



PLANNING COMMISSION REGULAR MEETING AGENDA

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

Monday, January 26, 2026 | 7:00 PM

-
1. **Call to Order**
 2. **Organizational Meeting**
 - a. Election of Officers
 3. **Approval of Minutes**
 - a. October 20, 2025, Planning Commission Work Session Minutes
 - b. October 27, 2025, Planning Commission Regular Meeting Minutes
 - c. December 8, 2025, Planning Commission Work Session Minutes
 4. **Comments**
 - a. Comments from the Staff Members
 - b. Comments from the Commissioners
 - c. Comments from Citizens
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. Application for a Special Exception– SE #25-03, 1207 Sunrise Court, to consider a special exception to permit a home-based child daycare use within the PD-R, Planned Development-Residential, zoning district
 - b. Town of Herndon FY 2027 - FY 2032 Capital Improvement Plan (CIP)
 6. **Adjournment**

CANCELLED DUE TO INCLEMENT WEATHER

Agenda Item: Election of Officers

Meeting Date: January 26, 2026

Category: Organizational Meeting

Prepared by: Lisa Gilleran, Director of Community Development

Description:

In accordance with the Planning Commission Bylaws, Code of Virginia Sec. 15.2-2217 and Town Code Sec. 2-39, the Planning Commission holds its election of officers annually at the first public hearing (regular meeting) of the Board in January. The Board will nominate and elect from its members a Chair and Vice Chair and designate a Secretary and Parliamentarian for one-year terms at the January 26, 2026, Planning Commission regular meeting.

Background/Timing Impact:

N/A

Fiscal Impact:

N/A

Legal Impact:

Elections are held in accordance with Planning Commission Bylaws, Code of Virginia Sec. 15.2-2217 and Town Code Sec. 2-39.

Staff Recommendation/Next Steps:

Staff recommends the Planning Commission nominate and elect from its members a Chair and Vice Chair and designate a Secretary and Parliamentarian for one-year terms.

Attachments:

1 Resolution (Proposed)

CANCELLED DUE TO INCREMENT WEATHER

**TOWN OF HERNDON, VIRGINIA
PLANNING COMMISSION**

RESOLUTION

JANUARY 26, 2026

Resolution - to elect the Officers and designate the Parliamentarian and Secretary of the Planning Commission.

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

1. _____ is elected Chair for a one-year term effective January 26, 2026.
2. _____ is elected Vice Chair for a one-year term effective January 26, 2026.
3. The Town Clerk or their designee is elected Secretary for a one-year term effective January 26, 2026.
4. The Town Attorney or their designee is designated Parliamentarian for a one-year term effective January 26, 2026.

Motion:

Second:

Re: Chair of the Planning Commission

Action: _____ elected Chair of the Planning Commission

Votes

Ayes:

Nays:

Motion:

Second:

Re: Vice Chair of the Planning Commission

Action: _____ elected Vice Chair of the Planning Commission

Votes

Ayes:

Nays:

Motion:

Second:

Re: Secretary of the Planning Commission
Action: The Town Clerk is designated the Secretary of the Planning Commission

Votes

Ayes:

Nays:

Motion:

Second:

Re: Parliamentarian of the Planning Commission

Action: The Town Attorney is designated the Parliamentarian of the Planning Commission

Votes

Ayes:

Nays:

CANCELLED DUE TO INCLEMENT WEATHER

Agenda Item: October 20, 2025, Planning Commission Work Session Minutes

Meeting Date: January 26, 2026

Category: Approval of Minutes

Prepared by: Amanda Kertz, Town Clerk

Description:

This is a request to approve the October 20, 2025, Planning Commission Work Session Minutes.

Background/Timing Impact:

N/A

Fiscal Impact:

N/A

Legal Impact:

Code of Virginia Section 2.2-3707 outlines the requirements for the recording of minutes for all public bodies.

Staff Recommendation/Next Steps:

Recommend approval as presented.

Attachments:

1. October 20, 2025, PC Draft Work Session Minutes

CANCELLED DUE TO INCLEMENT WEATHER

HERNDON PLANNING COMMISSION

**Work Session Minutes
Monday, October 20, 2025**

1. Call to Order

Chair Romeo called the October 20, 2025, Planning Commission work session to order at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Commissioners Andrew Beatty, Jay Donahue, Stephen Mundt, Samuel Richardson; Vice Chair Meron Yohannes; and Chair Michael Romeo.

Commissioner Yung Kim was absent.

Staff present during the meeting: Lesa Yeatts, Town Attorney; Lisa Gilleran, Director of Community Development; Bryce Perry, Deputy Director of Community Development; David Stromberg, Zoning Administrator; and Aaron Zoellick, Clerk of Boards and Commissions.

Chair Romeo determined there was a quorum with six members present.

2. Public Hearings

- a. **Zoning Ordinance Text Amendment ZOTA #25-05, to amend Chapter 78 (ZONING), to update sections for conformance with the Code of Virginia, to clarify certain decision making authority and processes, to clarify notice requirements, and make other housekeeping amendments as deemed necessary and appropriate.**
- b. **Subdivision Ordinance Text Amendment SOTA #25-01 to amend Chapter 70 (SUBDIVISION OF LAND), to update sections for conformance with the Code of Virginia, to clarify certain processes and make other housekeeping amendments as deemed necessary and appropriate.**

Chair Romeo stated that ZOTA #25-05 and SOTA #25-01 will be discussed concurrently. Chair Romeo called on Bryce Perry, Deputy Director of Community Development; and David Stromberg, Zoning Administrator, for the staff presentation. Mr. Perry and Mr. Stromberg presented the staff reports for ZOTA #25-05 and SOTA #25-01 dated October 20, 2025. He noted that the proposed changes are housekeeping and administrative in nature and to retain consistency with the Code of Virginia.

There was a discussion among the Commissioners and staff regarding this item, including: (1) the Planning Commission's role in subdivision review; (2) the number of subdivision requests reviewed by staff; and (3) the amount of land, if any, that could be subdivided.

3. Comments

a. Comments from the Staff Members

Ms. Gilleran commented that the Town's Historic District staff has been holding events to promote the district.

Chair Romeo asked if the program is in line with the Town's marketing efforts.

Commissioner Donahue asked for additional information about the outreach efforts.

Commissioner Mundt asked about opening the Town's charter to address the Historic District and other items.

Mr. Zoellick stated that the Commissioners will receive security training at the October 27, 2025, Planning Commission regular meeting in closed session.

b. Comments from the Commissioners

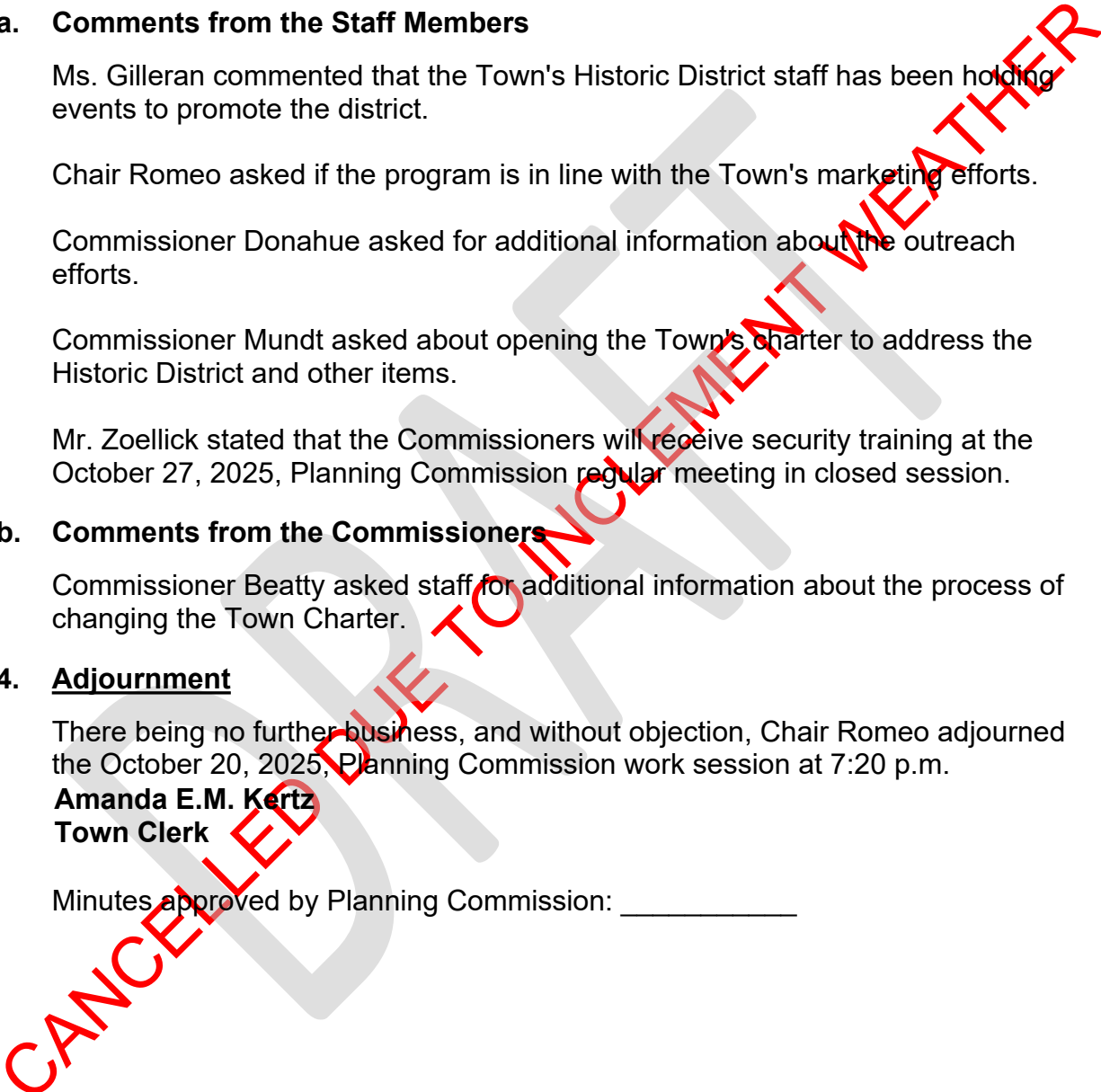
Commissioner Beatty asked staff for additional information about the process of changing the Town Charter.

4. Adjournment

There being no further business, and without objection, Chair Romeo adjourned the October 20, 2025, Planning Commission work session at 7:20 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Planning Commission: _____



Agenda Item: October 27, 2025, Planning Commission Regular Meeting Minutes

Meeting Date: January 26, 2026

Category: Approval of Minutes

Prepared by: Amanda Kertz, Town Clerk

Description:

This is a request to approve the October 27, 2025, Planning Commission Regular Meeting Minutes.

