

**CLIFTON PLANNING COMMISSION MEETING
TUESDAY, APRIL 29, 2025, 7:30 PM
ACACIA LODGE
7135 MAIN STREET, CLIFTON, VA 20124**

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

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

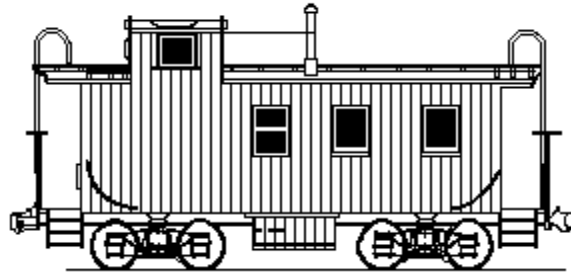
1. Approval of Minutes
 - **Chair Kalinowski moved to approve the minutes from the March 25, 2025, meeting, and the motion was seconded by Member Winkowski. The motion was approved by poll, 5-0.**
2. Non-Residential Application – Animal Clinic of Clifton
 - a. This application served to change the ownership of the practice from Ylva Ihrig to Dr. Reed Hall. All other stipulations from the previous Use Permit remain in effect. It was confirmed that clients are seen by appointment only.
- **Chair Kalinowski made a motion to approve the application. The motion was seconded by Member Sampson and approved by poll, 5-0.**
3. Town Plan update – About Clifton
 - a. Questions regarding taxes were discussed and it was also discussed that the Clerk may be able to assist with updating statistics as well as with determining the list of Committees.
 - b. The group updated election dates to the first Tuesday after the first Monday in November of odd numbered years.
 - c. Chair Kalinowski provided updates to the Planning Commission Section.
 - d. The Commission Members discussed the process of adopting the Plan. It was determined that it will be sent out to all Committees and then sent back to the Planning Commission for review prior to being sent to Town Council and then going to a Public Hearing. The group discussed whether this should be a joint hearing with both Planning

Commission and Town Council or a separate hearing and Member Davis indicated that a joint hearing would likely be better. It was discussed that this would likely not occur until 2026.

- e. It was noted that the implementation section and the appendix are the last sections of the Plan to be reviewed. Member Winkowski requested to read the entirety of the Town Plan in total and Member Sampson noted that the master draft will be the next step.

4. Misc.

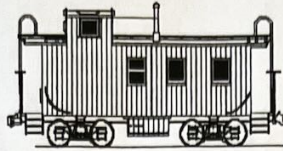
- a. Member Davis brought up the process of rezoning the Pink House. Chair Kalinowski noted they would email the Clerk and Member Davis with the process.



**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 Use Permit Application: Animal Clinic of Clifton
3. Town Plan update – “About Clifton”



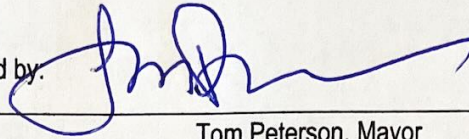
TOWN OF CLIFTON, VIRGINIA

1.	Type of Permit:	Commercial Use
2.	Name of Applicant: (Address, Phone, Email):	Davis Reeder Hall IV rhall@townandcountryanimalh.com
3.	Owner of Property:	12702 Chapel Road LLC
4.	Name of Business / Organization:	Animal Clinic of Clifton
5.	Owner of Business / Organization: (Address, Phone, Email)	Davis Reeder Hall IV 4208 Evergreen Lane Suite 235, Annandale, VA 22003 Phone 571-437-1764
6.	Address of Premises	12702 Chapel Road
7.	Tax Map Number:	0754-02-0027
8.	Attach Copy of Plat for Property:	Plat Attached
9.	Attach Floor Plan (All Non-Residential and Home Business):	Attached
10.	Zoning District of Premises:	Commercial
11.	Type of Use:	Commercial Office
12.	Purpose of the Application:	Issue Use Permit to allow change in ownership.
13.	Number of Employees on site at any one time:	4
14.	Hours of Operation:	Monday-Friday 8am-8pm; Saturday 8am-6pm; Sunday 8am-5pm; all by appointment only
15.	Number of Client visits per Day:	N/A
16.	Square Footage of Premises:	2155 gross square feet
17.	Number of Off-street Parking Spaces Available:	14
18.	Number of Off-street Parking Spaces Required:	8
19.	Number of Seats/Restaurant: Inside: Out:	N/A
20.	Gross Floor Area of Bldg:	2155 gross square feet
21.	Net Floor Area if more than one use in Bldg:	N/A
22.	Fee Paid:	\$75.00
23.	Specific Restrictions:	That the use permit is for one use for the entire building as a veterinary clinic, by appointment only, no retail sales, hours as shown; and the allocation of 8 parking spaces as shown on the attached plat which shows 14 total available parking spaces.

