PLANNING COMMISSION
REGULAR MEETING AGENDA

Herndon Council Chambers Building
765 Lynn Street, Herndon, VA 20170

Monday, September 28, 2026 | 7:00 PM

1. **Call to Order**

2. **Approval of Minutes**

   a. May 28, 2026, Planning Commission Special Work Session

   b. June 8, 2026, Planning Commission Work Session

   c. June 22, 2026, Planning Commission Regular Meeting

3. **Comments**

   a. Comments from the Staff Members

   b. Comments from the Commissioners

   c. Comments from the Public
   Members of the public may, for one 3-minute period, provide public comments, requests, consent or general item comments, and comments on matters not included on the agenda.

4. **New Business**

   a. Resolution to establish the Planning Commission meeting schedule for January 1, 2027 to December 31, 2027

5. **Adjournment**

Planning Commission
Regular Meeting
Agenda Item 2.a.

Agenda Item: **May 28, 2026, Planning Commission Special Work Session**

Meeting Date: September 28, 2026

Category: Approval of Minutes

Prepared by: Amanda Kertz, Town Clerk

Description:
This is a request to approve the May 28, 2026, Planning Commission Special Work Session Minutes.

Background/Timing Impact:
Planning Commission minutes are typically presented for approval in chronological order. Action on the minutes is an important function of the Planning Commission.

Fiscal Impact:
N/A

Legal Impact:
Code of Virginia Section 2.2-3707 outlines the requirements for the recording of minutes for all public bodies.

Staff Recommendation/Next Steps:
Recommend approval as presented.

Attachments:
1. Draft Minutes

TOWN OF Herndon VIRGINIA

HERNDON PLANNING COMMISSION
Special Work Session Minutes
Thursday, May 28, 2026

1. Call to Order

Chair Romeo called the Planning Commission Special Work Session meeting to order on Thursday, May 28, 2026, at 7:03 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon. In attendance were: Commissioners Stephen Mundt; Brenda Wichman; Vice Chair Meron Yohannes; and Chair Michael G. Romeo.

Commissioners Andrew Beatty; Yung C. Kim; and Samuel F. Richardson II were absent.

Staff present during the meeting: Lesa Yeatts, Town Attorney; Lisa Gilleran, Director of Community Development; Collin Okoniewski, Economic Development Manager; Bryce Perry, Deputy Director of Community Development; Ahmad Zaki Sarfaraz, Comprehensive Planner; and Amanda Kertz, Town Clerk.

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

2. Discussion

a. Herndon 2050 Comprehensive Plan and Market Study and Economic Development Strategy - Project Update and Visioning Exercise

Chair Romeo recognized Lisa Gilleran, Director of Community Development, who provided opening remarks and introduced the Town's Comprehensive Planning consultant team. Ms. Gilleran provided an overview of the Herndon 2050 Comprehensive Plan and the accompanying Market Study and Economic Development Strategy.

Members of the consultant team introduced themselves and outlined their roles in the planning process: Jill Allen Dixon, Project Manager, Agency Landscape+ Planning; Ann Furbush, Senior Economist at Cambridge Econometrics; Thomas Orgren, Senior Transportation Planner, Foursquare ITP; and Karthik Girish, Urban Planner, Agency Landscape+ Planning.

Ms. Dixon reviewed the findings from the recent community survey and stated that the project was concluding Phase 2 of the planning process, which focused on developing an opportunity framework. She stated that the project was transitioning into Phase 3, which will focus on visioning and preparation of the future Comprehensive Plan.

Members of the consultant team discussed methods used to gather and analyze the community survey data and explained how that information would be incorporated into the development of the Comprehensive Plan. The presentation highlighted Herndon's demographic and economic characteristics, projected population and employment growth, and the Town's historic character and sense of community. Ms. Dixon also discussed existing and anticipated land-use patterns, noting that current development patterns do not fully align with the Town's vision for mixed-use, walkable development, with connections between the Metro and downtown areas.

