



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

Town Council Present:	Mayor Bill Hollaway*; Vice Mayor Dwayne Nitz; Deborah Dillard; Jennifer Heilmann; Eric Hencken*; and, Wayne Nickum.	Absent:
Town Officials Present:	Town Clerk/Manager: Sandra Scales-Siwiek Treasurer: Marilyn Barton	Absent:

Summary of Motions:

1. Review of Prior Minutes: Table	Motion: W.Nickum	2nd: D.Dillard	Vote: Approved Unanimous	*Out: W.Hollaway,E. Hencken
2. Report of Treasurer.				
2.1. Financial Report				
2.2. Statistical Report on BPOL Filings				
2.3. Statistical Report on Town License Tags.				
2.4. Approve Treasurer's Report as presented	Motion: W.Nickum	2nd: D.Dillard	Vote: Approved Unanimous	
2.5. Approved the draft financial statement from the Auditors	Motion: W.Nickum	2nd: W.Hollaway	Vote: Approved Unanimous	
2.6. Approve Attorney's Bill \$2,000 for legal work	Motion: W.Nickum	2nd: W.Hollaway	Vote: Approved Unanimous (Roll Call)	
Mayor Bill Hollaway: Aye Vice Mayor Dwayne Nitz: Aye Wayne Nickum: Aye	Deborah Dillard: Aye Jennifer Heilmann: Aye Eric Hencken: Aye			
3. Reports of Planning Commission, Architectural Review Board and Committees:				
3.1. Planning Commission (PC) -- 3 Applications				
3.1.1. Table: 7184 Clifton Rd / Home	Motion: W.Nickum	2nd: W.Hollaway	Vote: Approved Unanimous	
/Metropolitan Investment Group pending ARB Review				

<p>3.1.2. Approved: Schedule Public Hearing</p> <p>On 7140 Main St /Main Street Pub application for Special Use Permit, Tuesday May 5, 2015 Town Council Meeting, 7:30 p.m.</p>	<p>Motion: W.Nickum 2nd: D.Dillard Vote: Approved Unanimous</p>
<p>3.1.3. Reported Boundary Adjustment – Stein/Wheeler properties – subject to recording in Fairfax County Land Records. No Council Action Required.</p>	
<p>3.1.4. 12644 Chapel Road / Two Locals – The Local Brew Pub – Microbrewery application. Proposed use is industrial and not allowed in Commercial Zone.</p> <p>Town Council will not consider changing the Town Comprehensive Plan nor adopt a special exception to the Commercial Zoning at this time.</p> <p>Motion: W.Nickum 2nd: D.Nitz Vote: Approved Unanimous</p>	
<p>3.2. Architecture Review Board (ARB) - 2 applications were considered.</p>	
<p>3.2.1. 7184 Clifton Rd / Home – ARB tabled</p> <p>pending additional modification of drawings.</p>	<p>Motion: None 2nd: Vote:</p>
<p>3.2.2. 7239 Dell Avenue – Possible non-conforming materials. (Tax Map Id. 0852-02-0011A)</p> <p>If upon further investigation, the ARB determines that the applicant is non-conforming to the Certificate of Appropriateness, the Mayor or Vice Mayor are authorized to seek a stop-work order from the County and pull the permit.</p>	<p>Motion: D.Nitz 2nd: W.Nickum Vote: Approved Unanimous</p>
<p>3.3. Committees:</p>	
<p>3.3.1. Haunted Trail Committee</p> <p>Pay straggling invoice for \$520 Dumpster to K2CG</p>	<p>Motion: E.Hencken 2nd: W.Nickum Vote: Roll Call -- Approved Unanimous</p>
<p>Mayor Bill Hollaway: Aye</p> <p>Vice Mayor Dwayne Nitz: Aye</p> <p>Wayne Nickum: Aye</p>	<p>Deborah Dillard: Aye</p> <p>Jennifer Heilmann: Aye</p> <p>Eric Hencken: Aye</p>
<p>3.3.2. Pink House</p>	
<p>3.3.2.1. Pink House Rental – Authorize Jefferson Realty Group to represent the Town of Clifton to list and lease the Pink House at no cost to the Town.</p>	<p>Motion: E. Hencken 2nd: W.Nickum Vote: Approved Unanimous</p>
<p>3.3.2.2. Pink House Improvements -- Stone for Driveway -- Motion to authorize up to \$1,000 for procurement of stone and spreading. (Up to two loads).</p>	<p>Motion: E. Hencken 2nd: W.Nickum Vote: Approved Unanimous (Roll Call)</p>