The above use is found to be in conformity with the provisions of the Clifton Town Ordinances.

On the serving of notice by the Town Council of any violation of any such provisions or requirements with respect to any building or the use thereof, or the use of the land, this Use Permit shall become null and void as provided in the Clifton Town Ordinances, Chapter 1, Section 16 and Chapter 9, Section 14 and a new Use Permit shall be required for any further use of such building or land.

Approved by: _____

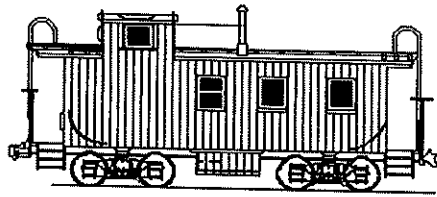


Tom Peterson, Mayor

Date: May 6, 2025 _____

Number Prior Use Permits:	3
Date of Prior Use Permits:	June 4, 2024 April 2, 2013 June 7, 2011

Town Council Approval Date:
May 6, 2025
Date of Planning Commission Recommendation:
April 27, 2025
Date of Public Hearing (s):
N/A



TOWN OF CLIFTON, VIRGINIA

Use Permit Application

Property Address: 12702 Chapel Road		Date: [Month / Year] MAY 2025	
1. Type of Permit:	<input type="checkbox"/> Construction <input type="checkbox"/> Preliminary Site Plans Attached	<input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Office <input type="checkbox"/> Retail	<input type="checkbox"/> Residential <input type="checkbox"/> Home Business (Code 9-19.c1)
	<input type="checkbox"/> Special Use <input type="checkbox"/> Restaurant <input type="checkbox"/> Bed & Breakfast <input type="checkbox"/> Multi-Family	<input type="checkbox"/> Subdivision (Code Chapter 10)	<input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation (Code 10-57 to Code 10-59)
2. Name of Applicant: DAVIS REEDER HALL IV Mailing Address: 4208 EVERGREEN LANE SUITE 235 ANNANDALE, VA 22003 Phone: 571-437-1764 Email Address: RHALL@TOWNANDCOUNTRYANIMALH.COM			
3. Name of Property 12702 CHAPEL ROAD, LLC Owner (if different): Mailing Address: 4208 EVERGREEN LANE SUITE 235 ANNANDALE, VA 22003			
4. Name of Business / Organization: Animal Clinic of Clifton			
5. Owner of Business / Organization: DAVIS REEDER HALL IV			
6. Tax Map Number: 0754 02 0027			
7. Attach a plat or plan drawn to scale showing the proposed construction, certified by an engineer, surveyor, architect, authorized to practice as such by VA, together with a surveyed plat of the property indicating all building and structure setbacks and height. <input checked="" type="checkbox"/> Plat Attached			

