

**Town of Clifton**  
**Planning Commission Report Meeting 11/27/2007**

In attendance at the Planning Commission meeting on 11/27/07: Lev Buller, Michelle Stein, Judy McNamara, Kathy Kalinowski, Mac Arnold, Susan Yantis, Lane Johnston  
Absent: Richard King, Rob Clark, Patrick Pline, Marilyn Stoney

**1. Update on Town Plan progress:**

Attached is a draft of a sample letter to be sent in December to all Committees except Clifton Life and Welcoming and Sunshine Committee. Planning Commission liaisons to each committee are as follows:

Special Projects – Susan Yantis  
Traffic – Lev Buller  
Finance – Marilyn Stoney  
Arts – Kathy Kalinowski  
Historic Preservation – Mac Arnold  
Communications – Michelle Stein  
Beautification – Marilyn Stoney  
Commercial District – Patrick Pline  
Parks – Lane Johnston

The Planning Commission will be sending a letter to all landlords and building owners requesting a list of the businesses presently operating in their premises, preparatory to sending out a letter to all commercial businesses and home businesses requesting those businesses confirm the terms of their last known use permits, in order to ascertain for Town Plan updating purposes how many and what type of businesses are presently operating in the Town, as well as to verify that all use permit terms and conditions are still unchanged and in effect.

Recommendation that the Town Council create an Environmental Committee and appoint members to deal with the following issues, among others: Stormwater management, Solid Waste and recycling, interface with and review information from State water board and regional water boards, including Pope's Head Creek studies, the advisability of utilizing "green" techniques in future building in the Town, and to interface with the Planning Commission on updating the Town Plan with respect to these various environmental issues.

2. Recommend for approval the amended use permit of Jacquie Lambertson at Noodles and Noggins relocating her business to Suite 2 A at 7145 Main Street, thereby reducing her space from 900 square feet to 425 square feet and now requiring 2 parking spaces.
3. Recommend for approval the use permit of Clarissa Gary-Tinker of the Studio, an office and studio for wedding and event planning at 7145 Main Street, Suite 1C, 450 square feet, requiring 2 parking spaces.

**Town of Clifton  
Planning Commission**

**Mr. Dwayne Nitz  
Chairman, Traffic & Safety Committee  
P.O. Box 322  
Clifton, VA 20124**

**Re: Town Plan Update**

**Dear Dwayne,**

**The Planning Commission is in the process of updating the Town Plan. The Virginia Code requires the Town Planning Commission to review the Town Plan every 5 years and amend it as necessary. The Town Plan was last updated in 1996 so this task is long overdue. The Northern Virginia Regional Commission (NVRC), the agency that assisted the Town in 1996, will be working with us again on this effort.**

**The Town Plan outlines the Town's vision for its future and provides recommendations to attain that future. The Town Plan is the guide used by the residents/business owners, the Planning Commission and the Town Council to make decisions about the Town's built and natural environment. The timeframe for the Town Plan encompasses the anticipated changes to the Town over the next 5-10 years.**

**The Planning Commission will be working on developing the vision for the Town's future. Public participation is an essential part of this process – with numerous public meetings and workshops and ultimate approval by the Town Council. The Planning Commission would like to initiate the public participation process with those Town Committees whose committee responsibilities involve relevant aspects of the Town Plan. For example, the Town Plan includes recommendations for land use, transportation, open space and parks, trails, sidewalks, public facilities, historic preservation, environmental issues etc.. There are several town committees which deal with these issues and their input is vital to the success of the Town Plan update.**

As Chairman of the Traffic & Safety committee, we would like you to work with your committee to develop policies and recommendations relating to transportation for consideration in the Town Plan. We encourage you to review the transportation policies and recommendations in Section VI-3 and the Fire Station; Trails and Sidewalks, and Public Parking subsection of Section VI-4 of the adopted Town Plan and suggest any modifications, additions or deletions. A copy of Section VI-3 and VI-4 of the Town Plan is attached for your convenience. The Town Plan can also be accessed on the Town Website at [www.cliftonva.us](http://www.cliftonva.us).

For your convenience, the Planning Commission has created a format to assist the committee in establishing proposed policies and recommendations. Please use this form to submit your recommendations to the Planning Commission no later than February 15th, 2007. \_\_\_\_\_ is your Planning Commission liaison. Please contact him/her with any questions you may have or to attend a committee meeting to assist you in this effort.

The Planning Commission will consider each Committee's recommendations during the development of the Town Plan update. Thank you in advance for all of your assistance on this matter.

Sincerely,

Kathy Kalinowski  
Chair, Planning Commission

CLIFTON PLANNING COMMISSION  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR USE PERMIT

Revised by Planning Commission 08/06

The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of the Zoning Ordinance of the Code of Town of Clifton, Virginia. The undersigned has enclosed herewith a check made payable to the "Town of Clifton" for the required application review fee.

Date Submitted to Town Clerk: \_\_\_\_\_

Date Submitted to Chairman of Planning Commission: 27 Nov 2007

1. Type: ~ Construction ~ Residential ~ Non-Residential ~ Home Business  
2. Name of Applicant: Jacquie Lambertson/Noodles & Noggins  
3. Owner of Property: Golden Phoenix LLC  
4. Name of Business/Organization: Noodles & Noggins  
5. Owner of Business/Organization: Jacquie Lambertson  
6. Address of Premises: 7145 Main St, Clifton VA 20124  
7. Tax Map Number: \_\_\_\_\_  
8. Attach Copy of Plat for Property: ~ Plat Attached  
9. Attach Floor Plan (All Non-Residential and Home Business): ~ Floor Plan Attached  
10. Zoning District of Premises:  
~ Residential ~ Commercial ~ Agricultural ~ Industrial  
11. Describe Purpose of Application: 2nd floor upstairs

This is an application for a revised use permit. We have vacated the first floor place location and consolidated operations in the 2nd floor location, Suite 2A detailed in the prior Use Permit Application. Space needed for business has been reduced from approximately 900 square ft to 425 square ft.

12. If Commercial, Home Business, Agricultural or Industrial:

- Describe Operation: children's speciality mail order, internet, general business
  - Number of Employees: 5 total. 2 employees per shift.
  - Days and Hours of Operation: 9am-9pm daily.
  - Number of Client Visits per Day: 5-7
  - Square Footage of Premises: approximately 425 sq ft
  - Number of Off-Street Parking Spaces Available: \_\_\_\_\_
  - Number of Off-Street Parking Spaces Required: 2
  - For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_
13. Application Fee Enclosed: \$25.00

26 parking spaces  
for entire building.

Signature of Applicant/Agent

27 Nov 07

Date

7145 Main St

Mailing Address

Clifton VA 20124

City/Town, State, Zip Code

703-815-8600/703-222-0308

Phone Number / Fax Number

jacquie@noodlesandnoggins.com

E-Mail Address

Signature of Landlord/Lessor

Mailing Address

City/Town, State, Zip Code

Phone Number / Fax Number

E-Mail Address

APPROVED BY THE PLANNING COMMISSION  
Town of Clifton  
11-27-07

CLIFTON PLANNING COMMISSION  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR USE PERMIT

Revised by Planning Commission 08/06

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2. Name of Applicant: Jacquie Lambertson/Noodles & Noggins
3. Owner of Property: Golden Phoenix LLC
4. Name of Business/Organization: Noodles & Noggins
5. Owner of Business/Organization: Jacquie Lambertson
6. Address of Premises: 7145 Main St, Clifton VA 20124
7. Tax Map Number: \_\_\_\_\_
8. Attach Copy of Plat for Property: ~ Plat Attached
9. Attach Floor Plan (All Non-Residential and Home Business): ~ Floor Plan Attached
10. Zoning District of Premises:  
~ Residential ~ Commercial ~ Agricultural ~ Industrial
11. Describe Purpose of Application:

This is an application for a revised use permit. We have vacated the first floor place location and consolidated operations in the 2<sup>nd</sup> floor location, Suite 425 detailed in the prior Use Permit Application. Space needed for business has been reduced from approximately 900 square ft to 425 square ft.

12. If Commercial, Home Business, Agricultural or Industrial:

- Describe Operation: children's speciality mail order, internet, general business
- Number of Employees: 5 total. 2 employees per shift.
- Days and Hours of Operation: 9am-9pm daily
- Number of Client Visits per Day: 5-7 425
- Square Footage of Premises: approximately 425 sq ft
- Number of Off-Street Parking Spaces Available: \_\_\_\_\_
- Number of Off-Street Parking Spaces Required: \_\_\_\_\_
- For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_

13. Application Fee Enclosed: \$25.00

Jacquie Lambertson  
Signature of Applicant/Agent  
27 Nov 07

Date Date

7145 Main St

Mailing Address

Clifton VA 20124

City/Town, State, Zip Code

703-815-8600/703-222-0308

Phone Number / Fax Number

jacquie@noodlesandnoggins.com

E-Mail Address

Sheldon C Hoffmann, Gen Partner  
Signature of Landlord/Lessor

POB 350

Mailing Address

Fairfax St VA 22039

City/Town, State, Zip Code

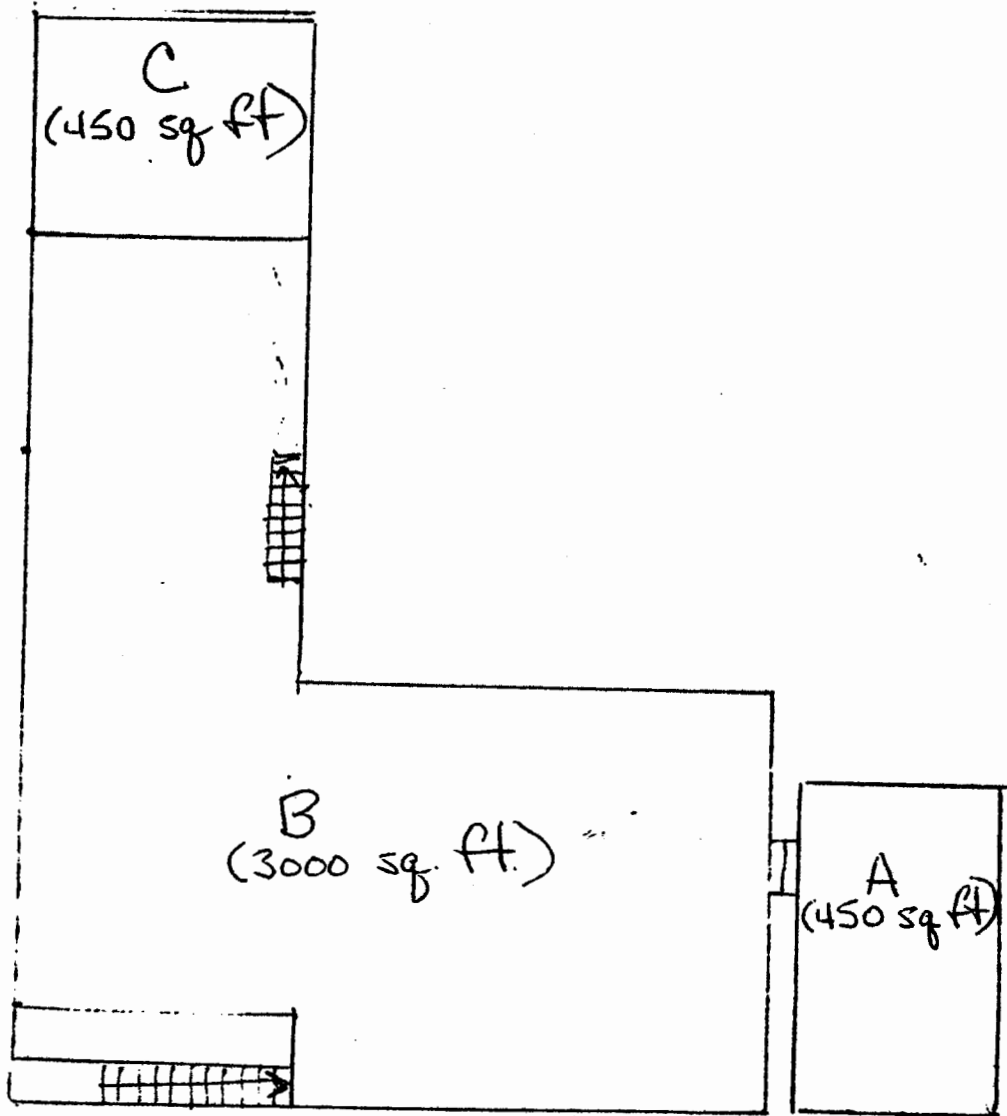
703-323-1885

Phone Number / Fax Number

KOOLPAW@HOTMAIL.COM

E-Mail Address

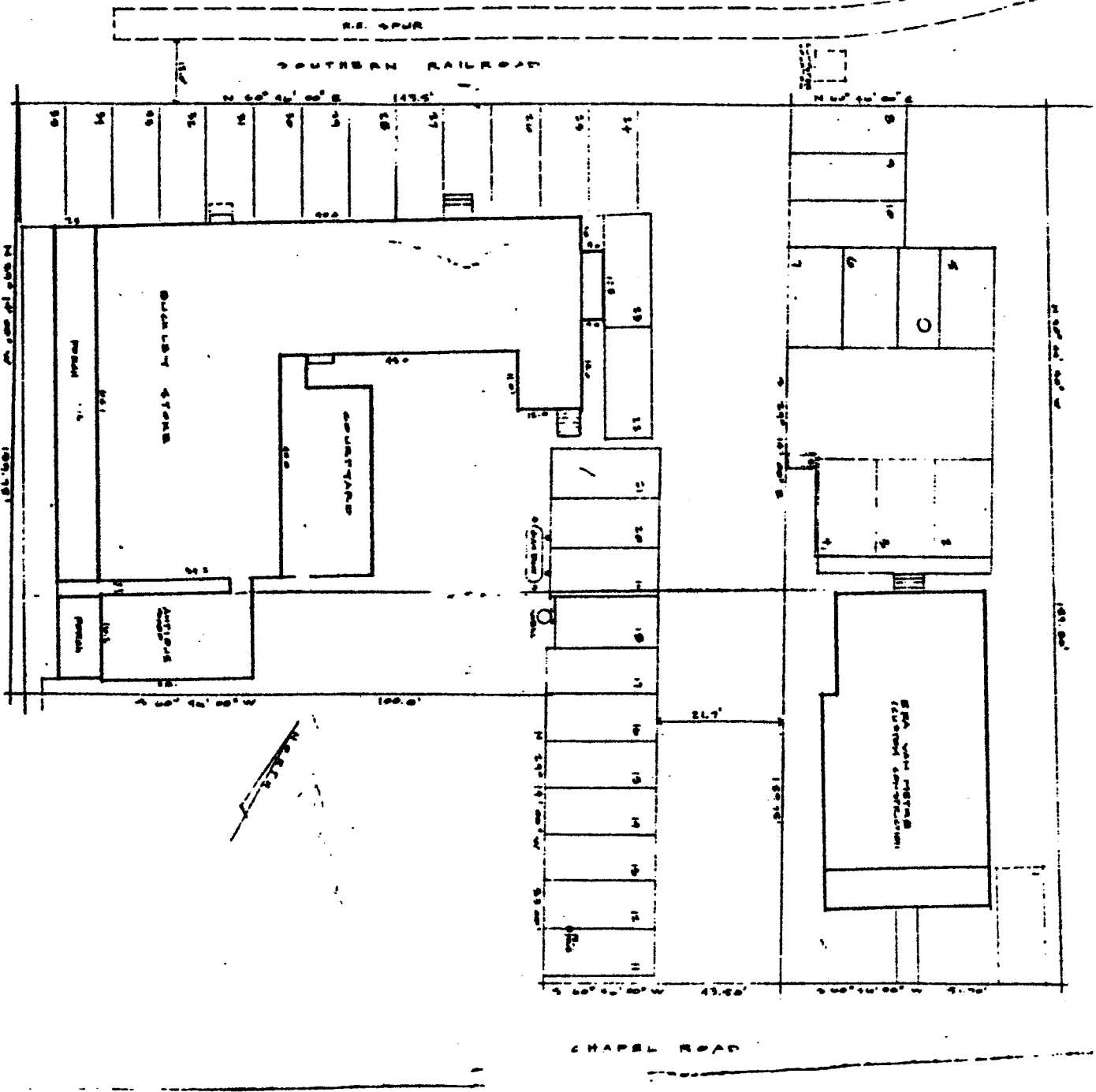
BUCKLEY STORE  
FIRST FLOOR LAYOUT  
 $\frac{1}{16}'' = 1'$



Main Street Side

# PLAN

MAIN STREET



PARKING SPACES	
SPACE NO.	SIZE
1	10' x 20'
2	10' x 20'
3	10' x 20'
4	10' x 20'
5	10' x 20'
6	10' x 20'
7	10' x 20'
8	10' x 20'
9	10' x 20'
10	10' x 20'
11	10' x 20'
12	10' x 20'
13	10' x 20'
14	10' x 20'
15	10' x 20'
16	10' x 20'
17	10' x 20'
18	10' x 20'
19	10' x 20'
20	10' x 20'

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October 31, 2007

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BUCKLEY BRIDGE REPAIR

## PLANNING COMMISSION APPLICATION INSTRUCTIONS

Revised by Planning Commission 10/3/01

CLIFTON PLANNING COMMISSION  
USE PERMIT APPLICATION - FILING INSTRUCTIONS

The Town of Clifton Planning Commission meets on the first Monday of each month in the Clifton Town Meeting Hall beginning at 7:30 pm. Applications for Use Permits (and any other action requiring Planning Commission review or approval) must be received by the Clifton Town Clerk and the Chairman of the Clifton Planning Commission by the 15th of the month, in order to be heard at that month's Planning Commission meeting. The Planning Commission's recommendations are usually heard at the next Town Council meeting, which is held on the first Tuesday of each month in the Clifton Town Meeting Hall, beginning at 7:30 pm.

- All Use Permit Applications must be fully collated and bound (by staple or other fastener).
- The Clifton Town Clerk must be provided with 7 complete copies of the Application (for review by the Town Council) plus a check for the appropriate Application Fee, made payable to the "Town of Clifton." The Clifton Town Clerk is Carolyn Leitch and she can be contacted for delivery instructions either by voicemail (703) 923-3500 Ext 7 or e-mail [townclerk@cliftonva.us](mailto:townclerk@cliftonva.us). The Chairman of the Clifton Planning Commission must be provided with 10 complete copies of the Application (for review by the Planning Commission and its consultants). The Chairman of the Clifton Planning Commission is Kathy Kalinowski and she can be contacted for delivery instructions either by voicemail (703) 923-3500 Ext 8 or e-mail [planning@cliftonva.us](mailto:planning@cliftonva.us).
- The Applicant must be present at the Planning Commission meeting(s) at which their Application is considered. If the Applicant is not present, the Use Permit will not be considered. Likewise, the Applicant must be present at the Town Council meeting(s) at which their Application is considered. If the Applicant is not present, the Town Council will not render a decision on the Use Permit.
- Further information regarding Use Permit Applications can be obtained by contacting Kathy Kalinowski on voicemail (703) 923-3500 Ext 8.
- For additional information, see Use Permit - Filing Instructions  
Revised by Planning Commission 10/3/01

## PLANNING COMMISSION APPLICATION

CLIFTON PLANNING COMMISSION  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR USE PERMIT

Revised by Planning Commission 08/06

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Date Submitted to Town Clerk: \_\_\_\_\_

Date Submitted to Chairman of Planning Commission: \_\_\_\_\_

1. Type: ~ Construction ~ Residential ~ Non-Residential ~ Home Business

2. Name of Applicant: The Studio Clarissa Gary-Tinker3. Owner of Property: Golden Phoenix L.P.4. Name of Business/Organization: The Studio5. Owner of Business/Organization: Clarissa Gary-Tinker6. Address of Premises: 7145 Main Street 1-C7. Tax Map Number: 75-4((2))-30

## APPROVED BY THE PLANNING COMMISSION

(Town of Clifton)  
Kathy Kalinowski  
(Signature)  
11-27-07  
(Date)

WITH 2 PARKING  
SPACES

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## Our Town

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Gallery

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Use of Clifton Facilities

Meeting Hall Schedule

Application

Car Tag Application

Planning Commission

Application

## Events

Clifton Wine Festival

Labor Day Car Show

Leave a Message  
(703) 923-3500

## Select

- #1 Tom Peterson, Mayor
- #2 Michael Anton
- #3 Lane Johnston
- #4 Pat Layton
- #6 Chuck Rensick
- #7 Town Clerk
- #8 Planning Commission
- #9 ARB
- #10 Arts Council

Wayne Nickson -  
(703) 638-1438  
[wnickson@att.net](mailto:wnickson@att.net)

Webmaster  
[erich@vtdc.com](mailto:erich@vtdc.com)

## ONLINE NOW

People Online:  
Visitors: 0  
Members: 1  
Total: 1



8. Attach Copy of Plat for Property: Plat Attached9. Attach Floor Plan (All Non-Residential and Home Business): Floor Plan Attached

10. Zoning District of Premises:

~ Residential ~ Commercial ~ Agricultural ~ Industrial

11. Describe Purpose of Application:

Office and studio for wedding/event planning, photography, & hair and makeup artistry.

12. If Commercial, Home Business, Agricultural or Industrial:

- Describe Operation: See above
- Number of Employees: 3 (one at a time)
- Days and Hours of Operation: Sunday thru Saturday 8am - 10pm
- Number of Client Visits per Day: 3 (one at a time) - by appointment only
- Square Footage of Premises: 450
- Number of Off-Street Parking Spaces Available: 6
- Number of Off-Street Parking Spaces Required: \_\_\_\_\_
- For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_

13. Application Fee Enclosed: \$25.00

(\$250 for new home or commercial construction; \$150 for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000; \$25 for all other construction, and any other use permit)

Don - Inker  
Signature of Applicant/Agent

Shelly C Hoffmann, Gentlman  
Signature of Landlord/Lessor

11/7/07  
Date

11/7/07  
Date

11737 Fairfax Wdshwy #5207  
Mailing Address

POB 350  
Mailing Address

Fairfax VA 22030  
City/Town, State, Zip Code

Fairfax Station VA 22039  
City/Town, State, Zip Code

571-274-0524  
Phone Number / Fax Number

703-323-1885  
Phone Number / Fax Number

cdg0293@hotmail.com  
E-Mail Address

Koolpaw@hotmail.com  
E-Mail Address

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## **Scope of Work Town of Clifton Comprehensive Plan**

Submitted by the Northern Virginia Regional Commission  
To the Town of Clifton

Revised October 24, 2007

**I. Project Description:** The Northern Virginia Regional Commission (NVRC) will work with the Town of Clifton Planning Commission and Town Council to develop and publish an update of the Town's Comprehensive Plan. The project deliverable shall consist of a final draft updated Plan for action by the Planning Commission and Town Council. NVRC will make necessary changes to the draft Plan during the public hearing/input phase of the update. Upon adoption by the Town Council, NVRC will provide one original copy of the Plan, twenty bound color copies, and copies in electronic format (Word and PDF) for use by the Town.

Clifton's most recent Plan was adopted in 1996. NVRC has the Plan in electronic format. Part of the need to update the Plan rests in statutory requirements for periodic review. However, the Town is also facing a number of issues that require a broad-based update.

**II. Scope of Work:** The scope of work involves a comprehensive, future-oriented update and review of the Town's Plan within the confines of the allotted budget. NVRC met with a representative of the Town Planning Commission on several occasions and most recently on October 3, 2007, to present options for reviewing and updating the Plan. The results of these discussions provide much of the framework for the scope of work of this project, which is outlined below:

(A) Review of existing planning infrastructure (completed). NVRC has secured and reviewed the Town's existing planning infrastructure, including:

- 1996 Comprehensive Plan (in Word format), adopted
- 1998 Chesapeake Bay Preservation Plan (in Word format), adopted
- Zoning and subdivision ordinances
- Fairfax County Comprehensive Plan
- Information on various past and ongoing grant projects

(B) Plan scoping discussions. Tentative issue areas include:

*Descriptive/Passive Issues*

- Historical background, historical character.
- Physical setting.
- Description of region, regional partnerships (importance of Fairfax County, VDOT in the planning process).

- Population characteristics, analysis of population trends (income, employment, education, growth, marital/child status, mobility) (update and integrate 2000 and supplemental Census data).
- Housing characteristics (type, condition, ownership trends, value, household size, analysis of residential growth potential).
- Existing land use and zoning, recent trends. Historic overlay district. Chesapeake Bay Preservation overlay district.
- Environmental protection (update and integrate Chesapeake Bay effort, watershed improvements).
- Public utilities and infrastructure (water, energy, storm drainage etc.)
- Community services and facilities (Town and County services, schools, fire and rescue, police, libraries, recreation, solid waste, social services, etc.)
- Inventory of historic structures and sites.
- Existing transportation infrastructure.
- Economy and fiscal resources (revenue sources and trends, expenditures, etc.)

#### *Priority Issues*

The Town wants to maintain its small town atmosphere and historic character. Priority issues affecting the town relate to traffic, buffers to the Town, an inadequate infrastructure (uneven streets, incomplete sidewalk system, and drainage problems.) and historic preservation. The Plan should provide the Town with a planning framework to: guide public and private decisions that create the future of the Town; promote the interests of the Town's citizens at-large rather than individuals or special interests groups; enhance the Town's physical environment; and evaluate short term actions against long term goals.

Other issues which contribute to this are the need for regional planning and coordination with adjacent jurisdictions, the Town's financial structure and new business opportunities suitable to the Town.

- (C) Plan development process. NVRC will produce a series of draft planning documents addressing the technical sections of the Town Comprehensive Plan. These sections address 1) Enabling Legislation, 2) History and Trends, 3) Land Use, 4) Demographics, 5) Housing, 6) Economics & Fiscal Resources, 7) Transportation, 8) Infrastructure, and 9) the Environment. NVRC will facilitate at least one work session style meeting for the Town (the Council, the Planning Commission, and other Town committees) for broader, more in-depth discussion of issues.
- (D) Town Policies and Recommendations. It is primarily the responsibility of the Town to review and update policies and recommendations listed in the Comprehensive Plan. NVRC will provide assistance to the Town.

- (E) Implementation Strategies. NVRC will provide guidance to the Town on possible implementation strategies for the updated Plan recommendations.
- (F) Coordination with Fairfax County staff. NVRC will meet with appropriate Fairfax County staff to: (1) obtain necessary GIS layers and information; and (2) to identify outstanding land use issues in surrounding areas of Fairfax County that should be considered in the Town's Plan.
- (G) Presentation of deliverables. NVRC will produce a final draft updated Plan for consideration and action by the Planning Commission and Town Council. NVRC will make necessary changes to the draft Plan during the public hearing/input phase of the update. Upon adoption by the Town Council, NVRC will provide one original copy of the Plan, twenty bound color copies, and copies in electronic format (Word and PDF) for use by the Town.

