfully permitted to be discussed in a closed meeting under the provisions of the Virginia Freedom of Information Act as cited in that motion. Motion seconded by Councilmember Reyes and carried by unanimous roll call vote. The vote was: Councilmembers del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye." Councilmember Alam was absent.

Aye: 6
Nay: 0
Absent: 1

8. **Adjournment**

There being no further business, Mayor LeBlanc adjourned the June 10, 2025, Town Council regular meeting at 9:07 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council : _____

[Note: Approved resolutions and ordinances are on file in the Town Clerk's office.]

HERNDON TOWN COUNCIL
Work Session Minutes
Tuesday, July 8, 2025

1. Call to Order

Mayor LeBlanc called the July 8, 2025, Town Council meeting to order at 5:30 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Keven LeBlanc; and Councilmembers Naila Alam (arrived at 5:36 p.m.), Cesar del Aguila, Kelvin Garcia (arrived at 5:43 p.m.), Michael T. Lloyd, and Alex Reyes.

Participating remotely during the closed meeting: Vice Mayor Clark Hedrick (physically present at 6:33 p.m.).

Determination of a Quorum

Mayor LeBlanc stated, for the record, under Section 2.2-3708.3, Subsection D, of the Code of Virginia, and in accordance with Section 2-4 of the Town Code, the Chair received a request from Vice Mayor Hedrick to participate through electronic communication means in that night's closed meeting, due to work commitments. He stated that there was a quorum of the public body physically assembled at the meeting location, with four Councilmembers present in the Herndon Council Chambers Building. With the concurrence of the Council, Vice Mayor Hedrick joined the meeting remotely to participate in the closed meeting that evening.

Lesa Yeatts, Town Attorney, asked Vice Mayor Hedrick to confirm that it was in a location where the closed session discussion could not be heard by others. Vice Mayor Hedrick confirmed that was correct, and stated that he was driving from Washington, DC, to Herndon, Virginia.

2. Closed Meeting (5:30 PM)

a. A closed meeting pursuant to the Code of Virginia Section 2.2-3711(A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to employment issues.

Mayor LeBlanc stated that the Council needed to go into a closed meeting and that the appropriate meeting notices were provided in accordance with state law. The closed meeting was held in the Hoover Conference Room in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia.

Councilmember Reyes moved that the Council convene in a closed meeting to discuss the following as permitted by Code of Virginia Section 2.2-3711(A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to employment issues.

Councilmember Alam seconded the motion, which carried by 6-0 roll call vote. The vote was: Councilmembers Alam, del Aguila, Lloyd, Reyes, Vice Mayor Hedrick (participating remotely) and Mayor LeBlanc voting "Aye." Councilmember Garcia had not yet arrived.

The Council went into closed meeting at 5:35 p.m.

Councilmember Garcia arrived during the closed meeting at 5:43 p.m.

Vice Mayor Clark physically arrived during the closed meeting at 6:33 p.m.

Councilmember del Aguila moved to come out of the closed meeting. Councilmember Garcia seconded the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."

Aye: 7
Nay: 0
Absent: 0

The Council came out of the closed meeting at 7:02 p.m.

Councilmember Reyes moved to certify that, to the best of each member's knowledge, in the closed meeting just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed meeting; and (2) lawfully permitted to be discussed in a closed meeting under the provisions of the Virginia Freedom of Information Act as cited in that motion. Councilmember del Aguila seconded the motion, which was carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."

Aye: 7
Nay: 0
Absent: 0

Recess

At 7:04 p.m. Mayor LeBlanc called a brief recess, and at 7:14 p.m., the July 8, 2025, Town Council meeting reconvened in the Herndon Council Chambers, with all Councilmembers present, and Mayor LeBlanc presiding.

3. Discussion

a. Town Council and Planning Commission Joint Work Session

The Town Council and the Planning Commission of the Town of Herndon, Virginia, held a Special Joint Work Session Meeting on Tuesday, July 8, 2025, at 7:15 p.m. in the Herndon Council Chambers, 765 Lynn Street, Herndon. In attendance were: Mayor LeBlanc, Vice Mayor Clark Hedrick, and Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes; Planning Commission Chair Michael G. Romeo, Vice Chair Meron Yohannes, and Commissioners Andrew Beatty, Jay Donahue, Yung Kim, and Stephen Mundt.

Commissioner Samuel Richardson II was absent.

Staff present during the meeting: Kirstyn Barr Jovanovich, Interim Town Manager; Scott Robinson, Acting Deputy Town Manager; Lesa Yeatts, Town Attorney; Chief Steve Pihonak and Lieutenant Justin Dyer, Herndon Police Department; Brent Heavner, Chief Communications Officer; Lisa Gilleran, Director of Community Development; Marjorie Sloan, Director of Finance; Bob Williams, Director of Parks and Recreation; John Irish, Acting Director of Public Works, Engineering; Bryce Perry, Deputy Director of Community Development; David Stromberg, Zoning Administrator; Ahmad Zaki Sarfaraz, Lead Planner; and Amanda Kertz, Town Clerk.

Mayor LeBlanc announced that the Council had previously met in a closed meeting, with all members being present, pursuant to state code requirements.

Determination of a Quorum - Town Council and Planning Commission

Mayor LeBlanc determined that there was a quorum of the Town Council and Planning Commission, with all Councilmembers and Commissioners present, except for Commissioner Samuel Richardson II, who was absent.

Mayor LeBlanc welcomed Chair Romeo, members of the Planning Commission, and the Town Council. He stated the purpose of tonight's meeting was to review and discuss the town's 2050 Comprehensive Plan, Transit-Related Growth (TRG) and Herndon Transit-Oriented Core (HTOC) Areas, and the Capital Improvement Program (CIP). He stated these topics represent foundational components of the Town's long-term planning and investment strategy. This session also provides context for how these initiatives interconnect and support the Town's broader goals for land use, infrastructure, and budget planning.