Background/Timing Impact:

N/A

Fiscal Impact:

N/A

Legal Impact:

Code of Virginia Section 2.2-3707 outlines the requirements for the recording of minutes for all public bodies.

Staff Recommendation/Next Steps:

Recommend approval as presented.

Attachments:

1. October 27, 2025, PC Draft Regular Meeting Minutes

CANCELLED DUE TO INCLEMENT WEATHER

**HERNDON PLANNING COMMISSION
Regular Meeting Minutes
Monday, October 27, 2025**

1. Call to Order

Chair Romeo called the October 27, 2025, Planning Commission regular meeting to order at 7:01 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Commissioners Andrew Beatty, Yung Kim, Stephen Mundt, Vice Chair Meron Yohannes, and Chair Michael Romeo.

Commissioners Jay Donahue and Samuel Richardson were absent.

Staff present during the meeting: Lesa Yeatts, Town Attorney; Lisa Gilleran, Director of Community Development; Bryce Perry, Deputy Director of Community Development; David Stromberg, Zoning Administrator; Becky Skillin, Deputy Town Clerk; and Aaron Zoellick, Clerk of Boards and Commissions.

Chair Romeo determined there was a quorum with five Commissioners present.

2. Approval of Minutes

a. September 8, 2025, Planning Commission Work Session

b. September 22, 2025, Planning Commission Regular Meeting

Commissioner Mundt motioned to approve the September 8, 2025, Planning Commission work session minutes and the September 22, 2025, Planning Commission regular meeting minutes. Motion seconded by Commissioner Beatty. The question was called on the motion, which was carried by a 5 - 0 roll call vote. Commissioners Beatty, Kim, Mundt, Vice Chair Yohannes, and Chair Romeo voted "Aye." Commissioners Jay Donahue and Samuel Richardson were absent.

3. Comments

a. Comments from the Staff Members

Lesa Yeatts, Town Attorney, introduced Becky Skillin, Deputy Town Clerk, to the Planning Commission.

b. Comments from the Commissioners

No comments were offered.

c. Comments from Citizens

No comments were offered.

4. Public Hearings

Certifications of Publication from the Editor of the *Fairfax County Times* Newspapers were filed, showing that notices of the following public hearing items were duly advertised in the October 10 and October 17, 2025, issues.

- a. **Zoning Ordinance Text Amendment ZOTA #25-05, to amend Chapter 78 (ZONING), to update sections for conformance with the Code of Virginia, to clarify certain decision making authority and processes, to clarify notice requirements, and make other housekeeping amendments as deemed necessary and appropriate.**
- b. **Subdivision Ordinance Text Amendment SOTA #25-01 to amend Chapter 70 (SUBDIVISION OF LAND), to update sections for conformance with the Code of Virginia, to clarify certain processes and make other housekeeping amendments as deemed necessary and appropriate.**

Chair Romeo stated that the public hearings for ZOTA #25-05 and SOTA #25-01 will be presented concurrently, but acted on separately. Chair Romeo opened the public hearings and called on Bryce Perry, Deputy Director of Community Development, and David Stromberg, Zoning Administrator, for the staff presentations.

Mr. Perry delivered the concurrent staff report and presentation of the two items, dated October 27, 2025. Mr. Perry reviewed the requested amendments, which are primarily administrative and housekeeping in nature, and are necessary to keep consistency with the Code of Virginia. Staff supports that the Planning Commission consider and recommend ZOTA #25-05 and SOTA #25-01 for approval to the Town Council.

**Public Hearing and Vote
ZOTA #25-05**

Chair Romeo recognized members of the public for comment on ZOTA #25-05.

Seeing no comments from the audience, Chair Romeo closed the public hearing for ZOTA #25-05 and moved to the Commission level for discussion and possible action.

Vice Chair Yohannes motioned to approve ZOTA #25-05, to amend Chapter 78 (ZONING), to update sections for conformance with the Code of Virginia, to clarify certain decision making authority and processes, to clarify notice requirements, and make other housekeeping amendments as deemed necessary and appropriate, as presented. Motion seconded by Commissioner Beatty. The

question was called on the motion which was carried by a 5-0 roll call vote. Commissioners Beatty, Kim, Mundt, Vice Chair Yohannes, and Chair Romeo voted "Aye." Commissioners Jay Donahue and Samuel Richardson were absent.

Public Hearing and Vote

SOTA #25-01

Chair Romeo recognized members of the public for comment on SOTA #25-01

Seeing no comments from the audience, Chair Romeo closed the public hearing for SOTA #25-01 and moved to the Commission level for discussion and possible action.

Commissioner Mundt motioned to approve SOTA #25-01, to amend Chapter 70 (SUBDIVISION OF LAND), to update sections for conformance with the Code of Virginia, to clarify certain processes and make other housekeeping amendments as deemed necessary and appropriate, as presented. Motion seconded by Commissioner Kim. The question was called on the motion which was carried by a 5 - 0 roll call vote. Commissioners Beatty, Kim, Mundt, Vice Chair Yohannes, and Chair Romeo voted "Aye." Commissioners Jay Donahue and Samuel Richardson were absent.

5. New Business

a. Resolution to establish the Planning Commission meeting schedule for January 1, 2026, to December 31, 2026.

Chair Romeo opened the new business portion of the agenda and called on Lesa Yeatts, Town Attorney, for the staff report.

Ms. Yeatts provided a summary of the proposed 2026 Planning Commission meeting calendar. Ms. Yeatts gave an overview of the rules for virtual attendance at meetings.

There was a discussion among the Planning Commission and staff on this item, including a request to staff for clarification on electronic participation.

Vice Chair Yohannes motioned to approve the proposed Planning Commission meeting schedule for January 1, 2026, to December 31, 2026, as presented.

Motion seconded by Chair Romeo. The question was called on the motion which was carried by a 5-0 roll call vote. Commissioners Beatty, Kim, Mundt, Vice Chair Yohannes, and Chair Romeo voted "Aye." Commissioners Jay Donahue and Samuel Richardson were absent.

6. Closed Meeting

a. A closed meeting pursuant to the Code of Virginia Section 2.2-3711(A)(19) for a briefing on facility security.

Lesa Yeatts, Town Attorney, provided a summary of rules regarding closed meetings.

Chair Romeo stated that the Planning Commission needed to go into a closed meeting. The closed meeting was held in the Council Chambers in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia.

Commissioner Mundt motioned that the Planning Commission convene in a closed meeting to discuss the following as permitted by the Code of Virginia Section 2.2-3711(A)(19), for a briefing on facility security. Motion seconded by Commissioner Beatty. The question was called on the motion which was carried by a 5 - 0 roll call vote. Commissioners Beatty, Kim, Mundt, Vice Chair Yohannes, and Chair Romeo voted "Aye." Commissioners Jay Donahue and Samuel Richardson were absent.

The Planning Commission went into closed meeting at 7:17 p.m.

Commissioner Kim motioned to come out of the closed meeting. Motion seconded by Commissioner Mundt. The question was called on the motion, which was carried by a 5 - 0 roll call vote. Commissioners Beatty, Kim, Mundt, Vice Chair Yohannes, and Chair Romeo voted "Aye." Commissioners Jay Donahue and Samuel Richardson were absent.

The Planning Commission came out of the closed meeting at 8:27 p.m.

Commissioner Beatty motioned to certify that, to the best of each member's knowledge, that only public business matters lawfully exempted from open meeting requirements by the Code of Virginia were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as we identified in the motion convening the closed meeting were heard, discussed, or considered by the Planning Commission. Motion seconded by Commissioner Mundt. The question was called on the motion, which was carried by a 5 - 0 roll call vote. Commissioners Beatty, Kim, Mundt, Vice Chair Yohannes, and Chair Romeo voted "Aye." Commissioners Jay Donahue and Samuel Richardson were absent.

7. Adjournment

There being no further business, and without objection, Chair Romeo adjourned the October 27, 2025, Planning Commission regular meeting at 8:29 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Planning Commission: _____

[Note: Approved resolutions and ordinances are on file in the Department of Community Development.]

CANCELLED DUE TO INCLEMENT WEATHER

DRAFT

Agenda Item: December 8, 2025, Planning Commission Work Session Minutes

Meeting Date: January 26, 2026

Category: Approval of Minutes

Prepared by: Amanda Kertz, Town Clerk

Description:

This is a request to approve the December 8, 2025, Planning Commission Work Session Minutes.

Background/Timing Impact:

N/A

Fiscal Impact:

N/A

Legal Impact:

Code of Virginia Section 2.2-3707 outlines the requirements for the recording of minutes for all public bodies.

Staff Recommendation/Next Steps:

Recommend approval as presented.

Attachments:

1. December 8, 2025, PC Draft Work Session Minutes

CANCELLED DUE TO INCLEMENT WEATHER

HERNDON PLANNING COMMISSION
Work Session Minutes
Monday, December 8, 2025

1. Call to Order

Chair Romeo called the December 8, 2025, Planning Commission Work Session to order at 7:00 p.m. in the Herndon Council Chambers building, 765 Lynn Street, Herndon, Virginia.

In attendance were: Commissioners Andrew Beatty, Jay Donahue, Yung Kim, Steven Mundt, Samuel Richardson; Chair Michael Romeo; and Vice Chair Meron Yohannes.

Staff present during the meeting: Lesa Yeatts, Town Attorney; Lisa Gilleran, Director of Community Development; John Verdin, Capital Projects Program Manager; Aaron Zoellick, Clerk of Boards and Commissions, and Becky Skillin, Deputy Town Clerk.

Chair Romeo stated that all Commissioners were present, which constituted a quorum.

2. New Business

a. Discussion - Capital Improvement Program Update

Chair Romeo started the work session discussion item and called on John Verdin, Capital Projects Program Manager, who delivered the staff report and presentation dated December 8, 2025.

Mr. Verdin stated that the purpose of the discussion is to review the detailed, multiple-phase projects in the six-year Capital Improvement Program (CIP). He demonstrated how to use the ClearGov software that manages the FY 27 CIP budget and explained how the platform supports the capital budgeting and prioritization process.

Mr. Verdin demonstrated the functionality of ClearGov, including how to track budgetary updates, return on investment, fiscal year, project, strategic initiative, department, scope, and cost. He stated that, generally, projects are weighted by scope, budget availability, and value to the Town.

There was discussion among the Commission and staff about how to use and best practices for the ClearGov software. The main topics of discussion included:

1. Planning Commission and Town Council Capital Improvement Project initiation and approval process.
2. CIP prioritization and weighting system.
3. Funding mechanisms, along with regional, state, and federal grant sources.
4. Project scheduling and fiscal management.
5. Relation of the CIP to the Comprehensive Plan.
6. Town Council budget approval process.
7. Enterprise funds and the rate models being utilized by the Town.
8. Parking and infrastructure constraints associated with capital projects.

The Commission requested that staff provide a list of the prioritization guidelines and weighting criteria, along with a separate guidance document, in advance of the next Planning Commission work session.

