

**CLIFTON PLANNING COMMISSION MEETING
TUESDAY, JUNE 24, 2025, 7:30 PM
ACACIA LODGE
7135 MAIN STREET, CLIFTON, VA 20124**

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

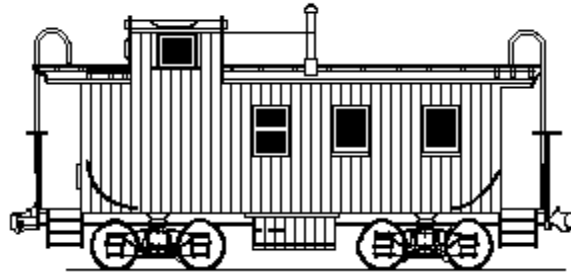
The Regular Meeting was called to order by Chair Kalinowski at 7:30PM.

1. Approval of Minutes
 - a. Member Winkowski noted one minor typo to the minutes from April 2025, the Town Clerk made the change as part of the meeting.
- **Chair Kalinowski moved to approve the minutes from the April 29, 2025, meeting, and the motion was seconded by Member Winkowski. The motion was approved by poll, 5-0.**
2. Town Plan update – Implementation Section
 - a. It was discussed whether all committees should be listed in this section and decided that the language should be adjusted to “included feedback from the relevant committees in Town”. It was also noted that the committees should recommend prioritization for Planning Commission review.
 - b. It was determined that there should be two separate public hearings on the Plan as opposed to a single, joint meeting with the Town Council.
 - c. Chair Kalinowski noted that the Town is required to have a capital improvement plan by Virginia Statute, but that the Town has never really had a formal one. Member Davis suggested that perhaps the Streetscape effort could accommodate this as well as redoing the playground. It was suggested that we take the lead from the budget and add it to the Plan as a starting point, the Town Administrator volunteered to take the lead on this effort. She also suggested that the Pink House be included in this section as it is changing use and will use Town Funds. Member Davis also suggested parking and lighting improvements.
 - d. Next steps for the Town Plan are to update the sites and charts, to send the relevant sections out to their respective committees, and then talk

to VA DEQ and coordinate with them.

3. Misc.

- a. The Town Clerk noted that as part of the website updates, she noted that the use permit application instructions could do with updating and inquired if the group would be amenable to a phase 1 of revisions before our process changes due to the website. It was determined that this was acceptable and that Chair Kalinowski had suggestions as well.
- b. Member Davis noted that as part of the new website, he will work on getting the applications themselves into the website as forms. Signatures as well as hardcopy components will still need to be sorted out.
- c. It was noted that the following Planning Commission members need to be reappointed by Town Council: Kathy Kalinowski (Chair), Paula Sampson, Susan Yantis, Michelle Stein, Adam Trost. The Clerk noted that they would add this to the upcoming Council agenda.
- d. The Town Administrator suggested that perhaps since the BZA is so rarely used, that we could investigate using the County's BZA as the arbiter of any appeals, since the process of standing up the BZA on an ad hoc basis is not expedient or simple. It was discussed that this is a good option to explore, but that it is not a high priority at this point in time.



**CLIFTON TOWN PLANNING COMMISSION
REGULAR MEETING
12801 FORD LANE, CLIFTON, VA 20124**

Order of Business:

1. Approval of Minutes from previous meeting
2. Town Plan update – Implementation Section