TOWN OF Herndon VIRGINIA

# HERNDON PLANNING COMMISSION

**Work Session Minutes**
**Monday, January 12, 2026**

## 1. Call to Order

Chair Romeo called the January 12, 2026, 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 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; Kirstyn Jovanovich, Deputy Town Manager; Lisa Gilleran, Director of Community Development; John Irish, Deputy Director of Public Works; John Verdin, Capital Projects Program Manager; Fadrique Iglesias, Community Planner; Margie Tacci, Deputy Town Clerk; and Becky Skillin, Deputy Town Clerk.

Chair Romeo stated that all Commissioners were present, which constituted a quorum. Commissioner Beatty left at 7:19 p.m. to attend to family matters.

## 2. Public Hearings

### a. Application for a Special Exception – SE #25-03, 1207 Sunrise Court, to consider a special exception to permit a home-based child daycare use within the PD-R, Planned Development-Residential, zoning district

Chair Romeo called on Fadrique Iglesias, Community Planner, who delivered the staff report and presentation dated January 12, 2026. Mr. Iglesias explained the purpose of the application is to request approval to increase the maximum number of children from seven to 12 in a home-based daycare in the Four Seasons community. The application adheres to zoning requirements and special exception conditions.

There was discussion between staff and the Commission on this item including:

1. Operating hours.
2. Drop-off and pick-up locations. Mr. Iglesias noted that neighbors prefer a driveway drop-off.
3. Parking.

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4. Communication among stakeholders. Mr. Iglesias stated that no comments from neighbors were received.
5. Limits on the numbers of children per permit.

Lisa Gilleran, Director of Community Development, commented that most complaints from neighbors regarding home-based childcare reference traffic congestion.

Mr. Iglesias offered to provide traffic counts to measure congestion.

Chair Romeo suggested rewording the conditions regarding parking, numbers of children permitted, and available square feet inside and outside.

**b. Town of Herndon FY 2027 - FY 2032 Capital Improvement Plan (CIP)**

Chair Romeo called on John Verdin, Capital Improvement Plan (CIP) Program Manager, for the staff presentation.

Mr. Verdin presented the staff report dated January 12, 2026, and provided a demonstration of the Town's primary planning platform, ClearGov.com. He reviewed the role and structure of the Capital Improvement Plan (CIP) Review Committee, noting the committee's expansion to five members across Town departments and explaining that the committee evaluates projects based on imminence, priority, available resources, and cost.

A total of 37 projects are currently included in the CIP. Mr. Verdin discussed needs identified for the FY27 budget, including:

1. Brady Park tennis bubble.
2. Racquetball court renovation.
3. Energy conservation projects.
4. Water and sewer system improvements.
5. Runnymede Park.
6. Sterling Road.

John Irish, Deputy Director of Public Works, reviewed funding sources, the procurement process, and coordination with non-Town contributors on capital construction projects.

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Staff noted that comprehensive Capital Improvement Plans and budget documents are available through Town Council meeting minutes.

There was discussion between staff and the Commission on this item, including:

1. CIP changes, the review committee, and the review process.
2. Sterling Road improvements.
3. Racquetball court renovation schedule and impacts.
4. Mold remediation methods.
5. Repairs to sidewalks, manholes, the golf course cart barn, HVAC systems, and security systems.
6. Funding sources.
7. Energy conservation initiatives.
8. Runnymede Park and town-wide security improvement program plans.

Chair Romeo recommended edits to the proposed resolution, which staff would review to incorporate into the proposed resolution included in the next regular meeting agenda.

## 3. Comments

### a. Comments from the Staff Members

Chair Romeo recognized staff members for additional comments.

Lisa Gilleran, Director of Community Development, commented on the joint session with the Town Council on February 17, 2026, to discuss the Comprehensive Plan.

Chair Romeo asked for clarification on the joint session agenda and the Comprehensive Plan's schedule.

Ms. Gilleran discussed the upcoming update to the Town’s Comprehensive Plan, noting:

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1. The Town is launching a two-year Comprehensive Plan update, beginning with small area plans.
2. A two-phase housing study will evaluate local housing conditions and then support implementation of Council-approved recommendations.
3. Significant community input will continue throughout the housing study process.

**b. Comments from the Commissioners**

Chair Romeo recognized Commissioners for comments.

Commissioner Beatty: no comments (departed earlier).
Commissioner Donahue: no comments.
Commissioner Kim: noted upcoming travel on February 21, 2026.
Commissioner Mundt: clarified procedural questions for the organizational meeting on January 26, 2026.
Commissioner Richardson: no comments.
Vice Chair Yohannes: no comments.
Chair Romeo: appreciated WinterMarkt's contribution to the community and encouraged volunteer participation. He noted his travel plans that would have interfered with the January 26, 2026, meeting [had the January 26, 2026 meeting not been canceled due to weather].

In anticipation of the upcoming absence of the Chair and Vice Chair, Commissioner Mundt moved to appoint Commissioner Donahue as Chair Pro Tem for the Planning Commission's Regular Meeting on January 26, 2026. Chair Romeo seconded the motion. The motion was approved by a 5-0 vote, with Commissioners Richardson, Mundt, Kim, Vice Chair Yohannes, and Chair Romeo voting "Aye". Commissioner Donahue abstained. Commissioner Beatty had departed the meeting at 7:19 p.m.

**4. Adjournment**

There being no further business, and without objection, Chair Romeo adjourned the January 12, 2026, Planning Commission Work Session at 8:42 p.m.

**Becky Skillin**
**Deputy Town Clerk**

Minutes approved by the Planning Commission : _____

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