Chair Romeo thanked staff and emphasized the importance of reviewing ClearGov to prepare for the January 12, 2026, work session.

3. Comments

a. Comments from the Staff Members

Chair Romeo recognized staff members for additional comments.

Ms. Gilleran provided comments about the Town's ongoing housing study. She stated that staff is working to incorporate recommendations from the Town's consultants, which will be reviewed during a joint work session between the Planning Commission and Town Council and robust outreach plans to the public.

Staff and the Commission discussed the need for affordable housing and alignment of Town policy with Fairfax County. Discussion also included anticipated deliverables, available housing data, consideration of the definition of affordability, and potential strategies to support preparation of related documentation.

b. Comments from the Commissioners

Chair Romeo recognized the Commissioners for comments.

Commissioner Beatty: expressed appreciation for the Capital Improvement Project presentation.

Commissioner Donahue: no comments.

Commissioner Kim: no comments.

Commissioner Mundt: no comments.

Commissioner Richardson: no comments.

Vice Chair Yohannes: no comments.

Chair Romeo: mentioned that WinterMarkt is on Saturday, December 13 from noon to 7 p.m.

4. Adjournment

There being no further business, and without objection, Chair Romeo adjourned the December 8, 2025, Planning Commission work session at 8:28 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Planning Commission : _____

CANCELLED DUE TO INCLEMENT WEATHER

Agenda Item: Application for a Special Exception– SE #25-03, 1207 Sunrise Court, to consider a special exception to permit a home-based child daycare use within the PD-R, Planned Development-Residential, zoning district

Meeting Date: January 26, 2026

Category: Public Hearings

Prepared by: Fadrique Iglesias, Community Planner, David Stromberg, Zoning Administrator

Description:

This application is to consider a special exception to permit a home-based child daycare use within the PD-R, Planned Development-Residential, zoning district. The proposed use would increase the maximum number of children enrolled from seven to twelve. The property is zoned PD-R, Planned-Development Residential District. The property is designated in the Herndon 2030 Comprehensive Plan as "Neighborhood Conservation." The 8,929 square-foot lot is located on the south side of Sunrise Court, at the intersection with Morningside Court.

Background/Timing Impact:

The applicant applied for and received approval of a Zoning Inspection Permit (ZIP #25-045) to operate a home-based childcare use with a maximum enrollment of seven children at the subject property. ZIP #25-045 was issued on September 22, 2025. The daycare currently operates between the hours of 7:00 a.m. and 6:00 p.m., which complies with the standard allowances under Sec. 78-80.5(b), Home-Based Business, Childcare or Daycare, and may be approved administratively by Town staff. An increase in enrollment to a maximum of 12 children requires the approval of a special exception. Special exception applications are subject to review and recommendation by the Planning Commission, with final action taken by the Town Council. Prior to the Planning Commission's consideration of this application, the Town had not received any complaints related to the daycare operation at this address.

The Four Seasons community is designated as "Neighborhood Conservation" in the Herndon 2030 Comprehensive Plan. The designation underscores the town's commitment to preserving and maintaining the character and quality of existing residential areas, while supporting accessory uses associated with residential neighborhoods such as home-based businesses and permitted accessory dwelling units.

UPDATE:

1. A home-based business may occupy no more than 33 percent of the floor area of the principal dwelling, up to a maximum of 1,000 square feet, inclusive of any accessory structures (Town Ordinance Sec. 78-80.5). Thirty-three percent of the 1,510 sq. ft. of total floor area* equals approximately 498.3 sq. ft., which is greater than the 470 sq. ft. proposed for the childcare use.
2. Condition #5 updated: Child drop-off and pick-up are preferred to occur in the driveway. Double-parking on Sunrise Court is prohibited at all times.

Fiscal Impact:

None

Legal Impact:

The zoning ordinance allows a home-based daycare for up to 12 children enrolled with the granting of a special exception permit by the town council, in accordance with Sec. 78-80.5.

Staff Recommendation/Next Steps:

Staff recommends that the Planning Commission approve the Special Exception with conditions. Several home-based daycares have been operating nearby since 2010 without negative impacts on the surrounding neighborhood. The expansion of the number of children is minor enough to not generate negative impacts.

The following alternatives are available to the Planning Commission for its decision on SE #25-03 at its regular meeting:

1. Recommendation for approval.
2. Recommendation for denial. The daycare continues its operations with seven children as a by-right use.
3. Continuance of the application to February 23, 2026.

Attachments:

1. Staff Report
2. Resolution (Proposed)
3. Legal Ad
4. Presentation

STAFF REPORT

Agenda Item: Application for a Special Exception, SE #25-03, 1207 Sunrise Court, to permit a home-based child daycare use.

Meeting Date: January 26, 2026

Staff Contact: Fadrique Iglesias, Community Planner
fadrique.iglesias@herndon-va.gov (703) 787-7380
 David Stromberg, AICP, Zoning Administrator
david.stromberg@herndon-va.gov (703) 787-7380

Summary Information:

Proposed Modification	This application is to consider a special exception to permit a home-based child daycare use within the PD-R, Planned Development-Residential, zoning district. The proposed use will provide care for a maximum of 12 children enrolled.
Address	1207 Sunrise Court
Fairfax County Tax Map Number	0161 18 0022
Owners	Idalia Bonilla Alvarenga
Applicant	Idalia Bonilla Alvarenga
Business/Organization	Idalia Bonilla Alvarenga
Property Use	Residential
Zoning District	PDR, Planned-Development Residential District – Four Seasons
Lot Size	8,929 square feet
Building Size	1,040 square feet of above-grade living area
Adjacent Zoning	North, South, East, West: PD-R, Residential – Single Family Detached.
Date of Construction:	1978
Comprehensive Plan Land Use Designation	Neighborhood Conservation

CANCELLED DUE TO UNPLEASANT WEATHER

Staff Report
Application for a Special Exception – SE #25-03, 1207 Sunrise Court
Planning Commission Public Hearing – January 26, 2026

Location Map:



Background & Site Description:

The applicant previously applied for and received approval of a Zoning Inspection Permit (ZIP #25-045) to operate a child daycare use as a home-based business with a maximum enrollment of seven clients at the subject property. ZIP #25-045 was issued on September 22, 2025, and no complaints have been submitted to the town regarding the daycare.

The subject property is located at the intersection of Morningside Court and Sunrise Court within the Four Seasons neighborhood. The property is designated Neighborhood Conservation in the Town of Herndon 2030 Comprehensive Plan¹. This designation reflects the Town's intent to preserve and enhance the established character and quality of existing residential neighborhoods while allowing limited, compatible uses.

The property is zoned PD-R (Planned Development–Residential) and consists of an approximately 8,929-square-foot lot developed with a single-family dwelling containing approximately 1,040 square feet of above-grade living area. The PD-R district is

¹ Herndon 2030 Comprehensive Plan. <https://www.herndon-va.gov/home/showpublisheddocument/17554/638247637418370000>

Staff Report

Application for a Special Exception – SE #25-03, 1207 Sunrise Court Planning Commission Public Hearing – January 26, 2026

characterized by a coordinated mix of residential housing types intended to promote cohesive neighborhoods with access to shared amenities.

The Neighborhood Conservation land use designation emphasizes compatibility with surrounding residential uses. The property's proximity to Summerfield Drive provides convenient access for families utilizing the childcare service while maintaining the residential character of the neighborhood. The Town's zoning ordinance standards are intended to balance the provision of childcare services with considerations related to traffic management, neighborhood compatibility, and adherence with applicable zoning and planning regulations.

Case Details & Proposal:

The applicant seeks approval of a Special Exception to increase the maximum number of children permitted in their home-based childcare business from seven (7) to twelve (12). The proposed use will operate between 7:00 a.m. and 6:00 p.m., Monday through Friday, with staggered pick-up and drop-off schedules to accommodate families with varying needs. Children may attend during a morning session (approximately 7:00 a.m. to noon), an afternoon/after-school session (approximately noon to 6:00 p.m.), or both, thereby distributing arrival and departure times throughout the day.

Under the regulations of the Virginia Office of Child Care Health and Safety, a licensed Family Day Home may care for up to twelve (12) children, exclusive of the provider's own children and any children residing in the home, within a single-family dwelling. The Town of Herndon Zoning Ordinance allows a maximum of seven (7) children, exclusive of the provider's own children and resident children, with approval of a Zoning Inspection Permit. Care for up to twelve (12) children is permitted with approval of a Special Exception.

Proposed Operations:

The home-based childcare operation is proposed to take place primarily in the basement level of the dwelling, within an area of approximately 800 square feet. Access to the childcare area will be provided through the main entrance of the home, with internal stairs leading to the basement. The basement includes one bathroom and a kitchen. At this time, Ms. Bonilla is the sole employee of the childcare operation.

The proposed hours of operation are 7:00 a.m. to 6:00 p.m., Monday through Friday, with children potentially attending during a morning session (7:00 a.m. to noon) and/or an afternoon/after-school session (noon to 6:00 p.m.) in order to accommodate families with diverse scheduling needs.

Staff Report
Application for a Special Exception – SE #25-03, 1207 Sunrise Court
Planning Commission Public Hearing – January 26, 2026

Staff Analysis:

Zoning Ordinance Compliance

The Zoning Ordinance allows a home-based daycare for up to twelve (12) children with the approval of a Special Exception. The proposed use will continue to operate under its existing conditions with respect to the space occupied by the business, facilities provided, and overall operations. The exterior appearance of the building will remain unchanged. The applicant has completed non-structural cosmetic improvements within the basement, including painting, flooring, and replacement of doors and windows. No additional impervious area or land disturbance is proposed.

Special exceptions may be approved provided they comply with the following standards. Staff evaluated the criteria for review of special exceptions found in Zoning Ordinance Section 78-153.3(e)

Criteria from Section 78-153.3(e)(1)	Meets/ Does Not Meet	Why the application meets or does not meet the criteria of Section 78-153.3(e)
a. Is consistent with the Comprehensive Plan.	Meets	The Comprehensive Plan Land Use Section provides policies for provision of goods and services to the local community and positive economic benefits of new businesses. The proposed uses will be in conformance with the comprehensive plan polices.
b. Is free of conflict with any provision of this chapter and related regulations or any other applicable local, state, or federal laws and regulations.	Meets	The proposed special exception uses are provisioned with the base zoning district and do not create any substantial conflicts with other regulatory requirements. The use and business operations will be conditioned to ensure the use continually meets the purpose and intent of the Planned Development, Residential Zoning District.
c. Does not adversely affect the health or safety of persons residing or working in the neighborhood of the proposed use.	Meets with conditions	The proposed uses are generally compatible with the site / neighborhood. The proposed conditions will limit the impact to parking and vehicle trips by restricting maximum number of clients.
d. Consistent with the purpose and intent of the zoning district in which it is located or will improve compatibility among uses and will ensure efficient development within the town.	Meets	The proposed conditions will remain compatible with the intent of the uses of the PD-R district.
e. Minimizes adverse visual impact of the proposed use on adjacent lands.	Meets	The proposed conditions will not generate visual changes to the site.

