

**CLIFTON TOWN COUNCIL MEETING & PUBLIC HEARINGS
TUESDAY, MAY 7, 7:30 PM
COMMUNITY MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Present: Mayor Bill Hollaway; Vice Mayor Steve Effros; Councilmember Chase Hinderstein; Councilmember Regan McDonald; Councilmember Melissa Milne; Councilmember Darrell Poe.
Staff: Amanda Christman, Town Clerk.
Absent: Marilyn Barton, Town Treasurer

The Regular Meeting was called to order by Mayor Hollaway at 7:32 PM.

Order of Business:

1. Public Hearing on Proposed Budget for Fiscal Year Ending June 2020.

Jennifer Heilmann, 12704 Chapel Road: asked about appropriating funds for maintaining planters in and around Ayre Square and other public areas within the Town that have heretofore been maintained by volunteers. The Council affirmed that an amount was allocated for that item.

- **With no more public comments being offered, Mayor Hollaway moved to close the Public Hearing on the Proposed FY20 Budget, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

2. Public Hearing on Application for Special Use Permit for Clifton Café.

Steve Effros, Ford Lane: wanted to reiterate the final item on the Planning Commission's report, namely, that the business must provide adequate access to empty the dumpsters. He noted that it has been a real problem with overflowing dumpsters and suggested removing one or two parking spaces in order to stripe off a no-parking zone and to consider marking off the actual squares where vehicles can park. Other options could include adding a warning sign about towing, as this type of parking enforcement has been shown to be successful over time.

- **With no more public comments being offered, Mayor Hollaway moved to close the Public Hearing on the application for a Special Use Permit for Clifton Café, seconded by Vice Mayor Effros. The motion was approved by poll, 6-0.**

3. Report of the Town Clerk:

- a. Approval of the Minutes (previous regular meetings and any special meetings).
 - **Mayor Hollaway moved to approve the April 2019 Minutes as revised with two minor corrections, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

4. Report of the Treasurer.

The report was not submitted due to the Treasurer's absence.

- **Mayor Hollaway moved to table the Treasurer's Report, seconded by Vice Mayor Effros. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to approve payment of the invoice submitted by the Town Attorney for recent legal services rendered in the amount of \$5,235, seconded by Councilmember Poe. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

5. Citizen's Remarks.

Jennifer Heilmann: noticed that most of the lights have been removed from the tree in Ayre Square. But we have a trash problem – companies haven't been collecting in town. It has been two weeks since American Trash Disposal has picked up her property's trash. The Council replied that Town's collector has missed a pick-up and is switching to a new pick-up day, but that the problem is due to a regional labor shortage in the industry.

Betsy Ellison, Water Street: reported that she also has a problem with trash and it's unsightly. She warned that a rodent issue could arise if regular trash removal is not resumed in the near future.

Kathy Kalinowski, Ford Lane: wondered if Fairfax County could provide trash service. The Council replied that they did not think the County offers such service and then asked the Town Clerk to send a communication to the residents from the Council letting them know about the issue and to reach out to American Disposal Services to ask about collection and to find out if Marilyn Barton is the point of contact the account.

6. Unfinished Business.

None.

7. Reports of Special Committees.

None.

8. Reports of Standing Committees:

a. Planning Commission.

See attached report.

- **Vice Mayor Effros moved to approve the recommendations of the Planning Commission to issue a Special Use Permit to the Clifton Café with the conditions and restrictions as set forth in the Planning Commission's report dated April 30, 2019, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

b. Architectural Review Board.

No report.

c. Other Committees:

i. Special Projects Committee – Request for Additional Work Order.

See attached agreement.

- **Mayor Hollaway moved to approve a \$2,500 expenditure for Main Street core drilling by J2 Engineers, Inc.'s sub-contractor, Mid-Atlantic Utility for the purpose**

of providing a storm sewer diagram/elevation sheet as an addendum to the 100% design plan for Phase 2a of the Streetscape enhancement project, seconded by Vice Mayor Effros. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.

