

**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, AUGUST 6, 2024, 7:30 PM  
WAYNE H. NICKUM COMMUNITY MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VIRGINIA 20124**

**Present:** Mayor Tom Peterson; Vice Mayor Regan McDonald; Councilmember Steve Effros; Councilmember Mary Hess  
**Absent:** Councilmember Jay Davis; Councilmember Lynn Screen; Lisa Wax, Town Treasurer  
**Staff:** Kerrie Gogoel, Town Clerk; Laura Jane Cohen, Town Administrator

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

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton (if needed).
2. Report of the Town Clerk:
  - a. The Clerk provided an update as to their FOIA Officer Training, scheduled for later this month, so that they can be officially listed as the FOIA Officer.
  - b. The Clerk noted that they are investigating improving document management practices and exploring options within our existing Google Suite. In that investigation they noted that the current website provider is also administering the Town Google Suite accounts and that this should be taken into consideration when looking to potentially make a change to that provider.
  - c. The Clerk provided an update on the effort to formally update the Town Code to incorporate the changes that went into effect July 1, and that they are looking forward to hearing more about the search for a Town Attorney as this person would be able to answer the outstanding questions. CM Effros suggested that the Clerk send questions to him and that he would field them with the legal committee.
  - d. Approval of the Minutes (previous meetings, special meetings, and work sessions).
- **Mayor Peterson moved to approve the minutes as written, CM Effros seconded. The motion was approved by poll 4-0.**
3. Report of the Treasurer.  
See attached report.
- **Mayor Peterson moved to approve the report as written, CM Effros seconded. The motion was approved by poll 4-0.**

4. Report of the Administrator.

a. Caboose Painting:

The Administrator has inquired with several vendors regarding this effort; however, many were simply not interested. It was determined that sufficient quotes were requested as one bid was received and two or more provided “no bid” responses. VM McDonald highlighted a desire to have the caboose repainted by Clifton Day in October.

It was discussed that potentially the Caboose could become a visitor’s center or museum in future; however, the aim for right now is to get the exterior painted and windows fixed only.

- **VM McDonald moved to move forward with the bid procured by the Town Administrator with an aim to complete the work by the end of September. CM Hess seconded and the motion was approved by Roll Call.**

**CM Hess: Aye**

**Mayor Peterson: Aye**

**VM McDonald: Aye**

**CM Effros: Aye**

b. Pink House:

The Administrator reported that while they reached out to the groups recommended in the previous meeting, their assessments would cost money to procure. In light of that, the Administrator asked local architect and ARB chair Royce Jarrendt to walk through the property and provide guidance and a rough cost estimate for renovating the property, see attached email. The Administrator inquired whether in light of the cost estimate provided, they should move forward with the other vendors previously referenced. Mayor Peterson indicated that at this point we should not, especially as we have a business occupying the space and the work would impact them. CM Effros suggested that with this new information from Mr. Jarrendt this topic should be reviewed by the Finance Committee, and that they will review their previous recommendation to sell it. CM Effros was tasked with taking this back to the Finance Committee.

Geri Yantis suggested that it may still be valuable to do the full feasibility study and that there may be sources of funding for historic renovation, and that with the renovation the Town could potentially demand higher rent. Mayor Peterson agreed that this is a topic the Finance Committee should discuss.

VM McDonald highlighted that there are some temporary measures that need to be addressed for safety, such as structural improvements and maintenance to the windows and siding.

- **VM McDonald moved that the Town approve \$2,500 to address temporary measures to shore up the Pink House and the motion was seconded by CM Effros. The motion was approved by Roll Call.**

**CM Effros: Aye**

**CM Hess: Aye**

**Mayor Peterson: Aye**  
**VM McDonald: Aye**

The Town Administrator indicated that while the vendor that provided a quote for the Caboose repainting was there, they also asked them to provide an estimate for painting the Pink House. The vendor reported that it would cost about \$18,000 and would include replacing the glazing on the windows, addressing wood rot, etc.

Additionally, the Town Administrator offered to serve as the primary point of contact for the occupants of the Pink House when maintenance needs arise, as they are often working out of the back building.

c. Restaurant Liaison:

The Administrator is working with the owners of the Clifton Café and Clifton Pub to coordinate a meeting for all restaurants; however, due to key personnel planned vacations, this meeting will not occur until September.

d. Playground Grants:

The Administrator reported that there are a lot of Playground Grants out there that we could take advantage of, and mentioned that CM Screen had indicated previously that incorporating accessibility is a goal. Many grants appear to be matching grants, with community building, inclusion, and healthy kids being the target. CM Hess indicated that we need to ensure that if we use these grant funds that it doesn't preclude us from using the CARES funding. CM Effros also highlighted that we need to have CARES funds obligated by December 31 and need to take this into account with respect to these grants as well.