Mayor Bill Hollaway: Aye	Vice Mayor Dwayne Nitz: Aye	Wayne Nickum: Aye	Deborah Dillard: Aye	Jennifer Heilmann: Aye	Eric Hencken: Aye
3.3.2.3. Pink House Roof – deferred for consideration in FYE1606.					
3.3.2.4. Pink House Space for Town Office / Storage – Refer to Jefferson Realty.					
3.3.3. Special Projects -- Triangle / Gateway					
Motion to authorize the Project Manager (Susan Yantis) and Special Projects Committee to negotiate and execute a change order up to \$3,500 with the Contractor for changes to the sign design and labor to install stone at the Pink House parking lot.					
			Motion: D.Nitz	2nd: W.Nickum	Vote: Roll Call --Approved Unanimous
Mayor Bill Hollaway: Aye	Vice Mayor Dwayne Nitz: Aye	Wayne Nickum: Aye	Deborah Dillard: Aye	Jennifer Heilmann: Aye	Eric Hencken: Aye
4. Communications					
4.1. Clifton Community Woman’s Club Home Tour, May 21, 2015 – Request to Display Banner. Approved		Motion: W.Nickum	2nd: J.Heilmann	Vote: Approved Unanimous	*Out : W.Hollaway, E.Hencken
4.2. Lions Pancake Breakfast, April 26, 2015 – Request to display banner.		Motion: W.Nickum	2nd: D.Dillard	Vote: Approved Unanimous	*Out: W.Hollaway, E.Hencken
4.3. Verizon/Milestone Cell Tower: “Resolution 2015-04-01 – Milestone/Verizon Proposed Cell Tower at Clifton Creek Power Station. The Town Council of the Town of Clifton, Virginia (the “Town”) hereby resolves that the Town request in addition to the reduced height of 140 foot and location against the tree-line, the Town Council also request the design be a tree pole.”		Motion: W.Hollaway	2nd: W.Nickum	Vote: Approved Unanimous	
5. Citizen’s Remarks					
5.1. Art Guild of Clifton – No Motions					
5.2. Historic Garden Week – No Motions					
5.3. Safety Concern at Railroad Crossing – No Motions					
6. Unfinished Business					
6.1. Golf Cart Ordinance Changes – Approved motion to adopt as revised the Golf Cart ordinance.		Motion: E.Hencken	2nd: W.Hollaway	Vote: Approved Unanimous	
6.2. Policy and Code Changes for Outdoor Music and Noise Ordinance – Add to agenda of Working Session / Special Meeting April 22, 2015.		Motion: E.Hencken	2nd: W.Nickum	Vote: Approved Unanimous	

