

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, MARCH 3, 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: Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.

The Regular Meeting was called to order by Mayor Hollaway at 7:30 PM.

Order of Business:

1. Report of the Town Clerk.

a. Approval of the Minutes (previous meetings and work sessions).

- **Mayor Hollaway moved to approve the February 2020 Minutes as revised for clarity, seconded by Vice Mayor Effros. The motion was approved by poll, 6-0.**

b. Golf Cart Registrations - Update.

It was reported that all previously registered golf carts have now been renewed.

2. Report of the Treasurer.

See attached report.

- **Mayor Hollaway moved to accept the Treasurer's Report as presented, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

a. Decision on Investing in CDs.

- **Mayor Hollaway moved to divide and deposit \$200,000 of Town funds in to a total of four (4) \$50,000 nine-month, no-penalty CDs with United Bank at an interest rate of 1.4 percent rate as provided on the rate sheet included in the Treasurer's Report, seconded by Councilmember Poe. The motion was approved by roll-call:**

Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.

3. Citizen's Remarks.

None.

4. Unfinished Business.

a. Clifton Museum and Visitor Center; Proposal for Use of Historic Building – Update.

Jay Palau updated the Council on progress made in coordinating with the National Capital Presbytery organization to secure a lease longer than the standard five years and Jay

Tennent reported on the historical details of the Manse that he was able to obtain during his research.

Mayor Hollaway noted that the History Committee will tour the Manse on Saturday, March 7, in order to provide feedback to the Council, and Michelle Stein reported that a CBA meeting is scheduled for Wednesday, March 18th at the CBA barn at 7:30 to discuss the potential opportunity with their membership.

b. IT/Website Contract, New Email Addresses, and Updates to Website - Update.

Councilmember Poe indicated that he will distribute individual logins to the Councilmembers during Executive Session.

5. Reports of Special Committees.

None.

6. Reports of Standing Committees:

a. Planning Commission.

See attached report.

- **Mayor Hollaway moved to approve the recommendations of the Planning Commission to issue a Preliminary Use Permit for the Hindersteins' construction at 12801 Chestnut Street, seconded by Councilmember Poe. The motion was approved by poll, 5-0-1 (Councilmember Hinderstein abstained).**
- **Mayor Hollaway moved to approve the recommendations of the Planning Commission to issue a Use Permit for Motier LLC at 12641 Chapel Street, seconded by Councilmember Milne. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to approve the recommendations of the Planning Commission to issue a Final Use Permit for the construction of an addition at 7219 Dell Avenue, seconded by Councilmember McDonald. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to approve the recommendations of the Planning Commission to preliminarily approve a Final Use Permit for the construction of an addition and a detached garage at 7215 Dell Avenue, conditioned upon satisfactory demonstration that items A – D on the attached Planning Commission have been completed, seconded by Councilmember McDonald. The motion was approved by poll, 6-0.**

b. Architectural Review Board.

Royce Jarrendt reported that the ARB reviewed applications for and approval of:

1. Two signs for Sen. George Barker and Del. Dan Helmer at 7137B Main Street, each with the dimensions of 2'x3'.
2. One sign for Motier LLC at 12644 Chapel Road. A second requested sign was not approved. The applicant was directed to submit the final design to Mr. Jarrendt for confirmation prior to sending it out for printing.

c. Other Committees.

i. Committee on the Environment.

The Committee has obtained permission from the CBA and is working with the Northern Virginia Conservation Trust to install three nesting boxes for eastern bluebirds on their portion of the flood plain park trail. The goal is to install two additional nesting boxes on the Town's portion of the trail, as well.

- **Councilmember McDonald moved to authorize the placement of two bluebird nesting boxes on the Town's portion of the trail near the flood plain park, seconded by Vice Mayor Effros. The motion was approved by poll, 6-0.**

It was reported that the Town's annual Clean-up Day will take place on Sunday, March 29th from 8 – 10 AM. Emphasis will be placed on the newly-established bluebird trail.

ii. Community Meeting Hall.

A comprehensive list of supplies needed will be re-sent and ordered.

iii. Parks Committee,

Eight ailing trees were recently removed from public property by Freedom Tree Service per request of the Town for a cost of \$780.

- **Mayor Hollaway moved to authorize the payment of \$780 to Freedom Tree Service for the work performed, seconded by Councilmember Poe. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

i.v. Haunted Trail Committee/Clifton Day (CBA) Update.

The date of the event is set for October 24th and the Committee requested permission to hang a banner over Main Street to advertise two weeks prior and to be removed one week after.

- **Mayor Hollaway moved to authorize the placement of the banner as requested, seconded by Councilmember Milne. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to authorize the placement of a banner over Main Street to advertise Clifton Day, to be placed on September 26th and removed on Oct. 10th, seconded by Councilmember Poe. The motion was approve by poll, 6-0.**

v. Pink House.

A review of previous electric bills demonstrated that the billed amount ranges from \$100 to \$250 per month, depending on the season. An inspection of the HVAC system will be performed in the near future to ascertain that it is in good working order.

7. New Business:

a. Presentation re: Proposed Fairfax County Zoning Changes re: Rural Resorts, ADUs and Agri-Tourism.

See attached presentation documents.

Michelle Stein presented information on Fairfax County's effort to update the zoning ordinance, but that residents are unhappy with the proposed changes affecting properties in the RC zone. She noted that over one hundred people attended the town hall meeting led by Supervisor Pat Herrity which indicated that community interest in the changes is high.

i. Request for Town to Take Position on County Zoning Proposal and Send Letter to Board of Supervisors.

Vice Mayor Effros will work with Ms. Stein to draft a strongly-worded letter in opposition to the County's proposed changes to be circulated to the Town Council for review and revision at next month's meeting.

b. Banner Request – Clifton Lions Club - Annual Pancake Breakfast April 25, 2020.

- **Mayor Hollaway moved to approve the Clifton Lions Club's request to hang a banner over Main Street to advertise their Annual Pancake Breakfast to be erected no earlier than April 11th and to be removed by April 26th, seconded by Councilmember Milne. The motion was approved by poll, 6-0.**

c. Banner Request – Motier Bakery – Advertise Opening of New Business April 10, 2020.

The new business owner in Town has been advised that the Town's banner policy prohibits for-profit entities from placing banners over Main Street. The Clerk will publish the banner policy on the Town's website for everyone's information.

d. Banner Request – Clifton Presbyterian Church – Annual Spaghetti Dinner March 28, 2020 (request range March 21 – 29)

- **Mayor Hollaway moved to authorize the Clifton Presbyterian Church's request to hang a banner over Main Street to advertise their Annual Spaghetti Dinner from March 21st until March 29th, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

e. Town Naturalist Activities and Vaccination.

- **Vice Mayor Effros moved to authorize the payment of the cost of the Town Naturalist's needed rabies vaccination up to \$1,100, seconded by Councilmember Milne. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

f. Civil War Trails Group Proposal re: Informational Signs.

Michelle Stein will present the proposal to the CBA members at their upcoming meeting to determine if their membership would vote to pay for publicity and logos provided by the Civil War Trails organization.

g. Request for Design of Town Logo.

No discussion.

8. Report of the Zoning Administrator.

A certified letter addressing several zoning violations at 7184 Clifton Road and requiring remediation within thirty days will be sent and an update given at the April Regular Meeting.

9. Executive Session.

- **Mayor Hollaway moved to enter Executive Session only to discuss matters that are appropriately addressed in Executive Session, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**
- **After concluding the discussion, Mayor Hollaway moved to come out of Executive Session, having only discussed matters that were appropriately addressed in Executive Session, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

10. Adjournment.

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



Amanda Christman <cliftonclerkva@gmail.com>

March 3, 2020 Town Council Meeting - Treasurer's Reports for fiscal year period ended February 29, 2020

3 messages

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

Sun, Mar 1, 2020 at 1:38 PM

To: "William R. Hollaway, Ph.D." <WHollaway77@gmail.com>, mcdonald.regan@gmail.com, Melissa Milne <Melissa.milne9@gmail.com>, darrell.poe@gmail.com, Steve Effros <Steve@effros.com>, chasehinderstein@gmail.com
Cc: "Barton, Marilyn" <mbarton@mycri.org>, cliftonclerkva@gmail.com

Hello Town Council Members,

Attached are the **Financial Reports for the fiscal year period ended February 29, 2020**. Please note that transactions received that affect the FY19 Final Financial Report were accrued to June 2019. The significant transactions are noted below, and on the P&L Summary by Fund Report.

The February Financial Reports include:

- The Summary of **Cash Balances Report as of February 29, 2020** reflects total funds of \$1,281,089. *See the detailed Cash Balance Report.*
- **Profit & Loss Summary by Fund** for period ended 02/29/2020. **Highlights of February transactions** are noted on this summary report. The main items for the month include:

NOTES & Highlights: Only major items are highlighted at the Town Council's request. For details refer to the P&L Detail Export tab.

1 Community Hall Revenues: Two rental payments received in February.

2 Interest Income: United Bank posts interest earned on CDs on a quarterly basis. A cash flow projection from the SPC indicates that they don't foresee needing funds from the Town until Spring 2021. Current CD Rates are provided for consideration to improve investment returns. See the applicable tab.

3 Taxes & Permits Revenue: Highlights for February include BPOL receipts of \$28,806.23, Franchise Fees from Verizon & Cox of \$611.69, Motor Vehicle Fees of \$122.33, and Sales Tax of 3,758.85 for December. The BPOL revenues received to-date reflect 94% of the Annual Budget. The BPOL due date is March 1, 2020.

4 Contractual Expenses: Highlights for February include the C.H. Electric bill of \$698 and the Ayre Square Rental (2019 property taxes) of \$1,248. The (\$54) credit to Web Server Maintenance reflects a refund of Host Gator fees.

5 Capital Improvements Fund Expense: Streetscape Phase II: The February highlight is the payment of J2 Engineers invoice #14786 for \$1,134 approved for payment on 2/24/20.

Supplemental Detail Reports are provided as follows:

- **Profit & Loss Detail Export Report** for period ended 02/29/2020. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.
- **CD Investment Proposal:** The previously presented recommendation is provided with updates available as of now. I will provide the CD rates from United Bank when I receive them tomorrow March 2nd. I have attached the rates effective 2/27/20 from John Marshall Bank's website.