5. Citizen's Remarks

There were no Citizen's Remarks at this meeting.

6. Reports of Committees:

All Committees were reminded that they must ensure that they advertise their meetings properly to meet FOIA requirements.

a. Planning Commission.

See attached report.

The Planning Commission reviewed the request for a commercial use permit by applicant Tamara Crean, on behalf of Wheelhouse Pilates for a change in space and activity at 12642 Chapel Road Clifton, from M-5 to Suite M-8 and from a class to an office use for private pilates/yoga sessions by appointment only. The use permit proposes using 180 square feet of office space with not more than 1 employee on site at any one time, from Monday through Saturday from 7am to 9pm. The recommendation is to approve the application on the foregoing terms with the allocation of one parking space.

- **Mayor Peterson moved to approve, CM Hess seconded. The motion was approved by poll 4-0.**

The Planning Commission reviewed a request for a commercial use permit by applicant Sarah Mulhaul on behalf of the Corvus Center for Mental Health Services for office space at 12642 Chapel Rd, Clifton in Suite U-11. The applicant will be using 81 square feet of space with one employee on site at any one time, from Monday through Friday, 9am to 5pm. The recommendation is to approve the application on the foregoing terms with the allocation of one parking space.

- **Mayor Peterson moved to approve, CM Hess seconded. The motion was approved by poll 4-0.**

b. Zoning Administrator

The Town does not currently have a Zoning Administrator; however, Town staff are working towards resolving this.

c. Architectural Review Board.

There was no quorum for ARB this month, as such no applications were discussed.

d. Communications Committee

The Town Administrator reported that while several vendors were investigated, there were two vendors that were in contention; however, one was significantly more costly than the other. The recommended vendor, Revize, met all of the functional requirements provided by the committee (including but not limited to: document storage, calendar management, improved content management, etc.), as well as some additional items, and the quote fit within the budget. It was confirmed that the Town Council representative for the committee had reviewed it all. See attached for website recommendation information.

- **CM Hess moved to move forward with the new website contract as presented and recommended by the committee, Mayor Peterson seconded the motion. The motion was approved by Roll Call.**

**CM Hess: Aye**

**Mayor Peterson: Aye**

**VM McDonald: Aye**

**CM Effros: Aye**

It was also noted that there will be someone coming before the communications committee to discuss social media in the near future.

- e. Special Projects Committee (Streetscape).  
See attached report.

The J2 agreement and approval of invoices was discussed. The approved J2 agreement is for about \$275,000; however, the council had only approved the

release of \$50,000. The July invoice brought the total to be over that amount, therefore additional funds were requested. The committee requested to have the full balance released so as to prevent having to request funds on a monthly basis; however, the Town Council indicated a preference to release the amount required for the July invoice, and to wait for the Town Treasurer to be present to release the full funds. CM Hess requested that the Town Clerk put it on the agenda for September to discuss releasing the full contract amount.

- **CM Hess moved to approve an additional \$60,000 to pay invoices for J2. The motion was seconded by VM McDonald and the motion was approved by Roll Call:**

**CM Hess: Aye**

**Mayor Peterson: Aye**

**VM McDonald: Aye**

**CM Effros: Aye**

7. Unfinished Business:

a. Meals Tax and Restaurants

See above in the Town Administrator Report for an update regarding upcoming meetings.

Mayor Peterson reminded citizens that the Meals Tax is due August 20.

CM Effros inquired whether the new website will cover what the Town Treasurer needs for collecting these types of payments. The Town Clerk confirmed that the new website will provide a seamless interface with our existing payments portal (Stripe), that any costs for Stripe will continue, but that from a user's perspective it should be seamless.

b. Town Attorney Search

The Legal Advisory Committee continues to work on the search, an inquiry for attorneys who may be interested in providing these services will be going out in the next Town Attorney's group for Virginia. They have also discussed talking to Fairfax County to see if they would be willing, for a fee, to provide these services to Clifton as opposed to the Town getting its own Attorney. A contact has been provided by Pat Herrity and the discussion is in progress.

c. Pink House

See above in the Town Administrator report.

d. CARES Act List

CM Effros highlighted that we have about \$51,000 to spend and that this could be best spent on one project as opposed to several smaller ones, and proposed that the Town focus on the playground. As previously mentioned, the Town Administrator has identified several potential grants that could be of assistance here, and CM Effros indicated that we should ensure that the use of grants doesn't cancel out the use of the CARES funding. VM McDonald noted that the Parks committee will be meeting in August to discuss this effort.

