

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, NOVEMBER 7, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Present: Mayor Bill Hollaway; Vice Mayor Jennifer Heilmann; Councilmember Regan McDonald; Councilmember Melissa Milne; Councilmember Wayne Nickum; Councilmember Darrell Poe.
Staff: Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.
Absent: Mayor Hollaway, from 7:29 – 7:31 PM.

The Regular Meeting was called to order by Councilmember Nickum at 7:29 PM.

Order of Business:

1. Report of the Town Clerk:
 - a. Reading of the Minutes.
 - **Vice Mayor Heilmann moved to approve the October Minutes, seconded by Councilmember Poe. The motion was approved by poll vote, 5-0. (Mayor Hollaway was absent).**
2. Report of the Treasurer.

See attached report.

 - **Councilmember Nickum moved to approve the Treasurer's report as presented, seconded by Councilmember McDonald. The motion was approved by poll vote, 6-0.**
3. Citizen's Remarks.
 - a. Presentation by Protect the Occoquan Watershed.

Members of the Protect the Occoquan Watershed group introduced themselves to the Council and gave a presentation on the group's goals.
4. Unfinished Business:
 - a. Approval of Building Code Services Agreement Renewal with Fairfax County.

See attached Resolution.

 - **Councilmember Nickum moved to approve the Agreement, seconded by Mayor Hollaway. The motion was approved by poll vote, 6-0.**
 - b. Lighting for Railroad Siding Parking Lot.

Councilmember Milne reported that the cost estimates have not yet been received. She continues to work with two different distributors to generate proposals. She hopes to circulate the results before the next Meeting.

c. Parking Lot Paving.

Mayor Hollaway reported that the development of the paving contract is ongoing, and needs to be modified to include an agreement on grading and needs to specify that a sufficient amount of pavement is placed. The agreement will not be signed until it has been resolved.

d. Removing Non-Approved Signs in Town – Especially Plastic Sandwich Board Signs.

Royce Jarrendt reported that Councilmember McDonald and Jeff Stein will be leading the effort to identify potential signage violations around Town. Letters will be mailed stating that the ARB has no record of certain sign approvals, and will give individuals and/or businesses 30 days to submit applications. The Clerk will receive a copy of each letter sent.

5. Reports of Special Committees.

None.

6. Reports of Standing Committees:

a. Planning Commission.

See attached report.

- **Councilmember Nickum moved to approve the recommendations of the Planning Commission, seconded by Councilmember McDonald. The motion was approved by poll vote, 6-0.**
- **Mayor Hollaway moved to grant a temporary Use Permit to Horse Hippie for a one-month period or until the next Town Council meeting, seconded by Councilmember Poe. The motion was approved by poll vote, 6-0.**

b. Architectural Review Board.

Royce Jarrendt reported that a temporary sign for Horse Hippie wasn't approved, however the Board did grant a COA for a modified permanent sign.

c. Other Committees.

i. Haunted Trail Report.

Councilmember Poe reported that the event raised approximately \$30,000, which is in line with past years. He intends to co-chair the Haunted Trail committee next year, which will be the 20th anniversary.

ii. Film Festival Update – November 10, 11, 12.

Councilmember Poe reported that the Festival is set to begin Friday evening at 6 PM, with a panel discussion scheduled, and film-makers appearing in person and via satellite. 100 tickets have been sold so far, which is a successful quantity for a first-time event.

iii. Homes Tour.

Councilmember Milne reported on the progress made with organizing the Homes Tour event, which is scheduled for December 2nd from 4-7 PM. The annual holiday horse parade will take place the same day, starting at 2 PM. The holiday tree lighting event in Ayre Square is scheduled for the evening of Friday, December 1st.

- **Councilmember Milne moved to grant a permit to the Clifton Horse Society for their parade on December 2nd from 1-4 pm, seconded by Councilmember Nickum. The motion was approved by poll vote, 6-0.**

- **Councilmember Poe moved to approve the placement of a banner across Main Street to advertise the Homes Tour event, starting three weeks before the event and up to one week after, seconded by Councilmember Nickum. The motion was approved by poll vote, 6-0.**

iv. Town Hall.

Councilmember Poe notified the Council that he intends to replace the mailbox at the Community Meeting Hall, because the existing one has fallen into disrepair.

7. New Business:

a. Underground Storage Tank Leak in Clifton.

The Council discussed the ongoing situation of the tank, located near the intersection of Pendleton Street and School Street. The state is leading the remediation efforts.

b. Policy Regarding Users of Town Property.

The Council expressly reiterated the Town's existing policy that no group is allowed to apply any policies that are not first approved by the Town Council, when using Town property.

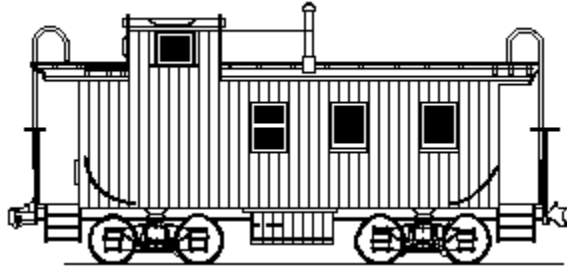
c. AirBNB in Town of Clifton.

Options for regulating AirBNB-type operations through existing Use Permit and BPOL processes were discussed. It could be regulated similarly to bed & breakfasts, which require a special use permit and require owners to live on-site.

8. Adjournment.

- **Councilmember Poe moved to adjourn, seconded by Vice Mayor Heilmann. The motion was approved by poll vote, 6-0.**

The Meeting was adjourned at 9:34 PM.



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, NOVEMBER 7, 2017, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Order of Business:

1. Report of the Town Clerk:
 - a. Reading of the Minutes (previous regular meetings and any special meetings).
2. Report of the Treasurer.
3. Citizen's 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:

 - (i) Give her name and address;
 - (ii) Direct her remarks to the Council and not to other citizens present;
 - (iii) 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.

 - a. Presentation by Protect the Occoquan Watershed.
4. Unfinished Business:
 - a. Approval of Building Code Services Agreement Renewal with Fairfax County.
 - b. Lighting for Railroad Siding Parking Lot.
 - c. Removing Non-Approved Signs in Town – Especially Plastic Sandwich Board Signs.
5. Reports of Special Committees.
6. Reports of Standing Committees:
 - a. Planning Commission.
 - b. Architectural Review Board.
 - c. Other Committees.
 - i. Haunted Trail Report.
 - ii. Film Festival Update – November 10, 11, 12.
7. New Business:
 - a. Underground Storage Tank Leak in Clifton.
 - b. Policy Regarding Users of Town Property.
 - c. AirBNB in Town of Clifton.
8. Adjournment.