- **Special Projects Committee** requested that the scanned copies of the SPC canceled Town checks be submitted with the Treasurer's Report monthly. No checks cleared during February 2020.

Looking forward to March:

- **Haunted Trail Event – new Town Checking Account** – The new checking account for the Town Haunted Trail Account is being opened at United Bank. Information and documentation have been requested from Ester Pline and Sydney Sawyer as required by the bank. I will have the documents prepared for signing at the meeting.
- **Events Policy** – I located and have attached the Town's policy on Money Management for Town Events. The policy was approved by the Town Council October 18, 2007. Given the changes taking place, the Events Committee will want to review and update the policy as appropriate.
- **FY 2020 Money Market Investments** – At the Sept 3rd Town Council Meeting, United Bank's proposal to improve returns was reviewed. The proposal recommended that the Money Market account be kept at \$50,000 or an amount determined as needed for planned capital expenditures, and the remaining \$200K be invested in no penalty CDs for improved returns. Input received from the Special Projects Committee, indicating that town cash will not be needed by SPC until spring 2021. The Treasurer has provided the current CD rates for consideration by the Town Council to improve the Town's return on investments. **NOTE: Updated CD rates from United Bank will be provided tomorrow, March 2.**
- **FY2021 Town Budget Preparation** – The Budget Process and request for input for the FY2021 Proposed Budget packet was emailed February 22nd. We have received response thus far from Mark Khosravi. A reminder email will be sent out today requesting responses by March 15th or earlier. Following are the key dates to remember:
 - **March 15:** Input for FY2021 Budget is due to the Treasurer.
 - **March 25:** First Budget Work Session to be held on Wednesday @ 7:30 p.m. at the Community Hall.
 - **April 1:** Second Budget Work Session to be held on Wednesday @ 7:30 p.m. at the Community Hall.
 - **April 15:** Third Budget Work Session scheduled if needed on Wednesday @ 7:30 p.m. at the Community Hall.
 - **May 6:** FY 2021 Public Hearing & Regular Meeting on Wednesday @ 7:30 p.m. at the Community Hall.
 - **June 2:** Approval of the FY 2021 Budget on Tuesday at the regular Town Council Meeting.

After your review of the reports, 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 want a printed copy of the materials at the meeting.

Sincerely,

Marilyn

Marilyn Barton

Treasurer

Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

Personal Cell: 703-678-8607

3 attachments



2020 02 29 Financial Reports.xlsx

60K



Clifton EVENTS - Money Management Policies & Procedures - TC approved 10 18 2007.pdf

866K



John-Marshall-Bank-Rate-Sheet_Current 02 27 2020.pdf

93K

Barton, Marilyn <mbarton@mycri.org>

Mon, Mar 2, 2020 at 11:32 AM

To: "William R. Hollaway, Ph.D." <WHollaway77@gmail.com>, "mcdonald.regan@gmail.com" <mcdonald.regan@gmail.com>, Melissa Milne <Melissa.milne9@gmail.com>, "darrell.poe@gmail.com" <darrell.poe@gmail.com>, Steve Effros <Steve@effros.com>, "chasehinderstein@gmail.com" <chasehinderstein@gmail.com>

Cc: "cliftonclerkva@gmail.com" <cliftonclerkva@gmail.com>, Marilyn Lane Barton <clifton.treasurer@cox.net>

Good morning,

Below is the CD reinvestment proposal updated with the current rates from United Bank. Please let me know if you have any questions that I can address prior to our meeting tomorrow night.

Proposed investment rates for improving investment returns on Super Money Market funds

Updated 02/29/2020 - Original proposal made in Sept - deferred to March 2020 meeting

During our last review of the Town's investment returns, United Bank recommended improving the Town of Clifton's returns by investing funds in excess of \$50,000 into CDs. At the request of the Town Treasurer, the Special Projects Committee met in mid- December and reported that they "will not needs funds from the Town to support construction until spring of 2021, at the earliest, due to incorporating the utility relocations into the project".

The following current rates are provided for Town Council consideration for the investment of \$200,000 currently deposited in the Town's United Bank Money Market Account which earns 1.04% for \$50k+. The Treasurer's recommendation is the 7 month United Bank CD @ 1.50%, in amounts of \$50K. *United Bank CD rates received and updated on 3/2/2020.*

Rates @ 2/27/2020

Rec'd 3/2/2020

Term	John Marshall Proposal	Term	United Bank Proposal	Variance
	APY		APY	
6 month CD	1.25%	7 month CD	1.50%	0.25%
9 month CD		9 month CD	1.4% No Penalty	
12 month CD	1.65%; No Pen 1.4%			

15 month CD	1.65%	13 month CD	1.45%	
18 month CD	1.70%			

Sincerely,

Marilyn

Marilyn Barton

Finance Manager

CRI – Choice. Respect. Independence.

14160 Newbrook Drive, 1st Floor

Chantilly, Virginia 20151

Direct: (703) 842-2333 | Fax: (703) 842-2341

Email: mbarton@MyCRI.org | Website: www.MyCRI.org

BECOME A MONTHLY DONOR!

[Quoted text hidden]

This message is intended only for the use of the addressee and may contain information that is privileged, confidential and exempt from disclosure under applicable law. NOTE WHERE INFORMATION ACCOMPANIES THIS DISCLOSURE FORM: This information may have been disclosed to you from records protected by Federal Confidentiality Rules (42 CFR Part 2). The Federal Rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Federal Rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you!

Barton, Marilyn <mbarton@mycri.org>

Mon, Mar 2, 2020 at 11:36 AM

To: "William R. Hollaway, Ph.D." <WHollaway77@gmail.com>, "mcdonald.regan@gmail.com" <mcdonald.regan@gmail.com>, Melissa Milne <Melissa.milne9@gmail.com>, "darrell.poe@gmail.com" <darrell.poe@gmail.com>, Steve Effros <Steve@effros.com>, "chasehinderstein@gmail.com" <chasehinderstein@gmail.com>

Cc: "cliftonclerkva@gmail.com" <cliftonclerkva@gmail.com>, Marilyn Lane Barton <clifton.treasurer@cox.net>

Good morning,

Below is the CD reinvestment proposal updated with the current rates from United Bank. Please let me know if you have any questions that I can address prior to our meeting tomorrow night.

The updated Financial Reports file is attached.

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

This message is intended only for the use of the addressee and may contain information that is privileged, confidential and exempt from disclosure under applicable law. NOTE WHERE INFORMATION ACCOMPANIES THIS DISCLOSURE FORM: This information may have been disclosed to you from records protected by Federal Confidentiality Rules (42 CFR Part 2). The Federal Rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Federal Rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you!

3/3/2020

Gmail - March 3, 2020 Town Council Meeting - Treasurer's Reports for fiscal year period ended February 29, 2020



2020 02 29 Financial Reports - updated 03 02 2020.xlsx

60K

ASSETS	2/29/2020	<u>Bank Rates Effective Sept 19, 2019</u>		<u>Negotiated Increases</u>	
		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	314,244.96	1 yr	8/1/2020	2.17%	Down from 2.25% APR @ 7/31/18
C-.D. - United Bank - 2 7 mos CDs	215,325.54	7 mos	4/17/2020	2.10%	Up from 1.56% @ 9/19/19 JMB
C.D. - United Bank 1	103,560.00	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 2	103,560.00	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 3	103,560.00	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 4	103,560.00	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
United Bank - Events Acct	29,737.16				
Checking-United Bank	43,995.38	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	974.63				
Money Market Savings-United	258,164.98		8/30/2019	1.39%	Down from 1.589% @ 7/31/18
Security Deposit - United Bank	4,406.50				
Total Checking/Savings	1,281,089.15				

NOTE: The Haunted Trail funds were received into the Town's United Bank Events Account in the amount of \$ 29,657.16. A transfer of \$29,637.16 is being made to the Money Market Account on 3/2/20. The United Bank CDs accrue interest at the end of each quarter. The Treasurer proposed consideration of additional no penalty CDs for improved investment returns - this proposal from the Jan meeting was deferred for review at the February meeting. The Treasurer has requested current CD rates from United and John Marshall Banks that will be presented to the Council.

Proposed investment rates for improving investment returns on Super Money Market funds

Updated 02/29/2020 - Original proposal made in Sept - deferred to March 2020 meeting

During our last review of the Town's investment returns, United Bank recommended improving the Town of Clifton's returns by investing funds in excess of \$50,000 into CDs. At the request of the Town Treasurer, the Special Projects Committee met in mid December and reported that they "will not needs funds from the Town to support construction until spring of 2021, at the earliest, due to incorporating the utility relocations into the project".

