



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, FEBRUARY 7, 2012, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Town Council members present: Chuck Rusnak, Dwayne Nitz, Bill Hollaway, Deborah Dillard, John Powell, and Wayne Nickum

Town Officials present: Treasurer Marilyn Barton, Clerk Kathleen Barton Volonsevich

Order of Business:

- **Review of the Minutes (last regular meeting and any subsequent special meetings).**

Motion: Wayne Nickum made a motion to approve the Minutes for January 3, 2012, with a couple changes made: on page 3, in the last paragraph, where it is stated that a public hearing will be held in March - it should state "April." The Town Council accepted the changes made by Dwayne Nitz. Deborah Dillard seconded the motion and it was unanimously approved.

- **Report of the Treasurer.**

Treasurer Marilyn Barton presented the Treasurer's Report for the period ended January 31, 2012. The cash balance was \$456,553.71 as of February 5, 2012. For the profit and loss budget performance report for the period ended January 31, 2012, she highlighted that the revenue included 3 payments for sales tax received from the Commonwealth of Virginia. The total income year to date was \$117,606. She further highlighted that year to date expenses of \$140,455 included \$25,000 expended for the Clifton Elementary School Legal fees. The net loss was reported for the period (\$22,849). Wayne Nickum further noted that the reported loss will be offset by the collection of BPOL Revenues due in March 2012.

Motion: Wayne Nickum made a motion to approve the Treasurer's Report. Chuck Rusnak seconded the motion and it was unanimously approved.

- **Reports of Planning Commission, Architectural Review Board, and Committees:**

- **Planning Commission:** Kathy Kalinowski reported on behalf of the Planning Commission, recommending the approval of the Use Permit for the Pool House requested by Jim and Jennifer Chesley.

1. Use Permit for Pool House.

Motion: Wayne Nickum made a motion to approve the recommendation of the Planning Commission for the Use Permit concerning the addition of a pool house. Chuck Rusnak seconded the motion, and it was unanimously approved.

2. Review of the Town Parking Platt: Dwayne Nitz requested that this item be tabled to next month.

3. Item on agenda under Unfinished Business: Discussion of Zoning Ordinance Changes & Changes to Application Fees:

Kathy Kalinowski reported that the project concerning zoning changes has been worked on by the Planning Commission for a year, noting that there are two aspects: 1. to revise the application and application fees, and 2. to include all the necessary changes in the Zoning Ordinance that have resulted from the Town Plan. The Town Council agreed to create a temporary committee for purposes of updating ordinances for particular subjects in the plan. Chuck Rusnak and Steve Effros offered to volunteer for the committee. Wayne Nickum noted a few suggested changes, and stated that he would forward them to Kathy Kalinowski.

Motion: Dwayne Nitz made a motion to create a temporary committee for the purpose of making recommendations for proposed zoning ordinance changes and to appoint Kathy Kalinowski, Mac Arnold, Chuck Rusnak and Steve Effros to be on this committee. Bill Hollaway seconded the motion and it was unanimously approved. The committee will appoint its chair.

- **Architectural Review Board:**

Royce Jarrendt stated that the ARB met last month and it was one of first times the committee tabled an application from the Clifton Animal Clinic that had to do with signage. The reason that it was tabled was because the committee thought there was a possibility that the sign status could be changed based on discussion concerning the sign ordinance. The ARB also approved the enclosure of the dumpster for Weston's, and then had an open meeting between the ARB and CBC and any interested parties concerning the sign ordinance. Dwayne Nitz continued that the meeting was well attended; there was open discussion for an hour or two concerning what issues people have with the current sign ordinance, and what could be done to make it work better. The committee wants input from everyone - the business community and the residents.