Amanda Christman <cliftonclerkva@gmail.com>

November 7 , 2017 Town Council Meeting - Treasurer's Report for period ended 10/31/17

1 message

Marilyn Lane Barton <clifton.treasurer@cox.net>

Sun, Nov 5, 2017 at 8:45 PM

To: "William R. Hollaway, Ph.D." <WHollaway77@gmail.com>, Jennifer Heilmann <jbheilmann@gmail.com>, WAYNE <clifnick@yahoo.com>, mcdonald.regan@gmail.com, Melissa Milne <Melissa.milne9@gmail.com>, darrell.poe@gmail.com
Cc: cliftonclerkva@gmail.com, "Barton, Marilyn" <mbarton@comres.org>

Hello everyone,

Attached are the **Financial Reports for the period ended October 31, 2017**. The Financial Reports include:

- The Summary of **Cash Balances Report as of October 31, 2017**, reflects total funds of **\$1,176,595.26**.
- **Profit & Loss Summary by Fund** for period ended 10/31/2017. **Highlights of October** transactions are noted on this summary report. The main items for the month include:
 - **Committee Fundraising** reflects receipt of **\$1,000 Clifton Film Festival Sponsorship & \$75** received for **Park Rental**.
- The **2017 Haunted Trail Event** has generated **five sponsorships totaling \$3,250**. The remainder of the proceeds reflect **deposits into the Clifton Events account totaling \$25,597.53**. An **advance of \$5,000** was distributed to cover costs incurred. (See the **Haunted Trail Event Report** included.)
- **Taxes & Permits** highlights include **BPOL tax** revenues of **\$200 received in October for FY18 new businesses (2)**. In Oct. the Town received **\$4,280.36 in new Motor Vehicle Fees from Fairfax County**. **\$2,712.04** was received in Oct. from **Fairfax County for August 2017 Local Sales Taxes**, reflecting the **usual two-month delay** in Sales tax revenues.
- **Contractual Expense**: A supplemental **Contractual Expense Detail Report** has been included to provide the break out of this large expense category. The **highlight for October is the advance of \$1,000 toward the cost of the Clifton Film Festival**. **Community Hall electricity expenses dropped from \$527.62 in Sept. to \$291.15**, reflecting services billed through 9/13/17. See the C. H. P&L Report for supplemental details. The **Planning Commission** expended **\$135.60 for name plates**.
- **Supplemental Comparative Community Hall Report** – *attached for added detail comparison*.
- **CIF – CIF Special Project Streetscape Phase 2** - The Special Projects Committee has submitted a requisition to VDOT for reimbursement of the **second draw of \$563.50** for FY18.
- **Profit & Loss Detail Export** Report for period ended 10/31/2017. This report is a detailed export of the income and expenses from the accounting system. Notes and supplementary schedules are provided on the Profit & Loss Summary report and as additional tabs which highlight items of interest.

Other updates:

- The Town's **auditors conducted the on-site audit of the Town's FY17 accounting and related records on Oct 19-20 at the Community Hall.**

After your review, if you have any questions or concerns, please let me know. If there are additional supplemental schedules that you would like to see, just let me know.

Thank you.

IMPORTANT: Please let me know if you DO NOT wish to receive a paper copy of these documents provided to you at the meeting. Thanks so much!

Sincerely,

Marilyn

Marilyn Barton

Treasurer

Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

Cell: [703-678-8607](tel:703-678-8607)



2017 10 31 Financial Statements.xlsx
112K

11/05/17

Town of Clifton
Cash Balance Report
 As of October 31, 2017

ASSETS	<u>October 31, 2017</u>	<u>Bank Rates Effective July 31, 2017</u>		
		<u>CD Term</u>	<u>Maturity Date</u>	<u>APR %</u>
Current Assets				
Checking/Savings				
John Marshall Bank CDs	608,011.04	18 months	3/19/2018	1.19%
C.D. - John Marshall Bank CD 1	100,293.91	1 yr	7/31/2018	1.17% <i>Up from .85% at United Bank</i>
C.D. - John Marshall Bank CD 2	100,293.91	1 yr	7/31/2018	1.17% <i>Up from .85% at United Bank</i>
C.D. - John Marshall Bank CD 3	100,293.91	1 yr	7/31/2018	1.17% <i>Up from .85% at United Bank</i>
United Bank - Events Acct	25,697.53			
Checking- United Bank	31,391.54	Min Bal \$2,500	"Chairman's Club"	0.10%
Investments-LGIP	929.04			
Money Market Savings- United Bank	205,263.01		July 2017	
Security Deposit - United Bank	4,421.37		negotiated rate	20.00% <i>Down from .45% at Cardinal</i>
Total Checking/Savings	<u>1,176,595.26</u>			

NOTE: \$20,000 was transferred from the Money Market to the Operating Account for availability for payment of the parking lot during Treasurer's leave.