6.3. Policies for Rental of Community Hall - Tabled	Motion: D.Dillard	2nd: W.Hollaway	Vote: Approved Unanimous
6.4. Committee Policy – Adopt revised guidelines of expected behavior for committee members. Amendments: Guideline #2 change word compliant to compliance; striking #4 limiting number of committees served on per member to three; and, #13 striking word written and change from quarterly to annual report.	Motion: W.Nickum	2nd: W.Hollaway	Vote: Approved Unanimous
6.5. Approved Schedule Budget Work Sessions FY1606 at 7:30, Town Meeting Hall on: Wed 4/15 and Wed 4/22; and Mon 4/27(at location to be determined). Also, Wed 4/22 Special Meeting to authorize Public Hearing for Budget FY1606. Treasurer to post notices, do Town email blast.	Motion: W.Nickum	2nd: W.Hollaway	Vote: Approved Unanimous
6.6. Request for Plaque Re: Red Caboose History & Installation. Motion to not provide a plaque for Red Caboose.	Motion: E.Hencken	2nd: W.Nickum	Vote: Approved Unanimous
7. New Business			
7.1. Mowing Contract	Motion: E.Hencken	2nd: W.Hollaway	Vote: Approve – Approved Unanimous Roll Call
Mayor Bill Hollaway: Aye	Vice Mayor Dwayne Nitz: Aye	Wayne Nickum: Aye	Deborah Dillard: Aye Jennifer Heilmann: Aye Eric Hencken: Aye
8. Adjournment .	Motion: D.Nitz	2nd: D.Dillard	Vote: Approve -- Approved Unanimous

Order of Business – Call to Order: 7:39 p.m.

1. Review of Prior Minutes for 2015- Tabled. Request all outstanding minutes distributed to the Town Council by next Regular Meeting May 2, 2015.
2. Report of Treasurer. Closing Date: March 31, 2015 Presenter: Marilyn Barton, Treasurer
2.1. Financial Reports. Financial Reports for the period ended March 31, 2015 are attached. The March 2015 reports include a Summary of Cash Balances, the Profit & Loss Summary by Fund, and the Profit & Loss Detail Export Report. I have included notes on the Profit & Loss Summary report which highlight items of interest. The draft budget for the upcoming fiscal year 2016 – July 1, 2015 – June 30, 2016 will be sent separately as input to the Budget Work Session. P&L Summary Report Highlights -- Review of Notes on attached Financials (separate file):

NOTES:

1. **Car Show Income.** *The Clifton Lions Club Treasurer confirmed that the \$500 check for the Car Show was mailed and in transit as of the statement date.*
2. **Community Hall Revenue.** *Revenues are reflected for July - Feb. Funds are turned in after the close of the month, usually at the following Town Council meeting.*
3. **Haunted Trail Event.** *Efforts continue in collection of Haunted Trail IOU commitments. To date 12 IOUs have been paid. 16 remain outstanding for a total of \$485.*
4. **Interest Income.** *Interest was received from the IDA Bond as anticipated in January. No additional interest will be received from the bond.*
5. **Pink House Rental.** *Follow up on the shortfall of \$300 on the Pink House rental has been sent.*
6. **Tax and Permits Revenue.** *The primary cause of the shortfall compared to the budget is the delayed payment of Sales Tax- only July - Jan. has been received thus far. Once Feb. & March are received, taxes and permits will exceed the budget. In March \$22,495.19 was received bringing the total for FY15 BPOL filings to \$33,356.05, 73% of The budgeted projection. Follow up is in process and late fees will be due. Outstanding BPOLs for FY14 remain at 1.7% - This will also be addressed in the follow up communications. An additional \$292 for Vehicle tag filings was received in March. Vehicle plates, decals and master files were transferred to the Town Manager/Clerk for further follow up.*
7. **Commodities.** *Commodities for March include the purchase of secure printed computer checks and envelopes which will cover the needs of most of the next year.*
8. **Contractual.** *Contractual Expenses in March include Legal Fees billed for January in the amount of \$2,000, which is pending Town Council approval on 4/7/15. Additionally, Planning Commission consultation provided by William Gordon Associates was expensed in March in the amount of \$480. Grounds maintenance of \$516 and mowing of \$2,250 expensed in March reflect payment for services invoiced for July - October 2014. All expenses are within the Town Council approved annual operating budget.*
9. *Reflects July purchase of stone for the Caboose parking lot. Also reflected is the \$10,000 bond issuance - this will be refunded at the completion of the project. In March, \$746 was paid to the Land, Planning & Development Association for the Clifton Triangle Project.*