**III. Timetable for Completion of Milestones:** The following represents a tentative timetable for completion of major project milestones.

- Start .....November 2007
- Technical update of existing Plan..... Start Date + 8 Weeks
- Coordinate with Fairfax County staff ..... Start Date + 6 Weeks
- Goals and Policies..... Start Date or Earlier
- Plan development process
  - Status reports to Planning Commission .....At monthly meetings
  - Planning Commission work session ..... February 2008
  - Presentation of working draft to PC..... March 2008
  - Presentation of final draft to PC..... May 2008
- Public input/hearing process..... Start Date through adoption

Upon final commitment of funds as prescribed in IV (B) below this timetable will be confirmed in writing between NVRC and the Town of Clifton.

**IV. Budget:** Mark Gibb, Executive Director of NVRC or his designee shall be the authorized agent to act on behalf of NVRC in the administration of this Agreement. NVRC staff will address the issues of land use, zoning, transportation, the environment in general, water quality and storm water management, and heritage resources. Additional NVRC staff as noted below will provide technical assistance.

(A). Expenses

Review/Revise Sections 1 to 5

Personnel	Hours	
Planner	175	6,430.00
Demographic Dir.	24	1,115.00
GIS	40	1,390.00
<b>TOTAL</b>	<b>239</b>	<b>8,935.00</b>
Fringe		4,315.00
Indirect		8,320.00
Project Personnel		21,570.00
Direct Cost		2,500.00
Supplies		
Mileage		
Post		
	<b>Approx Total</b>	<b>24,070.00</b>

(B). Revenue

It is understood that the Town of Clifton will commit to providing the funds as outlined below.

Town of Clifton .....	\$12,500
Fairfax County: .....	\$12,000
<b>Total Revenue: .....</b>	<b>\$24,500</b>

Section V - Conditions

On completion, deliverables will be approved by the Town Manager or, in his absence, his designated project manager, stating whether the product is deemed satisfactory.

NVRC agrees to invoice the Town for the cost of services rendered as specified by the Scope of Work and Budget, citing hours of personnel, hourly rates, and other appropriate direct billable costs. The Town agrees to pay NVRC for services rendered within forty-five (45) days after receipt of an invoice.

At appropriate times, NVRC will notify the Town Manager in writing of any changes in its project team members and the hourly rates of its project team members.

The Town will provide NVRC with access to all pertinent substantive program information in the files of the Town as well as provide aid in the obtaining of additional

information, as known, to insure the coordination needed for maximum efficient and effective results.

All finished documents and other materials shall become the property of the Town upon completion of the work.

#### **Section VI - Termination for Cause**

If NVRC shall fail to fulfill in a timely and proper manner its obligations under the Agreement, or if NVRC shall violate in a substantive manner any of the covenants, agreements, or stipulations of this Agreement, the Town shall give written notice to NVRC specifying the manner in which NVRC has violated this Agreement. If NVRC has not substantially corrected the violations within fifteen (15) days of the receipt of said notice, the Town shall have the right to terminate this Agreement by giving at least fifteen (15) days written notice to NVRC of termination, specifying the effective date thereof.

If the Town shall substantially default on one or more of its obligations under this Agreement, NVRC shall give written notice to the Town of said default. In the event the Town has not substantially corrected the said default within fifteen (15) days of said notice, NVRC shall have the right to terminate this Agreement by giving at least fifteen (15) days written notice to the Town of such termination, and specifying an effective date thereof. Substantial default by the Town shall include but not be limited to: (1) failure to make timely payments due NVRC under the terms of this Agreement; (2) failure to cooperate with, or causing unnecessary delays in the work of, NVRC; or (3) failure to consider all matters promptly upon submittal by NVRC and to make decisions within a reasonable time.

In the event this Agreement is terminated pursuant to this Section VI, all finished or unfinished documents prepared by NVRC shall, at the option of the Town, become the property of the Town. NVRC shall be entitled to receive reimbursement for fees and expenses incurred between the time of notification of termination and the effective date of termination that are reasonably related to its effective termination of its activities under this Agreement, in addition to any other sums due under this Agreement.

#### **Section VII - Termination for Convenience**

The Town may terminate this Agreement at any time by giving written notice to NVRC of such termination, specifying the effective date thereof. Said notice shall be given to NVRC at least fifteen (15) days prior to the effective date of termination.

NVRC may terminate this Agreement at any time by giving written notice to the Town of such termination, specifying the effective date thereof. Said notice shall be given to the Town at least fifteen (15) days prior to the effective date of termination.

In the event of termination under Section VII, all finished or unfinished documents and other materials related to the performance of this Agreement shall, at the option of the Town, become the property of the Town. NVRC shall be entitled to receive reimbursement for fees and expenses incurred between the time of notification of termination and the effective date of termination that are reasonably related to its effective termination of NVRC activities under this Agreement, in addition to any other sums due under this Agreement.

#### **Section VIII - Equal Employment Opportunity**

In its performance of this Agreement, NVRC warrants that it will not discriminate against any employee, or other person, on account of race, color, religious creed, ancestry, age, national origin, or disability. The foregoing provision shall include, but not be limited to, employment, upgrading, demotion, transfer, recruitment, recruitment advertising, lay off, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

#### **Section IX - Applicable Law**

This Agreement shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise, by the laws of the Commonwealth of Virginia. The clause headings used in this Agreement are included solely for convenience and shall not affect, or be used in connection with, the interpretation of this Agreement.

#### **Section X - Counterparts**

This Agreement may be executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute and be one in the same instrument.

#### **Section XI - Separability of Provisions**

In the event that any portion of this Agreement is held to be invalid, this shall not affect the validity of any other clause of the Agreement, which shall remain binding between the parties to this Agreement.

IN WITNESS THEREOF, the Town and NVRC hereto have executed this Agreement as of the day and year first written above.

Seen and Agreed



Mayor Tom Peterson  
Town of Clifton

11-6-07

Date



.....October 23, 2007

G. Mark Gibb, Executive Director  
Northern Virginia Regional Commission

Date



**Marilyn Barton**

---

**From:** "Gifford Hampshire" <ghampshire@bklawva.com>  
**To:** "Marilyn Barton" <pawsnfins@cox.net>  
**Cc:** <Mayorofcliftonva@aol.com>  
**Sent:** Wednesday, January 09, 2008 1:07 PM  
**Subject:** Closed session justification

Marilyn,

Per your request, here is the closed session justification for the minutes from last night for use by our great new Clerk to the Council

The Town Attorney recited the matters for Closed Session as follows:

1. Consultation with the Town Attorney regarding specific legal matters requiring the provision of legal advice by the Town Attorney pertaining to the annual Wine Festival, pursuant to Va. Code Ann. § 2.1-3711(A)(7).
2. Consultation with the Town Attorney regarding specific legal matters requiring the provision of legal advice by the Town Attorney regarding the rental of public places within the Town, pursuant to Va. Code Ann. § 2.1-3711(A)(7).
3. Discussion or consideration of disposition of publically-held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Va. Code Ann. § 2.1-3711(A)(3).

Motion by the Mayor to certify these matters for Closed Session, second by \_\_\_\_\_, voted unanimous in favor of this motion.

Following Closed session Motion by the Mayor that discussion in Closed Session was limited to those matters that were certified, second by Councilman Nickum, voted unanimous in favor of this motion.

I would be glad to answer any questions. Giff

Gifford R. Hampshire  
Blankingship & Keith, P.C.  
Suite 201  
9300 West Courthouse Road  
Manassas, Virginia 20110  
(703) 365-9945 (phone)  
(703) 691-3913 (fax)

**Marilyn Barton**

---

**From:** "Marilyn Barton" <pawsnfins@cox.net>  
**To:** "WAYNE H. NICKUM" <CLIFNICK@ATT.NET>  
**Cc:** <mbarton@comres.org>; <SKYantis@aol.com>  
**Sent:** Tuesday, January 29, 2008 10:44 PM  
**Subject:** Fw: Old Town Minutes reply

Hi Wayne,

I have checked my computers for a copy of TC Minutes that Susan Yantis is requesting. I am hoping that you may have a computer copy of the Minutes done for May or June 2006. Susan is needing to review them concerning a potential action item - on Rick Peterson's proposal concerning a wetland improvement of the flood plain. She indicated that he made the presentation at one of Jim Chesley's last meetings. I do remember the presentation, but I don't remember action being taken at that time. I have electronic copies of Minutes that you emailed to us from 2005 back, but not for 2006, prior to 7/06 when the current TC took over.

The files prior to FY07 have been stored at the Town Hall. Can you please check your computer and see if you have a computer file with the requested Minutes? I never received an e-copy of Minutes from Carolyn Leech.

If you can help us out, we'd really appreciate it.

Look forward to your reply. Thanks,

Marilyn

----- Original Message -----

**From:** Marilyn Barton  
**To:** SKYantis@aol.com  
**Cc:** mbarton@comres.org ; Town Clerk  
**Sent:** Sunday, January 27, 2008 6:01 PM  
**Subject:** Old Town Minutes reply

Hi Susan,

Kathleen is away this weekend on a church trip, and I wanted to get back to you about your request. I will look through the Minutes files that I have on the back up to try to locate the Minutes you requested. I remember the meeting that Rick Peterson attended and the proposal that he described. I don't remember it being an action item, but rather information for future consideration - but it was quite a while ago - thank goodness there are minutes.

It may take a while to locate the correct file - when do you need it? I realize that your email was sent last weekend, so I apologize for the delay.

Sincerely,

Marilyn Barton

work # 703/842-2333

**Marilyn Barton**

---

**From:** "Marilyn Barton" <pawsnfins@cox.net>  
**To:** <SKYantis@aol.com>  
**Cc:** <mbarton@comres.org>; "Town Clerk" <babysquirrels7@cox.net>  
**Sent:** Sunday, January 27, 2008 6:01 PM  
**Attach:** Marilyn Barton.vcf  
**Subject:** Old Town Minutes reply

Hi Susan,

Kathleen is away this weekend on a church trip, and I wanted to get back to you about your request. I will look through the Minutes files that I have on the back up to try to locate the Minutes you requested. I remember the meeting that Rick Peterson attended and the proposal that he described. I don't remember it being an action item, but rather information for future consideration - but it was quite a while ago - thank goodness there are minutes.

It may take a while to locate the correct file - when do you need it? I realize that your email was sent last weekend, so I apologize for the delay.

Sincerely,

Marilyn Barton

work # 703/842-2333

**kathleen**

---

**From:** <SKYantis@aol.com>  
**To:** <babysquirrels7@cox.net>  
**Sent:** Sunday, January 20, 2008 8:49 PM  
**Subject:** Old Town Council minutes

Kathleen,  
I need to find a record of an action that the previous Town Council made regarding the approval of a concept plan for the development of a Floodplain park. Rick Peterson presented it to the TC I think at the last meeting that Jim Chesley was the mayor. Can you find the minutes from that last meeting and let me know if you have them and I will stop by and look at them.

Thank you so much,  
Susan Yantis

Start the year off right.

in the new year.

1/26/2008



**Northern Virginia Regional Commission**

Voice: 703 642-0700  
Fax: 703 642-5077

**Please return by mail or fax (703-642-5077) by September 7, 2007**

**If you prefer to receive requests by email to edit electronically, notify  
i-and-r@novaregion.org**

August 23, 2007

Re: Updating your organization's listing for [www.211metrodc.org](http://www.211metrodc.org)

Dear Colleague:

Here is a free marketing tool. Attached is information your agency previously supplied for the database of human services for northern Virginia. It is used by two searchable online databases: one for the state of Virginia and one for the national capital region; as well as local Information and Referral services. Selected listings appear in the *Quick Guide* and the *Quick Guide Online*. We are one of six regional centers established to provide a Virginia statewide Information and Referral system. There is no charge to be listed.

Please write any corrections/additions in ink on the attached sheets and return them **by September 7, 2007**. If you have programs not currently listed, please copy one of the program sheets, write "NEW" in the upper right, and change the program name, description and any other data that differs. Our software requires both the first sheet of the listing and at least one program sheet. Searches are commonly done by city or zip code, so you may notice multiple listings for the same program if you offer it in more than one location. **If your information is correct**, just check "No changes needed" at the bottom of the first page, sign and date, and fax back your printouts.

Make sure that each program has **at least** a description, hours, eligibility, fees and intake procedure. We are eager to include web sites and e-mail addresses so citizens may receive information in a manner most efficient for your staff. Organizations that do not return surveys will be contacted and may be **deleted**.

If you have questions, please call me at (703) 642-4638.

Your review and updating of the listing for your organization is very important. Thank you for assisting us as together we better serve the citizens of Northern Virginia.

Sincerely,

Tylee S. Smith, ACSW, CRS  
Information & Referral Program

Enclosures: Agency Description  
Program Description(s)  
Return Address Label  
Quick Guide Order Form

Visit the Quick Guide On-Line at [www.novaregion.org/qgonline.htm](http://www.novaregion.org/qgonline.htm)  
Find National Capital Region services at [www.211metrodc.org](http://www.211metrodc.org)  
Or Virginia-wide Information at [www.211virginia.org](http://www.211virginia.org)

Get Connected. Get Answers.



Northern Virginia Regional Commission

## 2007 Quick Guide

to Human Services  
for Northern Virginia

*Completely Revised*

*Pocket-Sized*

*Inexpensive*

English version on the Internet at

[www.novaregion.org/qgonline.htm](http://www.novaregion.org/qgonline.htm)

The Quick Guide helps case managers, social workers, school guidance counselors, mental health outreach workers and police personnel quickly find the services their clients need. Don't be without this valuable reference. **Quick Guide** is

- **portable**, just 4 by 6 inches and 80 pages
- **comprehensive**, listing names and phone numbers for over 100 types of public and private human services including abuse and neglect of children, budget counseling, disability issues, emergency needs, mental health, multicultural services, shelters, substance abuse, and youth services
- **regional**, listing services for Alexandria, Arlington, Fairfax, Loudoun, and Prince William
- **helpful**, showing sources of professional information and referral in each Northern Virginia jurisdiction, in other parts of the metropolitan area, and throughout Virginia
- **reliable**, now in its sixteenth edition with over 279,300 copies distributed

**Yes, send me my own copies of The 2007 Quick Guide to Human Services!!!**

1 copy .....\$3.50 plus \$ 2.50 shipping & handling  
2 copies.....\$7.00 plus \$ 5.00 shipping & handling  
3 copies.....\$10.50 plus \$ 7.50 shipping & handling  
4-49 copies...\$3.50 each plus \$10.00 shipping & handling  
50-99 copies..\$3.50 each plus \$15.00 shipping & handling

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for discounts on 100 or more copies

\_\_\_\_\_ copies @ \$ 3.50 = \$ \_\_\_\_\_

Virginia Sales Tax (5.0% ): \$ \_\_\_\_\_

Shipping and handling: \$ \_\_\_\_\_

Total Enclosed: \$ \_\_\_\_\_

Credit Card Type: \_\_\_\_\_ Expires: \_\_\_\_\_

Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

**All orders must be prepaid.**

Make your check payable to and mail to:

Northern Virginia Regional Commission

3060 Williams Drive, Suite 510

Fairfax, VA 22031-4648 **(Tel): 703 642-0700**

**Ship to:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

\_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Time Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## Agency / Program Update Request

Return within 3 Weeks

From: Northern Virginia Regional Commission  
3060 Williams Drive, Suite 510  
Fairfax, VA 22031-4648

Fax: 703 642-5077  
Phone: 703 642-0700  
email: i-and-r@novaregion.org

### Clifton, Town of

12641 Chapel Rd.  
P.O. Box 309  
Clifton, VA 20124-0309

Agency No. ANNA0206  
Last Updated: 09/26/2006

Phones: (703) 830-6769 Business

( ) TTY

Fax: (703) 830-2737

E-mail: mayorofcliftonva@aol.com

Website: www.cliftonva.us

### Mailing Address:

Clifton, Town of  
P.O. Box 309  
Clifton, VA 20124-0309

Also Known As:

Printed Directory Name: Clifton, Town of

Agency Type: Town Administered

In Charge: Tom Peterson

Title: Mayor

Business Hours: M,T,W,Th,F 7AM-6PM

Last Survey Completed By: Tom Peterson

### Agency Description:

Provides municipal government services to residents of the Town of Clifton. Other services are provided by Fairfax County.

No. of Service Descriptions Attached: 1

I acknowledge that the agency/program information I have reviewed/entered will be included in the Northern Virginia Information and Referral database, posted on an Internet website, and possibly included in directories.

Please check one: ☐ No changes needed in the information ☐ Please make the changes I have indicated

By affixing my signature below, I certify that the information contained on this form is accurate and complete.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



>>> **Programs operated by this agency:**

**Planning Commission | Clifton, Town of**  
12641 Chapel Rd.  
PO Box 309  
Clifton, VA 20124-0309  
**Phones:** (703) 830-6769

*Program No:* ANNA0206AA  
*Last Updated* 09/26/2006

TTY

**Fax:** (703) 830-2737  
**E-mail:** mayorofcliftova@aol.com  
**Website:** <http://www.cliftonva.us>

**Also Known As:**

**In-Charge:** Kathy Kalinowski

**Title:** Chairman

**Hours:** M,T,W,Th,F 7AM-6PM

**Eligibility:** Property located within the town limits.

**Fees:** No charge.

**Intake Procedure:** Phone.

**Languages:**

**Service Area Description:** Town of Clifton.

**Credentialing Body:**

**Credential/License:**

<input type="checkbox"/> Provides Client Transportation	Bus Line(s)? _____
<input checked="" type="checkbox"/> Wheelchair Accessible	Subway Stop? _____
<input type="checkbox"/> Sign Language on Staff?	No. of Beds/Spaces: 0.00

Last Survey Completed By: Tom Peterson

**Service Description:**

Provides municipal government services to residents of the Town of Clifton.

**Town of Clifton  
Planning Commission Report Meeting 11/27/2007**

In attendance at the Planning Commission meeting on 11/27/07: Lev Buller, Michelle Stein, Judy McNamara, Kathy Kalinowski, Mac Arnold, Susan Yantis, Lane Johnston  
Absent: Richard King, Rob Clark, Patrick Pline, Marilyn Stoney

**1. Update on Town Plan progress:**

Attached is a draft of a sample letter to be sent in December to all Committees except Clifton Life and Welcoming and Sunshine Committee. Planning Commission liaisons to each committee are as follows:

Special Projects – Susan Yantis  
Traffic – Lev Buller  
Finance – Marilyn Stoney  
Arts – Kathy Kalinowski  
Historic Preservation – Mac Arnold  
Communications – Michelle Stein  
Beautification – Marilyn Stoney  
Commercial District – Patrick Pline  
Parks – Lane Johnston

The Planning Commission will be sending a letter to all landlords and building owners requesting a list of the businesses presently operating in their premises, preparatory to sending out a letter to all commercial businesses and home businesses requesting those businesses confirm the terms of their last known use permits, in order to ascertain for Town Plan updating purposes how many and what type of businesses are presently operating in the Town, as well as to verify that all use permit terms and conditions are still unchanged and in effect.

Recommendation that the Town Council create an Environmental Committee and appoint members to deal with the following issues, among others: Stormwater management, Solid Waste and recycling, interface with and review information from State water board and regional water boards, including Pope's Head Creek studies, the advisability of utilizing "green" techniques in future building in the Town, and to interface with the Planning Commission on updating the Town Plan with respect to these various environmental issues.

2. Recommend for approval the amended use permit of Jacquie Lambertson at Noodles and Noggins relocating her business to Suite 2 A at 7145 Main Street, thereby reducing her space from 900 square feet to 425 square feet and now requiring 2 parking spaces.
3. Recommend for approval the use permit of Clarissa Gary-Tinker of the Studio, an office and studio for wedding and event planning at 7145 Main Street, Suite 1C, 450 square feet, requiring 2 parking spaces.

Town of Clifton  
Planning Commission

Mr. Dwayne Nitz  
Chairman, Traffic & Safety Committee  
P.O. Box 322  
Clifton, VA 20124

Re: Town Plan Update

Dear Dwayne,

The Planning Commission is in the process of updating the Town Plan. The Virginia Code requires the Town Planning Commission to review the Town Plan every 5 years and amend it as necessary. The Town Plan was last updated in 1996 so this task is long overdue. The Northern Virginia Regional Commission (NVRC), the agency that assisted the Town in 1996, will be working with us again on this effort.

The Town Plan outlines the Town's vision for its future and provides recommendations to attain that future. The Town Plan is the guide used by the residents/business owners, the Planning Commission and the Town Council to make decisions about the Town's built and natural environment. The timeframe for the Town Plan encompasses the anticipated changes to the Town over the next 5-10 years.

The Planning Commission will be working on developing the vision for the Town's future. Public participation is an essential part of this process – with numerous public meetings and workshops and ultimate approval by the Town Council. The Planning Commission would like to initiate the public participation process with those Town Committees whose committee responsibilities involve relevant aspects of the Town Plan. For example, the Town Plan includes recommendations for land use, transportation, open space and parks, trails, sidewalks, public facilities, historic preservation, environmental issues etc.. There are several town committees which deal with these issues and their input is vital to the success of the Town Plan update.

As Chairman of the Traffic & Safety committee, we would like you to work with your committee to develop policies and recommendations relating to transportation for consideration in the Town Plan. We encourage you to review the transportation policies and recommendations in Section VI-3 and the Fire Station; Trails and Sidewalks, and Public Parking subsection of Section VI-4 of the adopted Town Plan and suggest any modifications, additions or deletions. A copy of Section VI-3 and VI-4 of the Town Plan is attached for your convenience. The Town Plan can also be accessed on the Town Website at [www.cliftonva.us](http://www.cliftonva.us).

For your convenience, the Planning Commission has created a format to assist the committee in establishing proposed policies and recommendations. Please use this form to submit your recommendations to the Planning Commission no later than February 15th, 2007. \_\_\_\_\_ is your Planning Commission liaison. Please contact him/her with any questions you may have or to attend a committee meeting to assist you in this effort.

The Planning Commission will consider each Committee's recommendations during the development of the Town Plan update. Thank you in advance for all of your assistance on this matter.

Sincerely,

Kathy Kalinowski  
Chair, Planning Commission

CLIFTON PLANNING COMMISSION  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR USE PERMIT

Revised by Planning Commission 08/06

The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of the Zoning Ordinance of the Code of Town of Clifton, Virginia. The undersigned has enclosed herewith a check made payable to the "Town of Clifton" for the required application review fee.

Date Submitted to Town Clerk: \_\_\_\_\_

Date Submitted to Chairman of Planning Commission: 27 Nov 2007

1. Type: ~ Construction ~ Residential ~ Non-Residential ~ Home Business  
2. Name of Applicant: Jacquie Lambertson/Noodles & Noggins  
3. Owner of Property: Golden Phoenix LLC  
4. Name of Business/Organization: Noodles & Noggins  
5. Owner of Business/Organization: Jacquie Lambertson  
6. Address of Premises: 7145 Main St, Clifton VA 20124  
7. Tax Map Number: \_\_\_\_\_

Suite  
2A

8. Attach Copy of Plat for Property: ~ Plat Attached  
9. Attach Floor Plan (All Non-Residential and Home Business): ~ Floor Plan Attached  
10. Zoning District of Premises:

~ Residential ~ Commercial ~ Agricultural ~ Industrial

11. Describe Purpose of Application: 2A upstairs

This is an application for a revised use permit. We have vacated the first floor place location and consolidated operations in the 2nd floor location, Suite 2A detailed in the prior Use Permit Application. Space needed for business has been reduced from approximately 900 square ft to 425 square ft.

12. If Commercial, Home Business, Agricultural or Industrial:

- Describe Operation: children's speciality mail order, internet, general business  
• Number of Employees: 5 total. 2 employees per shift.  
• Days and Hours of Operation: 9am-9pm daily  
• Number of Client Visits per Day: 5-7  
• Square Footage of Premises: approximately 425 sq ft  
• Number of Off-Street Parking Spaces Available: \_\_\_\_\_  
• Number of Off-Street Parking Spaces Required: 2  
• For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_  
13. Application Fee Enclosed: \$25.00

26 parking spaces  
for entire building.

[Signature]  
Signature of Applicant/Agent  
27 Nov 07

Date Date

7145 Main St

Mailing Address

Clifton VA 20124

City/Town, State, Zip Code

703-815-8600/703-222-0308

Phone Number / Fax Number

jacquie@noodlesandnoggins.com

E-Mail Address

\_\_\_\_\_  
Signature of Landlord/Lessor

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/Town, State, Zip Code

\_\_\_\_\_  
Phone Number / Fax Number

\_\_\_\_\_  
E-Mail Address

APPROVED BY THE PLANNING COMMISSION  
[Signature]  
Chairman of Clifton  
11-27-07

CLIFTON PLANNING COMMISSION  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR USE PERMIT

Revised by Planning Commission 08/06

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Date Submitted to Chairman of Planning Commission: 27 Nov 2007

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2. Name of Applicant: Jacquie Lambertson/Noodles & Noggins
3. Owner of Property: Golden Phoenix LLC
4. Name of Business/Organization: Noodles & Noggins
5. Owner of Business/Organization: Jacquie Lambertson
6. Address of Premises: 7145 Main St, Clifton VA 20124
7. Tax Map Number: \_\_\_\_\_
8. Attach Copy of Plat for Property: ~ Plat Attached
9. Attach Floor Plan (All Non-Residential and Home Business): ~ Floor Plan Attached
10. Zoning District of Premises:  
~ Residential ~ Commercial ~ Agricultural ~ Industrial
11. Describe Purpose of Application:

This is an application for a revised use permit. We have vacated the first floor place location and consolidated operations in the 2<sup>nd</sup> floor location, Suite A detailed in the prior Use Permit Application. Space needed for business has been reduced from approximately 900 square ft to 425 square ft.