Mayor LeBlanc recognized Kirstyn Barr Jovanovich, Interim Town Manager, for her opening remarks. She provided an overview of the items that would be covered in the Joint Work Session that evening.

2050 Comprehensive Plan

Ahmad Sarfaraz, Lead Planner/Long Range, provided the staff report on the Comprehensive Plan. Mr. Sarfaraz stated that the Comprehensive Plan is the Town's primary long-range planning document, guiding decisions on growth, development, infrastructure, housing, transportation, and the environment. Mandated by the Code of Virginia, it is prepared by the Planning Commission and adopted by the Town Council. The plan must be general in nature but address the character, location, and extent of future development and conservation. Herndon's current plan, "*Herndon 2030*," was adopted in 2008, and the update will align the Town's vision and policies with current needs and plans adopted since 2008. He reviewed the update process, stating that it is scheduled to begin this year, will span approximately two years, and will include consultant support, broad public engagement, and participation and guidance by the Planning Commission and Town Council. He emphasized that while planning policies provide direction, spending is not authorized without Council's approval.

There was discussion among the Council, Commission, and staff on this item, including: (1) RFP process and status of the Comprehensive Plan update; (2) alignment of the Comprehensive Plan and the Strategic Plan; (3) Comprehensive Planning update process; includes working with Fairfax and Loudoun Counties; (4) elements included in the Comprehensive Plan; and (5) emphasis on community engagement; including the business community and regional elements.

Transit-Related Growth (TRG) and Herndon Transit-Oriented Core (HTOC) Areas

Mayor LeBlanc recognized Bryce Perry, Deputy Director of Community Development, to provide an overview of planning efforts in the HTOC and TRG areas. Mr. Perry explained that these small area plans, components of the Town's Comprehensive Plan, focus on two key redevelopment zones near the Herndon Metro Station. The plans aim to encourage walkable, mixed-use development that supports transit and enhances the surrounding community. Mr. Perry discussed completed planning efforts and the types of redevelopments envisioned, along with active development projects in the area. While actual redevelopment will depend on private property owners, the Town's planning helps shape expectations and positions the community for future opportunities. Mr. Perry provided an overview of the supporting public improvement projects that are under design, completed, and planned.

There was discussion among the Council, Commission, and staff about the HTOC and TRG areas, including: (1) anticipated applications for the small area plan areas; (2) traffic analysis both from the Town and private developers; (3) various impacts expected from the additional density in these areas; (4) workforce and affordable housing options; (5) review of impacts at closer intervals than Comprehensive Plan update; (6) impact on cut through traffic; and (7) encouraging multi-modal transit and pedestrian accessibility.

Capital Improvement Program (CIP)

Mayor LeBlanc recognized John Irish, Acting Director of Public Works, for a status briefing on the Capital Improvement Program (CIP). Mr. Irish stated the CIP is the Town's long-term plan for infrastructure investments, including facility upgrades, street and sidewalk improvements, and utility projects. Mr. Irish provided a status update on projects funded in FY 2025 and previewed those proposed for FY 2026, supported by reserve funds. He indicated that these efforts are based on years of assessments and prioritization, including facility evaluations for the Herndon Community Center and Municipal Center, along with studies on transportation safety and connectivity. The CIP is updated annually and guides investment decisions based on identified needs and available resources.

There was discussion among the Council, Commission, and staff on the CIP, including: (1) projects included in the CIP; (2) accuracy of cost estimates; dependent upon the phase of the project; (3) additional sidewalk and traffic points of concern; and (4) water and sewer network capacity in relation to approaching new housing projects.

Responding to Commissioner Mundt, Lesa Yeatts, Town Attorney, stated that information about the land related to downtown redevelopment is forthcoming.

Recess

At 8:51 p.m. Mayor LeBlanc called a brief recess, and at 9:03 p.m., the July 8, 2025, Town Council Work Session meeting convened in the Hoover Conference Room of the Herndon Council Chambers Building, with all Councilmembers present, and Mayor LeBlanc presiding.

Town Council Work Session

b. Community Cultural Festivals Donation Policy Revision and Special Events Briefing

Special Events Briefing

Mayor LeBlanc recognized Kirstyn Barr Jovanovich, Interim Town Manager, who provided opening comments about the special events process. She introduced Bob Williams, Director of Parks and Recreation, to begin the presentation.

Mr. Williams provided an overview of the types of special events held in the Town, including those organized by the Town, and those coordinated by outside organizations held on public property. Mr. Williams reviewed the established process for community groups seeking the use of town-owned spaces for public events, stating that the Parks and Recreation Department organizes and supports various special events throughout the year. Private property owners may hold

events via the Temporary Use Permit (TUP) process overseen by the Town's Zoning Administrator. In response to a question from Mayor LeBlanc, Mr. Williams agreed that the Herndon Day event would be a Town event in 2026. Mr. Williams stated that in his presentation, he had focused on events held in FY 2025 and did not include anticipated events for FY 2026.

There was discussion among the Council and staff on this item, including: (1) common challenges that can affect event execution, such as securing ABC licenses; (2) potential enhancements to the event approval process, including the Town's current funding policy; (3) clarification of the various funding application processes; and (4) an overview of the relevant state code governing donation policies.

Community Cultural Festivals Donation Policy

Mayor LeBlanc recognized Marjorie Sloan, Director of Finance, who continued the presentation with a review of the proposed changes to the Community Cultural Festivals Donation Policy. Ms. Sloan explained that in response to the Council's direction from the April 1, 2025 budget work session, staff prepared revisions to the policy to allow organizations to receive funding beyond the first year of an event.

Ms. Sloan stated that the Town's authority to provide donations, including in-kind support, is derived from state law. The Town's current donation policy, adopted in October 2023 and amended twice since, permits funding of up to 50 percent of an event's budget (up to \$15,000) for first-year events only, with funding allocated on a first-come, first-served basis. Since mid-FY 2024, \$68,007 has been awarded through this program.