- **Mayor Hollaway moved to approve the addition of Richter & Associates as a sub-contractor to J2 Engineers, Inc. with regard to dry utility consulting services not to exceed \$49,000 and requested that the Special Projects Committee explore with J2E a possible reduction in the overhead cost associated with administering the sub-contractor, seconded by Councilmember Poe. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

9. New Business.

None.

10. Executive Session – Enforcement Matters.

While in open meeting, the Zoning Administrator briefed the Council on the status of the dates of service and appeals application deadlines for two properties that have recently been served with Notices of Violations of the Zoning Ordinance.

- **Mayor Hollaway then moved that the Clifton Town Council recess its open meeting and convene a closed session as authorized by Code of Virginia Section 2.2-3711(A)(7) to consult with the Town Zoning Administrator about enforcement alternatives, including but not limited to, court action for the removal of the structure at 12722 Chestnut Street, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved that the Clifton Town Council adjourn its closed session and reconvene its open meeting and certify that while in closed session, only the matter that was set forth in the motion convening the closed session was discussed, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**
- **In the matter of the continued Zoning Ordinance violation at 12722 Chestnut Street, which was served a Notice of Violation on March 27, 2019 that requested correction of the violations within thirty (30) days, with a final deadline of April 26, 2019, and given that the violations haven't been corrected and no timely appeal was filed, Mayor Hollaway moved to direct the Zoning Administrator to levy fines against the owner of said property to be set at \$100 per day for each day of violation starting immediately after thirty (30) days have elapsed from the service of an additional warning letter, which will include the proviso that the fines will be waived or rescinded provided that the violations are removed within the thirty (30) days from the date of service, seconded by Vice Mayor Effros. The motion was approved by poll, 6-0.**

The Council further directed the Zoning Administrator to work with the Town Attorney to draft and serve the letter to all parties including the attorney of record, and noted for the record that the Town is seeking a correction of the violation, not a collection of fines, and hopes that the owner takes steps to rectify the violation by removing the metal carport structure. The Council also remarked that the concrete pad underneath the metal carport is not considered to be in

violation and is therefore not included in the Notice of Violation or any other Notices or letters requesting remedies.

11. Adjournment.

- **Councilmember Poe moved to adjourn, seconded by Councilmember Hinderstein. The motion was approved by poll, 6-0.**

TOWN OF CLIFTON

TOWN OF CLIFTON - Proposed Income/Expense Budget

Proposed FY2020 Budget - Approved for 5/7/19 Public Hearing FY20 06

REVENUES:

Taxes & Permits Revenues:

| | |
|---|-----------|
| ARB Permits | 500.00 |
| BPOL | 40,000.00 |
| Va Communications Sales Tax | 5,200.00 |
| Va Car Rental Distribution | 250.00 |
| Cox & Verizon PEG Franchise Revenue & State Communication | 3,500.00 |
| Sales and Use Tax | 7,000.00 |
| Motor Vehicle Tags | 2,100.00 |
| No. Va. Cigarette Tax | 1,600.00 |
| Railroad Tax | 35,500.00 |
| Sales Tax | 0.00 |
| Meals Tax | 700.00 |
| Use Permits | 1,200.00 |
| Utility Consumption Tax | |

TOTAL TAXES & PERMITS:

Town Facilities Rentals:

| | |
|----------------|-----------|
| Community Hall | 6,000.00 |
| Pink House | 34,800.00 |

TOTAL FACILITIES RENTALS:

