TOWN OF Herndon VIRGINIA

HERNDON TOWN COUNCIL
Regular Meeting Minutes
Wednesday, November 12, 2025

1. Call to Order

Mayor LeBlanc called the November 12, 2025, Town Council meeting to order at 7:09 p.m. in the Herndon Council Chambers, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Keven LeBlanc; and Councilmembers Kelvin Garcia (arrived at 7:09 p.m.), Michael T. Lloyd, and Alex Reyes.

Vice Mayor Clark Hedrick and Councilmembers Naila Alam and Cesar del Aguila were absent.

Staff present during the meeting: Dan Hoffman, Town Manager; Kirstyn Barr Jovanovich, Deputy Town Manager; Lesa Yeatts, Town Attorney; Scott Robinson, Acting Deputy Town Manager; Chief Steven Pihonak, Herndon Police Department; Brent Heavner, Chief Communications Officer; Lisa Gilleran, Director of Community Development; Tanya Kendrick, Director of Human Resources; Marjorie Sloan, Director of Finance; Tammy Chastain, Deputy Director of Public Works; Bryce Perry, Deputy Director of Community Development; David Stromberg, Zoning Administrator; Maria Lee, Budget Manager; Page Kalapasev, Director of Information Technology; and Margie Tacci, Deputy Town Clerk.

2. Pledge of Allegiance to the Flag of the United States of America

Mayor LeBlanc led the audience in the Pledge of Allegiance to the Flag of the United States of America.

Determination of a Quorum

Mayor LeBlanc determined there was a quorum with four Councilmembers present. Vice Mayor Hedrick and Councilmembers Alam, del Aguila were absent.

Mayor Announcements

Mayor LeBlanc provided the following community updates:

1. Welcomed Dan Hoffman, who was sworn in as Town Manager earlier that evening.

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2. The local American Legion chapter hosted the Veterans Day Observance on November 11 on the Town Green, where Mayor LeBlanc gave remarks and a issued a mayoral proclamation.

3. The Herndon Turkey Trot will be on Saturday, November 22, 4:00 p.m. at the Community Center.

4. Town offices will be closed on Thursday, November 27 and Friday, November 28 for the Thanksgiving holiday. Trash will be collected Friday.

5. The next meeting will be a work session on Tuesday, December 2.

6. Herndon Hometown Holiday events are listed on social media platforms and the Town's website, including:

    - December 6: Herndon Holiday Homes Tour, model train show, and holiday tree lighting.
    - December 7: Holiday arts and crafts show at the Herndon Community Center.
    - December 13: WinterMarkt and Wreaths Across America.
    - December 14: the Town's first Santa Social event at the Herndon Community Center.

3. Presentations/Reports/Comments

a. Presentation of the Town's Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended June 30, 2025 by Brown Edwards and Company, LLP, Certified Public Accountants

Mayor LeBlanc recognized Marjorie Sloan, Director of Finance, to introduce the auditors.

Megan Argenbright, the Certified Public Accountant for Brown Edwards, provided the annual comprehensive fiscal report for 2025. The Town earned the Certificate of Achievement for Excellence in Financial Reporting (ACFR) for the 50th consecutive year in Fiscal Year 2025. The audit included letters for best practices, tools for internal controls, and notice of upcoming changes.

b. Town Manager Report

Mayor LeBlanc recognized Dan Hoffman, Town Manager, who thanked his family for their support in his new role. He thanked town staff for welcoming him and stated that he looks forward to working with and leading the Town of Herndon team.

c. Councilmember Comments

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Councilmember Reyes: congratulated Town Manager Dan Hoffman on his recent appointment and provided comments on the Veterans Day observance yesterday, November 11.

Councilmember Garcia: apologized for his tardiness that evening. He welcomed the new Town Manager and provided comments on Veterans Day.

Councilmember Lloyd: welcomed the new Town Manager and provided comments on the Veterans Day Observance, noting that his father served in the Korean Conflict.

Mayor LeBlanc: provided comments on the following:

1. Congratulated Director Marjorie Sloan and the Finance Department on the audit and expressed appreciation for the team's excellent stewardship of the Town's financial resources.