- 2.1.1. **Haunted Trail.** Of the 28 Haunted Trail IOUs, 12 payments have been received to date, while 16 remain outstanding for \$485. Follow up will be continued by Michelle Stein, CBA.
- 2.1.2. **CIF Bond of \$10,000** is noted and netted from the CIF Fund Summary, as it will be reimbursed at the completion of the project.
- 2.1.3. **Calendar.** Sales report (presented by Chuck Rusnak, Art Guild of Clifton) – Check for \$980 turned in to Treasurer representing cash sales of 98 Calendars; 2 given as awards for selling the most (T&K Treasures) and McGee Family whose family member Kimmie McGee is featured.
- 2.1.4. Clifton Arts Council remits \$190 income from March events.

2.2. **Statistical Report on BPOL Filings, Timely Filings, Non-Filter Follow-Up BPOLs** (No Names of Businesses or Amounts): **BPOL Revenues** for FY15 have been received in the amount of \$33,356 thus far – 73% of the budgeted projection. Follow up is in process and late fees will be due.

2.3. **Statistical Report on Town License Tag Application – Timely Filings, Non-Compliance, Household Non-Filter Follow-Up (No Names):** Vehicle Filings -- Additional \$292 was received in March 2015 for additional vehicle tag filings. The vehicle plates, decals and spreadsheet file have been provided to Sandra, as Clerk for further follow up and reporting.

2.4. **Approved Treasurer's Financial and Statistical Reports as presented.**

2.5. **Approved FY1406 Audited Financials.** Approved the advance draft copy of the audited Financial Statements for period ended June 30, 2014 review and approval. It reflects the financial activities of the Town as of last fiscal year. Good report – Town financial healthy, looks good.

2.6. Approved Attorney's Bill \$2,000 for legal work; reviewed by Mayor.

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

3.1. Planning Commission Report (attached): Jennifer Heilmann for Kathy Kalinowski, Chair. Two Applications

3.1.1. Tabled. 7184 Clifton Rd / Home /Metropolitan Investment Group -- reviewed preliminary plat for construction of a home, reviewed by Joe McClellan, Town Engineer. PC Recommends approval subject to the conditions set forth in Mr. McClellan's letter dated March 30, 2015. Applicant understands that they need to obtain ARB approval prior to submission to the Council, but believed it could not be achieved before April Town Council Meeting.

3.1.2. PC Held Public Hearing: Revised Special Use Permit, 7140 Main St/ Restaurant/ Main St Pub, for additional seating and shared parking – took public comments and questions and agreed on certain recommendations. Recommends the Town Council schedule a Public Hearing and will make recommendations then. Some discrepancies noted between two previous issued permits, clarifications of numbers of employees, square footage, number of parking spaces, number of seats. There are seats added since last application that come under the 4:1 ratio vs the earlier applied 6:1 ratio. Submission included documented Parking agreement with Acacia Lodge for Employee parking, total spots existing 19, minimum required 15. Discussion about method rounding proportional spaces (standard rounding rules on aggregate). Clarifications that resolved discrepancies during PC Public Hearing will be in recommendation submitted at Town Council Public Hearing. PC Recommends Town Council schedule a Public Hearing. Motion made to hold a Public Hearing at Regular May 5, 2015 Town Council Meeting. Town Council requests all supplemental information such as Parking Agreement be provided in advance of the Public Hearing.

3.1.2.1. Approved Motion to Schedule Public Hearing on Main Street Pub application for Special Use Permit on Tuesday May 5, 2015, 7:30 p.m. Regular Town Council Meeting.

3.1.2.2. Discussion about cost of advertising Public Hearings for Special Use Permits. Town Council will take up the matter to consider any necessary amendments to the fee structure in the Town Code to recover costs for advertising Public Hearings for Special Use Permits.