Staff Report

Application for a Special Exception – SE #25-03, 1207 Sunrise Court Planning Commission Public Hearing – January 26, 2026

f. Contributes to a logical and orderly development pattern consistent with accepted or emerging planning practices.	Not Applicable	No physical alterations of the structure are expected and thus not subject to this criterion.
g. Minimizes adverse impact on surrounding lands regarding service delivery, parking and loading, odors, noise, glare, and vibration, and should not create a nuisance.	Meets with conditions	Staff recommended conditions to limit the distribution of customers to prevent negative impacts to parking, drop-off/pickup, and noise.
h. Avoids significant adverse impacts on the property values of surrounding lands or substantially and permanently injures the use of neighboring property for those uses that are permitted in the zoning district.	Meets	The proposed use has virtually no external impacts and provides a needed community service.
i. Does not significantly and adversely impact the natural environment, including but not limited to, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.	Meets	The proposed conditions will not involve any expansion of floor area or conversion of pervious area to impervious area.
j. Results in development that is adequately served by transportation facilities, including whether or not a substantial deterioration of the level of service on the town's transportation network would occur and whether or not the proposed use is designed to ensure safe ingress and egress onto the site and safe road conditions on and around the site.	Not Applicable	No physical alterations of the structure are expected and thus not subject to this criterion.
k. Results in development that is adequately served by public facilities (roads, potable water and sewage, schools, parks, police, and fire and emergency medical facilities).	Not Applicable	No physical alterations of the structure are expected and thus not subject to this criterion.
l. If infill and redevelopment is consistent with the redevelopment criteria and other applicable guidelines as stated in the Herndon 2030 Comprehensive Plan (adopted August 12, 2008), as amended.	Not Applicable	No physical alterations of the structure are expected and thus not subject to this criterion.
m. If located in the floodplain overlay district, meets floodplain overlay standards.	Not Applicable	The building is not located within the FPO.

In addition to these standards, the zoning ordinance has established additional standards

for childcare or daycare uses as a home-based business. These standards identified in section 78-80.5 (b) provide the requirements for all home-based businesses.

Home-based business, childcare or daycare—Additional standards. In addition to the standards of section 78-80.5, a home-based childcare or daycare shall be subject to the following additional standards. In accordance with the Herndon Zoning Ordinance standards for home-based businesses, the application complies with the requirements concerning the number of children and nonresident employees. As stipulated under

Staff Report

**Application for a Special Exception – SE #25-03, 1207 Sunrise Court
Planning Commission Public Hearing – January 26, 2026**

section 78-80.5 and the additional standards for home-based childcare or daycare businesses, the proposed use ensures adherence to the limits on enrollment and staffing, thereby meeting the applicable zoning regulations.

Play area. The proposed application satisfies the minimum requirement of 75 square feet of outdoor play area per child enrolled in the childcare business. A plan demonstrating the designated outdoor play area, which is fully enclosed by a fence to ensure safety, was submitted with the application.

Comprehensive Plan Adherence

The proposal is consistent with the Herndon 2030 Comprehensive Plan Neighborhood Conservation Land Use Policies and encourages uses that provide a variety of goods and services as well as promote economic development that helps increase employment and add to the community tax base.

Parking

The zoning ordinance does not require additional parking for a home-based daycare or any other home-based business.

Analysis of Conditions

Staff are recommending six conditions for this special exception, listed in the following conditions analysis table, consistent with previously approved special exceptions. Staff believe these conditions provide reasonable ways in which the existing childcare use can be expanded while properly mitigating potential impacts, as well as achieving the purpose and intent of the applicable zoning district.

#	Condition	Covered by language in the Zoning Code	Reason for Condition
1	Substantial conformance with the submitted application and plan submitted by applicant on October 31, 2025, and for the purpose of daycare use only.	No	The site shall be developed and maintained in substantial conformance with a submitted special exception plan that is 33 percent or less of the gross floor area and in conformance with section 78-80.5. of the zoning ordinance
2	Hours of Operation	Yes	6AM-9PM, in conformance with section 78-80.5. of the zoning ordinance
3	Number of Permitted Children	No	The total number of children present on site for home-based child daycare use shall not exceed 12 enrolled. The ratio of employees to children as required by the state shall be maintained.

Staff Report

**Application for a Special Exception – SE #25-03, 1207 Sunrise Court
Planning Commission Public Hearing – January 26, 2026**

4	On-Site play area	No	When playing outside all children shall be within the fenced playground area.
5	Child Drop-off and Pick-up.	No	Child drop-off and pick-up shall be limited to the driveway
6	Signage.	No	No signage shall be permitted.

Any violation of the aforementioned conditions or other sections of the Herndon Town Code shall be grounds for revoking the special exception pursuant to the manner described in Section 78-155.3(h).

Fiscal Impact:

The town can collect taxes from home-based businesses.

Planning Commission Alternatives:

The following alternatives are available to the Planning Commission for its decision on SE #25-03:

1. Recommendation for approval.
2. Recommendation for denial. The daycare continues its operations with seven children as a by-right use.
3. Continuance of the application to February 23, 2026.

Staff Recommendation:

Staff recommend the Planning Commission approve the Special Exception with conditions. Several daycares have been operating nearby since 2010 without negative impacts to the surrounding neighborhood. The expansion of the number of children is minor enough to not generate negative impacts.

CANCELLED DUE TO INCLEMENT WEATHER

**TOWN OF HERNDON, VIRGINIA
PLANNING COMMISSION**

RESOLUTION

JANUARY 26, 2026

Resolution- To approve by Special Exception – SE #25-03, 1207 Sunrise Court, to Allow a Home-Based Child Daycare Use. The proposed use would increase the maximum number of children enrolled from seven to 12.

The applicant, Ms. Idalia Bonilla Alvarenga, had submitted a request to consider a special exception to permit a home-based child daycare use within the PD-R, Planned Development-Residential, zoning district. The proposed use will provide care for a maximum of 12 children enrolled, identified as Fairfax County Tax Map # 0161 18 0022.

The Planning Commission has reviewed this application and held a public hearing in accordance with the provisions of §15.2-2204 of the State Code and recommended that the application be approved with conditions based upon the finding that the conditions still meet the purpose and intent of the Zoning Ordinance, in particular Section 78-155.3(f)(3).

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

1. The Planning Commission recommends approval of Special Exception SE #25-03, which shall not run with the land, and in accordance with the conditions set forth below to achieve compliance with the standards found in Section 78-155.3:
 - a. Substantial Conformity. Substantial conformance with the submitted application and plan submitted by applicant on October 31, 2025, and for the purpose of a daycare use only.
 - b. Hours of Operation. The permitted hours of operation shall be 6:00 a.m. until 9:00 p.m. Monday through Friday.
 - c. Number of Permitted Children. The total number of children present on site for home-based child daycare use shall not exceed 12 enrolled children per day. The ratio of employees to children as required by the Commonwealth of Virginia shall be maintained.
 - d. On-Site Play Area. When playing outside all children shall be within the fenced playground area.
 - e. Child Drop-off and Pick-up. Child drop-off and pick-up are preferred to occur in the driveway. Double parking on Sunrise Court is prohibited at all times.
 - f. Signage. No signage shall be permitted.

26-PC-002

**Town of Herndon, Virginia
Notice of Public Hearing**

Notice is hereby given that the Planning Commission of the Town of Herndon, Virginia, will hold a public hearing on Monday, January 26, 2026, at 7:00 p.m. in the Herndon Council Chambers Building, located at 765 Lynn Street, Herndon, on the following items:

APPLICATION FOR A SPECIAL EXCEPTION– SE #25-03, 1207 Sunrise Court, to consider a special exception to permit a home-based child daycare use within the PD-R, Planned Development-Residential, zoning district. The proposed use would increase the maximum number of children enrolled from seven to 12. The property is zoned PD-R, Planned-Development Residential District. The property is designated in the Herndon 2030 Comprehensive Plan as "Neighborhood Conservation." The 8,929 square-foot lot is located on the south side of Sunrise Court, at the intersection with Morningside Court. Fairfax County Tax Map Reference Number: 0161 18 0022. Applicant and owner: Idalia Bonilla Alvarenga.

TOWN OF HERNDON FY 2027 – FY 2032 CAPITAL IMPROVEMENT PLAN (CIP). The Planning Commission will take public comment on the Town's CIP and will consider a recommendation to the Town Manager. The Town Manager will subsequently recommend an operating budget and CIP to the Town Council. The CIP is a financial planning document that establishes a six-year schedule for public improvements and serves as a companion policy document to the Town of Herndon 2030 Comprehensive Plan.

The public is encouraged to participate in the town's public hearing process. Individuals having an interest in the above items are invited to attend the public hearing and state their opinions. Individuals may also submit comments to planning.commission@herndon-va.gov.

The proposed items are available for examination by the public at the 2nd floor counter of the Herndon Municipal Center, 777 Lynn Street, Herndon, during normal business hours (Monday – Friday) and also available for review on the town's website www.herndon-va.gov.

The Town of Herndon supports the Americans with Disabilities Act by making reasonable accommodations for persons with disabilities so that they may participate in services, programs, or activities, offered by the town. Please call (703) 435-6804 to arrange for any accommodation that may be necessary to allow for participation.