Town of Clifton
Profit & Loss Budget Performance
October 2017

	<u>Oct 17</u>	<u>Budget</u>	<u>Jul - Oct 17</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
State Funding	0.00	0.00	10,000.00	10,000.00	10,000.00
Clifton Public Parking Rental	0.00	0.00	0.00	0.00	450.00
1 Committees Fundraising	1,075.00	166.67	1,360.00	12,866.64	18,200.00
2 Community Hall Revenues	706.88	500.00	2,491.88	2,000.00	6,000.00
3 Haunted Trail Event	28,847.53	30,000.00	28,847.53	30,000.00	30,000.00
Interest Income	959.93	1,166.67	3,512.76	4,666.64	14,000.00
Other Income	0.00	0.00	0.00	26,364.00	26,364.00
Pink House Rental	2,800.00	3,400.00	12,400.00	13,600.00	40,800.00
4 Tax and Permits Revenue	8,063.39	3,958.33	24,343.91	24,533.36	102,200.00
Total Income	42,452.73	39,191.67	82,956.08	124,030.64	248,014.00
Gross Profit	42,452.73	39,191.67	82,956.08	124,030.64	248,014.00
Expense					
Citizens' Recognition Expense	0.00	62.50	0.00	250.00	750.00
Commodities	351.21	435.84	699.18	2,243.28	5,730.00
5 Contractual	1,984.94	7,066.69	32,000.47	97,466.48	158,750.00
6 Haunted Trail Expenses	5,000.00	15,000.00	5,000.00	15,000.00	15,000.00
OTHER - TC approval req'd +\$500	0.00	625.00	0.00	2,500.00	7,500.00
Payroll Expenses	4,508.16	5,023.67	15,508.14	20,094.64	60,284.00
Total Expense	11,844.31	28,213.70	53,207.79	137,554.40	248,014.00
Net Income	30,608.42	10,977.97	29,748.29	(13,523.76)	0.00
CIF FUNDS:					
CIF Income					
CIF - Capital Improvements Fund	0.00	60,625.00	0.00	242,500.00	727,500.00
CIF Expenses					
7 CIF Expenses	563.50	0.00	5,713.77	1,110,500.00	1,110,500.00
Net Income - CIF Funds	(563.50)	60,625.00	(5,713.77)	(868,000.00)	(383,000.00)
Consolidated Net Income	30,044.92	71,602.97	24,034.52	(881,523.76)	(383,000.00)

NOTES:

- 1 **Committee Fundraising** reflects receipt of \$1,000 Clifton Film Festival Sponsorship & \$75 received for Park Rental.
- 2 **Community Hall Revenues** reflect receipts turned in October for Sept. rentals. (See the C.H. Report included.)
The 2017 Haunted Trail Event has generated five sponsorships totaling \$3,250. The remainder of the proceeds reflect deposits into the Clifton Events account totalling \$25,597.53. (See the Haunted Trail Event Report included.)
- 3 **Taxes & Permits** highlights include BPOL tax revenues of \$200 received in October for FY18 new businesses (2). In Oct. the Town received \$4,280.36 in new Motor Vehicle Fees from Fairfax County. \$2,712.04 was received in Oct. from Fairfax County for August 2017 Local Sales Taxes, reflecting the usual 2 month delay in Sales tax revenues.
- 4 **Contractual Expense:** A supplemental Contractual Expense Detail Report has been included to provide the break out of this large expense category. The highlight for October is the receipt of \$1,000 sponsorship for the Clifton Film Festival. Community Hall electricity expenses dropped from \$527.62 in Sept. to \$291.15, reflecting services billed through 9/13/17. See the C. H. P&L Report for supplemental details. The Planning Commission expended \$135.60 for name plates.
- 5 **Haunted Trail Expense** reflects \$5,000 advanced for the Haunted Trail Event.
- 6 **CIF Special Project Streetscape Phase 2** - The Special Projects Committee has submitted a requisition to VDOT for reimbursement of the second draw of \$563.50 for FY18.

Town of Clifton
Haunted Trail Event Report
July through October 2017

Type	Date	Num	Name	Memo	Class	Amount	Balance
Haunted Trail Event							
Deposit	10/02/2017		Square Inc.	Haunted Trail income	Haunted Trail	216.97	216.97
Deposit	10/02/2017		Square Inc.	Haunted Trail income	Haunted Trail	515.56	732.53
Deposit	10/03/2017		Square Inc.	Haunted Trail income	Haunted Trail	120.47	853.00
Deposit	10/04/2017		Square Inc.	Haunted Trail income	Haunted Trail	86.97	939.97
Deposit	10/05/2017		Square Inc.	Haunted Trail income	Haunted Trail	163.59	1,103.56
Deposit	10/06/2017		Square Inc.	Haunted Trail income	Haunted Trail	145.34	1,248.90
Sales Receipt	10/09/2017	00-4285	Environmental Consultants/Contractors	Halloween Haunted Trail - Sponsorship	Haunted Trail	500.00	1,748.90
Deposit	10/10/2017		Square Inc.	Haunted Trail income	Haunted Trail	164.21	1,913.11
Deposit	10/10/2017		Square Inc.	Haunted Trail income	Haunted Trail	168.76	2,081.87
Deposit	10/10/2017		Square Inc.	Haunted Trail income	Haunted Trail	318.06	2,399.93
Deposit	10/11/2017		Square Inc.	Haunted Trail income	Haunted Trail	155.38	2,555.31
Deposit	10/12/2017		Square Inc.	Haunted Trail income	Haunted Trail	82.10	2,637.41
Sales Receipt	10/13/2017	00-4287	William & Pheobe Peterson	Halloween Haunted Trail - Zombie Sponsor	Haunted Trail	1,500.00	4,137.41
Sales Receipt	10/13/2017	00-4288	Hermendorfer, Carol S.	Halloween Haunted Trail - Mummy Sponsorship	Haunted Trail	500.00	4,637.41
Deposit	10/13/2017		Square Inc.	Haunted Trail income	Haunted Trail	140.18	4,777.59
Deposit	10/16/2017		Square Inc.	Haunted Trail income	Haunted Trail	19.16	4,796.75
Deposit	10/16/2017		Square Inc.	Haunted Trail income	Haunted Trail	343.31	5,140.06
Deposit	10/17/2017		Square Inc.	Haunted Trail income	Haunted Trail	294.05	5,434.11
Deposit	10/18/2017		Square Inc.	Haunted Trail income	Haunted Trail	217.72	5,651.83
Deposit	10/19/2017		Square Inc.	Haunted Trail income	Haunted Trail	401.99	6,053.82
Deposit	10/20/2017		Square Inc.	Haunted Trail income	Haunted Trail	299.21	6,353.03
Deposit	10/23/2017		Square Inc.	Haunted Trail income	Haunted Trail	420.24	6,773.27
Deposit	10/23/2017		Square Inc.	Haunted Trail income	Haunted Trail	671.10	7,444.37
Deposit	10/24/2017		Square Inc.	Haunted Trail income	Haunted Trail	786.94	8,231.31
Deposit	10/25/2017		Square Inc.	Haunted Trail income	Haunted Trail	1,050.26	9,281.57
Deposit	10/26/2017		Square Inc.	Haunted Trail income	Haunted Trail	2,146.53	11,428.10
Deposit	10/27/2017		Square Inc.	Haunted Trail income	Haunted Trail	4,398.78	15,826.88
Deposit	10/30/2017		Square Inc.	Haunted Trail income	Haunted Trail	1,354.66	17,181.54
Deposit	10/30/2017		Square Inc.	Haunted Trail income	Haunted Trail	10,915.99	28,097.53
Sales Receipt	10/31/2017	00-4292	Professional Tutoring, LLC	Halloween Haunted Trail - Sponsorship	Haunted Trail	250.00	28,347.53
Sales Receipt	10/31/2017	00-4296	Clifton Cafe'	Halloween Haunted Trail - Mummy Sponsorship	Haunted Trail	500.00	28,847.53
Total Haunted Trail Event						28,847.53	28,847.53
Haunted Trail Expenses							
Check	10/16/2017	7415	Steve Bittner	ADVANCE - 2017 Haunted Trail Event Expenses	Haunted Trail	(5,000.00)	(5,000.00)
Total Haunted Trail Expenses						(5,000.00)	(5,000.00)
TOTAL						23,847.53	23,847.53

