Town of Herndon Leases

Herndon Town Council Work Session

August 12, 2025

TOWN OF Herndon

LIVE DIFFERENTLY.

Why are you receiving this briefing?

At the January 24, 2025 Town Council retreat, Town Council requested a briefing on the Town's non-profit support related to leasing Town-owned property.

Agenda

- Types of Leases
- Lease Management
- Leasing Process
- Future Plans

Types of Leases

Lease	Type	Total Annual Rent	Square Feet	Rent/ Square Foot	Expiration
TWC - 397 Herndon Parkway	Commercial	$108,780.00	5439	$20	12/31/2025
FCPS – 397 Herndon Parkway	Commercial	$288,500.04 + 2% escalator/yr	13,593	$21.22	8/31/2026
Sen Boysko – 397 Herndon Parkway	Dollar/ Year	$1	184	< $1	12/31/2025
Del. Shin – 397 Herndon Parkway	Dollar/ Year	$1	184	< $1	12/31/2025
Supervisor Bierman – 397 Herndon Parkway	Dollar/ Year	$1	184	< $1	12/31/2025
1270 Old Heights Road	Residential / Caretaker	$13,140	2078	$6.32	09/30/2025

Types of Leases

Lease	Type	Total Annual Rent	Square Feet	Rent/ Square Foot	Expiration
Next Stop Theatre – 397 Herndon Parkway (2 spaces)	Dollar / Year	$2	1525	< $1	**Expired**
Next Stop Theatre – Herndon Depot	Dollar / Year	$1	250	< $1	**Expired**
Herndon Historical Society – Herndon Depot	Dollar / Year	$1	750	< $1	2/28/2027
HCTV – Old Town Hall	Dollar / Year	$1	1218	< $1	12/31/2025 w/ two 1-year renewal options
Dulles Chamber of Commerce – Old Town Hall	Dollar / Year	$1	553	< $1	12/31/2025
Arts Herndon – 750 Center Street	N/A	N/A	3200	N/A	**Expired**

Types of Leases

Lease	Type	Total Annual Rent	Rent/ Square Foot	Expiration
Fortnightly Library – Land Lease	Land Lease	N/A	N/A	5/1/2033 w/ unlimited 1-year auto renewals
Herndon – Land License for Depot with NVRPA	Land License	N/A	N/A	11/15/2062

Lease Management

Leases at 397 Herndon Parkway managed by commercial property management company, Colliers, overseen by DPW Project Management

- Respond to repair needs
- Respond to other tenant needs
- Collect rent and submit net revenue to town
- Provide quarterly reporting

Leases at Old Town Hall and Herndon Depot managed by town staff

- DPW responds to repair needs
- DPW responds to other tenant needs (keys, updating occupants, etc.)

Lease Renewals

Commercial leases at 397 Herndon Parkway

- Colliers initiates negotiations or markets space
- Colliers negotiates rates and terms
- New lease drafted by Town Attorney and DPW lease manager
- Final lease presented to Town Council for approval
- Lease signed by Mayor
- Typically, 4-6 months

Lease Renewals

Non-commercial leases

- New lease drafted by the Town Attorney and the DPW lease manager
- Final lease presented to Town Council for approval (Town Manager authorized by resolution to sign all Town Hall leases.)
- Currently, the town is not seeking new non-commercial tenants

Plans for Leased Space

The town is not pursuing any new tenants.

- The current TWC lease will not be renewed.
- All available space at 397 will be used for town staff.
- FCPS holds a 15-year lease.
- No new investments in 750 Center Street.
- The Depot has limited use requirements per license agreement and will remain a local museum.
- HCTV and the Dulles Chamber will remain in Old Town Hall until space is needed for town staff.