**HERNDON TOWN COUNCIL**
**Regular Meeting Minutes**
**Tuesday, August 12, 2025**

## 1. Call to Order

Mayor LeBlanc called the August 12, 2025, Town Council meeting to order at 7:00 PM in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Keven LeBlanc; and Councilmembers Naila Alam, Cesar del Aguila, Kelvin Garcia, and Alex Reyes.

Absent: Vice Mayor Clark Hedrick and Councilmember Michael T. Lloyd.

Staff present during the meeting: Kirstyn Barr Jovanovich, Interim 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; Marjorie Sloan, Director of Finance; Page Kalapasev, Director of Information Technology; Mike Mueller, Golf Course General Manager; Bob Williams, Director of Parks and Recreation; Tammy Chastain and John Irish, Acting Directors of Public Works; David Stromberg, Zoning Administrator; Margie Tacci, Deputy Town Clerk; Amanda Kertz, Town Clerk; and Megan Coyle, Intern.

## 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 of five Councilmembers present, with Vice Mayor Hedrick and Councilmember Lloyd absent.

### Mayor Announcements

Mayor LeBlanc stated that following tonight's regular meeting, the Town Council will hold a work session meeting in the Hoover Conference Room. The work session will be recorded and live-streamed. The public is welcome to attend this work session. However, there are no public comments during work sessions.

Mayor LeBlanc thanked Chief Pihonak, Herndon Police Department, Parks and Rec, for all their efforts to coordinate National Night Out (NNO). He stated that he had the honor of presenting a proclamation recognizing NNO to Chief and HPD officers at the Harbor House.

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Mayor LeBlanc provided information on the following: (1) Fairfax County's first day of school is Monday, August 18; (2) HealthWorks is offering free school physicals on August 13 to children ages 3-18 without health insurance who are entering a Virginia school, further details are available on the organization's website; (3) Fairfax County Health Department will be offering back-to-school immunization clinics; (4) the Farm Market Fresh program offered by the Virginia Division for Aging and Rehabilitation Services is available at the Herndon Farmers Market; (5) Town offices will be closed on Monday, September 1, in observance of Labor Day; (6) the next work Town Council session is on Tuesday, September 9, with a regular meeting on Tuesday, September 23; and (7) a resolution included in the Consent Agenda will move the October 14 work session to October 7 due to a conflict with the Virginia Municipal League (VML) Conference.

## 3. Presentations/Reports/Comments

### a. Town Manager Report

Kirstyn Barr Jovanovich, Interim Town Manager, provided an update on the Road Safety Action Plan (RSAP), following the Council's goal-setting discussion at their work session on August 6. Over the next several weeks, staff will hold eight separate meetings for outreach throughout the Town. Information will be posted on the website and the Town's social media channels.

### b. Councilmember Comments

Councilmember Alam: provided comments about participating in National Night Out (NNO), and shared her excitement for the upcoming Herndon Woman's Club Fashion Show.

Councilmember del Aguila: provided the following updates: (1) shared that he provided feedback to the affordable housing study and he looks forward to the results; indicated that he intends to discuss housing at an upcoming work session; (2) provided comments on NNO and noted his participation as a Fairfax County auxiliary sheriff; and (3) thanked his colleagues for their attention to his presentation during last week's work session.

Councilmember Garcia: provided comments on NNO, stating that it was his first time participating in the event since he was a police officer in Washington, D.C.

Councilmember Reyes: provided the following updates: (1) thanked the Herndon Police Department (HPD) for their involvement in NNO; and (2) shared he will be participating in the Herndon Village Network Blood Drive tomorrow at Trinity Presbyterian Church.

Mayor LeBlanc: provided the following comments: (1) on NNO, he noted that, due to the logistics of the motorcade, it was difficult to visit all the participating

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communities; he hopes to interact with all the Town's neighborhoods in the future; (2) summarized the housing study process, which is intended to be incorporated in to the Comprehensive Plan; (3) reported his participation on VML's Economic Development committee; (4) shared that he recently visited the Healthworks Health/Medical Clinic, and discussed their activities; (5) provided information about supporting schools through donating backpacks and school supplies; and (6) stated that he enjoyed being a part of the Fairfax County 4-H Fair Grand Opening Ceremony on August 2, noting that he participated in 4-H from elementary school through college.