Other Revenues:

| | | |
|---------------------------------------|-----------|-----------|
| Wine Festival (NET) | 0.00 | 0.00 |
| Clifton Arts Council | | |
| Clifton Film Festival | 3,500.00 | |
| Total Clifton Arts Council | | 3,500.00 |
| Environmental Comiittee | | |
| Environmental Event | 0.00 | |
| Total Environmental Committee | | 0.00 |
| Haunted Trail Event | 45,000.00 | 45,000.00 |
| Historic Preservation Committee | | |
| Historic Events in Town | 0.00 | |
| Total Historic Preservation Committee | | 0.00 |
| HOMES TOUR COMMITTEE | | |
| Homes Tour | 6,000.00 | |
| TOTAL HOMES TOUR COMMITTEE | | 6,000.00 |
| Interest Income | 18,000.00 | 18,000.00 |

TOWN OF CLIFTON

TOWN OF CLIFTON - Proposed Income/Expense Budget

Proposed FY2020 Budget - Approved for 5/7/19 Public Hearing FY20 06

| | | |
|---|-----------|------------|
| Town Parks Committee | | |
| Property Rental-Park/Square/Gazebo | 0.00 | 0.00 |
| Total Town Parks Committee | | |
| Clifton Business Committee | | |
| Celebrate Clifton Gala | 0.00 | 0.00 |
| Total Clifton Business Committee | | |
| Fire Program State Grant- FCFD | 10,000.00 | 10,000.00 |
| Other income (Donations) | 0.00 | 0.00 |
| TOTAL OTHER REVENUE: | | 82,500.00 |
| TOTAL REVENUES: | | 220,850.00 |
| EXPENSES: | | |
| Payroll Expenses: | | |
| Town Manager Salary | 0.00 | |
| Town Clerk Salary | 14,000.00 | |
| Zoning Clerk Salary | 6,000.00 | |
| ADDED by TC Aug 2016 FY17: Assistant Project Manager-Street | 4,000.00 | |
| Town Clerk- Records Review Salary | 12,000.00 | |
| Town Treasurer Salary | 24,000.00 | |
| Payroll Taxes | 4,743.00 | |
| Employee Incentives | 2,000.00 | |
| TOTAL PAYROLL EXPENSES: | | 66,743.00 |
| CONTRACTUAL EXPENSES: | | |
| Insurance | 7,000.00 | 7,000.00 |
| Town Government: | | |
| ARB | 300.00 | 300.00 |
| Board of Zoning Appeals | | |
| BZA - Seminars | 2,000.00 | |
| BZA - Legal fees regarding interpretation of Va Code | 5,000.00 | |
| TOTAL BZA | | 7,000.00 |
| Planning Commission (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE) | | |
| Consulting & Related expenses for Town Plan, Capital Plan, Zoning Ordinances | 5,000.00 | |
| Advertising for Public Hearings for Use Permits | 500.00 | |
| General Consulting | 8,000.00 | |

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Proposed FY2020 Budget - Approved for 5/7/19 Public Hearing FY20 06

| | | |
|---|-----------|-----------|
| General Admin/Education | 300.00 | |
| Total Planning Commission | | 13,800.00 |
| TOTAL GOVERNMENT: | | 28,100.00 |
| Professional Fees: | | |
| Accounting - Year Audit Review | 7,500.00 | |
| Legal Fees | 30,000.00 | |
| TOTAL PROFESSIONAL FEES: | | 37,500.00 |
| Town Facilities: | | |
| Town Handyman - 1099 vendor for maintenance services | 6,000.00 | 6,000.00 |
| Ayre Square Rent | 1,500.00 | 1,500.00 |
| Ayre Square Maintenance | 500.00 | 500.00 |
| Caboose Expenses: | | |
| Equipment | 500.00 | |
| Maintenance | 1,500.00 | |
| Total Caboose Expenses: | | 2,000.00 |
| Railroad Siding Rent | 1,750.00 | 1,750.00 |
| Subtotal - Facilities: | | 11,750.00 |
| Town Meeting Hall Expenses: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE) | | |
| Cleaning | 2,000.00 | |
| Electric | 8,000.00 | |
| Supplies | 750.00 | |
| General Maintenance - including floors | 4,400.00 | |
| Mgt Fee (25% of Community Hall Rentals) | 1,500.00 | |
| Interior Improvements - Over \$500 requires TC approval | 2,000.00 | |
| TOTAL MEETING HALL EXPENSES | | 18,650.00 |
| Pink House Expenses: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE) | | |
| Maintenance & Repairs | 5,000.00 | |
| Total Pink House Expenses: | | 5,000.00 |
| TOTAL TOWN FACILITIES: | | 35,400.00 |
| Town Services: | | |
| Town Elections | 1,000.00 | |
| Town Park Lawn Maintenance | 5,000.00 | |
| Grass Mowing | 6,050.00 | |
| Trash Collections | 3,700.00 | |
| Fire Program State Grant Expense - passthrough to FCFD | 10,000.00 | |
| TOTAL TOWN SERVICES: | | 25,750.00 |
| Utilities: | | |