- e. Barn Raising  
See attached. Citizen Patrick Wood, a recent graduate of the UVA School of Architecture proposed potential designs for the Town to work off of in the future. Mayor Peterson highlighted that no negotiations have occurred and nothing has been promised, the citizen was merely asked to present ideas.
- f. Caboose Painting  
See above for update from the Town Administrator on this effort. Mayor Peterson indicated that he has discussed this with CBA President Michelle Stein and that he will attend the next CBA meeting to discuss the request for them to pay for the effort with them. He highlighted that he believes that the Caboose could be a real showpiece for the Town.
- **CM Effros moved for a formal request from the Town Council that Mayor Peterson talk to the CBA regarding supporting or helping to pay for the renovation of the Caboose. The motion was seconded by CM Hess and approved by poll 4-0.**

Ms. Stein inquired whether quotes have been gathered thus far and requested that information, the Town Administrator agreed to provide this. VM McDonald indicated that the bikes and breakfast group has also offered to help with this effort. Ms. Stein indicated that the CBA has folks who are particularly interested in trains who may be able to provide expertise in this area. She also highlighted that the CBA does a lot of work around the Town without asking and that they pay for it, such as the recent painting of the Primitive Baptist Church, and indicated that some members of the CBA felt that this request has come across as a lack of appreciation for that work. Mayor Peterson highlighted a great appreciation for the CBA and that this is a major project that he would like for the Town and CBA to partner on.

- g. Ingress/Egress at Villagio/Town Parking lot  
Mr. Yantis was previously tasked with speaking to VDOT on this and VDOT indicated that one of the main things we will need to focus on is ensuring that the turning radii of the parking lot meets VDOT standards. This may be an issue as what is currently there does not meet those standards, though exceptions can be made. More information will be forthcoming.
8. New Business:
- a. Banner for Clifton Day  
The CBA requests to hang a banner for Clifton Day from September 28, 2024 through October 12, 2024. Mayor Peterson also suggested to have it be posted on the Clifton Elementary School sign, Ms. Stein indicated that they could coordinate that with the farmers market as they already are aware that there will be no market due to Clifton Day.
  - **CM Effros moved to approve the banner request for 9/28/24 through 10/12/24. The motion was seconded by VM McDonald and approved by poll 4-0.**

- b. Haunted Trail Committee Chair  
CM Lynn Screen will serve as the Haunted Trail Committee Chair this year.
  - c. “Wayne and Donna Nickum Community Service Award” Committee Recommendation  
The award was recommended to Bill Holloway and Phyllis Lovett.
  - **CM Effros moved to accept the recommendation of Bill Holloway and Phyllis Lovett as the recipients of the Wayne and Donna Nickum Community Service Award. The motion was seconded by Mayor Peterson and the motion was approved by poll, 4-0.**
  - d. Norfolk Southern tanker car traffic through Town  
Citizen Kathy Baber indicated that these tankers appear to be coming through town more often and requested to find out what is being transported. This is something that is considered as part of the Town Plan review under the environment section. The Town Administrator was tasked with reaching out to Dan Helmer’s office to obtain more information.
9. Closed Session
- The Clifton Town Council will recess its open meeting and convene a closed session to discuss the salaries of Town employees, as authorized by Code of Virginia of 1950, as amended Section 2.2-3711(A)(1). The Town Council will reconvene its open meeting at the conclusion of the closed session.
- Motion to Convene Closed Session:
- **Mayor Peterson moved that the Clifton Town Council recess its open meeting and convene a closed session to discuss salaries of Town employees, as authorized by Code of Virginia of 1950, as amended Section 2.2-3711(A)(1). Seconded by CM Hess. The motion was approved by Roll Call.**  
**Mayor Peterson: Aye**  
**CM Hess: Aye**  
**CM Effros: Aye**  
**VM McDonald: Aye**
  - **Mayor Peterson moved that the Clifton Town Council reconvene its open meeting and adjourn its closed session. Seconded by VM McDonald. The motion was approved by Roll Call.**  
**Mayor Peterson: Aye**  
**CM Hess: Aye**  
**CM Effros: Aye**  
**VM McDonald: Aye**
  - **Mayor Peterson further moved that the Clifton Town Council certify that while in closed session, only the matters that were identified in the motion to convene the closed session were discussed and that no action was taken during the closed session. Seconded by VM McDonald. The motion was**

Wayne H. Nickum Town Hall  
12641 Chapel Road  
Clifton, VA 20124

Mailing Address:  
P.O. Box 309  
Clifton, VA 20124

**approved by Roll Call.**  
**Mayor Peterson: Aye**  
**CM Hess: Aye**  
**CM Effros: Aye**  
**VM McDonald: Aye**

10. Adjournment.

Having concluded the business of the evening; the Council adjourned the open meeting.

