TOWN OF Herndon VIRGINIA

HERNDON PLANNING COMMISSION
Work Session Minutes
Monday, February 9, 2026

1. Call to Order

Chair Romeo called the February 9, 2026, Planning Commission Work Session to order at 7:00 PM in the Herndon Council Chambers Building, 765 Lynn Street, Herndon. In attendance were: Commissioners Beatty, Donahue, Kim, Vice Chair Yohannes, and Chair Romeo.

Commissioners Richardson and Mundt were absent.

Staff present during the meeting: Lesa Yeatts, Town Attorney; Lisa Gilleran, Director of Community Development; Bryce Perry, Deputy Director of Community Development; Fadrique Iglesias, Community Planner; Ben Schitter, Development Program Planner; and Margie Tacci, Deputy Town Clerk.

Chair Romeo stated that five Planning Commission members were present, which constituted a quorum.

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 (rescheduled from January 26, 2026)

Chair Romeo called on Fadrique Iglesias, Community Planner, to present the staff report. This item was rescheduled from the January 26 regular meeting and will be included on the next regular meeting agenda.

Mr. Iglesias provided an overview of the application, which is a request to increase the maximum number of children from seven to 12 in a home-based daycare in the Four Seasons community. He reviewed the square footage, zoning requirements, special exception conditions, pick-up and drop-off areas, number of employees, and parking. Mr. Iglesias stated that staff did not observe major traffic impacts.

There was no discussion between staff and the Commission on this item.

b. Town of Herndon FY 2027 - FY 2032 Capital Improvement Plan (CIP) (rescheduled from January 26, 2026)

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Chair Romeo stated that this item was rescheduled from the January 26 regular meeting and will be included on the next regular meeting agenda. There was no presentation or discussion on this item. Lisa Gilleran, Director of Community Development, indicated that John Verdin, Capital Projects Program Manager, would be present at the regular meeting to present the CIP.

3. New Business

a. Discussion - 575 Herndon Parkway Development Plan

Chair Romeo called on Bryce Perry, Deputy Director of Community Development, for the staff presentation. Mr. Perry presented the preliminary development plan for 575 Herndon Parkway and explained the application seeks redevelopment of the existing office building site with a mixed-use stick-over-podium building. He stated the project is located adjacent to the Herndon Metrorail Station within the HTOC area and would include approximately 525 residential units, retail space, office/flex space, structured parking, interior amenities, reconstructed bus bays, a new private street, and a significant portion of the promenade connection toward the Metro pavilion. Staff has reviewed four submissions and anticipates an additional submission prior to formal Planning Commission review. He noted the Architectural Review Board has reviewed the architecture and expressed general support, and staff review of utilities, loading, easements, massing, architecture, and open-space design is ongoing.

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

1. Timing for the project's return to the Commission for formal review and expected additional submission materials.
2. Flexibility of the proposed ground-floor commercial space and likelihood of retail uses due to proximity to the Metro station.
3. Traffic circulation, loading locations, and the potential need for a signal at the site entrance.
4. Screening, landscaping, and the relationship of the building to the Toll Road corridor and Sugarland Run Trail area.
5. Design, ownership, and construction responsibility for the promenade area, including emergency-access requirements affecting tree placement and streetscape features.
6. Architectural materials, color palette, and integration of Herndon-specific design elements.
7. Open-space amenities, programming opportunities, and methods to activate the promenade and public areas with seating, lighting, art, and potential event use, consistent with amenities shown in the presentation.

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8. Ongoing staff review items including utilities, loading configuration, proffer language, and design refinements.
9. Fiscal-impact considerations, transportation demand management measures, and the Town's effort to develop a fiscal model for evaluating large development proposals.
10. Consistency of the project with the HTOC land-use framework and broader market trends showing reduced office demand and increased residential development near Metro stations.
11. Parking structure configuration, lack of underground parking due to site conditions, and private trash service arrangements.
12. Bicycle facilities, shared-lane design, and pedestrian connections within the site and to surrounding infrastructure.
13. Future Comprehensive Plan and housing-study efforts that may influence long-term development strategy in the HTOC area.

Mr. Perry stated the applicant is expected to submit revised materials and the item will return with a full staff report and supporting technical staff present for further review in the near future.

4. Comments

a. Comments from the Staff Members

Lisa Gilleran, Director of Community Development: reminded the Planning Commission about the joint work session with the Town Council on February 17, at the Herndon Police Department Community Room.

b. Comments from the Commissioners

Commissioner Beatty: asked about the one-on-ones the Comprehensive Plan consultants were holding with Planning Commissioners. Commissioner Donahue advised that they are looking for overall feedback.

Commissioner Donahue: stated that he was resigning from the Planning Commission on March 1. He shared that he enjoyed working with staff and his fellow Commissioners, and working with the community.

Commissioner Kim: stated that he will miss the next two meetings due to travel.

Vice Chair Yohannes: no comments.

Chair Romeo: no comments.

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5. Adjournment

There being no further business, and without objection, Chair Romeo adjourned the February 9, 2026, Planning Commission Work Session at 8:36 p.m.

Margie Tacci
Deputy Town Clerk

Minutes approved by the Planning Commission : _____

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