**Comments and Disclosures for the Record**

Mayor LeBlanc asked Margie Tacci, Deputy Town Clerk, if she received comments for the record or signed disclosure declarations from Council.

Ms. Tacci stated that comments were entered into the record on public hearing item 5(a), Ordinance 25-O-13, to adopt ZOTA #25-01. 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

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

The following individuals provided comments:

- Cid Ferrara, Vice President, Herndon High School (HHS) Sports Boosters: on behalf of the HHS Boosters, she requested funding from the Town to help purchase a new scoreboard at HHS. She provided written materials for the record and requested an opportunity to discuss this with the Town Council.

## 5. Public Hearings

### a. Ordinance 25-O-13 to adopt Zoning Ordinance Text Amendment – ZOTA #25-01, to amend Chapter 78 (ZONING), Article II (Zoning Districts), as deemed necessary and appropriate to create a new zoning district to implement the recommendations and standards of the Transit Related Growth Small Area Plan

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, July 25 and August 1, 2025 issues.

Mayor LeBlanc opened the public hearing and recognized David Stromberg, Zoning Administrator, who stated that the proposed ordinance would amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities), to update

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sections conforming with the Code of Virginia, to clarify certain processes and notice requirements, and other housekeeping amendments as deemed necessary and appropriate. He noted that the Town Council initiated the item, which was referred to the Planning Commission for its review and recommendation. At its public hearing, the Planning Commission recommended approval of the proposed ordinance. Mr. Stromberg also provided an overview of the Transit Related Growth Area (TRG), summarized how the amendment would affect the area, and stated that staff recommends approval, as presented.

There was discussion among Council and staff on the following: (1) story versus height limits for the TRG; and (2) how affordable housing may be incorporated into the zoning ordinance in the future, following the housing study.

Mayor LeBlanc called for comments from the audience.

The public hearing was held, and the following individuals provided testimony:

- Lori Greenlief, McGuireWoods LLP, representing Shorenstein, owner of Monroe Business Park: expressed general support for ZOTA #25-01 and requested clarification on the following: (1) application of the 60-foot setback; (2) the term “non-commercial” as used for accessory structures; and (3) bike parking requirements.

- Faheem Darab, Wire Gill LLP, representing Rooney Properties: expressed appreciation to staff and the Planning Commission for their efforts; stating support for the amendment and its language.

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

Following input from the Town Attorney, Councilmember del Aguila moved to approve Ordinance 25-O-13 to adopt Zoning Ordinance Text Amendment – ZOTA #25-01, to amend Chapter 78 (ZONING), Article II (Zoning Districts), as deemed necessary and appropriate to create a new zoning district to implement the recommendations and standards of the Transit Related Growth Small Area Plan, amended as follows: change language in line 175 of the ordinance from "non-commercial" to "multifamily residential."

Motion seconded by Councilmember Reyes.

There were brief comments from Council.

The question was called on the motion, as amended, which carried by a 5-0 roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Reyes, and

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Mayor LeBlanc voting “Aye.” Councilmember Lloyd and Vice Mayor Hedrick were absent.

**6. Consent**

**a. Resolution 25-G-41 to adopt a De Minimis Donation Policy Statement and establish funding and approval process for the program**

**b. Resolution 25-G-42 to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #25-04 to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities), to update sections for conformance with the Code of Virginia, to clarify certain processes and notice requirements and make other housekeeping amendments as deemed necessary and appropriate**

**c. Resolution 25-G-43 to approve a Temporary License Agreement between the Town and JOTT, INC., to use a designated public space in the alley adjacent to Jimmy’s Old Town Tavern for outdoor seating during an event**

**d. Resolution 25-G-44 Change in Meeting Schedule for the Town Council Work Session of October 14, 2025**

**e. Resolution 25-G-45 to appoint members to the Town Council’s Community Inclusion and Engagement Committee**

**f. Resolution 25-G-46 to reappoint a member to the Architectural Review Board/Historic District Review Board**

**g. Approval of Minutes**

**i. June 10, 2025, Town Council Regular Meeting Minutes**

**ii. July 8, 2025, Town Council Work Session Meeting Minutes**

**iii. July 15, 2025, Town Council Regular Meeting Minutes**

On motion of Councilmember Reyes, seconded by Councilmember Alam the Consent Agenda items were approved and carried by a 5-0 roll call vote, as presented, without comment. The vote was: Councilmembers Alam, del Aguila, Garcia, Reyes, and Mayor LeBlanc voting “ Aye.” Councilmember Lloyd and Vice Mayor Hedrick were absent.