3.1.3. Reporting Boundary Adjustment Stein/Wheeler – Wheeler transfers to Stein approximately 2 feet along Stein's driveway that was on Wheeler property. Planning Commission under the provisions of Article 16 Chapter 10 of the Subdivision Ordinance approved application subject to its recording in the Fairfax County Land Records. No action by Town Council Required.

3.1.4. 12644 Chapel Road / Two Locals – The Local Brew Pub – Microbrewery application. Microbrewery and tasting room at Clifton House. (Carried forward from March 3, 2015 Town Council Meeting Planning Commission Report dated March 2, 2015.) Town Attorney identified a need for zoning and Town Comprehensive Plan changes. Per Town Code and Town Comprehensive Plan, proposed use not allowed in a Commercial Zone. It is, however, a by-right use in the Industrial Zone. Only properties zoned Industrial in town are the Masonic Lodge and the Pink House.

Planning Commission is not keen on pursuing these changes since that use is non-conforming under the current Town Comprehensive Plan. BZA Chair Steve Effros notes any rezoning would apply to entire parcel not just one unit in a multi-unit building.

Question before the Town Council: Does the Town Council want to change / redo the Town Comprehensive Plan and Commercial Zoning to allow that use at that location? Such changes will be costly in terms of time and legal fees, and is not consistent with the long term goals of the Town.

Approved Motion that Town Council not consider changing the Town Comprehensive Plan nor pursue a rezoning of the property to Commercial Zone at this time.

3.2. ARB: Dwayne Nitz for Royce Jarrendt, Chair. Report on 2 applications considered by ARB.

<p>3.2.1. 7184 Clifton Rd / Home – Not approved -- non-conforming architectural features have been identified. Applicant reworking plans to resolve architectural issues and coming back next month.</p>
<p>3.2.2. 7239 Dell Avenue – ARB has concerns about materials being used that are being validated and will be discussed with the applicant. If upon investigation it is apparent non-conforming materials are being used, the Town Council authorized the Mayor or Vice Mayor to seek a stop-work order from the County and pull the building permit.</p>
<p>3.3. Committees</p>
<p>3.3.1. Haunted Trail Committee – Approved payment of straggling invoice for \$520 Dumpster to K2GG</p>
<p>3.3.2. Pink House</p>
<p>3.3.2.1. Pink House Rental -- Number of inquiries for rental of Suite A, front, (La Belle Luce) available as of June 1, 2015. Rent is below market but will be stepped up closer to market with new lease. Process, Town Council will approve final lease. Question: Is lease contingent on ability to get Use Permit? Answer: Has to be addressed case-by-case but would not sign a lease with a business that clearly cannot get permit. Jefferson Realty offers to take the listing at no cost to the Town. Motion approved.</p>
<p>3.3.2.2. Improvements -- Stone for Driveway -- Pink House lot requires added stone. Approved motion to authorize up to \$1,000 for procurement of stone and spreading. (Up to two loads).</p>
<p>3.3.2.3. Pink House Roof -- having difficulty obtaining three bids, got two bids – one declined, other bid. Need to defer consideration to FY2016 because bids received to date exceed current budget amount.</p>
<p>3.3.2.4. Pink House Space for Town Office / Storage – unit A includes a second entry-way to a separate small room that can possibly be used as Town storage or Town office. Includes a powder room. Jefferson Realty will advise on possible uses.</p>
<p>3.3.3. Special Project -- Triangle/Gateway Project – Welcome Sign</p>
<p>3.3.3.1. Old sign has been removed. Need to identify the name of the person who purchased it at Gala 2014 so it can be delivered. Many Thanks to Bill Ference for transporting it to temporary storage.</p>
<p>3.3.3.2. New Sign – Change Order. Dwayne Nitz described the reasons why it is necessary to authorize the Project Chair to negotiate up to \$3,500 to handle the requirements that will make the new Welcome sign double-sided cover and stainless steel hanger for the metal core. This would re-allocate money previously authorized for a second mobilization that is no longer necessary. It may come in around \$1,000 but need room to negotiate so request is up to \$3,500.</p> <p>Approved motion to authorize the Project Manager (Susan Yantis) and Special Projects Committee to negotiate and execute a change order up to \$3,500 with the Contractor for changes to the sign design and labor to install stone at the Pink House parking lot.</p>
<p>3.3.4. Clifton Arts Council – Clifton Dessert Theatre (formerly Dinner Theatre) Director is Joanne Ormesher producers are Deborah Dillard and Darrell Poe. Dwayne Nitz notes that Joanne Ormesher is well known and a great asset to the project. Darrell Poe acknowledged the work of Council Member Dillard to secure Ms. Ormesher's services. Auditions next week -- sign-up genius is being used to schedule them and dates are posted on Town Hall board, post office and Town websites. Event is first weekend in June 4, 5, and 6.</p>
<p>3.3.5. Board of Zoning Appeals – Steve Effros, Chair. Legislature has adopted a new statue but impact to Town of Clifton BZA is minimal based on review with the Town Attorney. Members' credentials are being reviewed to ensure all proper paperwork is on file with the court.</p>

