



TOWN COUNCIL WORK SESSION AGENDA

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

Tuesday, September 9, 2025 | 7:00 PM

- 1. Call to Order**
- 2. Discussion**
 - a. Urban Forestry Briefing
 - b. NVTA Bus Rapid Transit Long-Range Plan Briefing
 - c. Sidewalk Snow Removal Operations Briefing
 - d. Herndon Youth Advisory Committee Structure Discussion (rescheduled from the August 6 and August 12, 2025, work sessions)
- 3. Roundtable**
- 4. Closed Meeting**
 - a. A Closed Meeting pursuant to Code of Virginia Section 2.2-3711(A)(1), for discussion of prospective candidates relative to appointments to boards and commissions
- 5. Adjournment**

Agenda Item: Urban Forestry Briefing

Meeting Date: September 9, 2025

Category: Discussion

Prepared by: Nick Maletta, Arborist/Landscape Architect

Description:

Previously, during the [September 17, 2024, work session](#), staff provided updates on several activities included in the town's Strategic Plan, during which the Council received a briefing on the urban forestry program. During this session, the Town Arborist will provide an update on the program and progress made since last September's presentation. The current status of the program, as well as several highlights from the past year and future challenges, will be presented.

Background:

The Town Arborist will provide an update on the current status of the arboriculture program, recent advances, current efforts, and likely future steps. With the street tree survey now completed, staff focus has turned to the completion of the town's first urban forestry management plan. Successful grant applications are providing additional resources to assist with the development of the urban forestry management plan, a study of the town's existing tree canopy coverage, and short- and long-term opportunities for increasing the tree canopy. In addition, ongoing grants continue to fund new tree planting and tree maintenance. Necessary and preemptive tree removal also continues as a priority to ensure the safety of the community. A tree donation program is being developed to help fund the tree planting effort.

Timing Impact:

This briefing item is before the Town Council as part of the work plan to regularly brief Council on the status of activities included within the Strategic Plan. While this activity is included within the Strategic Plan under Environmental and Economic Sustainability Goal 6, it was not prioritized as part of the town's two-year work plan as discussed during the January 2025 retreat. However, staff has continued to make progress with available funds and resources in moving forward with the development of an urban forestry management plan, which is an ongoing effort to ensure that the town's natural assets remain healthy, and that increases in tree canopy benefit all residents of the town. Any future service level changes regarding urban forestry should be considered as part of the annual budget process and in alignment with the urban forestry management plan, once completed.

Strategic Focus Area:

Environmental and Economic Sustainability

Fiscal Impact:

The town's urban forestry program is funded through the general fund, and supplemented with grant dollars when available. Some funding will be spent on initiating the tree donation program. The actual initial cost has not been determined at this time. Any future service level changes to this program should be considered as part of the town's annual budget process.

Legal Impact:

N/A

Staff Recommendation/Next Steps:

This is a discussion item; no staff recommendation.

Attachments:

1. Presentation

Urban Forestry Update

Town Council Work Session
September 9, 2025





Summary of Updates

- Tree Inventory Findings
- FY25 completed activities
- FY26 expected activities
- Highlighted special projects
 - Urban Forestry Management Plan
 - Canopy Analysis
 - Donation program for public trees

Inventory & Equity Data Summary

- Low species diversity
- Poor size/age distribution
- Tree Equity Score: **85**



Completed Work in FY25

- **13 trees** trimmed
- **99 trees** dead/hazardous removed
- **151 trees** planted (grant funded)

Future/Carryover Work

- **990 trees** require pruning/other work
- **184 trees** identified for removal
- **779 trees** that are invasive or threatened
- **2736 potential planting sites**

FY25 Chandon Tree Planting



Grants Awarded FY25

- Virginia Trees for Clean Water Grant - Planting: **\$91,000**
- Urban and Community Forestry – Maintenance: **\$65,000**
- Community Forest Revitalization Program
 - Accepted into program, state funded
 - Goal is to help Herndon create and support long-term and sustained community forestry projects and programs
 - Green Infrastructure Center is providing technical assistance
 - Canopy Coverage Maps
 - Urban Forest Management Plan Review
 - Landscape Ordinance Audit

Canopy Coverage Analysis - Map

Herndon, VA
Tree Canopy
Draft



Locality	Canopy Coverage
Falls Church	48%
Vienna	38.7%
City of Fairfax	37.86%
<i>Herndon</i>	<i>26%</i>

