



**CLIFTON PLANNING COMMISSION MEETING  
MONDAY, FEBRUARY 25, 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; Adam Trost; Susan Yantis

**Absent:** Paula Sampson; Laura Jane Cohen, Town Administrator

**Staff:** Kerrie Gogoel, Town Clerk

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

1. Approval of Minutes

- **Chair Kalinowski moved to approve the minutes from the January 28, 2025, meeting, and the motion was seconded by Member Winkowski. The motion was approved by poll, 6-0.**

2. Streetscape Discussion

- a. Per the previous Planning Commission meeting, draft letters for the Buckley House and Main Street Pub/Clifton Café for the property owners acknowledging the loss of parking spaces due to the Streetscape effort were reviewed.
  - i. Buckley House: The overall request was to make the wording of the letter more specific. Member Davis recommended that the owners not specify the space that they like to use; however, would recommend that they would like one of the spaces closer to Main Street, if possible.
  - ii. Main Street Pub and Clifton Café: The same general request for more specificity of language was discussed. Chair Kalinowski suggested “it is understood that if two spaces can be marked loading near or between the Pub and Café that this would be acceptable”, and that these spaces be marked as loading during loading hours to be clear. The Streetscape team agreed and indicated that they would verify with VDOT as to whether the Town is able to mark those spaces as loading only.

3. CES Land Swap

- a. Per the previous Planning Commission meeting, a draft letter to the Town Council by Member Sampson was reviewed. Member Davis

noted that in the letter it appeared that demolition of the property is contemplated; however, it seems to be that this is not just contemplated but continues to be the plan. They recommended updating the last sentence of the last paragraph of the letter to indicate this.

- b. The Commission members discussed the timing of sending this to the Town Council and it was determined that this should be submitted for the March Town Council meeting.
- **Chair Kalinowski made a motion to send the proposal with the above referenced change to the Town Council for the March meeting as part of the summary and information that will go into the Town Plan. The motion was seconded by Member Stein and approved by poll, 6-0.**
4. Town Plan update – Appearance Section
    - a. This topic was not discussed as the effort lead was not present.
  5. General Administration
    - a. Member Davis and the Town Clerk updated the Planning Commission regarding the loss of the Clifton ambulance issue, the actions taken so far by the Council and their plans to attend upcoming meetings.
    - b. Member Stein inquired whether any building or use permits need to be finalized. The Town Clerk indicated that they needed to do an audit of this effort and would do so.
    - c. Chair Kalinowski requested an update from Member Trost and Member Davis regarding updating the use permit process for the April Planning Commission meeting.