There was discussion among the Commission, staff, and the consultants, regarding the survey findings and planning process, including:

1. Previous and ongoing planning efforts, including recent small area plans, and how those plans would be incorporated into the Comprehensive Plan.
2. The importance of the Herndon Metro Station and its role in connecting visitors to the Town.
3. Housing affordability and overcrowding concerns.
4. Transportation and mobility issues for vehicular and pedestrian travel.
5. The role of community organizations in volunteer efforts and public engagement.
6. Environmental sustainability and projected population growth will impact parks and open spaces.
7. Chair Romeo's request that the planning process consider the impacts on individual neighborhoods and geographic areas throughout the Town.

The consultants then led the Commission through a visioning exercise in which participants prioritized ideas related to the Metro area, downtown, and the Town as a whole. Ms. Dixon stated that the results would be compiled and evaluated along with feedback received from other stakeholder groups participating in the visioning process. She encouraged Commissioners to submit additional questions regarding the Comprehensive Plan to the consultants and staff. Ms. Dixon stated that the consultant team anticipated returning in July for a joint work session with the Planning Commission and Town Council as the project continued into the next phase.

3. Comments

a. Comments from the Staff Members

Chair Romeo recognized staff members for additional comments.

Lisa Gilleran, Director of Community Development, provided general updates on upcoming projects that may come before the Planning Commission, including one at 535 Herndon Parkway.

Staff and the Commission also discussed:

1. Office vacancies in the Town.
2. The upcoming Herndon Municipal Center renovation project.
3. Economic Development initiatives, including Panda Express on Elden Street and businesses that are located in Herndon Centre.

b. Comments from the Commissioners

There were no additional comments from the Commission.

4. Adjournment

There being no further business, and without objection, Chair Romeo adjourned the May 28, 2026, Planning Commission Special Work Session at 8:51 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Planning Commission: _____

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Planning Commission
Regular Meeting
Agenda Item 2.b.

Agenda Item: **June 8, 2026, Planning Commission Work Session**

Meeting Date: September 28, 2026

Category: Approval of Minutes

Prepared by: Becky Skillin, Deputy Town Clerk

Description:
This is a request to approve the June 8, 2026, Planning Commission Work Session Minutes.

Background/Timing Impact:
Planning Commission minutes are typically presented for approval in chronological order. Action on the minutes is an important function of the Planning Commission.

Fiscal Impact:
N/A

Legal Impact:
Code of Virginia Section 2.2-3707 outlines the requirements for the recording of minutes for all public bodies.

Staff Recommendation/Next Steps:
Recommend approval as presented.

Attachments:
1. Draft Minutes

TOWN OF Herndon VIRGINIA

HERNDON PLANNING COMMISSION
Work Session Minutes
Monday, June 8, 2026

1. Call to Order

Chair Romeo called the Planning Commission Work Session to order on Monday, June 8, 2026, at 7:03 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon. In attendance were: Commissioners Yung C. Kim; Stephen Mundt; Samuel F. Richardson II; Brenda Wichman; Vice Chair Meron Yohannes; and Chair Michael G. Romeo.

Commissioner Andrew Beatty was absent.

Staff present during the meeting: Lesa Yeatts, Town Attorney; Dave Stromberg, Zoning Administrator; Aaron Zoellick, Zoning Services Specialist; and Margie Tacci, Deputy Town Clerk.

Chair Romeo stated that six Planning Commissioners were present, which constituted a quorum.

2. Public Hearings

a. SPECIAL EXCEPTION – SE #26-03, 310 Missouri Avenue, to consider a special exception to permit a home-based daycare use within the R-10, Residential Single-Family District.

Chair Romeo called on Aaron Zoellick, Zoning Services Specialist, for the staff report. Mr. Zoellick stated that the application is for a special exception to permit a home-based child daycare use within the R-10, residential single-family district. The proposed use will increase the maximum number of children enrolled per day from seven to 12, and expand the hours of operation from 6:00 a.m. to 10:00 p.m. The 11,572 square-foot lot is located on Missouri Avenue between Stuart Court and Mississippi Drive. The applicant currently operates a home-based daycare for up to seven children under Zoning Inspection Permit (ZIP) #26-008 (four children) and ZIP #26-013 (up to seven children).