Washington DC	37%
Arlington	35.2%
Alexandria	32.5%

FY26 Program Activities

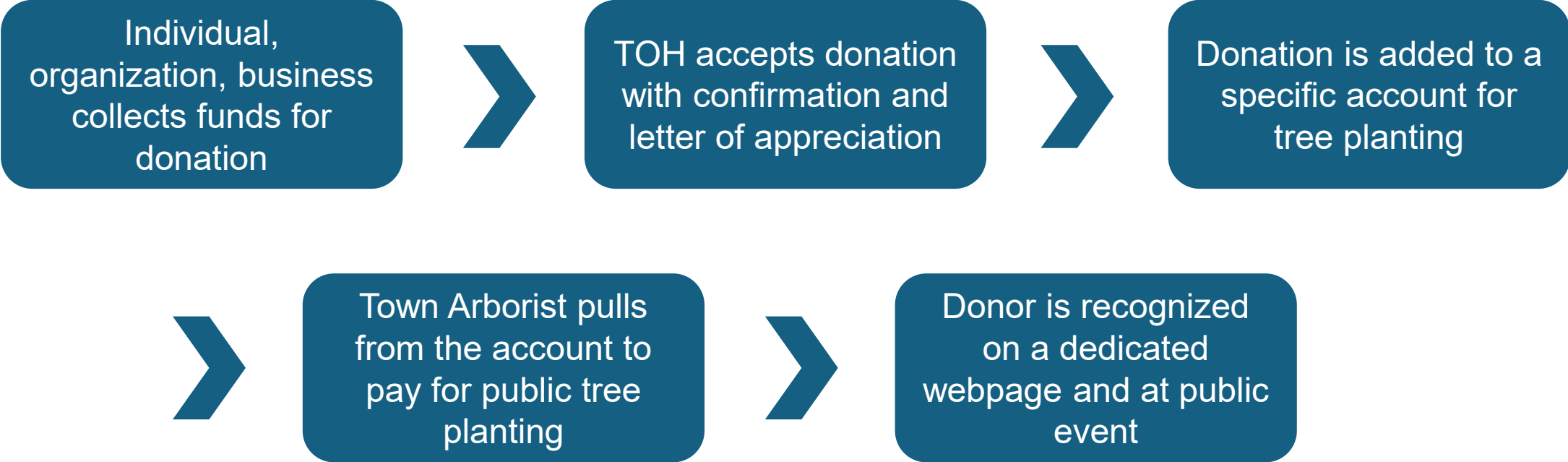
- Canopy Coverage Analysis
- Urban Forestry Management Plan
- On-going hazardous tree removal and new tree planting
- Establishment of strategic tree maintenance protocols
- Pursuit of available funding opportunities
- Implementation of donation program for public tree planting

Urban Forestry Management Plan

- What will it do?
 - Set clear goals and priorities, guide budgeting and resource allocation, identify risks and vulnerabilities, and support long term planning
- How will it be used?
 - A policy and decision-making tool, roadmap for staff to implement standardized practices, budgeting and funding guide, and educational resource.
- What will be in it?
 - Inventory and canopy assessment, goals, objectives, maintenance and planting strategies, risk management plans, budget and resource analysis, community engagement plan
- Why it's important?
 - Protects public safety, improves environmental health, ensures fiscal responsibilities, builds community resilience, strengthen community engagement and equity.

Donation Program

- Anticipated launch in Fall of 2025
- Opportunity for private contributions specific to tree planting



Successes

- \$156,000 awarded for tree planting and maintenance in FY25
- Grant awarded for out-sourced technical assistance
- Completed inventory and began strategic re-planting program
- Establishment of donation program
- Commencement of canopy analysis

Challenges

- Availability of funding
- Lack of prioritization and integration in development standards
- Right-fitting appropriate and practical canopy expansion and tree planting goals

Urban Forestry Update

Town Council Work Session
September 9, 2025



Agenda Item: NVTA Bus Rapid Transit Long-Range Plan Briefing

Meeting Date: September 9, 2025

Category: Discussion

Prepared by: Lisa Gilleran, Director of Community Development

Description:

Per the town council request, staff will present the Northern Virginia Transportation Authority's (NVTA) long-range plan for an interconnected Bus Rapid Transit (BRT) system for the region.

Background:

To date, NVTA has funded several BRT projects located in Alexandria, Arlington, and the eastern portion of Fairfax County. NVTA believes that BRT is an important transportation option for daily travel and supports its expansion. The intent of the NVTA BRT long-range plan is to ensure that any future BRT projects are systematically planned and provide an interconnected system throughout the region. The plan shows potential future BRT routes along Elden Street and Sterling Road.

Timing Impact:

The NVTA plan is a long-range plan without a horizon year.

Strategic Focus Area:

Secure and Interconnected Community

Fiscal Impact:

No fiscal impact at this time.

Legal Impact:

No legal impact is anticipated.

Staff Recommendation/Next Steps:

This is a discussion item and action is not required; no staff recommendation.

Attachments:

1. Presentation

NVTA's Bus Rapid Transit Plan

Implications for Herndon
September 9, 2025
Informational Item



Northern Virginia Transportation Authority (NVTA)

Regional Authority

Created by the General Assembly

Funding Resource: to Date \$5 Billion for 380 Projects

Long-Range Planning: Regional Coordination

Roadway, Bus, Intersections, Rail, Bike/Ped,
Technology

What is Bus Rapid Transit (BRT)