12. If Commercial, Home Business, Agricultural or Industrial:

- Describe Operation: children's specialty mail order, Internet, general business
- Number of Employees: 5 total. 2 employees per shift.
- Days and Hours of Operation: 9am-9pm daily
- Number of Client Visits per Day: 5-7 425
- Square Footage of Premises: approximately 425 sq ft
- Number of Off-Street Parking Spaces Available: \_\_\_\_\_
- Number of Off-Street Parking Spaces Required: \_\_\_\_\_
- For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_
- 13. Application Fee Enclosed: \$25.00

Jacquie Lambertson  
Signature of Applicant/Agent  
27 Nov 07

Date Date

7145 Main St

Mailing Address

Clifton VA 20124

City/Town, State, Zip Code

703-815-8600/703-222-0308

Phone Number / Fax Number

jacquie@noodlesandnoggins.com

E-Mail Address

Sheldon C Hoffmann, Ben Ptnr  
Signature of Landlord/Lessor

POB 350

Mailing Address

Fairfax VA 22039

City/Town, State, Zip Code

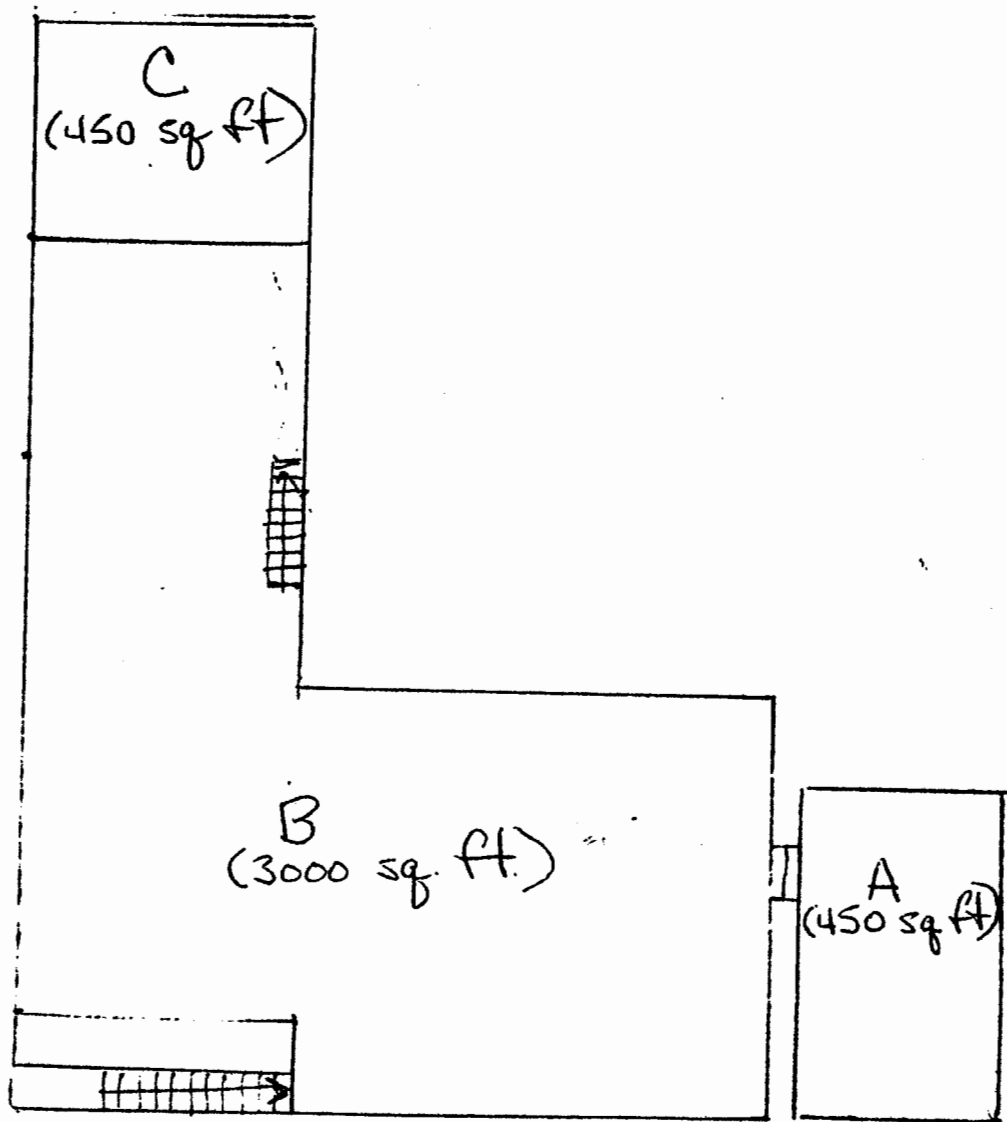
703-323-1885

Phone Number / Fax Number

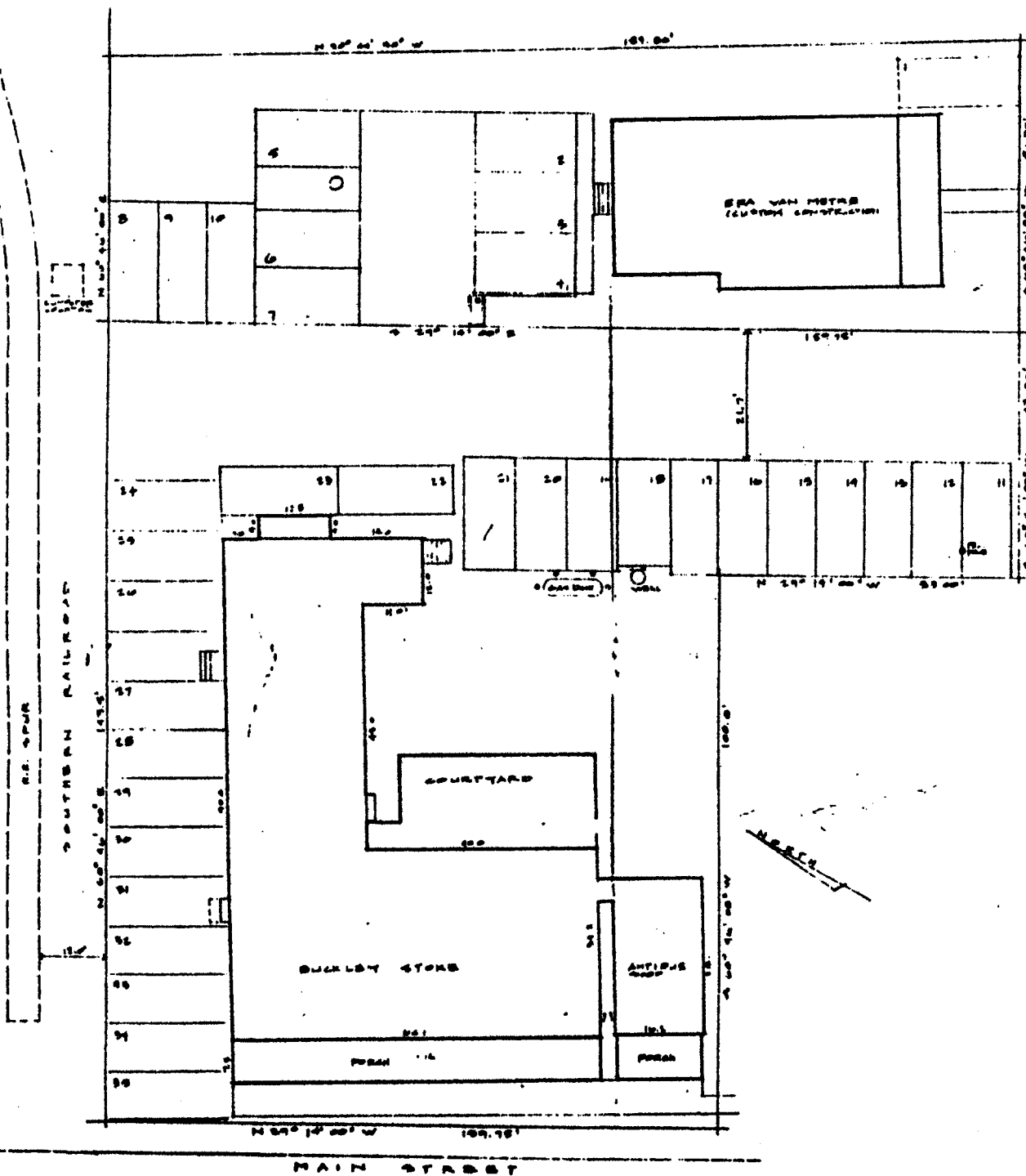
KOOLPAW@HOTMAIL.COM

E-Mail Address

BUCKLEY STORE  
FIRST FLOOR LAYOUT  
 $\frac{1}{16}'' = 1'$



Main Street Side



PARKING - 120ND	
SPACE NO	SIZE
1	9.0 x 20.0
2-4	10.0 x 20.0
5-7	10.0 x 20.0
8-10	8.0 x 12.0
11-13	9.0 x 20.0
14-17	9.0 x 20.0
18	9.0 x 20.0
19-20	9.0 x 20.0
21	9.0 x 12.0
22-24	8.0 x 12.0

Aug 27 1957

11422

**三、**

## TOPICS & VIGNETTES

**INTERVIEW**

**JAMES HONICK ARCHITECT**  
1001 10TH STREET N.W. SUITE 1000  
WASHINGTON, D.C. 20004



Register Login Web Site

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October 31, 2007

Our Town • Town Council • Boards, Committees etc. • Planning Commission • Planning Commission Application

## BUCKLEY BRIDGE REPAIR

## PLANNING COMMISSION APPLICATION INSTRUCTIONS

Revised by Planning Commission 10/3/01

CLIFTON PLANNING COMMISSION  
USE PERMIT APPLICATION - FILING INSTRUCTIONS

The Town of Clifton Planning Commission meets on the last Monday of each month in the Clifton Town Meeting Hall beginning at 7:30 pm. Applications for Use Permits (and any other action requiring Planning Commission review or approval) must be received by the Clifton Town Clerk and the Chairman of the Clifton Planning Commission by the 15th of the month, in order to be heard at that month's Planning Commission meeting. The Planning Commission's recommendations are usually heard at the next Town Council meeting, which is held on the first Tuesday of each month in the Clifton Town Meeting Hall, beginning at 7:30 pm.

- All Use Permit Applications must be fully collated and bound (by staple or other fastener).
- The Clifton Town Clerk must be provided with 7 complete copies of the Application (for review by the Town Council) plus a check for the appropriate Application Fee, made payable to the "Town of Clifton." The Clifton Town Clerk is Carolyn Leach and she can be contacted for delivery instructions either by voicemail (703) 923-3500 Ext 7 or e-mail [townclerk@cliftonva.us](mailto:townclerk@cliftonva.us). The Chairman of the Clifton Planning Commission must be provided with 10 complete copies of the Application (for review by the Planning Commission and its consultants). The Chairman of the Clifton Planning Commission is: Kathy Kallnowski and she can be contacted for delivery instructions either by voicemail (703) 923-3500 Ext 8 or e-mail [planning@cliftonva.us](mailto:planning@cliftonva.us).
- The Applicant must be present at the Planning Commission meeting(s) at which their Application is considered. If the Applicant is not present, the Use Permit will not be considered. Likewise, the Applicant must be present at the Town Council meeting(s) at which their Application is considered. If the Applicant is not present, the Town Council will not render a decision on the Use Permit.
- Further information regarding Use Permit Applications can be obtained by contacting Kathy Kallnowski on voicemail (703) 923-3500 Ext 8.
- For additional information, see Use Permit - Filing Instructions Revised by Planning Commission 10/3/01

## APPROVED BY THE PLANNING COMMISSION

(Town of Clifton)  
 K. Kallnowski  
 Signature  
 11-27-07  
 Date

WITH 2 PARKING SPACES

## PLANNING COMMISSION APPLICATION

CLIFTON PLANNING COMMISSION  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR USE PERMIT

Revised by Planning Commission 08/06

The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of the Zoning Ordinance of the Code of Town of Clifton, Virginia. The undersigned has enclosed herewith a check made payable to the "Town of Clifton" for the required application review fee.

Date Submitted to Town Clerk: \_\_\_\_\_

Date Submitted to Chairman of Planning Commission: \_\_\_\_\_

1. Type: ~ Construction ~ Residential ~ Non-Residential ~ Home Business

2. Name of Applicant: The Studio Clarissa Gary-Tinker3. Owner of Property: Golden Phoenix L.P.4. Name of Business/Organization: The Studio5. Owner of Business/Organization: Clarissa Gary-Tinker6. Address of Premises: 7145 Main Street 1-C7. Tax Map Number: 75-4((2))-30

## Home

## FAQ

## Contact Us

## Webmaster's Note

## Clifton News Feed

## Local Directory

## Our Town

## History

## Brigadeon in VA

## Maps of Clifton

## Attractions

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## Gallery - old

## Gallery

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## Use of Clifton Facilities

## Meeting Hall Schedule

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## Car Tag Application

## Planning Commission

## Application

## Events

## Clifton Wine Festival

## Labor Day Car Show

Leave a Message  
 (703) 923-3500

## Select

- #1 Tom Panton, Mayor
- #2 Michael Anton
- #3 Lane Johnston
- #4 Pat Laydon
- #6 Chuck Rensick
- #7 Town Clerk
- #8 Planning Commission
- #9 ARB
- #10 Arts Council

Wayne Nickam -  
 (703) 838-1438  
[wnickam@att.net](mailto:wnickam@att.net)

Webmaster  
[erich@vtdc.com](mailto:erich@vtdc.com)

## ONLINE NOW

People Online:  
 Visitors: 0  
 Members: 1  
 Total: 1

8. Attach Copy of Plat for Property: Plat Attached9. Attach Floor Plan (All Non-Residential and Home Business): Floor Plan Attached

10. Zoning District of Premises:

~ Residential ~ Commercial ~ Agricultural ~ Industrial

11. Describe Purpose of Application:

Office and studio for wedding/event planning, photography, & hair and makeup artistry.

12. If Commercial, Home Business, Agricultural or Industrial:

- Describe Operation: See above
- Number of Employees: 3 (one at a time)
- Days and Hours of Operation: Sunday thru Saturday 8am - 10pm
- Number of Client Visits per Day: 3 (one at a time) - by appointment only
- Square Footage of Premises: 420
- Number of Off-Street Parking Spaces Available: 6
- Number of Off-Street Parking Spaces Required: \_\_\_\_\_
- For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_

13. Application Fee Enclosed: \$25.00

(\$250 for new home or commercial construction; \$150 for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000; \$25 for all other construction, and any other use permit)

Signature of Applicant/Agent: Dan Tinker Signature of Landlord/Lessor: Shelly C Hoffmann, Realtor

11/7/07  
Date

11/7/07  
Date

11737 Fairfax Wd Wy #5207  
Mailing Address

POB 350  
Mailing Address

Fairfax VA 22030  
City/Town, State, Zip Code

Fairfax Station VA 22039  
City/Town, State, Zip Code

571-274-0524  
Phone Number / Fax Number

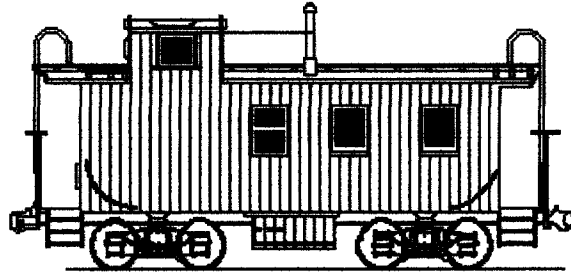
703-323-1885  
Phone Number / Fax Number

cdg0293@hotmail.com  
E-Mail Address

Koolpaw@hotmail.com  
E-Mail Address

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**CLIFTON TOWN EMERGENCY MEETING MINUTES  
FOR WEDNESDAY, November 29, 2007 6:30 PM  
Tom Peterson's Residence  
Main Street  
CLIFTON, VA 20124**

**Town Council members present:** Chuck Rusnak, Mike Anton, Tom Peterson, Wayne Nickum & Lane Johnston  
No Town officials present

Notice (dated 11-27-07) was posted on Bulletin Boards where agenda's are normally posted for regular meetings of the TC meetings. Our Mayor called an emergency meeting of the TC to discuss and consider funding approval for a Town of Clifton Calendar 2008.

**Town Calendar 2008**

After review and discussion of the production of a Town of Clifton Calendar 2008 under the Arts and Historic Committees of the Town, a motion was made by Wayne Nickum to fund the project totaling \$2800-. Motion was seconded by Tom Peterson with unanimous vote.

No other items were discussed.

**Adjournment:**

**Motion:** Wayne Nickum made a motion to adjourn. Motion was seconded by Tom Peterson with unanimous vote.

**Barton, Marilyn**

~~Nov~~ Dec  
mtg

**From:** Marilyn Barton [pawsnfins@cox.net]  
**Sent:** Sunday, December 02, 2007 7:50 PM  
**To:** WAYNE H. NICKUM; pjlayden@verizon.net; michael.anton@cox.net; lgjohnston@cox.net; Chuck Rusnak; Mayorofcliftonva@aol.com  
**Cc:** Town Clerk; Barton, Marilyn; Gifford Hampshire  
**Subject:** Nov 07 Treasurer's Report

Hello all,

Attached is the November 2007 Treasurer's Report for your review. You will note that the previously reported funds from the Commonwealth of Virginia on 9/20/07 have been researched and I have reclassified \$8,000 from the cell phones franchise fees to the Fire Programs Funds. The reclass was made in the period the funds were received in - 9/07.

Also, last month I reported the sales of Wine Festival inventory that were made on Clifton Day as Clifton Day Revenues. This income has been reclassified as Wine Festival income. Thank you, Wayne, for the correction. Additionally, I have modified the budget to reflect the changes made at the October Town Council meeting.

Two transfers were made from the LGIP fund to the SunTrust checking account this month: \$6,000 on 11/15 and \$3,000 on 11/28.

After your review, if you have any questions or comments, please let me know. I hope all of you had a wonderful Thanksgiving. We have a wonderfully festive Town this year!

Sincerely,  
Marilyn

12/3/2007

12/02/07

**Town of Clifton**  
**Cash Balance Report**  
As of November 30, 2007 Nov 30, 07

**ASSETS**

**Current Assets**

**Checking/Savings**

Checking-SunTrust 4,324.84

**Investments-LGIP**

CPC PC Escrow Fund 533.15

Haunted Trail Funds 6,863.76

Investments-LGIP - Other 374,486.03

**Total Investments-LGIP** 381,882.94

**UBS Investment** 50,603.57

**Total Checking/Savings** 436,811.35

**Total Current Assets** 436,811.35

# Town of Clifton

## Profit & Loss Budget Performance

November 2007

	Nov 07	Budget	Jul - Nov 07	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Committees Fundraising					
Clifton Business Coalition					
CBC Membership Dues	1,995		1,995		
Scare Crow Contest	600		600		
Total Clifton Business Coalition	2,595		2,595		
Beautification Committee					
Homes Tour	0	417	0	2,083	5,000
Total Beautification Committee	0	417	0	2,083	5,000
Historic Preservation Comm					
Clifton Day Commemorative Covers	0	63	0	313	750
Calendar for 2008	0	83	0	417	1,000
Post Cards	0	83	0	313	750
PO 100th Annv Rural Delivery	0	63	588	313	750
Total Historic Preservation Comm	0	272	588	1,356	3,250
Clifton Life Committee					
Wine Festival	180		53,817	34,300	84,300
Clifton Life Committee - Other	0	250	0	1,250	3,000
Total Clifton Life Committee	180	250	53,817	35,550	87,300
Council of the Arts					
Art Show & Sale	0	42	0	208	500
Spring Concert	0		0		1,000
Winter Concert	0		0		1,000
Total Council of the Arts	0	42	0	208	2,500
Total Committees Fundraising	2,775	981	58,800	39,197	98,050
Interest Income	0	1,917	8,451	9,583	23,000
Clifton Day Revenues	0		0	500	500
Community Hall Revenues					
Community Hall Rentals	1,794	1,000	4,697	5,000	12,000
Total Community Hall Revenues	1,794	1,000	4,697	5,000	12,000
Grants					
Federal					
Federal Grant-Land					
CBA Match - Land	0	500	0	2,500	6,000
Town Match - Land	0	350	0	1,750	4,200
Federal Grant-Land - Other	0	4,250	0	21,250	51,000
Total Federal Grant-Land	0	5,100	0	25,500	61,200
FEMA	0		0	77,465	77,465
SAFET-LU Grant	0	13,148	0	65,741	157,779
Total Federal	0	18,248	0	168,706	296,444
Other					
CBA Grant	0		0	10,000	10,000
Total Other	0		0	10,000	10,000
State					
Fire Program Funds	0		8,000	8,000	8,000
Total State	0		8,000	8,000	8,000
Total Grants	0	18,248	8,000	186,706	314,444

**Town of Clifton**  
**Profit & Loss Budget Performance**  
**November 2007**

	Nov 07	Budget	Jul - Nov 07	YTD Budget	Annual Budget
Haunted Trail Event	0		34,237	12,000	12,000
Other Income	100	17	2,116	83	200
Park Rental	0	182	500	958	2,300
S.R. - Litter Control Grant	0		0	1,000	1,000
<b>Tax and Permits Revenue</b>					
Franchise Fees - Cox Cable	0	292	518	1,458	3,500
Franchise Fees - Cell Phones	0		2,827		
ABC Profits	0	9	0	46	110
ARB Permits	0	8	0	42	100
BPOL tax	13		160		20,000
Cigarette Tax	0	250	1,135	1,250	3,000
Motor Vehicle Tags	428		3,725	5,800	5,800
Railroad Tax	0	100	0	500	1,200
Sales Tax	1,931	1,667	5,901	8,333	20,000
Use Permits	0	25	225	125	300
Utility Consumption Tax	215	92	446	458	1,100
<b>Total Tax and Permits Revenue</b>	<b>2,587</b>	<b>2,443</b>	<b>14,937</b>	<b>18,012</b>	<b>55,110</b>
<b>Total Income</b>	<b>7,256</b>	<b>24,798</b>	<b>127,738</b>	<b>273,039</b>	<b>518,604</b>
<b>Expense</b>					
<b>Payroll Expenses</b>					
Gross Wages					
Town Clerk (Administrative)	0		0		4,600
Town Treasurer	0		0		6,000
<b>Total Gross Wages</b>	<b>0</b>		<b>0</b>		<b>12,600</b>
Payroll Taxes					
FICA	0		0		1,978
<b>Total Payroll Taxes</b>	<b>0</b>		<b>0</b>		<b>1,978</b>
<b>Total Payroll Expenses</b>	<b>0</b>		<b>0</b>		<b>14,578</b>
<b>Contractual</b>					
Insurance	0		6,145	8,200	6,200
<b>Town Government</b>					
Planning Commission					
General Consulting	100	250	1,516	1,250	3,000
Update Town Plan	0	1,042	0	5,208	12,500
Regional Water Study	0	139	0	695	1,667
<b>Total Planning Commission</b>	<b>100</b>	<b>1,431</b>	<b>1,516</b>	<b>7,153</b>	<b>17,167</b>
<b>Town Committees Expense</b>					
Clifton Business Coalition Exp					
Welcome Center	0	1,000	0	5,000	12,000
Winter Holidays	2,277		2,277		
Scarecrow Contest Exp	320		320		
<b>Total Clifton Business Coalition Exp</b>	<b>2,597</b>	<b>1,000</b>	<b>2,597</b>	<b>5,000</b>	<b>12,000</b>

**Town of Clifton**  
**Profit & Loss Budget Performance**  
**November 2007**

	Nov 07	Budget	Jul - Nov 07	YTD Budget	Annual Budget
Traffic, Parking & Safety Comm	0	108	0	542	1,300
Town Parks Committee Exp	0	225	0	1,125	2,700
Historic Preservation Comm Exp					
HPC Membership & Educ Exp	0	29	0	148	350
Clifton Elem School Exp	0	31	0	156	375
Clifton Day Commemorative Cover	0		0	500	500
Calendar 2008 Exp	0		0		775
Post Cards Expense	0	42	0	208	500
PO 100th Rural Anniv Exp	0		201	500	500
Total Historic Preservation Comm Exp	0	102	201	1,510	3,000
Clifton Life Committee					
Citizens' Recognition Expense	0	17	0	83	200
Wine Festival Expenses	126		38,189	16,313	41,313
Total Clifton Life Committee	126	17	38,189	16,396	41,513
Communication Committee					
Internet Service	0	21	0	104	250
Web Server Annual Expense	0	92	0	458	1,100
Total Communication Committee	0	113	0	562	1,350
Council for the Arts Committee					
Art Show & Sale Expenses	0	25	0	125	300
Winter Concert	0		0		1,000
Spring Concert Expenses	0		0		1,000
Total Council for the Arts Committee	0	25	0	125	2,300
Sunshine Committee	0	125	100	625	1,500
Town Committees Expense - Other	33		33		
Total Town Committees Expense	2,758	1,715	41,120	25,885	65,663
Beautification Comm.					
Homes Tour/Bazaar Exp	0		0		3,000
Beautification Comm. - Other	0	417	0	2,083	5,000
Total Beautification Comm.	0	417	0	2,083	8,000
Total Town Government	2,858	3,563	42,636	35,121	90,830
Professional Fees					
Accounting	3,710		3,710	3,500	3,500
Legal Fees	653	833	4,717	4,167	10,000
Special Counsel	0	125	1,893	625	1,500
Total Professional Fees	4,363	958	10,320	8,292	15,000
Rent					
Ayre Square Rental	0		472	700	700
Railroad Siding Rental	0		100	775	775
Total Rent	0		572	1,475	1,475



**Town of Clifton**  
**Profit & Loss Budget Performance**  
**November 2007**

	Nov 07	Budget	Jul - Nov 07	YTD Budget	Annual Budget
<b>Town Facilities</b>					
Buckley Park FEMA Cleanup	0		32		
Grounds Maintenance	560	125	1,648	625	1,500
R.R. Siding/Caboose Maint.	0	21	0	104	250
<b>Total Town Facilities</b>	<b>560</b>	<b>146</b>	<b>1,680</b>	<b>729</b>	<b>1,750</b>
<b>Town Services</b>					
Elections	0		0		800
Fire Program	0		0	8,000	8,000
Grass Mowing	450	400	2,400	2,000	4,800
Trash Collection	192	92	576	458	1,100
<b>Utilities</b>					
Gas and Electric	92	67	(398)	334	800
Town Voice Mail	32		204		
Water	0		94		
<b>Total Utilities</b>	<b>124</b>	<b>67</b>	<b>(98)</b>	<b>334</b>	<b>800</b>
<b>Total Town Services</b>	<b>766</b>	<b>559</b>	<b>2,878</b>	<b>10,792</b>	<b>15,500</b>
<b>Dues and Subscriptions</b>					
Va. Municipal League	0		344	450	450
<b>Total Dues and Subscriptions</b>	<b>0</b>		<b>344</b>	<b>450</b>	<b>450</b>
<b>Caboose Expenses</b>					
Caboose Electric	0	21	0	104	250
<b>Total Caboose Expenses</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>104</b>	<b>250</b>
<b>Community Hall Expenses</b>					
C.H.-Cleaning	0	325	0	1,625	3,900
C.H.-Equipment	15	33	190	167	400
C.H.-Ffx Co Maint. Contract	0	275	0	1,375	3,300
C.H.-General Maintenance	152		818		
C.H.-Management Fee	359	200	1,124	1,000	2,400
C.H. - Electric	204	1,290	490	6,450	15,480
C.H. Floors	0	175	499	875	2,100
<b>Total Community Hall Expenses</b>	<b>730</b>	<b>2,298</b>	<b>3,121</b>	<b>11,492</b>	<b>27,580</b>
<b>Legal Advertising</b>	<b>0</b>	<b>83</b>	<b>516</b>	<b>417</b>	<b>1,000</b>
<b>Miscellaneous</b>	<b>0</b>	<b>108</b>	<b>297</b>	<b>542</b>	<b>1,300</b>
<b>Printing and Reproduction</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>125</b>	<b>300</b>
<b>Total Contractual</b>	<b>9,275</b>	<b>7,761</b>	<b>68,509</b>	<b>75,739</b>	<b>161,635</b>
<b>Haunted Trail Expenses</b>	<b>4,792</b>		<b>7,270</b>	<b>7,000</b>	<b>7,000</b>
<b>Commodities</b>					
Computer Supplies	0	58	357	292	700
Copies	3	8	31	42	100
License Plates	0		671	900	900
Miscellaneous	44	208	132	1,042	2,500
Miscellaneous - Commodities	18	42	18	208	500
Office Supplies	0	42	423	208	500
Postage and Delivery	82	42	490	208	500
<b>Total Commodities</b>	<b>147</b>	<b>400</b>	<b>2,122</b>	<b>2,900</b>	<b>5,700</b>
<b>CIF Expenses</b>					
FEMA - Buckley Bridge Repair	147		82,438	89,040	89,040
CIF-Playground Impr.	0	2,354	2,548	11,771	28,250
CIF - Land Purchase	0		0	10,000	10,000
<b>Total CIF Expenses</b>	<b>147</b>	<b>2,354</b>	<b>84,986</b>	<b>110,811</b>	<b>127,290</b>