Town of Clifton
Comparative Community Hall Report
 July through October 2017

	<u>Jul - Oct 17</u>	<u>Jul - Oct 16</u>
Income		
Community Hall Revenues		
Community Hall Rentals	2,491.88	2,260.00
Total Community Hall Revenues	<u>2,491.88</u>	<u>2,260.00</u>
Total Income	<u>2,491.88</u>	<u>2,260.00</u>
Gross Profit	<u>2,491.88</u>	<u>2,260.00</u>
Expense		
Contractual		
Community Hall Expenses		
C.H.-Cleaning	300.00	450.00
C.H.-Equipment & Supplies	0.00	850.00
C.H.-Management Fee	772.97	482.50
C.H. - Electric	1,234.55	1,344.77
Total Community Hall Expenses	<u>2,307.52</u>	<u>3,127.27</u>
Total Contractual	<u>2,307.52</u>	<u>3,127.27</u>
Total Expense	<u>2,307.52</u>	<u>3,127.27</u>
Net Income	<u><u>184.36</u></u>	<u><u>(867.27)</u></u>

Town of Clifton
Transaction Detail By Account
October 2017

	Type	Date	Num	Name	Memo	Class	Amount	Balance
Contractual								
Community Hall Expenses								
C.H.-Management Fee								
	Check	10/09/2017	7409	Darrell Poe	C.H. Management fee: Sept 2017 receipts of \$706.88 @ 25% = \$176.72	Community Hall	176.72	176.72
	Check	10/09/2017	7410	Darrell Poe	C.H. management fee: Sept 2017 receipts of \$706.88 @ 25% = \$176.72	Community Hall	150.00	326.72
Total C.H.-Management Fee							326.72	326.72
C.H. - Electric								
	Bill	10/31/2017		NOVEC * - 1475045-002	8/13/17 - 9/13/17 CH Electric	Community Hall	291.15	291.15
Total C.H. - Electric							291.15	291.15
Total Community Hall Expenses							617.87	617.87
Town Government								
Planning Commission								
General Admin Costs								
	Check	10/09/2017	7412	J. Heilmann	Reimb. for Planning Commission Name plates	Planning Comm	135.60	135.60
Total General Admin Costs							135.60	135.60
Total Planning Commission							135.60	135.60
Town Committees Expense								
Communication Committee								
Web Server Maint & Domain Subsc								
	Check	10/09/2017	7411	VISA	Acct # 4638-1900-1000-3821 - Hostgator	Committees:Communication	23.90	23.90
Total Web Server Maint & Domain Subsc							23.90	23.90
Total Communication Committee							23.90	23.90
Council for the Arts Committee								
Clifton Film Festival Exp								
	Check	10/21/2017	7420	Darrell Poe	Advance for Clifton Film Festival @ \$1,000	Committees:Council for the A	1,000.00	1,000.00
Total Clifton Film Festival Exp							1,000.00	1,000.00
Total Council for the Arts Committee							1,000.00	1,000.00
Town Parks Committee Exp								
Parks Mgt Fee								
	Check	10/09/2017	7408	D. Netschert	Parks manager - Park Rental by Dwight Foley - \$75 @ 25%	Committees:Parks Committee	18.75	18.75
Total Parks Mgt Fee							18.75	18.75
Total Town Parks Committee Exp							18.75	18.75
Total Town Committees Expense							1,042.65	1,042.65
Total Town Government							1,178.25	1,178.25
Town Services								
Trash Collection								
	Check	10/16/2017	7417	American Disposal Services Cor	Invoice 0006848505 for Oct 2017 Services		109.65	109.65

Town of Clifton
Transaction Detail By Account
October 2017

	Type	Date	Num	Name	Memo	Class	Amount	Balance
Total Trash Collection							109.65	109.65
Utilities								
Gas and Electric								
	Bill	10/31/2017		NoVEC - 1475045-000	7/31/17 - 8/31/17 Main & Chapel		25.50	25.50
	Bill	10/31/2017		NoVEC -1475045-001	8/10/17 - 9/11/17 -7145 Main St		25.82	51.32
	Bill	10/31/2017		NoVEC - 1475045-003	9/13/17 - 10/12/17 Chapel Road		12.85	64.17
	Bill	10/31/2017		NoVEC - 883514-001	8/31/17 - 9/29/17 Gazebo		15.00	79.17
Total Gas and Electric							<u>79.17</u>	<u>79.17</u>
Total Utilities							<u>79.17</u>	<u>79.17</u>
Total Town Services							<u>188.82</u>	<u>188.82</u>
Total Contractual							<u>1,984.94</u>	<u>1,984.94</u>
TOTAL							<u>1,984.94</u>	<u>1,984.94</u>