Along Existing or Augmented Streets

Various Methods for Giving Buses Priority Over Other Vehicles

Faster, More Reliable, More Efficient

Branded and Enhanced Equipment

More Flexible than Rail and at Lower Cost

NVTA: BRT Capital Investment to Date

Richmond Highway [“The One”] \$638 Million, Fairfax County

Route 7 \$102 Million, Fairfax County, Falls Church, Arlington, Alexandria

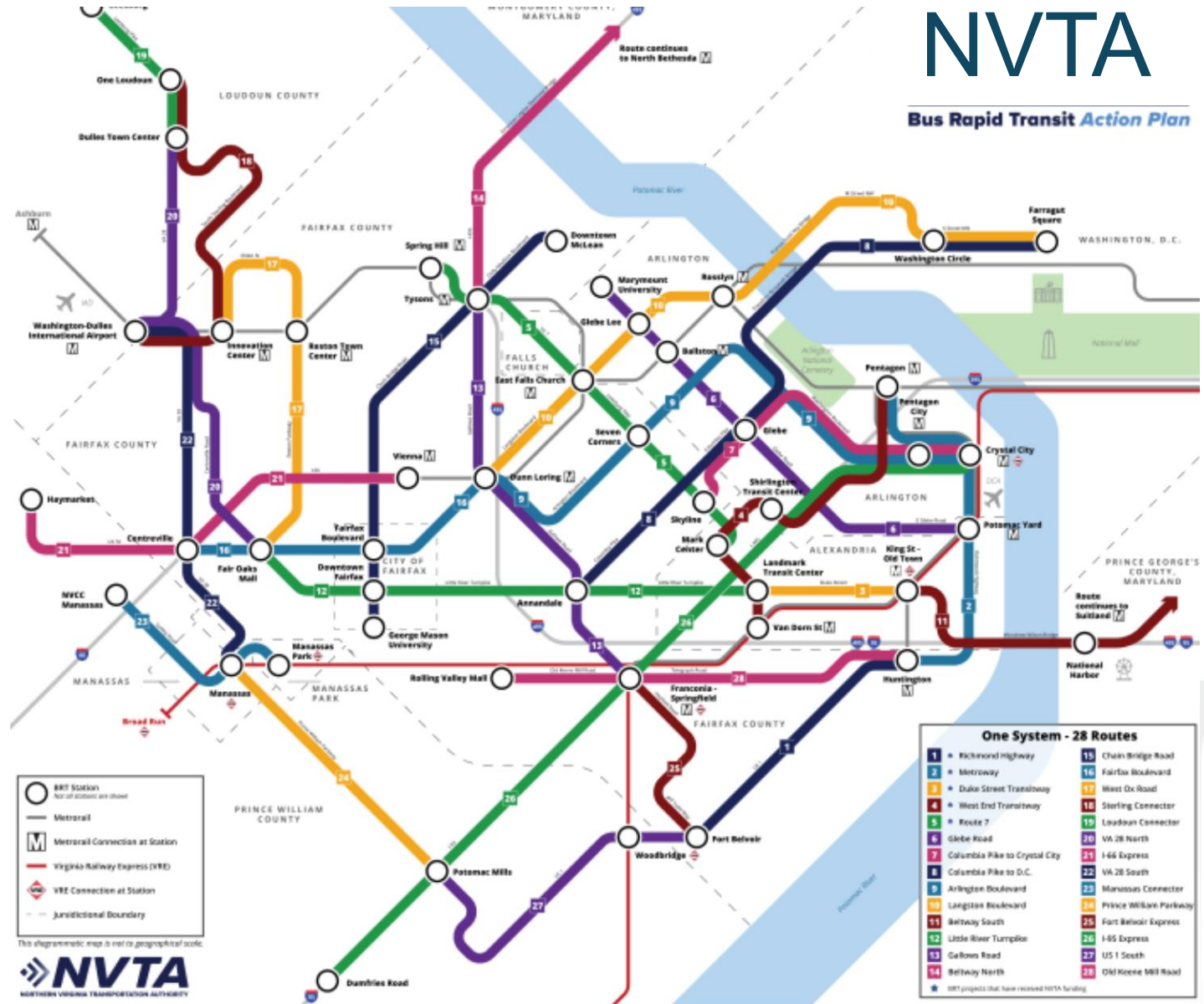
Duke Street Transitway \$87 Million, Alexandria

Metroway \$36 Million, Alexandria/Arlington

West End Transitway \$20 Million, Alexandria/Arlington



- Long-Range Regional Plan
- Proposes a Future Regional BRT System
- High-Level Perspective
- Builds on Previous BRT Projects
- One System – 28 Routes

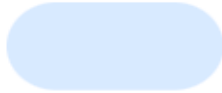






The NVTA BRT Plan

- Five types or levels of BRT service
 1. Basic
 2. Improved
 3. Advanced
 4. Dedicated
 5. Express

- Proposed for Herndon:
Basic, Improved and Advanced.

