TOWN OF Herndon VIRGINIA

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:

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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.

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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 8:23 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Planning Commission : _____

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