Town of Clifton
Profit & Loss Budget Performance
October 2017

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Oct 17		Budget		Jul - Oct 17		YTD Budget		Annual Budget
3			Income														
4			State Funding														
5			Fire Program Funds						0.00		0.00		10,000.00		10,000.00		10,000.00
6			Total State Funding						0.00		0.00		10,000.00		10,000.00		10,000.00
7			CIF - Capital Improvements Fund														
8			Grants														
9			Federal														
10			ISTEA-Clifton Streetscape						0.00		12,125.00		0.00		48,500.00		145,500.00
11			Total Federal						0.00		12,125.00		0.00		48,500.00		145,500.00
12			VDOT- MAP21 Streetscape Phase 2						0.00		48,500.00		0.00		194,000.00		582,000.00
13			Total Grants						0.00		60,625.00		0.00		242,500.00		727,500.00
14			Total CIF - Capital Improvements Fund						0.00		60,625.00		0.00		242,500.00		727,500.00
15			Clifton Public Parking Rental						0.00		0.00		0.00		0.00		450.00
16			Committees Fundraising														
17			Homes Tour Income						0.00		0.00		0.00		0.00		4,000.00
18			Clifton Business Coalition														
19			Celebrate Clifton Gala						0.00		0.00		0.00		10,000.00		10,000.00
20			Total Clifton Business Coalition						0.00		0.00		0.00		10,000.00		10,000.00
21			Council of the Arts														
22			Clifton Film Festival						1,000.00		0.00		1,000.00		2,000.00		2,000.00
23			Annual Summer Play Event						0.00		0.00		0.00		0.00		0.00
24			Calendar Sales						0.00				0.00				0.00
25			Community Arts Programs-CGT inc						0.00		125.00		135.00		500.00		1,500.00
26			Total Council of the Arts						1,000.00		125.00		1,135.00		2,500.00		3,500.00
27			Environmental Committee														
28			Environmental Event						0.00		41.67		0.00		166.64		500.00
29			Total Environmental Committee						0.00		41.67		0.00		166.64		500.00
30			Parks Committee														
31			Park Rental						75.00		0.00		225.00		200.00		200.00
32			Total Parks Committee						75.00		0.00		225.00		200.00		200.00
33			Total Committees Fundraising						1,075.00		166.67		1,360.00		12,866.64		18,200.00
34			Community Hall Revenues														
35			Community Hall Rentals						706.88		500.00		2,491.88		2,000.00		6,000.00
36			Total Community Hall Revenues						706.88		500.00		2,491.88		2,000.00		6,000.00
37			Haunted Trail Event						28,847.53		30,000.00		28,847.53		30,000.00		30,000.00
38			Interest Income						959.93		1,166.67		3,512.76		4,666.64		14,000.00
39			Other Income														
40			Carry Frwd - Prior Year Surplus						0.00		0.00		0.00		26,314.00		26,314.00
41			Other Income - Other						0.00		0.00		0.00		50.00		50.00
42			Total Other Income						0.00		0.00		0.00		26,364.00		26,364.00
43			Pink House Rental						2,800.00		3,400.00		12,400.00		13,600.00		40,800.00
44			Tax and Permits Revenue														
45			ARB Permits						10.00		16.67		10.00		66.64		200.00
46			BPOL tax						200.00		0.00		8,557.92		0.00		46,000.00
47			Cigarette Tax						213.60		183.33		855.46		733.36		2,200.00
48			Communications Sales Tax -Va						452.84		458.33		1,798.73		1,833.36		5,500.00
49			Franchise Fees - Cox & Verizon						0.00		316.67		691.72		1,266.64		3,800.00
50			Motor Vehicle Tags						4,280.36		0.00		4,836.61		7,000.00		7,000.00
51			Railroad Tax						0.00		0.00		1,619.59		1,700.00		1,700.00
52			Sales Tax						2,712.04		2,833.33		5,311.26		11,333.36		34,000.00
53			Use Permits						75.00		58.33		300.00		233.36		700.00
54			Utility Consumption Tax						119.55		91.67		362.62		366.64		1,100.00
55			Total Tax and Permits Revenue						8,063.39		3,958.33		24,343.91		24,533.36		102,200.00

Town of Clifton
Profit & Loss Budget Performance
October 2017

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Oct 17		Budget		Jul - Oct 17		YTD Budget		Annual Budget
56			Total Income						42,452.73		99,816.67		82,956.08		366,530.64		975,514.00
57			Gross Profit						42,452.73		99,816.67		82,956.08		366,530.64		975,514.00
58			Expense														
59			Citizens' Recognition Expense						0.00		62.50		0.00		250.00		750.00
60			CIF Expenses														
61					Hist Property Acquisition & Imp				0.00		0.00		0.00		50,000.00		50,000.00
62					Engineering /Design - Sidewalks				0.00		0.00		0.00		3,000.00		3,000.00
63					Caboose Renovation				0.00		0.00		0.00		15,000.00		15,000.00
64					CIF-Town Parks Committee												
65					CIF-Playground Impr.				0.00		0.00		0.00		10,000.00		10,000.00
66					Total CIF-Town Parks Committee				0.00		0.00		0.00		10,000.00		10,000.00
67					CIF - Land Purchase				0.00		0.00		0.00		200,000.00		200,000.00
68					Clifton Creek Park - Trails				0.00		0.00		0.00		20,000.00		20,000.00
69					RR Siding Parking Facility				0.00		0.00		0.00		35,000.00		35,000.00
70					Special Projects Committee												
71					Dev. of Streetscape Phase 2				563.50				5,713.77				
72					VDOT EN- Main St Improvements				0.00		0.00		0.00		727,500.00		727,500.00
73					Total Special Projects Committee				563.50		0.00		5,713.77		727,500.00		727,500.00
74					Storage Facility				0.00		0.00		0.00		50,000.00		50,000.00
75					Total CIF Expenses				563.50		0.00		5,713.77		1,110,500.00		1,110,500.00
76					Commodities												
77					Office Equipment				0.00		0.00		0.00		500.00		500.00
78					Calendars/Posters Expense				0.00		0.00		0.00		0.00		0.00
79					Computer Supplies				0.00		106.67		0.00		426.64		1,280.00
80					Copies				19.04		16.67		19.04		66.64		200.00
81					License Plates				39.75		0.00		39.75		0.00		0.00
82					Miscellaneous				0.00		208.33		135.60		833.36		2,500.00
83					Miscellaneous - Commodities				0.00		0.00		0.00		0.00		0.00
84					Office Supplies				174.59		62.50		174.59		250.00		750.00
85					Postage and Delivery				117.83		41.67		330.20		166.64		500.00
86					Total Commodities				351.21		435.84		699.18		2,243.28		5,730.00
87					Contractual												
88					Fire Program				0.00		0.00		10,000.00		10,000.00		10,000.00
89					Caboose Expenses												
90					Caboose Equipment				0.00		41.67		0.00		166.64		500.00
91					Caboose Maintenance				0.00		125.00		0.00		500.00		1,500.00
92					Total Caboose Expenses				0.00		166.67		0.00		666.64		2,000.00
93					Community Hall Expenses												
94					C.H.-Cleaning				0.00		166.67		300.00		666.64		2,000.00
95					C.H.-Equipment & Supplies				0.00		62.50		0.00		250.00		750.00
96					C.H.-General Maintenance				0.00		166.67		0.00		666.64		2,000.00
97					C.H.-Management Fee				326.72		125.00		772.97		500.00		1,500.00
98					C.H. - Electric				291.15		666.67		1,234.55		2,666.64		8,000.00
99					C.H. Interior Improvements				0.00		416.67		0.00		1,666.64		5,000.00
100					Total Community Hall Expenses				617.87		1,604.18		2,307.52		6,416.56		19,250.00
101					Dues and Subscriptions												
102					Conference Attendance				0.00		0.00		0.00		500.00		500.00
103					Va. Municipal League				0.00		0.00		396.00		600.00		600.00
104					Dues and Subscriptions - Other				0.00		0.00		0.00		100.00		100.00
105					Total Dues and Subscriptions				0.00		0.00		396.00		1,200.00		1,200.00
106					Insurance				0.00		0.00		6,820.00		6,600.00		6,600.00
107					Legal Advertising				0.00		166.67		0.00		666.64		2,000.00
108					Mayoral Reimbursement				0.00		41.67		0.00		166.64		500.00