4. Communications.

Note: Communications are information items that may be discussed but that are not actionable at this time. To be actionable, a Motion to add it to the Agenda under new business has to be made, seconded and approved.

4.1. Clifton Community Woman's Club Homes Tour, May 21, 2015 – Request to Display Banner. Goes up not more than 2 weeks before; comes down not later than 7 days after. **Approved**

4.2. Lions Pancake Breakfast, April 26, 2015 – Request to Display Banner. Goes up not more than 2 weeks before; comes down not later than 7 days after. **Approved**

4.3. Verizon / Milestone Cell Tower – Community Meeting is Monday, April 13, 2015, at Springfield Land Use Committee meeting, 7 p.m. Fairfax County Government Center, Conference Room 4 & 5. Pat Layden will represent the Planning Commission, Town Manager Sandra Scales-Siwiek will attend, Mayor and Vice Mayor plan to attend. Verizon/Milestone has met most of the Town's request – reduction in height to 140 feet and move the pole closer to the tree line, but not a tree pole. Resolution made and adopted. (See attached.) To be distributed to Pat Layden (representing Planning Commission) to read into the minutes if a Council Member is unable to attend. Also, copy Springfield District representative, Susan Yantis.

4.4. Proposed Farm Brewery at corner of Clifton and Yates Ford Roads. Presented by Eric Hencken. Clifton Betterment Association noted that a farm brewery proposed by Marcus Silva will hold an information meeting at the CBA Barn at 4:00 p.m. on Sunday, April 26, 2015. It is being talked about in terms of being similar to Paradise Springs Winery for size and scope. Due to passage of SB430 last year by the General Assembly, it is alleged by the proponents that a "farm brewery" does not have to secure a zoning approval from Fairfax County if hops or grapes are grown on parcels zoned agricultural. Although it is outside the Town boundaries, traffic, noise and water impacts are possible concerns. Town Council will continue to watch developments. Meanwhile, residents are encouraged to attend the information meeting to ensure their concerns are heard.

5. Citizen's Remarks

5.1. Art Guild of Clifton – Chuck Rusnak

5.1.1. Exhibiting works concurrent with Historic Garden Week Tour on April 21, 2015 in the Tour Office at the Presbyterian Church.

5.1.2. Third Annual Plein Air Painting Festival & Competition (artists painting Town landscapes) May 15, 16 & 17, 2015. Fees and prizes posted on the website, registration fees -- members free, others \$30 before May 1, \$40 after; prizes 1st: \$225; 2nd \$150; 3rd \$100; honorable mention \$50.

Mr. Rusnak was reminded by the Town Council that the Art Guild must go to the ARB for a Certificate of Appropriateness before setting free-standing A-frame signs around Town. Even on private property they require ARB review and approval.

5.2. Historic Garden Week – At one time, the Council did authorize a quarter-page advertisement in the brochure but deadline to get it designed and approved proved to be too tight, so therefore it was not done.