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| | | |
|---|-----------|------------------|
| Utilities - Electric (RR Siding, Gazebo & Ayre Sq. & street lights) | 1,100.00 | |
| TOTAL UTILITIES: | | 1,100.00 |
| Dues & Subscriptions: | | |
| Conference Attendance | 500.00 | |
| Other Dues & Subscriptions & Training | 1,000.00 | |
| Va Municipal League | 600.00 | |
| TOTAL DUES & SUBSCRIPTIONS: | | 2,100.00 |
| Other Contractual Expenses: | | |
| Beautification Committee | | |
| Flowers/Barrels & Flag Pole planter-Ayre Square | 800.00 | |
| Christmas Tree Lighting | 1,000.00 | |
| Banner Replacement | 500.00 | |
| Railroad Siding Boxes - North & South Sides | 1,000.00 | |
| Total Beautification Committee | | 3,300.00 |
| Citizen Recognition Fund | 1,000.00 | 1,000.00 |
| Communication Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE) | 1,000.00 | |
| Web Server Annual Maintenance with Domain Subscriptions | 600.00 | |
| Web Site Updating & Configuration | 500.00 | |
| Total Communication Committee | | 2,100.00 |
| Clifton Arts Council (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE) | | |
| Clifton Halloween Night | 200.00 | |
| Clifton Film Festival | 2,000.00 | |
| | 0.00 | |
| Total Clifton Arts Council | | 2,200.00 |
| Committee on the Environment | | |
| Town Clean Up | 150.00 | |
| Camp Fire Event | 250.00 | |
| Environmental Events | 200.00 | |
| Total Environmental Committee | | 600.00 |
| Haunted Trail Event | 15,000.00 | 15,000.00 |
| Historic Preservation Committee | | |
| Historic Events in Town | 500.00 | |
| Oral History Proj | 500.00 | |
| Town Museum | 1,000.00 | |
| Historic Town Documents | 250.00 | |
| Total Historic Preservation Committee | | 2,250.00 |
| Homes Tour Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE) | | |
| Homes Tour | 4,500.00 | |
| Total Homes Tour Committee | | 4,500.00 |