8. Attach Floor Plan to Scale (non-residential & home business):					<input checked="" type="checkbox"/> Floor Plan Attached
9. Zoning District of Premises:	<input type="checkbox"/> Residential (Code 9-19) <input type="checkbox"/> Church, Park, Community Building	<input checked="" type="checkbox"/> Commercial (Code 9-21)	<input type="checkbox"/> Agricultural (Code 9-20)	<input type="checkbox"/> Industrial (Code 9-22)	
	<input type="checkbox"/> Community Open Space & Recreation (COSR) (Code 9-23A)		<input type="checkbox"/> Low Impact Commercial (Code 9-23B)		
10. Describe Purpose of Application: <div style="text-align: center; font-family: cursive;"> Change of ownership. Hours of operation and number of employees are unchanged </div>					
10. If Commercial, Home Business, Agricultural or Industrial: Commercial					
11. Describe Operation: Unchanged. Veterinary "Professional." Care of Small animals. No retail sales					
11.a. If Non-Residential - Office Use: 2155 SF or Retail/Restaurant Use: SF					
11.b. Days & Hours of Operation (Include special events): Unchanged. M-F 8am to 8pm Saturday 8am to 6pm, Sundays 8am to 5pm. By appointment					
11.c. Number of Employees on Site at any One Time: 4					
11.d. Number of Seats (Restaurant/Church): Total: N/A If applicable, provide number of seats located Inside: and; Outside:					
11.e. Gross Floor Area (GFA) of Building or /Premises: 2155 SF (Code 9-13) Net Gross Floor Area if more than one use in building: N/A SF If applicable, GFA devoted to carry-out service within restaurant: N/A SF					
11.f. Number of Off-street Parking Spaces Required: 8 (Code 9-13) office use					
11.g. Number of Off-street Parking Spaces Provided* (attach parking plan to scale with dimensions identifying existing and proposed parking spaces): 14					
11.h. Gross Floor Area of Dwelling (Home Business Only): N/A SF					
12. Application Fee Enclosed: (Fee schedule in Filing Instructions) \$ 75 ⁰⁰					

*PLEASE INCLUDE A PARKING TABULATION FORM FOR BUILDINGS THAT HAVE MORE THAN ONE USER IN THE BUILDING.

Is the applicant or owner a member of a homeowners association (HOA)? ☐ Yes ☒ No If yes, please obtain the approval of the HOA prior to submission of the application.

HOA REPRESENTATIVE (NAME/SIGNATURE) _____ DATE OF HOA APPROVAL: _____

The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of the Zoning Ordinance of the Code of Town of Clifton, Virginia.