The following current rates are provided for Town Council consideration for the investment of \$200,000 currently deposited in the Town's United Bank Money Market Account which earns 1.04% for \$50k+. The Treasurer's recommendation is the 7 month United Bank CD @ 1.85%, in amounts of \$50K. *Recommendation will be updated when new information is available from United Bank on 3/2/2020.*

Rates @ 2/27/2020

Pending Inquiry

Term	John Marshall Proposal	Term	United Bank Proposal	Variance
	APY		APY	
6 month CD	1.25%	7 month CD	1.85%	0.60%
9 month CD		9 month CD	1.65%	1.65%
12 month CD	1.65%; No Pen 1.4%	12 month CD	1.10%	
15 month CD	1.65%	13 month CD	1.70%	0.05%
18 month CD	1.70%			

Town of Clifton

Profit & Loss Budget Performance

February 2020

<u>Operating Funds</u>		<u>Feb 20</u>	<u>Budget</u>	<u>Jul '19 - Feb 20</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
	CIF - Capital Improvements Fund	0.00	60,625.00	79,924.95	485,000.00	727,500.00
	Committees Fundraising	0.00	0.00	1,565.63	9,500.00	9,500.00
1	Community Hall Revenues	438.75	500.00	3,511.86	4,000.00	6,000.00
	General Donations	0.00	0.00	0.00	0.00	0.00
	Haunted Trail Event	0.00	0.00	60,402.24	45,000.00	45,000.00
2	Interest Income	749.59	1,500.00	10,850.63	12,000.00	18,000.00
	PC - Reimbursements	0.00	0.00	0.00	0.00	0.00
	Pink House Rental	3,550.00	2,900.00	23,850.00	23,200.00	34,800.00
	S.R. - Litter Control Grant	0.00		814.00		
3	Tax and Permits Revenue	34,218.06	4,079.16	75,769.83	41,233.36	97,550.00
	Total Income	38,956.40	69,604.16	266,689.14	629,933.36	948,350.00
	Gross Profit	38,956.40	69,604.16	266,689.14	629,933.36	948,350.00
Expense						
	Citizens' Recognition Expense	0.00	83.33	0.00	666.68	1,000.00
	Bank Service Charges	0.00	0.00	44.28	0.00	0.00
	CIF Expenses	1,134.00	60,625.00	15,470.15	869,000.00	1,111,500.00
	Commodities	473.72	323.34	1,101.72	2,686.64	3,980.00
4	Contractual	2,348.43	10,825.04	76,720.06	125,974.84	170,525.00
	Haunted Trail Expenses	0.00	0.00	17,045.06	15,000.00	15,000.00
	OTHER - TC approval req'd +\$500	0.00	625.00	0.00	5,000.00	7,500.00
	Other Expenses	0.00	625.00	0.00	5,000.00	7,500.00
	Payroll Expenses	5,382.50	5,395.25	43,060.00	45,162.00	66,743.00
	Reconciliation Discrepancies	0.00		0.00	0.00	0.00
	Total Expense	9,338.65	78,501.96	153,441.27	1,068,490.16	1,383,748.00
	Net Income	29,617.75	(8,897.80)	113,247.87	(438,556.80)	(435,398.00)
CIF FUNDS:						
CIF Income						
5	CIF - Capital Improvements Fund	13,898	60,625	79,925	424,375	727,500
CIF Expenses						
	CIF Expenses	0	60,625	14,336	808,375	1,111,500
	Net Income - CIF Funds	13,898.00	0.00	65,589.00	(384,000.00)	(384,000.00)
	Consolidated Net Income	43,515.75	(8,897.80)	178,836.87	(822,556.80)	(819,398.00)

NOTES & Highlights: Only major items are highlighted at the Town Council's request. For details refer to the P&L Detail Export tab.

1 **Community Hall Revenues:** Two rental payments received in February.

Town of Clifton
Profit & Loss Budget Performance
February 2020

Operating Funds

Feb 20	Budget	Jul '19 - Feb 20	YTD Budget	Annual Budget
--------	--------	------------------	------------	---------------

- 2 **Interest Income:** United Bank posts interest earned on CDs on a quarterly basis. A cash flow projection from the SPC indicates that they don't foresee needing funds from the Town until Spring 2021. Current CD Rates are provided for consideration to improve investment returns. See the applicable tab.
- 3 **Taxes & Permits Revenue:** Highlights for February include BPOL receipts of \$28,806.23, Franchise Fees from Verizon & Cox of \$611.69, Motor Vehicle Fees of \$122.33, and Sales Tax of 3,758.85 for December. The BPOL revenues received to date reflect 94% of the Annual Budget.
- 4 **Contractual Expenses:** Highlights for February include the C.H. Electric bill of \$698, Ayre Square Rental (2019 property taxes) of \$1,248. The (\$54) credit to Web Server Maintenance reflects a refund of Host Gator fees.
- 5 **Capital Improvements Fund Expense: Streetscape Phase II:** The February highlight is the payment of J2 Engineers invoice #14786 for \$1,134 approved for payment on 2/24/20.

Town of Clifton

Profit & Loss Budget Performance

February 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Feb 20	Budget	Jul '19 - Feb 20	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	10,000.00
6				State Funding - Other				0.00	0.00	0.00	0.00	0.00	0.00
7				Total State Funding				0.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00
8				CIF - Capital Improvements Fund									
9				Grants									
10				Federal									
11					ISTEA-Clifton Streetscape			0.00	12,125.00	0.00	97,000.00	145,500.00	145,500.00
12					Total Federal			0.00	12,125.00	0.00	97,000.00	145,500.00	145,500.00
13					VDOT- MAP21 Streetscape Phase 2			0.00	48,500.00	79,924.95	388,000.00	582,000.00	582,000.00
14					Total Grants			0.00	60,625.00	79,924.95	485,000.00	727,500.00	727,500.00
15					Total CIF - Capital Improvements Fund			0.00	60,625.00	79,924.95	485,000.00	727,500.00	727,500.00
16					Committees Fundraising								
17					Homes Tour Income			0.00	0.00	0.00	6,000.00	6,000.00	6,000.00
18					Clifton Business Coalition								
19					CBC Wreath Contest			0.00		0.00	0.00	0.00	0.00
20					Total Clifton Business Coalition			0.00		0.00	0.00	0.00	0.00
21					Council of the Arts								
22					Clifton Film Festival			0.00	0.00	1,315.63	3,500.00	3,500.00	3,500.00
23					Community Arts Programs-CGT inc			0.00		0.00	0.00	0.00	0.00
24					Total Council of the Arts			0.00	0.00	1,315.63	3,500.00	3,500.00	3,500.00
25					Parks Committee								
26					Park Rental			0.00	0.00	250.00	0.00	0.00	0.00
27					Total Parks Committee			0.00	0.00	250.00	0.00	0.00	0.00
28					Total Committees Fundraising			0.00	0.00	1,565.63	9,500.00	9,500.00	9,500.00
29					Community Hall Revenues								
30					Community Hall Rentals			438.75	500.00	3,511.86	4,000.00	6,000.00	6,000.00
31					Total Community Hall Revenues			438.75	500.00	3,511.86	4,000.00	6,000.00	6,000.00
32					General Donations			0.00	0.00	0.00	0.00	0.00	0.00
33					Haunted Trail Event			0.00	0.00	60,402.24	45,000.00	45,000.00	45,000.00
34					Interest Income			749.59	1,500.00	10,850.63	12,000.00	18,000.00	18,000.00
35					PC - Reimbursements			0.00	0.00	0.00	0.00	0.00	0.00
36					Pink House Rental			3,550.00	2,900.00	23,850.00	23,200.00	34,800.00	34,800.00
37					S.R. - Litter Control Grant			0.00		814.00			
38					Tax and Permits Revenue								
39					VA - Car Rental Distribution			130.26	20.83	3,873.69	166.68	250.00	250.00
40					ARB Permits			20.00	41.67	550.00	333.32	500.00	500.00
41					BPOL tax			28,806.23	0.00	37,479.06	0.00	40,000.00	40,000.00
42					BZA Fee			0.00	0.00	250.00	0.00	0.00	0.00
43					Cigarette Tax			171.65	175.00	1,676.23	1,400.00	2,100.00	2,100.00
44					Communications Sales Tax -Va			396.70	433.33	3,232.04	3,466.68	5,200.00	5,200.00
45					Franchise Fees - Cox & Verizon			611.69	291.67	2,341.71	2,333.32	3,500.00	3,500.00
46					Motor Vehicle Tags			122.33	0.00	7,101.05	7,000.00	7,000.00	7,000.00
47					Railroad Tax			0.00		1,596.79	1,600.00	1,600.00	1,600.00
48					Sales Tax			3,758.85	2,958.33	16,140.29	23,666.68	35,500.00	35,500.00
49					Use Permits			75.00	58.33	725.00	466.68	700.00	700.00
50					Utility Consumption Tax			125.35	100.00	803.97	800.00	1,200.00	1,200.00
51					Total Tax and Permits Revenue			34,218.06	4,079.16	75,769.83	41,233.36	97,550.00	97,550.00
52					Total Income			38,956.40	69,604.16	266,689.14	629,933.36	948,350.00	948,350.00
53					Gross Profit			38,956.40	69,604.16	266,689.14	629,933.36	948,350.00	948,350.00
54					Expense								
55					Citizens' Recognition Expense			0.00	83.33	0.00	666.68	1,000.00	1,000.00

Town of Clifton
Profit & Loss Budget Performance
February 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Feb 20	Budget	Jul '19 - Feb 20	YTD Budget	Annual Budget
56								Bank Service Charges	0.00	0.00	44.28	0.00	0.00
57								CIF Expenses					
58								Engineering /Design - Sidewalks	0.00		0.00	3,000.00	3,000.00
59								Caboose Renovation	0.00		0.00	1,000.00	1,000.00
60								CIF - Land Purchase	0.00		0.00	300,000.00	300,000.00
61								Clifton Creek Park - Trails	0.00		0.00	20,000.00	20,000.00
62								RR Siding Parking Facility	0.00		0.00	10,000.00	10,000.00
63								Special Projects Committee					
64								Dev. of Streetscape Phase 2	1,134.00	60,625.00	15,470.15	485,000.00	727,500.00
65								Total Special Projects Committee	1,134.00	60,625.00	15,470.15	485,000.00	727,500.00
66								Storage Facility	0.00		0.00	50,000.00	50,000.00
67								Total CIF Expenses	1,134.00	60,625.00	15,470.15	869,000.00	1,111,500.00
68								Commodities					
69								Office Equipment	0.00	41.67	0.00	333.32	500.00
70								Computer Supplies	403.42	106.67	612.25	853.32	1,280.00
71								Copies	0.00	16.67	38.52	133.32	200.00
72								License Plates	0.00		40.30	100.00	100.00
73								Miscellaneous	0.00		0.00	0.00	0.00
74								Miscellaneous - Commodities	0.00	25.00	0.00	200.00	300.00
75								Office Supplies	0.00	83.33	0.00	666.68	1,000.00
76								Postage and Delivery	70.30	50.00	410.65	400.00	600.00
77								Total Commodities	473.72	323.34	1,101.72	2,686.64	3,980.00
78								Contractual					
79								Fire Program	0.00	0.00	10,000.00	10,000.00	10,000.00
80								Caboose Expenses					
81								Caboose Equipment	0.00	41.67	0.00	333.32	500.00
82								Caboose Maintenance	0.00	125.00	0.00	1,000.00	1,500.00
83								Total Caboose Expenses	0.00	166.67	0.00	1,333.32	2,000.00
84								Community Hall Expenses					
85								C.H.-Cleaning	200.00	166.67	200.00	1,333.32	2,000.00
86								C.H.-Equipment & Supplies	0.00	62.50	381.29	500.00	750.00
87								C.H.-General Maintenance	0.00	366.67	0.00	2,933.32	4,400.00
88								C.H.-Management Fee	0.00	125.00	0.00	1,000.00	1,500.00
89								C.H. - Electric	697.64	666.67	3,431.77	5,333.32	8,000.00
90								C.H. Floors	0.00		0.00	0.00	0.00
91								CH-Equip Replacement & Hall Ref	0.00		0.00	0.00	0.00
92								C.H. Interior Improvements	0.00	166.67	0.00	1,333.32	2,000.00
93								Total Community Hall Expenses	897.64	1,554.18	4,013.06	12,433.28	18,650.00
94								Dues and Subscriptions					
95								Conference Attendance	0.00	41.67	0.00	333.32	500.00
96								Va. Municipal League	0.00		408.00	600.00	600.00
97								Dues and Subscriptions - Other	0.00	83.33	0.00	666.68	1,000.00
98								Total Dues and Subscriptions	0.00	125.00	408.00	1,600.00	2,100.00
99								Insurance	0.00		5,817.00	7,000.00	7,000.00
100								Legal Advertising	0.00	166.67	800.00	1,333.32	2,000.00
101								Mayoral Reimbursement	0.00	41.67	0.00	333.32	500.00
102								Miscellaneous	0.00	208.33	0.00	1,666.68	2,500.00
103								Professional Fees					
104								Accounting	0.00		3,250.00	7,500.00	7,500.00
105								Legal Fees	0.00	2,500.00	10,175.00	20,000.00	30,000.00
106								Total Professional Fees	0.00	2,500.00	13,425.00	27,500.00	37,500.00
107								Rent					
108								Ayre Square Rental	1,248.31		1,248.31	1,500.00	1,500.00

