TOWN OF Herndon VIRGINIA

HERNDON PLANNING COMMISSION
Regular Meeting Minutes
Monday, February 23, 2026

1. Call to Order

Chair Romeo called the February 23, 2026, regular meeting to order at 7:00 p.m. in the Herndon Council Chambers, 765 Lynn Street, Herndon. In attendance were: Commissioners Andrew Beatty; Stephen Mundt; Samuel F. Richardson II; Vice Chair Meron Yohannes; and Chair Michael Romeo.

Commissioner Yung C. Kim was absent.

Staff present during the meeting: Lesa Yeatts, Town Attorney; Lisa Gilleran, Director of Community Development; John Irish, Deputy Director of Public Works; Fadrique Iglesias, Community Planner; John Verdin, Capital Project Program Manager; and Margie Tacci, Deputy Town Clerk.

Chair Romeo stated that six Commission Members were present, which constituted a quorum.

Chair Romeo noted that the meeting would be Commissioner Jay Donahue's final Planning Commission meeting and recognized Mayor Keven LeBlanc, who presented Commissioner Donahue with a Certificate of Appreciation for his years of service to the Planning Commission and the Town. Mayor LeBlanc thanked Commissioner Donahue for his dedication to the community and his many years of service on Town boards, committees, and commissions throughout the years.

2. Organizational Meeting

a. Election of Officers (rescheduled from January 26, 2026)

Chair Romeo stated that the election of officers had been rescheduled from the January 26, 2026, meeting, which was canceled due to inclement weather.

Nomination and Vote
Chair of the Planning Commission

Chair Romeo opened nominations for the Chair of the Planning Commission. Commissioner Mundt moved to nominate Commissioner Romeo as the Chair. The nominations were closed.

Commissioner Mundt moved to elect Michael Romeo as Chair of the Planning Commission. Motion seconded by Commissioner Donahue. The question was

DRAFT

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

Nomination and Vote
Vice Chair of the Planning Commission

Chair Romeo opened the floor for nominations for Vice Chair of the Planning Commission. Chair Romeo moved to nominate Meron Yohannes as Vice Chair of the Planning Commission. The nominations were closed.

Chair Romeo moved to elect Meron Yohannes as Vice Chair of the Planning Commission. Motion was seconded by Commissioner Mundt. The question was called on the motion, which carried by a 6-0 roll call vote. The vote was: Commissioners Beatty, Donahue, Mundt, Richardson, Vice Chair Yohannes, and Chair Romeo voting "Aye." Commissioner Kim was absent.

Vote to Designate
Secretary of the Planning Commission

Chair Romeo moved to designate the Town Clerk as Secretary of the Planning Commission. Motion seconded by Commissioner Beatty. The question was called on the motion, which carried by a 6-0 roll call vote. The vote was: Commissioners Beatty, Donahue, Mundt, Richardson, Vice Chair Yohannes, and Chair Romeo voting "Aye." Commissioner Kim was absent.

Vote to Designate
Parliamentarian of the Planning Commission

Chair Romeo moved to designate the Town Attorney as Parliamentarian of the Planning Commission. Motion seconded by Vice Chair Yohannes. The question was called on the motion, which carried by a 6-0 roll call vote. The vote was: Commissioners Beatty, Donahue, Mundt, Richardson, Vice Chair Yohannes, and Chair Romeo voting "Aye." Commissioner Kim was absent.

3. Approval of Minutes

a. October 20, 2025, Planning Commission Work Session Minutes (rescheduled from January 26, 2026)

b. October 27, 2025, Planning Commission Regular Meeting Minutes (rescheduled from January 26, 2026)

c. December 8, 2025, Planning Commission Work Session Minutes (rescheduled from January 26, 2026)

DRAFT

d. January 12, 2026, Planning Commission Work Session Minutes

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

- October 20, 2025, Planning Commission Work Session Minutes
- October 27, 2025, Planning Commission Regular Meeting Minutes
- December 8, 2025, Planning Commission Work Session Minutes
- January 12, 2026, Planning Commission Work Session Minutes

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

4. Comments

a. Comments from the Staff Members

Lisa Gilleran, Director of Community Development, provided remarks on the recent joint Town Council and Planning Commission work session. She noted that the Comprehensive Plan process will include two early action plans focused on the Downtown and Metro areas. These plans will include data analysis, community engagement, and visioning. Drafts are anticipated toward the end of 2026.

b. Comments from the Commissioners

Vice Chair Yohannes: thanked staff and her colleagues for an excellent and informative joint work session last week. She thought it was helpful in framing the Comprehensive Plan discussions.