Mr. Sloan reviewed the current process and discussed the types of donation requests the Town receives: (1) line-item budget allocations (e.g., groups like NextStop Theatre); (2) cash donations; (3) in-kind services; (4) fee waivers (e.g., for the high school all-night grad party); (5) discounts (e.g., passes to the Herndon Community Center); and (6) ad hoc donations.

There was a discussion between Council and staff about related government funding programs.

Responding to questions from Vice Mayor Hedrick, Lesa Yeatts, Town Attorney, stated that she would look into the IRS code for context on the amount of de minimus donations that may be granted by the Town Manager.

Ms. Sloan continued the presentation and emphasized the current policy limitations, including the fact that the ad hoc requests do not have a policy, resulting in inconsistent application. She indicated that the Town has been receiving more ad hoc which has been challenging due to the limitations under the

current policy. The proposed revisions introduce a tiered funding model to encourage event sustainability. Policy is requested to include more clarification around services. Proposed changes are included in the agenda materials, and the funding changes are summarized as follows:

- First-year events: up to 50 percent of the budget, max \$15,000
- Second-year events: up to 25 percent, max \$7,500
- Third-year events: up to 12 percent, max \$3,750

Ms. Sloan reviewed alternatives the Council could consider and stated that staff is looking for Council's direction on how the policy should be applied going forward. The FY 2026 budget includes \$60,000 for the program, but no applications have been received yet. To apply these changes to FY 2026 events, Council adoption of amendments should occur promptly.

Ms. Jovanovich emphasized the need for Council to clarify its donation policy objectives and indicated that the revisions reflected Council's prior requests to support recurring events on a declining basis. She also clarified that continued long-term funding was not the intent of the current structure.

There was discussion among Council and staff on this item, centering on the following: (1) the proposed tiered model and policy alternatives; (2) events receiving ongoing support through line item funding; (3) prior budget process discussions; (4) best practices for categorizing event funding; and (5) phased, multi-year approaches to support nonprofit events.

Following discussion, and with the consensus of the Council, the following actions were supported:

1. Request staff to create a comprehensive plan that includes other types of donations; some de minimus authority to the Town Manager would be given to authorize small donations; and
2. Proceed with revisions to the Community Cultural Festivals Donation Policy as presented that evening, and that the item be added to the next Town Council regular meeting agenda.

4. Roundtable

Councilmember Reyes: no comments.

Councilmember Lloyd: thanked the staff for answering his questions.

Councilmember del Aguila: asked if staff had reviewed the defense community grant that he had submitted for consideration.

Scott Robinson, Acting Deputy Town Manager, reported that infrastructure money within the Department of Defense is primarily going toward warfare. The grant would apply to infrastructure improvements that also serve military needs, such as airports used by the Air National Guard. He stated that he would review the request further and report back.

Councilmember del Aguila requested a briefing from staff regarding grant opportunities that are available to the Town.

Kirstyn Barr Jovanovich, Interim Town Manager, stated that she would follow up with information for the Town Council.

Councilmember del Aguila thought that annexing the Hutchison neighborhood next to the Town's border was an item worth looking at, considering the potential for additional tax revenue. He indicated that Dranesville District Supervisor Bierman, Fairfax County Board of Supervisors, may be the representative to speak to about this matter.

Councilmember Alam: shared her emotions and sadness about the recent flash floods and loss of life in Texas.

Councilmember Garcia: recommended the Council hold more work sessions. He also asked staff to explain the unionization process for the police department to match the pay of surrounding police departments.

Mayor LeBlanc said that the police department is in the process of a pay assessment.

Lesa Yeatts, Town Attorney, suggested the Council could hold another closed-session briefing on this matter.

Councilmember Garcia inquired about what the hiring process for the Town is. He indicated that several constituents had asked him this question.

Ms. Jovanovich said that staff can provide a briefing on the recruiting process in a closed session.

Councilmember Garcia wants to hold a back-to-school drive and possibly partner with a non-profit.

Mayor LeBlanc replied that he knows of at least four groups who host school drives. He stated that he can provide information to Councilmember Garcia.

Vice Mayor Hedrick: shared that he had attended a meeting of the Northern Virginia Transportation Authority Planning, Coordinating and Advisory Committee (NVTAP-PCAC) where they discussed plans to start adopting a plan for Bus Rapid Transit (BRT) - including one that would go through Herndon and potentially stop there. He suggested a discussion and briefing by the town staff on that issue, especially as part of the Comprehensive Planning process.

Ms. Jovanovich said that staff would respond and would schedule a briefing on this topic at a future work session.

Vice Mayor Hedrick shared he had opportunities to attend different community events, including a block party in Madison Forest. He encouraged his colleagues to attend community events where possible.

Mayor LeBlanc: shared he attended three or four community events on the Fourth of July weekend, including the 4th of July celebration at Bready Park. He thanked Parks and Recreation for coordinating the celebrations and fireworks. Additionally, he was happy the good aspects of Elden the Bear visiting the town were capitalized on.

The Mayor noted that the Northern Virginia Regional Commission conducted a study on population migration trends in and out of Northern Virginia. He suggested the findings could be a useful resource for the Planning Commission as it continues work on the Comprehensive Plan, particularly given the study's insights into specific demographic shifts and migration patterns.

Kirstyn Barr Jovanovich, Interim Town Manager: provided an update on the EV charging stations, noting that staff turned off the chargers at the Herndon Municipal Center and marked them out of service. A new vendor has since been identified, and staff is working to bring the stations back online. She also thanked the Parks and Recreation Department and the Herndon Police Department for their efforts in supporting the July 4th events.

5. **Adjournment**

There being no further business, Mayor LeBlanc adjourned the July 8, 2025 Town Council Work Session at 10:45 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council : _____

**HERNDON TOWN COUNCIL
Regular Meeting Minutes
Tuesday, July 15, 2025**

1. Call to Order

Mayor LeBlanc called the July 15, 2025, Town Council meeting to order at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Keven LeBlanc; Vice Mayor Clark Hedrick; and Councilmembers Naila Alam, Cesar del Aguila, Kelvin Garcia, Michael T. Lloyd, and Alex Reyes.