2. Discussed recent economic development events and opportunities in the Town, including:

    - Grand opening at Lidl on October 29;
    - Grand reopening of Office Revolution on November 7;
    - Ribbon cutting at Planet Fitness on November 14; and
    - Meetings with local businesses Soliloquy Bridal and TELE Controls.

3. Leaf Collection continues until December 19. Information about the collection is included on the calendar and website.

4. Expressed excitement about a new event on May 16, 2026 — Polar Heat on Lynn Street. The Parks and Recreation department is looking for sponsors, vendors, and volunteers for the event.

Comments and Disclosures for the Record

Mayor LeBlanc asked Margie Tacci, Deputy Town Clerk, if comments for the record or signed disclosure declarations from Council were received. Ms. Tacci stated that comments were received by Council and entered into the record on General item 6(b), Ordinance 25-O-28, to amend Chapter 66 (Streets, Sidewalks, and Certain Other Public Places), to add a new section 66-1.1, Duty of property owners and tenants to remove snow from sidewalks. The Town Clerk did not receive additional public comments or disclosures on any other items listed on that meeting's agenda.

4. Comments from the Audience

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Mayor LeBlanc reviewed the process and asked those who wanted to provide Comments from the Audience to come forward.

The following individuals provided comments:

- Mary Burger, representing the Cultivating Community Committee: encouraged those present to attend the Herndon Holiday Homes Tour, and stated that tickets were available at the Depot. She commended the Town's holiday lights displayed in the downtown.

  Ms. Burger announced the winners of the recent Spooktacular Halloween contest: 1419 Cotterell Court, the corner of Jeff Ryan Drive, and 1308 Alabama Drive.

- Barbara Glakas, 935 Barton Oaks Place, Herndon: provided comments on General item 6(b), Ordinance 25-O-28, regarding snow removal.

5. Public Hearings

a. Ordinance 25-O-21 to adopt Zoning Ordinance Text Amendment ZOTA #25-05, to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review and Permitting), to update sections for conformance with the Code of Virginia, to clarify notice requirements, and make other housekeeping amendments as deemed necessary and appropriate

Certificates of Publication were filed from the Editor of the *Fairfax County Times* newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, October 31 and November 7, 2025 issues.

b. Ordinance 25-O-22 to adopt Subdivision Ordinance Text Amendment SOTA #25-01 to amend Chapter 70 (SUBDIVISION OF LAND), Article I (Subdivisions Generally), and Article II (Subdivision Review Procedures and Requirements), to update sections for conformance with the Code of Virginia, to clarify certain processes and make other housekeeping amendments as deemed necessary and appropriate

Certificates of Publication were filed from the Editor of the *Fairfax County Times* newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, October 31 and November 7, 2025 issues.

Mayor LeBlanc opened the public hearings and stated that the first two items will be presented concurrently with separate votes public hearings and votes on each item. He recognized Bryce Perry, Deputy Director of Community Development, who provided an overview of the proposed items. He stated that the proposed amendments would align the Town Code with recent changes made to the Virginia State Code. These amendments clarify reviewing authority and include housekeeping items to align with procedural provisions with current protocols.

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Public Hearing and Vote on Ordinance 25-O-21

Mayor LeBlanc stated that there would be separate public hearings on each item, and called on comments from the audience for Ordinance 25-O-21. Seeing no comments, Mayor LeBlanc closed the public hearing and moved to Council level for discussion and action.

Councilmember Reyes moved to approve Ordinance 25-O-21 to adopt Zoning Ordinance Text Amendment ZOTA #25-05, to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review and Permitting), to update sections for conformance with the Code of Virginia, to clarify notice requirements, and make other housekeeping amendments as deemed necessary and appropriate, as presented.

Motion seconded by Councilmember Garcia.

The question was called on the motion, which carried by a 4-0 roll call vote. The vote was: Councilmembers Garcia, Lloyd, Reyes, and Mayor LeBlanc voting “Aye.” Vice Mayor Hedrick and Councilmembers Alam and del Aguila were absent

Public Hearing and Vote on Ordinance 25-O-22

Mayor LeBlanc called for comments from the audience. Seeing no comments, Mayor LeBlanc closed the public hearing and moved to Council level for discussion and action.

