

TOWN OF CLIFTON
COUNCIL MEETING MINUTES
CLIFTON TOWN COUNCIL MEETING
TUESDAY, October 6, 2015, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124

Attendees

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

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

Order of Business

Call to Order at 7:43 p.m. by Mayor Bill Hollaway

1. Report of the Town Clerk/Town Manager

a. Review of the Minutes (previous regular meetings and any special meetings). Two sets June and September 2015; comments were provided by Mayor Bill Hollaway. Motion (Wayne Nickum; 2nd Bill Hollaway) to adopt June minutes as amended. Vote passed unanimous. Motion (Wayne Nickum; 2nd Bill Hollaway) to adopt September minutes as amended with the Planning Commission conclusion that the food truck used by Peterson's Ice Cream as an outdoor kitchen was a structure. Vote passed unanimous.

b. Status of Draft Minutes for July and August 2015. Get them out this week.

c. Report on Town Car Tags for 2015-16. 108 households were sent letter reminding that tags require renewal, 25 received about 1/3 of the number of vehicles renewed; 5 returned as moved. Decals are being distributed by mail and in person at the registration day held yesterday.

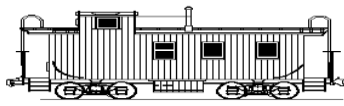
Motion to extend period of compliance to Nov 5, 2015. Wayne Nickum; 2nd Jennifer Heilmann; passed unanimous. Post extension notice on the web site.

d. Statistical Report on Town Car Tag Filings for 2015 (No Names).

e. Status of Compliance Review for Peterson's Ice Cream Depot.

Peterson's Ice Cream depot, interim report sent to Council August 29, 2015 but field work stopped due to letter objecting to the Town Manager conducting review. Town Manager requests further direction from the Council and affirmation to authority to proceed with compliance audit.

Motion Dwayne Nitz, 2nd Deborah Dillard motion to affirm that except in cases where there is a clear conflict of interest, the Town Manager will represent the Town in conducting compliance audits for the expressed purposes of gathering information with regard to the use permit and certificates of appropriateness. Council reaffirms the authority of the town manager will conduct the audit against the Use Permit and COA. Vote passed, unanimous.



TOWN OF CLIFTON COUNCIL MEETING MINUTES

Discussion: Mayor Bill Hollaway indicates the code clearly gives the Town the authority to conduct a compliance audit. Options are stop the audit; find someone else to do it; affirm the authority of the staff member that the Town Council hired and paid to do the compliance audits.

Eric Hencken asks if the refusal of the business owner continues to refuse admittance. Council has the authority to revoke and can invoke that authority to refuse the audit. Vice Mayor Dwayne Nitz notes the code invokes the authority of the Town to do compliance audits under the authority of designated staff. Council can direct the Town Manager to send letter notifying the business owner that they refused access for purposes of conducting a compliance audit and that it endangers the Use permit.

There are also problems with scope of the Use Permit dated 2010 – no amended Use Permits were issued after that date – application was withdrawn. And, satellite parking approved by the Council was not recorded on either and application for or amendment of Use Permits. Mayor Bill Hollaway gave direction to do compliance to the Use Permit on file. And, to do compliance test to the Certificates of Appropriateness issued by Architecture Review Board.

2. Report of the Treasurer. Motion Wayne Nickum; 2nd Bill Hollaway accept Treasurer's Report. Vote passed unanimous.

a. Statistical Report on BPOL Filings (No Names or Amounts). Three businesses remain outstanding pending completion of extended tax return. Expect to get those this next month.

3. Reports of Planning Commission, Architectural Review Board, and Committees:

a. Planning Commission.

i. Belle Jar Design – Introduction.

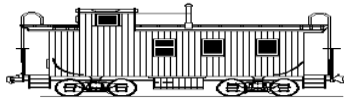
Parking for Pink House. Plat distributed by Wayne Nickum. Kathy Kalinowski the Planning Commission would not approve stacked parking on that parcel b/c the stacked parking does not exit to public street. May be able to parallel park on Easement but requires Town Ordinance change. Approve 13 parking spots plus 4 when written doc is received.

Motion: Wayne Nickum; 2nd:Bill Hollaway; submit this parking agreement to the Zoning Commission for consideration on this plat for 13 spaces. Vote passed, unanimous.

ii. NCH Partners / Clifton House Parking – Paid Parking. Planning Commission chair described the parking scheme submitted by the applicant that provides free parking for tenants' customers and paid parking for visitors. (Planning Commission made additional modifications to report submitted – updated report will be provided.) Recommendation of the Planning Commission is to approve the paid parking proposal with sufficient signage.

Vice Mayor Wayne Nitz notes that there are violations with regard to dumpster screening, signage and vinyl windows on the cleaners that need to be resolved within the established timeframes set.

Motion Deborah Dillard, 2nd Dwayne Nitz to approve the NCH Partners / Clifton House Parking proposal contingent upon the seven conditions be fulfilled including curing violations with regard to dumpster screening, signage, and vinyl windows within established timeframes and before Use Permit is issued. Vote passed unanimous.