Staff present during the meeting: Kirstyn Barr Jovanovich, Interim Town Manager; Lesa Yeatts, Town Attorney; Scott Robinson, Acting Deputy Town Manager; Chief Steven Pihonak, Herndon Police Department; Brent Heavner, Chief Communications Officer; Lisa Gilleran, Director of Community Development; Marjorie Sloan, Director of Finance; Maria Lee, Budget Manager; and Margie Tacci, Deputy Town Clerk.

2. Pledge of Allegiance to the Flag of the United States of America

Mayor LeBlanc recognized student athletes from the Herndon High School Boys' Soccer Team and the Herndon High School Track Team to lead the audience in the Pledge of Allegiance.

Determination of a Quorum

Mayor LeBlanc determined there was a quorum of all Councilmembers present.

Mayor Announcements

Mayor LeBlanc stated the Town of Herndon issued legal pleadings in the Fairfax County Court over the Comstock development, and he provided comments on the matter.

Mayor LeBlanc congratulated the student athletes from Herndon High School, who were attending the meeting to be recognized for their recent achievements at the state and national levels. He noted that the boys' soccer team won the first Virginia state soccer championship since 1986, and there were several track athletes in attendance who competed in the 2025 Outdoor National competition.

Mayor LeBlanc provided updates and comments on the following: (1) National Night Out (NNO), on Tuesday, August 5 at locations throughout the Town; and (2) outlined the upcoming meeting schedule, which includes the next work session

meeting on Wednesday, August 6 (due to NNO); and the next regular Meeting on Tuesday, August 12.

Amend the Agenda

Mayor LeBlanc was advised that a closed meeting subject needed to be added to tonight's meeting agenda.

Councilmember del Aguila made a motion to amend the agenda to add a closed meeting under the Code of Virginia Code of Virginia Section 2.2-3711(A)(7), for consultation with legal counsel regarding actual litigation where such consultation in an open meeting would adversely affect the litigating posture of the town, identified as item 8(b), and that the agenda be so amended.

The motion was seconded by Councilmember Reyes.

The question was called on the motion, which was carried by unanimous roll call vote, as presented, without comment. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye."

3. Presentations/Reports/Comments

a. Proclamation, to recognize Disability Pride Month, July 2025

Mayor LeBlanc recognized Councilmember Lloyd to read the proclamation into the record. Mayor LeBlanc stated that members of the audience are invited to comment on the proclamations during the "Comments from the Audience" portion of the agenda.

b. Town Manager Report

Kirstyn Barr Jovanovich, Interim Town Manager, provided an update on the Tree Donation Program, noting that staff will provide a briefing at the September work session.

c. Councilmember Comments

Councilmember del Aguila: congratulated the Herndon High School (HHS) teams on all of their achievements. He provided comments on the legal pleadings between the Town of Herndon and Comstock, urging residents to review the pleadings for information on this issue. He emphasized how seriously the Town takes this issue and that the Council will continue to work on this matter.

Councilmember Reyes: echoed the congratulations to the HHS soccer and track teams. He provided comments on the proclamation to recognize "Disability Pride Month," noting that it has been 34 years since the Americans with Disabilities Act

was passed. He emphasized Herndon's ongoing commitment to increasing accessibility.

Councilmember Alam: echoed the congratulations to the HHS teams. She stated her sentiments on the recent flooding in Texas and in New Jersey. She thanked the Department of Works for keeping the Town safe during recent rainstorms.

Councilmember Garcia: echoed the congratulations to the HHS teams and thanked them for their hard work and dedication. He emphasized their positions as positive role models to younger students. He encouraged the student athletes to continue their hard work and to remember their roots in Herndon.

Councilmember Lloyd: provided comments on the request to consider a donation to Arts Herndon, stating that he has not served on the Arts Herndon Board since June 2020, when his resignation was accepted. Despite this, the organization continues to list him as a board member on IRS Form 990 and its website, which is incorrect. He did not file a formal disclosure on the item, because he has no current affiliation and remains objective in discussing the matter. He noted that he posted a public statement on his Facebook page regarding this issue.

Vice Mayor Hedrick: echoed the congratulations to the HHS teams. He praised their achievements and acknowledged the parents and community members for their support.

Mayor LeBlanc: echoed the congratulations to the HHS teams and thanked the coaches, athletes, boosters, and parents. He emphasized that the student athletes are part of a supportive Herndon community.

Mayor LeBlanc provided comments on the proclamation to recognize Disability Pride Month, indicating that the body will continue to acknowledge and act with accessibility in mind.

Mayor LeBlanc reported that he attended the following events: (1) INOVA Cares Clinic & Juniper Program Grand Opening; (2) 40th Anniversary Montessori School of Herndon: Friday, June 13; (3) Brick and Minifigs ribbon cutting: Saturday, June 14; (4) Buffalo Wild Wings GO! Grand Opening: Thursday, June 19; (5) Dunkin' at Dulles Landing grand re-opening: Saturday, June 28; (6) Jets Pizza grand opening: Wednesday, July 2; (7) Rotary Club of Herndon-Reston Citizen of the Year Award, June 18; presented a mayoral proclamation recognizing former Councilmember Signe Friedrichs for being named Citizen of the Year; (8) Fourth of July: Old Dranesville Hunt Fourth of July Parade; and Town's July Fourth Fireworks at Bready Park; thanked staff at Parks and Recreation, Herndon Police Department, and Department of Public Works, (9) Herndon Olympics: Tuesday, July 8: helped to open the event; and (10) opened the 107th Virginia American Legion Convention: Saturday, July 12.

4. Comments from the Audience

Mayor LeBlanc reviewed the process and asked those who wanted to provide Comments from the Audience to come forward.