Amanda Morrow Kertz, Acting Town Clerk

Note to Publisher:

Publish on January 9/January 16, 2026

Special Exception (SE) #25-03 1207 Sunrise Court Home-Based Child Daycare Use

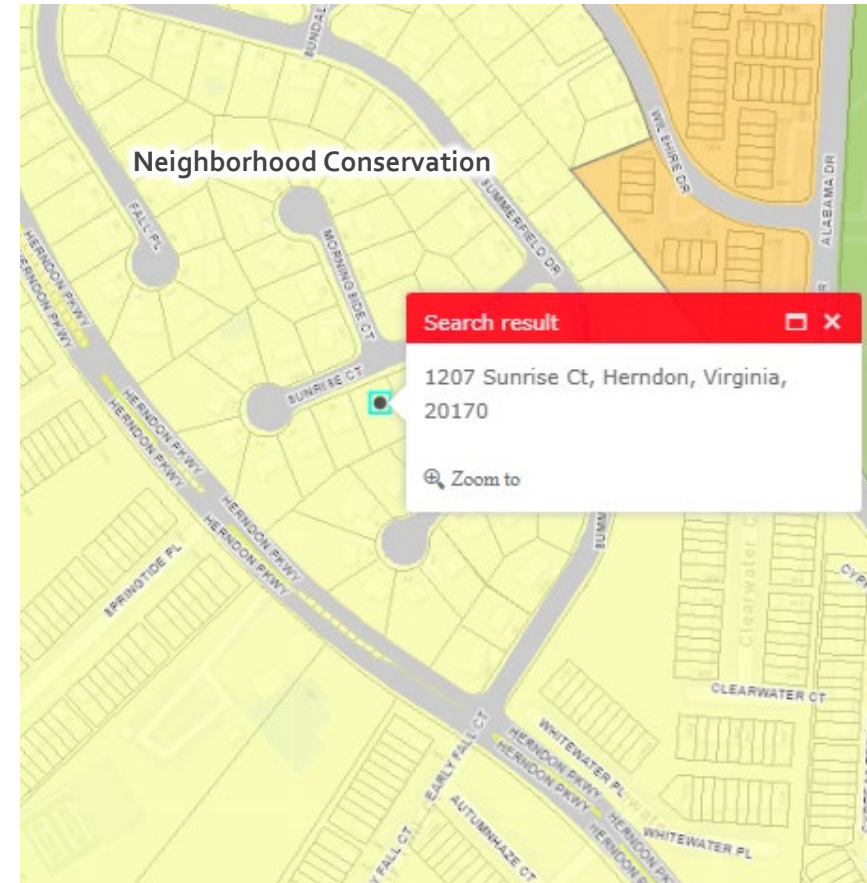
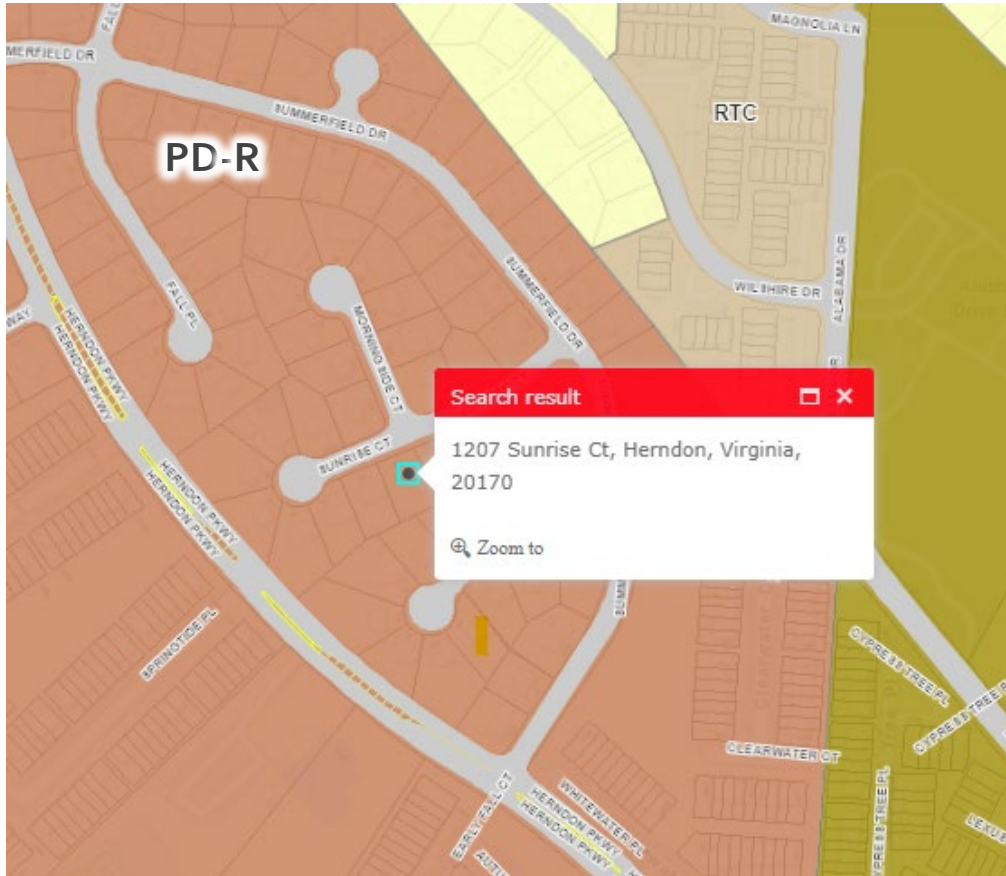
Planning Commission Public Hearing
January 26, 2026

Fadrique Iglesias
Community Planner

Aerial Photograph



Zoning Map and 2030 Comprehensive Plan Land Use Map



Existing Conditions

The applicant received approval of a Zoning Inspection Permit (ZIP #25-045) to operate a home-based child daycare with a maximum enrollment of seven children at the subject property. To date, the Town has not received any complaints related to the daycare at this address.



Proposed Special Exception

- Applicant seeks approval to increase the number of children enrolled in their home-based childcare business to a max. of 12.
- A home-based daycare, licensed by the Virginia Office of Child Care Health and Safety, allows up to 12 children to be cared for in a single-family residence.
- The zoning ordinance allows up to 7 children to be care for in a single-family residence with the approval of a Zoning Inspection Permit.
 - A maximum of 12 children may be cared for with the approval of a Special Exception.
 - The applicant is requesting 12 children to be cared for, as allowed by the Commonwealth of Virginia.

Proposed Operations

- Access to the childcare area: main entrance of the home, with internal stairs leading to the basement.
 - The basement includes one bathroom and a kitchen. Ms. Bonilla is the sole employee of the childcare operation; however, if the Special Exception is approved, she plans to hire one additional employee.
- Proposed hours: Mon – Fri, 7:00 a.m. - 6:00 p.m.
 - Children potentially attending during a morning session (7am – noon) and/or an afternoon/after-school session (noon - 6pm) to accommodate families with diverse scheduling needs.
- The application satisfies the min. requirement of 75 sq. ft. of **outdoor play area** per child enrolled in the childcare business (900 sq. ft.).
- The applicant has indicated that approximately 470 sq. ft. (23.5'x20') of the basement will be dedicated to the daycare use.
 - **A home-based business may occupy no more than 33 percent of the floor area of the principal dwelling**, up to a maximum of 1,000 square feet, inclusive of any accessory structures (Town Ordinance Sec. 78-80.5). Thirty-three percent of the 1,510 sq. ft. of total floor area* equals approximately 498.3 sq. ft., which is greater than the 470 sq. ft. proposed for the childcare use.

**Floor area: The sum of the gross horizontal areas of the several stories of a dwelling, exclusive of garages, decks, and open porches*



Staff Analysis

- Zoning Ordinance compliance & Comprehensive Plan adherence
 - Purpose and intent of the PD-R Zoning District
- By-right uses versus special exception uses
- Use compatibility
- Parking analysis
- Potential impacts
- What conditions may mitigate and/or manage impacts

Impacts

The zoning ordinance allows a home-based daycare for up to 12 children enrolled with the granting of a special exception permit by the town council, in accordance with Sec. 78-80.5.

- Denial of the Special Exception:
 - By-right uses (home-based business) remains.
 - Proposed business (childcare home-based business) would be permitted at the subject property/location; however, the maximum number of children enrolled is seven (7).
 - ZIP#25-045 remains active.
- Approval of the Special Exception:
 - Daycare with maximum 12 children enrolled is permitted



Special Exception Conditions

	Condition	Covered by language in the Zoning Code	Reason for Condition
1	Substantial conformance with the submitted application and plan submitted by applicant on October 31, 2025, and for the purpose of daycare use only.	No	The site shall be developed and maintained in substantial conformance with a submitted special exception plan that is 33 percent or less of the gross floor area and in conformance with section 78-80.5. of the zoning ordinance
2	Hours of Operation	Yes	6AM-9PM, in conformance with section 78-80.5. of the zoning ordinance
3	Number of Permitted Children	No	The total number of children present on site for home-based child daycare use shall not exceed 12 enrolled. The ratio of employees to children as required by the state shall be maintained.
4	On-Site play area	No	When playing outside all children shall be within the fenced playground area.
5	Child Drop-off and Pick-up.	No	Child drop-off and pick-up are preferred to occur in the driveway. Double parking on Sunrise Court is prohibited at all times.
6	Signage.	No	No signage shall be permitted.

Recommendations

- Staff recommend the Planning Commission approve the Special Exception with conditions.

Several daycares have been operating nearby since 2010 without negative impacts to the surrounding neighborhood. The expansion of the number of children is minor enough to not generate negative impacts.



Agenda Item: Town of Herndon FY 2027 - FY 2032 Capital Improvement Plan (CIP)

Meeting Date: January 26, 2026

Category: Public Hearings

Prepared by: John Verdin, Capital Projects Program Manager

Description:

The Capital Improvement Plan (CIP) is a financial planning document outlining a six-year schedule for public improvements. It functions as a complementary policy document alongside the Town of Herndon 2030 Comprehensive Plan and the Town's Annual Operating Budget. The Planning Commission will take public comment on the Town's Capital Improvement Plan (CIP) and will consider a recommendation to the Town Manager at its upcoming regular meeting.

Background/Timing Impact:

Current projects reflect the urgency for safety and resiliency. The CIP Review Committee reviewed, prioritized, and determined each project's readiness using the criteria presented to the Planning Commission in previous years. Projects that have a well-developed scope and have full or partial funding identified and/or secured are presented in the financial documents in the FY 2027 - FY 2032 CIP. The projects that need additional work on their scope as well as identified funding are presented in the CIP as Future Projects.

The Town Manager will consider the recommendation of the Planning Commission as part of the FY 27 budget development.

Fiscal Impact:

Included in the FY 2027 – FY 2032 CIP is the summary of funding by source, listing each type of funding source separately, with the amounts for each project.

Legal Impact:

Local Planning Commissions are directed to prepare and submit an annual capital improvement program to the governing body under State Code: §15.2-2239.

Staff Recommendation/Next Steps:

Recommendation for approval as presented.

CANCELLED DUE TO UNCLE SAM WEATHER

Attachments:

- 1. Staff Report
- 2. Resolution (Proposed) FY27-FY32
- 3. FY2027-FY2032 CIP Capital Costs Summary (01.26.26)
- 4. Legal Ad
- 5. Presentation

CANCELLED DUE TO INCLEMENT WEATHER

STAFF REPORT

Agenda Item: **TOWN OF HERNDON FY 2027 – FY 2032 CAPITAL IMPROVEMENT PLAN (CIP).** The Planning Commission will take public comment on the Town’s Capital Improvement Plan (CIP) and will consider a recommendation to the Town Manager.

Meeting Date: **January 12, 2026**

Staff Contact: John Verdin, CIP Program Manager
john.verdin@herndon-va.gov

Summary Information:

Description	The Capital Improvement Plan (CIP) is a financial planning document outlining a six-year schedule for public improvements. It functions as a complementary policy document alongside the Town of Herndon 2030 Comprehensive Plan and the town's Annual Operating Budget.
Purpose	The CIP provides a financial roadmap for major Town initiatives that have a long-range impact upon the physical infrastructure, environment, utilities, and quality of life, and operations of the Town.
Content	The CIP contains major projects that the Town plans to pursue over the next six fiscal years, describes the project, identifies its need, and sets forth yearly costs and funding sources.
Enabling	<u>State Code: §15.2-2239</u> . “Local planning commission to prepare and submit annually capital improvement programs to governing body or official charged with preparation of budget.”
Process	The Town Manager is requesting, per the State Code, the Commission’s recommendation regarding the proposed CIP and ranking of the proposed projects and proposals for additional projects for future years. The Town Manager will consider the Commission’s recommendation while developing the proposed FY 2027 Annual Budget for presentation to the Town Council.

