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**CLIFTON TOWN COUNCIL MEETING MINUTES**

**TUESDAY, JANUARY 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; Councilmember Wayne Nickum.

**Staff:** Sandra Scales-Siwek, Town Manager; Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.

**Absent:** Councilmember Hencken, from 7:35 – 8:45 PM.

**The Public Hearings and Regular Meeting were called to order by Mayor Hollaway at 7:35 PM.**

Order of Business:

1. Public Hearing on Special Use Permit for Clifton Café.

**No public comments were received.**

* **Councilmember Nickum moved to close the Public Hearing, seconded by Mayor Hollaway. The motion was approved by poll vote, 5-0. [Councilmember Hencken absent].**
1. Joint Public Hearing of the Town Planning Commission and the Town Council on Changes to Town Code including Use Permit and Related Charges.

**No public comments were received.**

* **Councilmember Nickum moved to close the Joint Public Hearing, seconded by Councilmember Nitz. The motion was approved by poll vote, 5-0. [Councilmember Hencken absent].**
1. Report of the Town Clerk
2. Review of the Minutes (previous regular meetings and any special meetings).
* **Mayor Hollaway moved to adopt the August 2015, November 2015 and December 2015 Meeting Minutes as proposed, with the revisions that were provided by Mayor Hollaway, seconded by Councilmember Nickum. The motion was approved by poll vote, 5-0. [Councilmember Hencken absent].**
1. Statistical Report on Town Car Tag Filings for 2015 (No Names).

**See report attached.**

 4. Report of the Town Manager

a. ARB Compliance Review for Peterson’s Ice Cream Depot.

**The review is not yet complete. No action taken.**

 5. Report of the Treasurer.

a. Presentation of Financial Statements.

b. Statistical Report on BPOL Filings (No Names or Amounts).

 **See report attached.**

* **Councilmember Nickum moved to approve the Report of the Treasurer, seconded by Mayor Hollaway. The motion was approved by poll vote, 5-0. [Councilmember Hencken absent].**

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

a. Planning Commission:

i. Action on Special Use Permit for Clifton Café following Public Hearing.

* **Councilmember Nickum moved to table the Action because the applicant was not present, seconded by Mayor Hollaway. The motion was approved by poll vote, 5-0. [Councilmember Hencken absent].**

ii. Request from Clifton House for Zoning Letter.

**The request was withdrawn prior to the Meeting, and was therefore moot.**

1. Architectural Review Board.

**No report.**

c. Committees:

i. Haunted Trail - Reimbursement.

* **Councilmember Hencken moved to reimburse John Powell in the amount of $211.49, seconded by Councilmember Nickum. The motion was approved by poll vote, 6-0.**

ii. Holiday Tree Lighting Event – Reimbursement.

* **Councilmember Nitz moved to authorize a reimbursement of $188.70, seconded by Mayor Hollaway. The motion was approved by poll vote, 4-0-1 [Councilmember Nitz abstained, Councilmember Hencken absent].**

iii. Arts Council – Report

**Darrell Poe reported on the outcome of the children’s holiday show, Stand Up for Santa, that was held at the Community Meeting Hall in December, 2015. The show resulted in a net revenue to the Town.**

7. Communications.

**None.**

 8. Citizen’s Remarks.

**None.**

9. Unfinished Business.

a. Clifton Gala 2016 – Status.

**The business community will discuss whether to have the Gala, and to develop their recommendations.**

1. Clifton Town Community Hall – Re-Flooring.

**Councilmember Dillard reported on the progress in coordinating the project approval with Fairfax County.**

1. **Mayor Hollaway moved to approve the proposal by the Boyle School of Irish Dance that the Boyle School install at its own cost new wood laminate flooring in the Town’s Community Hall, provided that Fairfax County approves the installation, and being contingent upon the four following conditions, to be reviewed and approved by Councilmembers Nitz and Dillard: 1.) that an appropriate 4” baseboard is selected; 2.) that the thickness of the floor padding is appropriate; 3.) that proper transition strip(s) will be installed; 4.) that the doors will be undercut to accommodate the new floor height and also conditioned on the flooring installation must be completed within ninety (90) days from the date of the County’s approval of the installation of the flooring; in return for which the Town agrees to continue the existing rental agreement at the existing rate with the Boyle School of Irish Dance for a period of up to 10 years, seconded by Councilmember Dillard. The motion was approved by poll vote, 6-0.**
2. Unapproved Signage in Town.

**There was a discussion of the legal responsibilities of the Town with respect to the removal of signs placed in public rights-of-way, and several issues were voiced by affected members of the business community. The Town Council requested collaboration with interested business owners regarding proposals for what the Town can do to help, in the form of specific requests and recommendations.**

1. Town Trash Problem in Business District.

**No action taken.**

1. Golf Cart Application Form.
* **Councilmember Hencken moved to authorize the Town Manager to provide a proof of temporary registration certificate (to expire March 31, 2016, after permanent registrations have been issued) to all golf cart owners in the Town who have paid their fee, seconded by Mayor Hollaway. The motion was approved by poll vote, 6-0.**
1. Rental Policy for Clifton Town Community Hall.

**See attached report.**

* **Mayor Hollaway moved to approve the Clifton Town Meeting Hall rental policies and procedures as proposed by Darrell Poe with the revisions provided by the council, seconded by Councilmember Nickum. The motion was approved by poll vote, 6-0.**

10. New Business.

a. Action on Town Code Changes following Public Hearing.

* **Councilmember Nickum moved to adopt the Planning Commission’s recommended changes to the Town Code §9-10-c, to be in effect immediately, seconded by Mayor Hollaway. The motion was approved by poll vote, 5-0. [Councilmember Hencken absent].**

**Approved changes attached.**

1. Request for Banner – Clifton Presbyterian Church Spaghetti Dinner.
* **Councilmember Nitz moved to approve the temporary banner to be posted two weeks before the scheduled event on March 12th, 2016, and to be removed 1 week after that date, provided the banner complies with the Town’s banner policy, seconded by Councilmember Nickum. The motion was approved by poll vote, 6-0.**
1. Noise Ordinance – New Fairfax County Ordinance Effective Feb. 17, 2016.

**No action taken.**

11. Adjournment.

* **Mayor Hollaway moved to adjourn, seconded by Councilmember Dillard. The motion was approved by poll vote, 6-0, at 10:06 PM.**