**Town of Clifton**  
**Profit & Loss Budget Performance**  
November 2007

	<u>Nov 07</u>	<u>Budget</u>	<u>Jul - Nov 07</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Fed Fund-Transportation Proj					
F.F.- Transp. Project-Trails	<u>0</u>	<u>5,100</u>	<u>0</u>	<u>25,500</u>	<u>61,200</u>
Total Fed Fund-Transportation Proj	<u>0</u>	<u>5,100</u>	<u>0</u>	<u>25,500</u>	<u>61,200</u>
SAFET-LU Grant Administrator	<u>0</u>	<u>1,898</u>	<u>0</u>	<u>9,491</u>	<u>22,779</u>
SAFET-LU Improvements	<u>0</u>	<u>10,833</u>	<u>0</u>	<u>54,167</u>	<u>130,000</u>
Special Revenue Expenses					
S.R. - Litter Control	<u>0</u>		<u>0</u>	<u>1,000</u>	<u>1,000</u>
Total Special Revenue Expenses	<u>0</u>		<u>0</u>	<u>1,000</u>	<u>1,000</u>
Total Expense	<u>14,361</u>	<u>28,346</u>	<u>162,887</u>	<u>286,608</u>	<u>531,182</u>
Net Ordinary Income	<u>(7,105)</u>	<u>(3,548)</u>	<u>(35,149)</u>	<u>(13,569)</u>	<u>(12,578)</u>
Other Income/Expense					
Other Expense					
Other Expenses	<u>0</u>	<u>208</u>	<u>0</u>	<u>1,042</u>	<u>2,500</u>
Total Other Expense	<u>0</u>	<u>208</u>	<u>0</u>	<u>1,042</u>	<u>2,500</u>
Net Other Income	<u>0</u>	<u>(208)</u>	<u>0</u>	<u>(1,042)</u>	<u>(2,500)</u>
Net Income	<u>(7,105)</u>	<u>(3,756)</u>	<u>(35,149)</u>	<u>(14,611)</u>	<u>(15,078)</u>

**Town of Clifton  
Planning Commission Report Meeting 11/27/2007**

In attendance at the Planning Commission meeting on 11/27/07: Lev Buller, Michelle Stein, Judy McNamara, Kathy Kalinowski, Mac Arnold, Susan Yantis, Lane Johnston  
Absent: Richard King, Rob Clark, Patrick Pline, Marilyn Stoney

**1. Update on Town Plan progress:**

Attached is a draft of a sample letter to be sent in December to all Committees except Clifton Life and Welcoming and Sunshine Committee. Planning Commission liaisons to each committee are as follows:

Special Projects – Susan Yantis  
Traffic – Lev Buller  
Finance – Marilyn Stoney  
Arts – Kathy Kalinowski  
Historic Preservation – Mac Arnold  
Communications – Michelle Stein  
Beautification – Marilyn Stoney  
Commercial District – Patrick Pline  
Parks – Lane Johnston

The Planning Commission will be sending a letter to all landlords and building owners requesting a list of the businesses presently operating in their premises, preparatory to sending out a letter to all commercial businesses and home businesses requesting those businesses confirm the terms of their last known use permits, in order to ascertain for Town Plan updating purposes how many and what type of businesses are presently operating in the Town, as well as to verify that all use permit terms and conditions are still unchanged and in effect.

Recommendation that the Town Council create an Environmental Committee and appoint members to deal with the following issues, among others: Stormwater management, Solid Waste and recycling, interface with and review information from State water board and regional water boards, including Pope's Head Creek studies, the advisability of utilizing "green" techniques in future building in the Town, and to interface with the Planning Commission on updating the Town Plan with respect to these various environmental issues.

2. Recommend for approval the amended use permit of Jacquie Lambertson at Noodles and Noggins relocating her business to Suite 2 A at 7145 Main Street, thereby reducing her space from 900 square feet to 425 square feet and now requiring 2 parking spaces.
3. Recommend for approval the use permit of Clarissa Gary-Tinker of the Studio, an office and studio for wedding and event planning at 7145 Main Street, Suite 1C, 450 square feet, requiring 2 parking spaces.

**Town of Clifton  
Planning Commission**

**Mr. Dwayne Nitz  
Chairman, Traffic & Safety Committee  
P.O. Box 322  
Clifton, VA 20124**

**Re: Town Plan Update**

**Dear Dwayne,**

**The Planning Commission is in the process of updating the Town Plan. The Virginia Code requires the Town Planning Commission to review the Town Plan every 5 years and amend it as necessary. The Town Plan was last updated in 1996 so this task is long overdue. The Northern Virginia Regional Commission (NVRC), the agency that assisted the Town in 1996, will be working with us again on this effort.**

**The Town Plan outlines the Town's vision for its future and provides recommendations to attain that future. The Town Plan is the guide used by the residents/business owners, the Planning Commission and the Town Council to make decisions about the Town's built and natural environment. The timeframe for the Town Plan encompasses the anticipated changes to the Town over the next 5-10 years.**

**The Planning Commission will be working on developing the vision for the Town's future. Public participation is an essential part of this process – with numerous public meetings and workshops and ultimate approval by the Town Council. The Planning Commission would like to initiate the public participation process with those Town Committees whose committee responsibilities involve relevant aspects of the Town Plan. For example, the Town Plan includes recommendations for land use, transportation, open space and parks, trails, sidewalks, public facilities, historic preservation, environmental issues etc.. There are several town committees which deal with these issues and their input is vital to the success of the Town Plan update.**

As Chairman of the Traffic & Safety committee, we would like you to work with your committee to develop policies and recommendations relating to transportation for consideration in the Town Plan. We encourage you to review the transportation policies and recommendations in Section VI-3 and the Fire Station; Trails and Sidewalks, and Public Parking subsection of Section VI-4 of the adopted Town Plan and suggest any modifications, additions or deletions. A copy of Section VI-3 and VI-4 of the Town Plan is attached for your convenience. The Town Plan can also be accessed on the Town Website at [www.cliftonva.us](http://www.cliftonva.us).

For your convenience, the Planning Commission has created a format to assist the committee in establishing proposed policies and recommendations. Please use this form to submit your recommendations to the Planning Commission no later than February 15th, 2007. \_\_\_\_\_ is your Planning Commission liaison. Please contact him/her with any questions you may have or to attend a committee meeting to assist you in this effort.

The Planning Commission will consider each Committee's recommendations during the development of the Town Plan update. Thank you in advance for all of your assistance on this matter.

Sincerely,

Kathy Kalinowski  
Chair, Planning Commission

CLIFTON PLANNING COMMISSION  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR USE PERMIT

Revised by Planning Commission 08/06

The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of the Zoning Ordinance of the Code of Town of Clifton, Virginia. The undersigned has enclosed herewith a check made payable to the "Town of Clifton" for the required application review fee.

Date Submitted to Town Clerk: \_\_\_\_\_

Date Submitted to Chairman of Planning Commission: 27 Nov 2007

1. Type: ~ Construction ~ Residential ~ Non-Residential ~ Home Business  
2. Name of Applicant: Jacque Lambertson/Noodles & Noggins  
3. Owner of Property: Golden Phoenix LLC  
4. Name of Business/Organization: Noodles & Noggins  
5. Owner of Business/Organization: Jacque Lambertson  
6. Address of Premises: 7145 Main St, Clifton VA 20124  
7. Tax Map Number: \_\_\_\_\_  
8. Attach Copy of Plat for Property: ~ Plat Attached  
9. Attach Floor Plan (All Non-Residential and Home Business): ~ Floor Plan Attached  
10. Zoning District of Premises:  
~ Residential ~ Commercial ~ Agricultural ~ Industrial  
11. Describe Purpose of Application: 2nd floor

This is an application for a revised use permit. We have vacated the first floor place location and consolidated operations in the 2nd floor location, Suite 2A detailed in the prior Use Permit Application. Space needed for business has been reduced from approximately 900 square ft to 425 square ft.

12. If Commercial, Home Business, Agricultural or Industrial:

- Describe Operation: children's speciality mail order, internet, general business  
Number of Employees: 5 total. 2 employees per shift.  
Days and Hours of Operation: 9am-9pm daily  
Number of Client Visits per Day: 5-7  
Square Footage of Premises: approximately 425 sq ft  
Number of Off-Street Parking Spaces Available: \_\_\_\_\_  
Number of Off-Street Parking Spaces Required: 2  
For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_  
13. Application Fee Enclosed: \$25.00

26 parking spaces  
for entire building.

Signature of Applicant/Agent

27 Nov 07

Date Date

7145 Main St

Mailing Address

Clifton VA 20124

City/Town, State, Zip Code

703-815-8600/703-222-0308

Phone Number / Fax Number

jacque@noodlesandnoggins.com

E-Mail Address

Signature of Landlord/Lessor

Mailing Address

City/Town, State, Zip Code

Phone Number / Fax Number

E-Mail Address

APPROVED BY THE PLANNING COMMISSION  
TOWN OF CLIFTON  
Signature: [Signature]  
Date: 11-27-07

CLIFTON PLANNING COMMISSION  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR USE PERMIT

Revised by Planning Commission 08/06

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Date Submitted to Chairman of Planning Commission: 27 Nov 2007

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2. Name of Applicant: Jacque Lambertson/Noodles & Noggins
3. Owner of Property: Golden Phoenix LLC
4. Name of Business/Organization: Noodles & Noggins
5. Owner of Business/Organization: Jacque Lambertson
6. Address of Premises: 7145 Main St, Clifton VA 20124
7. Tax Map Number: \_\_\_\_\_

8. Attach Copy of Plat for Property: ~ Plat Attached
9. Attach Floor Plan (All Non-Residential and Home Business): ~ Floor Plan Attached
10. Zoning District of Premises:

~ Residential ~ Commercial ~ Agricultural ~ Industrial

11. Describe Purpose of Application:

This is an application for a revised use permit. We have vacated the first floor place location and consolidated operations in the 2<sup>nd</sup> floor location, Suite A, detailed in the prior Use Permit Application. Space needed for business has been reduced from approximately 900 square ft to 425 square ft.

12. If Commercial, Home Business, Agricultural or Industrial:

- Describe Operation: children's speciality mail order, internet, general business
- Number of Employees: 5 total. 2 employees per shift.
- Days and Hours of Operation: 9am-9pm daily
- Number of Client Visits per Day: 5-7 425
- Square Footage of Premises: approximately 425 sq ft
- Number of Off-Street Parking Spaces Available: \_\_\_\_\_
- Number of Off-Street Parking Spaces Required: \_\_\_\_\_
- For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_

13. Application Fee Enclosed: \$25.00

Jacque Lambertson  
Signature of Applicant/Agent  
27 Nov 07

Date Date  
7145 Main St

Mailing Address  
Clifton VA 20124

City/Town, State, Zip Code  
703-815-8600/703-222-0308

Phone Number / Fax Number  
jacque@noodlesandnoggins.com

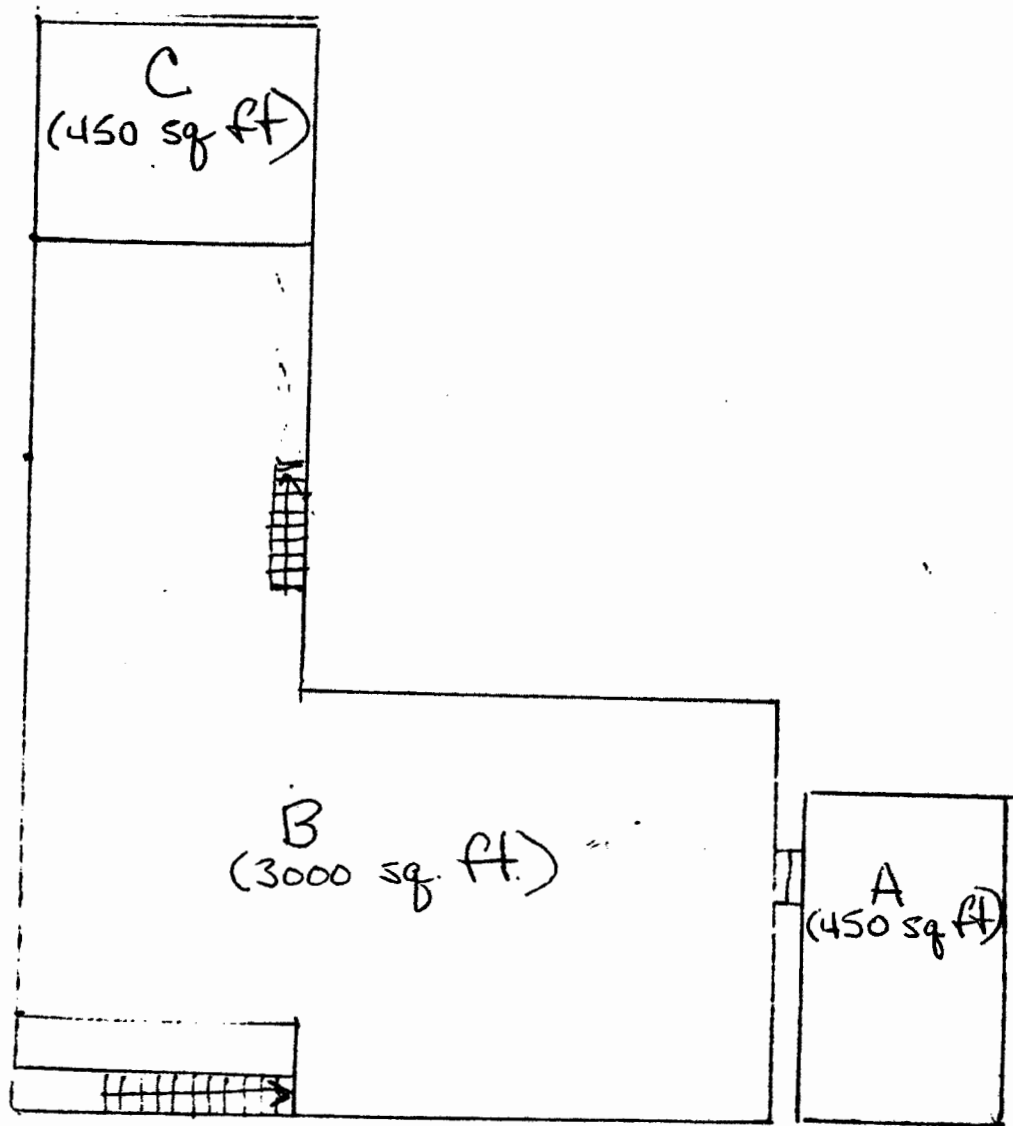
E-Mail Address

Sheldon C. Hoffmann, Gen Partner  
Signature of Landlord/Lessor

POB 350  
Mailing Address  
Faufax St VA 22039  
City/Town, State, Zip Code

703-323-1885  
Phone Number / Fax Number  
KOOLPAW@HOTMAIL.COM  
E-Mail Address

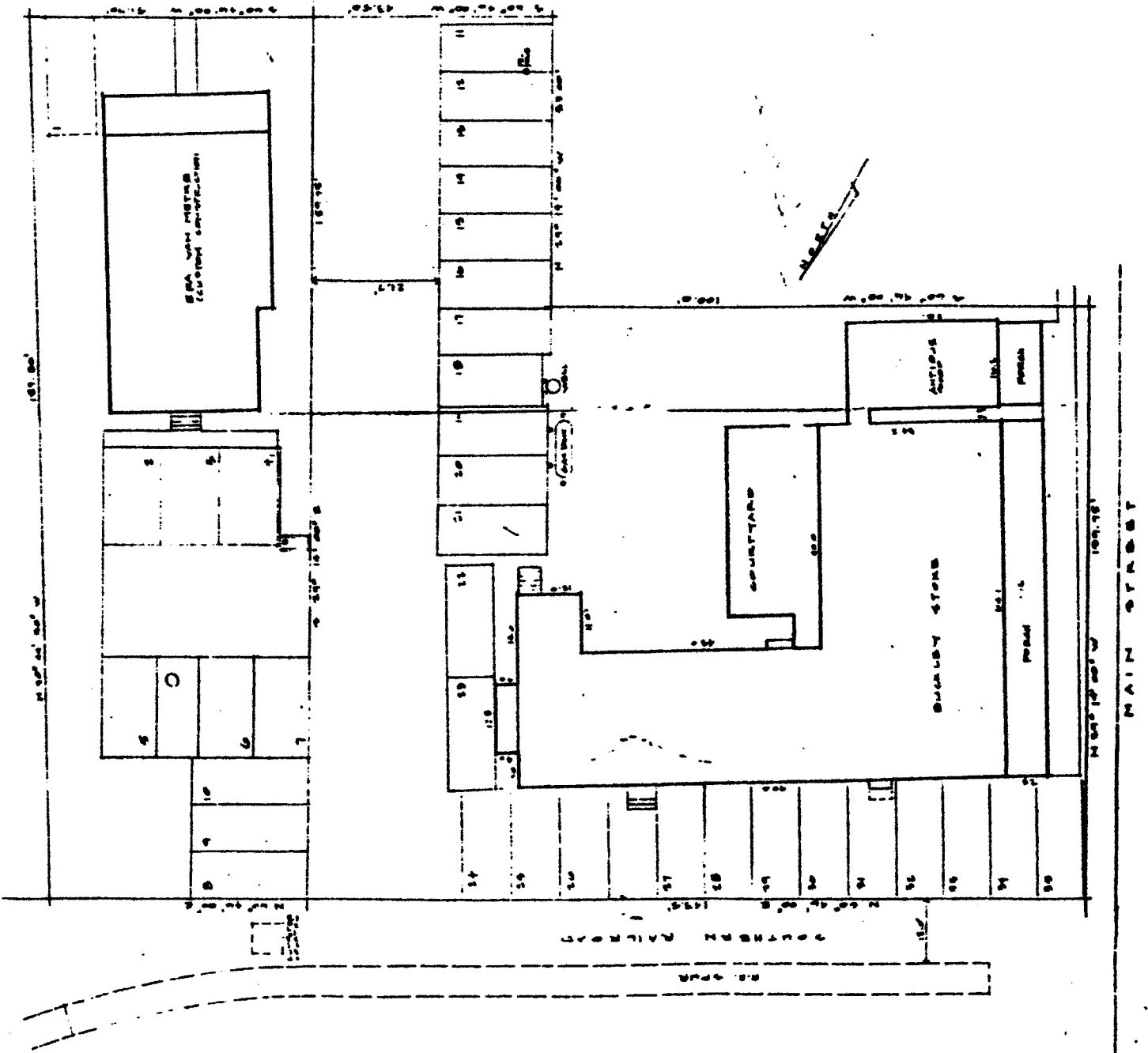
BUCKLEY STORE  
FIRST FLOOR LAYOUT  
 $\frac{1}{16}'' = 1'$



Main Street Side



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100	10000



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October 31, 2007

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## BUCKLEY BRIDGE REPAIR

## PLANNING COMMISSION APPLICATION INSTRUCTIONS

Revised by Planning Commission 10/3/01

CLIFTON PLANNING COMMISSION  
USE PERMIT APPLICATION - FILING INSTRUCTIONS

The Town of Clifton Planning Commission meets on the last Monday of each month in the Clifton Town Meeting Hall beginning at 7:30 pm. Applications for Use Permits (and any other action requiring Planning Commission review or approval) must be received by the Clifton Town Clerk and the Chairman of the Clifton Planning Commission by the 15th of the month, in order to be heard at that month's Planning Commission meeting. The Planning Commission's recommendations are usually heard at the next Town Council meeting, which is held on the first Tuesday of each month in the Clifton Town Meeting Hall, beginning at 7:30 pm.

- All Use Permit Applications must be fully collated and bound (by staple or other fastener).
- The Clifton Town Clerk must be provided with 7 complete copies of the Application (for review by the Town Council) plus a check for the appropriate Application Fee, made payable to the "Town of Clifton." The Clifton Town Clerk is Carolyn Leitch and she can be contacted for delivery instructions either by voicemail (703) 923-3500 Ext 7 or e-mail [townclerk@cliftonva.us](mailto:townclerk@cliftonva.us). The Chairman of the Clifton Planning Commission must be provided with 10 complete copies of the Application (for review by the Planning Commission and its consultants). The Chairman of the Clifton Planning Commission is: Kathy Kalnowski and she can be contacted for delivery instructions either by voicemail (703) 923-3500 Ext 8 or e-mail [plancomm@cliftonva.us](mailto:plancomm@cliftonva.us).
- The Applicant must be present at the Planning Commission meeting(s) at which their Application is considered. If the Applicant is not present, the Use Permit will not be considered. Likewise, the Applicant must be present at the Town Council meeting(s) at which their Application is considered. If the Applicant is not present, the Town Council will not render a decision on the Use Permit.
- Further information regarding Use Permit Applications can be obtained by contacting Kathy Kalnowski on voicemail (703) 923-3500 Ext 8.
- For additional information, see Use Permit - Filing Instructions Revised by Planning Commission 10/3/01

## PLANNING COMMISSION APPLICATION

CLIFTON PLANNING COMMISSION  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR USE PERMIT

Revised by Planning Commission 08/06

The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of the Zoning Ordinance of the Code of Town of Clifton, Virginia. The undersigned has enclosed herewith a check made payable to the "Town of Clifton" for the required application review fee.

Date Submitted to Town Clerk: \_\_\_\_\_

Date Submitted to Chairman of Planning Commission: \_\_\_\_\_

1. Type: ~ Construction ~ Residential ~ Non-Residential ~ Home Business

2. Name of Applicant: The Studio Clarissa Gary-Tinker3. Owner of Property: Golden Phoenix L.P.4. Name of Business/Organization: The Studio5. Owner of Business/Organization: Clarissa Gary-Tinker6. Address of Premises: 7145 Main Street 1-C7. Tax Map Number: 75-4((2))-30

## APPROVED BY THE PLANNING COMMISSION

(Town of Clifton)

Kathy Kalnowski

11-27-07

WITH 2 PARKING SPACES

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(703) 923-3500

## Select

#1 Tom Peterson, Mayor

#2 Michael Anton

#3 Lane Johnston

#4 Pat Laydon

#6 Chuck Rasmak

#7 Town Clerk

#8 Planning Commission

#9 ABB

#10 Arts Council

## Wayne Nickam -

(703) 638-1438

[wnickam@att.net](mailto:wnickam@att.net)

## Webmaster

[erich@vtdiodes.com](mailto:erich@vtdiodes.com)

## ONLINE NOW

## People Online:

Visitors: 0

Members: 1

Total: 1

8. Attach Copy of Plat for Property: Plat Attached9. Attach Floor Plan (All Non-Residential and Home Business): Floor Plan Attached

10. Zoning District of Premises:

~ Residential ~ Commercial ~ Agricultural ~ Industrial

11. Describe Purpose of Application:

Office and studio for wedding/event planning, photography, & hair and makeup artistry.

12. If Commercial, Home Business, Agricultural or Industrial:

- Describe Operation: See above
- Number of Employees: 3 (one at a time)
- Days and Hours of Operation: Sunday thru Saturday 8am - 10pm
- Number of Client Visits per Day: 3 (one at a time) - by appointment only
- Square Footage of Premises: 450
- Number of Off-Street Parking Spaces Available: 6
- Number of Off-Street Parking Spaces Required: \_\_\_\_\_
- For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_

13. Application Fee Enclosed: \$25.00

(\$250 for new home or commercial construction; \$150 for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000; \$25 for all other construction, and any other use permit)

Shelly C Hoffner, Realtor  
 Signature of Applicant/Agent      Signature of Landlord/Lessor

11/7/07  
 Date

11/7/07  
 Date

11737 Fairfax Wd Wy #5207  
 Mailing Address      Mailing Address

Fairfax VA 22030      Fairfax Station VA 22039  
 City/Town, State, Zip Code      City/Town, State, Zip Code

571-274-0524      703-323-1885  
 Phone Number / Fax Number      Phone Number / Fax Number

cdg0293@hotmail.com      Kochpaw@hotmail.com  
 E-Mail Address      E-Mail Address

**Barton, Marilyn**

**om:** khk@amervillage.org  
**Sent:** Thursday, November 29, 2007 9:58 AM  
**To:** Barton, Marilyn  
**Subject:** RE: PC materials for Dec Meeting

Marilyn and Kathleen, thanks for the quick response. I think we should ask the Town Council members what they want. One would think they could print off the documents and bring them with them (though that does not happen at PC meetings either). Probably bring a few copies for them and we can ask at the meeting. Kathy

khk@amervillage.org

**From:** Barton, Marilyn [mailto:mbarton@comres.org]  
**Sent:** Thursday, November 29, 2007 9:11 AM  
**To:** 'khk@amervillage.org'  
**Cc:** 'Kathleen .b.'  
**Subject:** PC materials for Dec Meeting

Thanks, Kathy, for including us on the email. Do you need for paper copies to be distributed to the TC members in addition to them receiving your email attachments? or were you asking for copies to be made for availability at the TC meeting?

want to clarify to be sure it's handling to your desire. Hope you had a wonderful Thanksgiving.

