TOWN OF Herndon VIRGINIA

HERNDON PLANNING COMMISSION

Work Session Minutes
Monday, April 13, 2026

1. Call to Order

Chair Romeo called the Planning Commission Work Session to order on Monday, April 13, 2026, at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Commissioners Andrew Beatty; Yung C. Kim; Samuel F. Richardson II; Brenda Wichman; Vice Chair Meron Yohannes; and Chair Michael G. Romeo.

Commissioner Steven Mundt was absent.

Staff present during the meeting: Lesa Yeatts, Town Attorney; Kirstyn Jovanovich, Deputy Town Manager; Lisa Gilleran, Director of Community Development; Bryce Perry, Deputy Director of Community Development; Dave Stromberg, Zoning Administrator; Fadrique Iglesias, Community Planner; Angelina Jones, Lead Planner; and Amanda Kertz, Town Clerk.

Chair Romeo stated that a quorum was present.

Amend Agenda

Chair Romeo stated that staff will withdraw Public Hearing Item 2(e), Zoning Ordinance Text Amendment ZOTA #26-03 to amend Chapter 78 (ZONING), Article VII (Use Regulations), Section 78-71.1 (Indoor Entertainment Use Category), and Article XVIII (Definitions), Section 78-180 (Definitions) to define casino-related terms and establish land use provisions for casino establishments. The item will be removed from the agenda.

2. Public Hearings

a. Application for a Special Exception, SE #26-02, 1001 Jeff Ryan Drive, to consider a special exception to permit a home-based child daycare use within the R-10, Residential single-family district

Chair Romeo recognized Fadrique Iglesias, Community Planner, for the staff presentation. Mr. Iglesias provided an overview of the application to consider a special exception to permit a home-based child daycare use within the R-10, Residential Single-Family district. He stated that the proposal would increase the

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maximum number of children from seven to twelve, consistent with allowances under Virginia law.

Mr. Iglesias described the property and noted that similar applications have been reviewed in recent months. He stated that the applicant recently received approval for a zoning permit and that no complaints have been received from adjacent properties. He reviewed the proposed conditions of approval, including requirements for drop-off and pick-up within the driveway, employee parking on-site, and compliance with applicable zoning and operational standards. Staff recommends approval with conditions.

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

1. Fencing requirements and safety considerations, including the adequacy of existing fencing, potential need for more durable materials, and impacts of prior vehicle accidents at the site.
2. Timing and enforcement of fencing improvements, including whether fencing should be repaired or upgraded prior to operation or as a condition of approval.
3. Outdoor play area requirements, including location, required square footage per child, and whether additional internal fencing may be needed.
4. Site layout and proximity to the right-of-way, including the need for additional mapping or visual information.
5. Parking and staffing, including number of employees and adequacy of on-site parking.
6. Applicability of state licensing requirements, including coordination with state review and any additional requirements related to the operation.\
7. Hours of operation and consistency with previous approvals for similar uses.

During the discussion, staff was asked to follow up on the following items:

1. Confirm the operational status of the facility and whether the use is currently active due to the potential hole in the fence (Chair Romeo).
2. Provide information showing the location of fencing, outdoor play areas, and distance to the right-of-way (Chair Romeo).
3. Verify applicable state requirements, including any regulations related to pets and licensing conditions (Vice Chair Yohannes).
4. Confirm details of employee count and parking arrangements for the proposed use (Commissioner Kim).

Following discussion, staff stated that they would provide additional information on fencing requirements, including the required materials, repair expectations, and inspection procedures, at a future meeting.

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b. Zoning Map Amendment—ZMA #24-01, 250 Exchange Place, a zoning map amendment from O&LI, Office & Light Industrial district, to PD-TRG1 & PD-TRG2, Planned Development—Transit Related Growth mixed use, medium density residential, and office, and Planned Development—low density residential and low impact commercial zoning districts with proffered conditions, to allow the redevelopment of the site with single family attached and multi-family residential uses

Chair Romeo recognized Bryce Perry, Deputy Director of Community Development, for the staff presentation. Mr. Perry stated that this item is a continuation of the application previously reviewed by the Commission and that staff does not have new information to present at this time. He noted that staff continues to work with the applicant to address outstanding comments and is not yet prepared to issue a recommendation or draft resolution.