- **CM Effros moved to adjourn the meeting, CM Hess seconded the motion. The motion was approved by poll, 4-0.**

## **TREASURER MONTHLY REPORT**

**July 2024**

**COUNCIL MEETING – August 6, 2024**

### **Major Payments – Budgeted items**

- Returned Helmer for Congress security deposit of \$1,300.00.
- Paid Art Guild \$1,300.00 for Jan-Jun 2024 Trash Consolidation.
- Paid DEGEN Construction \$3,050.00 for Gazebo repairs.

### **FY24 Closeout**

- Most cleanup complete
- Draft FY24 financial statements provided; only remaining item is reconciling fixed assets.

### **Meals Tax Implementation**

- Another email reminder sent to businesses August 4.
- First filing deadline is August 20, 2024 (both form and payment required).

### **Account Balances**

- Moved \$15,000 from United Money Market to Checking to cover expenses.

### **Accounting Support**

- Contacted two firms; awaiting responses
- Contacted Herndon and Occoquan for references

# Town of Clifton FY25 Budget Performance

## OPERATIONS - FY25

### Income

#### Taxes and Permits

Town Permits and Licenses (ARB, Use, BPOL)	400	4,292	400	4,292	51,500
Town Meals Tax - NEW	0	0	0	0	250,000
All Other Tax and Permit (State, County, NVCTB)	4,897	4,400	4,897	4,400	52,800
Facility Rentals (Town Hall, Pink House, Parks)	913	3,579	913	3,579	42,950
Grants (Fire, Litter Control)		2,844		2,844	34,129

#### Events

Celebrate Clifton Gala		333		333	4,000
Haunted Trail		5,000		5,000	60,000
Homes Tour		417		417	5,000
Interest Income	6,709	5,167	6,709	5,167	62,000
Other Income		0		0	0

<b>Total Income</b>	<b>12,918</b>	<b>26,032</b>	<b>12,918</b>	<b>26,032</b>	<b>562,379</b>
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### Expense

<b>Payroll Expenses</b>	<b>9,774</b>	<b>12,996</b>	<b>9,774</b>	<b>12,996</b>	<b>155,956</b>
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#### Contractual

Town Government	985	10,659	985	10,659	127,904
Facilities		4,746		4,746	56,950
Services (Landscape, trash)	4,780	4,183	4,780	4,183	50,200
Grants (Fire, Litter)		2,344		2,344	28,129
Events		2,342		2,342	28,100
Committees		1,846		1,846	22,150
Commodities	64	465	64	465	5,580

Other (Council Approval Required)					0
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<b>Total Expense</b>	<b>15,603</b>	<b>39,581</b>	<b>15,603</b>	<b>39,581</b>	<b>474,969</b>
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<b>Net Income from Operations</b>	<b>(2,685)</b>	<b>(13,549)</b>	<b>(2,685)</b>	<b>(13,549)</b>	<b>87,410</b>
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## CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY25

### Expense

Town-Funded Projects		3,167		3,167	38,000
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<b>Net Income - CIF Funds/Town Funded</b>	<b>0</b>	<b>(3,167)</b>	<b>0</b>	<b>(3,167)</b>	<b>(38,000)</b>
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## CAPITAL IMPROVEMENTS/GRANT INCOME - FY25

### CIF Income

CIF - Reimbursement from VDOT		73,333		880,000	880,000
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### CIF Expenses

Processing Easements		0		0	0
Streetscape 2A - Preliminary Engineering		18,917		227,000	227,000
Streetscape 2A - Right of Way		72,750		873,000	873,000
Streetscape Phase 2A Construction					0

<b>Total CIF Expenses</b>	<b>0</b>	<b>91,667</b>	<b>0</b>	<b>1,100,000</b>	<b>1,100,000</b>
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<b>Net Income - CIF Funds/Grant</b>	<b>0</b>	<b>(18,333)</b>	<b>0</b>	<b>(220,000)</b>	<b>(220,000)</b>
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<b>Consolidated Net Income</b>	<b>(2,685)</b>	<b>(35,049)</b>	<b>(2,685)</b>	<b>(236,716)</b>	<b>(170,590)</b>
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## NOTES & Highlights:

# Town of Clifton Account Balances FY25

	7/31/2024	CD Term	Maturity Date	APR %	<u>Notes</u>
ASSETS					
Current Assets					
Checking/Savings					
United Bank - Haunted Trail Account	4,749.02				
United Bank - Events Acct	5,006.97				
United Bank - Checking	10,170.38	Min Bal \$2,500	"Chairman's Club"		
Untied Bank - Security Deposit	3,116.24				
United Bank - Money Market Savings	274,934.45	Min Bal \$15,000			
Investments-LGIP	1,272,371.82			5.55%	
<b>Total Checking/Savings</b>	<b>1,570,348.88</b>				