Sincerely,

*Marilyn*

Marilyn Lane Barton  
Finance Manager  
Community Residences  
[www.comres.org](http://www.comres.org)

[mbarton@comres.org](mailto:mbarton@comres.org)  
703/842-2333  
fax: 703/842-2311

**Barton, Marilyn**

---

**om:** Barton, Marilyn  
**Sent:** Thursday, November 29, 2007 9:11 AM  
**To:** 'khk@amervillage.org'  
**Cc:** 'Kathleen .b.'  
**Subject:** PC materials for Dec Meeting

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Just want to clarify to be sure it's handling to your desire. Hope you had a wonderful Thanksgiving.

Sincerely,

*Marilyn*

Marilyn Lane Barton  
Finance Manager  
Community Residences  
[www.comres.org](http://www.comres.org)

[mbarton@comres.org](mailto:mbarton@comres.org)  
703/842-2333  
fax: 703/842-2311

**Barton, Marilyn**

**om:** Marilyn Barton [pawsnfins@cox.net]  
**Sent:** Wednesday, November 28, 2007 9:20 PM  
**To:** Barton, Marilyn  
**Subject:** Fw: Planning Commission Report

----- Original Message -----

**From:** Katherine Kalinowski  
**To:** lgjohnston@cox.net ; chuckles3293@hotmail.com ; mayorofcliftonva@aol.com ; clifnick@worldnet.att.net ;  
pjlayden@verizon.net ; michael.anton@cox.net  
**Cc:** Marilyn Barton  
**Sent:** Wednesday, November 28, 2007 4:29 PM  
**Subject:** Planning Commission Report

**Dear Council Members and Kathleen:** Attached please find the report of the planning commission from its November 27, 2007 meeting, the applications acted upon and the letter referenced. I am also emailing them to the Town Clerk to be printed off and distributed for the December Town Council meeting. Do not hesitate to contact me if you have any questions. Thank you, Kathy

khk@amervillage.org

11/29/2007

**Marilyn Barton**

---

**From:** "Marilyn Barton" <pawsnfins@cox.net>  
**To:** "WAYNE H. NICKUM" <CLIFNICK@ATT.NET>; "Kathleen .b." <babysquirrels7@cox.net>  
**Sent:** Friday, January 04, 2008 7:23 PM  
**Subject:** Re: STATUS OF TOWN MINUTES

Hi Wayne,

I understand that Kathleen has these all done. She was waiting for the attachment that she requested from Mike - he replied and said the write up from Susan Yantis should be used as the attachment. So she'll send them out tonight with the attachment referenced only.

Were there any additions to your comments on the attachment? Please let me know so that she can get them also included prior to sending.

Thanks,  
Marilyn

----- Original Message -----

**From:** WAYNE H. NICKUM  
**To:** Kathleen .b.  
**Cc:** MARLYN BARTON  
**Sent:** Friday, January 04, 2008 4:59 PM  
**Subject:** STATUS OF TOWN MINUTES

RESEND OF MY PREVIOUS SUBMISSION OF PROPOSED CHANGES TO MINUTES



BAND of PARENTS  
PO Box 335  
Dewittville, NY 14728

# Donation Receipt

Date	Sale No.
11/23/2007	43

Donation From
Town of Clifton PO Box 309 Clifton, VA 20124-0309

Check No.	Payment Method
4929	Check

Description	Amount
Corporate Contribution in honor if Nick Franca (Haunted Trail Bake Sale)	639.00
<p><i>On behalf of our members, our executive committee and our children, we thank you for your recent donation. Together, we are bound by hope.</i></p> <p><i>Band of Parents, Inc. is a 501(c)(3) tax-exempt, publicly supported organization. Unless noted above, you have not received goods or services in exchange for your gift and your gift is fully tax deductible for federal income tax purposes. Please keep this receipt with your tax records.</i></p> <p><i>FEIN: 26-1227872</i></p>	
	<b>Total</b> 639.00



**kathleen**

**From:** "Michael Anton" <michael.anton@cox.net>  
**To:** <babysquirrels7@cox.net>  
**Sent:** Tuesday, December 11, 2007 9:10 PM  
**Attach:** TCResolutionVDOT.12.04.07.doc  
**Subject:** FW: TC motion

-----Original Message-----

**From:** SKYantis@aol.com [mailto:SKYantis@aol.com]  
**Sent:** Monday, December 03, 2007 10:20 PM  
**To:** michael.anton@cox.net  
**Subject:** TC motion

Michael,  
Attached is a draft of a memo to the TC from me. Should I send it to the TC or would you rather just present it tomorrow night as a motion? I can modify it.

Also, I included as part of the motion the authorization to execute the project agreement even though we have a resolution from back in May....not sure how you want to handle it... we don't necessarily need to have a new resolution (but I do need the resolution to have a date on it which it doesn't right now so I can submit it to VDOT with the signed agreement!)

Alternatively, the motion could just indicate "that the project narrative which is part of the standard project administration agreement should reflect the estimated VDOT eligible expenses to include the route location survey for Main Street."

Also, fyi, the cost on the proposal was \$56,730.72 but it will go up by approx. \$3000 to include ground control/mapping from Aerometrics.

I defer to you on how to handle it. i can be at meeting tomorrow night for questions.

Thanx  
S

Check out AOL Money & Finance's list of the \_\_\_\_\_ and \_\_\_\_\_ of 2007.

**kathleen**

---

**From:** "Kathleen .b." <babysquirrels7@cox.net>  
**To:** "Michael Anton" <michael.anton@cox.net>  
**Sent:** Wednesday, December 12, 2007 9:17 PM  
**Subject:** Re: TC motion

Hi Mr. Anton,

Thank you for letting me know. I am working on the Minutes and have a first draft done. I can finish the draft and send it to you tomorrow or if you would rather, I can send you a paper copy of the Memo you attached - signed with the Town Seal.

Would the later suffice?

Thanks - just let me know.

Kathleen  
:o)

----- Original Message -----

**From:**  
**To:**  
**Sent:** Tuesday, December 11, 2007 9:10 PM  
**Subject:** FW: TC motion

-----Original Message-----

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**Sent:** Monday, December 03, 2007 10:20 PM  
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Thanx  
s

12/12/2007

**kathleen**

---

**From:** "Michael Anton" <michael.anton@cox.net>  
**To:** <babysquirrels7@cox.net>  
**Sent:** Tuesday, December 11, 2007 9:10 PM  
**Attach:** TCResolutionVDOT.12.04.07.doc  
**Subject:** FW: TC motion

Kathleen - The following was given to you at the last meeting. Could you print the following and add the Town Seal? VDOT needs an official motion along with draft minutes. We cannot start the survey work until they are sure the town has passed this motion. Let me know if you have any questions. Thanks, Michael

-----Original Message-----

**From:** SKYantis@aol.com [mailto:SKYantis@aol.com]  
**Sent:** Monday, December 03, 2007 10:20 PM  
**To:** michael.anton@cox.net  
**Subject:** TC motion

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I defer to you on how to handle it. i can be at meeting tomorrow night for questions.

Thanx  
s

---

Check out AOL Money & Finance's list of the hottest products and top money wasters of 2007.

## Memorandum

To: Town Council

From: Susan Yantis, Chairman, Special Projects Committee

Date: December 4<sup>th</sup>, 2007

Re: Streetscape Master Plan for Main Street.

### **Background -**

The Town Council previously authorized the execution of a project administration agreement between VDOT and the Town of Clifton for design and engineering to develop a streetscape master plan for Main Street. The execution of the Project Administration Agreement is pending resolution of whether VDOT prepares the existing conditions survey of Main Street or the Town hires an independent engineering firm. Doug Miller, a representative of VDOT, attended the Town Council meeting last month to discuss the VDOT survey. Action was deferred to the December 4<sup>th</sup> meeting so that Special Projects Committee could review this issue and make a recommendation to the Town Council.

### **Special Projects Committee (SPC) Recommendation:**

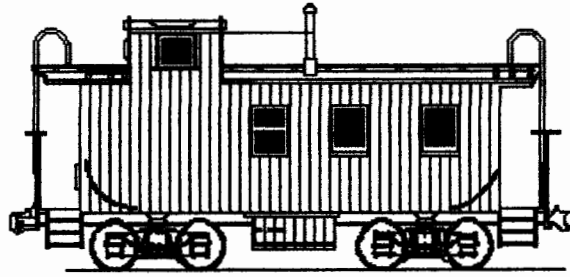
On November 19, 2007, the SPC voted to recommend to the Town Council to accept the VDOT proposal from Rice Associates with the stipulation that VDOT provide additional information regarding the details of the route location survey. This information was provided to the satisfaction of the SPC; therefore, the SPC recommends that the Town Council authorize VDOT to perform the route location survey for Main Street.

The cost of the survey is estimated to be \$60,000 and will be an eligible VDOT expense to be deducted from the earmark funding. The current available earmark funding for FY 2007-08 is \$172,650 with an additional \$44,892 in FY2009 and \$10,892 in FY2010 (total earmark funding is \$216,650).

### **Motion:**

Authorize the execution of a standard project administration agreement, in substantial form, between VDOT and the Town of Clifton to allow the Town to administer the work for design and engineering to develop a Streetscape

Master Plan for Main Street. The standard project administration agreement includes a project narrative which should reflect the estimated VDOT eligible expenses to include the route location survey for Main Street.



**CLIFTON TOWN MEETING AGENDA for TUESDAY, December 4, 2007 7:30 PM**  
**CLIFTON TOWN MEETING HALL , 12641 CHAPEL ROAD, CLIFTON, VA 20124**

Town Council members present: Chuck Rusnak, Pat Layden, Tom Peterson, Mike Anton, Chuck Rusnak,  
Town Officials present: Marilyn Barton and Kathleen Barton

Mayor Tom Peterson called the December 4, 2007 Town Council meeting to order at 7:33 pm.

**Order of business.**

1. Reading of minutes of last regular meeting and any subsequent special meetings.

**Motion:** Wayne Nickum made a motion to approve the November Minutes with typos. Tom Peterson 2<sup>nd</sup> the motion, and it passed.

**Motion:** Wayne Nickum approve the Minutes for the special meeting. Mike Anton s encoded the motion, and it was passed.

2. Report of the Treasurer

Treasurer Marilyn Barton presented the Treasurer's Report stating the statement of cash for November 30 as of end of month: there is \$4323 in our Sun Trust checking, \$533 remaining in the Presbyterian Church's Estro fund that were set aside into the Investments Fund for \$6863 that have had a balance of \$3744.86, just in general fund. The total LGIP fund of (see) UV investment (see) the overall treasury (see) profit and loss budget report revenues was \$127,738 (see). Expenses year to date ... are (see) for a net loss of (see) as year to date. Adjustment for sale of Wine Festival inventory, sold on Clifton day- made two transfers from LGIP fund to the SunTrust checking of (see). note correction on the funds that were received as the direct deposit from the common wealth for Virginia- she had previously reported them as cell phone funds (see). Wayne Nickum stated that the Gross income from the Haunted Trail includes insurance, that needs to go out. **Motion:** Lane Johnston moved to approve the Treasurer's report. Wayne Nickum seconded the motion and it passed.

3. Reading of communication

Tom had no reading of communication to note.

4. Citizens' remarks.

There were no citizen's remarks.

5. Unfinished business.

a. Town Revenue Survey (Wayne Nickum) update and possible vote needed

Michelle Stein noted that the Town can't use it for anything but your own campaign, can't let anybody else use it. It will be mailed to every house in Clifton. Mike proposed that they would need to get it to registered voters so they can get more feedback. Mike accepted to table the discussion for the January 08 meeting.

b. Community Hall rental contract update (Wayne Nickum)

Wayne Nickum point where version 5 of agree was under developed scheduled 1 more meeting of committee on 2 comments back from committee members.... its' scheduled for Sunday. Most of the users at that community hall on that committee plan to bring it up. The Town Council agreed to discuss it at the January meeting.

c. Buckley Bridge and FEMA (Pat Layden) update

Pat Layden prepared and sent the FEMA package to FEMA on November 15, 2007. It was 60 pages long and sent to FEMA. Pat Layden also sent a copy to the Town Clerk for filing. There was a section that contained all the cancelled checks issued, contracts/agreements with everyone. A check was sent it was presently in the regional office in Philadelphia, then to be sent to Richmond to be seen by a FEMA representative there. They would then get together with the VA Department of Emergency Management. Sometime in January, everything should be improved, Mr. Layden concluded.

d. Town Voice Mail System (Wayne Nickum)-

The discussion of the Town Voice Mail System was tabled from the previous meeting. Chuck Rusnak explained that the Town Council could have their messages forwarded to wherever they wanted: onto their e-mail box, voicemail box. They wouldn't have to access the voicemail box in order to hear their messages. Plus it wouldn't cost them any more money. Chuck Rusnak stated that he would public the steps about how to do this.

e. Sale of Old Town Hall, Flood Plain Status (Wayne Nickum)

Wayne Nickum explained that he was in contact with Nikki Roberts and somebody from the county, Don Lackerman. They claimed there were flood plain issues that would be current- they indicated the only reason the flood plain was preliminary was because it was for flood plain insurance rating purposes only, building purposes. Wayne Nickum believed the Town could improve this for this purpose.

f. Town survey and VDOT involvement. (Tom Peterson)

Yantis worked with VDOT on the many questions that had come up. It was agreed that all questions have been answered. The next step would be to go ahead and authorize this as part of the agreement.

**Motion:** Mike Anton made a motion to authorize the execution (see) Wayne Nickum seconded the motion, and it passed.

6. Reports of Committees, Planning Commission, and ARB

a. Planning Commission

Kathy Baber presented the Planning Commission's report:

The Planning Commission held their meeting on November 27. They recommended for approval the use permit for Noodles and Noggins, relocating business to 2A to \_\_\_ and reducing space.

**Motion:** Lane Johnston made a motion to approve the use permit. Wayne Nickum seconded the motion and it passed.

Kathy Baber continued, stating that a Use Permit for Clorissa Studio, Suite 1C, requiring 2 parking spaces was recommended for approval.

**Motion:** Wayne Nickum made a motion to approve recommendations of the Planning Commission. Pat Layden seconded, and the motion passed.

Kathy Baber added that the Town needed to form an environmental committee to work on septic issues that presently need analyzing.

**Motion:** Wayne Nickum made a motion to approve the establishment of an environmental committee, and assign Pat Layden to the committee. Mike Anton seconded the motion and it was passed.

b. ARB

The ARB did not have a meeting the past month.

c. Other standing committees

Judy McNamara stated that she gave \$995 dollars to the Town Treasurer. And announced the visitation of Santa Claus and the elf.

**Motion:** Wayne Nickum made a motion that Judy McNamara be appointed to the Planning Commission therefore readmitted for four years. Tom Peterson seconded, and the motion passed.

**Motion:** Wayne Nickum made a motion that Michelle Stein be appointed to the environmental committee. Pat Layden seconded the motion, and it passed.

**Motion:** Tom Peterson made a motion to appoint Lev Buller and Chuck Rusnak to the environmental committee. Wayne Nickum seconded the motion and it passed.

7. New business

a. Appointment of Kim Bittner to Historic Preservation Committee (Pat Layden)

Pat Layden explained that a Civil War cannon for the town will be provided.

**Motion:** Pat Layden made a motion that the concept of the addition of the cannon be approved and that research be done and presented to the Town Council by March 31: funding location, ext. Wayne Nickum seconded the motion and it was passed.

**Motion:** Wayne Nickum made a motion that the date of the May Town Council meeting be changed from May 6 to May 13. Tom Peterson seconded the motion and it was passed.

**Motion:** Pat Layden made a motion to appoint Kim Bitternet to the Historic Preservation Committee. Wayne Nickum seconded the motion, and it passed.

b. Town Calendar marketing plan discussion (Chuck Rusnak)

Mayor Tom Peterson thanked Chuck Rusnak for the hard work he put into creating the Town Calendar. Chuck Rusnak explained that Wayne had one of the local businesses prepared to put the Town Calendars in their shop and deliver them to people who buy them. Chuck Rusnak suggested that Pay pal could be a convenient way for people to purchase the calendars. He explained that with Pay Pal people would not have to worry about authorizing credit card payments, it's secure, online, and then people can make



a transfer of money from Pay Pal to a bank account. 55 cents would be given each calendar for handling. Pay Pal would be very convenient, and at a very low price. Tom Peterson believed that they'd be limiting themselves if they didn't do in-store purchases. He loved the online plan, however. He suggested that the calendars be sold on the website, and let Judy McNamara purchase calendars to sell in the Clifton Store. Mike Anton noted that someone should be designated to manage the Pay Pal account.

**Motion:** Chuck Rusnak made a motion that the Town Council authorize the Treasurer to open a Pay Pal account and that proceeds be deposited into the SunTrust checking account and that transferees of the account be Marilyn Barton, Wayne Nickum, and Tom Peterson, for sale of the Town Calendars. Wayne Nickum seconded the motion and it passed.

c. Parking and signage regulations discussion (Tom Peterson)

CBC believes we need to look at revising our parking requirements and regulations, for business purposes and use permits as well as the signage requirements. The CBC felt that it would hurt business. Signs for businesses in Clifton are limited in color. Steve \_\_ believed that signs in Clifton have gotten out of control, and have to go to the Historic Committee. Tom Peterson mentioned that every business sign has a color. Mike Anton added that if the CBC could come up with one color and stick to it, this could work because it is still colorful, but it is uniform.

**Motion:** Wayne made the motion to adjourn. Tom Peterson seconded the motion and it passed.

**Adjournment**

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Tom Peterson at 703-830-6769. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

POSTED December 2, 2007,— CLIFTON POST OFFICE, CLIFTON STORE, PETERSON'S ICE CREAM DEPOT, TOWN WEBSITE ([www.cliftonva.us](http://www.cliftonva.us))

## Barton, Marilyn

---

**From:** Marilyn Barton [pawsnfins@cox.net]  
**Sent:** Sunday, December 02, 2007 7:50 PM  
**To:** WAYNE H. NICKUM; pjlayden@verizon.net; michael.anton@cox.net; lgjohnston@cox.net; Chuck Rusnak; Mayorofcliftonva@aol.com  
**Cc:** Town Clerk; Barton, Marilyn; Gifford Hampshire  
**Subject:** Nov 07 Treasurer's Report

Hello all,

Attached is the November 2007 Treasurer's Report for your review. You will note that the previously reported funds from the Commonwealth of Virginia on 9/20/07 have been researched and I have reclassified \$8,000 from the cell phones franchise fees to the Fire Programs Funds. The reclass was made in the period the funds were received in - 9/07.

Also, last month I reported the sales of Wine Festival inventory that were made on Clifton Day as Clifton Day Revenues. This income has been reclassified as Wine Festival income. Thank you, Wayne, for the correction. Additionally, I have modified the budget to reflect the changes made at the October Town Council meeting.

Two transfers were made from the LGIP fund to the SunTrust checking account this month: \$6,000 on 11/15 and \$3,000 on 11/28.

After your review, if you have any questions or comments, please let me know. I hope all of you had a wonderful Thanksgiving. We have a wonderfully festive Town this year!

Sincerely,  
Marilyn

12/3/2007

12/02/07

**Town of Clifton**  
**Cash Balance Report**

As of November 30, 2007 Nov 30, 07

**ASSETS**

**Current Assets**

**Checking/Savings**

Checking-SunTrust 4,324.84

**Investments-LGIP**

CPC PC Escrow Fund 533.15

Haunted Trail Funds 6,863.76

Investments-LGIP - Other 374,486.03

**Total Investments-LGIP** 381,882.94

**UBS Investment** 50,603.57

**Total Checking/Savings** 436,811.35

**Total Current Assets** 436,811.35

**Town of Clifton**  
**Profit & Loss Budget Performance**  
November 2007

	Nov 07	Budget	Jul - Nov 07	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Committees Fundraising					
Clifton Business Coalition					
CBC Membership Dues	1,995		1,995		
Scare Crow Contest	600		600		
Total Clifton Business Coalition	2,595		2,595		
Beautification Committee					
Homes Tour	0	417	0	2,083	5,000
Total Beautification Committee	0	417	0	2,083	5,000
Historic Preservation Comm					
Clifton Day Commemorative Covers	0	63	0	313	750
Calendar for 2008	0	83	0	417	1,000
Post Cards	0	63	0	313	750
PO 100th Annv Rural Delivery	0	63	588	313	750
Total Historic Preservation Comm	0	272	588	1,356	3,250
Clifton Life Committee					
Wine Festival	180		53,817	34,300	84,300
Clifton Life Committee - Other	0	250	0	1,250	3,000
Total Clifton Life Committee	180	250	53,817	35,550	87,300
Council of the Arts					
Art Show & Sale	0	42	0	208	500
Spring Concert	0		0		1,000
Winter Concert	0		0		1,000
Total Council of the Arts	0	42	0	208	2,500
Total Committees Fundraising	2,775	981	56,800	39,197	98,050
Interest Income	0	1,917	6,451	9,583	23,000
Clifton Day Revenues	0		0	500	500
Community Hall Revenues					
Community Hall Rentals	1,794	1,000	4,897	5,000	12,000
Total Community Hall Revenues	1,794	1,000	4,897	5,000	12,000
Grants					
Federal					
Federal Grant-Land					
CBA Match - Land	0	500	0	2,500	6,000
Town Match - Land	0	350	0	1,750	4,200
Federal Grant-Land - Other	0	4,250	0	21,250	51,000
Total Federal Grant-Land	0	5,100	0	25,500	61,200
FEMA	0		0	77,465	77,465
SAFET-LU Grant	0	13,148	0	65,741	157,779
Total Federal	0	18,248	0	168,706	296,444
Other					
CBA Grant	0		0	10,000	10,000
Total Other	0		0	10,000	10,000
State					
Fire Program Funds	0		8,000	8,000	8,000
Total State	0		8,000	8,000	8,000
Total Grants	0	18,248	8,000	186,706	314,444

**Town of Clifton**  
**Profit & Loss Budget Performance**  
**November 2007**

	Nov 07	Budget	Jul - Nov 07	YTD Budget	Annual Budget
Haunted Trail Event	0		34,237	12,000	12,000
Other Income	100	17	2,116	83	200
Park Rental	0	182	500	958	2,300
S.R. - Litter Control Grant	0		0	1,000	1,000
<b>Tax and Permits Revenue</b>					
Franchise Fees - Cox Cable	0	292	518	1,458	3,500
Franchise Fees - Cell Phones	0		2,827		
ABC Profits	0	9	0	46	110
ARB Permits	0	8	0	42	100
BPOL tax	13		160		20,000
Cigarette Tax	0	250	1,135	1,250	3,000
Motor Vehicle Tags	428		3,725	5,800	5,800
Railroad Tax	0	100	0	500	1,200
Sales Tax	1,931	1,667	5,901	8,333	20,000
Use Permits	0	25	225	125	300
Utility Consumption Tax	215	92	446	458	1,100
<b>Total Tax and Permits Revenue</b>	<b>2,587</b>	<b>2,443</b>	<b>14,937</b>	<b>18,012</b>	<b>55,110</b>
<b>Total Income</b>	<b>7,256</b>	<b>24,798</b>	<b>127,738</b>	<b>273,039</b>	<b>518,604</b>
<b>Expense</b>					
<b>Payroll Expenses</b>					
<b>Gross Wages</b>					
Town Clerk (Administrative)	0		0		4,800
Town Treasurer	0		0		8,000
<b>Total Gross Wages</b>	<b>0</b>		<b>0</b>		<b>12,600</b>
<b>Payroll Taxes</b>					
FICA	0		0		1,978
<b>Total Payroll Taxes</b>	<b>0</b>		<b>0</b>		<b>1,978</b>
<b>Total Payroll Expenses</b>	<b>0</b>		<b>0</b>		<b>14,578</b>
<b>Contractual</b>					
Insurance	0		6,145	6,200	6,200
<b>Town Government</b>					
<b>Planning Commission</b>					
General Consulting	100	250	1,516	1,250	3,000
Update Town Plan	0	1,042	0	5,208	12,500
Regional Water Study	0	139	0	695	1,667
<b>Total Planning Commission</b>	<b>100</b>	<b>1,431</b>	<b>1,516</b>	<b>7,153</b>	<b>17,167</b>
<b>Town Committees Expense</b>					
Clifton Business Coalition Exp					
Welcome Center	0	1,000	0	5,000	12,000
Winter Holidays	2,277		2,277		
Scarecrow Contest Exp	320		320		
<b>Total Clifton Business Coalition Exp</b>	<b>2,597</b>	<b>1,000</b>	<b>2,597</b>	<b>5,000</b>	<b>12,000</b>

# Town of Clifton

## Profit & Loss Budget Performance

### November 2007

	Nov 07	Budget	Jul - Nov 07	YTD Budget	Annual Budget
Traffic, Parking & Safety Comm	0	108	0	542	1,300
Town Parks Committee Exp	0	225	0	1,125	2,700
Historic Preservation Comm Exp					
HPC Membership & Educ Exp	0	29	0	148	350
Clifton Elem School Exp	0	31	0	156	375
Clifton Day Commemorative Cover	0		0	500	500
Calendar 2008 Exp	0		0		775
Post Cards Expense	0	42	0	208	500
PO 100th Rural Anniv Exp	0		201	500	500
Total Historic Preservation Comm Exp	0	102	201	1,510	3,000
Clifton Life Committee					
Citizens' Recognition Expense	0	17	0	83	200
Wine Festival Expenses	128		38,189	16,313	41,313
Total Clifton Life Committee	128	17	38,189	16,396	41,513
Communication Committee					
Internet Service	0	21	0	104	250
Web Server Annual Expense	0	92	0	458	1,100
Total Communication Committee	0	113	0	562	1,350
Council for the Arts Committee					
Art Show & Sale Expenses	0	25	0	125	300
Winter Concert	0		0		1,000
Spring Concert Expenses	0		0		1,000
Total Council for the Arts Committee	0	25	0	125	2,300
Sunshine Committe	0	125	100	625	1,500
Town Committees Expense - Other	33		33		
Total Town Committees Expense	2,756	1,715	41,120	25,885	65,663
Beautification Comm.					
Homes Tour/Bazaar Exp	0		0		3,000
Beautification Comm. - Other	0	417	0	2,083	5,000
Total Beautification Comm.	0	417	0	2,083	8,000
Total Town Government	2,856	3,563	42,636	35,121	90,830
Professional Fees					
Accounting	3,710		3,710	3,500	3,500
Legal Fees	653	833	4,717	4,167	10,000
Special Counsel	0	125	1,893	625	1,500
Total Professional Fees	4,363	958	10,320	8,292	15,000
Rent					
Ayre Square Rental	0		472	700	700
Railroad Siding Rental	0		100	775	775
Total Rent	0		572	1,475	1,475

