HERNDON PLANNING COMMISSION
Regular Meeting Minutes
Monday, April 27, 2026

1. Call to Order

Vice Chair Yohannes called the Planning Commission Regular Meeting to order on Monday, April 27, 2026, at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon. In attendance were: Commissioners Andrew Beatty; Yung C. Kim; Stephen Mundt; Samuel F. Richardson II; Brenda Wichman; and Vice Chair Meron Yohannes.

Chair Michael Romeo was absent.

Staff present during the meeting: Lesa Yeatts, Town Attorney; Lisa Gilleran, Director of Community Development; John Irish, Deputy Director of Public Works; Dave Stromberg, Zoning Administrator; Fadrique Iglesias, Community Planner; Ben Schitter, Development Program Planner; and Amanda Kertz, Town Clerk.

Vice Chair Yohannes stated that six Planning Commissioners were present, which constituted a quorum. She indicated that since Chair Romeo was absent, she will be chairing the meeting that evening.

2. Approval of Minutes

a. February 9, 2026 Planning Commission Work Session Meeting Minutes

Commissioner Mundt moved to approve the February 9, 2026, Planning Commission Work Session Meeting Minutes as presented. Motion seconded by Vice Chair Yohannes. The question was called on the motion, which was carried by a 6-0 roll call vote. The vote was: Commissioners Beatty, Kim, Mundt, Richardson, Wichman, and Vice Chair Yohannes. Chair Romeo was absent.

b. March 23, 2026, Planning Commission Regular Meeting Minutes

Commissioner Mundt moved to approve the March 23, 2026, Planning Commission Regular Meeting Minutes as presented. Motion seconded by Commissioner Kim. The question was called on the motion, which was carried by a 6-0 roll call vote. The vote was: Commissioners Beatty, Kim, Mundt, Richardson, Wichman, and Vice Chair Yohannes. Chair Romeo was absent.

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3. Comments

a. Comments from the Staff Members

Lisa Gilleran, Director of Community Development, stated that the first two small area plan meetings have been held for the Downtown and Metro areas. She noted that the public engagement phase of the Comprehensive Plan has begun and that staff will be present at several key locations to gather input. She also stated that the survey is now live on the Town's website and encouraged those interested to fill it out to provide valuable input to the Town.

b. Comments from the Commissioners

Commissioner Mundt: stated that he had heard several residents talking about a comprehensive plan committee and asked staff for clarification.

Responding, Lisa Gilleran, Director of Community Development, stated that members of the business and organizational community are participating in the two early action committees for the Downtown and Metro small area plans, which are the only committees connected to the Comprehensive Plan process. She noted that meetings were held the previous week.

Commissioner Mundt stated that, following that year's past winter, he thought the Town may want to revisit ordinances related to sidewalk setbacks, noting concerns around Town and the impacts of snow piling up from plowing. He offered suggestions for plowing heavy amounts of snow he has observed elsewhere.

Vice Chair Yohannes: thanked staff for the kickoff of the Downtown and Metro small area plan meetings and noted that she is participating in the Downtown group, while Chair Romeo is participating in the Metro group. She stated that updates will be provided during work sessions as needed. She also recognized an email submitted on behalf of Commissioner Wichman regarding the Fishers, Indiana area, which included sample photos she thought were helpful examples to consider for Herndon's downtown.

c. Comments from the Public

There were no comments from the public.

4. Public Hearings

a. 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

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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 multifamily residential uses

Certifications of Publication from the Editor of the *Fairfax County Times* newspaper were filed, showing that notices of the following public hearing items were duly advertised in the April 10, 2026, and April 17, 2026, issues.

Vice Chair Yohannes opened the public hearing and recognized Bryce Perry, Deputy Director of Community Development, for the staff report. Mr. Perry provided an overview of the application, noting that this is the first rezoning in the Transit Related Growth (TRG) area. A resubmission was received from the applicant on April 21, 2026, which is being reviewed by staff. He reviewed the proposed development, location, requested modifications, and proposed proffers, noting that the staff report includes a fiscal analysis prepared by the Finance Department. No commercial development is being proposed with this application.

Mr. Perry stated that staff continues to work with the applicant on several outstanding items and has not completed its full review. He highlighted the primary outstanding issue related to the timing of park improvements in relation to the townhouse phase of the project. He noted staff's concern that the townhouse component could be constructed without a park being provided for an extended period and that interim park provisions are still under review. Mr. Perry noted that the Architectural Review Board reviewed the application and provided comments to the Planning Commission.

Due to the remaining work, staff recommended continuance to the May Planning Commission meeting. However, Mr. Perry stated that staff prepared a draft resolution for the Commission's consideration that evening, which includes conditions reflecting items still under review.

