TOWN OF Herndon VIRGINIA

HERNDON PLANNING COMMISSION
Regular Meeting Minutes
Monday, September 22, 2025

1. Call to Order

Chair Romeo called the September 22, 2025, Planning Commission regular meeting to order at 7:05 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Commissioners Andrew Beatty, Jay Donahue, Yung Kim, Stephen Mundt, Samuel Richards, Vice Chair 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; and Aaron Zoellick, Clerk of Boards and Commissions.

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

2. Approval of Minutes

a. June 9, 2025, Planning Commission Work Session Minutes

b. June 23, 2025, Planning Commission Regular Meeting Minutes

Commissioner Mundt motioned to approve the June 9, 2025, Planning Commission work session minutes and the June 23, 2025, Planning Commission regular meeting minutes. Motion seconded by Commissioner Beatty. The question was called on the motion, which was carried by a 7 - 0 roll call vote. Commissioners Beatty, Donahue, Kim, Mundt, Richardson, Vice Chair Yohannes, and Chair Romeo voted "Aye".

3. Comments

a. Comments from the Staff Members

Ms. Gilleran provided an update on the Comprehensive Plan contract going to Town Council.

Chair Romeo asked when the Planning Commission will begin reviewing the Comprehensive Plan materials?
Ms. Gilleran responded.

Ms. Gilleran stated that the Town Council will review a resolution regarding the Town Manager at their September 23, 2025, meeting.

b. Comments from the Commissioners

Commissioner Mundt asked for clarification regarding the 5-Year Plan and the Comprehensive Plan.
Ms. Gilleran responded.

Commissioner Mundt asked when the 5-Year Plan was last reviewed.
Ms. Gilleran responded.

Chair Romeo asked if plans like the Transit-Related Growth Area (TRG) are considered updates to the 5-Year Plan?
Ms. Gilleran responded.

c. Comments from Citizens

No comments were offered.

4. <u>Public Hearings</u>

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 September 5 and September 12, 2025, issues.

a. ZOTA #25-04, to amend Chapter 78 (ZONING) to update sections for conformance with the Code of Virginia, to clarify certain processes, notice requirements, and make other housekeeping amendments as deemed necessary and appropriate.

Chair Romeo opened the public hearing and called on Mr. Stromberg for the staff presentation.

Mr. Stromberg delivered the staff presentation dated September 22, 2025, which is on file with the Department of Community Development. Staff is recommending that the Planning Commission recommend approval of ZOTA #25-04 to the Town Council.

There was a discussion between the Planning Commission and staff on this item, including: (1) clarification on when signs are posted; (2) clarification on when applications are advertised in the newspaper; and (3) whether sending adjacent property letters five business days prior to the regular meeting would be acceptable.

Chair Romeo recognized members of the public for comment.

No comments were offered.

Chair Romeo closed the public hearing and moved to the Commission level for discussion and possible action.

Commissioner Mundt motioned to recommend approval of ZOTA #25-04 to Town Council as presented. Motion seconded by Commissioner Donahue.

Vice Chair Yohannes stated that they support the five-day requirement for consistency.
Commissioner Beatty agreed with Vice Chair Yohannes.
Commissioner Mundt asked if the standard that signs are posted two weeks prior to the regular meeting is in writing somewhere. Mr. Stromberg responded.
Vice Chair Yohannes asked if it was necessary to have the advertising two Fridays prior to the regular meeting. Ms. Yeatts responded.
Chair Romeo stated that he prefers following the state code standard of five days for mailing notices but not enough to vote against the motion.

The question was called on the motion, which was carried by a 5 - 2 roll call vote. Commissioners Donahue, Kim, Mundt, Richardson, and Chair Romeo vote "Aye". Commissioners Beatty and Vice Chair Yohannes voted "No".

5. Adjournment

There being no further business, and without objection, the September 22, 2025, Planning Commission regular meeting adjourned at 7:27 p.m.