**Town of Clifton**  
**Profit & Loss Budget Performance**  
November 2007

	Nov 07	Budget	Jul - Nov 07	YTD Budget	Annual Budget
<b>Town Facilities</b>					
Buckley Park FEMA Cleanup	0		32		
Grounds Maintenance	560	125	1,648	625	1,500
R.R. Siding/Caboose Maint.	0	21	0	104	250
<b>Total Town Facilities</b>	<b>560</b>	<b>146</b>	<b>1,680</b>	<b>729</b>	<b>1,750</b>
<b>Town Services</b>					
Elections	0		0		800
Fire Program	0		0	8,000	8,000
Grass Mowing	450	400	2,400	2,000	4,800
Trash Collection	192	92	576	458	1,100
Utilities					
Gas and Electric	92	67	(396)	334	800
Town Voice Mail	32		204		
Water	0		94		
<b>Total Utilities</b>	<b>124</b>	<b>67</b>	<b>(98)</b>	<b>334</b>	<b>800</b>
<b>Total Town Services</b>	<b>766</b>	<b>559</b>	<b>2,878</b>	<b>10,792</b>	<b>15,500</b>
<b>Dues and Subscriptions</b>					
Va. Municipal League	0		344	450	450
<b>Total Dues and Subscriptions</b>	<b>0</b>		<b>344</b>	<b>450</b>	<b>450</b>
<b>Caboose Expenses</b>					
Caboose Electric	0	21	0	104	250
<b>Total Caboose Expenses</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>104</b>	<b>250</b>
<b>Community Hall Expenses</b>					
C.H.-Cleaning	0	325	0	1,625	3,900
C.H.-Equipment	15	33	190	167	400
C.H.-Ffx Co Maint. Contract	0	275	0	1,375	3,300
C.H.-General Maintenance	152		818		
C.H.-Management Fee	359	200	1,124	1,000	2,400
C.H. - Electric	204	1,290	490	8,450	15,480
C.H. Floors	0	175	499	875	2,100
<b>Total Community Hall Expenses</b>	<b>730</b>	<b>2,298</b>	<b>3,121</b>	<b>11,492</b>	<b>27,580</b>
<b>Legal Advertising</b>	<b>0</b>	<b>83</b>	<b>516</b>	<b>417</b>	<b>1,000</b>
<b>Miscellaneous</b>	<b>0</b>	<b>108</b>	<b>297</b>	<b>542</b>	<b>1,300</b>
<b>Printing and Reproduction</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>125</b>	<b>300</b>
<b>Total Contractual</b>	<b>9,275</b>	<b>7,761</b>	<b>68,509</b>	<b>75,739</b>	<b>161,635</b>
<b>Haunted Trail Expenses</b>	<b>4,792</b>		<b>7,270</b>	<b>7,000</b>	<b>7,000</b>
<b>Commodities</b>					
Computer Supplies	0	58	357	292	700
Copies	3	8	31	42	100
License Plates	0		671	900	900
Miscellaneous	44	208	132	1,042	2,500
Miscellaneous - Commodities	18	42	18	208	500
Office Supplies	0	42	423	208	500
Postage and Delivery	82	42	490	208	500
<b>Total Commodities</b>	<b>147</b>	<b>400</b>	<b>2,122</b>	<b>2,900</b>	<b>5,700</b>
<b>CIF Expenses</b>					
FEMA - Buckley Bridge Repair	147		82,438	89,040	89,040
CIF-Playground Impr.	0	2,354	2,548	11,771	28,250
CIF - Land Purchase	0		0	10,000	10,000
<b>Total CIF Expenses</b>	<b>147</b>	<b>2,354</b>	<b>84,986</b>	<b>110,811</b>	<b>127,290</b>

**Town of Clifton**  
**Profit & Loss Budget Performance**  
November 2007

	Nov 07	Budget	Jul - Nov 07	YTD Budget	Annual Budget
Fed Fund-Transportation Proj					
F.F.- Transp. Project-Trails	0	5,100	0	25,500	61,200
Total Fed Fund-Transportation Proj	0	5,100	0	25,500	61,200
SAFET-LU Grant Administrator	0	1,898	0	9,491	22,779
SAFET-LU Improvements	0	10,833	0	54,167	130,000
Special Revenue Expenses					
S.R. - Litter Control	0		0	1,000	1,000
Total Special Revenue Expenses	0		0	1,000	1,000
Total Expense	14,361	28,346	162,887	286,608	531,182
Net Ordinary Income	(7,105)	(3,548)	(35,149)	(13,569)	(12,578)
Other Income/Expense					
Other Expense					
Other Expenses	0	208	0	1,042	2,500
Total Other Expense	0	208	0	1,042	2,500
Net Other Income	0	(208)	0	(1,042)	(2,500)
Net Income	<u>(7,105)</u>	<u>(3,756)</u>	<u>(35,149)</u>	<u>(14,611)</u>	<u>(15,078)</u>



**kathleen**

**From:** "Michael Anton" <michael.anton@cox.net>  
**To:** <babysquirrels7@cox.net>  
**Sent:** Tuesday, December 11, 2007 9:10 PM  
**Attach:** TCResolutionVDOT.12.04.07.doc  
**Subject:** FW: TC motion

Attached approved  
 document sent to  
 Mike Anton  
 12/17/07

-----Original Message-----

**From:** SKYantis@aol.com [mailto:SKYantis@aol.com]  
**Sent:** Monday, December 03, 2007 10:20 PM  
**To:** michael.anton@cox.net  
**Subject:** TC motion

Michael,

Attached is a draft of a memo to the TC from me. Should I send it to the TC or would you rather just present it tomorrow night as a motion? I can modify it.

Also, I included as part of the motion the authorization to execute the project agreement even though we have a resolution from back in May....not sure how you want to handle it... we don't necessarily need to have a new resolution (**but I do need the resolution to have a date on it which it doesn't right now so I can submit it to VDOT with the signed agreement!**)

Alternatively, the motion could just indicate " that the project narrative which is part of the standard project administration agreement should reflect the estimated VDOT eligible expenses to include the route location survey for Main Street."

Also, fyi, the cost on the proposal was \$56,730.72 but it will go up by approx. \$3000 to include ground control/mapping from Aerometrics.

I defer to you on how to handle it. i can be at meeting tomorrow night for questions.

Thanx  
 s

Check out AOL Money & Finance's list of the

and

of 2007.

12/12/2007

## Memorandum

To: Town Council

From: Susan Yantis, Chairman, Special Projects Committee

Date: December 4<sup>th</sup>, 2007

Re: Streetscape Master Plan for Main Street.

### **Background -**

The Town Council previously authorized the execution of a project administration agreement between VDOT and the Town of Clifton for design and engineering to develop a streetscape master plan for Main Street. The execution of the Project Administration Agreement is pending resolution of whether VDOT prepares the existing conditions survey of Main Street or the Town hires an independent engineering firm. Doug Miller, a representative of VDOT, attended the Town Council meeting last month to discuss the VDOT survey. Action was deferred to the December 4<sup>th</sup> meeting so that Special Projects Committee could review this issue and make a recommendation to the Town Council.

### **Special Projects Committee (SPC) Recommendation:**

On November 19, 2007, the SPC voted to recommend to the Town Council to accept the VDOT proposal from Rice Associates with the stipulation that VDOT provide additional information regarding the details of the route location survey. This information was provided to the satisfaction of the SPC; therefore, the SPC recommends that the Town Council authorize VDOT to perform the route location survey for Main Street.

The cost of the survey is estimated to be \$60,000 and will be an eligible VDOT expense to be deducted from the earmark funding. The current available earmark funding for FY 2007-08 is \$172,650 with an additional \$44,892 in FY2009 and \$10,892 in FY2010 (total earmark funding is \$216,650).

### **Motion:**

Authorize the execution of a standard project administration agreement, in substantial form, between VDOT and the Town of Clifton to allow the Town to administer the work for design and engineering to develop a Streetscape

Master Plan for Main Street. The standard project administration agreement includes a project narrative which should reflect the estimated VDOT eligible expenses to include the route location survey for Main Street.

**APPROVED BY THE TOWN OF CLIFTON**

Kathleen Barton, Town Clerk  
**(Signature and Title)**

12/16/07  
**(Date)**

**Town of Clifton**

P. O. Box 309  
Clifton, VA 20124

November 15, 2007

Mr. Mark Slauter – Public Assistance Officer  
Virginia Department of Emergency Management  
Suite A  
830 Southlake Blvd.  
Richmond, VA 23236 3935

Dear Mr. Slauter,

RE: FEMA – 1655 – DR- VA, ID 059-17376-00

The purpose of this letter is to request close out for the Buckley Bridge restoration project in the Town of Clifton.

Included with this letter is the following close out documentation:

1. Financial (4 pages)
2. Invoices (21 pages)
3. Contracts, Agreements (25 pages)
4. Permits (9 pages)

The project has been completed and all invoices paid. Please note that the final total cost for the project is \$92,630.26. This figure is \$3,590.26 above our approved amount of \$89,040.00. The additional expense was incurred late in September, early October. We would like consideration for approval of the additional \$3,590.26.

Over the past few weeks we have been working with our VDEM liaison, Wally Walker, who has provided expert guidance and support regarding the close out process.

Can you provide us with an estimated time to complete the close out process and the release of FEMA funds for the project?

Thank you and the members of your team for all your help and support in getting this project completed. If you have any questions, please contact Council Members Pat Layden 703-830-2345, (pjlayden@verizon.net) or Lane Johnston, 703-222-9872 (lgjohnston@cox.net).

Sincerely,



Tom Peterson - Mayor  
Town of Clifton

CC: Town Council Members  
Town Attorney

Attachments: Documents referenced above

[illegible]

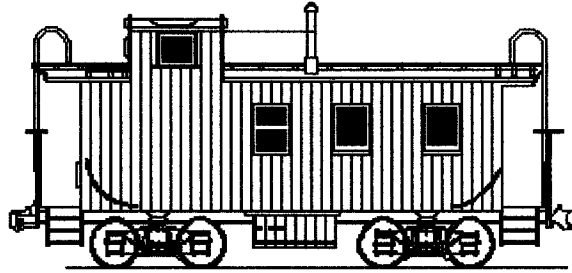
10:16 PM  
11/07/07  
Accrual Basis

**Town of Clifton**  
**Custom Transaction Detail Report**  
**January 1 through November 7, 2007**

Type	Date	Num	Name	Memo	Account	Class	Amount	Balance
Check 1	01/20/2007	4681	Freedom Tree Service, Inc.	FEMA-Expense -Buckley Park Debris removal	Buckley Park FEMA Cleanup	FEMA PW 132	3,187.10	3,187.10
Check 2	05/24/2007	4747	D. Anthony Beale, P.E.	FEMA-Design retaining wall	FEMA - Buckley Bridge Repair	FEMA PW 131	300.00	3,487.10
Check 3	05/31/2007	4758	William Gordon Associates, Inc.	Proj 1620-0201, Inv 0701245 - FEMA - Buckley Bridge	FEMA - Buckley Bridge Repair	FEMA PW 131	3,760.00	7,247.10
Check 4	06/23/2007	4771	James Hricko	FEMA PW2-#11 Invoice 1577 Buckley Bridge Project	FEMA - Buckley Bridge Repair	FEMA PW 131	150.00	7,397.10
Check 5	06/23/2007	4775	Patton Harris Rust & Associates, PC	Inv 7067039 - FEMA PW2-#12 - Bridge Abutments - soil testing	FEMA - Buckley Bridge Repair	FEMA PW 131	500.00	7,897.10
Check 6	07/02/2007	4782	William Gordon Associates, Inc.	Proj 1620-0201, Inv 0701584 - FEMA - Buckley Bridge	Accounts Payable	FEMA PW 131	4,104.50	12,001.60
Check 7	07/28/2007	4807	William Gordon Associates, Inc.	Proj 1620-0201, Inv 0701989 - FEMA - Buckley Bridge	FEMA - Buckley Bridge Repair	FEMA PW 131	1,767.50	13,769.10
Check 8	08/27/2007	4850	William Gordon Associates, Inc.	Proj 1620-0201, Inv 0702286 -Popes Head Creek Bridge FEMA	Buckley Park FEMA Cleanup	FEMA PW 131	31.50	13,800.60
Check 9	09/20/2007	4870	D. Anthony Beale, P.E.	FEMA PW 131 #11 Engineering-Design retaining wall	FEMA - Buckley Bridge Repair	FEMA PW 131	200.00	14,000.60
Check 10	09/20/2007	4872	Layden, Patrick	FEMA - Buckley Bridge copies ITB doc and Eng Drawings	FEMA - Buckley Bridge Repair	FEMA PW 131	69.06	14,069.66
Check 11	09/20/2007	4874	Blankingship & Keith, Law Offices	Inv 72000 - FEMA Buckley Bridge Repair	Special Counsel	FEMA PW 131	1,483.40	15,563.08
Check 12	10/19/2007	4897	Nitz Development & Construction Co.	Inv BB1013, Buckley Bridge Restoration FEMA	FEMA - Buckley Bridge Repair	FEMA PW 131	79,300.00	94,863.08
Check 13	10/19/2007	4898	PHR&A	Proj # 15272-1-0 9/1-30/07 Clifton Town Park Bridge Abutments	FEMA - Buckley Bridge Repair	FEMA PW 131	896.30	95,759.38
Check 14	10/19/2007	4899	Blankingship & Keith, Law Offices	Inv #72473 Buckley Bridge Repair FEMA	FEMA - Buckley Bridge Repair	FEMA PW 131	57.98	95,817.36
							<u>95,817.36</u>	<u>95,817.36</u>

**PLEASE NOTE :**

1. PW 132 (Small Project) was closed out earlier this year. Check 1 , Number 4681, Total \$3,187.10
2. PW 131 Bridge Restoration Project, Checks 2 through 14, Various Numbers, Total \$92,630.26



**CLIFTON TOWN MEETING AGENDA for TUESDAY, December 4, 2007 7:30 PM  
CLIFTON TOWN MEETING HALL , 12641 CHAPEL ROAD, CLIFTON, VA 20124**

**Order of business.**

1. Reading of minutes of last regular meeting and any subsequent special meetings.
2. Report of the Treasurer
3. Reading of communication
4. Citizens' remarks.

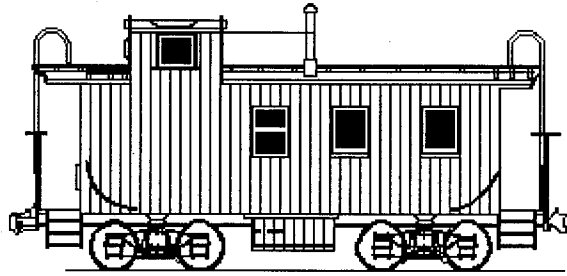
(Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council. Each person wishing to address the Council shall, when recognized by the Mayor; Give his name and address, Direct his remarks to the Council and not to other citizens present, Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Council.). Priority shall be given to persons who have signified to the Clerk their desire to address the Council and the Mayor shall enforce this Subsection.

5. Unfinished business.
  - a. Town Revenue Survey (Wayne Nickum) update and possible vote needed
  - b. Community Hall rental contract update (Wayne Nickum)
  - c. Buckley Bridge and FEMA (Pat Layden) update
  - d. Town Voice Mail System (Wayne Nickum)
  - e. Sale of Old Town Hall, Flood Plain Status (Wayne Nickum)
  - f. Town survey and VDOT involvement. (Tom Peterson)
6. Reports of Committees, Planning Commission, and ARB
  - a. Planning Commission
  - b. ARB
  - c. Other standing committees
7. New business
  - a. Appointment of Kim Bittner to Historic Preservation Committee (Pat Layden)
  - b. Town Calendar marketing plan discussion (Chuck Rusnak)
  - c. Parking and signage regulations discussion (Tom Peterson)

**Adjournment**

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Tom Peterson at 703-830-6769. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

**POSTED December 2, 2007,-- CLIFTON POST OFFICE, CLIFTON STORE, PETERSON'S ICE CREAM DEPOT, TOWN WEBSITE ([www.cliftonva.us](http://www.cliftonva.us))**



**CLIFTON TOWN MEETING MINUTES  
for TUESDAY, November 6, 2007 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD, CLIFTON, VA 20124**

Town Council members present: Chuck Rusnak, Pat Layden, Mayor Tom Peterson, Mike Anton, Lane Johnston, and Wayne Nickum

Town Officials present: Marilyn Barton, Kathleen Barton

**Order of Business:**

**Citizen Recognition award by Chuck Rusnak**

The Town Council recognized Debra Dillard for all her devotion to the Farmer's Market.

**1. Reading of minutes of last regular meeting and any subsequent special meetings.**

**Motion:** Wayne Nickum made a motion to approve the October 2, 2007 Minutes. Lane Johnston seconded the motion, and it passed.

**Motion:** Wayne Nickum made a motion to approve the Minutes from the Special Town Council meeting that was held on October 18, 2007. Pat Layden offered discussion concerning the motion to approve checks on the second page of the Special Meeting Minutes, under Item Four. Tom Peterson seconded, and the motion passed.

**2. Report of the Treasurer**

Marilyn Barton reported that the cash balance as of November 3: as \$444,605.64. She reported that excess checking account funds will be transferred to the LGIP fund. Haunted trail funds, set aside from prior years, was \$6,863.76. The LGIP fund was \$336,486.03. UBS investment was \$50,368.95. The overall total was \$444,605.64. Highlights were listed at the bottom of the last page of the Profit and Loss Budget Performance Report stating the year-to-date Wine Festival income after expenses, \$15,375.00, the year-to-date Community Hall income after



expenses were \$511.26; the FEMA revenues received during FY07 to cover Bridge Restoration was \$28,438.00 and the year-to-date Haunted Trail revenues, less year-to-date expenses was \$31,861.37. Also, Marilyn Barton continued, note F: the franchise fees include a direct deposit from the Commonwealth for \$8,200 being researched for possible reclassification. A letter will be sent out to businesses explaining the BPOL audit that was requested by the Town Council; auditors were also asked to do the random selection of 3 businesses to go through the process. Wayne Nickum referenced the Community Hall kilowatt usage: the kilowatt usage was down over 80% for a 12 month period.

**Motion:** Wayne Nickum made a motion to approve the Treasurer's Report. Tom Peterson seconded the motion, and it passed.

### **3. Reading of Communication**

Tom Peterson announced that he had met with Giff Hampshire and a representative of Verizon two weeks earlier. Verizon will let him know as soon as everyone in Town is hooked up. Chuck Rusnak asked if Verizon was going to make it an option or whether they were going to hook everyone up. Tom Peterson sent out an informal survey to residents in Town, then passed it on to Verizon--this was helpful.

### **4. Citizens' Remarks**

Lynne Garvey Wark remarked that the Clifton Candlelight Tour will be taking place on December 1. The Horse Parade will be at 2:30 pm. Mrs. Wark will need help putting the banner across Main Street.

**Motion:** Tom Peterson made a motion authorizing the Holiday Homes Tour banner to be placed over Main Street. Wayne Nickum seconded the motion and it passed.

Tom Peterson asked if there was anything that needed to be added to the agenda. Under unfinished business, Pat Layden proposed adding Buckley Bridge FEMA update. Wayne Nickum asked the Beatification Committee to take down signs since the election was over; anything that was on public property in the Town of Clifton may be picked up. Chuck Rusnak mentioned putting a Clifton calendar together for 2008.

### **5. Unfinished Business**

#### **a. Haunted Trail report (Lane Johnston)**

Concerning the haunted trail, Tom Peterson thanked Lane Johnston for a fantastic job. Lane Johnston did not have all of the figures in yet, however she had a net gate of \$18,252 and there were over 3,000 attendees. In 2005 there were only 2,875 attendees. She believed that having a year's absence of

the Haunted Trail made it more effective. The Town made \$639 in baked goods, \$793 for the glow necklaces and received \$20,000 total. There were lots of expenses, however, that have yet to be recorded. Tom Peterson mentioned that they needed to get some "key people" together to discuss some issues such as the increasing price from the Haunted Trail and keeping it family friendly—the hay ride, for example, was a huge hit. He said the meeting room in his garage would be a possible location for this meeting.

**b. Revenue Survey (Mike Anton) vote needed**

The Revenue Survey Mike Anton had been working on was e-mailed out to Town residents. The Town needed to find ways of increasing its income whether it be through more events, etc. After much discussion, Tom Peterson proposed that someone present take the survey that night and get back to the Town Council within two weeks with final edits. Steve Effros said that he would take it. Tom Peterson proposed to table the discussion until the next meeting.

**Motion:** Tom Peterson made a motion that the Town Council hear from the Special Projects Committee. Wayne Nickum seconded and the motion passed.

**c. Verizon line burial update (Tom Peterson and Mike Anton)**

Further updates were deferred to the next Town Council meeting.

**d. Community Hall rental contract update (Lane Johnston)**

This item was deferred to the next Town Council meeting.

**e. Town Playground and Gazebo (Pat Layden)**

Concerning the town plan for the gazebo, Pat Layden announced he had a drawing for the modifications planned for the gazebo. He met with the Park Committee. It was decided not to alter the gazebo and to make planting around the gazebo that wouldn't grow any higher than 24 inches.

**Motion:** Wayne Nickum made a motion to approve drawing made of the playground renovations/improvements and that paint color of the gazebo would remain white. Lane Johnston seconded the motion, and it passed.

**Motion:** Wayne Nickum made a motion to authorize a letter of thanks be sent to Bill Ference for completing the drawing of the gazebo at no cost to the Town. Tom Peterson seconded the motion and it was passed.

**f. Buckley Bridge Update –**

Meeting with VDEM in Town on 10/19/07. Site visit to Bridge and VDEM / FEMA requirements for Project close out process. Town close out documentation to VDEM scheduled for mid November.

## **6. Reports of Committees, Planning Commission, and ARB**

### **a. Planning Commission**

Susan Yantis, representing the Planning Commission presented the Planning Commission Report, as distributed to the Town Council. (Copy is attached for file.) She introduced Doug Miller, Program Manager for VDOT, who has been assisting the Planning Commission with the Town Comprehensive Plan for development of the Streetscape Project. She noted the following issue: traffic, sidewalk connections missing and drainage issues. The Planning Commission was working on a vision for Main Street.

Susan Yantis, presenting for Kathy Kalinowski, reported that the work continued on the Town Plan. Wayne Nickum asked if she needed a motion. She responded that a motion should be made to authorize the Mayor, the Representative of the Planning Commission, and the NBRC to secure additional funding for the Town Plan.

**Motion:** Wayne Nickum made a motion to go ahead and pay \$600 to put aerial pictures of the Town on a CDROM disc. Pat Layden seconded and the motion passed.

Susan Yantis concluded that the Planning Commission was working on goals and objectives of the Town Plan; they were sending a letter to relevant Committees in Town by December 1 and they will be expecting information back.

**Motion:** Wayne Nickum made a motion to give approval. Pat Layden seconded, and the motion passed.

### **b. ARB**

The ARB was not present at the meeting.

### **c. Other standing committees**

## **7. New business**

### **a. Rescheduling of January 2008 Town Council Meeting**

**Motion:** Wayne Nickum made a motion to change the January meeting to January 8<sup>th</sup> 2008. Pat Layden seconded, and the motion passed.

- b. BPOL audit discussion (Wayne Nickum)- During the Treasurer's Report, Marilyn Barton reported that a letter will be sent to all Clifton businesses informing them of the upcoming audit of 3 randomly selected businesses as previously directed by the Town Council.

- c. Town survey and VDOT involvement.

Susan Yantis presented that the Planning Commission had received authorization from the Town Council to make an agreement with VDOT, but some issues came up. Some upfront engineering would need to take place. Tom Peterson noted that the whole committee agreed that the Town should have a Streetscape Plan. Susan Yantis explained that she was not there asking for a motion on the survey, rather to give the Town Council an overview of where they were. Lane Johnston proposed to table this until the following month, December.

- d. Invasive species removal on land surrounding the Flood Plain (Tom Peterson)

It was reported that the Town was working to remove the invasive plants from the land surrounding the Flood Plain.

- e. 2<sup>nd</sup> Annual Clifton Wine Festival for 2008 (Wayne Nickum)

Tom Peterson began saying that the Wine Festival was extremely successful because the weather was perfect. He believed that May 31 was the best day to have the Wine Festival in the spring of 2008.

**Motion:** Wayne Nickum made a motion that the Wine Festival be scheduled for May 31, with more details to come. Tom Peterson seconded and the motion passed.

- f. Possible change in town trash service to American Disposal (Tom Peterson)

Tom Peterson reported that the American Disposal was offering the Town and Town residents lower cost for trash removal recycling and yard debris removal. Action was deferred to the December 07 meeting.

- g. CBC purchases for the Holiday Season (Wayne Nickum)

Judy McNamara represented the CBC report. She began saying that they had presented Marilyn Barton with funds of \$2,500.95 total. The CBC received tips from 21 members and 30 businesses. The CBC had put up the scarecrows, and they were to be coming down the day following the

meeting. The next big Town event approaching was the holiday events. The CBC ordered and paid for 36 trees which will be lit, 20 of which will be on Main Street, 16 on Chapel Road. The Long and Foster building gave the CBC permission to use the back building as a gift wrap center and visitor center. They will be decorating the building, wrapping it to make it look like a big package. The Town was also planning on having a Santa Claus come to take pictures with all the little children- They need Santa's. There will be carolers also. The CBC will be posting a banner also over Main Street, after the Homes Tour banner comes down. For gift wrap, Judy McNamara proposed \$300. For brochures, Mrs. McNamara requested \$200.

**Motion:** Wayne Nickum made a motion to authorize payment of expenses and that they be submitted to the Town Treasurer. Lane Johnston seconded the motion, and it passed.

**Motion:** Wayne Nickum made a motion to make the signage up to \$300. Lane Johnston seconded, and the motion passed.

**h. Discussion of interim rental fees for Town Park, Ayre Square, Buckley Park, and other areas (Wayne Nickum)**

Concerning the rental fees for the Town Park, Wayne Nickum believed that the Town Council should announce an interim rental fee until the rental policies are approved. With no minimum, Wayne Nickum continued, the rent should be \$100 an hour.

**Motion:** Wayne Nickum made a motion to approve the interim fees of \$100 an hour until the policy is set in three months on March 1<sup>st</sup>. Pat Layden seconded and the motion passed.

**i. 2008 Clifton Calendar (Chuck Rusnak)**

Chuck Rusnak proposed a photographic calendar of Clifton be made including pictures that have been taken by Town residents. He wanted to know if the Town Council wished him to proceed with the project.

**Motion:** Lane Johnston made a motion to allow Chuck Rusnak to make a Clifton calendar. Tom Peterson seconded, and the motion passed.