Town of Clifton
Profit & Loss Budget Performance
October 2017

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Oct 17		Budget		Jul - Oct 17		YTD Budget		Annual Budget
109								Miscellaneous	0.00		208.33		0.00		833.36		2,500.00
110								Professional Fees									
111								Accounting	0.00		0.00		0.00		7,500.00		7,500.00
112								Legal Fees	0.00		1,666.67		0.00		6,666.64		20,000.00
113								Total Professional Fees	0.00		1,666.67		0.00		14,166.64		27,500.00
114								Rent									
115								Ayre Square Rental	0.00		0.00		613.43		1,400.00		1,400.00
116								Railroad Siding Rental	0.00		0.00		100.00		1,700.00		1,700.00
117								Total Rent	0.00		0.00		713.43		3,100.00		3,100.00
118								Town Assoc of Northern Va Event	0.00		0.00		0.00		600.00		600.00
119								Town Facilities									
120								Ayre Square Maintenance	0.00		41.67		0.00		166.64		500.00
121								Pink House Expenses									
122								Pink House Maintenance	0.00		1,250.00		45.61		5,000.00		15,000.00
123								Pink House Repairs	0.00		0.00		0.00		0.00		0.00
124								Total Pink House Expenses	0.00		1,250.00		45.61		5,000.00		15,000.00
125								Town Handyman - 1099 vendor	0.00		333.33		0.00		1,333.36		4,000.00
126								Total Town Facilities	0.00		1,625.00		45.61		6,500.00		19,500.00
127								Town Government									
128								Architectural Review Board	0.00		25.00		0.00		100.00		300.00
129								Beautification Comm.									
130								Banner Replacement	0.00		0.00		0.00		3,000.00		3,000.00
131								Christmas Tree Lighting Event	0.00		0.00		0.00		0.00		1,000.00
132								Flower Receptacles	0.00		0.00		0.00		800.00		800.00
133								Railroad Siding Boxes-plantings	0.00		0.00		0.00		1,000.00		1,000.00
134								Total Beautification Comm.	0.00		0.00		0.00		4,800.00		5,800.00
135								Planning Commission									
136								Consulting-Capital/Town & Zng	0.00		250.00		0.00		1,000.00		3,000.00
137								General Admin Costs	135.60		50.00		135.60		200.00		600.00
138								General Consulting	0.00		250.00		1,500.00		1,000.00		3,000.00
139								PC Hearings, Ads and copies	0.00		100.00		0.00		400.00		1,200.00
140								Total Planning Commission	135.60		650.00		1,635.60		2,600.00		7,800.00
141								Town Committees Expense									
142								Clifton Business Coalition Exp									
143								Commercial Directional Signs	0.00		0.00		0.00		1,500.00		1,500.00
144								Celebrate Clifton Gala	0.00		0.00		0.00		1,000.00		1,000.00
145								Welcome Ctr- Walking Tour Pampl	0.00		0.00		0.00		500.00		500.00
146								Winter Holidays	0.00		0.00		0.00		0.00		0.00
147								Total Clifton Business Coalition Exp	0.00		0.00		0.00		3,000.00		3,000.00
148								Communication Committee									
149								Town email system	0.00		0.00		0.00		800.00		800.00
150								Web Server Maint & Domain Subsc	23.90		0.00		23.90		600.00		600.00
151								Web site updating & config	0.00		0.00		715.00		2,500.00		2,500.00
152								Total Communication Committee	23.90		0.00		738.90		3,900.00		3,900.00
153								Council for the Arts Committee									
154								Clifton Film Festival Exp	1,000.00		0.00		1,105.83		3,000.00		3,000.00
155								Audio/Video Equipment Expenses	0.00		0.00		0.00		2,150.00		2,150.00
156								Calendar Expense	0.00		0.00		0.00		0.00		0.00
157								Community Arts Events-CGT exp	0.00		125.00		0.00		500.00		1,500.00
158								Annual Summer Play Event	0.00		0.00		0.00		0.00		0.00
159								Total Council for the Arts Committee	1,000.00		125.00		1,105.83		5,650.00		6,650.00
160								Environmental Comm									
161								Environmental Event Expense	0.00		0.00		125.00		250.00		250.00

