TOWN OF Herndon VIRGINIA

HERNDON PLANNING COMMISSION
Work Session Minutes
Monday, February 10, 2025

1. Call to Order

Chair Romeo called the February 10, 2025, Planning Commission work session to order at 7:00 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Commissioners Jay Donahue, Dua'a Elbarasse, Yung Kim, Kevin Moses, Samuel Richardson, Meron Yohannes, and Chair Michael Romeo.

Staff present during the meeting: Lesa Yeatts, Town Attorney; Lisa Gilleran, Director of Community Development; David Stromberg, Zoning Administrator; Fadrique Iglesias, Community Planner; Collin Okoniewski, Planning Operations Manager; Aaron Zoellick, Clerk of Boards and Commissions

Chair Romeo determined there was a quorum of seven members present.

2. Public Hearings

a. Application for a Special Exception – SE #24-03, 1402 Winterland Ct., to consider a special exception to permit a home-based child daycare use within the PD-R, Planned Development-Residential, zoning district.

Chair Romeo opened the work session and called on Mr. Iglesias for the staff report.

Mr. Iglesias delivered the staff report and presentation dated February 10, 2025, which are on file with the Department of Community Development. Mr. Iglesias stated that this is an application for a Special Exception to permit a home-based child daycare use within the PD-R, Planned Development-Residential, zoning district at 1402 Winterland Ct. Staff supports the Planning Commission recommending approval with conditions of the Special Exception to the Town Council.

There was a discussion among the Planning Commission and staff on this item, including: (1) clarification on why drop off is limited to the curbside and does not include the driveway; (2) clarification on the proposed and existing hours of

operation; (3) the number of staff that are required; (4) clarification if the applicant is included in the staff count; (5) the amount of parking available in the driveway; (6) and clarification on the number of allowed offsite staff members.

b. Zoning Ordinance Text Amendment ZOTA #25-02, to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review, and Permitting), Table 78-152.2(b)(3) (Fees for Development Applications) to adjust development fees in accordance with a comprehensive fee evaluation.

Chair Romeo opened the work session and called on Mr. Okoniewski for the staff report.

Mr. Okoniewski delivered the staff report and presentation dated February 10, 2025, which are on file with the Department of Community Development. Mr. Okoniewski stated this is a proposal to adjust development application fees to account for the increased cost of staff review times and to bring fees in line with neighboring jurisdictions. Staff supports the Planning Commission recommending approval of the draft ordinance to the Town Council.

There was a discussion among the Planning Commission and staff on this item, including: (1) whether staff sought or received input from people that would be paying the proposed fees; (2) clarification on how often the fees are reviewed; (3) clarification on the process for updating the fees; (4) whether the Town has a process for reviewing bond estimates; (5) recommendation to update fees every five years; (6) a request for a comparison of fee costs compared to other jurisdictions; (7) suggestion that some of the larger fees for zoning or redevelopment seem low - consultant fees beyond $10,000 should be paid for by the applicant; and (8) a request for a breakdown of how many of the HDRB/ARB applications are from homeowners.

3. Comments

a. Comments from the Staff Members

Ms. Gilleran stated that the Town Council had a retreat where they reviewed the strategic plan and set priorities. Staff is still working to secure federal funding for the comprehensive plan.

b. Comments from the Commissioners

No comments were offered.

4. Adjournment

There being no further business, and without objection, the February 10, 2025, Planning Commission work session adjourned at 7:43 p.m.