

TOWN OF CLIFTON COUNCIL MEETING MINUTES

CLIFTON TOWN COUNCIL MEETING
TUESDAY, AUGUST 4, 2015, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124

Attendees

Council: Wayne Nickum; Jennifer Heilmann; Bill Hollaway; Eric Hencken. Absent Dwayne Nitz, Deborah Dillard.

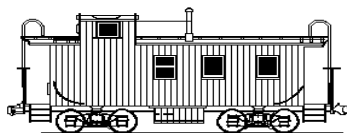
Staff: Sandra Scales-Siwiek, Town Manager/Town Clerk; Marilyn Barton, Town Treasurer

Order of Business

1. Report of the Town Clerk/Town Manager
 - a. Review of the Minutes (previous regular meetings and any special meetings). **Table, Motion: Bill Hollaway; 2nd Wayne Nickum; Approved, Unanimous 4/4.**
 - b. Statistical Report on Town Car Tag Filings (No Names). Order green stickers; reconciling spreadsheet to sequential tags issued. Issue renewal letters mid-August to give 6 weeks notice.
2. Report of the Treasurer. **Accept Treasurer's Report, Motion: Wayne Nickum; 2nd Bill Hollaway. Approved Unanimous 4/4. Note: Treasurer is adding chart of accounts number structure to facilitate review of detail but will not be reflected on Summary sheets.**
 - a. **Motion to rescind the motion to invest in Allied CDs in Dec 2014 and put investment decision on agenda for Sept 2015. Motion: Bill Hollaway; 2nd Eric Hencken; Approved, Unanimous 4/4**
 - b. Statistical Report on BPOL Filings (No Names or Amounts).
3. Reports of Planning Commission, Architectural Review Board, and Committees:
 - a. Planning Commission.
 - i. Clifton Café – Use Permit Review and Amendments. **More seats onsite than parking spaces permit. Planning Commission requested feedback from applicant on five open items, received feedback on just one. Applicant sent the parking plot to Mayor which he then referred to the Planning Commission. Four items remain outstanding. Need Town Manager to send follow-up email, acknowledging receipt of the one item and a reminder the remaining items need to be submitted to the Planning Commission one week in advance of the August Planning Commission meeting so it can act on the application.**

List of Planning Commission items: Received #1. New Parking Plat was submitted, shows setback encroachment; spaces are shown on plat but may not meet size requirements specified in Parking Ordinance.

Remaining outstanding items: #2. please clarify number of employees; #3. please clarify if deliveries during business hours designate loading spots. #4 number of seats indoor/outdoor vs parking approved at 4 to 1 (under prior parking ordinance).



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#5. Of the seats requested, which seats are inside and which are outside? And, are picnic tables and benches proposed to be used and if so provide dimensions.

- ii. Food Truck Regulations. **Send a letter to Peterson’s Ice Cream report to bring a new food truck/trailer into the Planning Commission and ARB for review. Wayne Nickum understanding ARB Application has been filed. Bill Hollaway begs question of compliance review, initiate compliance audit against the existing Use Permit. Two actions simultaneously – consider new changes and do compliance audit with report by September TOC meeting. Town Manager to send letter saying Town Council is sending it to the Planning Commission for review and ask applicant to attend the next Planning Commission meeting. Also, remind applicant to expect the ARB to review it as well.**

Directing Town Manager to do Compliance Review against the existing Use Permits and Certificate of Appropriateness. Motion: Bill Hollaway; 2nd Eric Hencken. Vote passed unanimous 4/4.

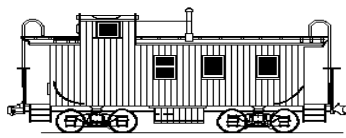
- iii. **Wheelhouse Use Permit for 12466 Chapel Rd, add requirement for Dumpster screen provision that also appears on the recently approved Cleaners Use Permit. Amend hours of operations 6 am to 9 pm maximum. Number of 20 patrons at any one time fill in at “number of visits.” Number of employees 2. Still at 6 parking spaces. Motion Bill Hollaway, 2nd Eric Hencken to Approve the Wheelhouse Use Permit as recommended and revised. Dumpster screen requirement, landlord has 45 days to go to the ARB and 120 Days to install screen. Vote approved unanimous 4/4. Reminder to submit signage to ARB.**

- iv. **Judy McNamara has resigned her Planning Commission position; Motion to approve Terri Winkowski to open position on Planning Commission. Motion Bill Hollaway, 2nd Wayne Nickum to appoint Terri Winkowski for the vacancy on the Planning Commission for the unexpired term of Judy McNamara; Vote Approved, Unanimous 4/4.**

b. Architectural Review Board. **No Report.**

c. Committees.

