



**CLIFTON PLANNING COMMISSION MEETING
TUESDAY, JULY 29, 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; Paula Sampson
Absent: Susan Yantis; Adam Trost; Laura Jane Cohen, Town Administrator
Staff: Kerrie Gogoel, Town Clerk

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

1. Approval of Minutes

- **Member Stein moved to approve the minutes from the June 24, 2025, meeting, and the motion was seconded by Chair Kalinowski. The motion was approved by poll, 4-0-1.**

2. Use Permit Application Instructions Updates

- a. The group reviewed the proposed draft updates and agreed to the following additional changes:
 - i. Change requirement for ten hardcopies of applications down to three.
 - ii. Remove phone numbers
 - iii. Update the application notice form also for consistency.

3. Use Permit Application on new website

- a. The group reviewed what Member Davis had put together as a v1 using the Forms tool within the new website framework and made the following notes:
 - i. Ensure that all zoning types are included in each application type.
 - ii. The best path forward to be to see if the form can be filled out electronically and also printed so as to avoid having someone have to fill out the hardcopy and then duplicate it electronically.

4. Town Plan update – Full Draft

- a. It was determined that the Planning Commission would take until the next meeting date in August to get all comments received regarding the plan and give the group sufficient time for review. The goal would be to send to the various relevant committees in September.

- b. It was discussed that Member Sampson will liaise with NVRC with assistance from Member Winkowski regarding outstanding questions for them, and that the Clerk, Administrator, and Chair will work on the other list of questions outstanding.
 - c. Pink House:
 - i. It was discussed that there is a goal of improving the markings for parking at the Pink House as well as increasing lighting, accentuating what is already there.
 - ii. In the Plan, there is discussion of a museum, which is a topic that has come up previously. It was discussed that the issue that always arises is that a museum increases the need for volunteers and who would manage the operations. Another option suggested is to use the location as a place to store artifacts for future posterity, an “archive”. As all use cases for the Pink House need to be Town specific, this could be a good use for it.
 - d. There was a question regarding whether a use permit is required to raze a historic building and it was noted that the ARB is meant to sign off on it, but at this point in time, no use permit is required. Something perhaps to consider in the future.
 - e. There was discussion around the use of colloquial names for the various parks in Town versus the use of the official names in the parks. For consistency it was determined that the Plan will use the official names and also list the commonly used names in their first instance.
 - f. The topic of cycling on Clifton roads arose, as it often brings danger to other motorists as well as pedestrians as the cyclists come through Town. It was determined that the Planning Commission should not make a recommendation in the Plan to limit or otherwise impact cycling on the roads (particularly those roads outside of Town), but that they can work with the appropriate bodies who have jurisdiction over the roads and work to raise awareness of the risks of cycling on country roads.
 - g. It was determined that regarding topography and steep slopes as well as NR1.2 that it should be made more generic so as to cover both streambanks and cliffs.
 - h. Regarding EP3.2 it was determined that most of this should be removed except for the educate/remind portion of the sentence.
5. Misc.
- a. The Chair brought up the ongoing work on the Erosion and Sedimentation Control (E&S) and Stormwater agreement and noted that going forward this will be one MOU with the County as they are merging the two into one. Once the agreement is signed then we’ll need to go through Chapter 11 and make necessary changes. It was noted that the Town will need to adopt the ordinance and this may impact the Town Plan.