Staff is recommending six conditions for this special exception, which are listed in the staff report and are consistent with previously approved special exceptions. Staff believes these conditions provide reasonable ways in which the existing

childcare use can be expanded while properly mitigating potential impacts, as well as achieving the purpose and intent of the applicable zoning district.

The proposed conditions included:

1. The hours of operation are permitted to extend from 6:00 a.m. to 10:00 p.m.
2. The total number of children present on site for the home-based child daycare use shall not exceed 12 enrolled. The state-required ratio of employees to children shall be maintained.
3. All children enrolled in the daycare shall be within the fenced playground area when playing outside.
4. Child drop-off and pick-up shall be limited to the driveway or curb directly in front of the residence.
5. No signage shall be permitted.
6. Any violation of the aforementioned conditions or other sections of the Herndon Town Code shall be grounds for revoking the special exception pursuant to the manner described in Section 78-155.3(h).

Mr. Zoellick stated that staff is withholding a recommendation pending additional information from the applicant and input from the Planning Commission.

There was discussion among staff and the Commission regarding:

1. The proposed daycare operation, including the adequacy of indoor and outdoor space for the requested increase in enrollment. Staff reviewed photographs of the indoor school area and outdoor play area and stated that sufficient room exists within the residence to accommodate the required indoor area for additional children. Staff also noted that the outdoor play area exceeds minimum requirements.
2. Typical operating hours and whether other home-based daycares are open until 10:00 p.m. Staff stated that similar operating hours have been approved for another home-based daycare within the Town.
3. The number of staff and methods for monitoring employee information. Staff stated that employee records and compliance are regulated by the state.
4. The maximum number of children permitted to be enrolled in the daycare and how enrollment limits are monitored. Staff discussed monitoring and enforcement of the approved enrollment limit.

b. SPECIAL EXCEPTION – SE #26-04, 865 3rd Street, to consider a special exception to permit a home-based business use within the R-15, Residential Single-Family District.

Chair Romeo called on Aaron Zoellick, Zoning Services Specialist, for the staff report. Mr. Zoellick stated that this is an application for a special exception to permit a home-based instructional program for robotics and coding within the R-

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15, residential single-family district. The proposed use would increase the maximum number of customers allowed at the site from three to 10. The applicant currently provides STEM lessons to their own children and a few classmates and is seeking the special exception to offer lessons to additional children and operate the use as a business. Mr. Zoellick stated that the applicant has established a partnership with Fairfax County Public Schools and is seeking to expand the operation to offer a summer program. The business would generate minor fees, including the business license fee and a one-time zoning inspection permit fee. Staff was withholding a recommendation pending additional information from the applicant.

Mr. Zoellick noted the following operations, as proposed:

1. Operated by the applicant with one nonresident employee.
2. During the school year, lessons will be conducted one weekday from 5:00 to 6:00 p.m. and on Sundays from 9:30 to 11:30 a.m. During the summer, lessons will be one-week sessions from 9:00 a.m. to 4:00 p.m.
3. Lessons will take place in the basement den of the residence, which is approximately 267 square feet in area.

Mr. Zoellick reviewed the proposed conditions:

1. The site shall be developed and maintained in substantial conformance with a submitted special exception that is 33 percent or less of the gross floor area.
2. The maximum number of clients per session shall not exceed 10.
3. Child drop-off and pick-up shall be limited to the driveway.
4. One employee shall be present in the driveway to direct children from the vehicle to the home at drop-off and from the home to the vehicle at pick-up.
5. There shall be a one-hour gap between the end of one session and the beginning of another session offered on the same day.
6. No signage shall be permitted.

There was discussion among the staff and Commission about the application, including:

1. The proposed staffing arrangement and the condition requiring an employee to assist with pick-up and drop-off. Staff advised that additional information had been requested from the applicant.
2. The special exception application process for the proposed use.
3. The programming and scope of the proposed use, including whether the number of students would affect the classification of the use and what licensing requirements may apply.
4. The hours of operation during the school year and summer, including confirmation of the requested hours and compliance with approved conditions.

