



**CLIFTON TOWN COUNCIL
JOINT PUBLIC HEARING
AND REGULAR MEETING MINUTES
TUESDAY, APRIL 5, 2016, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Present: Mayor Bill Hollaway; Vice Mayor Dwayne Nitz; Councilmember Deborah Dillard; Councilmember Jennifer Heilmann; Councilmember Eric Hencken.
Staff: Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.
Absent: Councilmember Wayne Nickum, Mayor Hollaway from 7:35 PM-7:45 PM.

The Public Hearing and Regular Meeting were called to order by Vice Mayor Nitz at 7:35 PM.

Order of Business:

1. Joint Public Hearing of the Town Planning Commission and the Town Council on Peterson's Ice Cream Depot Proposed Special Use Permit Amendment.

Tom Peterson, of 7150 Main Street, co-owner of Peterson's Ice Cream Depot, spoke about the business being as cooperative as possible during the application process. He made himself available to answer any questions from the community, both at the Meeting and at any time in the future. No further comments were received.

- **Mayor Hollaway moved to close the Joint Public Hearing, seconded by Vice Mayor Nitz. The motion was approved by poll vote, 5-0.**

It was noted that the Planning Commission will submit their specific recommendations regarding the Peterson's Application in writing.

2. Report of the Town Clerk:
 - a. Review of the Minutes (previous regular meetings and any special meetings).
 - **Mayor Hollaway moved to approve the March 2016 Regular Meeting Minutes and the Budget Work Session #1 Minutes, as revised, seconded by Councilmember Hencken. The motion was approved by poll vote, 5-0.**
 - b. Statistical Report on Town Car Tag Filings for 2015-16 (No Names).

The Clerk noted that the total number of households that have paid the required vehicle registration fees remains unchanged from last month's total, at 64%.

- c. Report on FEMA Flood Plain Study.

The Town has received a letter indicating that FEMA will be conducting a study to address several floodplain issue, and it will result in updates to Flood Insurance Rate Maps and Flood Insurance Study, and will aid in establishing flood insurance rates and provide a

basis for the community's floodplain management program. It was noted that FEMA will send a new map for the Town to adopt.

3. Report of the Treasurer.

See attached report.

- a. Presentation of Financial Statements.
- b. Statistical Report on BPOL Filings (No Names or Amounts).

- **Mayor Hollaway moved to approve the Report of the Treasurer, seconded by Vice Mayor Nitz. The motion was approved by poll vote, 5-0.**

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

- a. Planning Commission.

See attached report.

- **Mayor Hollaway moved to approve the Use Permit Application for Kohlmark Flach Architects, seconded by Councilmember Hencken. The motion was approved by poll vote, 5-0.**
- **Mayor Hollaway moved to approve the Planning Commission's recommendation to issue a Preliminary Use Permit for the construction of an addition to the existing structure located at 12727 Clifton Heights Lane, pending HOA and ARB approval, seconded by Vice Mayor Nitz. The motion was approved by poll vote, 4-0-1 (Councilmember Hencken abstained).**
- **Mayor Hollaway moved to approve the Planning Commission's recommendation to approve the Preliminary Use Permit for the construction of an addition to the existing structure located at 7219 Dell Avenue, pending ARB approval and a validly signed surveyed plat indicating required setbacks, seconded by Councilmember Dillard. The motion was approved by poll vote, 5-0.**

- i. Request for Zoning Clerk (for Planning Commission and ARB).

It was noted that there has been a long-standing need for dedicated clerical support for the Planning Commission and the ARB, due to the volume of work being done by these agencies, and because the individual members of these agencies are volunteers, some with full-time jobs.

- **Mayor Hollaway moved to establish a Zoning Clerk position (for the Planning Commission and the ARB); appoint Amanda Christman to that role; and provide compensation at \$400 per month for the remaining three months of the current fiscal year, using funds from the Planning Commission's budget, seconded by Vice Mayor Nitz. The motion was approved unanimously by roll-call vote: Mayor Hollaway, Aye; Vice Mayor Nitz, Aye; Councilmember Dillard, Aye; Councilmember Heilmann, Aye; Councilmember Hencken, Aye.**

- b. Architectural Review Board.

- i. Peterson's Ice Cream Depot – Compliance.

The ARB reported on the progress made in working with Peterson's Ice Cream Depot to bring the new kitchen structure into compliance with respect to the building materials and the screening of the structure and its mechanical vents. New plans to meet the requirements are in development by Peterson's, to be submitted to the ARB for their April

meeting for review. The ARB has already approved Peterson's parking signs. The First Baptist church and Peterson's now have a cooperative parking agreement to share spaces.

ii. 7219 Dell Avenue - Application.

The details of the construction project were reported, and it was noted that the language and signage for the historic marker have been reviewed and approved by the Historical Committee and the ARB.

iii. 12727 Clifton Heights – Application.