- **Committees:**

- **Status of Construction of Floodplain Park and Streetscape Master Plan for Main Street:**

Susan Yantis presented on behalf of the Special Projects Committee the status of the construction of Floodplain Park and the Streetscape Master Plan for Main Street. First, concerning the Floodplain Park, they anticipate April or May would be the time frame for starting construction, depending on weather. The bid advertisement was published, and is the results are pending. A conference was held where contractors could attend and ask questions; the sealed bids are due on March the 2nd. The lowest qualified bidder will be selected. Once the documents are reviewed, this lowest qualified bidder will be determined. Then a recommendation to the Town Council will be made, and a contract will be executed. The project will be underway in April or May; 60 days is the time frame to complete construction of the park. One aspect of the park project, prior to the construction is that a construction survey stakeout has to be done. This does not concern the contractor; rather it is under the existing contract with J2 Engineers. As a result, Mrs. Yantis requested to increase the contract by \$3,600 and authorization under the existing contract.

Motion: Wayne Nickum made a motion to authorize the increase of the contract with J2 Engineers of \$3600. Dwayne Nitz seconded the motion, and it was unanimously approved.

Concerning the Streetscape Master Plan, Susan Yantis continued, the project was kicked off around April 2011. Since then, three public information meetings have been held that were well attended. As part of the process, a presentation to the Historic Preservation Committee was made, and the Planning Commission has been updated through the process. An open house was held for Main Street property owners and residents as well. They also met individually with all of the commercial property owners (owners in the business district) and she was happy to say that she thinks that the process has been bedded well throughout the Town. It has been on the Clifton website, drawings have been posted and there is a Clifton Streetscape Facebook page. The last public information meeting was the final one. The Streetscape Committee met last week, reviewed drawings and discussed public comments and made basic minor suggestions to the consultant as they move forward on finalizing the plans. The committee feels ready to move to the Public Hearing at the Town Council's discretion. There will need to be a combined Public Hearing with Town Council and the Planning Commission. Also, there were some new concepts for the triangle, for which Mrs. Yantis brought the drawings for the Town Council to review. At the Public Hearing, the consultant will be making a formal presentation. The Town Council inquired as to what was new concerning the triangle from the prior meeting. There are three more definite options for the triangle design, Mrs. Yantis explained, each containing a tree and landscaped area. The first one contained a 3 foot stone wall with a variation of different signs, metal or wood. Second was a smaller variation of that, with an 18 inch stone wall, with a wooden sign. The last was a smaller version of the wall. The committee felt, she continued, that the wall size was too extensive and too high, and they didn't want the wall to be the focus. It fits more into the character of the Town for the triangle to remain natural. The committee leaned more towards the third option: the smaller stacked stone wall with the wooden sign, as well as the tree. It was also noted that there was a roundabout traffic circle option in the planning for the Master Plan, and it's going to be retained in the plan just to keep a hold of it; however, it is not part of the federal funding that they have at the moment. The design could work, she added, but again it could cost several hundred thousand dollars.

Motion: Dwayne Nitz made a motion to have a Joint Public Hearing with the Town Council and Planning Commission for the purpose of getting public feedback on and to formally adopt the proposed Streetscape Master Plan. This meeting will be held at the regular March 2012 Town Council meeting, starting at 7:30 p.m. Wayne Nickum seconded the motion and it was unanimously approved.

- **Status of Town of Clifton Calendar Sales:**

Chuck Rusnak presented that there were only 100 calendars this year, and now there are only 6 left. Bill Hollaway commented on how spectacular the calendar was this year.

- **Update Names from BZA**

Steve Effros reported that the updated names for the BZA that will be submitted to the Town Council in March, will be renaming Brant Baber, Diane Dygve, Michelle Stein, and looking for one to fill a vacancy.

- **Update on Efforts to Revise Town Website.**

Joanne Lustre volunteered to have an individual redesign the Town website. There is a skeleton at clifton-va.com. It still requires more content; Chuck Rusnak and Joanne Lustre will be working on this.

4. Communications.

The Town Council briefly discussed Mrs. Buersmeyer's communication to start a town dance (VA SPA) to take place the second Friday of every month.

5. Citizen's Remarks:

There were no citizen's remarks.