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5. Chair Romeo requested that staff work with the applicant to provide additional information regarding the proposed use, including the instructional programming.

3. Comments

a. Comments from the Staff Members

Chair Romeo recognized staff members for additional comments.

David Stromberg, Zoning Administrator, stated that staff was determining whether the July work session would need to be held. Staff would follow up with the Commission.

b. Comments from the Commissioners

Chair Romeo recognized the Commissioners for comments.

Commissioner Wichman: stated that she would miss the June 22, 2026, regular meeting due to a scheduled vacation. She asked about parking lot improvements planned for downtown municipal parking lots. Ms. Yeatts and Mr. Stromberg stated that evaluations and traffic studies are ongoing. Commissioner Wichman also stated that Roberts Carpets is charging for parking in its lot. Mr. Stromberg stated that the matter is currently the subject of litigation and that using private property as a commercial parking lot generally requires a special exception.

Commissioner Mundt: asked whether the Town would oppose a special exception for the Roberts Carpets parking lot given the limited number of parking spaces downtown. Ms. Yeatts stated that staff cannot speak on behalf of the governing body. Mr. Stromberg stated that any such proposal would require evaluation of necessary site improvements.

Chair Romeo: asked about parking considerations as part of the Comprehensive Plan. Mr. Stromberg stated that parking issues are being considered, including curb management planning, on-street parking, rideshare pick-up and drop-off areas, and food delivery activity. He noted that some parking areas discussed are privately owned.

Commissioner Yohannes: stated that she had a question regarding downtown businesses and would follow up with staff.

4. Adjournment

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There being no further business, and without objection, Chair Romeo adjourned the June 8, 2026, Planning Commission Work Session at 7:29 p.m.

Margie Tacci
Deputy Town Clerk

Minutes approved by the Planning Commission: _____

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Planning Commission Regular Meeting
Agenda Item 2.c.

Agenda Item: **June 22, 2026, Planning Commission Regular Meeting**

Meeting Date: September 28, 2026

Category: Approval of Minutes

Prepared by: Becky Skillin, Deputy Town Clerk

Description:
This is a request to approve the June 22, 2026, Planning Commission Regular Meeting Minutes.

Background/Timing Impact:
Planning Commission minutes are typically presented for approval in chronological order. Action on the minutes is an important function of the Planning Commission.

Fiscal Impact:
N/A

Legal Impact:
Code of Virginia Section 2.2-3707 outlines the requirements for the recording of minutes for all public bodies.

Staff Recommendation/Next Steps:
Recommend approval as presented.

Attachments:
1. Draft Minutes

TOWN OF Herndon VIRGINIA

HERNDON PLANNING COMMISSION
Regular Meeting Minutes
Monday, June 22, 2026

1. Call to Order

Chair Romeo called the Planning Commission Regular Meeting to order on Monday, June 22, 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; Vice Chair Meron Yohannes; and Chair Michael G. Romeo.

Commissioner Brenda Wichman was absent.

Staff present during the meeting: Lesa Yeatts, Town Attorney; Lisa Gilleran, Director of Community Development; David Stromberg, Zoning Administrator; Aaron Zoellick, Zoning Services Specialist; and Becky Skillin, Deputy Town Clerk. Chair Romeo determined there was a quorum with six members present.

2. Approval of Minutes

Commissioner Mundt moved the following sets of minutes for approval, as presented:

- May 4, 2026, Planning Commission Work Session Minutes
- May 18, 2026, Planning Commission Regular Meeting Minutes

Commissioner Beatty seconded the motion. The question was called on the motion, which carried by a 6-0 roll call vote.

The vote was: Commissioners Beatty, Kim, Mundt, Richardson, Vice Chair Yohannes, and Chair Romeo voting "Aye." Commissioner Wichman was absent.

3. Comments

a. Comments from the Staff Members

Lisa Gilleran, Director of Community Development, stated that an upcoming joint session between Town Council and the Planning Commission was scheduled for July 8, 2026, to discuss updates to the Comprehensive Plan. She also noted that two Early Action Plan Committees, the Downtown District and Metro District, were meeting on June 24, 2026.

