TOWN OF Herndon VIRGINIA

HERNDON PLANNING COMMISSION
Regular Meeting Minutes
Monday, October 27, 2025

1. Call to Order

Chair Romeo called the October 27, 2025, Planning Commission regular meeting to order at 7:01 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Commissioners Andrew Beatty, Yung Kim, Stephen Mundt, Vice Chair Meron Yohannes, and Chair Michael Romeo.

Commissioners Jay Donahue and Samuel Richardson were 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; Becky Skillin, Deputy Town Clerk; and Aaron Zoellick, Clerk of Boards and Commissions.

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

2. Approval of Minutes

a. September 8, 2025, Planning Commission Work Session

b. September 22, 2025, Planning Commission Regular Meeting

Commissioner Mundt motioned to approve the September 8, 2025, Planning Commission work session minutes and the September 22, 2025, Planning Commission regular meeting minutes. Motion seconded by Commissioner Beatty. The question was called on the motion, which was carried by a 5 - 0 roll call vote. Commissioners Beatty, Kim, Mundt, Vice Chair Yohannes, and Chair Romeo voted "Aye." Commissioners Jay Donahue and Samuel Richardson were absent.

3. Comments

a. Comments from the Staff Members

Lesa Yeatts, Town Attorney, introduced Becky Skillin, Deputy Town Clerk, to the Planning Commission.

b. Comments from the Commissioners

No comments were offered.

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c. Comments from Citizens

No comments were offered.

4. Public Hearings

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 October 10 and October 17, 2025, issues.

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 the public hearings for ZOTA #25-05 and SOTA #25-01 will be presented concurrently, but acted on separately. Chair Romeo opened the public hearings and called on Bryce Perry, Deputy Director of Community Development, and David Stromberg, Zoning Administrator, for the staff presentations.

Mr. Perry delivered the concurrent staff report and presentation of the two items, dated October 27, 2025. Mr. Perry reviewed the requested amendments, which are primarily administrative and housekeeping in nature, and are necessary to keep consistency with the Code of Virginia. Staff supports that the Planning Commission consider and recommend ZOTA #25-05 and SOTA #25-01 for approval to the Town Council.

Public Hearing and Vote
ZOTA #25-05
Chair Romeo recognized members of the public for comment on ZOTA #25-05.

Seeing no comments from the audience, Chair Romeo closed the public hearing for ZOTA #25-05 and moved to the Commission level for discussion and possible action.

Vice Chair Yohannes motioned to approve 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, as presented. Motion seconded by Commissioner Beatty. The

question was called on the motion which was carried by a 5-0 roll call vote. Commissioners Beatty, Kim, Mundt, Vice Chair Yohannes, and Chair Romeo voted "Aye." Commissioners Jay Donahue and Samuel Richardson were absent.

Public Hearing and Vote
SOTA #25-01
Chair Romeo recognized members of the public for comment on SOTA #25-01.

Seeing no comments from the audience, Chair Romeo closed the public hearing for SOTA #25-01 and moved to the Commission level for discussion and possible action.

Commissioner Mundt motioned to approve 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, as presented. Motion seconded by Commissioner Kim. The question was called on the motion which was carried by a 5-0 roll call vote. Commissioners Beatty, Kim, Mundt, Vice Chair Yohannes, and Chair Romeo voted "Aye." Commissioners Jay Donahue and Samuel Richardson were absent.

5. New Business

a. Resolution to establish the Planning Commission meeting schedule for January 1, 2026, to December 31, 2026.

Chair Romeo opened the new business portion of the agenda and called on Lesa Yeatts, Town Attorney, for the staff report. Ms. Yeatts provided a summary of the proposed 2026 Planning Commission meeting calendar. Ms. Yeatts gave an overview of the rules for virtual attendance at meetings.

There was a discussion among the Planning Commission and staff on this item, including a request to staff for clarification on electronic participation.

Vice Chair Yohannes motioned to approve the proposed Planning Commission meeting schedule for January 1, 2026, to December 31, 2026, as presented. Motion seconded by Chair Romeo. The question was called on the motion which was carried by a 5-0 roll call vote. Commissioners Beatty, Kim, Mundt, Vice Chair Yohannes, and Chair Romeo voted "Aye." Commissioners Jay Donahue and Samuel Richardson were absent.

6. Closed Meeting

a. A closed meeting pursuant to the Code of Virginia Section 2.2-3711(A)(19) for a briefing on facility security.

Lesa Yeatts, Town Attorney, provided a summary of rules regarding closed

meetings.

Chair Romeo stated that the Planning Commission needed to go into a closed meeting. The closed meeting was held in the Council Chambers in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia.

Commissioner Mundt motioned that the Planning Commission convene in a closed meeting to discuss the following as permitted by the Code of Virginia Section 2.2-3711(A)(19), for a briefing on facility security. Motion seconded by Commissioner Beatty. The question was called on the motion which was carried by a 5 - 0 roll call vote. Commissioners Beatty, Kim, Mundt, Vice Chair Yohannes, and Chair Romeo voted "Aye." Commissioners Jay Donahue and Samuel Richardson were absent.

The Planning Commission went into closed meeting at 7:17 p.m.

Commissioner Kim motioned to come out of the closed meeting. Motion seconded by Commissioner Mundt. The question was called on the motion, which was carried by a 5 - 0 roll call vote. Commissioners Beatty, Kim, Mundt, Vice Chair Yohannes, and Chair Romeo voted "Aye." Commissioners Jay Donahue and Samuel Richardson were absent.

The Planning Commission came out of the closed meeting at 8:27 p.m.

Commissioner Beatty motioned to certify that, to the best of each member's knowledge, that only public business matters lawfully exempted from open meeting requirements by the Code of Virginia were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as we identified in the motion convening the closed meeting were heard, discussed, or considered by the Planning Commission. Motion seconded by Commissioner Mundt. The question was called on the motion, which was carried by a 5 - 0 roll call vote. Commissioners Beatty, Kim, Mundt, Vice Chair Yohannes, and Chair Romeo voted "Aye." Commissioners Jay Donahue and Samuel Richardson were absent.

7. Adjournment

There being no further business, and without objection, Chair Romeo adjourned the October 27, 2025, Planning Commission regular meeting at 8:29 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Planning Commission: _____

[Note: Approved resolutions are on file in the Department of Community Development.]

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