- i. **Report of Clifton Arts Council (CAC), “The Meeting” CAC 2016 Summer Play net profit \$1,715.25. CAC Crafting event profit \$150; CAC Shakespeare’s Romeo & Juliet in the Town Park profit \$174. Total CAC Profit \$2,039.25.**
- ii. **Pink House Maintenance – Jennifer Heilmann, Eric Hencken and Wayne Nickum met with the contractor Jose Rodriguez doing business as JR Services for a written estimate to complete the required repair for \$2,100. Jennifer Heilmann will include a punch list. (Minutes of maintenance meeting provided by Jennifer Heilmann.) Motion: Eric Hencken up to \$2,600 for JR Services to perform repairs to Pink House; 2nd Wayne Nickum; Roll Call vote Wayne Nickum aye, Eric Hencken aye, Jennifer Heilmann aye, Bill Hollaway aye, approved 4/4.**
- iii. **Pink House Rental. The applicant Bell Jar Design is two ladies who had a store in Frederick MD, looking to have a store closer to their homes in Burke. The business**



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is to sell and restore furniture, gifts. Requests two year term at that rent of \$2,200. Need to apply for Use Permit in September. Rental term to start September 15. Jeff Stein and Jennifer Heilmann will review the lease. Use the La Bella Luce lease as a model and modified it to begin September 2015, following granting of Use Permit. Wayne Nickum notes that water supply in front building feeds back building so it cannot be shutoff. Utilities are the responsibility of the tenant under the lease.

Motion Bill Hollaway; 2nd Eric Hencken that the Town Council approve entering into a lease with La Belle Jar Design, LLC at a rate of \$2,200 a month for a term of two years using the form of lease used with Bella Luce modified accordingly to begin September 15, 2015 and following approval of a Use Permit for Belle Jar Design. Vote approved unanimous 4/4.

- iv. **Chapel St. Drainage Problem. Storm water run-off crosses the road. Swales could direct water down the side to drain near Clifton Baptist Church. Pipes (culvert) could go under drives but swales would be on lawns. Town Manager to call the County Storm Water Management to ask if they can help or advise on managing these water flows.**
 - v. **Paving bids – Jennifer Heilmann contacted three companies for paving repairs to railroad siding and parking lot, \$2,300 estimate from one contractor. H&H is already in Town mobilized to work on Frog Hill. Motion move to authorize up to \$2,000 to pave and repair railroad siding parking lot. Motion Eric Hencken; 2nd Bill Hollaway. Roll Call Wayne Nickum aye; Eric Hencken aye; Jennifer Heilmann aye; and, Bill Hollaway aye.**
4. **Communications.**
- i. **Labor Day Car Show – sponsor of the show claims that 2015 might be last year for the show in Clifton as other jurisdictions want to host the car show.**
 - ii. **Second Baptist Church. Pastor is celebrating 5th Year Anniversary and church is asking the Town to send a letter recognizing his service. Motion Wayne Nickum; 2nd Bill Hollaway; vote passed unanimous 4/4.**
5. **Citizen’s Remarks. None.**
6. **Unfinished Business. None.**
7. **New Business.**
- i. a. **Tree Trimming in Children’s Park. Tree trimming proposal for Children’s park, estimated cost \$630. Motion Wayne Nickum; 2nd Bill Hollaway; roll call vote approved 4/4. Wayne Nickum aye; Eric Hencken aye; Jennifer Heilmann aye; and, Bill Hollaway aye.**
8. **Adjournment. Motion Jennifer Heilmann; 2nd Eric Hencken. Unanimous approved 4/4.**