The construction plan has been reviewed by the ARB.

c. Committees:

i. Clifton Arts Council – Summer Theater Show Proposal.

Two theatre events are planned for the summer: On July 8th, the production of The Tragical History of Doctor Faustus; and a theatre workshop on the third weekend in July. All proceeds benefit the Town.

The Fall Film Festival is currently in the planning phase. The idea is to raise funds from film submissions entry fees, and also use funds that are currently allocated for the Dinner Theatre budget.

ii. Clifton Gala 2016 – Status Report – Event on July 10, 2016.

The Clifton Business Community is in the process of securing donations and sponsors for the Event, which will be held on July 10, 2016 at Trummer's.

iii. Native Snakes of Fairfax County – Proposal for Town Event.

The Town's resident naturalist, Mark Khosravi would like to hold an educational, donation optional Event featuring Virginia-native snakes at the Community Hall.

- **Mayor Hollaway moved to hold the Event led by Mark Khosravi on a proposed date in June, seconded by Councilmember Dillard. The motion was approved by poll vote, 5-0.**

5. Communications.

None.

6. Citizen's Remarks.

None.

7. Unfinished Business.

a. Memorandum of Understanding with Fairfax County regarding Collection of Vehicle Fees and Related Revisions to the Clifton Town Code – Resolution.

- **Mayor Hollaway moved to approve the Memorandum of Understanding between the Fairfax County Board of Supervisors and the Town to allow for the collection of vehicle fees as presented and in addition that the Council authorize a Public Hearing on the proposed Code amendments to be held Wednesday, May 4th at 7:30 PM, seconded by Vice Mayor Nitz. The motion was approved by poll vote, 5-0.**

b. Sidewalk Extension from Main Street to Post Office - Status.

There is no new progress to report since last month's meeting. It was noted that a Town resident with related job-experience should be invited to participate in the upcoming process.

c. Plan for Hiring a Person to Manage Trash in Downtown Area.

The Council recognizes the need to employ someone to manage trash on a weekly or twice weekly basis during the summer months. Efforts are currently under way to find a candidate to fill the position.

8. New Business.

a. Clifton Holiday Homes Tour – Status.

The CBA has indicated it is willing to manage the Event, if no other volunteer steps forward. A search for the committee chair is now in progress.

b. Streetscape Implementation – Plan and Status.

An independent project manager must be found to manage this significant project, which is currently in its conceptual phase. The project funds have already been awarded. Vice Mayor Nitz will seek recommendations for potential candidates for the position.

c. Chapel Street Children’s Park Drainage Control Proposal.

There are problems with storm water drainage in the Park, particularly in the north-west corner of the property, which drains across the road and into adjacent properties.

- **Vice Mayor Nitz moved to approve Robinson Paving “Bid A,” in the amount of \$4,625.00, for drainage pipe installation and swale work at the Children’s park on Chapel Road and up to an additional \$1,000 allowance to include maintenance of the swale from the Keen property, extending to the pipes, for the Town’s portion of the work and conditioned on Mike Anton agreeing to do the same scope of the work for pipe installation and swale work on his own property at his own expense, seconded by Councilmember Hencken. The motion was approved by roll-call vote: Mayor Hollaway, Aye; Vice Mayor Nitz, Aye; Councilmember Dillard, Aye; Councilmember Heilmann, Aye; Councilmember Hencken, Aye.**

d. Parking on Chapel Road in Clifton.

People parking on Chapel Rd have been seen removing planters, parking on the sidewalk, and also parking where the sidewalk ends, forcing pedestrians to walk in the street. An effort will be made to gather information from VDOT on the legality of the current parking situation on Chapel Road, and to determine if there are any remedies available.

e. Chapel Street Children’s Park – Should the Town Adopt a Restricted Rental Policy?

It was noted that the Town should consider establishing restrictions on renting the Children’s park for private events. Several ideas and concerns were mentioned. The issue will be revisited in an upcoming Meeting.

f. Town Clerk – Increasing compensation.

Up until this point, the Clerk’s salary has been \$6,000 per year. However, several months of time sheets submitted by the Clerk have illustrated that compensation may not be appropriate given the number of hours worked.

- **Mayor Hollaway moved to increase the Clerk’s salary by \$250 per month until the end of the current fiscal year, to be retroactive from January 1st, 2016, seconded by Councilmember Hencken. The motion was approved unanimously by roll-call vote: Mayor Hollaway, Aye; Vice Mayor Nitz, Aye; Councilmember Dillard, Aye; Councilmember Heilmann, Aye; Councilmember Hecken, Aye.**

9. Adjournment.

Adopted as revised by the Town Council on May 4, 2016

- **Councilmember Hencken moved to adjourn the Meeting, seconded by Vice Mayor Nitz. The motion was approved by poll vote, 5-0, at 10:25 PM.**