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b. Comments from the Commissioners

There were no comments from Commissioners.

c. Comments from the Public

There were no comments from the public.

4. Public Hearings

a. SPECIAL EXCEPTION – SE #26-03, 310 Missouri Avenue, to consider a special exception to permit a home-based daycare use within the R-10, Residential Single-Family District

Certificates of Publication from the Editor of the *Fairfax County Times* newspaper were filed, showing that notice of the following public hearing item was duly advertised in the Friday, June 5, and June 12, 2026 issues.

Chair Romeo opened the public hearing and recognized Aaron Zoellick, Zoning Services Specialist, for the staff report. Mr. Zoellick reviewed the special exception application to permit a home-based daycare use at 310 Missouri Avenue within the R-10, Residential Single-Family District. The application proposed increasing the permitted number of children from seven to 12 and extending the operating hours until 10:00 p.m.

Mr. Zoellick stated that the applicant would need to hire an additional employee at full enrollment and that the permit allowed one nonresident employee. He reviewed the outdoor play area and the portion of the residence dedicated to the home-based business. He also reviewed traffic conditions on Missouri Avenue between Stuart Court and Mississippi Drive and stated that, based on the traffic engineer's analysis, the additional traffic generated at maximum enrollment would remain consistent with the characteristics of Missouri Avenue.

Mr. Zoellick stated that staff had reviewed the application under the criteria in Section 78-155.3(e)(1) and determined that the proposed use, subject to the recommended conditions, would not adversely affect adjacent properties. Staff recommended that the Planning Commission recommend approval of SE #26-03 to the Town Council, subject to the proposed conditions.

The Commission and staff discussed the daycare's operation history. Mr. Zoellick stated that the daycare had operated at the address since 2025.

Chair Romeo invited the applicant or the applicant's agent to speak.

Barbara Lopez Otero, 310 Missouri Avenue, Herndon, applicant, stated that she agreed with the staff report and recommended conditions.

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Chair Romeo invited comments from the audience. Seeing none, Chair Romeo closed the public hearing and moved to Commission-level discussion and action.

Vice Chair Yohannes moved to recommend approval of SE #26-03, 310 Missouri Avenue, an application to permit a home-based daycare use, subject to the conditions presented. Commissioner Richardson seconded the motion.

There was discussion on the motion regarding:

1. Concerns submitted to the Planning Commission about public safety in the surrounding neighborhood. Mr. Zoellick stated that concerns regarding suspected criminal activity or specific individuals should be reported to the Herndon Police Department.

2. The number of daycare uses operating near the property. Mr. Zoellick stated that five home-based daycares operating under zoning inspection permits and seven commercial daycares were located within approximately one mile of the property.

3. The differences between the Commonwealth of Virginia and Town of Herndon regulations applicable to home-based child daycare uses.

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

b. SPECIAL EXCEPTION – SE #26-04, 865 3rd Street, to consider a special exception to permit a home-based business use within the R-15, Residential Single-Family District

Certificates of Publication from the Editor of the *Fairfax County Times* newspaper were filed, showing that notice of the following public hearing item was duly advertised in the Friday, June 5, and June 12, 2026 issues.

Chair Romeo opened the public hearing and recognized Aaron Zoellick, Zoning Services Specialist, for the staff report. Mr. Zoellick reviewed the application for a special exception to permit a home-based instructional program for robotics and coding at 865 3rd Street. He stated that the property was located in the R-15, Residential Single-Family District and was designated Neighborhood Conservation in the 2030 Comprehensive Plan.

Mr. Zoellick stated that the applicant currently provided robotics and coding instruction to her children and several classmates and proposed expanding the program to serve up to 10 children per session. During the school year, lessons will be offered on one weekday and on weekends. During the summer, the applicant proposed a five-day instructional program from 9:00 a.m. to 4:00 p.m.

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Mr. Zoellick explained that the special exception was required to permit more than three children at the property, more than four arrivals by nonresident employees or customers within a 24-hour period, and summer lessons exceeding the two-consecutive-hour daily limit.