Town of Clifton
Profit & Loss Budget Performance
February 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Feb 20	Budget	Jul '19 - Feb 20	YTD Budget	Annual Budget
109								Railroad Siding Rental	0.00		1,807.97	1,750.00	1,750.00
110								Total Rent	1,248.31		3,056.28	3,250.00	3,250.00
111								Town Assoc of Northern Va Event	0.00	50.00	0.00	400.00	600.00
112								Town Facilities					
113								Ayre Square Maintenance	0.00	41.67	0.00	333.32	500.00
114								Pink House Expenses					
115								Pink House Maintenance	19.05	416.67	4,861.48	3,333.32	5,000.00
116								Pink House Repairs	0.00		0.00	0.00	0.00
117								Total Pink House Expenses	19.05	416.67	4,861.48	3,333.32	5,000.00
118								R.R. Siding/Caboose Maint.	0.00		3,575.00		
119								Town Handyman - 1099 vendor	0.00	500.00	0.00	4,000.00	6,000.00
120								Total Town Facilities	19.05	958.34	8,436.48	7,666.64	11,500.00
121								Town Government					
122								Architectural Review Board	0.00	25.00	0.00	200.00	300.00
123								Beautification Comm.					
124								Banner Replacement	0.00		0.00	500.00	500.00
125								Christmas Tree Lighting Event	0.00		1,500.00	1,000.00	1,000.00
126								Flower Receptacles	0.00		332.43	800.00	800.00
127								Railroad Siding Boxes-plantings	0.00		0.00	1,000.00	1,000.00
128								Total Beautification Comm.	0.00		1,832.43	3,300.00	3,300.00
129								BZA	0.00	583.33	15,762.28	4,666.68	7,000.00
130								Planning Commission					
131								Consulting-Capital/Town & Zng	0.00	416.67	0.00	3,333.32	5,000.00
132								General Admin Costs	0.00	25.00	0.00	200.00	300.00
133								General Consulting	0.00	666.67	0.00	5,333.32	8,000.00
134								PC Hearings, Ads and copies	0.00	41.67	0.00	333.32	500.00
135								Total Planning Commission	0.00	1,150.01	0.00	9,199.96	13,800.00
136								Town Committees Expense					
137								Communication Committee					
138								Town email system	0.00		0.00	0.00	0.00
139								Web Server Maint & Domain Subsc	(54.01)	50.00	1,013.73	400.00	600.00
140								Web site updating & config	0.00	41.67	0.00	333.32	500.00
141								Communication Committee - Other	0.00	83.33	0.00	666.68	1,000.00
142								Total Communication Committee	(54.01)	175.00	1,013.73	1,400.00	2,100.00
143								Council for the Arts Committee					
144								Clifton Film Festival Exp	0.00	0.00	0.00	2,000.00	2,000.00
145								Council for the Arts Committee - Other	0.00		0.00	200.00	200.00
146								Total Council for the Arts Committee	0.00	0.00	0.00	2,200.00	2,200.00
147								Environmental Comm					
148								Environmental Event Expense	0.00	50.00	0.00	400.00	600.00
149								Environmental Comm - Other	0.00		0.00	0.00	0.00
150								Total Environmental Comm	0.00	50.00	0.00	400.00	600.00
151								Historic Preservation Comm Exp					
152								Historic Town Documents exp	0.00	20.83	0.00	166.68	250.00
153								Historic Events	0.00		0.00	500.00	500.00
154								Town Museum	0.00	83.33	0.00	666.68	1,000.00
155								Historic Preservation Comm Exp - Other	0.00	41.67	0.00	333.32	500.00
156								Total Historic Preservation Comm Exp	0.00	145.83	0.00	1,666.68	2,250.00
157								Homes Tour Committee	0.00		0.00	4,500.00	4,500.00
158								Sunshine Committee					
159								Easter Egg Hunt Expense	0.00	0.00	0.00	0.00	250.00
160								Welcome Baskets & Sympathy	0.00		0.00	0.00	0.00
161								Total Sunshine Committe	0.00	0.00	0.00	0.00	250.00

Town of Clifton
Profit & Loss Budget Performance
February 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Feb 20	Budget	Jul '19 - Feb 20	YTD Budget	Annual Budget
162								Town Parks Committee Exp					
163								Landscape/Ground Maint expense	0.00	770.83	2,675.00	6,166.68	9,250.00
164								Fall Zone Mulching	0.00	250.00	0.00	2,000.00	3,000.00
165								Parks Mgt Fee	0.00	0.00	62.50	25.00	25.00
166								Playground Equip. Maintenance	0.00	166.67	2,250.00	1,333.32	2,000.00
167								Tree Trimming & Replacement	0.00	416.67	770.00	3,333.32	5,000.00
168								Total Town Parks Committee Exp	0.00	1,604.17	5,757.50	12,858.32	19,275.00
169								Traffic, Parking & Safety Comm	0.00		0.00	500.00	500.00
170								Total Town Committees Expense	(54.01)	1,975.00	6,771.23	23,525.00	31,675.00
171								Total Town Government	(54.01)	3,733.34	24,365.94	40,891.64	56,075.00
172								Town Services					
173								Elections	0.00	0.00	0.00	0.00	1,000.00
174								Grass Mowing	0.00	504.17	2,700.00	4,033.32	6,050.00
175								Town Park Lawn Maintenance	0.00	416.67	750.00	3,333.32	5,000.00
176								Trash Collection	118.13	308.33	2,301.95	2,466.68	3,700.00
177								Utilities					
178								Gas and Electric	119.31	91.67	577.45	733.32	1,100.00
179								Utilities - Other	0.00		68.90		
180								Total Utilities	119.31	91.67	646.35	733.32	1,100.00
181								Total Town Services	237.44	1,320.84	6,398.30	10,566.64	16,850.00
182								Total Contractual	2,348.43	10,825.04	76,720.06	125,974.84	170,525.00
183								Haunted Trail Expenses	0.00	0.00	17,045.06	15,000.00	15,000.00
184								OTHER - TC approval req'd +\$500	0.00	625.00	0.00	5,000.00	7,500.00
185								Other Expenses	0.00	625.00	0.00	5,000.00	7,500.00
186								Payroll Expenses					
187								Gross Wages					
188								Assistant Project Manager	333.34	333.34	2,666.72	2,666.64	4,000.00
189								Town Clerk (Administrative)	1,166.66	1,166.66	9,333.28	9,333.36	14,000.00
190								Town Clerk - Records Review	1,000.00	1,000.00	8,000.00	8,000.00	12,000.00
191								Town Treasurer	2,000.00	2,000.00	16,000.00	16,000.00	24,000.00
192								Zoning Clerk	500.00	500.00	4,000.00	4,000.00	6,000.00
193								Employee Incentives	0.00		0.00	2,000.00	2,000.00
194								Total Gross Wages	5,000.00	5,000.00	40,000.00	42,000.00	62,000.00
195								Payroll Taxes					
196								FICA	310.00	0.00	2,480.00	0.00	0.00
197								Medicare	72.50	0.00	580.00	0.00	0.00
198								Payroll Taxes - Other	0.00	395.25	0.00	3,162.00	4,743.00
199								Total Payroll Taxes	382.50	395.25	3,060.00	3,162.00	4,743.00
200								Total Payroll Expenses	5,382.50	5,395.25	43,060.00	45,162.00	66,743.00
201								Reconciliation Discrepancies	0.00		0.00	0.00	0.00
202								Total Expense	9,338.65	78,501.96	153,441.27	1,068,490.16	1,383,748.00
203								Net Income	29,617.75	(8,897.80)	113,247.87	(438,556.80)	(435,398.00)

