

**CLIFTON PLANNING COMMISSION MEETING
MONDAY, JANUARY 6, 2025, 7:30 PM
REMOTE**

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

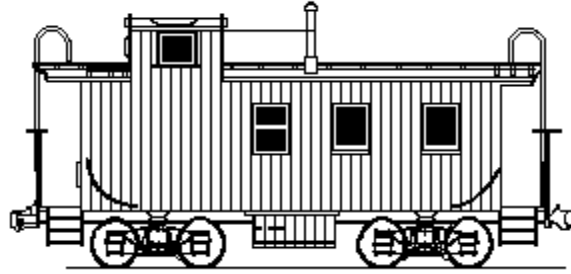
The Regular Meeting was called to order by Chair Kalinowski at 7:30PM.

Pursuant to § 2.2-3708.2. of the *Code of Virginia*, this meeting was held through electronic communication (via Google Meet) as the Governor of Virginia declared a State of Emergency due to severe winter weather via Executive Order number forty-four.

1. Approval of Minutes
 - **Chair Kalinowski moved to approve the minutes from the November meeting, and the motion was seconded by Member Sampson. The motion was approved by poll, 6-0.**
2. Non-Residential Application – 2025 Clifton Farmer’s Market
 - a. This application served as a renewal to the previously approved 2024 Clifton Farmer’s Market, with two changes from the past year: to increase parking spaces impacted and extend hours to 8AM-1PM. Commission members also discussed that previous years’ approvals were for only one year with a requirement to renew; however, as the event has been a success, it was discussed that they would not need to come back for renewal of the use permit, but would instead need to submit an annual letter with the landlord’s approval for the next year.
- **Chair Kalinowski moved to approve the application with the expanded 4 spaces and extended hours 8AM-1PM and recommend approval to the Town Council with those conditions. Additionally recommend approval with the understanding that unless the applicant desires changes from this use permit, they do not need to reapply for renewal next year, but must submit an annual letter with the landlord’s approval. The motion was seconded by Member Stein and approved by poll, 6-0.**
3. Request for Mayoral Approval

- a. The Town Clerk received a request from a contractor who was applying for a Fairfax County building permit for work on a home in Town which did not require a Town of Clifton Use Permit or ARB Certificate of Appropriateness; however, the permit application for the County required verification from the Mayor that the project could continue. The Commission members discussed that this has occurred in the past and is good so that the Commission can ensure that projects truly don't require Town review, and that for this instance the Clerk should prepare a letter for the Mayor for their review and signature. It was discussed that perhaps in the Town website these scenarios could be clarified.

**Note that due to the severe winter weather, only those items which were time sensitive from the agenda were discussed, and other agenda topics will be discussed at the next meeting.



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

Order of Business:

1. Approval of Minutes from previous meeting
2. Non-Residential Application – 2025 Clifton Farmer’s Market
3. Review additional FEMA Floodplain map
4. Town Plan update – Transportation Section