Mr. Zoellick reviewed proposed Condition 2(e), which had been revised following discussion at the June 8, 2026, Planning Commission work session. He stated that the condition distinguished between school-year and summer operations and provided scheduling flexibility while limiting the number and duration of lessons to maintain the residential character of the R-15 district. Staff recommended that the Planning Commission recommend approval of SE #26-04 to the Town Council, subject to the proposed conditions.

The Commission and staff discussed:

1. The distinction between the school-year and summer schedules established in proposed Condition 2(e).

2. Emergency egress from the basement instructional area. Staff stated that the basement had a walkout entrance and stairs leading to the upper levels of the residence.

Chair Romeo invited the applicant or the applicant's agent to speak.

Ekaterina Mansouri, applicant, indicated that she had no additional comments.

Chair Romeo invited comments from the audience. Seeing no comments, Chair Romeo closed the public hearing and moved to Commission-level discussion and action.

Vice Chair Yohannes moved to recommend approval of SE #26-04, 865 3rd Street, an application to permit a home-based business not consistent with the standards set forth in Section 78-80.5, Standards for Home-Based Businesses as Accessory Uses, subject to the conditions presented. Commissioner Mundt seconded the motion.

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

5. Adjournment

There being no further business, and without objection, Chair Romeo adjourned the June 22, 2026, Planning Commission Regular Meeting at 7:23 p.m.

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Becky Skillin
Deputy Town Clerk

Minutes approved by the Planning Commission: _____

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

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Planning Commission
Regular Meeting
Agenda Item 4.a.

Agenda Item: **Resolution to establish the Planning Commission meeting schedule for January 1, 2027 to December 31, 2027**

Meeting Date: September 28, 2026

Category: New Business

Prepared by: Margie Tacci, Deputy Town Clerk

Description:
The Planning Commission bylaws prescribe the meeting schedule. The proposed resolution sets the meeting schedule for the calendar year 2027. The meeting schedule is generally modified to accommodate holidays and occasions of conflicts with other Town meetings and events. The adopted meeting schedule is included in the printed annual town calendar, which is currently under development.

Background/Timing Impact:
Staff has prepared the proposed resolution for the calendar year 2027 based on the following guidelines:

- Planning Commission work sessions are scheduled for the second Monday of the month;
- Planning Commission regular meetings are scheduled for the fourth Monday of the month;
- Meeting dates may be changed by resolution of the Commission.

Fiscal Impact:
N/A

Legal Impact:
In accordance with the Planning Commission bylaws, the Planning Commission is required to adopt its meeting schedule annually by resolution.

Staff Recommendation/Next Steps:
Staff recommends approval of the resolution as presented.

Attachments:
1. Resolution (Proposed)

TOWN OF HERNDON, VIRGINIA
PLANNING COMMISSION

RESOLUTION

SEPTEMBER 28, 2026

Resolution- to establish the Planning Commission meeting schedule for January 1, 2027, to December 31, 2027.

BE IT RESOLVED by the Planning Commission of the Town of Herndon, Virginia that:

1. In accordance with the meeting schedule set out in the Planning Commission bylaws, the meeting schedule for the calendar year 2027 is established, as follows:

January 11, 2027	Work Session
January 25, 2027	Regular Meeting
February 8, 2027	Work Session
February 22, 2027	Regular Meeting
March 8, 2027	Work Session
March 22, 2027	Regular Meeting
April 12, 2027	Work Session
April 26, 2027	Regular Meeting
May 10, 2027	Work Session
May 24, 2027	Regular Meeting
June 14, 2027	Work Session
June 28, 2027	Regular Meeting
July 12, 2027	Work Session
July 26, 2027	Regular Meeting
August 9, 2027	Work Session
August 23, 2027	Regular Meeting
September 13, 2027	Work Session
September 27, 2027	Regular Meeting
October 4, 2027	Work Session
October 18, 2027	Regular Meeting
November 1, 2027	Work Session
November 15, 2027	Regular Meeting
December 6, 2027	Work Session
December 13, 2027	Regular Meeting

2. Staff is directed to include the meeting schedule in the 2027 town calendar.

26-PC-12