**CLIFTON MONEY MANAGEMENT POLICIES AND PROCEDURES FOR
ANY EVENT HELD IN THE NAME OF OR SPONSORED BY THE TOWN**

- One or more persons shall be designated by the Town Council to be in charge of each event held in the name of or sponsored by the Town (the “Event Chair”), an event committee shall be formed for each event, and at least one Council member shall be designated as a member of the committee (the “Council Designee”)
- Two or more different persons shall be designated by the Event Chair to be in charge of all revenues from the event (the “Designated Funds Recipients”) and shall be identified in writing to the Town Council at a Council meeting prior to the event;; the Council Designee shall arrange for such persons be covered by the Town’s fidelity insurance policy or an insurance policy obtained to cover the event
- Any seed money provided by the Town to one or more persons shall be delivered in exchange for a signed receipt and acknowledgment of responsibility for such funds, shall be used to fund expenses that must be paid for in advance of an event and for making change at the event, and must be accounted for as part of a report on the event; the persons to whom such funds are delivered will be personally liable for any unaccounted-for seed money funds
- Evidence of receipt of funds (i.e. numbered ticket stubs, signed receipt logs) shall be created and retained by all persons handling Town funds unless impracticable (i.e. food sales, parking); each event committee shall produce and provide such method of evidencing receipt of funds to all persons handling Town funds for their use during such collection process
- All funds received in connection with any event are required to be held in a secure manner until delivered to Designated Funds Recipients, and shall be delivered to Designated Funds Recipients, together with the evidence of receipt, who shall cause funds periodically during the event to be deposited into a locked box provided by the Town for Town functions; if the locked box is present at the site of the event, either it shall be secured in some manner so that it cannot be lifted or transported easily or it shall be in the possession at all times of one of the Designated Funds Recipients
- The locked box will be in the possession and control of one of the Designated Funds Recipients at the end of the event, and only Designated Funds Recipients will be given the ability to open the box
- Not later than the day after the event is held, not less than 2 Designated Funds Recipients will remove and count all receipts from the locked box, making copies of or recording names and amounts of individual checks and note of total cash, and will deposit all checks and cash in the Town’s bank account not later than the business day after being counted; the Town Treasurer will provide deposit slips and directions to the Town’s closest bank branch to Designated Funds Recipients prior to the event

- Designated Funds Recipients shall compare the total amount of funds in the box with the total funds evidenced by receipts and report any difference to the Event Chair, the Council Designee and the Town Treasurer
- The Town Treasurer will confirm the amount deposited in the bank not later than two business days after such deposit is made, and send an electronic message to the Mayor, Council and the Event Chair, to addresses designated by such persons, with respect to total funds deposited in the bank
- The Event Chair shall cause all bills for the event, together with written confirmation that such bills relate to the event and should be paid, to be submitted to the Town Treasurer not later than two days after their receipt from time to time and shall not pay any costs of the event from funds collected, other than from any seed money provided by the Town; the Treasurer will cause the bills to be paid directly to each vendor by check or wire not later than two weeks after their receipt by the Treasurer from time to time
- The Treasurer will reflect the event's revenues and expenses as line items on the next monthly financial reports delivered to the Mayor and Council after such receipt or payment
- The Event Chair will submit a written report as to revenues and expenses, including any seed money provided by the Town and any difference between actual funds received and written receipts for such funds, and recommendations for the future, to the Mayor and Town Council not later than the second month after the event. Failure to deliver such written report shall disqualify the Event Chair from chairing any other Town fund raising event during the 24 month period after the event.
- The Town will obtain fidelity insurance coverage for the Town Treasurer in an amount of not less than \$500,000 and for the Event Chair and the Designated Funds Recipients with respect to the event in amounts commensurate with the expected revenues of the event
- These policies and procedures may be changed by resolution of the Mayor and Town Council to the extent necessary and appropriate to apply to individual events



Deposit Account Rate Sheet
Effective February 27, 2020

Account Type	Minimum Deposit to Open	Minimum Balance to Earn Annual Percentage Yield	Interest Rate	Annual Percentage Yield
Checking				
Supreme Checking ^{1,2,3,4}	\$2500	\$ 250,000.01+	.50%	.50%
		\$ 0 - \$ 250,000.00	1.24%	1.25%
Federal Interest Checking ^{1,4} JMB Executive @ Work ^{1,5}	\$100	\$ 10,000.01+	.10%	.10%
		\$ 2,500.01 - \$ 10,000	.10%	.10%
		\$ 0 - \$ 2,500.00	.05%	.05%
Money Market				
Money Market Account ¹	\$100	\$ 500,000.00 +	1.00%	1.00%
		\$ 250,000.00 - \$ 499,999.99	.80%	.80%
		\$ 100,000.00 - \$ 249,999.99	.65%	.65%
		\$ 25,000.00 - \$ 99,999.99	.30%	.30%
		\$ 0 - \$ 24,999.99	.25%	.25%
Savings				
Supreme Savings ¹	\$100	\$ 50,000.01+	1.24%	1.25%
		\$ 0 - \$ 50,000.00	.20%	.20%
Regular Savings ¹	\$100	\$.01	.15%	.15%
Junior Savings ^{1,2,6}	\$5	\$ 1,000.01+	.20%	.20%
		\$.01 - \$ 1,000.00	1.49%	1.50%
Certificates of Deposit and Individual Retirement Accounts ⁷				
6 Months ⁸	\$500	\$500	1.24%	1.25%
12 Months ⁸	\$500	\$500	1.64%	1.65%
12 Months No Penalty ^{8,9}	\$500	\$500	1.39%	1.40%
15 Months ⁸	\$500	\$500	1.64%	1.65%
18 Months ⁸	\$500	\$500	1.69%	1.70%
2 Years ⁸	\$500	\$500	1.79%	1.80%
3 Years ⁸	\$500	\$500	1.88%	1.90%
4 Years ⁸	\$500	\$500	1.93%	1.95%
5 Years ⁸	\$500	\$500	1.98%	2.00%

¹ The interest rate and annual percentage yield may change after account opening. Annual Percentage Yield = APY

² Interest is paid on the average daily balance in each tier, creating a blended interest rate and annual percentage yield for the entire balance. For further details, see the Truth-In-Savings Disclosure.

³ Qualifying transaction requirements must be met during the monthly cycle. If the qualifying transaction requirements are not met during the monthly statement cycle, the total balance will earn a rate of 0.15%, 0.15% APY.

⁴ For personal accounts and sole proprietors only.

⁵ Available for employees of JMB business account holders.

⁶ Product offered in conjunction with existing John Marshall Bank relationship.

⁷ A penalty may be imposed for early withdrawal based on the term of the certificate as follows: less than 12 months = 90 days loss of interest; 12 months to less than 3 years = 180 days loss of interest; 3 years or greater = 1 year loss of interest. We may invade the principal to satisfy the required early withdrawal penalty.

⁸ May also be used as an Individual Retirement Account.

⁹ The 12 month No Penalty CD requires that funds must be on deposit for at least seven days, after which one penalty-free withdrawal of funds is allowable without interest or principal penalties.

Information shown is based on current rates and is subject to change without notice. Quoted CD rates are for individual CD's of up to \$1 million. Rates on CD's over \$1 million are subject to negotiation. Fees could reduce earnings on interest bearing accounts.

**Member
FDIC**

PLANNING COMMISSION REPORT for February 25, 2020

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

1. The Planning Commission continued its review and discussed the request for a Preliminary residential Use Permit by the Hindersteins at 12801 Chestnut Street for the removal of pool, and decking and leveling and fill of space and adding a retaining wall and patio, fencing, bedding and fireplace. It was previously determined that, according to the original application submitted, there would be approximately 2,957 square feet of land disturbance which would necessitate the submission of a Plan of Development to meet the requirements of Section 11-15 of the Town Code. A Plan of Development was submitted by the applicant and reviewed by the Town Engineer, Scott Peterson of the firm Gordon & Associates, who has found that the specific requirements set forth in Sec. 11-15 of the Town Code have now been met. As a result, The Planning Commission recommends that the Town Council issue the applicant a Preliminary Use Permit for the development of the aforementioned property based upon the attached Plan of Development with the following conditions:
 - A. That the requirements set forth in the attached letter from the Town Engineer dated February 3, 2020 are met,
 - B. That the applicants submit copies of all County and/or State-issued permits and the results of all inspections and certify the project's completeness.
 - C. That the applicants return to the Planning Commission with the aforementioned permits and inspections within two years from the date of the issuance of the Preliminary Use Permit to obtain a Final Use Permit.
2. The Planning Commission reviewed a Use Permit application of Môtier LLC, located at 12644 Chapel Road, at Suites A & B, a bakery business owned by Ivar Setiawan, As a result of the review and discussion by the Planning Commission of the application, dated January 2020, the Planning Commission voted unanimously to recommend to the Town Council that the Use Permit be approved with the following conditions:
 - A. That Môtier will primarily operate as a take-out bakery business.
 - B. That the hours of operation are Sunday-Saturday 8AM-11PM.
 - C. That a maximum of 4 full-time employees be on site at any one time.
 - D. That the bakery has a maximum of 8 seats outside.
 - E. That the parking spaces required for bakery use are as follows:
 - 936 net square feet of space for primarily take-out food which requires 9 parking spaces,
 - 4 maximum full-time employees to be on site at any one time which requires 2 parking spaces,

- F. Therefore, a total of 11 parking spaces are required.
- G. That ARB approval be obtained for any signs.

3. The Planning Commission reviewed the request by John Tennent, owner of 7219 Dell Avenue, to issue a Final residential Use Permit for the completion of the construction of an addition to the existing structure. Copies of all permits were provided and compliance with all Preliminary Use Permit requirements was demonstrated. The Planning Commission recommends that the Town Council issue the applicant a Final Use Permit for the construction of the addition to the existing structure.
4. The Planning Commission reviewed the request by John Tennent, owner of 7215 Dell Avenue, to issue a Final residential Use Permit for the completion of the construction of an addition to the existing structure and the construction of a detached garage. A comprehensive review undertaken by the Planning Commission indicated that 4 conditions listed on the Preliminary Use Permit still must be met, including:
 - A. Building height must be listed on the elevations design sheet,
 - B. Records must be provided that delineate the dedicated conservation easement and demonstrate its recordation in County land records,
 - C. Final plans showing review and approval by Fairfax County DPWES Site Development Services for Erosion and Sediment control were completed must be submitted,
 - D. A copy of sanitary sewer permit #142110088 with a passing final inspection must be provided along with a copy of an occupancy permit from Fairfax County.The Planning Commission recommends that the Town Council conditionally approve a Final Use Permit for the construction of the addition to the existing structure and construction of detached garage to be issued after the pending submission of reasonable proof of items A-D, to be first reviewed by Kathy Kalinowski and the Zoning Clerk.
5. The Planning Commission has initiated a review of the parking tabulation data provided by the property owner of the Clifton House, located at 12644 Chapel Road in order to reconcile discrepancies that have been discovered between the tabulation form and the parking space requirements contained within individual Use Permits of the businesses located within the building and expects to have an updated tenant list and parking list shortly.
6. The Planning Commission reviewed and made changes to the instructions for Use Permit applications for reasons of clarity. Once finalized, the updated version will replace the previous version on the Town's website.