**Town of Clifton**  
**Profit Loss Budget Performance**  
June 2024 PRELIMINARY (as of 8/4/24)

	June	Month Budget	Jul '23 - June '24	YTD Budget	Annual Budget
<b>Income</b>					
1 Committees Fundraising (Homes Tour, Park, Gala	22,946	250	42,695	3,000	3,000
Community Hall Revenues	0	958	7,088	11,500	11,500
General Donations	0	0	0	0	0
American Rescue Plan	0	0	0	0	0
Haunted Trail Event	0	3,125	67,287	37,500	37,500
Interest Income	6,505	4,583	62,047	55,000	55,000
Other Income	0	13	1,154	150	150
Pink House Rental	1,600	2,900	39,150	34,800	34,800
S.R. - Litter Control Grant	0	111	14,990	1,329	1,329
State Funding	0	1,250	15,000	15,000	15,000
Tax and Permits Revenue - BPOL & Permits	475	3,417	67,613	41,000	41,000
Tax and Permits Revenue - Other	2,912	4,308	46,374	51,700	51,700
<b>Total Income</b>	<b>34,438</b>	<b>20,915</b>	<b>363,398</b>	<b>250,979</b>	<b>250,979</b>
<b>Profit</b>	<b>34,438</b>	<b>20,915</b>	<b>363,398</b>	<b>250,979</b>	<b>250,979</b>
<b>Expense</b>					
Bank Service Charges	0	0	15	0	0
Citizens' Recognition Expense	0	63	0	750	750
Commodities	1,595	394	7,352	4,730	4,730
3 Contractual	21,262	12,879	100,334	154,550	154,550
Haunted Trail Expenses	186	175	19,831	2,100	2,100
OTHER - TC approval req'd +\$500	0	1,250	0	15,000	15,000
2 Special Revenue Expenses	7,033	0	14,221	0	0
Other Expenses	0	525	0	6,300	6,300
Payroll Expenses	7,726	6,192	77,893	74,300	74,300
Town Assoc of NoVA Event	0	0	0	0	0
<b>Total Expense</b>	<b>37,802</b>	<b>21,478</b>	<b>219,646</b>	<b>257,731</b>	<b>257,731</b>
<b>Net Income</b>	<b>(3,364)</b>	<b>(563)</b>	<b>143,752</b>	<b>(6,752)</b>	<b>(6,752)</b>
<b>CIF FUNDS:</b>					
<b>CIF Income</b>					
CIF - Capital Improvements Fund	0	6,667	16,957	80,000	80,000
<b>CIF Expenses</b>					
CIF -Streetscape Phase 2 Constr	0	0	0	0	0
Processing Easements	0	3,500	0	42,000	42,000
Streetscape 2A - Construction	0	4,833	0	58,000	58,000
CIF -Streetscape Phase 2 Design	46,403	0	82,446	0	0
CIF Expenses	0	32,500	0	390,000	390,000
<b>Total CIF Expenses</b>	<b>46,403</b>	<b>40,833</b>	<b>82,446</b>	<b>490,000</b>	<b>490,000</b>
<b>Net Income - CIF Funds</b>	<b>(46,403)</b>	<b>(34,167)</b>	<b>(65,490)</b>	<b>(410,000)</b>	<b>(410,000)</b>
<b>4 Consolidated Net Income</b>	<b>(49,767)</b>	<b>(34,729)</b>	<b>78,263</b>	<b>(416,752)</b>	<b>(416,752)</b>

**NOTES & Highlights:** Only major items are highlighted.

- 1 Gala ticket sales (net of processing fees); park rental
- 2 Resource Recovery - SR Litter Control Grant Jun-Sep and FY24 EPS Grant Expenses
- 3 Costs for moving and storage of Town records to be added in final FY24 statements
- 4 Final closing Journal Entries have not been completed

Town of Clifton  
Account Balances  
FY24 FINAL

	6/30/2024	CD Term	Maturity Date	APR %	<u>Notes</u>
ASSETS					
Current Assets					
Checking/Savings					
United Bank - Haunted Trail Account	4,745.95				
United Bank - Events Acct	5,006.97				
United Bank - Checking	37,421.48	Min Bal \$2,500	"Chairman's Club"		
Untied Bank - Security Deposit	4,416.08				
United Bank - Money Market Savings	289,049.41	Min Bal \$15,000			
Investments-LGIP	1,266,550.41			5.55%	
<b>Total Checking/Savings</b>	<b>1,607,190.30</b>				





Clifton Clerk &lt;clerk@cliftonva.gov&gt;