APPLICANT'S SIGNATURE: [Signature] 1V DATE: 4/10/25

PROPERTY OWNER SIGNATURE: [Signature] 1V DATE: 4/10/25

FOR TOWN USE ONLY

RECEIPT DATE: _____ DATE APPLICATION ACCEPTED: _____

APPLICATION FEE PAID: \$ _____

☐ APPROVED ☐ DISAPPROVED

PLANNING COMMISSION: _____
SIGNATURE _____ PRINT _____

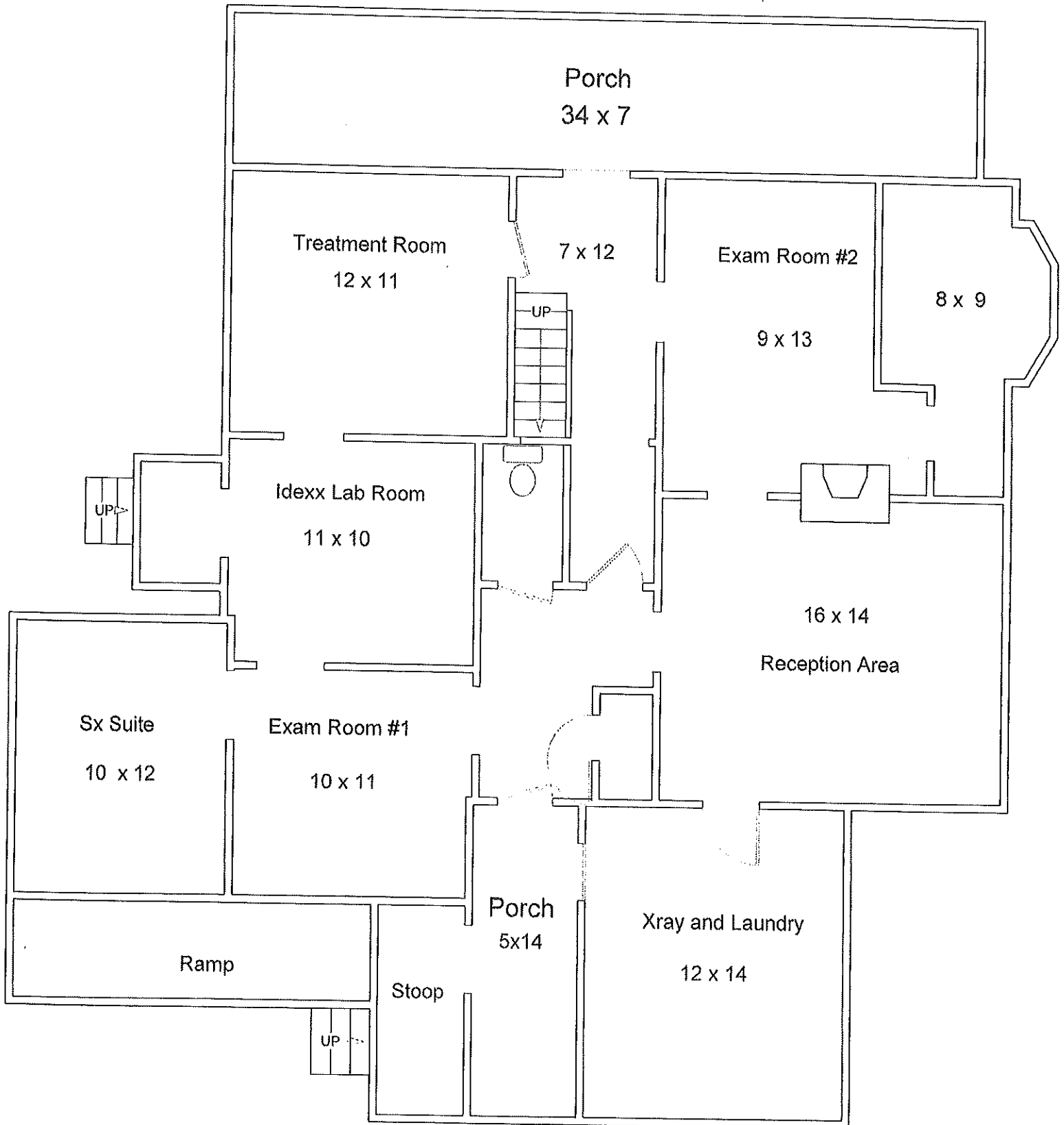
CONDITIONS: _____

☐ APPROVED ☐ DISAPPROVED

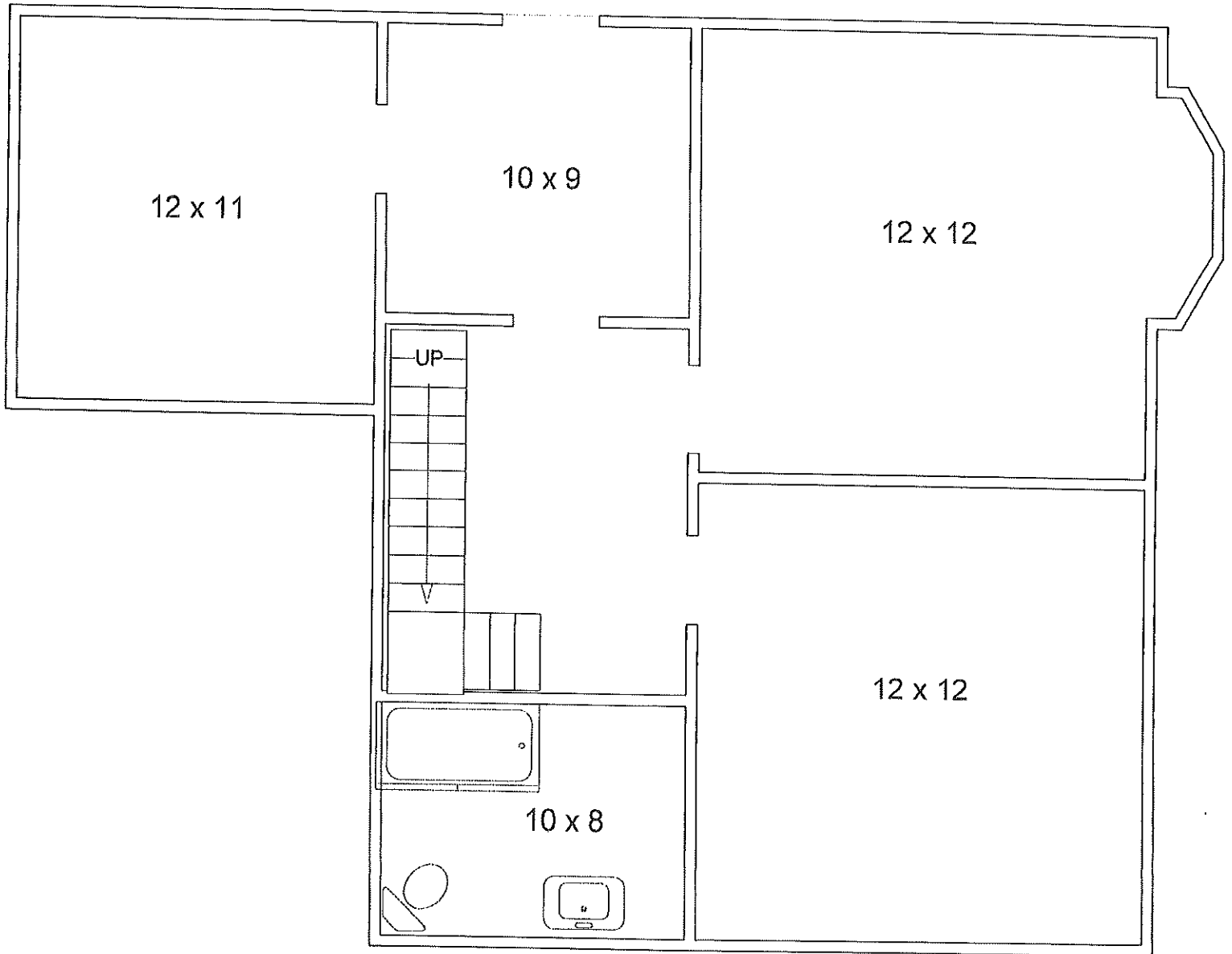
TOWN COUNCIL: _____
SIGNATURE _____ PRINT _____

CONDITIONS: _____

First Floor Plan



Second Floor Plan



SOUTHERN RAILWAY

IPF

N 60°46'00" E 83.80'

IPF

WOOD CROSS

WOOD SHEI

D.B. 9435 PG. 665

GRAVEL DRIVEWAY

S 20°12'00" E 159.77'

DRIVEWAY

WOOD GARAGE

2 Parking STALLS IN GARAGE

WOOD PLANTER

FPW (T.B.R.) 186'

FPW (T.B.R.)

CRP

ENCL PORCH

PROP. ADD'N.

2 STORY FRAME

E/W

CRP

PT

1.4' 2.7'

7.1' 16.9'

22.0'

9.8'

21.2'

22.6'

4' N 12.7'

D.A. 495'

4' WDF

N 30°44'30" W 159.80'

4' WDF

4' WDF

10.2'

6.5'

8.1'

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Town of Clifton

12702 Chapel Road

Property Owner's Name:

Date:

25545

[illegible]

Total # of Use Permit Allocated Parking Spaces: _____

Total # of Loading Spaces: _____