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| | | |
|---|----------|------------|
| Legal Advertising | 2,000.00 | 2,000.00 |
| Mayoral Reimbursement | 500.00 | 500.00 |
| Town Association of Northern Virginia Event | 600.00 | 600.00 |
| Miscellaneous Contractual Expenses <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</i> | 2,500.00 | 2,500.00 |
| Park Committee Expense | | |
| Town Parks Committee <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</i> | | |
| Landscape/Ground Maintenance - Includes Playground, Ayre Square, 8 acre Park & Triangle Maintenance | 9,250.00 | |
| Gazebo Garden Refurbishment | 0.00 | |
| Tree Trimming and Replacement Planting - playground, Ayre Sq | 5,000.00 | |
| Playground Equipment Maintenance | 2,000.00 | |
| Fall Zone Mulching | 3,000.00 | |
| Mgt Fee (25% of Property Rentals) | 25.00 | |
| Total Town Parks Committee | | 19,275.00 |
| Traffic, Parking and Safety Committee | 500.00 | 500.00 |
| Welcoming & Sunshine Committee | | |
| Welcome Baskets & Expressions of Sympathy | 0.00 | |
| Spring Egg Hunt | 250.00 | |
| Total Welcoming & Sunshine Committee | | 250.00 |
| MISC - Emergency Repairs - new line item | 7,500.00 | |
| MISC Other <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</i> | 7,500.00 | 15,000.00 |
| Clifton Business Committee | | |
| Celebrate Clifton Gala | 0.00 | |
| Commercial District Directional Signage | 0.00 | |
| Total Clifton Business Committee | | 0.00 |
| TOTAL OTHER CONTRACTUAL: | | 71,575.00 |
| Commodities: | | |
| Computer Supplies - Hardware & Software | 1,280.00 | |
| Copies | 200.00 | |
| License Plates | 100.00 | |
| Miscellaneous Commodities - office services | 300.00 | |
| Office Supplies | 1,000.00 | |
| Office Equipment | 500.00 | |
| Postage & Delivery | 600.00 | |
| Miscellaneous- <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</i> | 0.00 | |
| TOTAL COMMODITIES: | | 3,980.00 |
| TOTAL EXPENSES: | | 272,248.00 |

TOWN OF CLIFTON

TOWN OF CLIFTON - Proposed Income/Expense Budget

Proposed FY2020 Budget - Approved for 5/7/19 Public Hearing FY20 06

NET INCOME (LOSS):

Allocation of Prior Year Funds to Offset Budgeted Deficit:

Town of Clifton CAPITAL IMPROVEMENTS/GRANT INCOME REVENUE/COST STATEMENT

REVENUES:

FEDERAL GRANTS

Federal Trans. Project -ISTEA- Clifton Streetscape (100% MATCH GRANT)

VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)

TOTAL VDOT TA - MAIN ST IMPROVEMENTS

TOTAL REVENUES:

COSTS:

VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)

Total Main Street - Special Projects Committee

TOTAL SPECIAL PROJECTS COMMITTEE:

Preliminary engineering and design for new sidewalk

Purchase of Green Space

Clifton Creek Park - Trails

Public Parking Improvements

Caboose renovation

Storage Facility

TOTAL CAPITAL PROJECTS from Town Equity Funds

TOTAL COSTS

NET REVENUES/(COST)

| | | |
|------------|------------|--------------|
| | | (51,398.00) |
| | | |
| 51,398.00 | | 0.00 |
| | | |
| | 0.00 | |
| | 0.00 | |
| 145,500.00 | | |
| 582,000.00 | | |
| | | 727,500.00 |
| | | |
| | 0.00 | 0.00 |
| | | 727,500.00 |
| | | |
| | 0.00 | |
| 727,500.00 | | |
| | | 727,500.00 |
| | | |
| | | 727,500.00 |
| | | |
| | 3,000.00 | |
| | 300,000.00 | |
| | 20,000.00 | |
| | 10,000.00 | |
| | 1,000.00 | |
| | 50,000.00 | |
| | | 384,000.00 |
| | | 1,111,500.00 |
| | | (384,000.00) |

Homes Tour

FROM PAGE 7

rooms and stunning lake views. The Art Guild of Clifton will present a gallery of their works inside the home, and, weather permitting, will have artists painting "en plein air."

Free guided tours are offered for two historic churches: Clifton Baptist Church (1910) and Clifton Primitive Baptist Church (1871). Free admission to the Silent Auction at Clifton Presbyterian Church (12748 Richards Ln, Clifton, VA 20124). Tickets may be purchased at local businesses, online at www.cliftoncwc.org, or at Clifton



Chapman and Conrad Home

PHOTO COURTESY

Presbyterian Church the day of the tour: \$30 in advance, \$33 online, \$35 the day of the tour, \$10 for 1 home. Tour: 10 a.m. - 4 p.m. Si-

lent Auction: 10 a.m. www.cliftoncwc.org Sharon at stemory@cliftoncwc.org more information.