**Recess**

At 7:38 p.m. Mayor LeBlanc called a brief recess, and at 7:48 p.m., the Town Council Work Session reconvened, with five members present and Mayor LeBlanc presiding. Councilmember Lloyd and Vice Mayor Hedrick were absent.

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## 7. Work Session

### a. Town of Herndon Leases

Mayor LeBlanc recognized Scott Robinson, Acting Deputy Town Manager, who reviewed the leases at Town-owned buildings, including the Herndon Municipal Center (HMC); Herndon Police Department (HPD); and several other offices located at 397 Herndon Parkway. He also discussed leases to nonprofit organizations at Town Hall and a caretaker lease at the golf course. Mr. Robinson noted two additional properties: the Fortnightly Library land lease property (owned by the Town) and the NOVA Parks land license for the Herndon Depot, located within the W&OD Trail easement.

Mr. Robinson provided an overview of lease management for the HPD, Town Hall, and Depot properties. At 397 Herndon Parkway, Colliers, a property management firm, manages leasing efforts by initiating, negotiating, or marketing the space, with a detailed process leading to the Town Council's review of the leases. For non-commercial leases, drafts are handled by the Town Attorney and Public Works lease manager, with final approval by Council.

Mr. Robinson indicated that the Town does not plan to renew its lease with TWC at 397 Herndon Parkway, noting that the space will be repurposed for Town staff needs. Fairfax County Public Schools holds a 15-year lease at a 397 Herndon Parkway office, and the building at 750 Center will not receive further investment. The Depot is subject limited use restrictions determined by NOVA Parks and will remain as is. Additionally, Town Hall is undergoing use changes to accommodate staff needs.

There was discussion among the Council and staff on: (1) in-kind leases, including potential value and disclosure by tenants; (2) Collier's role in managing certain properties; (3) staff needs for additional office space; and (4) the status of various leases.

Following discussion and with consensus of Council, staff was asked to review the leases to ensure notice of in-kind donations are provided for IRS disclosures, where applicable. Staff will coordinate with the Department of Finance to confirm current practices.

### b. Herndon Youth Advisory Committee Structure Discussion (rescheduled from the August 6, 2025, work session)

Mayor LeBlanc recognized Amanda Kertz, Town Clerk, who provided an overview of the Herndon Youth Advisory Committee (HYAC). Revived in September 2024, the committee met four times over the past school year to discuss topics relevant to Herndon's youth. At their last meeting in June, the group explored ways to improve the committee's structure and procedures. This included a request to collaborate more fully with Fairfax County Public Schools (FCPS) to engage more

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students and generate greater interest in Town programs, such as internships and externships. The current term expired on June 5, 2025 (end of the school term).

There was discussion among staff and Council on the following: (1) items the HYAC reviewed during their term; (2) proposal to select two seniors as Chair and Vice Chair for the next term; (3) quorum challenges experienced during the last term; and (4) other opportunities for collecting youth input—holding focus groups at Herndon Middle and Herndon High Schools, and participating in a leadership committee for Herndon in coordination with Fairfax County's Department of Neighborhood and Community Services. Additionally, the Town Clerk was asked to gather input on the committee's future from the former members of the HYAC.

Mayor LeBlanc suggested revisiting this topic at a future work session to receive input from the two absent councilmembers.

**c. Roundtable**

Councilmember Alam: no comments.

Councilmember del Aguila: no comments.

Councilmember Garcia: no comments.

Councilmember Reyes: no comments.

Mayor LeBlanc: no comments.

Kirstyn Jovanovich, Interim Town Manager: no comments.

**8. Adjournment**

There being no further business, Mayor LeBlanc adjourned the August 12, 2025 Town Council regular meeting at 8:36 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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