CANCELLED DUE TO INCLEMENT WEATHER

	The first year of the proposed CIP, FY 2027, will move forward for adoption with the FY 2027 budget for consideration by the Town Council. The complete FY 2027 – 2032 CIP will be considered for adoption by the Town Council concurrent with the adoption of the FY 2027 budget.
Current Action	The Acting Town Manager and staff are seeking recommendation and guidance regarding the FY 2027 – FY 2032 CIP

Description:

The CIP is a financial planning document that establishes a six-year schedule for public improvements. It serves as a companion policy document to the Town of Herndon 2030 Comprehensive Plan and the Town’s Annual Operating Budget. As allowed by the Code of Virginia, the Planning Commission will make a recommendation to the Town Manager regarding the CIP. This allows the manager to consider the Commission’s recommendation prior to recommending the budget and CIP to the Town Council.

Important considerations with respect to prioritization are certain projects where the Town has a contractual or legal obligation in place, projects that affect critical public safety or projects where there are major Federal and State funding timeline obligations and/or local match funding commitments. Town Council budget guidance and strategic initiatives will also shape their approach to the CIP.

The 27 proposed General Government projects are categorized as follows, with new projects appearing in **bold**:

Multimodal Transportation and Enhancements (9)

- Central Elden Walkability Improvements
- Sterling Road Improvements
- East Elden Street Improvement and Widening – VDOT
- Ferndale Ave. Improvements
- Herndon Parkway/Sunset Park Drive Intersection
- Locust Street ADA Sidewalk Improvements
- Monroe Street’s Sidewalk Connectivity
- South Elden Steet. (Herndon Pkwy. to Sterling Rd.)
- Wayfinding & Identification Signage

Government Facilities Infrastructure (11)

- Sidewalk, Minor Trails and Bicycle Facilities
- 1481 Sterling Future Considerations
- Runnymede Park – Atkins House Demolition

Salt Storage
Racquetball Court Renovation
 Police Secure Gate
 Police Radio Consoles
 Town Hall Square & Depot
 Energy Conservation
 Town-wide Security Initiative
 Herndon Municipal Center/Chamber Backlog

Stormwater Management (2)
 Storm Sewer Facility Repair
 Stream Restoration

Parks and Recreation (5)
 Herndon Community Life Cycle Projects
 Park Equipment Replacement Program
 Runnymede Park Passive Environmental Education
 Sports Field and Park
 Improvements
 W&OD Trail Lighting

Future Projects (6)*
Fairbrook Drive Extension
HCC Locker Room Retrofit
 Herndon Parkway Improvement at Worldgate Extension
Roof Ladders
 Spring Street ADA Sidewalk Connectivity Improvements
 Sterling Road Multimodal Improvements
 *not included in the financials

Fiscal Impact:

<u>Total Recommended CIP:</u>	<u>FY 2027</u>	<u>FY 2027 - FY 2032</u>
1. General Government Projects:	\$ 16,419,905	\$ 157,395,549
2. Golf Course Fund Projects:	\$ 350,000	\$ 350,000
3. Water and Sewer Fund Projects:	\$ 15,190,000	\$ 111,344,000
4. Cemetery Fund Projects:	\$ 2,300,000	\$ 2,230,000
	<u>\$ 34,259,905</u>	<u>\$ 271,389,549</u>

The proposed Capital Improvements Plan will be integrated into the overall financial planning of the Town. The plan will judiciously use General Fund revenues, grant funding, Enterprise Fund (Golf Course, Water and Sewer, Cemetery) revenues and potential bond proceeds within specific policy guidelines established within the Town’s Operating Budget and Comprehensive Annual Financial Report.

The proposed CIP makes use of approximately \$78,251,800 in grant funding from

several sources in support of the \$112,101,000 multimodal transportation projects. Capital Reserves are being used to fund design and engineering for several multimodal projects. Additional financial support is needed for partially funded projects currently totaling \$33,849,000.

Within the Water and Sewer Fund, additional debt financing will be needed for Water Sewer Capacity Purchase and Sewer System Conveyance. The other Water and Sewer projects are supported mainly by operating revenues connection and user availability fees which support project costs totaling \$73,344,000.

Additional Staff Comments:

As in previous years, the proposed CIP as recommended to the Planning Commission may be subject to some adjustment when the Town Manager develops the Annual Budget and CIP recommendations to the Town Council. Currently, the FY 2027 Operating Budget for town departments is being refined. Future General Government projects dependent on General Funds contributions average \$3.1M per year.

Current projects reflect the urgency for safety and resiliency. The CIP Review Committee reviewed, prioritized, and determined each project's readiness using the criteria presented to the Planning Commission in previous years. Projects that have a well-developed scope and have full or partial funding identified and/or secured are presented in the financial documents in the FY2027 - FY2032 CIP. The projects that need additional work on their scope as well as identify funding are presented in the CIP as Future Projects.

The adopted FY2026 - FY2031 CIP is available on the Town website for comparison and comprises pages 230-463 of the adopted FY2026 Budget (PDF).

Planning Commission Alternatives:

The following alternatives are available to the Planning Commission for its decision on the FY 2027 – FY 2032 CIP:

1. Recommendation for approval as presented.
2. Recommendation for approval with amendments.
3. Continuance until a date specific.

Staff Recommendation:

1. Recommendation for approval as presented.

**TOWN OF HERNDON, VIRGINIA
PLANNING COMMISSION**

RESOLUTION

JANUARY 26, 2026

Resolution- to recommend to the Town Manager of the Town of Herndon the Proposed FY 2027–FY 2032 Capital Improvement Plan (CIP) and the Commission’s priorities, as presented at the Planning Commission work session of January 12, 2026, and regular meeting of January 26, 2026.

The Planning Commission of the Town of Herndon, Virginia has reviewed the proposed FY 2027–FY 2032 CIP; and found that the proposed CIP provides the necessary six-year financial planning schedule for the Town’s public facilities and improvements. The Planning Commission has determined that the proposed FY 2027–FY 2032 CIP aligns with the Town’s 2030 Comprehensive Plan and the action items found in the Town’s adopted Pedestrian Plan, Bicycle Network Master Plan, and 2024-2029 Strategic Plan. The Planning Commission recognizes that the proposed FY 2027–FY 2032 CIP is a draft and that adjustments will be necessary based upon additional information received during the finalization of the proposed FY 2027 Operating Budget.

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

1. The Planning Commission recommends the proposed FY 2027–FY 2032 CIP to the Town Manager of the Town of Herndon for further consideration and adoption by the Town Council.

CANCELLED DUE TO INCLEMENT WEATHER

General Government

Community Development

Central Elden Walkability Improvements	\$ 422,000	\$ 1,245,000	\$ 990,000				\$ 2,657,000
East Elden Street Improvements and Widening		\$ 9,852,995	\$ 23,745,532	\$ 31,094,568			\$ 64,693,095
Ferndale Ave. Improvements	\$ 270,000	\$ 235,000					\$ 505,000
Herndon Parkway at Sunset Park Drive Intersection	\$ 832,214		\$ 1,741,422	\$ 2,100,000	\$ 2,321,573		\$ 6,995,209
Locust Street ADA Sidewalk Improvements	\$ 864,891		\$ 1,326,516	\$ 5,522,865			\$ 7,714,272
Monroe Street Sidewalk Extension	\$ 188,000	\$ 580,000	\$ 1,365,000	\$ 490,000	\$ 1,242,200		\$ 3,865,200
South Elden St (Herndon Parkway to Sterling Rd	\$ 2,393,800	\$ 1,567,271	\$ 1,567,271	\$ 6,072,490	\$ 6,072,489	\$ 6,111,837	\$ 23,785,158
Sterling Road Improvements	\$ 128,000	\$ 496,000		\$ 462,000	\$ 400,000		\$ 1,486,000
Wayfinding & Identification Signage	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000			\$ 400,000
Total Community Development	\$ 5,198,905	\$ 14,076,266	\$ 30,835,741	\$ 45,841,923	\$ 10,036,262	\$ 6,111,837	\$ 112,100,934

Public Works

1481 Sterling Road's Future Determination	\$ 75,000	\$ 750,000					\$ 825,000
Generator Upgrades		\$ 75,000	\$ 750,000				\$ 825,000
Herndon Community Center Roof Replacement		\$ 1,600,000					\$ 1,600,000
Police Radio Consoles		\$ 30,000	\$ 325,000				\$ 355,000
Police Security Gate (Rear Access)	\$ 525,000						\$ 525,000
Racquetball Court Renovation	\$ 1,600,000						\$ 1,600,000
Runnymede Park-Atkins House Demolition	\$ 200,000						\$ 200,000
Salt Storage		\$ 120,000	\$ 1,200,000				\$ 1,320,000
Sidewalks, Trails and Bicycle Facilities	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,500,000
Town Hall Square & Depot Improvements		\$ 650,000	\$ 125,000				\$ 775,000
Town Wide Energy Conservation	\$ 5,000,000		\$ 10,000,000			\$ 6,000,000	\$ 21,000,000
Town-wide Security Improvements		\$ 250,000			\$ 50,000	\$ 500,000	\$ 800,000
Total Public Works	\$ 7,650,000	\$ 3,725,000	\$ 12,650,000	\$ 250,000	\$ 300,000	\$ 6,750,000	\$ 31,325,000