6. Unfinished Business:

a. Discussion of Zoning Ordinance Changes and Changes to Application Fees;

This discussion was moved up in the agenda.

b. Need for Repaving or Repairs to Town Parking Lot at Railroad Siding;

Motion: Dwayne Nitz made a motion to approve up to \$600 for resurfacing the asphalt (only for sealant) in the Northern Southern Railroad Easement. Wayne Nickum seconded the motion and it was unanimously approved.

7. New Business:

a. Town Budget Process for FYE 1306:

Wayne Nickum reported on the Budget Process for the upcoming fiscal year ending June 30, 2013 will be the same process as the prior year. A list of fill-ins will be

made of the budget, and sent to all the chairs of committees, so they may write in number proposals.

b. Pink House A/C-Heating System Replacement:

Wayne Nickum stated that the Pink House A/C and heating system needs to be replaced. He reported that he received a bid for \$3,280 to repair the system using the old coolant and \$5,425 to repair/replace the indoor and outdoor systems. After discussion, Deborah Dillard agreed to secure a second bid for consideration.

c. Banner for Clifton Presbyterian Church Spaghetti Dinner, Saturday, March 10:

Motion: Dwayne Nitz made a motion that the Clifton Presbyterian Church's Spaghetti Dinner and the Clifton Dinner Theatre be approved for temporary banners on Main Street - with said banners to come down within 7 days after the events. Wayne Nickum seconded the motion and it was unanimously approved.

d. Clifton Wine Festival and Reservation of Town Properties and Sign Placement, Weekend of June 22-24:

Motion: Wayne Nickum made a motion to authorize the Clifton Wine Festival and reservation of Town Properties and sign placement to take place the weekend of June 22-24th. Chuck Rusnak seconded the motion, and it was unanimously approved.

e. Discussion of Business Plan for Establishing the Clifton Art Guild:

Merle Engel, along with a number of supporting artists, presented her recommendation for establishing a Clifton Art Guild in Clifton. She pulled together a significant number of artists to come together and support this effort, and the Town Council agreed that it would be a wonderful addition to the Town. She started a long time ago recruiting artists with hope to put together a gallery that would include teaching, include exhibiting and that would include seminars. She wanted a place where young people could practice and learn the arts, and felt that there was a great interest in the Clifton area. She began gathering artists and told them that initially they would have to pay a fee each month to rent a space in town: this was about 8 months ago. She has been looking weekly, sometimes daily at various spaces, trying to find something most appropriate that doesn't have stairs - a place that people can see as they drive by. She came across a few sites, but they have been out of the group's budget or other issues weren't working. Finding a site has deemed very challenging. Mrs. Engel gave the Town Council and audience a little portion of the business plan: The Art Guild will encourage local artists who need a working studio and will inspire excitement. She hopes that they could perhaps give each other energy and teach each other, which doesn't always happen in the artist world, which is sometimes competitive. She wanted to encourage this: supporting each other and good working relationships. The Town is getting an influx of people who are looking for something like this; she believes it is a need. The Town of Clifton is

different from Lorton in that it is a walkable community: people can park their car, enjoy all that's here. The Guild will compliment art programs around the Town: Instructional Classes, Fundraising, for example. One of attorneys in Town has helped with getting the group non-profit status. It will also improve businesses. Consumers will be a wide range of ages: kids, teens, new residents, senior citizens.

The Town Council was in support of the development of the Art Guild. It was stated that the Guild is ready for business as soon as they find a place to rent.

This discussion will be continued.

f. Upcoming Town Election – May 1, 2012.
Candidacy Forms are due March 6th.

Motion: Wayne Nickum made a motion to hold the May Town Council meeting on May 8th, after the Town Elections. Chuck Rusnak seconded the motion and it was unanimously approved.

8. Adjournment.

Motion: Wayne Nickum made a motion to adjourn. Dwayne Nitz seconded the motion and it was unanimously approved.

The Minutes were prepared by Kathleen Barton Volonsevich, Town Clerk.

Minutes were approved by the Town Council at its regular meeting on March 6, 2012.