**Motion:** Wayne Nickum made a motion to adjourn. Tom Peterson seconded, and the November 6, 2007 Town Council meeting was adjourned.

Adjournment

The Minutes were prepared by Kathleen L. Barton, Town Clerk.

## **Barton, Marilyn**

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**From:** Marilyn Barton [pawsnfins@cox.net]  
**Sent:** Sunday, December 02, 2007 7:50 PM  
**To:** WAYNE H. NICKUM; pjlayden@verizon.net; michael.anton@cox.net; lgjohnston@cox.net; Chuck Rusnak; Mayorofcliftonva@aol.com  
**Cc:** Town Clerk; Barton, Marilyn; Gifford Hampshire  
**Subject:** Nov 07 Treasurer's Report

Hello all,

Attached is the November 2007 Treasurer's Report for your review. You will note that the previously reported funds from the Commonwealth of Virginia on 9/20/07 have been researched and I have reclassified \$8,000 from the cell phones franchise fees to the Fire Programs Funds. The reclass was made in the period the funds were received in - 9/07.

Also, last month I reported the sales of Wine Festival inventory that were made on Clifton Day as Clifton Day Revenues. This income has been reclassified as Wine Festival income. Thank you, Wayne, for the correction. Additionally, I have modified the budget to reflect the changes made at the October Town Council meeting.

Two transfers were made from the LGIP fund to the SunTrust checking account this month: \$6,000 on 11/15 and \$3,000 on 11/28.

After your review, if you have any questions or comments, please let me know. I hope all of you had a wonderful Thanksgiving. We have a wonderfully festive Town this year!

Sincerely,  
Marilyn

12/3/2007

12/02/07

**Town of Clifton  
Cash Balance Report**

As of November 30, 2007 **Nov 30, 07**

**ASSETS**

**Current Assets**

**Checking/Savings**

Checking-SunTrust 4,324.84

**Investments-LGIP**

CPC PC Escrow Fund 533.15

Haunted Trail Funds 6,863.76

Investments-LGIP - Other 374,486.03

**Total Investments-LGIP** 381,882.94

**UBS Investment** 50,603.57

**Total Checking/Savings** 436,811.35

**Total Current Assets** 436,811.35

**Town of Clifton**  
**Profit & Loss Budget Performance**  
November 2007

	Nov 07	Budget	Jul - Nov 07	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Committees Fundraising					
Clifton Business Coalition					
CBC Membership Dues	1,995		1,995		
Scare Crow Contest	600		600		
Total Clifton Business Coalition	2,595		2,595		
Beautification Committee					
Homes Tour	0	417	0	2,083	5,000
Total Beautification Committee	0	417	0	2,083	5,000
Historic Preservation Comm					
Clifton Day Commemorative Covers	0	63	0	313	750
Calendar for 2008	0	83	0	417	1,000
Post Cards	0	63	0	313	750
PO 100th Annv Rural Delivery	0	63	588	313	750
Total Historic Preservation Comm	0	272	588	1,356	3,250
Clifton Life Committee					
Wine Festival	180		53,617	34,300	84,300
Clifton Life Committee - Other	0	250	0	1,250	3,000
Total Clifton Life Committee	180	250	53,617	35,550	87,300
Council of the Arts					
Art Show & Sale	0	42	0	208	500
Spring Concert	0		0		1,000
Winter Concert	0		0		1,000
Total Council of the Arts	0	42	0	208	2,500
Total Committees Fundraising	2,775	981	56,800	39,197	98,050
Interest Income	0	1,917	6,451	9,583	23,000
Clifton Day Revenues	0		0	500	500
Community Hall Revenues					
Community Hall Rentals	1,794	1,000	4,697	5,000	12,000
Total Community Hall Revenues	1,794	1,000	4,697	5,000	12,000
Grants					
Federal					
Federal Grant-Land					
CBA Match - Land	0	500	0	2,500	6,000
Town Match - Land	0	350	0	1,750	4,200
Federal Grant-Land - Other	0	4,250	0	21,250	51,000
Total Federal Grant-Land	0	5,100	0	25,500	61,200
FEMA	0		0	77,465	77,465
SAFET-LU Grant	0	13,148	0	65,741	157,779
Total Federal	0	18,248	0	168,706	298,444
Other					
CBA Grant	0		0	10,000	10,000
Total Other	0		0	10,000	10,000
State					
Fire Program Funds	0		8,000	8,000	8,000
Total State	0		8,000	8,000	8,000
Total Grants	0	18,248	8,000	186,706	314,444



**Town of Clifton**  
**Profit & Loss Budget Performance**  
**November 2007**

	Nov 07	Budget	Jul - Nov 07	YTD Budget	Annual Budget
Haunted Trail Event	0		34,237	12,000	12,000
Other Income	100	17	2,116	83	200
Park Rental	0	192	500	958	2,300
S.R. - Litter Control Grant	0		0	1,000	1,000
<b>Tax and Permits Revenue</b>					
Franchise Fees - Cox Cable	0	292	518	1,458	3,500
Franchise Fees - Cell Phones	0		2,827		
ABC Profits	0	9	0	46	110
ARB Permits	0	8	0	42	100
BPOL tax	13		180		20,000
Cigarette Tax	0	250	1,135	1,250	3,000
Motor Vehicle Tags	428		3,725	5,800	5,800
Railroad Tax	0	100	0	500	1,200
Sales Tax	1,931	1,667	5,901	8,333	20,000
Use Permits	0	25	225	125	300
Utility Consumption Tax	215	92	446	458	1,100
<b>Total Tax and Permits Revenue</b>	<b>2,587</b>	<b>2,443</b>	<b>14,937</b>	<b>18,012</b>	<b>55,110</b>
<b>Total Income</b>	<b>7,256</b>	<b>24,798</b>	<b>127,738</b>	<b>273,039</b>	<b>518,604</b>
<b>Expense</b>					
<b>Payroll Expenses</b>					
Gross Wages					
Town Clerk (Administrative)	0		0		4,800
Town Treasurer	0		0		8,000
Total Gross Wages	0		0		12,800
Payroll Taxes					
FICA	0		0		1,978
Total Payroll Taxes	0		0		1,978
Total Payroll Expenses	0		0		14,578
<b>Contractual</b>					
Insurance	0		6,145	6,200	6,200
Town Government					
Planning Commission					
General Consulting	100	250	1,516	1,250	3,000
Update Town Plan	0	1,042	0	5,208	12,500
Regional Water Study	0	139	0	695	1,667
Total Planning Commission	100	1,431	1,516	7,153	17,167
Town Committees Expense					
Clifton Business Coalition Exp					
Welcome Center	0	1,000	0	5,000	12,000
Winter Holidays	2,277		2,277		
Scarecrow Contest Exp	320		320		
Total Clifton Business Coalition Exp	2,597	1,000	2,597	5,000	12,000

**Town of Clifton**  
**Profit & Loss Budget Performance**  
**November 2007**

	Nov 07	Budget	Jul - Nov 07	YTD Budget	Annual Budget
Traffic, Parking & Safety Comm	0	108	0	542	1,300
Town Parks Committee Exp	0	225	0	1,125	2,700
Historic Preservation Comm Exp					
HPC Membership & Educ Exp	0	29	0	146	350
Clifton Elem School Exp	0	31	0	156	375
Clifton Day Commemorative Cover	0		0	500	500
Calendar 2008 Exp	0		0		775
Post Cards Expense	0	42	0	208	500
PO 100th Rural Anniv Exp	0		201	500	500
Total Historic Preservation Comm Exp	0	102	201	1,510	3,000
Clifton Life Committee					
Citizens' Recognition Expense	0	17	0	83	200
Wine Festival Expenses	126		38,189	16,313	41,313
Total Clifton Life Committee	126	17	38,189	16,396	41,513
Communication Committee					
Internet Service	0	21	0	104	250
Web Server Annual Expense	0	92	0	458	1,100
Total Communication Committee	0	113	0	562	1,350
Council for the Arts Committee					
Art Show & Sale Expenses	0	25	0	125	300
Winter Concert	0		0		1,000
Spring Concert Expenses	0		0		1,000
Total Council for the Arts Committee	0	25	0	125	2,300
Sunshine Committee	0	125	100	625	1,500
Town Committees Expense - Other	33		33		
Total Town Committees Expense	2,756	1,715	41,120	25,885	65,663
Beautification Comm.					
Homes Tour/Bazaar Exp	0		0		3,000
Beautification Comm. - Other	0	417	0	2,083	5,000
Total Beautification Comm.	0	417	0	2,083	8,000
Total Town Government	2,856	3,563	42,636	35,121	90,830
Professional Fees					
Accounting	3,710		3,710	3,500	3,500
Legal Fees	653	833	4,717	4,167	10,000
Special Counsel	0	125	1,893	625	1,500
Total Professional Fees	4,363	958	10,320	8,292	15,000
Rent					
Ayre Square Rental	0		472	700	700
Railroad Siding Rental	0		100	775	775
Total Rent	0		572	1,475	1,475

**Town of Clifton**  
**Profit & Loss Budget Performance**  
**November 2007**

	Nov 07	Budget	Jul - Nov 07	YTD Budget	Annual Budget
<b>Town Facilities</b>					
Buckley Park FEMA Cleanup	0		32		
Grounds Maintenance	560	125	1,648	625	1,500
R.R. Siding/Caboose Maint.	0	21	0	104	250
<b>Total Town Facilities</b>	<b>560</b>	<b>146</b>	<b>1,680</b>	<b>729</b>	<b>1,750</b>
<b>Town Services</b>					
Elections	0		0		800
Fire Program	0		0	8,000	8,000
Grass Mowing	450	400	2,400	2,000	4,800
Trash Collection	192	92	576	458	1,100
Utilities					
Gas and Electric	92	67	(396)	334	800
Town Voice Mail	32		204		
Water	0		94		
<b>Total Utilities</b>	<b>124</b>	<b>67</b>	<b>(98)</b>	<b>334</b>	<b>800</b>
<b>Total Town Services</b>	<b>766</b>	<b>559</b>	<b>2,878</b>	<b>10,792</b>	<b>15,500</b>
<b>Dues and Subscriptions</b>					
Va. Municipal League	0		344	450	450
<b>Total Dues and Subscriptions</b>	<b>0</b>		<b>344</b>	<b>450</b>	<b>450</b>
<b>Caboose Expenses</b>					
Caboose Electric	0	21	0	104	250
<b>Total Caboose Expenses</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>104</b>	<b>250</b>
<b>Community Hall Expenses</b>					
C.H.-Cleaning	0	325	0	1,625	3,900
C.H.-Equipment	15	33	190	167	400
C.H.-Ffx Co Maint. Contract	0	275	0	1,375	3,300
C.H.-General Maintenance	152		818		
C.H.-Management Fee	359	200	1,124	1,000	2,400
C.H. - Electric	204	1,290	490	6,450	15,480
C.H. Floors	0	175	499	875	2,100
<b>Total Community Hall Expenses</b>	<b>730</b>	<b>2,298</b>	<b>3,121</b>	<b>11,492</b>	<b>27,580</b>
Legal Advertising	0	83	516	417	1,000
Miscellaneous	0	108	297	542	1,300
Printing and Reproduction	0	25	0	125	300
<b>Total Contractual</b>	<b>9,275</b>	<b>7,761</b>	<b>68,509</b>	<b>75,739</b>	<b>161,635</b>
<b>Haunted Trail Expenses</b>	<b>4,792</b>		<b>7,270</b>	<b>7,000</b>	<b>7,000</b>
<b>Commodities</b>					
Computer Supplies	0	58	357	292	700
Copies	3	8	31	42	100
License Plates	0		671	900	900
Miscellaneous	44	208	132	1,042	2,500
Miscellaneous - Commodities	18	42	18	208	500
Office Supplies	0	42	423	208	500
Postage and Delivery	82	42	490	208	500
<b>Total Commodities</b>	<b>147</b>	<b>400</b>	<b>2,122</b>	<b>2,900</b>	<b>5,700</b>
<b>CIF Expenses</b>					
FEMA - Buckley Bridge Repair	147		82,438	89,040	89,040
CIF-Playground Impr.	0	2,354	2,548	11,771	28,250
CIF - Land Purchase	0		0	10,000	10,000
<b>Total CIF Expenses</b>	<b>147</b>	<b>2,354</b>	<b>84,986</b>	<b>110,811</b>	<b>127,290</b>

**Town of Clifton**  
**Profit & Loss Budget Performance**  
November 2007

	<u>Nov 07</u>	<u>Budget</u>	<u>Jul - Nov 07</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Fed Fund-Transportation Proj					
F.F.- Transp. Project-Trails	0	5,100	0	25,500	61,200
Total Fed Fund-Transportation Proj	0	5,100	0	25,500	61,200
SAFET-LU Grant Administrator	0	1,898	0	9,491	22,779
SAFET-LU Improvements	0	10,833	0	54,167	130,000
Special Revenue Expenses					
S.R. - Litter Control	0		0	1,000	1,000
Total Special Revenue Expenses	0		0	1,000	1,000
Total Expense	14,361	28,346	162,887	286,608	531,182
Net Ordinary Income	(7,105)	(3,548)	(35,149)	(13,569)	(12,578)
Other Income/Expense					
Other Expense					
Other Expenses	0	208	0	1,042	2,500
Total Other Expense	0	208	0	1,042	2,500
Net Other Income	0	(208)	0	(1,042)	(2,500)
Net Income	<u>(7,105)</u>	<u>(3,756)</u>	<u>(35,149)</u>	<u>(14,611)</u>	<u>(15,078)</u>

**Town of Clifton  
Planning Commission Report Meeting 11/27/2007**

In attendance at the Planning Commission meeting on 11/27/07: Lev Buller, Michelle Stein, Judy McNamara, Kathy Kalinowski, Mac Arnold, Susan Yantis, Lane Johnston  
Absent: Richard King, Rob Clark, Patrick Pline, Marilyn Stoney

**1. Update on Town Plan progress:**

Attached is a draft of a sample letter to be sent in December to all Committees except Clifton Life and Welcoming and Sunshine Committee. Planning Commission liaisons to each committee are as follows:

Special Projects – Susan Yantis  
Traffic – Lev Buller  
Finance – Marilyn Stoney  
Arts – Kathy Kalinowski  
Historic Preservation – Mac Arnold  
Communications – Michelle Stein  
Beautification – Marilyn Stoney  
Commercial District – Patrick Pline  
Parks – Lane Johnston

The Planning Commission will be sending a letter to all landlords and building owners requesting a list of the businesses presently operating in their premises, preparatory to sending out a letter to all commercial businesses and home businesses requesting those businesses confirm the terms of their last known use permits, in order to ascertain for Town Plan updating purposes how many and what type of businesses are presently operating in the Town, as well as to verify that all use permit terms and conditions are still unchanged and in effect.

Recommendation that the Town Council create an Environmental Committee and appoint members to deal with the following issues, among others: Stormwater management, Solid Waste and recycling, interface with and review information from State water board and regional water boards, including Pope's Head Creek studies, the advisability of utilizing "green" techniques in future building in the Town, and to interface with the Planning Commission on updating the Town Plan with respect to these various environmental issues.

2. Recommend for approval the amended use permit of Jacquie Lambertson at Noodles and Noggins relocating her business to Suite 2 A at 7145 Main Street, thereby reducing her space from 900 square feet to 425 square feet and now requiring 2 parking spaces.
3. Recommend for approval the use permit of Clarissa Gary-Tinker of the Studio, an office and studio for wedding and event planning at 7145 Main Street, Suite 1C, 450 square feet, requiring 2 parking spaces.

**Town of Clifton  
Planning Commission**

**Mr. Dwayne Nitz  
Chairman, Traffic & Safety Committee  
P.O. Box 322  
Clifton, VA 20124**

**Re: Town Plan Update**

**Dear Dwayne,**

**The Planning Commission is in the process of updating the Town Plan. The Virginia Code requires the Town Planning Commission to review the Town Plan every 5 years and amend it as necessary. The Town Plan was last updated in 1996 so this task is long overdue. The Northern Virginia Regional Commission (NVRC), the agency that assisted the Town in 1996, will be working with us again on this effort.**

**The Town Plan outlines the Town's vision for its future and provides recommendations to attain that future. The Town Plan is the guide used by the residents/business owners, the Planning Commission and the Town Council to make decisions about the Town's built and natural environment. The timeframe for the Town Plan encompasses the anticipated changes to the Town over the next 5-10 years.**

**The Planning Commission will be working on developing the vision for the Town's future. Public participation is an essential part of this process – with numerous public meetings and workshops and ultimate approval by the Town Council. The Planning Commission would like to initiate the public participation process with those Town Committees whose committee responsibilities involve relevant aspects of the Town Plan. For example, the Town Plan includes recommendations for land use, transportation, open space and parks, trails, sidewalks, public facilities, historic preservation, environmental issues etc.. There are several town committees which deal with these issues and their input is vital to the success of the Town Plan update.**

As Chairman of the Traffic & Safety committee, we would like you to work with your committee to develop policies and recommendations relating to transportation for consideration in the Town Plan. We encourage you to review the transportation policies and recommendations in Section VI-3 and the Fire Station; Trails and Sidewalks, and Public Parking subsection of Section VI-4 of the adopted Town Plan and suggest any modifications, additions or deletions. A copy of Section VI-3 and VI-4 of the Town Plan is attached for your convenience. The Town Plan can also be accessed on the Town Website at [www.cliftonva.us](http://www.cliftonva.us).

For your convenience, the Planning Commission has created a format to assist the committee in establishing proposed policies and recommendations. Please use this form to submit your recommendations to the Planning Commission no later than February 15th, 2007. \_\_\_\_\_ is your Planning Commission liaison. Please contact him/her with any questions you may have or to attend a committee meeting to assist you in this effort.

The Planning Commission will consider each Committee's recommendations during the development of the Town Plan update. Thank you in advance for all of your assistance on this matter.

Sincerely,

Kathy Kalinowski  
Chair, Planning Commission

CLIFTON PLANNING COMMISSION  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR USE PERMIT

Revised by Planning Commission 08/06

The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of the Zoning Ordinance of the Code of Town of Clifton, Virginia. The undersigned has enclosed herewith a check made payable to the "Town of Clifton" for the required application review fee.

Date Submitted to Town Clerk: \_\_\_\_\_

Date Submitted to Chairman of Planning Commission: 27 Nov 2007

1. Type: ~ Construction ~ Residential ~ Non-Residential ~ Home Business  
2. Name of Applicant: Jacquie Lambertson/Noodles & Noggins  
3. Owner of Property: Golden Phoenix LLC  
4. Name of Business/Organization: Noodles & Noggins  
5. Owner of Business/Organization: Jacquie Lambertson  
6. Address of Premises: 7145 Main St, Clifton VA 20124  
7. Tax Map Number: \_\_\_\_\_

Suite  
2A

8. Attach Copy of Plat for Property: ~ Plat Attached  
9. Attach Floor Plan (All Non-Residential and Home Business): ~ Floor Plan Attached  
10. Zoning District of Premises:

~ Residential ~ Commercial ~ Agricultural ~ Industrial

11. Describe Purpose of Application: 2A UPSTAIRS

This is an application for a revised use permit. We have vacated the first floor place location and consolidated operations in the 2nd floor location, Suite 2A detailed in the prior Use Permit Application. Space needed for business has been reduced from approximately 900 square ft to 425 square ft.

425

12. If Commercial, Home Business, Agricultural or Industrial:

- Describe Operation: children's speciality mail order, Internet, general business
- Number of Employees: 5 total. 2 employees per shift.
- Days and Hours of Operation: 9am-9pm daily
- Number of Client Visits per Day: 5-7
- Square Footage of Premises: approximately 425 sq ft
- Number of Off-Street Parking Spaces Available: \_\_\_\_\_
- Number of Off-Street Parking Spaces Required: 2
- For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_

13. Application Fee Enclosed: \$25.00

26 parking spaces  
for entire building.

Jacquie Lambertson  
Signature of Applicant/Agent  
27 Nov 07

Date Date

7145 Main St

Mailing Address

Clifton VA 20124

City/Town, State, Zip Code

703-815-8600/703-222-0308

Phone Number / Fax Number

jacquie@noodlesnoggins.com

E-Mail Address

\_\_\_\_\_  
Signature of Landlord/Lessor

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/Town, State, Zip Code

\_\_\_\_\_  
Phone Number / Fax Number

\_\_\_\_\_  
E-Mail Address

APPROVED BY THE PLANNING COMMISSION  
Town of Clifton  
Jacquie Lambertson  
27-07



CLIFTON PLANNING COMMISSION  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR USE PERMIT

Revised by Planning Commission 08/06

The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of the Zoning Ordinance of the Code of Town of Clifton, Virginia. The undersigned has enclosed herewith a check made payable to the "Town of Clifton" for the required application review fee.

Date Submitted to Town Clerk: \_\_\_\_\_

Date Submitted to Chairman of Planning Commission: 27 Nov 2007

1. Type: ~ Construction ~ Residential ~ ~~Non-Residential~~ ~ Home Business
2. Name of Applicant: Jacquie Lambertson/Noodles & Noggins
3. Owner of Property: Golden Phoenix LLC
4. Name of Business/Organization: Noodles & Noggins
5. Owner of Business/Organization: Jacquie Lambertson
6. Address of Premises: 7145 Main St, Clifton VA 20124
7. Tax Map Number: \_\_\_\_\_
8. Attach Copy of Plat for Property: ~ Plat Attached
9. Attach Floor Plan (All Non-Residential and Home Business): ~ Floor Plan Attached
10. Zoning District of Premises:  
~ Residential ~ Commercial ~ Agricultural ~ Industrial
11. Describe Purpose of Application:

This is an application for a revised use permit. We have vacated the first floor place location and consolidated operations in the 2<sup>nd</sup> floor location, Suite A, detailed in the prior Use Permit Application. Space needed for business has been reduced from approximately 900 square ft to 425 square ft.

12. If Commercial, Home Business, Agricultural or Industrial:

- Describe Operation: children's specialty mail order, Internet, general business
- Number of Employees: 5 total. 2 employees per shift.
- Days and Hours of Operation: 9am-9pm daily
- Number of Client Visits per Day: 5-7 425
- Square Footage of Premises: approximately 425 sq ft
- Number of Off-Street Parking Spaces Available: \_\_\_\_\_
- Number of Off-Street Parking Spaces Required: \_\_\_\_\_
- For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_
- 13. Application Fee Enclosed: \$25.00

Jacquie Lambertson  
Signature of Applicant/Agent  
27 Nov 07

Date Date  
7145 Main St

Mailing Address  
Clifton VA 20124

City/Town, State, Zip Code  
703-815-8600/703-222-0308

Phone Number / Fax Number  
Jacquie@noodlesandnoggins.com

E-Mail Address

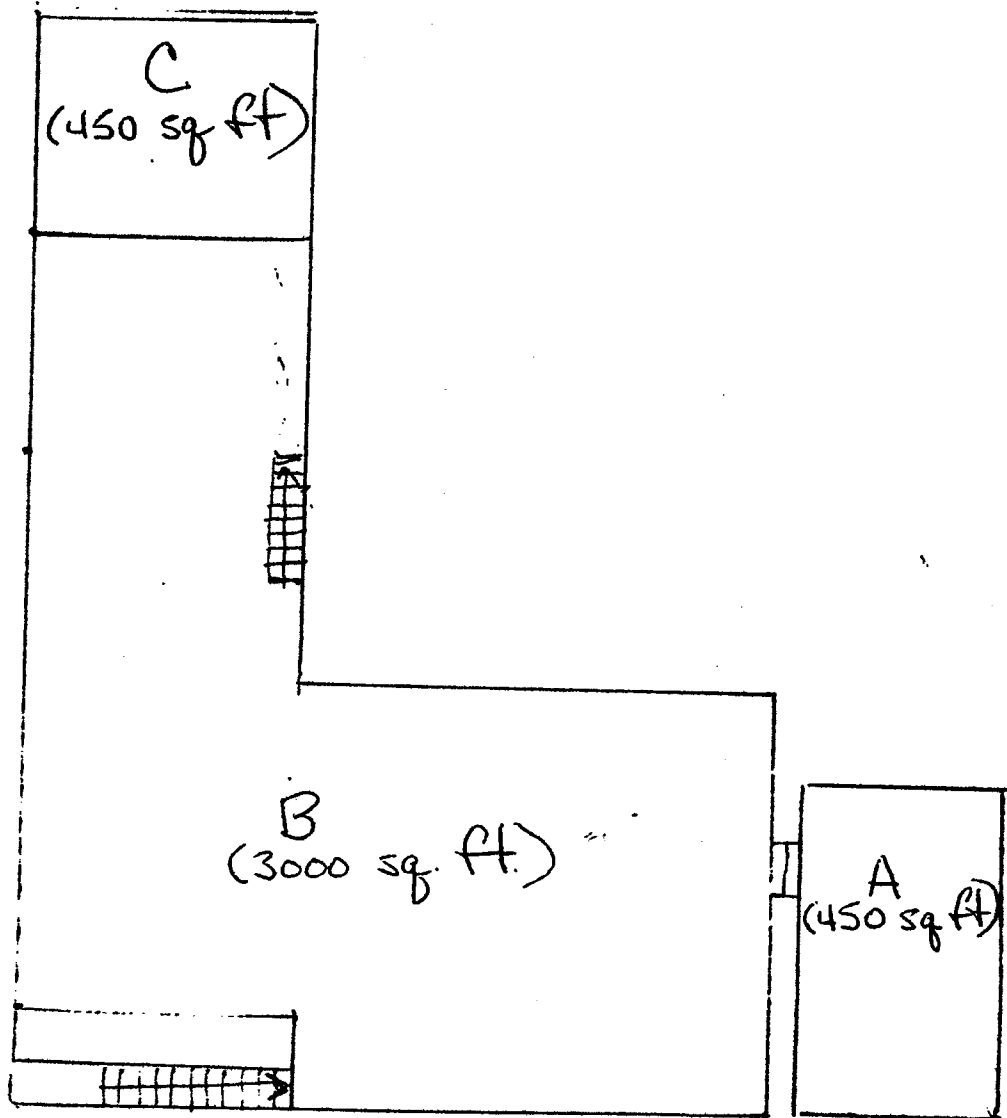
Sheldon C Hoffmann, Gen Ptnr  
Signature of Landlord/Lessor

