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.

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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: _____

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