Announcements

S for STERLING,
 S WATCHES,
 COSTUME JEWELRY,
 TINGS AND CLOCKS.

Antiques

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Public Hearing for the Town of Clifton, Virginia Proposed FY2020 Town Budget May 7, 2019

Notice is hereby given that the Town Council of the Town of Clifton, Virginia will hold a Public Hearing on Tuesday, May 7, 2019 at 7:30 p.m. at the Clifton Town Meeting Hall, 12641 Chapel Road, Clifton, VA 20124 to consider the proposed FYE2006 Town Budget. The FY 2020 proposed Town Budget will be posted on the Town's website cliftonva.gov and a hardcopy will be posted at the Clifton Post Office, 12644 Chapel Road, Clifton, VA 20124. All interested parties are encouraged to attend to express their views with respect to the proposed FY2020 Town Budget. Town residents are strongly urged to attend. The Regular Town Council meeting will follow.

permit request includes a change of ownership. The application for this special use permit is available for review and downloading on the Town's website at www.cliftonva.gov and a hard copy may be examined at the Clifton Post Office, 12644 Chapel Road, Clifton VA, 20124. All interested parties are invited to attend the Public Hearing of the Town of Clifton Town Council and express their views with respect to the requested special use permit for Clifton Eatery, LLC.

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PLANNING COMMISSION Report for April 30, 2019

Present: Kathy Kalinowski, Susan Yantis, Mac Arnold, Melissa Milne, Terry Winkowski, Michelle Stein; absent: Patrick Pline

1. A Public hearing was held for the special use permit application of the Clifton Eatery LLC, dba Clifton Café located at 7144 Main Street, a restaurant business owned by Michelle Trainer, the Sole Member of the Clifton Eatery LLC. As a result of the public hearing, discussion by the Planning Commission of the application, dated March 27, 2019, the Planning Commission voted unanimously to recommend to the Town Council that the Town Council hold a public hearing on the applicant's special use permit, and further recommends approval of the special use permit, with the following conditions:
 - A. That the Clifton Café, which has an ABC license, continue to operate as restaurant/café business.
 - B. That the hours of operation are Monday-Thursday 7AM-10PM; Friday 7AM-11PM; Saturday 8AM-11PM; Sunday 8AM-9PM, with early opening at 6AM on several special event occasions.
 - C. That a maximum of 8 employees be on site at any one time.
 - D. That the restaurant/café have a maximum of 56 seats total inside and outside; of which no more than 30 seats be outside.
 - E. That the parking spaces required for restaurant/cafe use are as follows:
 - pre-approved 30 seats from use permit dated May 21, 2013 which required 5 parking spaces, at a 6 to 1 ratio,
 - an additional 26 seats requested by the instant application, which require 7 parking spaces, at a 4 to 1 ratio,
 - 8 employees which require 4 parking spaces,
 - F. Therefore, a total of 17 parking spaces is required.
 - G. That the drawn to scale Parking Plat for the use of all the occupants of the Property located at 7144 Main Street, is as attached to the March 27, 2019 application. The only other business located at 7144 Main Street is Horse Hippie which previously been allocated 4 parking spaces.
 - H. That the 4 parking spaces abutting and accessed solely by Ford Lane be used only by the employees of the applicant.
 - I. That the parking spaces numbered 5-21 on the plat will not as a matter of routine, access or exit the parking area through Ford Lane, except in the case of an emergency.
 - J. That no outdoor music is allowed.
 - K. That the entrance to parking area from Main Street be clearly delineated; and that no planters, signs, etc, which are used at this entrance be located on the sidewalk.

- L. That no additional lighting to the outside of the property used for restaurant/café seating or parking be added without review by the Planning Commission and Town approval.
- M. That ARB approval be obtained for any signs and if necessary, for the installation of any awnings or sails on the outdoor area.
- N. Provide adequate access to empty the dumpster.