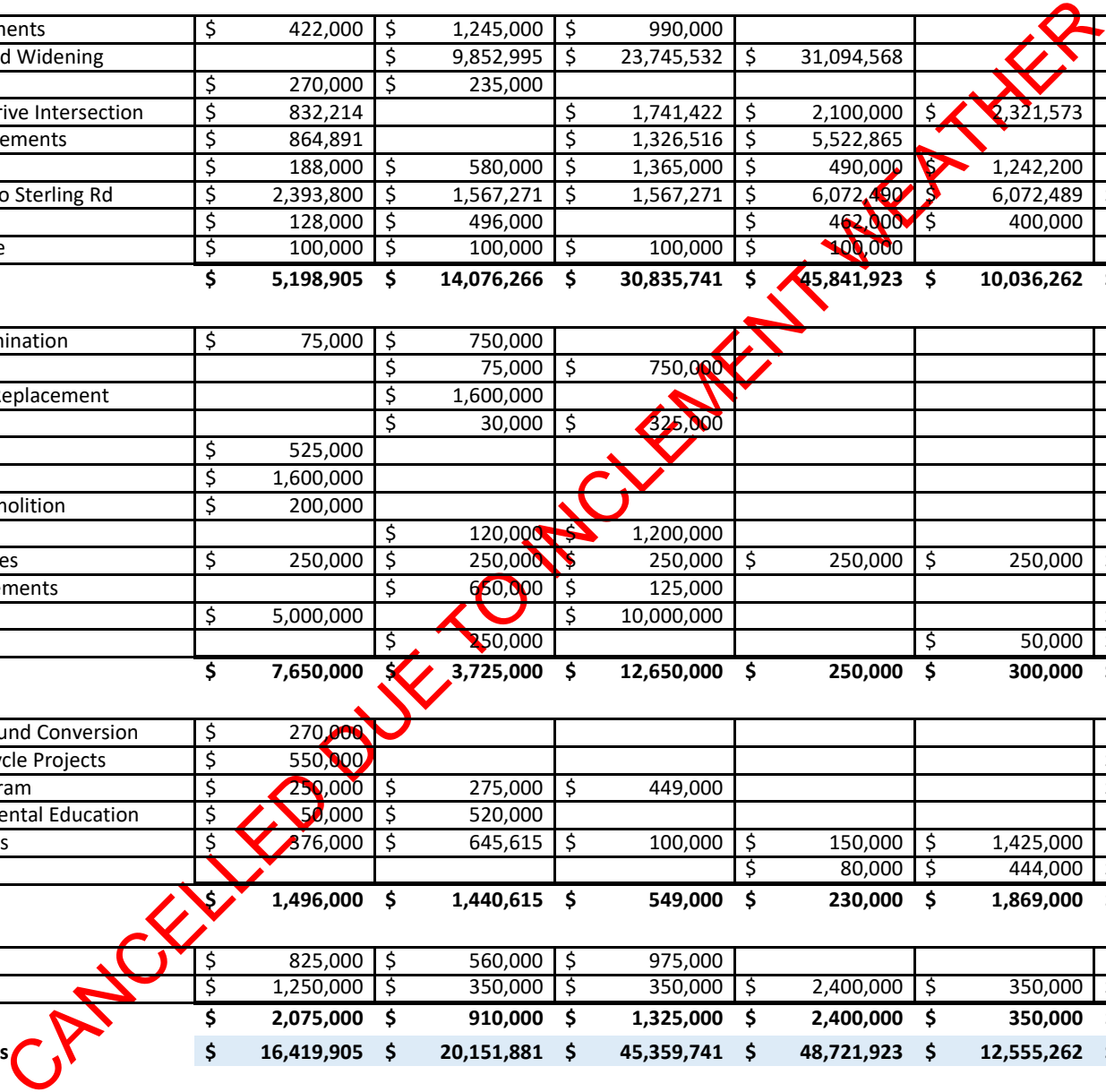
Parks & Recreation

Bready Park Tennis Bubble Year Round Conversion	\$ 270,000						\$ 270,000
Herndon Community Center Life Cycle Projects	\$ 550,000					\$ 350,000	\$ 900,000
Park Equipment Replacement Program	\$ 250,000	\$ 275,000	\$ 449,000			\$ 400,000	\$ 1,374,000
Runnymede Park Passive Environmental Education	\$ 50,000	\$ 520,000					\$ 570,000
Sports Field and Park Improvements	\$ 376,000	\$ 645,615	\$ 100,000	\$ 150,000	\$ 1,425,000		\$ 2,696,615
W&OD Trail Lighting				\$ 80,000	\$ 444,000	\$ 225,000	\$ 749,000
Total Parks & Recreation	\$ 1,496,000	\$ 1,440,615	\$ 549,000	\$ 230,000	\$ 1,869,000	\$ 975,000	\$ 6,559,615

Stormwater

Stormwater Facility Repair	\$ 825,000	\$ 560,000	\$ 975,000				\$ 2,360,000
Stream Restoration Program	\$ 1,250,000	\$ 350,000	\$ 350,000	\$ 2,400,000	\$ 350,000	\$ 350,000	\$ 5,050,000
Total Stormwater	\$ 2,075,000	\$ 910,000	\$ 1,325,000	\$ 2,400,000	\$ 350,000	\$ 350,000	\$ 7,410,000

Total General Government Projects	\$ 16,419,905	\$ 20,151,881	\$ 45,359,741	\$ 48,721,923	\$ 12,555,262	\$ 14,186,837	\$ 157,395,549
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Request Title	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	Budgeted Years
Enterprise Fund Projects							
Cemetery							
Chestnut Grove Cemetery	\$ 2,300,000						\$ 2,300,000
Total Cemetery	\$ 2,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,300,000
Golf Course							
Pump station for irrigation system	\$ 350,000						\$ 350,000
Total Golf Course	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Sewer Service & Maintenance							
Sewer System Conveyance		\$ 13,000,000					\$ 13,000,000
Sewer Main Relining and Manhole Rehab Program	\$ 500,000	\$ 600,000	\$ 700,000	\$ 800,000	\$ 900,000	\$ 500,000	\$ 4,000,000
Sewer Capacity Purchase		\$ 25,000,000					\$ 25,000,000
Sewer - Major Vehicles/Equipment	\$ 80,000	\$ 350,000					\$ 430,000
Total Sewer Service & Maintenance	\$ 580,000	\$ 38,950,000	\$ 700,000	\$ 800,000	\$ 900,000	\$ 500,000	\$ 42,430,000
Water Supply & Maintenance							
Water Utility Master Plan Improvements	\$ 9,407,000	\$ 8,050,000	\$ 16,150,000	\$ 2,200,000			\$ 35,807,000
Water - Major Vehicles/Equipment	\$ 461,000	\$ 500,000					\$ 961,000
General Water Maintenance and Replacement	\$ 4,742,000	\$ 8,762,000	\$ 7,006,000	\$ 4,955,000	\$ 3,841,000	\$ 2,840,000	\$ 32,146,000
Total Water Supply & Maintenance	\$ 14,610,000	\$ 17,312,000	\$ 23,156,000	\$ 7,155,000	\$ 3,841,000	\$ 2,840,000	\$ 68,914,000
Total Water & Sewer Enterprise Fund	\$ 15,190,000	\$ 56,262,000	\$ 23,856,000	\$ 7,955,000	\$ 4,741,000	\$ 3,340,000	\$ 111,344,000
Total Capital Costs	\$ 34,259,905	\$ 76,413,881	\$ 69,215,741	\$ 56,676,923	\$ 17,296,262	\$ 17,526,837	\$ 271,389,549

CANCELLED - NOT TO BE INCLUDED IN WEATHER

**Town of Herndon, Virginia
Notice of Public Hearing**

Notice is hereby given that the Planning Commission of the Town of Herndon, Virginia, will hold a public hearing on Monday, January 26, 2026, at 7:00 p.m. in the Herndon Council Chambers Building, located at 765 Lynn Street, Herndon, on the following items:

APPLICATION FOR A SPECIAL EXCEPTION– SE #25-03, 1207 Sunrise Court, to consider a special exception to permit a home-based child daycare use within the PD-R, Planned Development-Residential, zoning district. The proposed use would increase the maximum number of children enrolled from seven to 12. The property is zoned PD-R, Planned-Development Residential District. The property is designated in the Herndon 2030 Comprehensive Plan as "Neighborhood Conservation." The 8,929 square-foot lot is located on the south side of Sunrise Court, at the intersection with Morningside Court. Fairfax County Tax Map Reference Number: 0161 18 0022. Applicant and owner: Idalia Bonilla Alvarenga.

TOWN OF HERNDON FY 2027 – FY 2032 CAPITAL IMPROVEMENT PLAN (CIP). The Planning Commission will take public comment on the Town's CIP and will consider a recommendation to the Town Manager. The Town Manager will subsequently recommend an operating budget and CIP to the Town Council. The CIP is a financial planning document that establishes a six-year schedule for public improvements and serves as a companion policy document to the Town of Herndon 2030 Comprehensive Plan.

The public is encouraged to participate in the town's public hearing process. Individuals having an interest in the above items are invited to attend the public hearing and state their opinions. Individuals may also submit comments to planning.commission@herndon-va.gov.

The proposed items are available for examination by the public at the 2nd floor counter of the Herndon Municipal Center, 777 Lynn Street, Herndon, during normal business hours (Monday – Friday) and also available for review on the town's website www.herndon-va.gov.

The Town of Herndon supports the Americans with Disabilities Act by making reasonable accommodations for persons with disabilities so that they may participate in services, programs, or activities, offered by the town. Please call (703) 435-6804 to arrange for any accommodation that may be necessary to allow for participation.

Amanda Morrow Kertz, Town Clerk

Note to Publisher:

Publish on January 9/January 16, 2026

Proposed FY 2027 – FY 2032 Capital Improvement Plan

Planning Commission Public Hearing
January 26, 2026

Definition and Purpose

The Capital Improvement Plan (CIP)

- Financial planning document with a six-year schedule for a variety of public facilities and improvements throughout the town.
- The first year of the CIP becomes part of the annual operating budget.
- Beyond the first year (the budget year) the CIP is a plan and a general commitment to support major project phases from concept through design and construction.

Alignment with Comprehensive Plan

The Capital Improvement Program (CIP)

- Projects should support the intent and implementation of the 2030 Comprehensive Plan.
- The 2030 Comprehensive Plan includes planning guidance for significant improvements in town infrastructure and facilities that may require the future use of additional debt or bonds.
- Major infrastructure CIP projects are necessary to support redevelopment per the Comprehensive Plan.

Alignment with Strategic Plan

The Capital Improvement Program (CIP)

- Projects support the intent and implementation of the 2024 Strategic Plan.



Responsibility/Process

The Capital Improvement Program (CIP)

- [State Code: §15.2-2239](#). “Local planning commission to prepare and submit annually capital improvement plan to governing body or official charged with preparation of budget.”
- The Town Manager is requesting, per the State Code, the Commission’s recommendation regarding the proposed CIP and ranking of the proposed projects and proposals for additional projects for future years.
- The Town Manager will consider the Commission’s recommendation while developing the proposed FY 2027 Annual Budget for presentation to the Town Council.