The following individuals provided comments:

- Dylan Ellis, 1303 Grant Street, Herndon: (1) congratulated the HHS teams; (2) stated that he was attacked near the Herndon Fortnightly Library yesterday; and (3) inquired about whether he could assist the town in any health and wellness services.

Mayor LeBlanc stated that staff would follow up with Mr. Ellis.

- Alexander Burke, 910 Jorss Place Apt 304, Herndon: voiced his support for the Mayor and Town Council's decision to initiate legal proceedings over the downtown land.
- Steven Mitchell, 1291 Monroe Street, Herndon: (1) congratulated the HHS athletes; (2) requested five minutes to speak as president of the Herndon Downtown Business Group and, which Mayor LeBlanc granted. He stated that the Town needs to work more with businesses to advance downtown redevelopment and to improve community events. (3) he provided follow-up on a cycling event with the Green Lizard and inquired about the next steps in planning it.
- Patrice Humphries, 1301 Rock Chapel Road, Herndon: coach of the HHS track team and a teacher at HHS in her 27th year; congratulated and recognized the positive behavior and inclusion exhibited by HHS student-athletes.
- Bessie Denton, 496 Virginia Avenue, Herndon: (1) congratulated the HHS athletes; (2) thanked the Council for engaging with the community during a recent meeting; (3) requested increased enforcement on Center Street for vehicles blocking the accessibility ramp; and (4) requested that the Town look into an anti-dumping ordinance, citing concerns about dumping at Bruin Park.
- Cynthia Ferraro Vice President, and Erin Ritter, President. Herndon High School Boosters: requested assistance in funding a new scoreboard at the high school, noting the current one is deteriorating. They stated \$100,000 has been raised toward the \$200,000 cost, with funding from the Fairfax County School Board not anticipated until FY 2030. They emphasized the need to address the issue sooner.

5. Public Hearings

a. FY 2026 Budget Amendment 1

- i. Resolution 25-G-35 to authorize the Reserve of Fiscal Year (FY) 2025 funding for ongoing operations and maintenance, capital projects, and for outstanding encumbrances on June 30, 2025 for the FY 2026 Adopted Budget**
- ii. Ordinance 25-O-12 to amend the Fiscal Year (FY) 2026 Adopted Budget for the General Fund, Water and Sewer Fund, Chestnut Grove Cemetery Fund, Herndon Centennial Golf Fund, Capital Projects Fund, Stormwater Management Fund, and American Rescue Plan Act (ARPA) Fund**

Certificates of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, June 27 and July 4, 2025, issues.

Mayor LeBlanc stated there would be a joint staff report with concurrent public hearings on the two budget amendments. He opened the public hearings and recognized Marjorie Sloan, Director of Finance, for the staff report.

Ms. Sloan provided an overview of the reserves and encumbrances. There are three schedules, which include: (1) Operations and maintenance section: \$5.3 million; (2) Capital reserves: \$13.2 million; and (3) estimated encumbrances as of June 30, 2025: \$5.9 million. She stated that staff recommends approval of the proposed resolution and ordinance as presented.

There was discussion among Council and staff on this item.

Responding to questions from Councilmember del Aguila, Kirstyn Barr Jovanovich, Interim Town Manager, clarified that the funding for an arts center project related to Schedule 2 was set aside to be determined at a future date.

The public hearing was held, and the following individuals provided testimony:

- Dylan Ellis, 1303 Grant Street, Herndon: provided comments about the gravel portion of the W&OD Trail near Arts Herndon, as well as a proposal he submitted to pave part of the Trail. Responding Mayor LeBlanc stated that the land near the Arts Herndon is owned by Comstock; and Ms. Jovanovich indicated Mr. Ellis should share his proposal and direct his concerns to NOVA Parks.
- Alex Burke, 910 Jorss Place, Apt 304, Herndon: stated that the ADA sidewalk replacements have greatly benefited the Town; he would like more of these improvements to be considered.

- Steven Mitchell, 1291 Monroe Street, Herndon: inquired about the total value of the Arts Center project money put in the reserve. Responding, Ms. Sloan clarified that the arts center money is not in a reserve account, but rather has been appropriated and carried over.

Seeing no further comments, Mayor LeBlanc closed the public hearing and moved to Council level for discussion and action.

Vote on Budget Resolution 25-G-35

Vice Mayor Hedrick moved to Approve Resolution 25-G-35 to authorize the Reserve of Fiscal Year (FY) 2025 funding for ongoing operations and maintenance, capital projects, and for outstanding encumbrances on June 30, 2025 for the FY 2026 Adopted Budget, as presented.

Motion seconded by Councilmember Alam.

There were brief comments from Council.

The question was called on the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye."

Vote on Budget Ordinance 28-O-12

Vice Mayor Hedrick moved to Approve Ordinance 25-O-12 to amend the Fiscal Year (FY) 2026 Adopted Budget for the General Fund, Water and Sewer Fund, Chestnut Grove Cemetery Fund, Herndon Centennial Golf Fund, Capital Projects Fund, Stormwater Management Fund, and American Rescue Plan Act (ARPA) Fund, as presented.

Motion seconded by Councilmember del Aguila.

There were brief comments from Council.

The question was called on the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye."

6. General

a. Resolution 25-G-36 to amend the Community Cultural Festivals Donation Policy Statement

Mayor LeBlanc recognized Marjorie Sloan, Director of Finance, for the staff report. Ms. Sloan stated that in response to the Council's discussion at the July 8 work

session, staff prepared proposed amendments to the existing Community Cultural Festivals Donation Policy. The changes reflect Council's direction to allow organizations hosting the same event to be eligible for donations beyond the first year, define conditions for subsequent donations within the same fiscal year, require submission of post-event statistics, and clarify the use of Town services for events.

