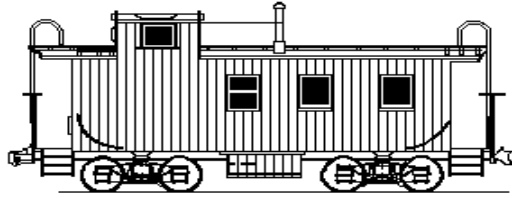


**CLIFTON TOWN PLANNING COMMISSION
REGULAR MEETING
ACACIA LODGE
7135 MAIN STREET, CLIFTON, VA 20124**

Order of Business:

1. Use Permit Application – Sara Mulhaul, Corvus Center 12642 Chapel Rd. Unit 11
2. Use Permit Application – Tamara Cream, Wheelhouse Pilates Suite M8
3. Town Plan update



**CLIFTON PLANNING COMMISSION MEETING
TUESDAY, JULY 30, 2024, 7:30 PM
ACACIA LODGE
7135 MAIN STREET
CLIFTON, VIRGINIA 20124**

Present: Kathy Kalinowski, Chair; Jay Davis, Town Council Representative; Terry Winkowski; Michelle Stein; Adam Trost; Susan Yantis; Paula Sampson
Staff: Kerrie Gogoel, Town Clerk
Absent: Laura Jane Cohen, Town Administrator

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

1. Non-Residential Use Permit Applications:
 - a. 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.
 - **Chair Kalinowski moved to recommend that the application be approved on the foregoing terms with the allocation of one parking space and was approved by poll 7-0.**
 - b. 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.
 - **Chair Kalinowski moved to recommend that the application be approved as proposed with the allocation of one parking space and was approved by poll 7-0.**
2. Updating the Use Permit Application process
 - a. Member Trost provided an update on the ongoing analysis to update the use permit application process. Councilmember Davis identified

applications that provides the functionality to make it seamless and there are two options. Option 1 would be to use an online forms tool which provides the desired functionality; however, it is an external system and has an additional cost. Option 2 would be to build the application into the new Town website that is being developed. Member Trost will be looking at the Town code to map out how many forms may be needed should the decision be to build it into the website. The group also discussed putting together some FAQs for the website to help streamline the process for citizens.

3. Town Plan Updates

- a. There are four major areas of the Town Plan: “Our Town”, Land Use, Transportation, and Community Facilities and services. The goal of the commission at this moment is for everyone to review the Town Plan and focus on these four areas to see if anyone has general recommendations or ideas for discussion at the next meeting. After the Planning Commission has reviewed then it will be tasked out to other committees as necessary, before being reviewed again by the Planning Commission. After that it will go through a public hearing and the Town Council will provide input.
 - i. One initial suggestion was to review what was previously included in the economy section of “our town” and see if that fits in the land use section, as it deals with commercial and residential properties.
- b. The Planning Commission inquired whether the Town Clerk and Administrator would be able to help and the Clerk indicated that they would be happy to provide assistance where they are able.