Overview

The Proposed FY2027 – FY2032 CIP contains:

- General Government Projects pertaining to:
 - (9) Multi-Modal Transportation - \$112,101,000
 - (12) Government Facilities Infrastructure - \$31,325,000
 - (6) Parks and Recreation - \$6,560,000
 - (2) Stormwater - \$7,410,000
- Enterprise Fund Projects relating to:
 - (1) Golf - \$350,000
 - (1) Cemetery - \$2,300,000
 - (7) Water and Sewer - \$111,344,000

The total capital costs Proposed FY27-FY32 - \$271,390,000

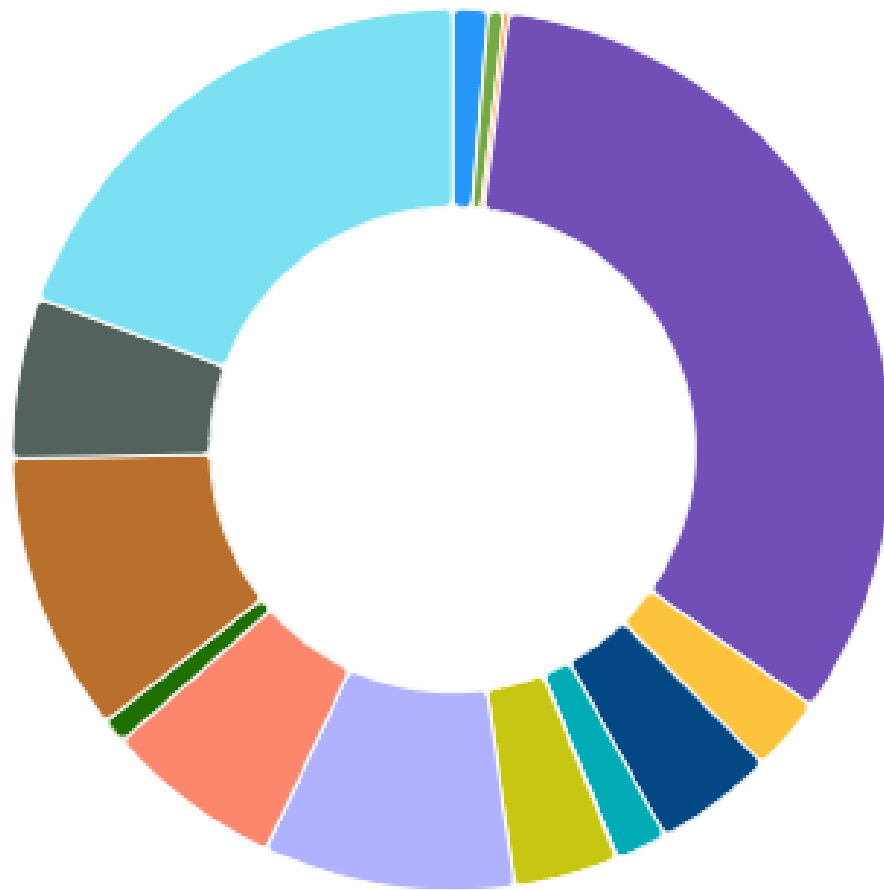
Summary of Proposed FY2027 – FY2032 Capital Cost

Planning Commission Proposed CIP 1/1/26/2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	Budgeted Years
General Government							
Community Development							
Central Elden Walkability Improvements	\$ 422,000	\$ 1,245,000	\$ 990,000				\$ 2,657,000
East Elden Street Improvements and Widening		\$ 9,852,995	\$ 23,745,532	\$ 31,094,568			\$ 64,693,095
Ferndale Ave. Improvements	\$ 270,000	\$ 235,000					\$ 505,000
Herndon Parkway at Sunset Park Drive Intersection	\$ 832,214		\$ 1,741,422	\$ 2,100,000	\$ 2,321,573		\$ 6,995,209
Locust Street ADA Sidewalk Improvements	\$ 864,891		\$ 1,326,516	\$ 5,522,865			\$ 7,714,272
Monroe Street Sidewalk Extension	\$ 188,000	\$ 580,000	\$ 1,365,000	\$ 490,000	\$ 1,242,200		\$ 3,865,200
South Elden St (Herndon Parkway to Sterling Rd)	\$ 2,393,800	\$ 1,567,271	\$ 1,567,271	\$ 6,072,490	\$ 6,072,489	\$ 6,111,837	\$ 23,785,158
Sterling Road Improvements	\$ 128,000	\$ 496,000		\$ 462,000	\$ 400,000		\$ 1,486,000
Wayfinding & Identification Signage	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000			\$ 400,000
Total Community Development	\$ 5,198,905	\$ 14,076,266	\$ 30,835,741	\$ 45,841,923	\$ 10,036,262	\$ 6,111,837	\$ 112,100,934
Public Works							
1481 Sterling Road's Future Determination	\$ 75,000	\$ 750,000					\$ 825,000
Generator Upgrades		\$ 75,000	\$ 750,000				\$ 825,000
Herndon Community Center Roof Replacement		\$ 1,600,000					\$ 1,600,000
Police Radio Consoles		\$ 30,000	\$ 325,000				\$ 355,000
Police Security Gate (Rear Access)	\$ 525,000						\$ 525,000
Racquetball Court Renovation	\$ 1,600,000						\$ 1,600,000
Runnymede Park-Atkins House Demolition	\$ 200,000						\$ 200,000
Salt Storage		\$ 120,000	\$ 1,200,000				\$ 1,320,000
Sidewalks, Trails and Bicycle Facilities	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,500,000
Town Hall Square & Depot Improvements		\$ 650,000	\$ 125,000				\$ 775,000
Town Wide Energy Conservation	\$ 5,000,000		\$ 10,000,000			\$ 6,000,000	\$ 21,000,000
Town-wide Security Improvements		\$ 250,000			\$ 50,000	\$ 500,000	\$ 800,000
Total Public Works	\$ 7,650,000	\$ 3,725,000	\$ 12,650,000	\$ 250,000	\$ 300,000	\$ 6,750,000	\$ 31,325,000
Parks & Recreation							
Bready Park Tennis Bubble Year Round Conversion	\$ 270,000						\$ 270,000
Herndon Community Center Life Cycle Projects	\$ 550,000					\$ 350,000	\$ 900,000
Park Equipment Replacement Program	\$ 250,000	\$ 275,000	\$ 449,000			\$ 400,000	\$ 1,374,000
Runnymede Park Passive Environmental Education	\$ 50,000	\$ 520,000					\$ 570,000
Sports Field and Park Improvements	\$ 376,000	\$ 645,615	\$ 100,000	\$ 150,000	\$ 1,425,000		\$ 2,696,615
W&OD Trail Lighting				\$ 80,000	\$ 444,000	\$ 225,000	\$ 749,000
Total Parks & Recreation	\$ 1,496,000	\$ 1,440,615	\$ 549,000	\$ 230,000	\$ 1,869,000	\$ 975,000	\$ 6,559,615
Stormwater							
Stormwater Facility Repair	\$ 825,000	\$ 560,000	\$ 975,000				\$ 2,360,000
Stream Restoration Program	\$ 1,250,000	\$ 350,000	\$ 350,000	\$ 2,400,000	\$ 350,000	\$ 350,000	\$ 5,050,000
Total Stormwater	\$ 2,075,000	\$ 910,000	\$ 1,325,000	\$ 2,400,000	\$ 350,000	\$ 350,000	\$ 7,410,000
Total General Government Projects	\$ 16,419,905	\$ 20,151,881	\$ 45,359,741	\$ 48,721,923	\$ 12,555,262	\$ 14,186,837	\$ 157,395,549

Summary of Proposed FY2027 – FY2032 Capital Cost (continued)

Request Title	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	Budgeted Years
Enterprise Fund Projects							
Cemetery							
Chestnut Grove Cemetery	\$ 2,300,000						\$ 2,300,000
Total Cemetery	\$ 2,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,300,000
Golf Course							
Pump station for irrigation system	\$ 350,000						\$ 350,000
Total Golf Course	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Sewer Service & Maintenance							
Sewer System Conveyance		\$ 13,000,000					\$ 13,000,000
Sewer Main Relining and Manhole Rehab Program	\$ 500,000	\$ 600,000	\$ 700,000	\$ 800,000	\$ 900,000	\$ 500,000	\$ 4,000,000
Sewer Capacity Purchase		\$ 25,000,000					\$ 25,000,000
Sewer - Major Vehicles/Equipment	\$ 80,000	\$ 350,000					\$ 430,000
Total Sewer Service & Maintenance	\$ 580,000	\$ 38,950,000	\$ 700,000	\$ 800,000	\$ 900,000	\$ 500,000	\$ 42,430,000
Water Supply & Maintenance							
Water Utility Master Plan Improvements	\$ 9,407,000	\$ 8,050,000	\$ 16,150,000	\$ 2,200,000			\$ 35,807,000
Water - Major Vehicles/Equipment	\$ 461,000	\$ 500,000					\$ 961,000
General Water Maintenance and Replacement	\$ 4,742,000	\$ 8,762,000	\$ 7,006,000	\$ 4,955,000	\$ 3,841,000	\$ 2,840,000	\$ 32,146,000
Total Water Supply & Maintenance	\$ 14,610,000	\$ 17,312,000	\$ 23,156,000	\$ 7,155,000	\$ 3,841,000	\$ 2,840,000	\$ 68,914,000
Total Water & Sewer Enterprise Fund	\$ 15,190,000	\$ 56,262,000	\$ 23,856,000	\$ 7,955,000	\$ 4,741,000	\$ 3,340,000	\$ 111,344,000
Total Capital Costs	\$ 34,259,905	\$ 76,413,881	\$ 69,215,741	\$ 56,676,923	\$ 17,296,262	\$ 17,526,837	\$ 271,389,549

Funding Sources for FY2027 – FY2032 CIP Projects



Capital Reserve Funds (1%)	\$3,532,214.00
Community Project Funding / 20% Match (1%)	\$1,561,000.00
Congestion Mitigation and Air Quality (CMAQ) - NVTA (0%)	\$500,000.00
Enterprise Funds (33%)	\$88,994,000.00
Fairfax County Stormwater Tax Revenue (3%)	\$7,410,000.00
G.O. Bonds (4%)	\$12,000,000.00
General Fund (2%)	\$5,083,000.00
NVTA - Local 30% Revenue (HB2313 Local) (0%)	\$106,000.00
NVTA - Regional 70% Revenue (HB2313 Regional) (4%)	\$10,400,000.00
Revenue Bonds/Water & Sewer (9%)	\$25,000,000.00
Revenue Sharing (Local match) - VDOT Funding Program (7%)	\$17,773,725.00
RSTP - NVTA Funding (1%)	\$2,534,000.00
SmartScale - HP (State) - VDOT Funding Program (10%)	\$27,791,095.00
SmartScale - District Program - VDOT Funding Program (6%)	\$15,999,999.00
Unfunded (19%)	\$52,704,516.00

TOTAL \$271,389,549.00

Staffs' Comments

- The projects are consistent with Town's 2030 Comprehensive Plan.
- Significant CIP transportation projects:
 - Included in the Comprehensive Plan
 - Included in regional plans and programs
 - Supported by county, regional, state and federal grants
- Significant Facilities Infrastructure Projects:
 - Included in Town of Herndon Strategic Plan
 - Part of TOH supported Energy Saving Performance Contract Program
- Portions of unfunded project costs may be considered for general obligation bond funding
- The staff recommends the resolution be adopted

Questions/Comments?

TOWN OF
Herndon

LIVE DIFFERENTLY.