TOWN OF Herndon VIRGINIA

Town Council Regular Meeting
Agenda Item 6.a.

Agenda Item: **Briefing on Chestnut Grove Cemetery Development**

Meeting Date: June 10, 2025

Category: Work Session

Prepared by: John Irish, Acting Director of Public Works - Engineering

Description:
This discussion item provides a briefing on the ongoing cemetery development project. It will include a PowerPoint presentation and a review of the 100% draft design plans, along with an overview of funding sources, fiscal impact, and the project's design and construction schedule.

Background:
According to the FY 2022–FY 2027 CIP Project Description, the cemetery development project was planned to provide approximately 3,000 additional burial sites. J2 Engineers, Inc. were contracted to prepare the site design, and on September 23, 2023, they submitted the 90% design plans to the Town for review.

At the same time, Town staff were collaborating with the Tribute Company on the development of a cemetery master plan. This master plan was adopted by Town Council as Resolution 24-G-09 on January 23, 2024. During that meeting, several residents voiced concerns regarding certain elements of the proposed changes. In response, the Town Council directed staff to incorporate public feedback into the site design process and to organize a follow-up meeting with residents.

Subsequently, meetings were held for the adjacent residents at the cemetery on March 13 and 14, 2024, to discuss the project objectives and listen to the residents' concerns. As a result of the Town Council public hearing comments and information shared by residents at the meetings at the cemetery, a number of design considerations to incorporate into the project design were developed. The purpose of the design considerations was to balance the needs of the cemetery development with the residents' concerns. A letter was sent to the residents after the meeting, committing us to address the residents' concerns as well as we could with an agreement to meet with the residents after the incorporated design was developed enough to present.

In January 2025, another meeting with display boards and PowerPoint presentation of the 30% design was held for the residents. The design presented the best solutions to address the residents' concerns and was discussed in detail. The overall response from the residents was positive and recognized as a much better design.

With community concerns addressed, the Town's consultant proceeded with completing the design, submitting the 60% plans for Town review in March 2025. The current schedule is to complete the project design and submit for final site plan permitting approval this summer, with an advertisement for bids in the August-September timeframe.

Timing Impact:
This information is being provided to keep the Town Council and community updated and advised on the progress of the project.

Strategic Focus Area:
Strong Fiscal Stewardship
Environmental and Economic Sustainability
Good Governance

Fiscal Impact:
The Chestnut Grove Cemetery Development project is funded through Enterprise Funds. By developing the last remaining undeveloped section of the cemetery, this project will meet the community's burial needs for the next 30 years.

Legal Impact:
There is no legal impact or requirements for specialized legal counsel, as the project does not involve rights-of-way, easements, or real estate negotiations.

Staff Recommendation/Next Steps:
This is a briefing item; staff will review the final plans to ensure they comply with all local, state, and federal regulations and adequately address residents' concerns. Upon final approval, the project will move forward with advertisement and the award of the construction contract.

Attachments:
1. PowerPoint