Mr. Perry provided an overview of the application to rezone the property at 250 Exchange Place to allow redevelopment with a mix of multifamily, stacked, and single-family attached residential uses. He described the existing conditions and proposed redevelopment, including demolition of the current office buildings, phased construction of infrastructure and residential uses, development of public and private streets, structured parking, and the inclusion of both private and publicly accessible open space. Mr. Perry stated that the application has undergone multiple staff reviews and is generally compliant, with remaining issues related to project phasing, timing of public improvements, utility coordination, and refinement of proffer language. He noted that staff expects additional revisions from the applicant and anticipates providing a full staff report for the Planning Commission's April 27, 2026, regular meeting. Mr. Perry stated that while staff is recommending continuing the item due to the outstanding issues previously stated, if the remaining issues are satisfactorily resolved prior to the April 27 regular meeting, staff will consider recommending approval.

Lisa Gilleran, Director of Community Development, stated that the applicant has indicated potential challenges with constructing the park during early phases due to construction staging needs.

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

1. Project phasing, including sequencing of residential components and any potential risks if portions of the development are delayed or constructed by different developers.
2. Timing and construction of open space and park areas, including coordination with development phases and construction staging needs.
3. Utility infrastructure, including sewer capacity, stormwater considerations, and coordination with existing and proposed systems.
4. Transmission line constraints, such as safety considerations and development limitations related to vertical clearance.

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5. Use of open space areas for construction staging versus long-term public or private amenities.
6. Market conditions and feasibility of different residential product types within the proposed development.
7. Bonding and implementation of phased improvements, including how obligations may be structured across phases.

During the discussion, staff was asked to follow up on the following items:

1. Provide additional information regarding transmission line constraints and safety considerations (Commissioner Kim).
2. Clarification on the timing of park construction relative to development phases and occupancy requirements (Chair Romeo).
3. Staff will evaluate the timing and coordination of open space and construction staging and provide additional detail at a future meeting (Chair Romeo).

Following discussion, staff advised that they will continue to work with the applicant to refine language related to phasing, public improvements, and enforceability.

c. Zoning Ordinance Text Amendment ZOTA #26-01, to amend Chapter 78 (ZONING), ARTICLE XIV (Signs), Section 78-140.4 (Prohibited signs), Section 78-140.6 (General standards for all signs), Section 78-141.8 (Sign Standards for Planned Development—Transit Related Growth Districts), and Article XVIII (Definitions), Section 78-180 (Definitions) to update sections to include standards for signage in the Herndon Transit-Oriented Core (HTOC), provide a nit limit for signage, and include definitions pertinent to signage in the HTOC

Chair Romeo recognized Angelina Jones, Lead Planner, for the staff presentation. Ms. Jones provided an overview of the staff report and stated that staff is proposing to update sign standards within the Herndon Transit-Oriented Core (HTOC), including revisions to existing regulations and the introduction of new standards informed by the Urban Design and Architectural Guidelines for the Herndon Transit-Oriented Core.

Ms. Jones explained that the proposed amendments will allow painted signs within the HTOC, establish illumination (nit) limits for signage, and limit the number and types of signs permitted, including band, awning, and canopy signs. She noted that the proposal also reorganizes existing standards and clarifies language to group similar sign types and improve usability. Staff recommends approval as presented, and the proposed ordinance amendment will be forwarded to the Town Council for review and adoption.

There was discussion between the Commission and staff on the following:

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1. Sign illumination, including LED standards, illumination limits (nits), and alignment with regional standards.
2. Permitted sign types, quantity, and visual impact within the HTOC.
3. Application of standards to building types and consistency between ground-floor and upper-level signage placement.
4. Sign placement, orientation, and vertical limitations on signage.
5. Policy context and comparison to nearby jurisdictions.
6. Appropriateness of standards in more urban versus suburban contexts.
7. Public outreach and notification process.

During the discussion, staff was asked to follow up on the following items:

1. Provide a comparison to Fairfax County and other Metro-area signage standards to provide additional context (Chair Romeo).
2. Evaluate and consider additional public outreach, including notification to affected HTOC and Transit-Related Growth (TRG) property owners prior to the public hearing (Chair Romeo).
3. Include visual examples of proposed sign types in the presentation materials for the regular meeting (Vice Chair Yohannes).
4. Further clarify how signage standards apply to multi-tenant buildings and tower signage (Vice Chair Yohannes).

d. Zoning Ordinance Text Amendment ZOTA #26-02 to amend Chapter 78 (ZONING) Section 78-80.4 (Standards for Specific Accessory Uses and Structures by Use Type), and amending Article XVIII (Definitions) to update the provisions regarding caretaker and security guard residences and to add a definition of caretaker and security residence

Chair Romeo recognized David Stromberg, Zoning Administrator, for the staff presentation. Mr. Stromberg presented the proposed Zoning Ordinance Text Amendment (ZOTA) submitted by the applicant's agent, Wire/Gill, on behalf of Extra Space Storage. Mr. Stromberg provided an overview of the existing regulations for caretaker or security residences as accessory uses, including key characteristics related to location, size, and relationship to the principal use. He explained that the proposed amendment is being presented in conjunction with Special Exception SE #25-02 for the expansion of an existing self-service storage facility located at 250 Spring Street, which is expected to be brought before the Commission in the coming months. He noted that approval of the ZOTA is required prior to consideration of SE #25-02.