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## Pink House Review

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**Royce Jarrendt** <royce.jarr@yahoo.com>

Fri, Aug 2, 2024 at 3:02 PM

Reply-To: Royce Jarrendt &lt;royce.jarr@yahoo.com&gt;

To: Clifton Clerk &lt;clerk@cliftonva.gov&gt;, "tpeterson@cliftonva.gov" &lt;tpeterson@cliftonva.gov&gt;

Hi Kerrie,

Our walk-thru of the "Pink House" revealed floor problems that are fairly typical of the older homes in town that have not had extensive renovation. The floors slope toward the middle of the floor joist span and you can feel a noticeable amount of deflection when moving through the space. I did not access the crawl space but I understand there is some standing water in areas of the crawl space. Remedies for the floor issue vary depending on the desired result and the cost. The lowest level of repair would also be the least expensive and have the least impact on the continued use of the space.

Solving the crawl space moisture issue and reinforcing the existing floor joists is a good place to start. Without surveying the crawl space conditions, which would also reveal the condition of the existing floor joists, I will make some assumptions that this structure is similar to many of the homes I have worked on in town.

Floor Slope & Deflection (bounce) The floor joist are probably undersized for the length they span. There may be a mid-span beam supporting the floor joists and if so, it may be deteriorated and/or improperly supported. A repair of that condition or if there is no mid-span beam, a new beam could be installed to reduce the deflection of the existing joists. I have found floors that have sloped over many years cannot be "jacked-up" to remove the slope as that is now their shape. A properly sized beam with proper bearing supports will eliminate most of the deflection. This method assumes the floor joists are not deteriorated.

Crawl Space Moisture The existing level of the crawl space floor is below the grading around the exterior of the structure. The Clifton area has a high water table and water will always seek the lowest point. The foundation walls should be waterproofed and have perforated drainpipe installed with a filter fabric and a gravel surround. A perfect solution would have those drainpipes slope toward daylight and discharge with gravity. That property is mostly flat so the drainpipe would probably need to be discharged with a sump pump.

The interior of the crawl space should also be addressed due to the standing water. A perimeter perforated drainpipe wrapped in a filter fabric surrounded by gravel leading to at least one sump pump would help remove standing water. That type of drainage system may be needed in more areas than just the perimeter.

After the foundation waterproofing and drainage pipes are installed, and after any additional floor support beams and posts are installed, it is necessary to install a moisture barrier over the entire crawl space floor. The installation of a 6 mil. poly vapor barrier could be used for minimum protection. A complete encapsulation of the crawl space would be the best solution. The encapsulation includes a minimum of a 20 mil vapor barrier over the entire crawl space floor and that vapor barrier extends at least 6" up every wall and every support post or pier. The joints of the vapor barrier are overlapped 6" minimum and sealed with specified tape. Then closed cell foam insulation is applied to all exterior foundation walls. Any existing fiberglass batt insulation installed in the first floor joist cavity would be removed. Motorized exhaust venting is required.

There are companies that specialize in crawl space remediation and I mentioned Northern Virginia Waterproofing because I have had success using them in the past. A company like that will survey the existing conditions and provide a detailed proposal for their recommended solutions. I did not see the crawl space conditions and I didn't really see very much of the foundation wall condition but I have seen similar issues and used the remediation described above. I would budget \$50,000 - \$75,000 and hope I was estimating high.

Please contact me if you have any questions.

Best Regards,

*Royce Jarrendt*

One Dwelling, Inc.  
703 932-5762

**PLANNING COMMISSION REPORT for July 30, 2024: in person**

**Present: Terry Winkowski, Michelle Stein, Jay Davis, Adam Trost, Susan Yantis; :  
Kathy Kalinowski, Paula Sampson**

1. The Planning Commission reviewed the request for a commercial use permit by applicant Tamara Crean, on behalf of Wheelhouse Pilates for a change in space and activity at 12642 Chapel Road Clifton, from M-5 to Suite M-8 and from a class to an office use for private pilates/yoga sessions by appointment only. The use permit proposes using 180 square feet of office space with not more than 1 employee on site at any one time, from Monday through Saturday from 7am to 9pm. The recommendation is to approve the application on the foregoing terms with the allocation of one parking space.
2. The Planning Commission reviewed a request for a commercial use permit by by applicant Sarah Mulhaul on behalf of the Corvus Center for Mental Health Services for office space at 12642 Chapel Rd, Clifton in Suite U-11. The applicant will be using 81 square feet of space with one employee on site at any one time, from Monday through Friday, 9am to 5pm. The recommendation is to approve the application on the foregoing terms with the allocation of one parking space.

