HERNDON PLANNING COMMISSION
Work Session Minutes
Monday, May 5, 2025

1. Call to Order

Chair Romeo called the May 5, 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 Yung Kim, Stephen Mundt, Samuel Richardson, Vice Chair Yohannes, and Chair Michael Romeo.

Commissioner Jay Donahue was absent.

Staff present during the meeting: Lesa Yeatts, Town Attorney; Lisa Gilleran, Director of Community Development; Bryce Perry, Deputy Director of Community Development; Ben Schitter, Development Program Planner; and Aaron Zoellick, Clerk of Boards and Commissions.

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

2. Public Hearings

a. ZONING ORDINANCE TEXT AMENDMENT - ZOTA #25-01 - PD-TRG2 - Planned Development - Transit Related Growth Low Density Residential and Low Impact Commercial.

Chair Romeo opened the work session and called on Ms. Gilleran for the staff report.

Ms. Gilleran presented slides from the April 28, 2025, Planning Commission regular meeting presentation, which are on file with the Department of Community Development.

Ms. Gilleran stated that Wire Gill and McGuire Woods provided public comments on ZOTA #25-01. The public comments submitted are on file with the Department of Community Development.

There was a discussion between the Planning and staff on this item, including: (1) building heights and staff's belief that development should be held to four stories with some allowance for additional activity space on the roof; (2) developing

language based on feedback received from developers; (3) clarification on how garages and storage areas figure into building height calculations; (4) clarification on whether there is a definition for floor or story within the Town's zoning ordinance; (5) HVAC equipment location and screening options; (6) the importance of screening if HVAC equipment is placed in the front of a building; (7) the ease of maintenance if HVAC equipment is allowed on the ground; (8) the need for flexibility and a preference that if HVAC equipment is located on the ground that it be in the rear of the building; (9) buffers and setbacks; (10) consideration of properties that require underground utilities along the property line; (11) permitted planting within a utility easement; (12) the purpose of the proposed 50-foot buffer zone; (13) concern about the proposed density of trees in the buffer zone; (14) clarification on when a wall versus a fence would be required between residential and non-residential properties; (15) request for an exhibit that shows what the buildable space would look like once the buffers and setbacks are added in; (16) whether material requirements should be provided for fences; (17) consolidation of sign regulations; and (18) the possibility of reducing parking space requirements to two parking spaces per dwelling unit.

3. Comments

a. Comments from the Staff Members

No comments were offered.

b. Comments from the Commissioners

No comments were offered.

4. Adjournment

There being no further business, and without objection, the May 5, 2025, Planning Commission work session adjourned at 8:13 p.m.