POB 350  
Mailing Address  
Fairfax VA 22039  
City/Town, State, Zip Code

703-323-1885  
Phone Number / Fax Number

KOOLPAW@HOTMAIL.COM  
E-Mail Address

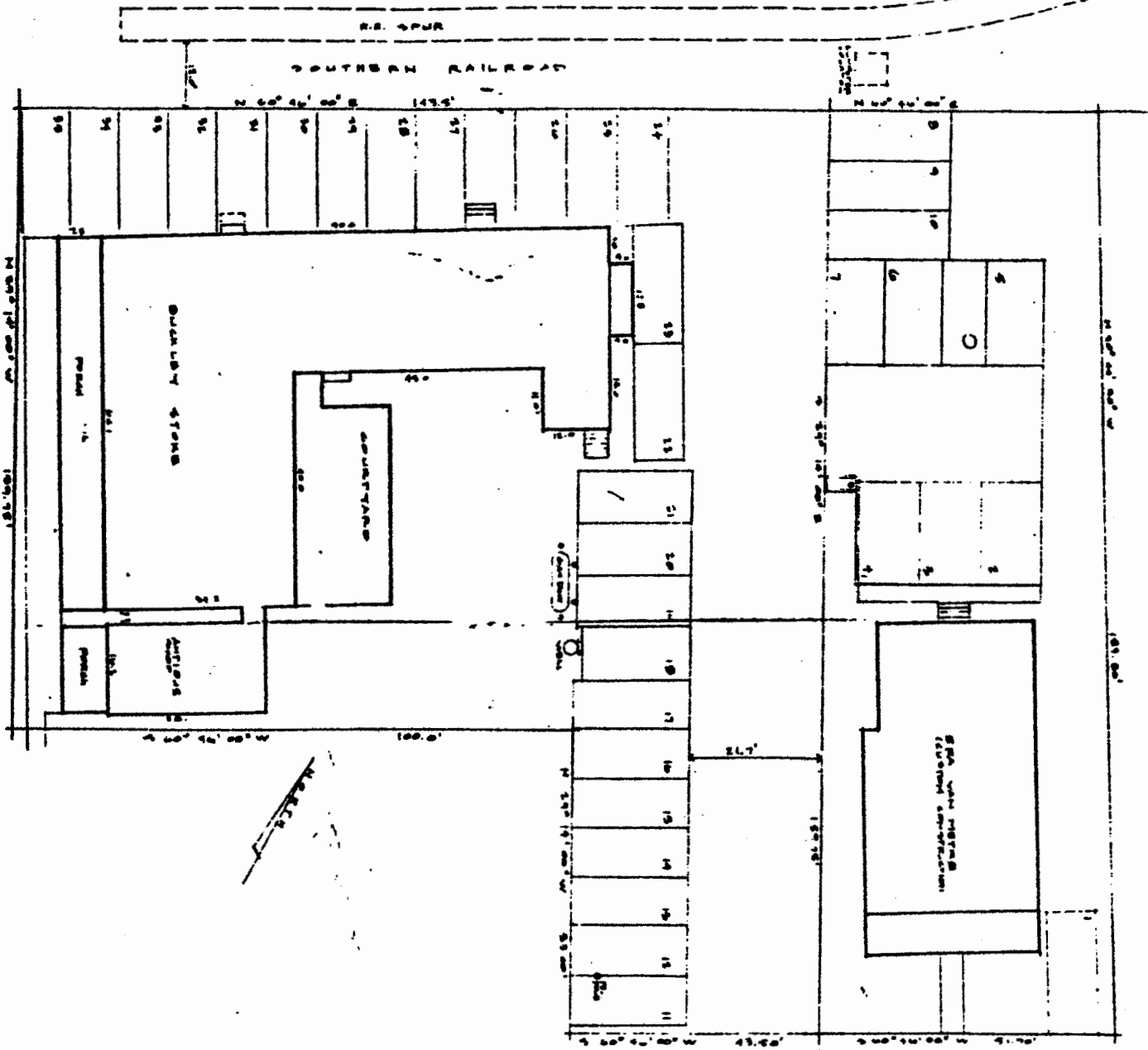
BUCKLEY STORE  
FIRST FLOOR LAYOUT  
 $\frac{1}{16}'' = 1'$



Main Street Side

# **SARLING PLAN**

MAIN STREET



CHURCH ROAD

SARLING PLAN	
SPACE NO.	DATE
1-11	10/1/00
12-20	10/1/00
21-30	10/1/00
31-40	10/1/00
41-50	10/1/00
51-60	10/1/00
61-70	10/1/00
71-80	10/1/00
81-90	10/1/00
91-100	10/1/00

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October 31, 2007  
 Our Town • Town Council • Boards, Committees etc. • Planning Commission • Planning Commission Application

## BUCKLEY BRIDGE REPAIR

### PLANNING COMMISSION APPLICATION INSTRUCTIONS

Revised by Planning Commission 10/3/01

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Leave a Message  
 (703) 923-3500

#### Select

- #1 Tom Paterson, Mayor
- #2 Mitchell Austin
- #3 Laura Johnson
- #4 Ed Langdon
- #6 Church District
- #7 Town Clerk
- #8 Planning Commission
- #9 ARD
- #10 Arts Council

Wayne Nickam -  
 (703) 638-5438  
 wnckam@aol.com

Webmaster  
 erich@cliftonva.com

#### ONLINE NOW

#### People Online

Visitors: 0  
 Members: 1  
 Total: 1

The Town of Clifton Planning Commission meets on the last Monday of each month in the Clifton Town Meeting Hall beginning at 7:30 pm. Applications for Use Permits (and any other action regarding Planning Commission review or approval) must be received by the Clifton Town Clerk and the Chairman of the Clifton Planning Commission by the 15th of the month, in order to be heard at that month's Planning Commission meeting. The Planning Commission's recommendations are usually heard at the next Town Council meeting, which is held on the first Tuesday of each month in the Clifton Town Meeting Hall, beginning at 7:30 pm.

### CLIFTON PLANNING COMMISSION USE PERMIT APPLICATION - FILING INSTRUCTIONS

- All Use Permit Applications must be fully collected and bound (by single or other fastener).
  - The Clifton Town Clerk must be provided with 7 complete copies of the Application (for review by the Town Council) plus a check for the appropriate Application Fee, made payable to the "Town of Clifton." The Clifton Town Clerk is Carolyn Lench and she can be contacted for delivery instructions either by voicemail (703) 923-3500 Ext 7 or e-mail [townclerk@cliftonva.us](mailto:townclerk@cliftonva.us). The Chairman of the Clifton Planning Commission must be provided with 10 complete copies of the Application (for review by the Planning Commission and its consultants). The Chairman of the Clifton Planning Commission is Kelly Kohnowski and she can be contacted for delivery instructions either by voicemail (703) 923-3500 Ext 8 or e-mail [kjohnowski@cliftonva.us](mailto:kjohnowski@cliftonva.us).
  - The Applicant must be present at the Planning Commission meeting(s) at which their Application is considered. If the Applicant is not present, the Use Permit will not be considered. Likewise, the Applicant must be present at the Town Council meeting(s) at which their Application is considered. If the Applicant is not present, the Town Council will not render a decision on the Use Permit.
  - Further information regarding Use Permit Applications can be obtained by contacting Kelly Kohnowski on voicemail (703) 923-3500 Ext 8.
  - For additional information, see Use Permit - Filing Instructions
- Revised by Planning Commission 10/3/01

### PLANNING COMMISSION APPLICATION

### CLIFTON PLANNING COMMISSION TOWN OF CLIFTON, VIRGINIA APPLICATION FOR USE PERMIT

Revised by Planning Commission 08/06

APPROVED BY THE PLANNING COMMISSION  
 Kelly Kohnowski  
 (Chairman of Clifton)  
 11-27-07  
 WITH 2 PARKING SPACES

The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of the Zoning Ordinance of the *Code of Town of Clifton, Virginia*. The undersigned has enclosed herewith a check made payable to the "Town of Clifton" for the required application review fee.

Date Submitted to Town Clerk: \_\_\_\_\_

Date Submitted to Chairman of Planning Commission: \_\_\_\_\_

1. Type: ~ Construction ~ Residential ~ Non-Residential ~ Home Business

2. Name of Applicant: The Studio - Clarissa Gary-Tinker

3. Owner of Property: Golden Phoenix L.P.

4. Name of Business/Organization: The Studio

5. Owner of Business/Organization: Clarissa Gary-Tinker

6. Address of Premises: 7145 Main Street 1-C

7. Tax Map Number: 75-4((22))-30

8. Attach Copy of Plat for Property: Plat Attached9. Attach Floor Plan (All Non-Residential and Home Business): Floor Plan Attached

10. Zoning District of Premises:

~ Residential ~ Commercial ~ Agricultural ~ Industrial

11. Describe Purpose of Application:

Office and studio for wedding/event planning, photography, & hair and makeup artistry.

12. If Commercial, Home Business, Agricultural or Industrial:

- Describe Operation: See above
- Number of Employees: 3 (one at a time)
- Days and Hours of Operation: Sunday thru Saturday 8am - 10pm
- Number of Client Visits per Day: 3 (one at a time) - by appointment only
- Square Footage of Premises: 450
- Number of Off-Street Parking Spaces Available: 6
- Number of Off-Street Parking Spaces Required: \_\_\_\_\_
- For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_

13. Application Fee Enclosed: \$25.00

(\$250 for new home or commercial construction; \$150 for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000; \$25 for all other construction, and any other use permit)

Don Dyer, Jr.  
Signature of Applicant/Agent

Shelley C. Hoffmann, Gentner  
Signature of Landlord/Lessor

11/7/07  
Date

11/7/07  
Date

11737 Fairfax Wb Hwy #5207  
Mailing Address

POB 350  
Mailing Address

Fairfax VA 22030  
City/Town, State, Zip Code

Fairfax Station VA 22039  
City/Town, State, Zip Code

571-274-0524  
Phone Number / Fax Number

703-323-1885  
Phone Number / Fax Number

cdg0293@hotmail.com  
E-Mail Address

Kochpau@hotmail.com  
E-Mail Address

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## Memorandum

To: Town Council  
From: Susan Yantis, Chairman, Special Projects Committee  
Date: December 4<sup>th</sup>, 2007  
Re: Streetscape Master Plan for Main Street

### **Background:**

The Town Council previously authorized the execution of a Standard Project Administration Agreement between VDOT and the Town of Clifton for design and engineering to develop a streetscape master plan for Main Street. The execution of the Standard Project Administration Agreement is pending resolution of whether VDOT prepares the existing conditions survey of Main Street or the Town hires an independent engineering firm through the VDOT selection process (RFP etc...) Doug Miller, a representative of VDOT, attended the Town Council meeting last month to discuss the VDOT survey. Action was deferred to the December 4<sup>th</sup> meeting so that the Special Projects Committee could review this issue and make a recommendation to the Town Council.

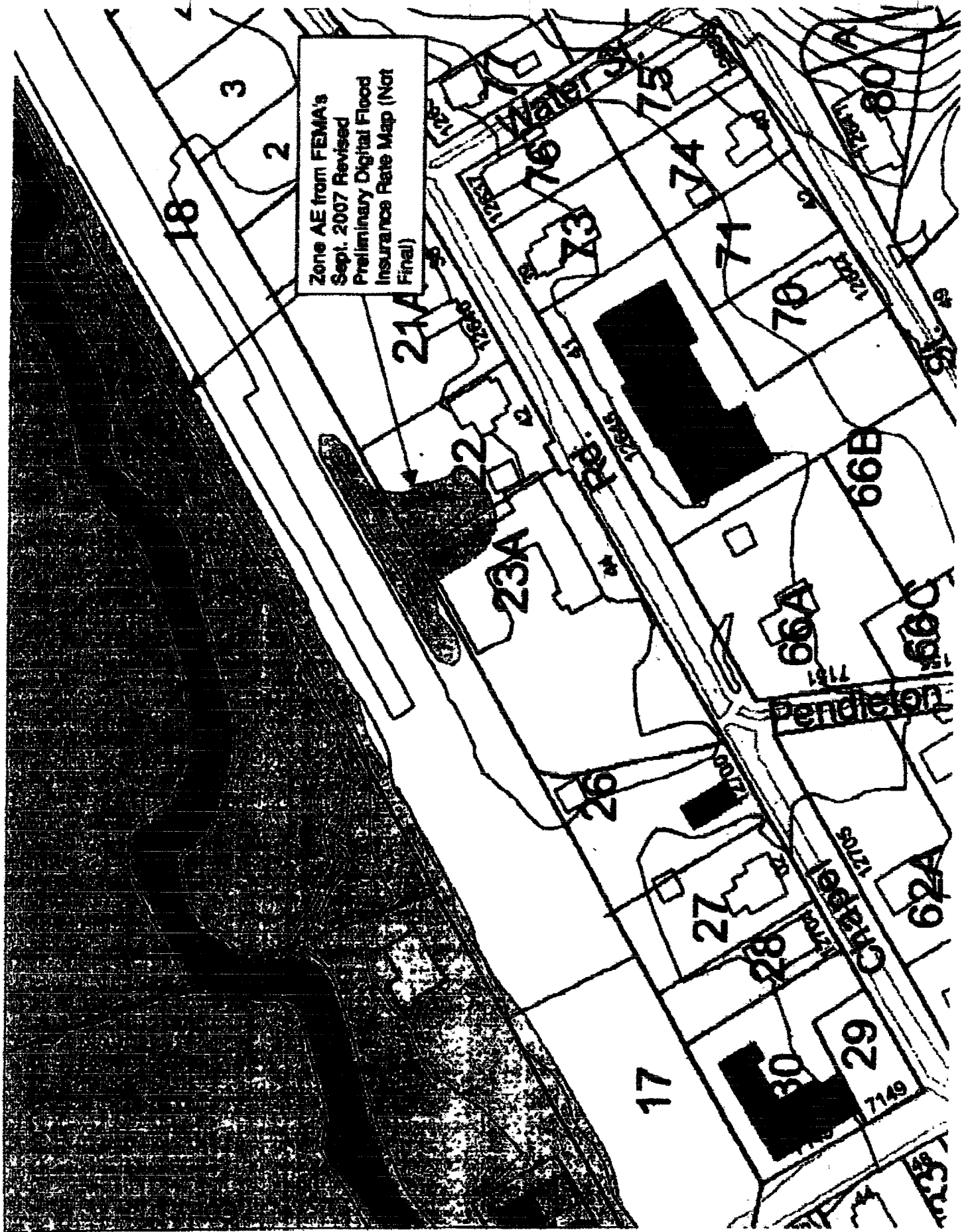
### **Special Projects Committee (SPC) Recommendation:**

On November 19, 2007, the SPC voted to recommend to the Town Council to accept the VDOT proposal from Rice Associates with the stipulation that VDOT provide additional information regarding the details of the route location survey. This information was provided to the satisfaction of the SPC; therefore, the SPC recommends that the Town Council authorize VDOT to perform the route location survey for Main Street.

The cost of the survey is estimated to be \$60,000 and will be an eligible VDOT expense to be deducted from the earmark funding. The current available earmark funding for FY 2007-08 is \$172,650 with an additional \$44,892 in FY2009 and \$10,892 in FY2010 (total earmark funding is \$216,650).

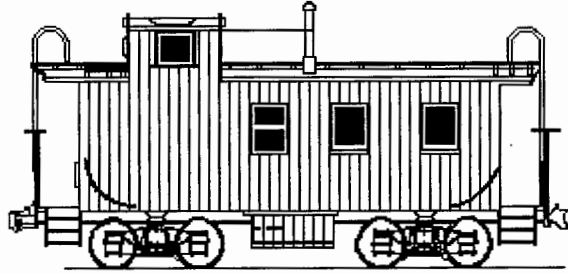
### **Motion:**

Authorize the execution of a Standard Project Administration Agreement, in substantial form, between VDOT and the Town of Clifton to allow the Town to administer the work for design and engineering to develop a Streetscape Master Plan for Main Street. The standard project administration agreement includes a project narrative which will reflect the estimated VDOT expenses to prepare the route location survey for Main Street.



Zone AE from FEMA's  
Sept. 2007 Revised  
Preliminary Digital Flood  
Insurance Rate Map (Not  
Final)

Zone AE from FEMA's  
Sept. 2007 Revised  
Preliminary Digital Flood  
Insurance Rate Map (Not  
Final)



**CLIFTON TOWN MEETING MINUTES  
for TUESDAY, November 6, 2007 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD, CLIFTON, VA 20124**

Town Council members present: Chuck Rusnak, Pat Layden, Mayor Tom Peterson, Mike Anton, Lane Johnston, and Wayne Nickum

Town Officials present: Marilyn Barton, Kathleen Barton

**Order of Business:**

**Citizen Recognition award by Chuck Rusnak**

The Town Council recognized Debra Dillard for all her devotion to the Farmer's Market.

**1. Reading of minutes of last regular meeting and any subsequent special meetings.**

**Motion:** Wayne Nickum made a motion to approve the October 2, 2007 Minutes. Lane Johnston seconded the motion, and it passed.

**Motion:** Wayne Nickum made a motion to approve the Minutes from the Special Town Council meeting that was held on October 18, 2007. Pat Layden offered discussion concerning the motion to approve checks on the second page of the Special Meeting Minutes, under Item Four. Tom Peterson seconded, and the motion passed.

**2. Report of the Treasurer**

Marilyn Barton reported that the cash balance as of November 3: as \$444,605.64. She reported that excess checking account funds will be transferred to the LGIP fund. Haunted trail funds, set aside from prior years, was \$6,863.76. The LGIP fund was \$336,486.03. UBS investment was \$50,368.95. The overall total was \$444,605.64. Highlights were listed at the bottom of the last page of the Profit and Loss Budget Performance Report stating the year-to-date Wine Festival income after expenses, \$15,375.00, the year-to-date Community Hall income after



expenses were \$511.26; the FEMA revenues received during FY07 to cover Bridge Restoration was \$28,438.00 and the year-to-date Haunted Trail revenues, less year-to-date expenses was \$31,861.37. Also, Marilyn Barton continued, note F: the franchise fees include a direct deposit from the Commonwealth for \$8,200 being researched for possible reclassification. A letter will be sent out to businesses explaining the BPOL audit that was requested by the Town Council; auditors were also asked to do the random selection of 3 businesses to go through the process. Wayne Nickum referenced the Community Hall kilowatt usage: the kilowatt usage was down over 80% for a 12 month period.

**Motion:** Wayne Nickum made a motion to approve the Treasurer's Report. Tom Peterson seconded the motion, and it passed.

### **3. Reading of Communication**

Tom Peterson announced that he had met with Giff Hampshire and a representative of Verizon two weeks earlier. Verizon will let him know as soon as everyone in Town is hooked up. Chuck Rusnak asked if Verizon was going to make it an option or whether they were going to hook everyone up. Tom Peterson sent out an informal survey to residents in Town, then passed it on to Verizon-- this was helpful.

### **4. Citizens' Remarks**

Lynne Garvey Wark remarked that the Clifton Candlelight Tour will be taking place on December 1. The Horse Parade will be at 2:30 pm. Mrs. Wark will need help putting the banner across Main Street.

**Motion:** Tom Peterson made a motion authorizing the Holiday Homes Tour banner to be placed over Main Street. Wayne Nickum seconded the motion and it passed.

Tom Peterson asked if there was anything that needed to be added to the agenda. Under unfinished business, Pat Layden proposed adding Buckley Bridge FEMA update. Wayne Nickum asked the Beatification Committee to take down signs since the election was over; anything that was on public property in the Town of Clifton may be picked up. Chuck Rusnak mentioned putting a Clifton calendar together for 2008.

### **5. Unfinished Business**

#### **a. Haunted Trail report (Lane Johnston)**

Concerning the haunted trail, Tom Peterson thanked Lane Johnston for a fantastic job. Lane Johnston did not have all of the figures in yet, however she had a net gate of \$18,252 and there were over 3,000 attendees. In 2005 there were only 2,875 attendees. She believed that having a year's absence of

the Haunted Trail made it more effective. The Town made \$639 in baked goods, \$793 for the glow necklaces and received \$20,000 total. There were lots of expenses, however, that have yet to be recorded. Tom Peterson mentioned that they needed to get some "key people" together to discuss some issues such as the increasing price from the Haunted Trail and keeping it family friendly—the hay ride, for example, was a huge hit. He said the meeting room in his garage would be a possible location for this meeting.

**b. Revenue Survey (Mike Anton) vote needed**

The Revenue Survey Mike Anton had been working on was e-mailed out to Town residents. The Town needed to find ways of increasing its income whether it be through more events, etc. After much discussion, Tom Peterson proposed that someone present take the survey that night and get back to the Town Council within two weeks with final edits. Steve Effros said that he would take it. Tom Peterson proposed to table the discussion until the next meeting.

**Motion:** Tom Peterson made a motion that the Town Council hear from the Special Projects Committee. Wayne Nickum seconded and the motion passed.

**c. Verizon line burial update (Tom Peterson and Mike Anton)**

Further updates were deferred to the next Town Council meeting.

**d. Community Hall rental contract update (Lane Johnston)**

This item was deferred to the next Town Council meeting.

**e. Town Playground and Gazebo (Pat Layden)**

Concerning the town plan for the gazebo, Pat Layden announced he had a drawing for the modifications planned for the gazebo. He met with the Park Committee. It was decided not to alter the gazebo and to make planting around the gazebo that wouldn't grow any higher than 24 inches.

**Motion:** Wayne Nickum made a motion to approve drawing made of the playground renovations/improvements and that paint color of the gazebo would remain white. Lane Johnston seconded the motion, and it passed.

**Motion:** Wayne Nickum made a motion to authorize a letter of thanks be sent to Bill Ference for completing the drawing of the gazebo at no cost to the Town. Tom Peterson seconded the motion and it was passed.

**f. Buckley Bridge Update –**

Meeting with VDEM in Town on 10/19/07. Site visit to Bridge and VDEM / FEMA requirements for Project close out process. Town close out documentation to VDEM scheduled for mid November.

## **6. Reports of Committees, Planning Commission, and ARB**

### **a. Planning Commission**

Susan Yantis, representing the Planning Commission presented the Planning Commission Report, as distributed to the Town Council. (Copy is attached for file.) She introduced Doug Miller, Program Manager for VDOT, who has been assisting the Planning Commission with the Town Comprehensive Plan for development of the Streetscape Project. She noted the following issue: traffic, sidewalk connections missing and drainage issues. The Planning Commission was working on a vision for Main Street.

Susan Yantis, presenting for Kathy Kalinowski, reported that the work continued on the Town Plan. Wayne Nickum asked if she needed a motion. She responded that a motion should be made to authorize the Mayor, the Representative of the Planning Commission, and the NBRC to secure additional funding for the Town Plan.

**Motion:** Wayne Nickum made a motion to go ahead and pay \$600 to put aerial pictures of the Town on a CDROM disc. Pat Layden seconded and the motion passed.

Susan Yantis concluded that the Planning Commission was working on goals and objectives of the Town Plan; they were sending a letter to relevant Committees in Town by December 1 and they will be expecting information back.

**Motion:** Wayne Nickum made a motion to give approval. Pat Layden seconded, and the motion passed.

### **b. ARB**

The ARB was not present at the meeting.

### **c. Other standing committees**

## **7. New business**

### **a. Rescheduling of January 2008 Town Council Meeting**

**Motion:** Wayne Nickum made a motion to change the January meeting to January 8<sup>th</sup> 2008. Pat Layden seconded, and the motion passed.

- b. BPOL audit discussion (Wayne Nickum)- During the Treasurer's Report, Marilyn Barton reported that a letter will be sent to all Clifton businesses informing them of the upcoming audit of 3 randomly selected businesses as previously directed by the Town Council.

- c. Town survey and VDOT involvement.

Susan Yantis presented that the Planning Commission had received authorization from the Town Council to make an agreement with VDOT, but some issues came up. Some upfront engineering would need to take place. Tom Peterson noted that the whole committee agreed that the Town should have a Streetscape Plan. Susan Yantis explained that she was not there asking for a motion on the survey, rather to give the Town Council an overview of where they were. Lane Johnston proposed to table this until the following month, December.

- d. Invasive species removal on land surrounding the Flood Plain (Tom Peterson)

It was reported that the Town was working to remove the invasive plants from the land surrounding the Flood Plain.

- e. 2<sup>nd</sup> Annual Clifton Wine Festival for 2008 (Wayne Nickum)

Tom Peterson began saying that the Wine Festival was extremely successful because the weather was perfect. He believed that May 31 was the best day to have the Wine Festival in the spring of 2008.

**Motion:** Wayne Nickum made a motion that the Wine Festival be scheduled for May 31, with more details to come. Tom Peterson seconded and the motion passed.

- f. Possible change in town trash service to American Disposal (Tom Peterson)

Tom Peterson reported that the American Disposal was offering the Town and Town residents lower cost for trash removal recycling and yard debris removal. Action was deferred to the December 07 meeting.

- g. CBC purchases for the Holiday Season (Wayne Nickum)

Judy McNamara represented the CBC report. She began saying that they had presented Marilyn Barton with funds of \$2,500.95 total. The CBC received tips from 21 members and 30 businesses. The CBC had put up the scarecrows, and they were to be coming down the day following the

meeting. The next big Town event approaching was the holiday events. The CBC ordered and paid for 36 trees which will be lit, 20 of which will be on Main Street, 16 on Chapel Road. The Long and Foster building gave the CBC permission to use the back building as a gift wrap center and visitor center. They will be decorating the building, wrapping it to make it look like a big package. The Town was also planning on having a Santa Claus come to take pictures with all the little children- They need Santa's. There will be carolers also. The CBC will be posting a banner also over Main Street, after the Homes Tour banner comes down. For gift wrap, Judy McNamara proposed \$300. For brochures, Mrs. McNamara requested \$200.

**Motion:** Wayne Nickum made a motion to authorize payment of expenses and that they be submitted to the Town Treasurer. Lane Johnston seconded the motion, and it passed.

**Motion:** Wayne Nickum made a motion to make the signage up to \$300. Lane Johnston seconded, and the motion passed.

- h. Discussion of interim rental fees for Town Park, Ayre Square, Buckley Park, and other areas (Wayne Nickum)

Concerning the rental fees for the Town Park, Wayne Nickum believed that the Town Council should announce an interim rental fee until the rental policies are approved. With no minimum, Wayne Nickum continued, the rent should be \$100 an hour.

**Motion:** Wayne Nickum made a motion to approve the interim fees of \$100 an hour until the policy is set in three months on March 1<sup>st</sup>. Pat Layden seconded and the motion passed.

- i. **2008 Clifton Calendar** (Chuck Rusnak)

Chuck Rusnak proposed a photographic calendar of Clifton be made including pictures that have been taken by Town residents. He wanted to know if the Town Council wished him to proceed with the project.

**Motion:** Lane Johnston made a motion to allow Chuck Rusnak to make a Clifton calendar. Tom Peterson seconded, and the motion passed.

**Motion:** Wayne Nickum made a motion to adjourn. Tom Peterson seconded, and the November 6, 2007 Town Council meeting was adjourned.

Adjournment

The Minutes were prepared by Kathleen L. Barton, Town Clerk.