Councilmember Reyes moved to approve Ordinance 25-O-22 to adopt Subdivision Ordinance Text Amendment SOTA #25-01 to amend Chapter 70 (SUBDIVISION OF LAND), Article I (Subdivisions Generally), and Article II (Subdivision Review Procedures and Requirements), to update sections for conformance with the Code of Virginia, to clarify certain processes and make other housekeeping amendments as deemed necessary and appropriate, as presented.

Motion seconded by Councilmember Garcia.

The question was called on the motion, which carried by 4-0 roll call vote. The vote was: Councilmembers Garcia, Reyes, Lloyd, and Mayor LeBlanc voting "Aye". Vice Mayor Hedrick and Councilmembers Alam and del Aguila were absent.

c. Ordinance 25-O-23 to request the 2026 Virginia General Assembly amend the Charter of the Town of Herndon, Chapter 4, regarding the Town Manager to permit the Town Council flexibility to contract with the Town Manager regarding the location of their residence, and to clarify the duties of the Town Manager relative to employees consistent with Chapter 54 of the Town Code

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Certificates of Publication were filed from the Editor of the *Fairfax County Times* newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, October 24, and October 31, 2025, issues.

d. Ordinance 25-O-24 to request the 2026 Virginia General Assembly amend the Charter of the Town of Herndon, Chapter 5, regarding appointive offices to clarify that the Town Council shall have two appointive officers; the Town Manager and the Town Attorney and that the Town Manager has authority to employ any deputies and assistants to these appointive officers pursuant to Chapter 54 of the Town Code relating to Personnel

Certificates of Publication were filed from the Editor of the *Fairfax County Times* newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, October 24, and October 31, 2025, issues.

e. Ordinance 25-O-25 to request the 2026 Virginia General Assembly amend the Charter of the Town of Herndon, Chapter 6.1, to repeal Sec. 6.1:2 regarding deputies and assistants to the Town Attorney

Certificates of Publication were filed from the Editor of the *Fairfax County Times* newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, October 24, and October 31, 2025, issues.

f. Ordinance 25-O-26 to request the 2026 Virginia General Assembly amend the Charter of the Town of Herndon, Chapter 7 Miscellaneous, to repeal Sec. 7.5 regarding Town of Herndon School Board

Certificates of Publication were filed from the Editor of the *Fairfax County Times* newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, October 24, and October 31, 2025, issues.

Mayor LeBlanc opened the public hearings and recognized Lesa Yeatts, Town Attorney, for the concurrent staff reports. Mayor LeBlanc stated that there will be separate public hearings on each item.

Ms. Yeatts stated that pursuant to Virginia Code Section 5.2.22, to amend its Charter, a locality must properly advertise and hold public hearings on the requested items. She confirmed that the items were advertised as required. Following Council's review and approval, the items to be amended have to proceed to the General Assembly for legislative review. To be reviewed at the next General Assembly session, the Town's state representatives have requested that they receive the amendments by November 15. Ms. Yeatts reviewed each item and noted that the proposed amendments will include housekeeping items. A brief description of the amendments is summarized below:

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1. Chapter 4: relates to the requirements that the town manager must reside within the town; includes proposed language allowing the Town Council discretion to negotiate a reasonable distance for the town manager's residence location, as part of hiring contract discussions.
2. Chapter 5: includes updated references to the appointed officials of the Town Manager and Town Attorney.
3. Chapter 6: clarifies the employment of deputy and assistant town attorneys; aligns the Charter with Town Code Chapter 54 and with standard employment practice.
4. Chapter 7, Section 7.5: request to remove references to the Herndon School Board; this section no longer applies since Fairfax County School Board maintains authority over public schools in the town.

Public Hearing and vote on Ordinance 25-O-23

Mayor LeBlanc called for comments from the audience. Seeing no comments, Mayor LeBlanc closed the public hearing and moved to Council level for discussion and action.