Mr. Stromberg stated that the proposed amendment would increase the allowable size of caretaker units from 1,000 square feet to 1,400 square feet without requiring a special exception. He noted that the increase is considered de minimis relative to the scale of typical principal uses and that many surrounding localities do not regulate the size of caretaker units. Staff recommends approval of the

proposed amendment, which will be forwarded to the Town Council for review and adoption.

There was discussion between the Commission and staff on the following:

1. Potential increase to a 1,500 square foot threshold and whether units exceeding that size should require a special exception to allow flexibility.
2. Limitations on building configuration, including whether caretaker units should be restricted to single-story or permitted as multi-story units.
3. Clarification of the relationship between “premises” and “parcel,” particularly in the context of multi-parcel developments.
4. Applicability of the regulations to existing and future self-storage facilities and facilities that currently include caretaker residences.
5. Requirements that caretaker units remain accessory to a principal use and maintain consistency with the principal structure.

Staff provided the following clarifications in response to Commission questions:

Responding to Commissioner Wichman, Mr. Stromberg stated that the ordinance does not limit the configuration of caretaker units but restricts the use to one unit per principal use and requires consistency with the principal structure.

Responding to Commissioner Beatty, Mr. Stromberg clarified that caretaker units are tied to the principal use rather than individual parcels and cannot be established independently of a principal use.

Responding to Chair Romeo, Mr. Stromberg stated that the proposal includes modifications to an existing facility that currently contains a caretaker residence.

e. Zoning Ordinance Text Amendment ZOTA #26-03 to amend Chapter 78 (ZONING), Article VII (Use Regulations), Section 78-71.1 (Indoor Entertainment Use Category), and Article XVIII (Definitions), Section 78-180 (Definitions) to define casino related terms and establish land use provisions for casino establishments (item withdrawn from agenda during the meeting)

There was no staff report or discussion on this item, as the agenda was amended to remove the item at the beginning of the meeting.

3. <u>Comments</u>

a. Comments from the Staff Members

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Chair Romeo recognized staff members for additional comments.

Lisa Gilleran, Director of Community Development, provided an update on the Comprehensive Plan process. She stated that the Town is currently in Phase 2 of the update. Ms. Gilleran explained that two committees have been formed to support Small Area Plan updates for the Metro area and Downtown. She stated that the Downtown committee is larger and includes business and property owners, as well as nearby residents. She noted that the Metro area committee is smaller and includes nearby residents and individuals who have been active in the Herndon Transit-Oriented Core (HTOC) and Transit-Related Growth (TRG) areas.

There was discussion between the Commission and staff on the composition and size of the Downtown and Metro area committees.

Responding to Chair Romeo, Ms. Gilleran stated that the Downtown committee includes approximately 17 members and the Metro area committee includes approximately 12 members.

b. Comments from the Commissioners

Chair Romeo: stated that he will be absent from the next meeting and that the Vice Chair Yohannes will preside.

Commissioner Wichman: stated that she would like to share photos related to the W&OD Trail. Staff advised that the photos may be submitted to the Clerk for distribution to the Planning Commission.

Commissioner Beatty: asked about Planning Commission interaction with the Comprehensive Plan committees.

Ms. Gilleran stated that updates will be provided to the Commission and noted that representation includes the Planning Commission Chair and Vice Chair, as well as Mayor LeBlanc, Councilmember del Aguila, and Councilmember Lloyd, across the two committees. She stated that meetings will be open to the public and can be added to the Town's website calendar. She further noted that meetings are anticipated to occur on the fourth Wednesday of each month, with Downtown meetings held in the afternoon to accommodate local businesses, and Metro area meetings held in the evening.

4. Adjournment

There being no further business, and without objection, Chair Romeo adjourned the April 13, 2026, Planning Commission Work Session at 8:21 p.m.

Amanda E.M. Kertz
Town Clerk

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Minutes approved by Planning Commission: _____

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