Ms. Sloan stated that the draft policy amendment introduces a tiered approach designed to support the growth and sustainability of returning events while reducing their reliance on public funding. The proposed tiers are as follows:

- Year 1- Up to 50% of the event budget, capped at \$50,000.
- Year 2- Up to 25% of the event budget, capped at \$7,500.
- Year 3- Up to 12% of the event budget, capped at \$3,750.

Funds appropriated will be distributed on a first-come, first-served basis.

There was brief discussion among Council and staff on the proposed amendments.

Councilmember del Aguila moved to Approve Resolution 25-G-36 to amend the Community Cultural Festivals Donation Policy Statement, as presented.

Motion seconded by Councilmember Reyes.

There were brief comments from Council.

Responding to a question from Councilmember Reyes, Ms. Sloan stated that donations are awarded on a first-come, first-served basis. She understood that the purpose of the amendment is to support a successful event in its first year and provide limited funding in subsequent years to encourage self-sufficiency.

Mayor LeBlanc clarified that this policy applies only to cultural events. Ms. Sloan noted that there was a work session discussion on creating a separate policy for other types of events.

In response to a question from Mayor LeBlanc, Ms. Sloan confirmed that the Town did not use all of the appropriated funding in FY 2025. Mayor LeBlanc stated that the Town has not yet been in a position to deny donations due to insufficient funds.

In response to Councilmember Garcia, Mayor LeBlanc confirmed that the motion pertained to community cultural events only, and that a separate work session discussion would address other types of events.

The question was called on the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye."

b. Request to consider Resolution 25-G-37 to award a donation to Arts Herndon in support of the Juneteenth event held June 21, 2025

Mayor LeBlanc stated that he did not need to provide a formal disclosure on this item, noting that he was never sworn in as a member of the Arts Herndon Board.

Mayor LeBlanc stated that he has several questions about this item. This request is outside the established community events budget policy, and as such, it is at the discretion of the Town Council. He asked the Council to consider rescheduling this item to the next work session, and inviting the applicant to attend to answer questions.

There was brief discussion among Council and staff about Mayor LeBlanc's request.

Councilmember del Aguila moved to reschedule the Request to consider Resolution 25-G-37 to award a donation to Arts Herndon in support of the Juneteenth event held June 21, 2025, to the next scheduled Town Council work session meeting agenda.

Motion seconded by Councilmember Garcia.

In response to questions from Vice Mayor Hedrick, Mayor LeBlanc clarified that the motion was to hold the discussion at the Town Council work session to allow the applicant to provide more information.

The question was called on the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye."

7. Consent

a. FY29-FY30 VDOT Revenue Sharing Program Transportation Funding Resolutions

- i. Resolution 25-G-38 to approve and authorize the submission of an application to the Virginia Department of Transportation (VDOT) for the Allocation of FY2029 and FY2030 Revenue Sharing Funds for the 'South Elden Street Corridor Improvements' project**
- ii. Resolution 25-G-39 to approve and authorize the submission of an application to the Virginia Department of Transportation (VDOT) for the**

Allocation of FY2029 and FY2030 Revenue Sharing Funds for the 'Herndon Parkway at Sunset Park Drive Intersection Improvements' project

- iii. **Resolution 25-G-40 to approve and authorize the submission of an application to the Virginia Department of Transportation (VDOT) for the Allocation of FY2029 and FY2030 Revenue Sharing Funds for the 'Locust Street ADA Sidewalk Improvements' project.**

b. Approval of Minutes

- i. **April 8, 2025, Town Council Regular Meeting Minutes**
- ii. **April 15, 2025, Town Council Work Session Minutes**
- iii. **April 22, 2025, Town Council Regular Meeting Minutes**
- iv. **April 23, 2025, Town Council Special Meeting – Closed Meeting Minutes**
- v. **May 13, 2025, Town Council Work Session Minutes**
- vi. **May 27, 2025, Town Council Regular Meeting Minutes**

On motion of Vice Mayor Hedrick, seconded by Councilmember Alam, the Consent Agenda items were approved and carried by a 7-0 roll call vote, as presented, without comment. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye."

8. Closed Meeting

- a. **A closed meeting pursuant to the Code of Virginia Section 2.2-3711(A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to real estate in the downtown**
- b. **A Closed Meeting pursuant to the Code of Virginia Section 2.2-3711(A)(7), for consultation with legal counsel regarding actual litigation where such consultation in an open meeting would adversely affect the litigating posture of the town (item added during the Regular Meeting)**

Mayor LeBlanc stated that the Council needed to go into a closed meeting and that the appropriate meeting notices were provided in accordance with state law. The closed meeting was held in the Hoover Conference Room in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia.

Councilmember del Aguila moved that the Council convene in a closed meeting under the Code of Virginia to discuss the following:

- Section 2.2-3711(A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to real estate in the downtown; and
- Section 2.2-3711(A)(7), for consultation with legal counsel regarding actual litigation where such consultation in an open meeting would adversely affect the litigating posture of the town.

Councilmember Alam seconded the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting “Aye.”

Recess

At 8:06 p.m. Mayor LeBlanc called a brief recess, and at 8:16 p.m., the closed meeting reconvened in the Hoover Conference Room, all members present, with Mayor LeBlanc presiding.

Councilmember Garcia moved to come out of the closed meeting. Motion seconded by Councilmember del Aguila and carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting “Aye.”

The Council came out of closed meeting at 8:57 PM.

Councilmember Reyes moved to certify that, to the best of each member's knowledge, in the closed meeting just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed meeting and (2) lawfully permitted to be discussed in a closed meeting under the provisions of the Virginia Freedom of Information Act as cited in that motion. Motion seconded by Councilmember Alam and carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting “Aye.”

Aye: 7
Nay: 0
Absent: 0

9. Adjournment

There being no further business, Mayor LeBlanc adjourned the July 15, 2025 Town Council regular meeting at 8:58 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council : _____

[Note: Approved resolutions and ordinances are on file in the Town Clerk's office.]