5.3. Safety Concern at Railroad Crossing – Sean McNamara, neighboring business

Several drivers have turned right or left on to the tracks, in some cases traveling quite a distance before getting stuck. It is a substantial safety hazard. Cause is unclear but may involve faulty GPS instructions. Noted that Clifton is the only at-grade crossing in Fairfax County. Council Member Dwayne Nitz will contact the Track Supervisor at Norfolk Southern to request they add signage and possibly other low impact safety features such as reflectors and pavement markings.

6. Unfinished Business

- 6.1.1. Golf Cart Ordinance Changes** – Some redline revisions submitted by Mayor for consistency of terms and language with state law. Also, discussed process to obtain a Town Tag and designate Golf Cart parking areas. Approved motion to adopt as revised the Golf Cart ordinance.
- 6.1.2. Parking.** Various locations discussed such as Children’s Park just inside fence-line but will be formalized at a future Town Council meeting.
- 6.1.3. Tags and Required Equipment.** Will require presentation of proof of insurance and inspection of safety equipment (Sec 7-15) by Town Clerk when applying for / issuing Town Tag. Application to include certification that applicable sections of the code have been reviewed by applicant.
- 6.1.4. Enforcement.** Violations such as under-age drivers will come under the jurisdiction of State Law and Fairfax County police. Safety equipment violations come under the purview of the Town.
- 6.1.5. Notify Fairfax County Police.** Town Clerk will send the Fairfax County Police Department, Sully District a notice with a copy of the ordinance.
- 6.1.6. Update Town Code.** Town Clerk to update Town Code and post on website.

Congratulations to the Sixth jurisdiction in Virginia to allow Golf Carts to drive on streets.

6.2. Policy and Code Changes for Proposed Outdoor Music and Noise Ordinance. Held the Public Noise Meeting in March 2015. Wayne Nickum sent out discussion points. Noise ordinance is generally applicable to everyone; restaurants are subject to additional restrictions of a Special Use Permit. As proposed by Wayne Nickum, the noise restrictions are 9 p.m. to 7 a.m. but restaurants could be 7 a.m. to 9 p.m. County ordinance may be the best model. Also, the proposed measure is “plainly audible” at the boundary. Restaurant music policy provisions need to move in tandem. Three levels of music – background, acoustic and amplified. Standard can be “plainly audible” or decibels meter. Draft still requires work.

Approved motion adding to agenda of working session to discuss Policy and Code Changes for Outdoor Music and Noise Ordinance at April 22, 2015 Budget Work Session and Special Meeting.

6.3. Policies for Rental of Community Hall -- tabled.

6.4. Committee Policy. Existing guidelines passed many years ago require update. Formalize the guidelines for establishing minimum requirements for committees, including assigning a Town Council member as liaison to the full Council and periodic reporting to the Council.

6.4.1. Only one committee currently doesn’t have a Council liaison. Mayor volunteered to be on History Committee. Noted that the BZA is a commission governed by state law excluding sitting Council members.

6.4.2. Amendments:

6.4.2.1. Guideline #2 establishes a requirement that Committee members not be in violation of Town Code. (Revise: change word “compliant” to “compliance.”)

6.4.2.2. Guideline #4 no committee member can serve on more than three committees. (Revise: strike the requirement.)

6.4.2.3. Guideline #13 status reporting required annually. (Strike word “written” and change from quarterly to annual report.)

Motion to adopt these revised guidelines of expected behavior. Motion / second as amended, #2 change word compliant to compliance; striking #4 limiting number to three and #13 striking word written and change from quarterly to annual report.

6.5. Budget FYE 1606 Update and Scheduling Working Sessions

6.5.1. Approved Schedule Budget Work Sessions at 7:30, Town Meeting Hall* Approved Schedule Budget Work Sessions FY1606 at 7:30, Town Meeting Hall* Wed 4/15 and Wed 4/22; and Mon 4/27 at location to be determined. Also, Wed 4/22 Special Meeting to authorize Public Hearing for Budget FY1606.