Potential BRT Types As Designated on the Plan

-  Basic BRT
-  Improved BRT
-  Advanced BRT
-  Dedicated BRT
-  Express BRT



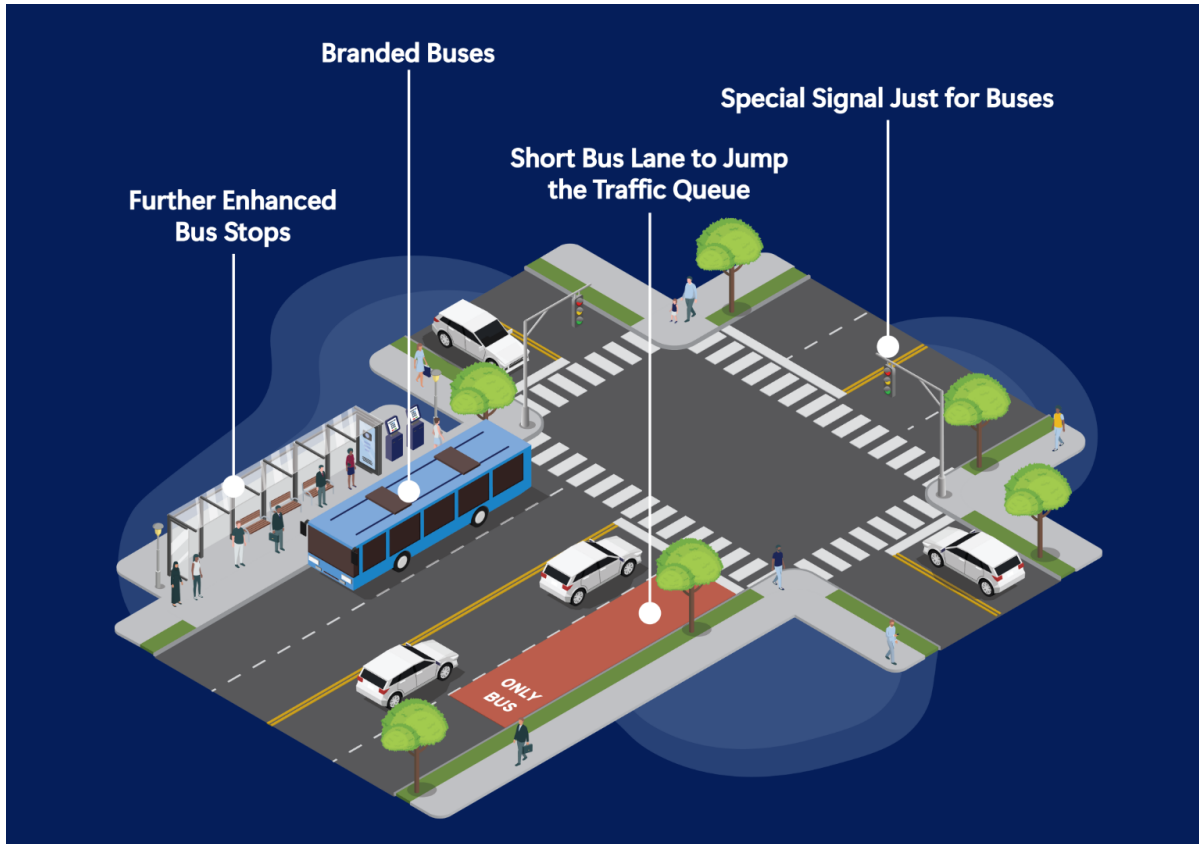
NVTA Plan of Herndon

Basic



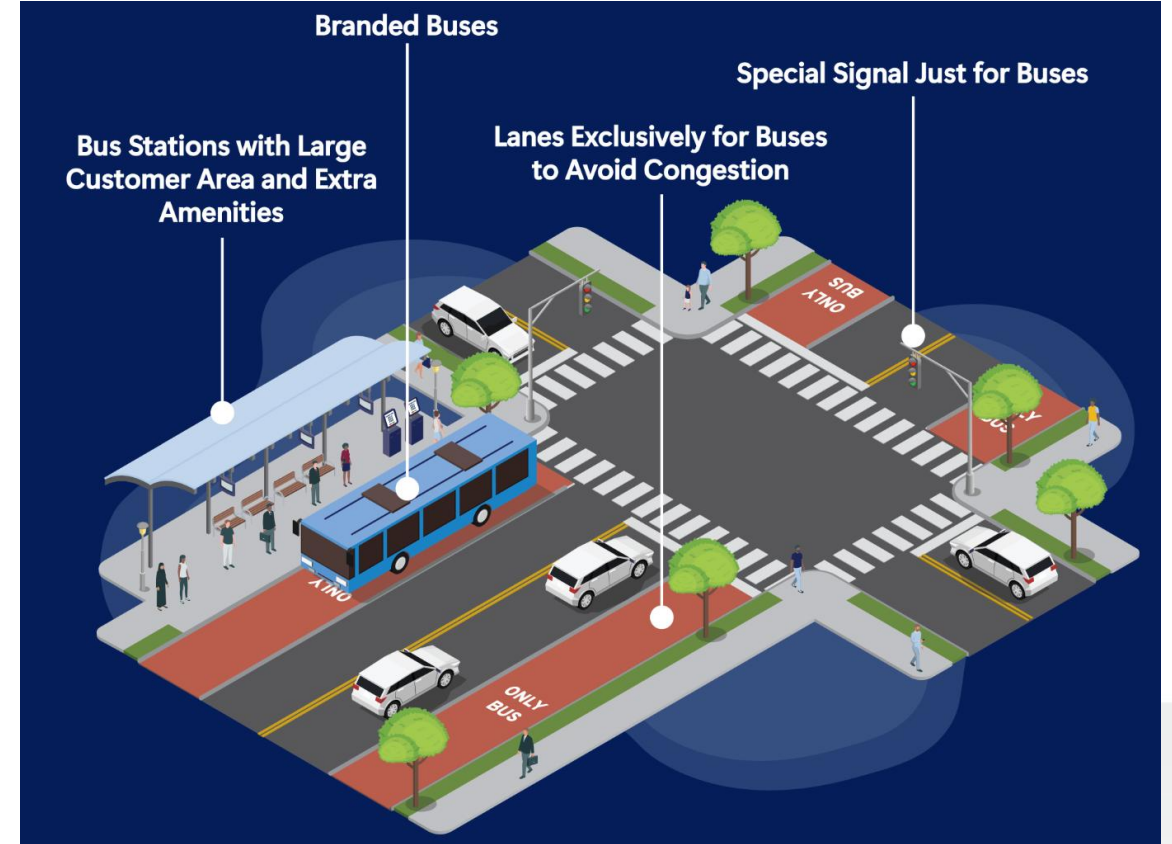
Shares the road with regular traffic, some intersection priority and enhanced amenities at popular locations.