## Communications Committee Website Recommendation

The Communications Committee has evaluated several proposals to re-do the Town website. We considered options for implementation and attended demonstrations by the competing vendors, and shared our requirements list with them to ensure that any design would meet our needs. The summary of the proposals is below. There were two front-runners: Revize and Granicus.

### Revize

Revize is a small company that specializes in website design, implementation and support for municipalities around the country. The committee met with them and discussed the requirements and Revize's proprietary platform with their technical sales representative. Revize was able to demonstrate CMS, calendar, file management, email notifications, online form creation and submission, and linkage to payment portals. Their overall design was clean and modern with responsive elements for mobile devices. Their platform supports role-based access and allows Town employees and members to manage content and update items on the site directly without technical assistance. Once implementation is complete, Revize includes migration of existing content to the new site and a 1 day training session on the site functionality for 8 hours.

The proposal document Revize submitted is attached. The total cost of the website implementation, including a forms plugin, and year-over-year maintenance is listed below.

Design and Implementation: \$12,250

Yearly maintenance: \$3,300

The timeline for the project from start to website launch is 3-7 months.

The committee has several questions outstanding with Revize, including increasing the number of users of the CMS under the existing maintenance costs from 3 users to 10, as well as requesting a reduction in yearly costs by removing some features we are not interested in such as text alerts.

### Granicus

Granicus is a medium company that specializes in website design, implementation and support for municipalities around the country. The committee met with them and discussed the requirements and Revize's proprietary platform with their technical sales representative. Revize was able to demonstrate CMS, calendar, file management, email notifications, online form creation and submission, and linkage to payment portals. Their overall design was clean and

modern with responsive elements for mobile devices. Their platform supports role-based access and allows Town employees and members to manage content and update items on the site directly without technical assistance. Once implementation is complete, Granicus includes migration of existing content to the new site and a 1 day virtual training session on site functionality for 8 hours.

Granicus' proposal is split into two options, Enhanced and Essential, along with a forms plugin. We would pick one of these options to implement. Links to Granicus's proposal documents, as well as an overview of their OpenCities platform, are here:

[Website \(OpenCities\)](#)

[Enhanced Product Sheet](#)

[Essentials Product Sheet](#)

**Online Forms** [Product Sheet](#)

The total cost of the website implementation and year-over-year maintenance is listed below.

Design and Implementation for the Enhanced package: \$28,329

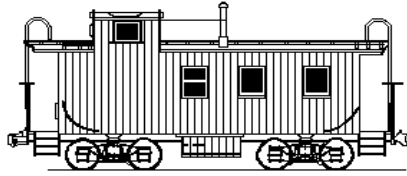
Design and Implementation for the Essentials package: \$20,874

Yearly maintenance: \$13,459.53

The timeline for the project from start to website launch is 6 to 9 months.

## **Recommendation**

The communication committee recommends moving forward with the Revize proposal. Revize has the right balance of capability, experience, and cost that set them apart from Granicus. Granicus, while very capable and experienced, was twice as expensive with no discernable advantage over Revize. The Revize costs are under the stated budget and the project timeline is within the bounds we are hoping to achieve.



Town of Clifton, Virginia  
P.O. Box 309  
Clifton, VA 20124

August 6, 2024

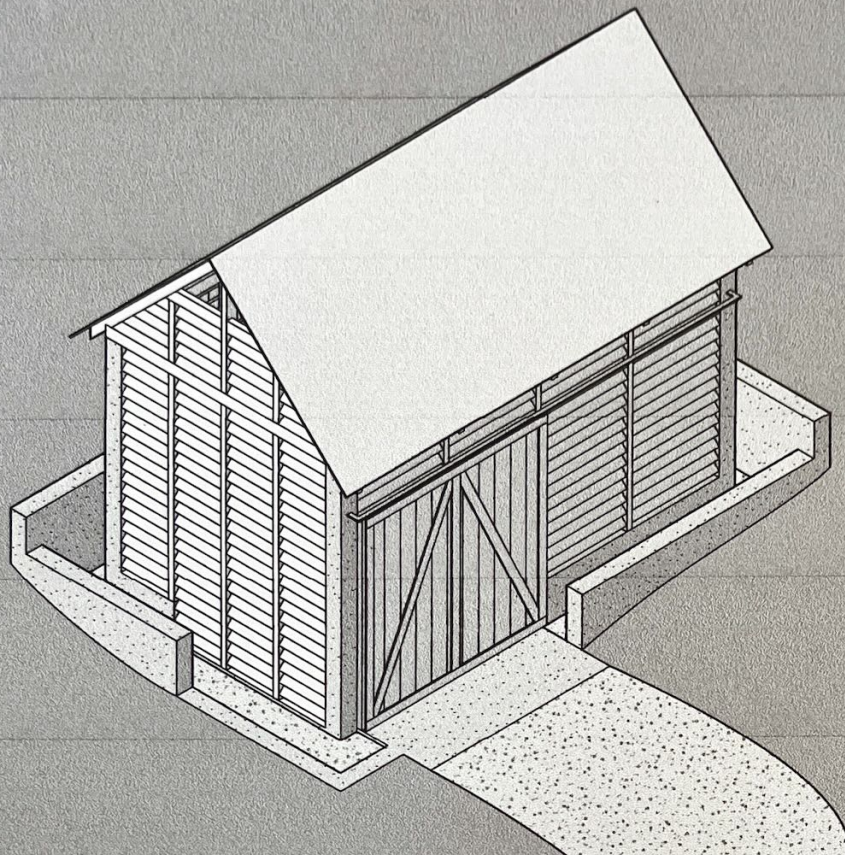
**TOWN OF CLIFTON STREETSCAPE PROJECT FOR MAIN STREET - Phase II**  
**VDOT Project: CLFT-029-101, P102, R201, C502**  
**(UPC 109949)**

