Town Council
Regular Meeting
Agenda Item 6.h.

Agenda Item: **Ordinance 25-O-29 to approve and authorize the mayor to sign a lease extension between the Town and the Honorable Irene Shin, Member of the House of Delegates, for office space at 397 Herndon Parkway**

Meeting Date: December 9, 2025

Category: Consent

Prepared by: Lesa Yeatts, Town Attorney, Scott E Robinson, Director of Public Works/Acting Deputy Town Manager

Description:
Request to adopt an Ordinance to approve a lease extension for space in the Town's building located at 397 Herndon Parkway.

Background:
Delegate Shin currently occupies approximately 185 sq. ft of space in the town's building located at 397 Herndon Parkway that is used as an office for constituent services. The current lease dated December 12, 2023, that was effective on January 1, 2024, expires on December 31, 2025, aligning with the House of Delegates 2-year election terms. Delegate Shin has been re-elected and would like to continue to occupy the office space.

Timing Impact:
This proposed lease extension will extend the expiration date by 2 years so that it will expire on December 31, 2027, aligning with the timing of the 2027 House of Delegates elections.

Strategic Focus Area:
Good Governance

Fiscal Impact:
The rent for this space is proposed to remain $1.00, consistent with other leases for governmental entities at this location.

Legal Impact:
Town policy and Virginia State Code require town council action on leases of town property.

Staff Recommendation/Next Steps:
Approval of the Ordinance as proposed.

Attachments:
1. Ordinance (Proposed)
2. Lease Extension - Delegate Shin