Improved



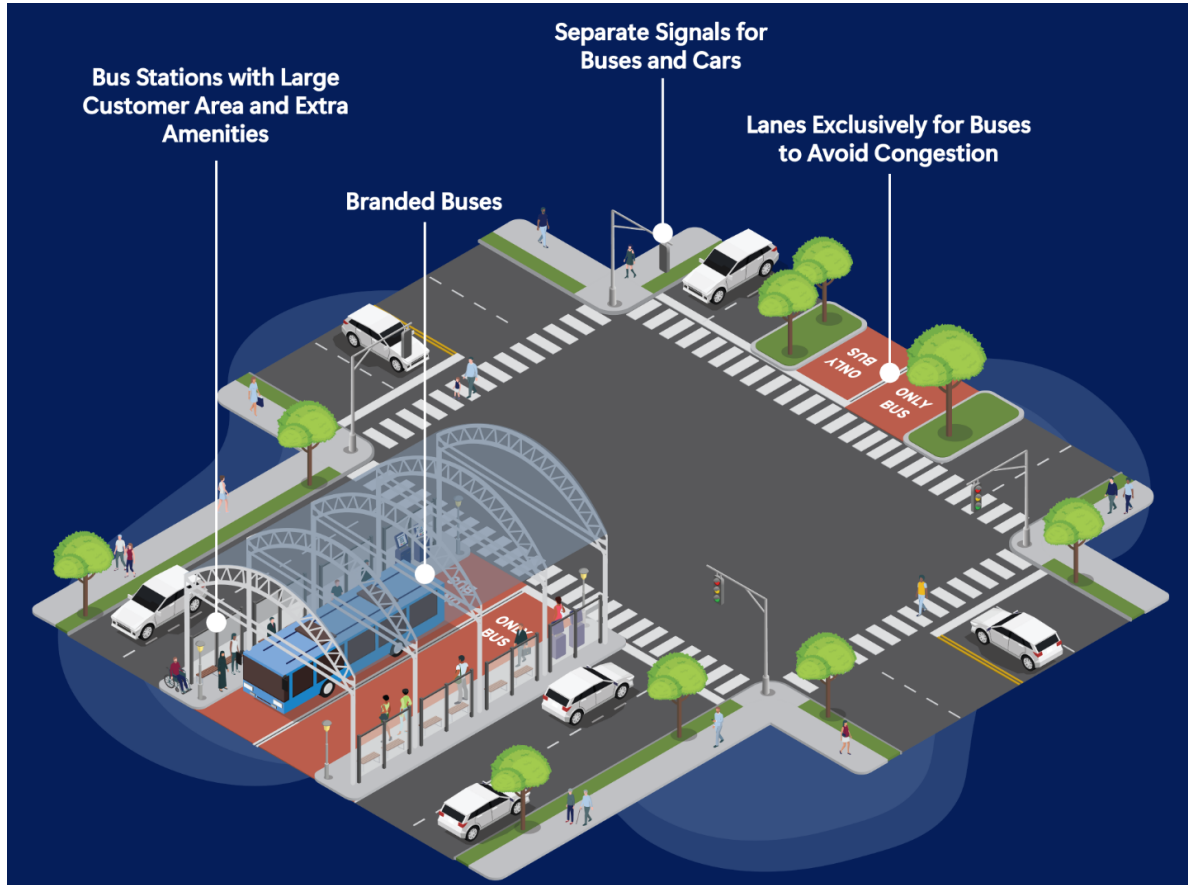
Provides faster service with level boarding, off-board fare payment, priority at most intersections, some dedicated lanes, significant passenger amenities.