Chair Romeo: echoed Vice Chair Yohannes' comments about the joint work session.

Commissioner Mundt: asked whether the Town must conduct the five-year review of the Comprehensive Plan while the Herndon 2050 Comprehensive Plan update has started.

Lesa Yeatts, Town Attorney, stated that it is acceptable practice to proceed with preparation of a new comprehensive plan rather than holding a separate five-year review of the existing plan. She advised that she could discuss the matter further with Commissioner Mundt and Chair Romeo outside of the meeting.

Commissioners Beatty, Donahue, and Richardson offered no additional comments.

c. Comments from the Public

DRAFT

Chair Romeo reviewed the process and asked those who wanted to provide Comments from the Public to come forward. The following individual provided comments:

- Sean Regan, 1000 Monroe Street, Herndon: provided comments about the Trellis housing community on Elden Street. Mr. Regan discussed the workforce housing program on the property and suggested that the Town review the program as part of its housing policy discussions.

Chair Romeo thanked Mr. Regan for his comments and noted that housing policy had recently been discussed during the joint work session between the Planning Commission and Town Council.

5. 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)

Certifications of Publication from the Editor of the Fairfax County Times newspapers were filed, showing that notices of the following public hearing items were duly advertised in the January 9 and January 16, 2026, issues.

Chair Romeo opened the public hearing and called on Fadrique Iglesias, Community Planner, who provided an overview of SE #25-03, 1207 Sunrise Court. Mr. Iglesias stated that the proposed application would allow up to 12 children to attend the child daycare, which is permitted under the zoning ordinance with a special exception. He reviewed zoning compliance, operational conditions, parking analysis, and neighborhood compatibility. Staff recommended approval of the special exception and forwarding the item to Town Council for review, to include the recommended conditions outlined in the staff report.

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

Idalia Bonilla Alvarenga, 1207 Sunrise Court, Herndon, provided brief remarks regarding the proposed daycare operation.

There were no comments from the public.

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

Commissioner Mundt moved to recommend approval of Special Exception SE #25-03, 1207 Sunrise Court, to consider a special exception to permit a home-

DRAFT

based child daycare use within the PD-R, Planned Development-Residential, zoning district. Motion seconded by Vice Chair Yohannes.

There were comments from the Planning Commission on this item.

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

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

Certifications of Publication from the Editor of the *Fairfax County Times* newspapers were filed, showing that notices of the following public hearing items were duly advertised in the January 9 and January 16, 2026, issues.

Chair Romeo opened the public hearing and recognized John Verdin, Capital Project Program Manager, for the staff report. Mr. Verdin stated that the Capital Improvement Plan is a six-year financial planning document that outlines proposed capital projects and supports the Town's Comprehensive Plan and annual budget process. As allowed by the Code of Virginia § 15.2-2239, the Planning Commission will make a recommendation to the Town Manager regarding the CIP. This allows the Town Manager to consider the Commission's recommendation prior to recommending the budget and CIP to Town Council. He indicated that nothing had changed since the work session review of this item and that the document is posted on the Town's website.

Mr. Verdin reviewed the proposed projects included in the FY 2027–FY 2032 CIP and described funding sources, including General Fund revenues, enterprise funds, grant funding, and potential bond financing. Staff recommends approval of the proposed CIP, recommending the document to the Town Manager to be presented to Town Council.

There was discussion between staff and the Commission about the proposed CIP, regarding recent Town Council discussions of capital priorities. Commissioner Mundt requested a further breakdown of budgetary funding sources for specific projects.

There were no comments from the public. Chair Romeo closed the public hearing and moved to Commission level for discussion and action.

Commissioner Donahue moved to approve the Town of Herndon FY 2027–FY 2032 Capital Improvement Plan (CIP). Motion seconded by Chair Romeo.

There were comments from the Commission on this item.

DRAFT

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

6. Adjournment

There being no further business, and without objection, Chair Romeo adjourned the February 23, 2026, Planning Commission regular meeting at 7:51 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Planning Commission: _____

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

DRAFT