**PROJECT UPDATE**

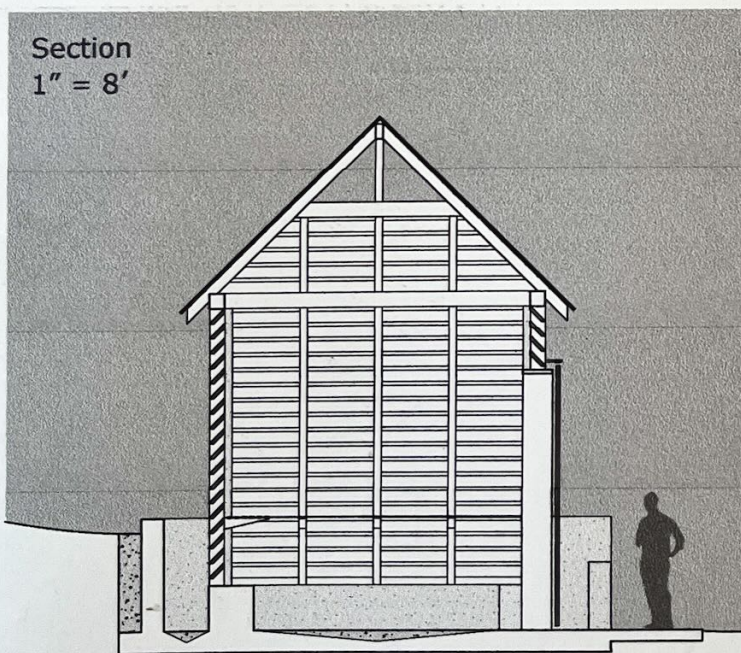
1. The Utility Pathway Design is almost complete. Verizon reengaged with the Project with a meeting on July 23<sup>rd</sup>. They provided their comments on the current Utility Pathway Design and those revisions are currently being incorporated into the design. The team learned from Verizon the existing copper that currently exists, only has 2 active accounts. We are currently working on discovering the owners of those 2 accounts so they can be switched over to Fios and eliminate the need to run any copper through the new conduits. This also eliminates the need to remove any copper under the railroad tracks.
2. Verizon's responsibility for the costs of relocating their utilities – This was addressed in the meeting as well and we are waiting for final confirmation from Verizon. Based on the discussions and their reengagement it seems evident that they will agree the costs are their responsibility. The goal at that time will be to discuss the original scope of work Verizon presented to the Town and to engage Verizon to establish a new franchise agreement with.
3. The Engineering Drawings will be submitted by the end of the week to VDOT to start their review process.
4. Comprehensive Project Expenditure Summary – a response was received from VDOT on August 2 addressing the discrepancies presented to them. This response is currently being reviewed. The In-Kind Match issues were forwarded to the Central Office by the Nova District. Awaiting a response from the CO.
5. A meeting will be scheduled with the effected Property Owners along Main Street to review the current plans and begin a dialogue as the Project continues to move towards construction.

Susan Yantis & Geri Yantis  
Streetscape Project - Project Managers

Axonometric  
1" = 8'



Section  
1" = 8'



Many of the structures in Clifton are characterized by a duality between stone masonry and wood framing. Some of the most beautiful architectural moments occur where these two elements meld to create a unique space, such as a fireplace. This design adopts the joining of these two oppositions as its guiding principle. The masonry provides the barn with strength and resilience that many other barns lack, while the wood frame invites light and offers visual complexity.

Other principles include designing with more than just looks in mind, considering how weather will affect the structure over time and, more pragmatically, how to even access the site.

Exploded Axonometric  
1" = 8'