Advanced

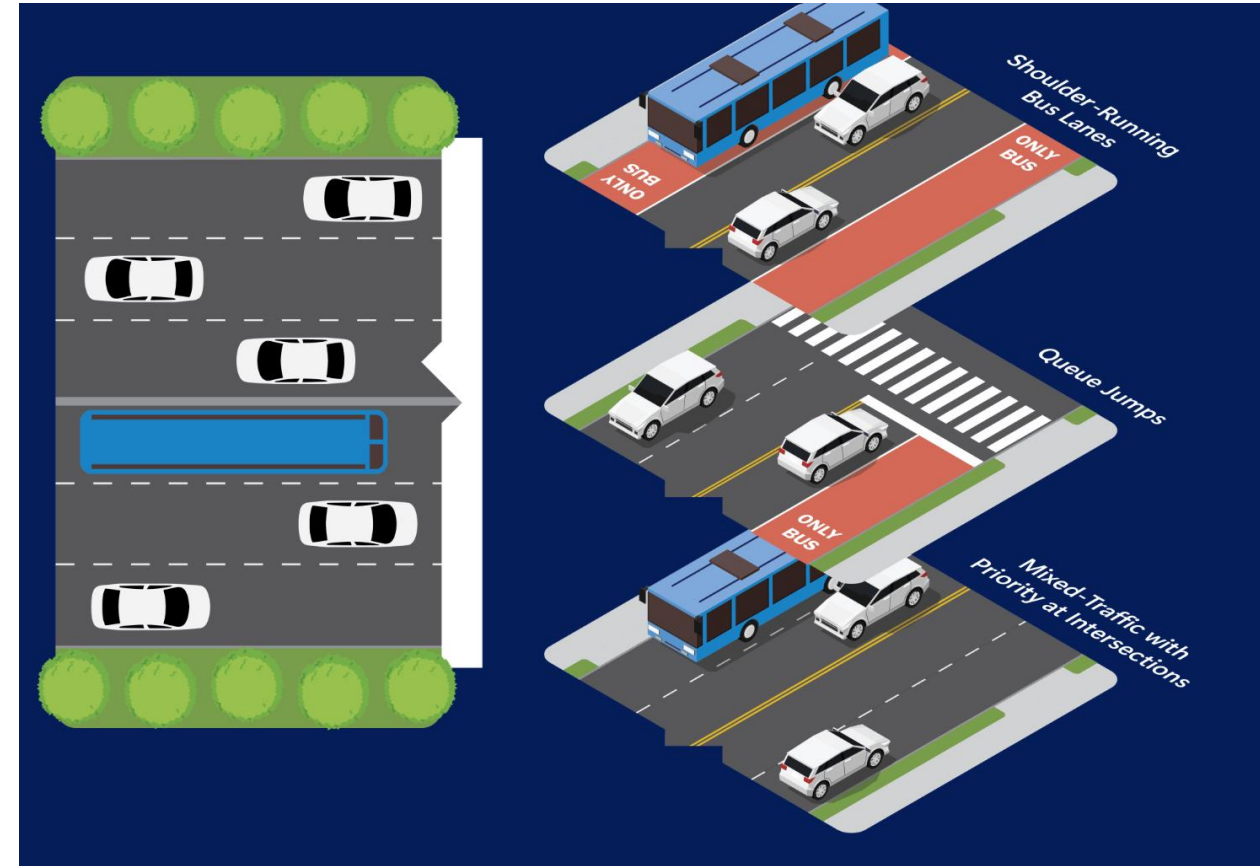


Operates in dedicated lanes that are not fully separated from traffic, high-quality stops and stations, advanced technology and passenger amenities.

Two Types Not Proposed for Herndon



Dedicated: Runs in fully dedicated, bus-only lanes separated from traffic, ensuring the highest level of service reliability, with premium stops, stations and passenger amenities.



Express: Provides point-to-point express service that often uses limited access roadways. Mixed-Traffic or use of HOV/HOT lanes and priority treatments on local roadways

Impacts

Long-Range Regional Planning

No Required Action

Not Mandatory

Can Help to Support Grant Applications if Measures are Included



Agenda Item: Sidewalk Snow Removal Operations Briefing

Meeting Date: September 9, 2025

Category: Discussion

Prepared by: Tammy Chastain, Acting Director of Public Works - Operations

Description:

As previously requested by Town Council, the Department of Public Works - Operations team will provide an informational briefing on town sidewalk snow removal operations. This briefing will include an overview of considerations taken into account leading up to and during a snow event, as well as information on sidewalk locations where town snow removal operations occur.

Background:

The Department of Public Works - Operations division provides snow removal on certain roadways and sidewalks within the town limits. This discussion will provide information on sidewalk snow removal locations handled by the town, and how the team prepares for and works through a snow event. Timing of the snow event, number of personnel, and vehicles/equipment are the driving factors behind all town snow removal operations within the roadway and on sidewalks.

Timing Impact:

This information is being provided ahead of the 2025-2026 snow season to aid in understanding the town's current snow operations, capacity, and service level. Current funding and resourcing available for snow operations in FY 2026 is based on existing operations. Any request to review and provide recommendations on potential changes to service levels as it relates to snow removal on sidewalks would need to be considered as part of the FY 2027 budget process in preparation for the 2026-2027 season. Requests for recommended changes to the Town Code as it relates to town enforcement of snow removal on sidewalks should be considered ahead of the upcoming winter season.

Strategic Focus Area:

Good Governance

Fiscal Impact:

FY 2026 funding for snow removal is based on current snow removal operations.