RICHTER & ASSOCIATES

7519 Standish Place · Suite 320 · Rockville, Maryland · 20855
301-548-7475

April 29, 2019

Mr. James Bishoff
J2 Engineers, Inc.
4080 Lafayette Center Drive
Suite 330
Chantilly, VA 20151

Ref: Town of Clifton – Main Street Streetscape
Dry Utility Consulting Services Proposal

Dear Mr. Bishoff:

Thank you for contacting Richter & Associates, on behalf of the Town of Clifton, VA (“Town”), to provide a proposal for dry utility (electric, natural gas, telephone and CATV) consulting services to be performing in conjunction with J2 Engineers civil plan for the Town’s streetscape project that will construct sidewalk and parking improvements along Main Street from the railroad crossing to Chapel Street. You have requested a scope of work proposal to address the following dry utility relocation coordination tasks.

Dry Utility Analysis, Relocation Design, and Utility Owner Coordination

Proposed tasks include:

- 1) Establish contact with all utility owners within project limits to reconfirm existing facilities within the project design scope
- 2) Evaluate existing conditions and identify potential options for elimination/relocation of existing utility poles along the ice cream shop side of Main Street to address the Town Council request. Prepare drawings and estimated costs for utility relocations/removals between Chapel Street and the railroad crossing.
- 3) Per direction from the Town, hold project “Utility Kickoff” meeting to advise utilities of schedule/review current design plan for streetscape project
- 4) Review plans, determine utility conflicts, complete UT-9 Forms (VDOT method of determining cost responsibility for required relocations), resolve any utility owner claims of prior rights
- 5) Hold Dry Utility Field Inspection Meeting (UFI) at approximately 75% streetscape design plan level
- 6) Coordinate with Utility Owners to identify any required easements for relocation
- 7) Review Dry Utility Relocation Alternatives and Coordinate with Utility Owners to obtain their formal Plans & Estimates
- 8) Review and Approve Utility Plans & Cost Estimates from dry utility companies found to be in conflict with design plans
- 9) Hold Dry Utility Relocation Kickoff Meeting to coordinate relocation of utilities to be moved

Mr. James Bishoff – J2 Engineers Inc

April 29, 2019

Re: Richter & Associates Proposal – Town of Clifton, VA – Dry Utility Relocation Consulting Services

Page 2

- 10) Participate in Project Coordination Meetings with Town Council, Special Projects Committee, Town-designated Design Team staff and/or Utility Company staff, as requested
- 11) Provide dry utility owners periodic project updates to maintain communication & schedule
- 12) Distribution of plans to utility owners at each milestone submission
- 13) Dry utility issue resolution coordination during streetscape construction

Staffing, Fees and Invoicing

Richter & Associates proposes to perform the work described above at an hourly rate of \$185/hr. Mark Posluszny will serve as the primary point-of-contact. Richter & Associates efforts would be broken in to multiple phases addressing the Preliminary Dry Utility Option Analysis, Dry Utility Company Coordination for Relocation Plan & Estimate Submissions, and Relocation Construction stages of the project based upon project team guidance and schedule projections.

PRELIMINARY DESIGN - TASKS 1 – 5, 11 & 12: Based on preliminary project understanding and schedule estimates, these tasks would be executed over a working duration of 12 weeks starting with the Notice to Proceed (NTP) from J2 Engineers and the Town. We estimate an average run-rate of 6 hours per week. The fee for this work phase would be \$13,400.

RELOCATION/P&E PREPARATION - TASKS 6, 7, 8, 11(cont.) & 12(cont.): Based on preliminary project understanding and schedule estimates, these tasks would be executed over a working duration of 20 weeks. We estimate an average run-rate of 3 hours per week for this period. The fee for this phase would be \$11,100.