Vice Chair Yohannes recognized the applicant or applicant's agent for comments. She stated that the civil engineer for the applicant was available via telephone if there were any questions that he needed to answer.

Ken Wire, Principal, Wire Gill LLP, the applicant's agent, stated that the project at 250 Exchange Place has been under development for approximately 18 months and reviewed the proposed phasing plan. He noted that the applicant is requesting modifications related to site constraints and indicated that one previously requested modification related to parking deck trees has been withdrawn.

Mr. Wire discussed the proposed approach to park space, stating that the applicant intends to provide an interim condition, such as a graded open space with basic amenities, until the full park is constructed. He expressed concern about constructing temporary improvements that would later be removed. Mr. Wire also

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reviewed site constraints, including stormwater infrastructure, and stated that while the project is intended to be constructed as a coordinated development, phasing may be required depending on market conditions.

The Planning Commission, staff, and the applicant discussed the application and proposed resolution, including:

1. Timing and adequacy of interim park provisions.
2. Project phasing and coordination of infrastructure improvements.
3. Requested modifications and site constraints, including stormwater and utilities.
4. Building height, layout, and design considerations.
5. Process and timing for completing staff review prior to Town Council consideration.

Ms. Gilleran reviewed the draft resolution dated April 27, highlighting the conditional language that was included to allow refinement of proffer language and outstanding items. Staff indicated that the resolution provides a reasonable path forward and that the application would not be scheduled for Town Council review until outstanding issues are resolved.

Vice Chair Yohannes reviewed the comment process and called for comments from the public. Seeing none, she moved to Council level for discussion and action.

Vice Chair Yohannes asked for a motion to continue the public hearing on Zoning Map Amendment ZMA #24-01, 250 Exchange Place, for a zoning map amendment from O&LI (Office & Light Industrial) to PD-TRG1 and PD-TRG2 (Planned Development—Transit Related Growth and low-density residential), with proffered conditions, to allow redevelopment of the site with single-family attached and multifamily residential uses, to the May 18 Planning Commission meeting. The motion died on the floor for lack of a motion maker and a second.

Commissioner Mundt moved to approve Zoning Map Amendment ZMA #24-01, 250 Exchange Place, for a zoning map amendment from O&LI (Office & Light Industrial) to PD-TRG1 and PD-TRG2 (Planned Development—Transit Related Growth and low-density residential), with proffered conditions, to allow redevelopment of the site with single-family attached and multifamily residential uses, pursuant to the conditions outlined in the draft resolution dated April 27, 2026. Motion seconded by Commissioner Richardson.

Following clarification from Lesa Yeatts, Town Attorney, Commissioners Mundt and Richardson agreed it was their intent to move approval pursuant to the conditions listed in the draft resolution distributed by staff.

Commissioners provided comments on the motion to recommend the item for

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approval, emphasizing the need to address the outstanding issues, particularly related to the interim park, prior to Town Council consideration.

The question was called on the motion which carried by a 5-0 roll call vote. The vote was: Commissioners Beatty, Mundt, Richardson, Wichman, and Vice Chair Yohannes voting "Aye." Commissioner Kim abstained from the vote. Chair Romeo was absent.

b. 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

Certifications of Publication from the Editor of the *Fairfax County Times* newspaper were filed, showing that notices of the following public hearing items were duly advertised in the April 10, 2026, and April 17, 2026, issues.

Vice Chair Yohannes recognized Fadrique Iglesias, Community Planner, for comments.

Following clarification from the Town Attorney about staff's recommendation, Mr. Iglesias stated that staff is recommending the Planning Commission continue the public hearing that evening, due to information determined from the work session. He stated that more information is included in the staff report, primarily focusing on fencing requirements and additional concerns raised by the Commission related to safety.

Vice Chair Yohannes invited the applicant or applicant's agent to speak on the application.

Sarita Del Pilar, the applicant, provided comments (through an interpreter) on the application. She discussed her existing business, located in Loudoun County, and her plans for the home-based daycare operation in Herndon. She stated that she has addressed the requirements, including fixing the hole in the fence, and she is amenable to the proposed conditions. She asked the Commission to approve her application.

There was discussion among the Commission, staff, and applicant (through an interpreter), about the special exception, including:

1. Applicant's request to recommend approval versus staff's recommendation to continue the public hearing.
2. Unintended consequences of providing the recommendation to the Town Council before all the issues are resolved.
3. Requirement to wait a year to reapply if the Town Council denies the application.
4. Clarification on the status of the home-based daycare business application

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and if the applicant could operate while the special exception was being reviewed.
5. Status of the zoning permit and the applicant's current operation in Loudoun County.
6. Staff's request to continue the public hearing to work through issues related to the request for a special exception, particularly the fence and play area in the back of the home.