6.5.2. Post Notices. Treasurer to post notices, do Town email blast.

6.5.3. Draft budget summarizes the format, mapped to FY1506 budget with community inputs added, with notes, and financial statement YTD, but forecast not fully completed for rest of this year. It's sufficient to begin the work sessions.

6.5.4. Propose Public Hearing for May 5 Regular scheduled Town Council meeting, and can be advertised on April 29 with sufficient notice.

6.6. Request for Plaque Re: Caboose History and Installation. Harriet Chesley unable to attend this month but can come next month. Jim Chesley already has all the photos and other information for a plaque on this subject. Motion approved to not provide a plaque.

Reason being that there are many contributors around Town that can be recognized in other ways such as engraved bricks in a walkway near the Caboose area of by Gazebo. For example, bricks could be purchased and donated to recognize contributions.

6.6.1. Commemorative Bricks. Investigate looking into engraved bricks to recognize contributors and possibly also offer the opportunity to purchase an installed, inscribed brick as a fund raiser.

7. New Business

7.1. Mowing Contract – Same as last year, \$150 per time. Mulching and weeding extra. Motion approved.

7.2. Biennial maintenance program -- to repair and sustain lawn should be investigated.

8. Adjournment 10:09 p.m. Motion Approved

PLANNING COMMISSION REPORT FOR March 31, 2015

Present: Kathy Kalinowski, Susan Yantis, Judy McNamara, Pat Layden, Mac Arnold, Jennifer Heilmann; Absent: Patrick Pline

ACTION MATTERS

1. The Planning Commission reviewed the application of Metropolitan Investment Group for preliminary plat for the construction of a home at 7184 Clifton Road, which application has been reviewed by Joe McClellan, the Town Engineer. The Planning Commission recommended that the Town Council approve the application subject to the conditions set forth in Mr. McClellan's letter dated March 30, 2015, attached hereto. The applicant understand that the applicant needs to obtain ARB approval prior to submission to the Town Council, which may not occur.
2. The Planning Commission held and public hearing on the application for a revised special use permit for the Main Street Pub at 7140 Main Street with respect to additional seating and shared parking, took public comments and questions and agreed on certain recommendations with respect to this matter. At this time, the Planning Commission recommends that the Town Council schedule a public hearing for this special use permit, at which time the Planning Commission will present its recommendations with respect to this matter.

INFORMATION MATTERS:

3. The Planning Commission reviewed the application of Michelle and Jeff Stein and Claude and Betty Wheeler for a boundary line adjustment between their two properties (wherein the Wheelers transferred to the Steins the approximately two feet of line of the Steins driveway which was located on the Wheeler's property), found that the requirements of Article 16 of Chapter 10 of the Subdivision Ordinance, which empowers the Planning Commission to administer the ordinance, were met, and approved the application and the plat subject to its recordation in the Fairfax County land records. .

**TOWN OF CLIFTON, VIRGINIA
RESOLUTION CONCERNING
MILESTONE/VERIZON PROPOSED
CELL TOWER AT CLIFTON CREEK POWER SUBSTATION**

Resolution 2015-04-01 – Milestone / Verizon Proposed Cell Tower at Clifton Creek Power Station

The Town Council of the Town of Clifton, Virginia (the "Town") hereby resolves that the Town requests, in addition to the reduced height of 140 foot and location against the tree-line, the Town Council also requests that the design be a tree pole.

Motion: Mayor William Holloway; 2nd: Wayne Nickum; Vote: All Aye, passed Unanimous

CERTIFICATION

The foregoing is a true copy of the resolution duly adopted by the Town Council of the Town of Clifton, Virginia at a regularly scheduled Town Council Meeting duly called and held on April 7, 2015.

Name Sandra W Scales-Siwiek date April 8, 2015
Sandra Scales-Siwiek, Town Clerk