TOWN OF CLIFTON COUNCIL MEETING MINUTES

b. Architectural Review Board. No report.

c. Committees.

i. Clifton Arts Council – Children’s Holiday Play. Stand-up for Santa original musical performance and picture with Santa on Dec 12, 13 at 11 a.m. and 1 p.m. and Dec 22 at 6:30 p.m. (five shows). Performed and produced by Stage Coach Theater Company. Charge of \$300 for the run of up to 5 shows and split ticket sales. Ticket prices will not be more than \$20 but probably less in \$5 to \$10 range. No other cost. Town provides only venue and seating. This can be coordinated with the Holiday Party sponsored by CBA. Motion (Bill Hollaway, 2nd Deborah Dillard) to approve the Clifton Arts Council sponsor the Children’s Holiday show performed by Stage Coach Theater. And, display a banner or sign that may cost up to \$50 to produce. Vote unanimous passed.

ii. Haunted Trail. Committee requests \$6,000 Advance to cover upfront costs. Already have \$6,000 committed in sponsor ship. Motion (Eric Hencken; 2nd Bill Hollaway) authorize an advance of \$6,000 to Haunted Trail Committee to cover upfront costs. Roll call vote: Wayne Nickum, aye; Jennifer Heilmann, aye; Deborah Dillard, aye; Bill Hollaway, aye; Dwayne Nitz, aye; and, Eric Hencken, aye.

iii. Beautification Committee. Planters to be filled in accordance with the budget. Butterflies submitted a plan showing \$1,000 of plants to fill planters on both sides of the siding. Cost of plants only; labor is free. Dwayne Nitz will work with committee chair to get better pricing. Motion (Eric Hencken, 2nd Wayne Nickum) to expend up to \$800 for Beautification Committee for north & south railroad siding boxes plantings plan and reserve some of the budget of \$1,000 for Spring plantings. Roll call vote: Wayne Nickum, aye; Jennifer Heilmann, aye; Deborah Dillard, aye; Bill Hollaway, aye; Dwayne Nitz, aye; and, Eric Hencken, aye.

4. Communications. None.

5. Citizen’s Remarks.

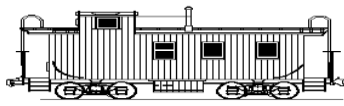
i. Youth Report. Christina Anton, recipient of NOVEC National Electric Youth Tour “Generation On” Grant for \$500 to be used to clean up the Clifton Camp Site in 8 Acre Park and path after the first chill. And, to refurbish the camping sign. Christina Anton has already identified a group of volunteers to assist her; the group will be supervised by parents. Before and after pictures to be provided. Motion (Bill Hollaway; 2nd Dwayne Nitz) to authorize Christina Anton to use the “Generation On” grant on a volunteer project to clean out the campsite at 8 Acre Park. Vote passed unanimous. Congratulations to Christina Anton on this grant award.

6. Unfinished Business.

a. Candidate for Clerk position Amanda Christman introduced herself and summarized her experience.

b. Status of Rental Policy for Clifton Town Community Hall. Wayne Nickum requests the whole policy be circulated to the full Council for comment and response. Darrell Poe, Town Hall Manager will forward the entire package, current and proposed policies with associated fee schedules.

7. New Business.



TOWN OF CLIFTON COUNCIL MEETING MINUTES

a. Town File Sharing Service. Eric Hencken identified a need for a Town file sharing service to coordinate and pass on historic files. Proposal to have the Town staff designated archivist to manage the archive and distribute as needed to committees. Currently using "Drop Box" hosted by a private individual. A terabyte of data is \$100 annual fee. Drop Box gives each user 2 gb free; only the archivist would have the terabyte. Motion (Dwayne Nitz; 2nd Eric Hencken) authorize \$150 for the Haunted Trail Committee to set up a pilot use of Drop Box or some other file sharing service on the cloud for the Haunted Trail files. Vote passed unanimous. Also, Town Manager will inquire through Virginia Municipal League about the use of file sharing services to archive records. Darrell Poe will consult with Eric Hencken on establishing the pilot.

b. Property Management for the Pink House. Current practice, point person is Wayne Nickum who coordinates with maintenance contractor. Continuing the current practice.

c. Proposal re: Paving or Repair of Path from Clifton Elementary School to Main Street. Question is raised if this is a Town or County responsibility? It is a County responsibility because the property is owned by the School Board. Contact Elizabeth Schultz, Springfield District School Board representative. Eric Hencken will reach out to Elizabeth Schultz.

Street.

d. Status of signs and flags. Motion (Wayne Nickum; 2nd Bill Hollaway to add to agenda discussion of status signs and flags, vote passed unanimous. Vote passed unanimous.

1) Process for updating the historical signs. CBA has offered to refurbish historical signs. History committee has taken the initiative to edit content. Signs on Town-owned properties should be revised by appropriate committee and history committee will approve the language by validating facts such as dates. Then, the sign will go to ARB for final approval as required by for all signage. For private properties, the property owner will write it and history committee will approve / validate the facts, rather than dictate the content of the sign.

Post CBA offer to property owners to get a historical sign or refurbish an existing historical sign at no cost to the property owner. Installation costs, including posts, is the responsibility of the property owner. The ARB fee should be paid by the property owner. Wayne Nitz will coordinate with the CBA.

2) Flags. Please forward to Wayne Nickum the location of any flags that have deteriorated and require repair or replacement.

8. Executive Session – Personnel Matters. Motion (Wayne Nickum; 2nd Dwayne Nitz) to move into Executive Session in accord with State code. Vote passed unanimous.

9. Adjournment. Motion (Wayne Nickum; 2nd Dwayne Nitz) to end Executive Session and adjourn. Vote passed unanimous.