Vice Chair Yohannes reviewed the process for providing comments and recognized members of the public for comment. There were no comments from the public.

Ms. Del Pilar provided closing comments, asking the Planning Commission to approve a permit to allow her to operate a home-based daycare in Herndon.

In response to Commissioner Kim, David Stromberg, Zoning Administrator, stated that the applicant can apply for the zoning permit to operate the home-based business while the special exception application is being considered. Lisa Gilleran, Director of Community Development, confirmed that staff will work with the applicant to move forward in the process.

Chair Yohannes stated that the public hearing remained open and moved to Commission level for discussion and action.

Commissioner Beatty moved to continue the public hearing on the 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 to the May 18, 2026, Planning Commission meeting. Motion seconded by Commissioner Kim.

There were comments from the Planning Commission.

The question was called on the motion, which was carried by a 6-0 roll call vote. The vote was: Commissioners Beatty, Kim, Mundt, Richardson, Wichman, and Vice Chair Yohannes. Chair Romeo was absent.

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

Certifications of Publication from the Editor of the *Fairfax County Times* newspaper

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were filed, showing that notices of the following public hearing items were duly advertised in the April 10, 2026, and April 17, 2026, issues.

Vice Chair Yohannes opened the public hearing and recognized Angelina Jones, Lead Planner, Design and Development, for the staff report. Ms. Jones provided background on the item, which was initiated by the Town Council on February 26, and will create sign standards for the Herndon Transit Oriented Core (HTOC) by amending the zoning ordinance. Language has been updated to include clarification for the nighttime nit (luminance) limit for electronic displays, which does not currently exist in the zoning ordinance. The types of signs are limited per entrance to limit the number of signs per development.

Ms. Jones reviewed the new definitions proposed in the ZOTA and provided updates from the work session, stating that letters were sent out to the nearby property owners according to the Commission's request. Ms. Jones also provided information about Fairfax County's sign standards and stated that moving LED displays should be considered under a separate ZOTA and are currently prohibited. If adopted by the Town Council, the amendment will be effective on or after the date of adoption.

After a short discussion, Commissioner Beatty and staff agreed that the difference between parapet signs and tower signs should be clarified in the proposed ZOTA language. The Zoning Administrator stated that the change was a minor point of clarification and could be made by staff prior to bringing the ZOTA for consideration by Town Council without the need for additional review by the Planning Commission. Staff will update the proposed ZOTA language at the top of Sec. 78-141.8 to clarify that a parapet sign may not be installed on the same elevation as a tower sign as these two sign types are mutually exclusive (lines 58-60).

Vice Chair Yohannes reviewed the process for providing comments and recognized members of the public for comment. There were no comments from the public.

Commissioner Mundt moved to approve 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 to the Town Council, as amended to include the clarification discussed by Commissioner Beatty. Commissioner Richardson seconded the motion.

There were comments from the Planning Commission.

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The question was called on the motion, which was approved by a 6-0 roll call vote. The vote was: Commissioners Beatty, Kim, Mundt, Richardson, Wichman, and Vice Chair Yohannes. Chair Romeo was absent.

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

Certifications of Publication from the Editor of the *Fairfax County Times* newspaper were filed, showing that notices of the following public hearing items were duly advertised in the April 10, 2026, and April 17, 2026, issues.

Vice Chair Yohannes opened the public hearing and recognized David Stromberg, Zoning Administrator, for the staff report. Mr. Stromberg stated that this item was initiated by an applicant, which is related to a forthcoming special exception request by a self-storage facility. Currently, the caretaker residence associated with the use is 1,000 square feet. While the applicant requested approximately 1,200 square feet, following the Planning Commission's work session, staff has increased the square footage recommendation from 1,400 to 1,500. Mr. Stromberg stated that this accessory use has to be requested in the context of the larger project for the storage unit.

Vice Chair Yohannes invited the applicant or applicant's agent to speak on the application.

Faheem Darab, Wire Gill, applicant's agent, provided comments supporting the application moving forward.

Vice Chair Yohannes reviewed the process for public comment and called for comments from the audience. There were no comments from the public.

Vice Chair Yohannes closed the public hearing and moved to Commission level for discussion and action.

Commissioner Kim moved to approve 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 to the Town Council, as presented. Motion seconded by Commissioner Beatty.

The question was called on the motion, which was approved by a 6-0 roll call vote. The vote was: Commissioners Beatty, Kim, Mundt, Richardson, Wichman, and Vice Chair Yohannes. Chair Romeo was absent.

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5. Adjournment

There being no further business, and without objection, Vice Chair Yohannes adjourned the April 27, 2026, Planning Commission Regular Meeting at 8:57 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Planning Commission: _____

[Note: Approved resolutions and ordinances are on file in the Town Clerk's office.]

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