UTILITY RELOCATIONS - TASKS 9, 11(cont.) & 12(cont.): Based on preliminary project understanding and schedule estimates, these tasks would be executed over a working duration of 20 weeks. We estimate an average run-rate of 3 hours per week for this period. The fee for this duration would be \$11,100.

MEETINGS - TASK 10: Budgeting for 8 formal Coordination Meetings with Town Staff, Town-designated design team and/or Utility Company staff estimating 3 hours per meeting. The fee for this task would be \$4,500.

ONGOING CONSTRUCTION ISSUES - TASK 13: Based on the preliminary project understanding and schedule estimates, this work phase would be executed over a working duration of approximately 24 weeks. We estimate an average run-rate of 2 hours per week for this period. The fee for this duration would be \$8,900.

This reflects a total project budget of \$49,000 which would be billed on an hourly, Not-To-Exceed (NTE) basis. Richter & Associates will require your authorization to proceed based upon an initial NTE amount of \$15,000 for the initial Preliminary Design Phase tasks and initial Meetings. Any changes to the sequencing and durations associated with the planning, approval, and coordination aspects of the schedule may affect the monthly run-rate for this NTE amount. We would request permission to start working on the Relocation/P&E Preparation Phase, and before exceeding any then-current authorized NTE amount. Richter & Associates will track the amount remaining for the NTE budget as part of each invoice delivered to J2 Engineers.

Mr. James Bishoff – J2 Engineers Inc

April 29, 2019

Re: Richter & Associates Proposal – Town of Clifton, VA – Dry Utility Relocation Consulting Services

Page 3

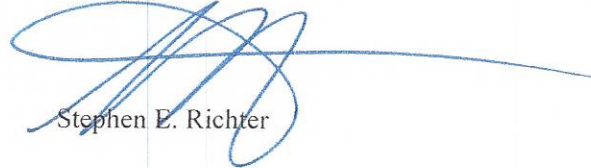
All reimbursable direct expenses (e.g. postage, prints, courier services, etc) incurred by Richter & Associates will be invoiced at cost to the J2 Engineers.

Richter & Associates will invoice J2 Engineers on a 60-day cycle. We will include as a part of the invoice:

1. A summary of the component tasks completed
2. Hours worked on the project
3. Balance remaining on the currently authorized NTE amount
4. An itemization of the direct expenses incurred for that billing period

Thank you for the opportunity to provide this dry utility services proposal to J2 Engineers Inc for the Main Street Streetscape project in the Town of Clifton, VA. Should you have any questions regarding this fee proposal, please do not hesitate to call Mark or me.

Sincerely,



Stephen E. Richter

Copy: Mark D. Posluszny - Richter & Associates

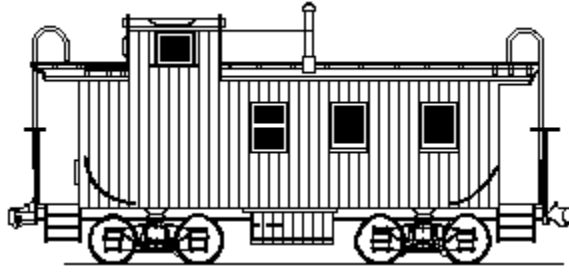
Accepted by:



Date:

5/7/2019

[Project: 5270]



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, MAY 7, 2019, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Order of Business:

1. Public Hearing on Proposed Budget for Fiscal Year Ending June 2020.
2. Public Hearing on Application for Special Use Permit for Clifton Café.
3. Report of the Town Clerk:
 - a. Approval of the Minutes (previous regular meetings and any special meetings).
4. Report of the Treasurer.
5. 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.
6. Unfinished Business:
7. Reports of Special Committees.
8. Reports of Standing Committees:
 - a. Planning Commission.
 - i. Application for Special Use Permit for Clifton Café.
 - b. Architectural Review Board.
 - c. Other Committees:
 - i. Special Projects Committee – Request for Additional Work Order.
9. New Business:
10. Executive Session – Enforcement Matters.
11. Adjournment.