Changes to snow removal operations or service level requirements will require consideration as part of the FY 2027 budget process.

Legal Impact:

N/A

Staff Recommendation/Next Steps:

This is a discussion item; staff does not have recommendation.

Attachments:

- 1. Presentation

Sidewalk Snow Removal

Department of Public Works - Operations

Tammy Chastain

September 9, 2025

TOWN OF
Herndon

LIVE DIFFERENTLY.

Snow Removal Strategic Focus Areas



Strong Fiscal Stewardship

Goal 2

Conduct forward-looking and multi-year planning and analysis



Good Governance

Goal 1

Maintain and enhance public facilities to effectively support municipal operations and services



Current Sidewalk Snow Removal Operations

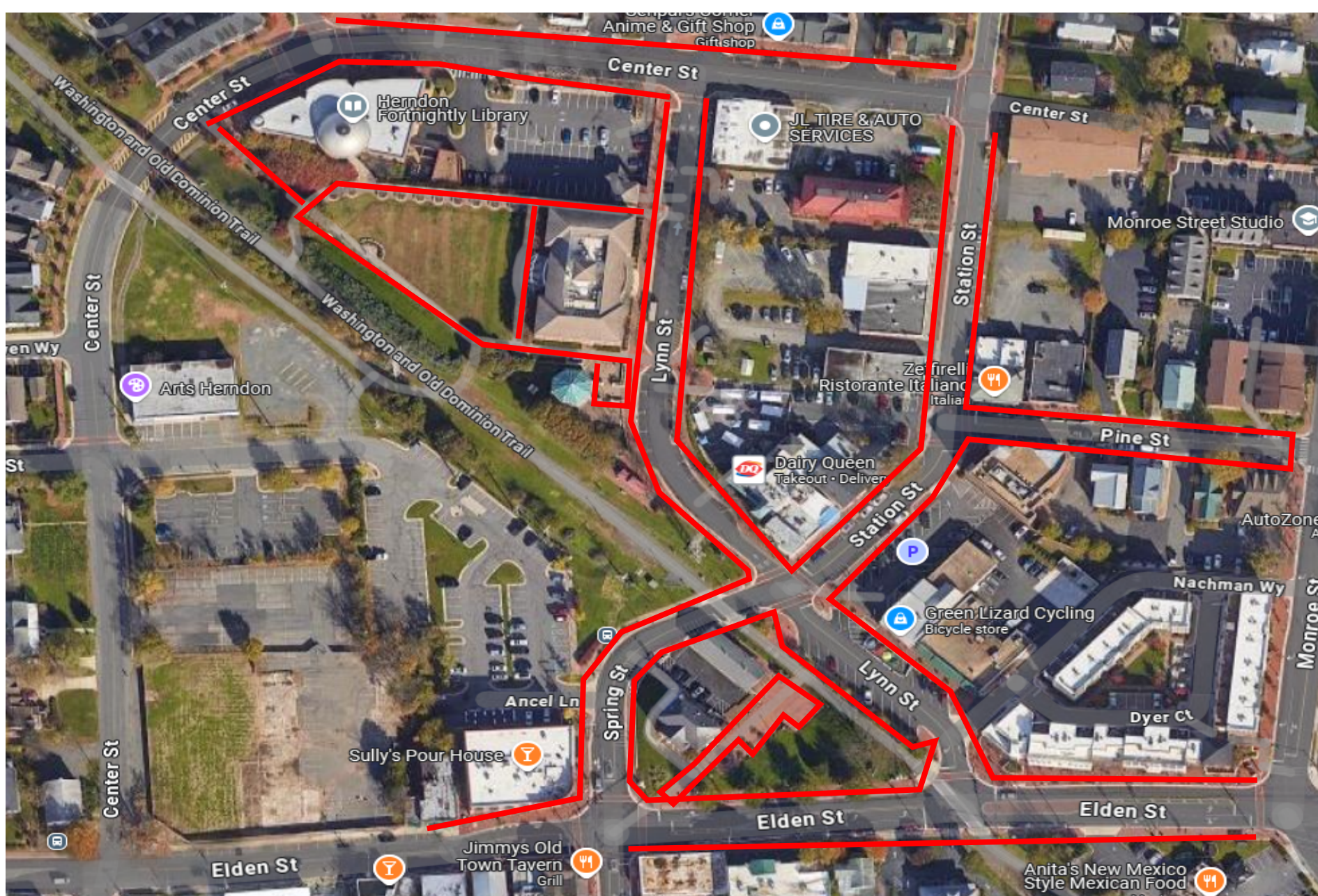
- Normal Snow (3-8 inches)
 - 16 total crew members (7 Grounds, 9 Refuse)
 - Refuse addition is only if collections are cancelled for the day
 - Work rotating 12-hour shifts; ex. 5am-5pm (Time with start & end of storm)
 - Staff generally splits into 2 crews
 - Areas covered are in upcoming slides
- Heavy Snow (8+ inches)
 - 16 total crew members (7 Grounds, 9 Refuse)
 - Work rotating 12-hour shifts; ex. Shift 1: 5am-5pm, Shift 2: 5pm-5am
 - Crew now becomes 8 per shift and can include Facilities, if possible = ~10 per shift
 - Crews focus on tennis bubble and specific facilities (HPD, Town Shop & HMC) until snow finished
 - Then crews split up to specific designated locations

