

CLIFTON TOWN PLANNING COMMISSION  
MONDAY, OCTOBER 23, 2023, 7:30 PM  
ACACIA LODGE  
7135 MAIN STREET  
CLIFTON, VA 20124

**Present:** Kathy Kalinowski, Chair; Paula Sampson; Michelle Stein; Adam Trost; Terry Winkowski; Susan Yantis.  
**Staff:** Amanda Christman, Zoning Clerk.  
**Absent:** Town Council Representative Member Patrick Pline.

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**The Regular Meeting was called to order by Chair Kalinowski at 7:30 PM.**

Order of Business:

1. Non-Residential Applications:

a. 12642 Chapel Road | Buckley House, LLC (Crean/Zambrano)

The Planning Commission reviewed the commercial use permit application of Buckley House LLC as owner of the commercial property located at 12642 Chapel Rd. and lessor of the space at that property.

- **Chair Kalinowski moved to recommend approval of the application for the business of commercial rentals at the property which will not have an office or employees on the premises, seconded by Member Stein. The motion was approved by poll, 6-0.**

b. 12642 Chapel Road | Clifton Bridal Boutique (Brooks/Robinson)

The Planning Commission reviewed the application of Clifton Bridal Boutique, LLC located at 12642 Chapel Road for a retail use at the property to be located in Space 4U, which comprises 155 square feet, hours and days of operation to be Wednesday thru Sunday, 11AM to 6 PM, with one full time employee on site, and the allocation of 2 parking spaces.

- **Chair Kalinowski moved to recommend approval of the application upon the aforesated terms and conditions, seconded by Member Sampson. The motion was approved by poll, 6-0.**

c. 12642 Chapel Road | Clifton Therapy Associates (Ward)

The Planning Commission reviewed the application of Clifton Therapy Associates, LLC for a commercial office use located at 12642 Chapel Rd, Clifton in Suite 1 U, 178.5 square feet, hours of operation Monday to Friday, 9AM to 9PM, for a private practice out patient mental health care, with one employee on site at any one time and the allocation of 1 parking space.

Minutes adopted on November 28, 2023 by the Planning Commission as presented.

- **Chair Kalinowski moved to recommend approval of the application upon the aforesated terms and conditions, seconded by Member Winkowski. The motion was approved by poll, 6-0.**

d. 12642 Chapel Road | JSJ Therapy, LLC (Carigo)

The Planning Commission reviewed the application of JSJ Therapy LLC for a commercial office use located at 12642 Chapel Rd. in space 1M, 166 square feet, hours of operation Monday thru Saturday, 9AM to 6 PM, for massage and acupuncture with 1 employee on site at any one time and the allocation of 1 parking space.

- **Chair Kalinowski moved to recommend approval of the application upon the aforesate terms and conditions, seconded by Member Winkowski. The motion was approved by poll, 6-0.**

e. 12644 Chapel Road | Quinta Properties, LLC

The Planning Commission reviewed the application for a commercial use permit for Quinta Properties LLC located at 12644 Chapel Road, Suite 212, Clifton.

- **Chair Kalinowski moved to recommend the approval of the Quinta Properties LLC use permit with the allocation of no parking spaces since it shares space and employees with Sun Design; and also recommends the approval of the new parking plat, with the proviso that all Sun Design vehicles, which are not autos, be parked solely in the 3 new RR perimeter spaces, marked SD1, SD2 and SD3 and that only Sun Design employees park in spaces 30 and 31 since these will be tandem spaces to spaces SD1, SD2, and SD3, seconded by Member Stein. The motion was approved by poll, 6-0.**

f. 12644 Chapel Road | Sun Design Remodeling Specialists, Inc.

The Planning Commission reviewed the application for a commercial use permit for Sun Design located at 12644 Chapel Road for their expansion of office space into 2231square feet of net space, 10 employees, hours of 8AM to 5 PM Monday thru Friday.

- **Chair Kalinowski moved to recommends approval upon those terms and conditions and that parking of any Sun Design non-auto vehicles be limited to parking in the spaces SD1, SD2, and SD3 and Sun Design employees only park in spaces 30 and 31, as shown on the approved parking plat, that 10 parking spaces be allocated, and that the last 5 conditions set forth on the Sun Design use permit dated April 4, 2023, be incorporated herein and be effective as restated, seconded by Member Trost. The motion was approved by poll, 6-0.**

2. Residential Application:

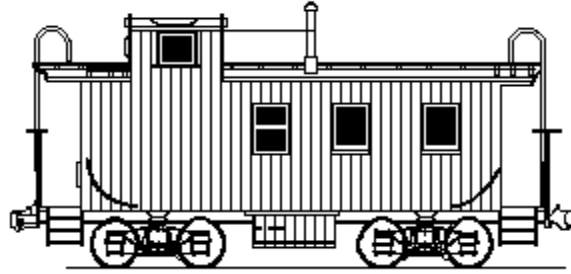
a. 12722 Chestnut Street.

1. Request to Connect 12722 Chestnut Street to the Town Sanitary Sewer – Review.

The Planning Commission reviewed an application for a residential use permit for work to be done with respect to a home located at 12722 Chestnut Street, which was recently purchased by Chris Gogoel. This work primarily consists of the installation of sewer and connection to the Pump and Haul facility in the Town.

Minutes adopted on November 28, 2023 by the Planning Commission as presented.

- **Chair Kalinowski moved to recommend that the Town recommend to the Fairfax County Board of Supervisors that the dwelling at 12722 Chestnut Street be allowed to connect to the Town sewer based on the unique circumstances of the property, seconded by Member Sampson. The motion was approved by poll, 6-0.**
  - **Chair Kalinowski moved to recommend conditional approval for work to be done to the existing structure provided that the plan submission is less than 2,000 sf of land disturbance as certified by agent Royce Jarrendt, seconded by Member Stein. The motion was approved by poll, 6-0.**
3. Civil Penalties – Review.  
Tabled.
  4. Comprehensive Town Plan – Update.  
It was determined that volunteer Paula Sampson, a member of the Planning Commission will organize the update and work with the Commission and Town Committee Members and other parties in order to conclude the update by next year.
  5. Approve July 25, 2023 Meeting Minutes.
    - **Chair Kalinowski moved to approve the July 25, 2023 Meeting minutes as presented, seconded by Member Sampson. The motion was approved by poll, 6-0.**
  6. Adjournment.  
The meeting was adjourned by general acclamation at the conclusion of business.



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  - b. 12642 Chapel Road | Clifton Bridal Boutique (Brooks/Robinson)
  - c. 12642 Chapel Road | Clifton Therapy Associates (Ward)
  - d. 12642 Chapel Road | JSJ Therapy, LLC (Carigo)
  - e. 12644 Chapel Road | Quinta Properties, LLC
  - f. 12644 Chapel Road | Sun Design Remodeling Specialists, Inc.
2. Residential Application:
  - a. 12722 Chestnut Street.
    - i. Request to Connect 12722 Chestnut Street to the Town Sanitary Sewer – Review.
3. Civil Penalties – Review.
4. Comprehensive Town Plan.
  - a. Schedule Work Session.
5. Approve July 25, 2023 Meeting Minutes.
6. Adjournment.