Town of Clifton
Profit & Loss Budget Performance
October 2017

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Oct 17		Budget		Jul - Oct 17		YTD Budget		Annual Budget
162								Environmental Comm - Other	0.00		0.00		0.00		250.00		250.00
163								Total Environmental Comm	0.00		0.00		125.00		500.00		500.00
164								Historic Preservation Comm Exp									
165								Historic Town Documents exp	0.00		0.00		0.00		250.00		250.00
166								Civil War Walking Tour Pamphlet	0.00		0.00		0.00		500.00		500.00
167								Historic Events	0.00		0.00		0.00		1,000.00		1,000.00
168								Town Museum	0.00		0.00		0.00		1,000.00		1,000.00
169								Total Historic Preservation Comm Exp	0.00		0.00		0.00		2,750.00		2,750.00
170								Homes Tour Committee	0.00		0.00		0.00		0.00		2,500.00
171								Sunshine Committe									
172								Easter Egg Hunt Expense	0.00		0.00		0.00		0.00		250.00
173								Welcome Baskets & Sympathy	0.00		41.67		0.00		166.64		500.00
174								Total Sunshine Committe	0.00		41.67		0.00		166.64		750.00
175								Town Parks Committee Exp									
176								Gazebo Garden Refurbishment	0.00		0.00		0.00		0.00		0.00
177								Landscape/Ground Maint expense	0.00		354.17		1,946.00		1,416.64		4,250.00
178								Fall Zone Mulching	0.00		0.00		2,450.00		2,500.00		2,500.00
179								Parks Mgt Fee	18.75		0.00		56.25		50.00		50.00
180								Playground Equip. Maintenance	0.00		0.00		688.46		1,000.00		1,000.00
181								Tree Trimming & Replacement	0.00		0.00		0.00		5,000.00		5,000.00
182								Total Town Parks Committee Exp	18.75		354.17		5,140.71		9,966.64		12,800.00
183								Traffic, Parking & Safety Comm	0.00		0.00		0.00		500.00		500.00
184								Total Town Committees Expense	1,042.65		520.84		7,110.44		26,433.28		33,350.00
185								Total Town Government	1,178.25		1,195.84		8,746.04		33,933.28		47,250.00
186								Town Services									
187								Recepticle Trash Maintenance	0.00		0.00		0.00		0.00		0.00
188								Elections	0.00				0.00				1,000.00
189								Grass Mowing	0.00		0.00		1,950.00		6,050.00		6,050.00
190								Town Park Lawn Maintenance	0.00		0.00		0.00		5,000.00		5,000.00
191								Trash Collection	109.65		308.33		828.60		1,233.36		3,700.00
192								Utilities									
193								Gas and Electric	79.17		83.33		193.27		333.36		1,000.00
194								Total Utilities	79.17		83.33		193.27		333.36		1,000.00
195								Total Town Services	188.82		391.66		2,971.87		12,616.72		16,750.00
196								Total Contractual	1,984.94		7,066.69		32,000.47		97,466.48		158,750.00
197								Haunted Trail Expenses	5,000.00		15,000.00		5,000.00		15,000.00		15,000.00
198								OTHER - TC approval req'd +\$500	0.00		625.00		0.00		2,500.00		7,500.00
199								Payroll Expenses									
200								Gross Wages									
201								Assistant Project Manager	333.34		333.33		1,333.36		1,333.36		4,000.00
202								Community Hall Manager	0.00		0.00		0.00		0.00		0.00
203								Town Clerk (Administrative)	1,166.66		1,166.67		4,666.64		4,666.64		14,000.00
204								Town Manager	0.00		833.33		0.00		3,333.36		10,000.00
205								Town Treasurer	1,666.66		1,666.67		6,666.64		6,666.64		20,000.00
206								Zoning Clerk	500.00		500.00		2,000.00		2,000.00		6,000.00
207								Employee Incentives	0.00		166.67		0.00		666.64		2,000.00
208								Total Gross Wages	3,666.66		4,666.67		14,666.64		18,666.64		56,000.00
209								Payroll Taxes									
210								FICA	682.02				682.02				
211								Medicare	159.48				159.48				
212								Payroll Taxes - Other	0.00		357.00		0.00		1,428.00		4,284.00
213								Total Payroll Taxes	841.50		357.00		841.50		1,428.00		4,284.00
214								Total Payroll Expenses	4,508.16		5,023.67		15,508.14		20,094.64		60,284.00

Town of Clifton
Profit & Loss Budget Performance
October 2017

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Oct 17		Budget		Jul - Oct 17		YTD Budget		Annual Budget
215			Total Expense						12,407.81		28,213.70		58,921.56		1,248,054.40		1,358,514.00
216	Net Income								30,044.92		71,602.97		24,034.52		(881,523.76)		(383,000.00)

BUILDING CODE SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____ 2017, by and between the BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA (hereinafter “County”), and the TOWN OF CLIFTON, VIRGINIA (hereinafter “Town”).

W I T N E S S E T H :

WHEREAS, the County has been granted by the Commonwealth the authority to adopt and enforce such measures as it may deem expedient to secure and promote the health, safety, and general welfare of this inhabitants under Va. Code Ann. §15.2-1200 (2012); and

WHEREAS, the County has adopted and enforces such measures in accordance with the authority granted it under VA. Code Ann §15.2-1200; and

WHEREAS, the Virginia Uniform Statewide Building Code (“USBC”), Parts I and II, as amended, charges the County and the Department of Land Development Services, or any such other department of the County as the County may designate, (“LDS”) with the administration and enforcement of the USBC; and

WHEREAS, the Town, by resolutions adopted January 5, 1977, January 7, 1997, and February 6, 2007, authorized the County to administer and enforce the USBC within the Town; and

WHEREAS, the Town desires to continue utilizing the services of LDS and to designate the Fairfax County Building Official as the Clifton Building Official for the purpose of

administering and enforcing the USBC as provided for in Va. Code Ann. §36-105 (A) (Supp. 2014); and

WHEREAS, the County is agreeable to providing such services on the basis of the terms and conditions hereinafter set forth.

NOW, THEREFORE, the County and the Town hereby agree as follows:

1. The County agrees to provide building code services under the USBC, as amended, and The Code of the County of Fairfax, Virginia (hereinafter “the Code”), Chapters 61, 64, 65, and 66, within the Town for all building, fire protection, plumbing, mechanical, and electrical work.
2. The County, through the Building Official and his/her designated agents, assistants, and employees, shall administer and enforce in the Town the USBC and the related provisions of the Code.
3. LDS will provide the town with permit application forms. All applications shall be processed and reviewed initially by the Town prior to submission to LDS. A certificate of appropriateness and/or a use permit (hereinafter “certificate/use permit”) issued by the Town verifying that submitted plans comply with the Town’s duly adopted zoning ordinance, including the historic overlay district provisions, and a written verification of such zoning and siting review and approval signed by the Mayor of the Town or an agent designated by the Town Council must be included in any building permit application. Additionally, any plans submitted as part of a building permit application must be affixed with the Town stamp. In those cases where no certificate/use permit is required to be issued by the Town, the Town shall duly review the application, and verify in writing signed by the Mayor of the Town or an agent designated by the Town Council that no certificate/use permit is required for such permit application.