CLIFTON TOWN STREET BANNERS RULES

- 1. ALL STREET BANNERS IN PUBLIC RIGHT OF WAY MUST BE APPROVED IN ADVANCE (NO LONGER THAN ONE YEAR) BY THE CLIFTON TOWN COUNCIL BEFORE PLACEMENT.**
- 2. ALL PREVIOUSLY TOWN APPROVED STREET BANNERS APPROVALS ARE REVOKED. (BANNERS APPROVED BEFORE JUNE 5, 2012.)**
- 3. ALL STREET BANNERS SHALL NOT BE HUNG MORE THAN THIRTY DAYS IN ADVANCE OF BANNER ADVERTISED EVENT WITH A TAKE DOWN WITHIN SEVEN DAYS AFTER THE EVENT.**
- 4. PLACEMENT AND REMOVAL OF THE BANNER MUST BE SUPERVISED BY A TOWN COUNCIL DESIGNATED REPRESENTATIVE(S).**
- 5. ALL BANNERS MUST MEET THE FOLLOWING:**
 - A. MAXIMUM SIZE SPECIFICATIONS SIXTEEN (16) FEET LONG AND TWO AND ONE HALF (2 1/2) FEET WIDE.**
 - B. GROMMETS MUST BE PLACED AT TOP AND BOTTOM OF BANNER EVERY TWO (2) FEET SPACING FROM THE BANNER CORNERS.**
 - C. ALL CORNERS OF THE BANNER MUST BE REINFORCED TO PREVENT BANNER SEPARATION FROM THEIR TIE ROPES.**
 - D. ALL BANNERS MUST HAVE TIE DOWN ROPES ON THE BOTTOM OF THE LOWEST HANGING BANNER.**
 - E. RECOMMENDED SIZE SPECIFICATIONS SIXTEEN (16) FEET LONG AND TWO (2) FEET WIDE.**
- 6. BANNER TEXT MAY BE DISPLAYED ON ONE OR TWO SIDES.**
- 7. ONLY TWO BANNERS MAY BE DISPLAYED AT ANY ONE TIME.**
- 8. COLORS AND PRINT SIZE OF THE BANNER MAY VARY.**
- 9. IN THE EVENT OF PLACEMENT OF TWO BANNERS AT THE SAME TIME THE LATEST EVENT BANNER WILL BE PLACED FOR DISPLAY AT THE TOP.**
- 10. NO BANNERS WILL BE APPROVED FOR PROFIT ENTITIES.**
- 11. BANNERS WILL BE APPROVED ONLY FOR EVENTS LOCATED IN THE TOWN.**



Amanda Christman <cliftonclerkva@gmail.com>

Fairfax County zoning changes

1 message

michellestein@cox.net <michellestein@cox.net>

Thu, Feb 27, 2020 at 3:34 PM

Reply-To: michellestein@cox.net

To: Bill Hollaway <WHollaway77@gmail.com>, Chase <chasehinderstein@gmail.com>, Darrell Poe <poe4clifton@gmail.com>, Melissa Milne <melissa.milne9@gmail.com>, Regan McDonald <mcdonald.regan@gmail.com>, Steve Effros <Steve@effros.com>

Cc: Amanda Christman <cliftonclerkva@gmail.com>

I believe that you have an item on the March 3rd agenda regarding the proposed Fairfax County zoning changes. I will be at the meeting to discuss the topic but want you to have some background prior to Tuesday. See attached.

I welcome edits to the letter I have prepared and attached. It was clear at the meeting Supervisor Herrity held on March 13th that the community wishes to block many of the proposed changes. I hope the council decides to send my letter or a version of it.

A link to Fairfax County Zoning Ordinance Modernization Project is here:

<https://www.fairfaxcounty.gov/planning-development/zmod>

Michelle Stein

michellestein@cox.net

703-539-8000 office

703-989-4376 cell

5 attachments**feb-04-land-use-r-c-district-and-r-e-district-20-acres-or-more-map.pdf**

7205K

**proposed Agritourism amendment.pdf**

308K

**2020 Zoning Changes.pdf**

49K

**The county is in the process of revising its zoning ordinance including addressing agritourism.pdf**

75K

**To Fairfax County Board of Supervisors.docx**

13K

The county is in the process of revising its zoning ordinance including addressing agritourism, adding the ability to establish a rural resort and significantly reducing the requirements for Accessory Dwelling Units (ADUs). Because of the potentially significant impacts to our residential neighborhoods, especially in the Occoquan Watershed, Supervisor Herrity is holding a community meeting on **Wednesday, February 19, at 7:30 pm at the Clifton Town Hall at 12641 Chapel Road, Clifton**. The purpose of the meeting is to inform residents and obtain feedback on the County's proposed Agritourism Zoning Ordinance Amendment, the addition of a Rural Resort use, and changes to the requirements for ADUs. The Code of Virginia permits agritourism by-right when associated with an agricultural operation. However, localities are able to regulate agritourism activities when there is a significant impact to the health, safety, or general welfare of the public. Agritourism activities are carried out on a farm for recreational, entertainment, or educational purposes. County staff has proposed definitions for agritourism and use limitations in an attempt to provide thresholds for a predictable and consistent path for future agritourism activities. Also, the County is considering proposing a new land use, "Rural Resort" as a special exception use in certain zoning districts on 20 acres or more. This would allow for the hosting of events such as weddings and corporate retreats on rural properties. Supervisor Herrity has significant concerns with the proposed Rural Resort use especially in the Occoquan Watershed (R-C).

Staff is also proposing revisions to standards for ADUs. Currently, all ADUs require special permit review before the Board of Zoning Appeals. Staff is proposing a more streamlined process that would allow administrative approval of an ADU when located within the principal dwelling. Staff is also proposing to limit the size to 1200 square feet. Currently, an ADU is only allowed if someone on the property meets certain age or disability restrictions, but the Board and staff are looking to delete those constraints which may result in an increase of these units in our residential neighborhoods. Supervisor Herrity supports easing the requirements for ADUs with the current age and disability restrictions but opposes eliminating these restrictions. Eliminating these restrictions would give most residential housing the ability to add an ADU and has the potential to significantly increase the density in our residential neighborhoods.

Supervisor Herrity is looking to inform the community of the details of these proposals and get their feedback. Staff will be making a brief presentation on these proposals followed by a questions and answer session and an opportunity to provide feedback.

Click on the links below for further details:

Agritourism & Rural Resort -

<https://www.fairfaxcounty.gov/boardofsupervisors/sites/boardofsupervisors/files/assets/meeting-materials/2020/feb04-proposed-agritourism-zoning-ordinance-amendment.pdf>

Accessory Dwelling Units - <https://www.fairfaxcounty.gov/planning-development/sites/planning-development/files/assets/documents/zmod/lupc-handout-2020-02-04.pdf>

Marlae Schnare

Senior Legislative Aide

OFFICE OF SUPERVISOR PAT HERRITY

Fairfax County Board of Supervisors

6140 Rolling Road

Springfield, Virginia 22152

Telephone: (703) 451-8873



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

PROPOSED AGRITOURISM ZONING ORDINANCE AMENDMENT

Agritourism is listed as a First Tier, Priority 1 item under Agricultural Districts and Uses on the Zoning Ordinance Amendment Work Program. In July 2019, staff convened a workgroup comprised of Fairfax County farmers and agritourism providers. Staff met with the workgroup on three occasions to discuss and gain feedback on the proposed amendment. Staff has also participated in regional discussions on agritourism issues. This document presents a discussion of agritourism, as well as the proposed associated changes to the Zoning Ordinance. While Fairfax County is an urbanizing county, there are local farms within the county that are looking for economic opportunities associated with agritourism that would allow them to conserve agricultural land and support their agricultural business.

BACKGROUND

Section 3.2-6400 of the Code of Virginia defines agritourism activity as “any activity carried out on a farm or ranch that allows members of the general public, for recreational, entertainment, or educational purposes, to view or enjoy rural activities, including farming, wineries, ranching, historical, cultural, harvest-your-own activities, or natural activities and attractions. An activity is an agritourism activity whether or not the participant paid to participate in the activity.” The Code goes on to address local regulation of agritourism activities in Section 15.2-2288.6 and states that no locality is allowed to regulate agritourism activities unless there is a substantial impact on the health, safety, or general welfare. However, the Code of Virginia does not identify any criteria by which to measure those impacts. Therefore, the Zoning Administrator has had to determine on a case-by-case basis whether such activity has a substantial impact on the health, safety, or general welfare of the public. Setting thresholds in the Zoning Ordinance will provide a predictable and consistent path for future agritourism activities in Fairfax County.

CURRENT ZONING ORDINANCE PROVISIONS

The Zoning Ordinance allows agriculture by-right in the R-A through R-1 Districts. Agriculture,¹ as defined in the Zoning Ordinance, requires the property to be five acres in size and be a business engaged

¹ **Sect. 20-300 Definitions.** AGRICULTURE: The use of a farm or other tract of land not less than five (5) acres in size as a business engaged in the production of crops, nursery stock or plant growth of any kind and/or the raising of livestock, aquatic life or other animals to produce products such as food and fiber and the wholesale sale of the foregoing plant and animal products. Agriculture may also include the operation of agritourism uses, as set forth in the Code of Virginia, and a licensed farm winery, limited brewery or limited distillery, but only as those uses are defined in this Ordinance and only in accordance with the provisions of Part 6 of Article 9, when a special exception is required.