Councilmember Reyes moved to approve Ordinance 25-O-23 to request the 2026 Virginia General Assembly amend the Charter of the Town of Herndon, Chapter 4, regarding the Town Manager to permit the Town Council flexibility to contract with the Town Manager regarding the location of their residence, and to clarify the duties of the Town Manager relative to employees consistent with Chapter 54 of the Town Code, as presented.

Motion seconded by Councilmember Lloyd.

There were brief comments from Council.

The question was called on the motion, which carried by 4-0 roll call vote. The vote was: Councilmembers Garcia, Reyes, Lloyd and Mayor LeBlanc voting "Aye". Vice Mayor Hedrick and Councilmembers Alam and del Aguila were absent.

Public Hearing and vote on Ordinance 25-O-24

Mayor LeBlanc called for comments from the audience. Seeing no comments, Mayor LeBlanc closed the public hearing and moved to Council level for discussion and action.

Councilmember Garcia moved to approve Ordinance 25-O-24 to request the 2026 Virginia General Assembly amend the Charter of the Town of Herndon, Chapter 5, regarding appointive offices to clarify that the Town Council shall have two appointive officers; the Town Manager and the Town Attorney and that the Town

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Manager has authority to employ any deputies and assistants to these appointive officers pursuant to Chapter 54 of the Town Code relating to Personnel, as presented.

Motion seconded by Councilmember Reyes.

The question was called on the motion, which carried by 4-0 roll call vote. The vote was: Councilmembers Garcia, Reyes, Lloyd, and Mayor LeBlanc voting "Aye". Vice Mayor Hedrick and Councilmembers Alam and del Aguila were absent.

Public Hearing and vote on Ordinance 25-O-25

Mayor LeBlanc called for comments from the audience. Seeing no comments, Mayor LeBlanc closed the public hearing and moved to Council level for discussion and action.

Seeing no comments, Mayor LeBlanc closed the public hearing and moved to Council level for discussion and action.

Councilmember Reyes moved to approve Ordinance 25-O-25 to request the 2026 Virginia General Assembly amend the Charter of the Town of Herndon, Chapter 6.1, to repeal Sec. 6.1:2 regarding deputies and assistants to the Town Attorney, as presented.

Motion seconded by Councilmember Garcia.

The question was called on the motion, which carried by 4-0 roll call vote. The vote was: Councilmembers Garcia, Reyes, Lloyd and Mayor LeBlanc voting "Aye". Vice Mayor Hedrick and Councilmembers Alam and del Aguila were absent.

Public Hearing and vote on Ordinance 25-O-26

Mayor LeBlanc called for comments from the audience. Seeing no comments, Mayor LeBlanc closed the public hearing and moved to Council level for discussion and action.

Councilmember Garcia moved to approve Ordinance 25-O-26 to request the 2026 Virginia General Assembly amend the Charter of the Town of Herndon, Chapter 7 Miscellaneous, to repeal Sec. 7.5 regarding Town of Herndon School Board, as presented.

Motion seconded by Councilmember Reyes.

The question was called on the motion, which carried by 4-0 roll call vote. The vote

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was: Councilmembers Garcia, Reyes, Lloyd and Mayor LeBlanc voting "Aye". Vice Mayor Hedrick and Councilmembers Alam and del Aguila were absent.

6. General

a. Resolution 25-G-61 to adopt the Town of Herndon's 2026 Legislative Program

Mayor LeBlanc recognized Lesa Yeatts, Town Attorney, for the staff report, who stated that along with the Charter Amendments, the Town will present an overall Legislative Program to the state representatives. She reviewed the proposed position statements and stated that staff also recommends adopting the Virginia Municipal League (VML) legislative program. The proposed program package is attached to this item on this meeting's agenda.

Councilmember Lloyd moved to approve Resolution 25-G-61 to adopt the Town of Herndon's 2026 Legislative Program, as presented.

Motion seconded by Councilmember Reyes.

There were brief comments from Council.

