

**CLIFTON PLANNING COMMISSION MEETING
MONDAY, JANUARY 28, 2025, 7:30 PM
ACACIA LODGE
7135 MAIN STREET, CLIFTON, VA 20124**

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

The Regular Meeting was called to order by Chair Kalinowski at 7:35PM.

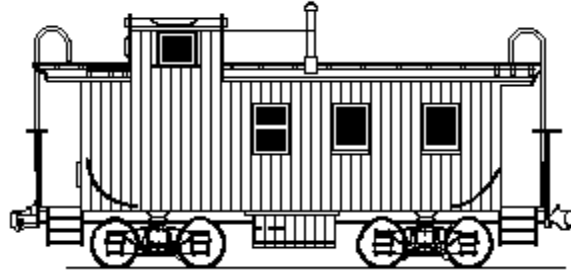
1. Approval of Minutes
 - **Member Stein moved to approve the minutes from the January 6, 2025, meeting, and the motion was seconded by Member Davis. The motion was approved by poll, 7-0.**
2. CES Land Swap
 - a. This arose as it was determined that the proposed deal for a land swap between the School Board and the Parks Department fell through. The Town Administrator was able to provide the following clarity after having spoken to School Board members Kyle McDaniel and Sandy Anderson:
 - i. There have been no discussions about converting the land to residential housing, it is still zoned as R5.
 - ii. On the ballot in November there will be a referendum for improvement and mitigation because current bond funding is allocated for renovation projects and not mitigation and renovation (to include tearing down of a school, as is the case here). The referendum will not name CES specifically, but it is one of the schools that would be impacted.
 - iii. The School Board will pass their Capital Improvement Plan in February; however, because in order for CES to be torn down the aforementioned referendum needs to pass, it will not be listed in the 2025 plan. In February 2026, should the referendum pass, then the CES demolition should be included in that plan. While the School Board is in conversations about what next steps are for the property, at best this is still over a year away, most likely several years ahead.

- iv. The two School Board members did indicate a willingness to come and discuss this with the Town Council at an upcoming meeting to provide further clarity and answer any questions.
 - b. The Planning Commission members then noted that the current language in the Town Plan is broad, but in light of this new information, perhaps it should be more specific. This language could then be used as a basis for an official recommendation to the School Board as to what the Town of Clifton would like to see in this location. It was discussed that a public hearing would be beneficial here and it was identified that the group would come up with options and then use that as a basis for public hearing. The question arose of whether annexing the property to the Town was an option. Options discussed included: park/playground/green space, environmental education or nature center, a school, graveling the school location to provide additional parking, a senior center, or a community center which could encompass many of the other options main goals.
- 3. Streetscape Discussion
 - Geri Yantis attended the meeting to discuss several Streetscape project items which impact the Planning Commission.
 - a. Item one for discussion was the Streetscape plan extends the current sidewalk, resulting in the loss of parking space 1BS on the plat for the Buckley Store. All parking at the Buckley store are allocated in existing Use Permits, and this Town effort impacts the tenants at the Store. Member Stein inquired whether the Town could allocate one of their parking spaces alongside the railroad to make up for this loss, and Chair Kalinowski indicated that we would need to look at the latest railroad lease to determine whether this would be possible. An action item was tasked to Mr. Yantis to provide the latest version of the lease for review. Upon that review and finding it favorable, then they would need to develop a lease agreement with the owner of the Buckley Store and have that approved by Town Council, this would not need Planning Commission approval, though it shall be kept on file.
 - b. Item two was that the Streetscape plan results in losing the loading space for the Main Street Pub, which is shared with the Clifton Café. As there are other parking spaces open along the front, it was suggested that one or two of these become designated as the loading spaces. The Streetscape team indicated that they would like to have this sorted out as soon as possible. It was determined that the ideal solution is to have two parking spaces designated for loading zone use only between 6am and 9am. The Streetscape team will coordinate with the businesses to confirm if this is acceptable, and then their Use Permits will need to be updated accordingly. The Streetscape team will work with the owners of both properties to develop a letter indicating their agreement to the proposed solution and to updating their permits, and request that the businesses try to organize their deliveries during

these loading hours as much as possible. This is targeted for discussion in the March Town Council meeting.

- c. The last item for discussion was that the construction for the Streetscape project is beginning soon and will have an impact on these businesses. They are working to ensure that we can still provide access so that the businesses can continue operating. It was noted that right now the Café owns the property all the way back to Ford Lane and it was suggested that when the sidewalks are being dug up for utility work, that the team pull up a few curb stops and provide temporary access down Ford Lane and through the back of the properties. The team hopes to do this in sections to limit the impact as much as possible. The team wanted to see if this would be possible as it is not currently allowed. The Planning Commission noted that this would be a change to the use permits and would need to be submitted for review at the next meeting.
4. Review additional FEMA Floodplain Map
 - a. The newly provided map which includes the previously missing space will be sent to the engineer for review by Chair Kalinowski.
 5. Boundary Change Survey from Census
 - a. It was confirmed that there have been no boundary changes in recent times, and that the Clerk could proceed with filling out the survey indicating as such.
 6. Town Plan update – Community Facilities
 - a. Dumpsters
 - i. It was discussed that the following requirements be introduced: screening requirements, ideal hours of dumpster collection, how many are to be allowed at a given location, and ensuring proper management of the dumpsters.
 - b. Fire, Rescue, and Police Services
 - i. It was discussed that the Plan should incorporate recommendations on the number and type of personnel.
 - ii. There is currently a proposal at the County level to remove the Clifton ambulance. Administrator Cohen has spoken to Chairman McKay and several members of FCFD and identified that this is possibly being used as a flag to show that the budget cannot be cut and highlighted the letter that the Town Council will be sending to Chairman McKay in strong disapproval of this measure. Members of the Commission liked the idea of activating other HOAs in the area and ensuring as many groups as possible participate in the public comment on the budget.
 - iii. As far as the Town Plan goes, it was identified that the language should be very strong to emphasize the criticality of the ambulance and type of personnel required. Action item to

- the Town Clerk to provide the Commission with the letter from Town Council as an example.
- iv. Member Sampson recommended appearing at the budget hearings. Administrator Cohen reported that the proposed budget will be released on February 18, and public hearings will be held April 22-24.
- c. Utilities
- i. There was a recommendation to look into connecting to nearby natural gas.
 - ii. It was inquired whether the Town has ever adopted a Regional Water Supply plan, and an action item was assigned to the Town Clerk to investigate. Chair Kalinowski indicated that we did agree to participate in a water supply study with NOVA Regional Planning.
 - iii. Utilities are moving underground on Main Street in the business district as part of the Streetscape project. Phase two of the project will include the other side of the bridge.
- d. Parks and Recreation
- i. Continue to maintain the Town Park (Harris Park). The Council is intending to put forth a proposal to redo the playground in Harris Park next year, this should be included in the Plan.
- e. Town Hall
- i. It was inquired what improvements are needed at this time. Member Davis reported that the Council is currently looking at renegotiating the lease with the County and hope to ensure that the County will pay for maintenance and updates. For the Plan it was suggested to indicate that the County should maintain the property.
- f. Pump and Haul System
- i. It was noted that the County should maintain this effort.
- g. Recycling
- i. It was suggested that the Town continue to have partnership with local businesses that have demonstrated success at improving recycling and reusability.



**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. CES Land Swap
3. Streetscape discussion
4. Review additional FEMA Floodplain map
5. Boundary Change Survey from Census
6. Town Plan update – Transportation Section