DRAFT

Agenda Item: Town of Herndon Leases

Meeting Date: August 12, 2025

Category: Work Session

Prepared by: Lesa Yeatts, Town Attorney, Scott E Robinson, Acting Deputy Town Manager

Description:

This is an informational briefing, requested by the Town Council during their January 2025 retreat, providing an overview of building and land leases managed by the town. The briefing will provide a listing of leases for both non-profit support and commercial purposes, a discussion of how the town manages these leases, the process of renewing leases, and future plans for space currently under lease.

Background:

The town acquired the building at 397 Herndon Parkway to relocate the Herndon Police Department from the building at 1481 Sterling Road. To help defray the cost of operating the building, the town entered into several commercial leases for the north end of 397 Herndon Parkway. The town has also provided support to several non-profit organizations that provide services to the town, by leasing space in the Old Town Hall, the Herndon Depot, 750 Center Street, and 397 Herndon Parkway. The town is a tenant for a land lease with NVRPA for the Depot, and landlord for a land lease for Fortnightly Library. As the town's population grows, town staff and programs will need to grow. Space currently leased out will be required for town use in the near future.

Timing Impact:

This briefing is in response to a request at the Town Council's retreat in January 2025.

Strategic Focus Area:

Strong Fiscal Stewardship

Fiscal Impact:

Commercial facility leases generate \$397,280 in annual revenue. Non-profit leases do not generate revenue.

Legal Impact:

None - this is an informational briefing only.

Staff Recommendation/Next Steps:

Staff has no recommendation - this is an informational briefing only. No action required by Town Council.

Attachments:

1. Presentation

Town of Herndon Leases

Herndon Town Council Work Session

August 12, 2025

TOWN OF
Herndon

LIVE DIFFERENTLY.

Why are you receiving this briefing?

At the January 24, 2025 Town Council retreat, Town Council requested a briefing on the Town's non-profit support related to leasing Town-owned property.

Agenda

- Types of Leases
- Lease Management
- Leasing Process
- Future Plans

Types of Leases

Lease	Type	Total Annual Rent	Square Feet	Rent/ Square Foot	Expiration
TWC - 397 Herndon Parkway	Commercial	\$108,780.00	5439	\$20	12/31/2025
FCPS – 397 Herndon Parkway	Commercial	\$288,500.04 + 2% escalator/yr	13,593	\$21.22	8/31/2026
Sen Boysko – 397 Herndon Parkway	Dollar/ Year	\$1	184	< \$1	12/31/2025
Del. Shin – 397 Herndon Parkway	Dollar/ Year	\$1	184	< \$1	12/31/2025
Supervisor Bierman – 397 Herndon Parkway	Dollar/ Year	\$1	184	< \$1	12/31/2025
1270 Old Heights Road	Residential / Caretaker	\$13,140	2078	\$6.32	09/30/2025

Types of Leases

Lease	Type	Total Annual Rent	Square Feet	Rent/ Square Foot	Expiration
Next Stop Theatre – 397 Herndon Parkway (2 spaces)	Dollar / Year	\$2	1525	< \$1	Expired
Next Stop Theatre – Herndon Depot	Dollar / Year	\$1	250	< \$1	Expired
Herndon Historical Society – Herndon Depot	Dollar / Year	\$1	750	< \$1	2/28/2027
HCTV – Old Town Hall	Dollar / Year	\$1	1218	< \$1	12/31/2025 w/ two 1-year renewal options
Dulles Chamber of Commerce – Old Town Hall	Dollar / Year	\$1	553	< \$1	12/31/2025
Arts Herndon – 750 Center Street	N/A	N/A	3200	N/A	Expired

Types of Leases

Lease	Type	Total Annual Rent	Rent/ Square Foot	Expiration
Fortnightly Library – Land Lease	Land Lease	N/A	N/A	5/1/2033 w/ unlimited 1-year auto renewals
Herndon – Land License for Depot with NVRPA	Land License	N/A	N/A	11/15/2062

Lease Management

Leases at 397 Herndon Parkway managed by commercial property management company, Colliers, overseen by DPW Project Management

- Respond to repair needs
- Respond to other tenant needs
- Collect rent and submit net revenue to town
- Provide quarterly reporting

Leases at Old Town Hall and Herndon Depot managed by town staff

- DPW responds to repair needs
- DPW responds to other tenant needs (keys, updating occupants, etc.)

Lease Renewals

Commercial leases at 397 Herndon Parkway

- Colliers initiates negotiations or markets space
- Colliers negotiates rates and terms
- New lease drafted by Town Attorney and DPW lease manager
- Final lease presented to Town Council for approval
- Lease signed by Mayor
- Typically, 4-6 months

Lease Renewals

Non-commercial leases

- New lease drafted by the Town Attorney and the DPW lease manager
- Final lease presented to Town Council for approval (Town Manager authorized by resolution to sign all Town Hall leases.)
- Currently, the town is not seeking new non-commercial tenants

Plans for Leased Space

The town is not pursuing any new tenants.

- The current TWC lease will not be renewed.
- All available space at 397 will be used for town staff.
- FCPS holds a 15-year lease.
- No new investments in 750 Center Street.
- The Depot has limited use requirements per license agreement and will remain a local museum.
- HCTV and the Dulles Chamber will remain in Old Town Hall until space is needed for town staff.

Agenda Item: Herndon Youth Advisory Committee Structure Discussion
(rescheduled from the August 6, 2025, work session)

Meeting Date: August 12, 2025

Category: Work Session

Prepared by: Amanda Kertz, Town Clerk

Description:

[Note: This item was rescheduled from the August 6, 2025 work session meeting.]

Discussion and request for Council direction on the future structure of the Herndon Youth Advisory Committee (HYAC), as part of the Town's standard ad hoc committee review process.

Background:

The Herndon Youth Advisory Committee (HYAC) was relaunched in September 2024 to support increased youth engagement with Town government. The committee consisted of up to 12 middle and high school students, who served a term aligned with the academic school year. The most recent term concluded on June 13, 2025.