The term 'agriculture' shall not include the following uses: (a) the maintenance and operation of plant nurseries; (b) the operation or maintenance of a commercial stockyard or feed yard; (c) the retail sales of agricultural products except as an accessory use; or (d) the operation of landscape contracting services. However, the definition of agriculture shall not be deemed to preclude the keeping of livestock on parcels of two (2) acres or more in size as permitted by Sect. 2-512 or gardening, as permitted as an accessory use in Sect. 10-102.



PLANNING & DEVELOPMENT

Department of Planning and Development
Zoning Administration Division
12055 Government Center Parkway, Suite 807
Fairfax, Virginia 22035-5507
Phone 703-324-1314
Fax 703-803-6372

www.fairfaxcounty.gov/planning-development

in the production of crops, nursery stock or plant growth of any kind and/or the raising of livestock, aquatic life or other animals to produce products such as food and fiber and the wholesale of the foregoing plant and animal products. Agriculture may also include the operation of agritourism uses, as set forth in the Code of Virginia, and a licensed farm winery, limited brewery or limited distillery. Special Exception approval is required under certain circumstances for a licensed farm winery, limited brewery or limited distillery located on a farm containing 20 acres or more. The definition of agriculture is not proposed to be substantially changed with the Zoning Ordinance Modernization (zMOD) project. Currently if someone is pursuing an agritourism use that does not meet the definitions of licensed farm winery, limited brewery or limited distillery, staff suggests that they submit a use determination request. The use determination process allows the Zoning Administrator and her staff to determine if the proposed use has a substantial impact on the health, safety or general welfare of the community. If there is such an impact, Special Permit or Special Exception approval may be required, depending on the type of agritourism use.

PROPOSED AMENDMENT

Agritourism

This amendment proposes to explicitly list, and define, agritourism as a permitted accessory use to agriculture while establishing use limitations that address concerns surrounding the health, safety and general welfare of the community. The proposed definition is as follows.

AGRITOURISM: Any activity carried out on a farm or ranch that allows members of the general public, for recreational, entertainment, or educational purposes, to view or enjoy agricultural activities, including farming, historical, cultural, or natural activities and attractions, regardless of whether the participant paid to participate in the activity.

The scale of the agritourism activities would be subject to specific use limitations as detailed in the table in Attachment 1. If a provider would like to exceed the use limitations established for certain agritourism uses, a Special Exception could be pursued. The following activities, and similar uses as determined by the Zoning Administrator, are under consideration to be permitted as an agritourism use in conjunction with an agriculture operation.

- Farm tours including educational programs, workshops or demonstrations related to agriculture
- Harvest-your-own activities
- Seasonal festivals including crop mazes or hayrides
- Special events as an accessory use not related to agricultural, including but not limited to corporate and other private events, fundraising activities and weddings
- Hiking, equestrian trails and other similar passive recreational activities
- Wayside Stands

Staff proposes a scaled approach to agritourism because of the substantial impact the activity has on health, safety, and general welfare depending on lot size. Using farm wineries, past interpretations, and research of other Virginia jurisdictions, staff determined where potential impacts arise with agritourism activities on a lot size basis. Three varying scales of agritourism activities – small, medium, and large were identified based on lot size. Staff applied the acreage and number of attendees currently permitted under farm wineries to the large scale agritourism category; however, staff does not propose to distinguish the number of attendees based on the road type. A Farm Winery is limited to 200 attendees or 300 if located on a major arterial. Staff is proposing to allow a certain number of attendees for agritourism activities regardless of the road classification. Should the Board support this approach, staff may recommend a corresponding revision to the farm winery regulations. The acreage and number of attendees were scaled down from those previously mentioned for farm wineries in order to create the small and medium size thresholds. Small scale is for lots of 5 up to 10 acres; medium scale is for lots of 10 up to 20 acres; and large scale is for lots of 20 acres or more. The table in Attachment 1 details the scaled approach staff is proposing for agritourism. The list of activities, permissions, and use limitations for each scale is provided. The permissions are identified as “P” which means permitted by-right and “SE” which means Special Exception approval is required. Each scale has the same list of activities, but the allowances, i.e., number of attendees and number of days for the activity increase as the scale increases.

In all three scales, farm tours, harvest-your own activities as well as trails and other passive recreational activities are permitted by-right with no limitation on visitors or days in use. The current provision limiting the size of wayside stands² to 400 square feet is proposed for small and medium scale agritourism. However, staff is proposing to increase the square footage permitted for wayside stands to between 800 and 1,600 square feet for large scale agritourism. The use limitations for seasonal festivals (“festival”) and special events (“events”) are summarized below for each scale. If the owner/operator wishes to exceed these limitations, they could request special exception approval from the Board of Supervisors.

- Small Scale: Festivals and events would be limited to 150 or fewer attendees per day. Additionally, festivals and events would each be limited to a total of 4 days per calendar year with no festival or event exceeding 2 consecutive days.
- Medium Scale: Festivals and events would be limited to 200 or fewer attendees per day. Additionally, festivals and events would each be limited to a total of 8 days per calendar year with no festivals or event exceeding 2 consecutive days.
- Large Scale: No limitation on the number of days for festivals or events if there are 300 or fewer total attendees. Additionally, there can be 2 seasonal festivals per year, each with a maximum duration of 6 weeks, and 12 special events per year, which exceed 300 attendees.

² **Sect. 10-102 Permitted Accessory Uses**

30. Wayside stands, but subject to the following limitations:

B. Structures shall not exceed 400 square feet in gross floor area.

In addition to the use limitations detailed in Attachment 1, this amendment would also establish the following provisions related to agritourism.

- Permit food trucks when they are in conjunction with an agritourism activity, the number and duration of which are still under consideration.
- Permit Bed and Breakfast establishments by-right in the R-A through R-1 Districts on a parcel of 20 acres or more when the provisions of Paragraphs two through four of Sect. 9-526³ are met.
- Similar to the current provision for Farm Wineries, Breweries and Distilleries, prohibit activities such as helicopter rides, firework displays, antique/flea markets, go-cart/all-terrain vehicle tracks, and mechanized amusement park rides.

Please note that farm wineries, distilleries, and breweries are separately defined, and no changes are proposed to the existing special exception standards and their ability to host events for those uses, except for potentially removing the road distinction for permitted number of attendees to match this proposal.

Farm Worker Housing

The workgroup indicated a desire to provide housing for their farm employees on the farm property because the high cost of housing has made it difficult to retain employees who are often hired on a seasonal basis. The Zoning Ordinance currently permits quarters of a tenant farmer and his family, as an accessory use in the R-A through R-E Districts on a parcel of 20 acres or more (Par. 18 of Sect. 10-102). This amendment would consider continuing to permit accommodations for farm workers as an accessory use to agriculture and potentially permit more than one structure.

Administrative Permit Process

Staff is exploring the possibility of requiring an Administrative Permit, similar to the current process of Temporary Special Permits, to allow seasonal festivals and/or special events that meets the use limitations in Attachment 1. This would allow for staff review of parking

³ **Sect. 9-526 Additional Standards for Bed and Breakfasts Uses**

2. All bed and breakfast uses shall be permitted only in residential structures, including normal residential accessory structures. Alterations undertaken on structures shall be limited to those which will not alter the exterior appearance of the structure from that of a dwelling or normal residential accessory structure.

3. A bed and breakfast may not include a restaurant; however, breakfast and other light fare may be provided for resident guests. In addition, this provision does not preclude the filing and approval of a separate Group 7 special permit application for a restaurant.

4. No off-street parking or loading space for the bed and breakfast use shall be located in any required side or rear yard that abuts an R district and all off-street parking spaces shall be adequately screened to minimize adverse impacts on adjacent residential properties. No more than three (3) parking spaces for the bed and breakfast use shall be located in any required front yard unless specifically permitted by the Board on a finding that such parking provisions will not adversely affect the character of the surrounding residential area.

arrangements, hours of operation and other activities associated with the seasonal festival or special event. Such a permit could be valid for an extended period of time, unless circumstances change.

R-A, Rural Agricultural District

The purpose of the R-A, Rural Agricultural District is for the raising of livestock and/or farming. Provided that agricultural uses cover not less than 75% of the total land area, a single family detached dwelling can be accessory to the agriculture use on the property. There is approximately 95 acres of land in the R-A District. Staff analyzed these properties through aerial photography. The majority of these properties are vacant land or have a single family detached dwelling without an agricultural use. Staff believes there is value in amending the Purpose and Intent of this district to permit single family detached dwellings as a by-right use along with agriculture. This would better reflect the R-A District in its current state.

R-1, Residential District

There have been previous discussions with the Board of Supervisors as to whether it is appropriate to permit agriculture in the R-1 District. The R-1 District is established to provide for single family detached dwellings and to allow other selected uses which are compatible with the low-density residential character of the district. While no consensus was reached on this topic, staff believes consideration should be given to increasing the minimum acreage required to establish an agricultural use in the R-1 District from 5 acres to 10 acres to minimize the impacts that an agricultural use and associated agritourism activities could have on adjacent properties, particularly if those adjacent properties are single family residences.

Rural Resort

In discussions with the workgroup and in various requests received for use determinations, staff has heard that Fairfax County could capture some of the economic opportunities related to agriculture that is currently going to neighboring jurisdictions, by allowing a venue for events such as weddings and corporate retreats on our rural properties. Currently, the Zoning Ordinance deems these uses indoor commercial recreation, which is not permitted in residential districts. Additionally, there are no opportunities for overnight accommodations in the R-C through R-1 Districts, other than a Bed and Breakfast establishment which is limited to five guest rooms and requires the owner or manager to live on-site.

In response to these discussions, staff is proposing to add a new use of a Rural Resort as a special exception use in the R-A, R-E and R-C Districts on 20 acres or more. The proposed definition is as follows.

RURAL RESORT: A private establishment consisting of a structure or structures in which lodging units are offered to transients for compensation as the principal use. The rural resort may include conference and meeting facilities, restaurant, banquet and event facilities, personal service facilities, and recreational amenities.

Additional standards under consideration include requiring on-site management, limitation on the amount of gross floor area devoted to personal service (spa/salon use), banquet spaces, and number of lodging rooms for rent. Similar to the existing provisions for expanding an existing farm winery, the Board of Supervisors may impose conditions on events and activities, including but not limited to the type and number of allowable activities, the area of the site devoted to such activities, the adequacy of water and sanitation services to accommodate the anticipated number of attendees, the days and hours of such activities, the use of lighting or amplified sound systems, and the amount of parking available to accommodate the activity.