The question was called on the motion, which carried by 4-0 roll call vote. The vote was: Councilmembers Garcia, Reyes, Lloyd, and Mayor LeBlanc voting "Aye". Vice Mayor Hedrick and Councilmembers Alam and del Aguila were absent.

b. Ordinance 25-O-27 to amend the Fiscal Year (FY) 2026 Adopted Budget for the General Fund

Mayor LeBlanc recognized Marjorie Sloan, Director of Finance, who provided an overview of amendments to the general fund. The amendments cover the following requests:

1. Informational Technology: $205,000 for critical and professional services to help modernize IT operations, as was recommended last year.
2. Parks and Recreation: appropriate $30,000 for costs associated with the Bready Park fencing installation; a donation was received in this amount from the Herndon Youth Soccer Association in September.
3. Herndon Police Department equipment: $65,000 for Justice Association Grant Law Enforcement equipment to be able to implement the $75,000 grant from the VA Department of Criminal Justice Program.

The net impact on the budget is $300,000, and Ms. Sloan stated that staff recommends approval of the proposed ordinance, as presented.

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Councilmember Garcia moved to approve Ordinance 25-O-27 to amend the Fiscal Year (FY) 2026 Adopted Budget for the General Fund, as presented.

Motion seconded by Councilmember Reyes.

The question was called on the motion, which carried by 4-0 roll call vote. The vote was: Councilmembers Garcia, Reyes, Lloyd and Mayor LeBlanc voting "Aye". Vice Mayor Hedrick and Councilmembers Alam and del Aguila were absent.

c. Ordinance 25-O-28 to amend Chapter 66 (STREETS, SIDEWALKS AND CERTAIN OTHER PUBLIC PLACES), Article I (In General), to add a new section 66-1.1 (Duty of property owners and tenants to remove snow from sidewalks)

Mayor LeBlanc recognized Tammy Chastain, Acting Director of Public Works, Operations, for the staff report. She stated that during the September 9 Town Council Work Session, there was a discussion on snow removal. The proposed amendment clarifies the responsibilities of property owners and tenants to remove snow within 24 hours following a snowfall. The timeline is similar to other jurisdictions and staff recommends approval of the proposed ordinance, as presented.

There was discussion among Council and staff on the proposed ordinance, including:

1. Public conveyance on private property.
2. Town code requirements for property owners to remove all obstructions on public conveyance.
3. Objective requirements for all property-owning entities, to include homeowners, businesses, schools, and tenants.
4. Community volunteerism and how to best look out for neighbors who may need assistance.
5. Public awareness and outreach.
6. Enforcement.

Councilmember Lloyd moved to approve Ordinance 25-O-28 to amend Chapter 66 (STREETS, SIDEWALKS AND CERTAIN OTHER PUBLIC PLACES), Article I (In General), to add a new section 66-1.1 (Duty of property owners and tenants to remove snow from sidewalks), as presented.

Motion seconded by Councilmember Garcia.

There were brief comments from Council.

The question was called on the motion, which carried by 4-0 roll call vote. The vote

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was: Councilmembers Garcia, Reyes, Lloyd and Mayor LeBlanc voting "Aye". Vice Mayor Hedrick and Councilmembers Alam and del Aguila were absent.

7. Consent

a. Resolution 25-G-62 to appoint the Town Council Liaison and Alternate Liaison to the Herndon Youth Engagement Policy

b. Resolution 25-G-63 to appoint a member to the Board of Building Code Appeals

c. Resolution 25-G-64 to reappoint a member to the Board of Zoning Appeals

d. Approval of Minutes

i. October 28, 2025, Town Council Regular Meeting Minutes

On motion of Councilmember Reyes, seconded by Councilmember Lloyd, the Consent Agenda items were approved and carried by a 4-0 roll call. The vote was: Councilmembers Garcia, Reyes, Lloyd and Mayor LeBlanc voting "Aye". Vice Mayor Hedrick and Councilmembers Alam and del Aguila were absent.

8. Adjournment

There being no further business, Mayor LeBlanc adjourned the November 12, 2025 Town Council Regular Meeting at 8:18 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council : _____

[Note: Approved resolutions and ordinances are on file in the Town Clerk's office.]

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