Per current Town policy, ad hoc advisory committees are reviewed at the beginning of each Council term. At the January 21, 2025, work session, staff advised that a review of HYAC would occur following the end of the school-year term.

The attached summary provides an overview of FY 2025 HYAC activities, including meeting topics, member input, and structural recommendations shared at their meeting on June 5, 2025.

Timing Impact:

As noted at the January 21 work session, this review is timed to follow the completion of the current HYAC term. Action at this point in the year allows for Council direction before the start of the 2025–2026 academic calendar.

Strategic Focus Area:

Good Governance

Fiscal Impact:

N/A

Legal Impact:

The Town Council may confirm, revise, or disband HYAC in accordance with procedures outlined in Resolution 08-G-142 and Town Clerk SOP TC 1.3 governing ad hoc committees. The Town Council may revise any ad hoc committee's mission, purpose, composition, or objectives at any time by resolution.

Staff Recommendation/Next Steps:

There is no formal staff recommendation. Town Council is requested to review the purpose, mission, and composition of HYAC, as staff is seeking direction in planning for youth engagement initiatives for the upcoming school year.

Attachments:

1. HYAC Establishing Guidelines
2. Summary of 24-25 HYAC Activities

**Town of Herndon, VA
Herndon Youth Advisory Committee
Establishing Guidelines**

January 9, 2024

Mission:

As Herndon grows in population, diversity, and a maturing youth constituency, it will take the leadership of our youth, along with the continued cooperation from the Town of Herndon, to ensure that our community remains a desirable place for everyone to reside and enjoy.

The mission of the Herndon Youth Advisory Committee (HYAC) will be to advise the Herndon Town Council on activities, issues, and decisions relating to youth in the Town and to advocate for legislation that caters to the interests and desires of our diverse youth population.

Purpose:

The youth gaining their education in Herndon today will be leading change in our community for decades to come. To augment their participation and leadership in our Town, HYAC will serve as a link between the Herndon Town Council, local school officials—including school board members and school principals—as well as other adult leaders and its youth.

The Herndon Youth Advisory Committee will:

- work with elected officials, school officials, and other adult leaders to promote awareness, safety, and involvement among our youth;
- collaborate to identify and propose solutions on issues of importance; and
- ensure that youth needs and interests are considered in decisions that affect the entire community.

Objectives:

- provide input on needs to make Herndon a place where youth can thrive;
- provide youth perspectives to the Herndon Town Council, other elected officials and other adult leaders;
- provide recommendations on decision-making processes related to issues that impact youth;
- discuss current events involving youth and assist in upcoming events;
- learn about local government and identify legislation and policies that impact youth;
- recommend ways to resolve issues and concerns involving youth;
- review youth programs and policies to ensure set goals are achieved;

- partner with local, national, and international youth organizations;
- attend public hearings, community meetings, and other events;
- maintain an understanding of community needs; and
- participate in community outreach and service projects.

Member Composition:

Members of HYAC will be appointed by Herndon Town Council and initially consist of:

1. a member of the Herndon Town Council to serve as a liaison to work with HYAC;
2. a representative from an alternative learning institute; and
3. twelve (12) middle or high school students who either 1) live in the Town of Herndon; or 2) attend classes at Herndon Middle or Herndon High Schools, who are:
 - in good standing in the community; and
 - have:
 - an interest in developing leadership skills;
 - an interest in community service and motivation to work as a volunteer for the government; and a general knowledge and understanding of community needs; and
 - an ability to express ideas and solutions regarding youth issues and concerns; interact constructively with peers in a group setting; and a willingness to engage in community outreach with diverse populations.

A chair will be selected by the members of HYAC. Town staff will be designated as an ex-officio member to serve as primary staff.

Members will serve one-year terms to coincide with the academic school year and will meet up to four times per term. All meetings will be legally convened in compliance with town and state law requirements.

Additional members may be added as needed.

MEMORANDUM

To: Kirstyn Barr Jovanovich, Interim Town Manager

From: Amanda M. Kertz, Town Clerk

Date: July 21, 2025

Subject: Herndon Youth Advisory Committee (HYAC) Meeting Summary

The Herndon Youth Advisory Committee (HYAC) convened four times during 2024-2025 school year to discuss issues and gather input relevant to Herndon's youth. The most recent meeting was held on June 5, 2025, with this committee's term ending on June 13, 2025. No formal actions were taken by the HYAC in FY 2025.

At its June meeting, members discussed community priorities and offered feedback on HYAC's structure and future direction of youth engagement. Key discussion topics included:

1. Town-wide Composting Program

Members expressed support for a Town-wide composting initiative and asked that the Town Council consider the feasibility of such a program.

2. Program Reflections and Communications

Members reflected on the 2025 HYAC term, highlighting their contribution to the Town branding process, including the suggestion to feature the caboose. They also requested increased youth visibility in Town communications.

3. Youth Perspectives on Town Issues

Members provided input on a range of Town services and policy areas:

- Transportation and Facilities: Requested street maintenance improvements (Crestview/Sterling) and additional trash cans near the Skate Park and 7-Eleven.
- Housing: Discussed past state proposals for development on faith-based land and expressed interest in ongoing housing policy discussions.
- Legislative Engagement: Indicated a desire to participate in future conversations, such as noise ordinance enforcement.
- Inclusive Programming: Recommended more accessible recreation and events for youth; including those with varying abilities.

4. Committee Structure and Engagement Enhancements

Members proposed several ideas to improve and expand youth engagement:

- Increase project-based activities, including community service, and explore the development of a volunteer database.
- Create more consistent opportunities for youth input across Town initiatives.
- Strengthen communication and outreach to foster civic involvement.
- Expand school-based collaboration and broaden grade-level eligibility.
- Strengthen partnerships with Fairfax County Public Schools (FCPS) and existing student leadership groups to promote continuity and increase participation in programs such as internships and externships.