4. All permit applicants must pay the permit and inspection fees as set forth in the Code, paid to the Director of Finance of Fairfax County. The Town may separately charge a permit fee. Any required bond by the County shall be imposed by the County upon the applicant.

5. The application forms, as processed by the Town, shall be forwarded by the applicant, together with the stamped plans required by LDS and certificate/use permit, to LDS. LDS will not process any application for approval of any building, plumbing, mechanical, or electrical work in the Town unless the required plans are stamped by the Town and if applicable, the required certificate/use permit from the Town are provided. LDS will not extend any County-approved permit unless the Town agrees and if applicable, has approved an extension of the Town's certificate/use permit.

6. Upon payment of all fees, and upon receipt of the stamped plans and certificate/use permit from the Town indicating that the submitted plans comply with the duly adopted Town zoning ordinances, the County shall process said applications and plans, and after approving same, will issue the necessary building permits. Any permit obtained from LDS either without, or in violation, of the Town's certificate/use permit shall be void ab initio.

7. The Town must require each applicant to provide any information as LDS may require to evaluate the permit application.

8. The appropriate officials of the Town and the County agree to furnish to each other any supplemental information that is necessary to comply with the intent of this Agreement.

9. The Mayor of the Town or an agent designated by the Town Council must notify the County of any violations of any certificate/use permit. Construction in violation of a County

permit and/or the Town's certificate/use permit is a basis for enforcement, which may include, without limitation, issuance of stop work orders and permit revocation. Violations of the USBC and related provisions may be prosecuted at the discretion of the Fairfax County Building Official as provided in Va. Code Ann. § 36-105(A).

10. It is mutually agreed that the term of this Agreement shall be a period of twenty (20) years. This Agreement may be terminated, however, by either party upon ninety (90) days written notice to the other.

IN WITNESS WHEREOF, the parties have executed this Agreement in Fairfax County, Virginia, the above day and year.

THE TOWN OF CLIFTON, VIRGINIA

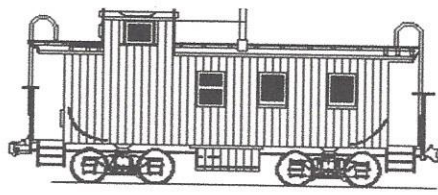
By _____
MAYOR, TOWN OF CLIFTON, VIRGINIA

BOARD OF SUPERVISORS OF
FAIRFAX COUNTY, VIRGINIA

By _____
Ed Long Jr.
COUNTY EXECUTIVE
OF FAIRFAX COUNTY, VIRGINIA

APPROVED AS TO FROM:
ELIZABETH D. TEARE
COUNTY ATTORNEY

By: _____
Assistant County Attorney



TOWN OF CLIFTON, VIRGINIA

A RESOLUTION: ADOPTING THE BUILDING CODE SERVICES AGREEMENT BETWEEN THE BOARD OF SUPERVISORS OF FAIRFAX COUNTY ("THE COUNTY") AND THE TOWN OF CLIFTON, VIRGINIA ("THE TOWN").

WHEREAS, the County has been granted by the Commonwealth the authority to adopt and enforce such measures as it may deem expedient to secure and promote the health, safety, and general welfare of this inhabitants under Va. Code Ann. §15.2-1200 (2012); and

WHEREAS, the County has adopted and enforces such measures in accordance with the authority granted it under VA. Code Ann §15.2-1200; and

WHEREAS, the Virginia Uniform Statewide Building Code ("USBC"), Parts I and II, as amended, charges the County and the Department of Land Development Services, or any such other department of the County as the County may designate, ("LDS") with the administration and enforcement of the USBC; and


WHEREAS, the Town, by resolutions adopted January 5, 1977, January 7, 1997, and February 6, 2007, authorized the County to administer and enforce the USBC within the Town; and

WHEREAS, the Town desires to continue utilizing the services of LDS and to designate the Fairfax County Building Official as the Clifton Building Official for the purpose of administering and enforcing the USBC as provided for in Va. Code Ann. §36-105 (A) (Supp. 2014); and

WHEREAS, the County is agreeable to providing such services on the basis of the terms and conditions as set forth in the Agreement.


NOW THEREFORE, be it resolved, that the Town Council of Clifton hereby adopts the Building Code Services Agreement dated this _____ day of NOVEMBER 2017.

PASSED THIS 7TH DAY OF NOVEMBER 2017.



William R. Hollaway, Mayor

ATTEST:



Amanda L. Christman, Town Clerk

PLANNING COMMISSION REPORT October 24, 2017

Present: Kathy Kalinowski, Jennifer Heilmann, Mac Arnold, Michelle Stein, Terry Winkowski, Susan Yantis;

Absent: Pat Pline

1. The Planning Commission, pursuant to its authority to administer Section 10 of the Town Code, reviewed the lot consolidation application of applicants, Mona and Mark Harrington for their residentially owned lots 41A and 42 at 12752 Chapel Street. The Planning Commission found that the requirements of Sections 10-58 and 10-59 of the Town Code were met and pursuant to its authority to administer Chapter 10 of the Town Code, the Planning Commission approved the application and plat subject to its recordation in the Fairfax County land records.
2. The Planning Commission reviewed the application of Trattoria Villagio LLC located at 7145 Main Street in Clifton for an expansion of its kitchen space into space 1D comprising an additional 450 square feet. The applicant has represented that there is no change in any other aspect of its existing use permit, including, but not limited to, number of seats, employees, hours that will occur. Section 9-25 (a)5 requires a special use permit for restaurant uses, which special use permit was granted by the Town Council in October 2013 after public hearing. Given the minor change being requested by the applicant, the Planning Commission recommends that the Town Council approve the application and reconfirm in the use permit all existing conditions and requirements for all previous use permits remain in effect, without the necessity of a public hearing.
3. The Planning Commission reviewed the application of Laura Batts for a retail shop, Horse Hippie, to be located at 7144 Main Street and to be operated temporarily for two months at that location in the rooms previously occupied by All That Glitters. The Planning Commission was unable to finalize its review because it had not received page 2 of the application and had not received an updated parking plat. Since the applicant wished to start in November, the applicant indicated they would be present at the Town Council meeting to request approval at that time.