Crew A - Sidewalk Snow Removal Area

- Downtown

- HMC - Lynn from Station to Center, both sides
- Town Hall - brick area on square and everything on Elden & Lynn
- Pine St - Both sides (Monroe to Station)
- Lynn St - In front of businesses where snow may not have been removed
- Station St - Both sides (Center to Elden)
- Center St - From Station to Lynn, business side; both sides from Lynn to Library
- Library – Center St area (if not yet removed by County crews)
- Fortnightly – brick areas at corner of Center St & water fountain area
- Elden St - Monroe St to Spring St (both sides)
- Elden St – Station St west to end of brick sidewalk, north side



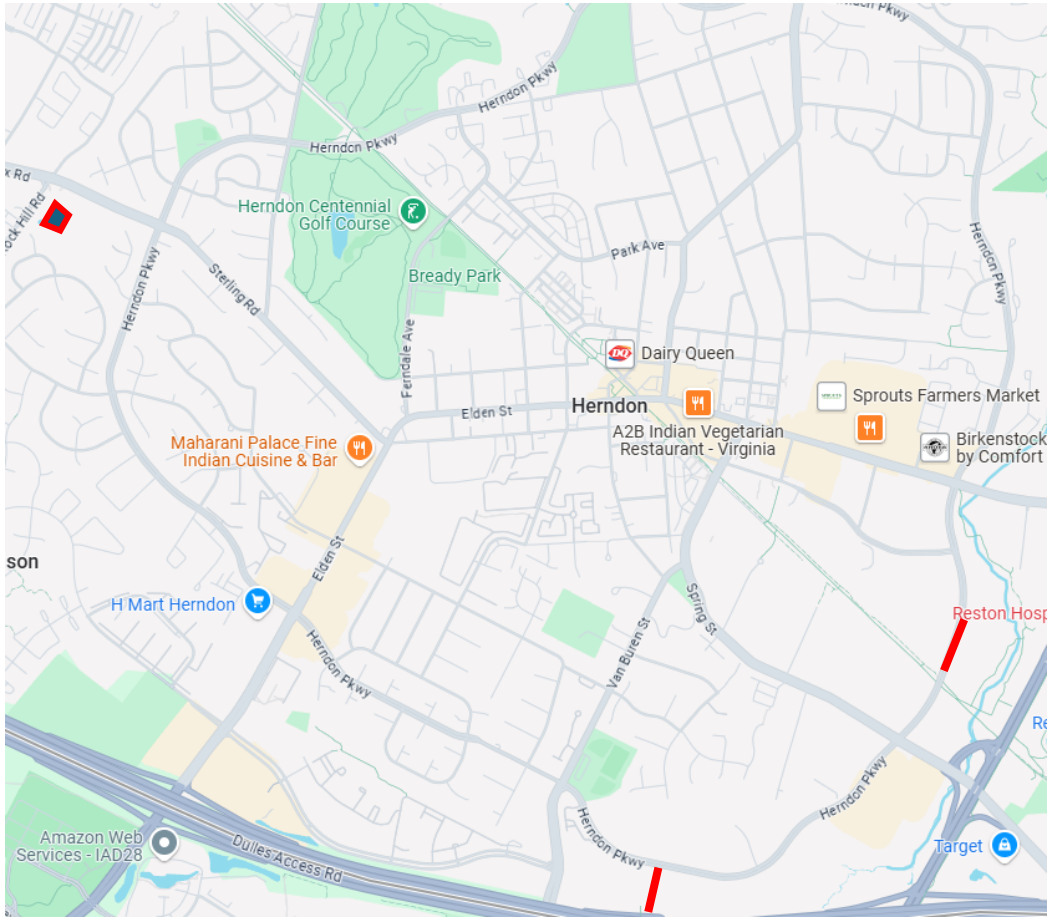


Crew B - Sidewalk Snow Removal Area

- Other Areas in Town

- Tennis Bubble
- Sidewalk on Ferndale from Community Center to W&OD Trail
- Metro Station and Trail to Metro (meets up to Monroe/Van Buren and Worldgate)
- Police Station
- 397 Herndon Parkway (leased side)
- Town Shop





Questions/Comments?



Agenda Item: Herndon Youth Advisory Committee Structure Discussion
(rescheduled from the August 6 and August 12, 2025, work sessions)

Meeting Date: September 9, 2025

Category: Discussion

Prepared by: Amanda Kertz, Town Clerk

Description:

Due to the lateness of the hour, the item was rescheduled from the August 6, 2025 work session, to the August 12 meeting. At the August 12 work session following the regular meeting, the discussion was continued to the September 9, 2025, work session.

This item is a request for the Council to discuss and provide direction on the 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.

Timing Impact:

This discussion item is continued from the August 6 and August 12 Town Council meetings. Action on this item will provide direction for youth engagement during the 2025–2026 school year.

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:

This is a discussion item; staff has no recommendation.

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.