The purpose and intent of the R-C District⁴ is to protect our natural resources; minimize impervious surface; protect water quality; and promote open, rural areas. Establishing a Rural Resort in this district could intensify the land use and impact the natural resources and water quality that the district intends to protect. If the Board wishes to consider such a use, particularly in the R-C District, careful consideration should be given to developing standards that would ensure that the purpose and intent of the district is maintained and potential environmental impacts mitigated.

OUTREACH

Staff established an Agritourism Workgroup comprised of local farmers, property owners and stakeholders in July 2019. The workgroup has met three times to discuss the topic, express what agritourism activities they currently participate in and would like to establish in the future, and provide feedback on staff's proposal. Additionally, the proposal was introduced to the Agricultural and Forestal District Advisory Committee and two of the Zoning Ordinance Modernization's (zMOD) workgroups. One being the Citizens Advisory Workgroup and the other being the Land Use Attorneys Workgroup. Staff intends to continue our outreach with interested citizens groups as this proposal progresses.

NEXT STEPS

Staff requests guidance on the proposed regulations and anticipates bringing this amendment to the Board for authorization in Spring of 2020. Questions and comments can be directed to Sara Morgan, Senior Planner at sara.morgan@fairfaxcounty.gov or 703-324-1314.

ATTACHMENTS

1. Agritourism Use Limitations Table

⁴ **Sect. 3-C01 Purpose and Intent**

The R-C District is established to protect water courses, stream valleys, marshes, forest cover in watersheds, aquifer recharge areas, rare ecological areas, and areas of natural scenic vistas; to minimize impervious surface and to protect the quality of water in public water supply watersheds; to promote open, rural areas for the growing of crops, pasturage, horticulture, dairying, floriculture, the raising of poultry and livestock, and for low density residential uses; and otherwise to implement the stated purpose and intent of this Ordinance.

	Lot Size	Activity	Permissions	Use Limitations
Small	5 to up to 10 acres	Farm Tours including educational programs, workshops or demonstrations	P	No limitation
		Harvest-Your-Own Activities	P	No limitation
		Seasonal Festivals and Special Events	P/SE	Limited to 150 or fewer total attendees per day; Limited to a maximum of 4 days per calendar year with no festival or event exceeding 2 consecutive days
		Trails and other similar recreational activities	P	No limitation
		Wayside stands	P	Limited to a size of 400 square feet (Par. 30 of Sect. 10-102)
Medium	10 to up to 20 acres	Farm Tours including educational programs, workshops or demonstrations	P	No limitation
		Harvest-Your-Own Activities	P	No limitation
		Seasonal Festivals and Special Events	P/SE	Limited to 200 or fewer total attendees; Limited to a maximum of 8 days per calendar year with no festival or event exceeding 2 consecutive days
		Trails and other similar recreational activities	P	No limitation
		Wayside stands	P	Limited to a size of 400 square feet (Par. 30 of Sect. 10-102)
Large	20 acres or more	Farm Tours including educational programs, workshops or demonstrations	P	No limitation
		Harvest-Your-Own Activities	P	No limitation
		Seasonal Festivals and Special Events	P/SE	Unlimited number of festivals if 300 or fewer total attendees; Maximum of 2 festivals per year, with a maximum duration of 6 weeks each, when exceeding 300 attendees; Maximum of 12 events per calendar year for more than 300 attendees
		Trails and other similar recreational activities	P	No limitation
		Wayside stands	P	Limited to a size of 800-1,600 square feet

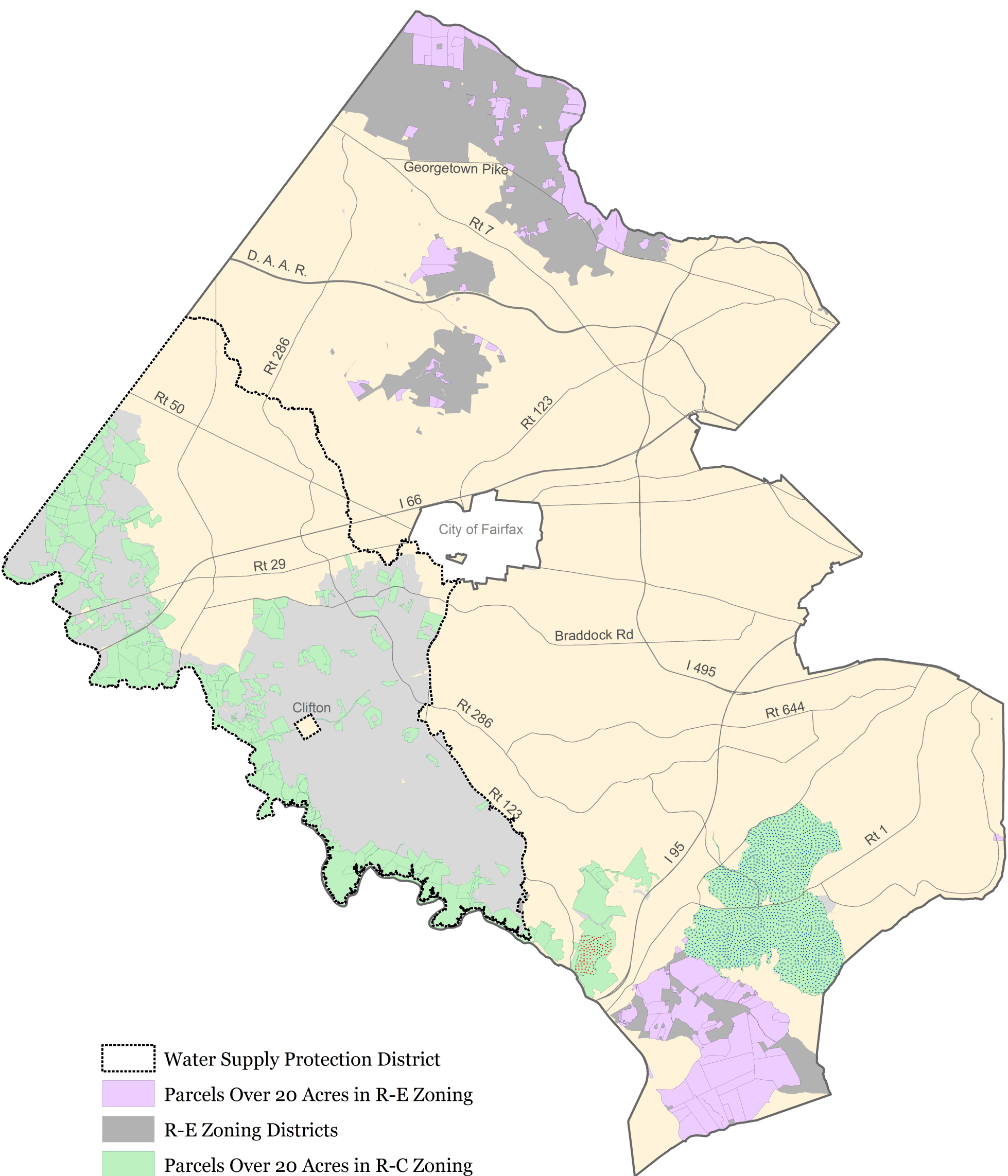
Key: P – Permitted by-right; SE – Special Exception required to exceed use limitations

Note: If you had two events on a single day, it would be counted as one calendar day. If you had an event over two days, it would count as two calendar days.

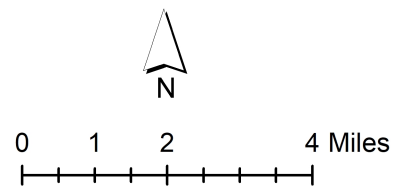


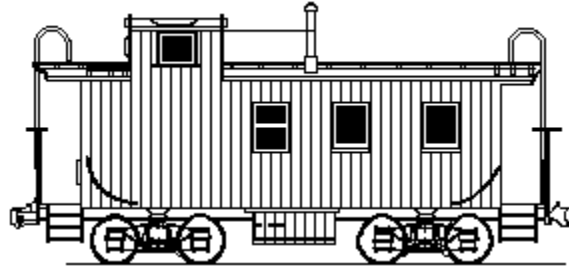
Fairfax County

Parcels 20+ Acres Zoned R-C and Parcels 20+ Acres Zoned R-E



- Water Supply Protection District
- Parcels Over 20 Acres in R-E Zoning
- R-E Zoning Districts
- Parcels Over 20 Acres in R-C Zoning
- R-C Zoning Districts
- Fort Belvoir
- Landfill





**CLIFTON TOWN COUNCIL MEETING
TUESDAY, MARCH 3, 2020, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Order of Business:

1. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings and work sessions);
 - b. Golf Cart Registrations - Update.
2. Report of the Treasurer:
 - a. Decision on Investing in CDs.
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 their name and address;
 - (ii) Direct their 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.
4. Unfinished Business:
 - a. Clifton Museum and Visitor Center; Proposal for Use of Historic Building – Update;
 - b. IT/Website Contract, New Email Addresses, and Updates to Website - Update.
5. Reports of Special Committees.
6. Reports of Standing Committees:
 - a. Planning Commission.
 - b. Architectural Review Board.
 - c. Other Committees.
7. New Business:
 - a. Presentation re: Proposed Fairfax County Zoning Changes re: Rural Resorts, ADUs and Agri-Tourism:
 - i. Request for Town to Take Position on County Zoning Proposal and Send Letter to Board of Supervisors;
 - b. Banner Request – Clifton Lions Club - Annual Pancake Breakfast April 25, 2020;
 - c. Banner Request – Motier Bakery – Advertise Opening of New Business April 10, 2020;
 - d. Town Naturalist Activities and Vaccination;
 - e. Civil War Trails Group Proposal re: Informational Signs;
 - f. Request for Design of Town Logo.
8. Report of the Zoning Administrator.
9. Executive Session.
10. Adjournment.

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please contact the Town Clerk at cliftonclerkva@gmail.com. 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 an individual with a demonstrated need for such services.