



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, MARCH 6, 2012, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

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

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

Public Hearing concerning the Master Streetscape Plan:

Susan Yantis presented Zach Lette from Land Plan Design Associates, who runs satellite offices in Virginia, to present the Master Streetscape Plan to the audience and Town Council. The comprehensive plan was adopted in 2009. The goal of the project is to enhance Main Street. Mr. Lette's presentation covered the following: project objectives, summary of process, existing conditions/findings, grant application, design solutions, engineering solutions, environmental and historic resources, process on next steps, and public input. As presented, the goals and objectives of the Clifton Master Plan were: considerations for public parking, stronger and safer pedestrian connectivity, traffic calming measures, functional pavement design, preservation of the historic town character, consolidation of traffic signs, improvements to intersections functionality and safety, improvements to sidewalk functionality and safety, determination of right-of-way, and utility organization. There were three public hearings held: on April 28th, 2011, June 14, 2011, and January 17th, 2012.

There were committee reviews, coring samples were done late summer 2011, and the grant application was submitted on November 1st, 2011.

Questions and concerns from public:

Marilyn Barton asked if there was any consideration given to the difficulty of pulling out onto Main Street from Chapel Road. Mr. Lette responded that the intention was to narrow the roads, as to slow traffic down. Virginia Buersmeyer asked if there was discussion about having a sign put on Chapel and Main Street that directs traffic off of the main project toward the “Town Hall and more shops”. It was stated that there could be signs in Ayre Square that could identify commercial businesses and the direction they are in. Judy McNamara stated that she would not like the planter as proposed to be placed in front of her store (The Clifton General Store) to be too tall and block the building. Susan Yantis responded that her request was well noted. Chuck Rusnak inquired about the ornamental lighting: he only saw one location that it was used, in front of the Clifton Café. Mr. Lette responded that generally, the lights should be at all intersections/islands within the essential business district but not south of Chapel Road, which is leading into the residential district. Wayne Nickum inquired about the movement of residential fences: how far they are being moved and if it is going to affect all of Main Street. Mr. Lette responded that it will not affect all of Main Street, but VDOT came into Town and conducted a survey – Main Street has about 3-6 property owners whose fences are in the right away. Therefore, the fence would have to be adjusted. Mr. Lette noted that he didn’t have the exact numbers on his person, but that it was about ½ a dozen property owners. There shouldn’t be any drastic changes, he added, but the fences will have to be adjusted so that they are out of the right away.

Motion: Wayne Nickum made a motion to close the Public Hearing. Dwayne Nitz seconded the motion, and it was unanimously approved.

All those present gave Susan Yantis and Mr. Lette a round of applause for their work, the Town is extremely grateful.

Wayne Nickum called the regular Town Council meeting to order.

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 the February 2012 Town Council meeting. Deborah Dillard seconded the motion, and it was unanimously approved.

- Report of the Treasurer.

Treasurer Marilyn Barton presented the Treasurer's Report. In response to the mayor's request at the previous meeting, she outlined the Treasurer's Report in a simpler format, including a notes column to highlight any significant changes or timing issues. Highlights on second page: the amount of money coming in for reimbursement for Federal Grants is \$13,358, which isn't in yet, but is expected. The Haunted Trail is reflecting above by \$5,230 what the budget projected. BPOL Tax Revenue received was \$9,162 as of 2/29, and as of yesterday, the Town received \$26,052 of the total \$29,000 budgeted. Mrs. Barton noted that this report is as of February – the taxes weren't due until March 1st. Only \$9,162 is shown in this report, however she noted in her note column that the rest of the taxes came in the day previous. Other highlights on page 5- the Park's Committee is considerably behind in budget, reflecting the timing of the expenses. As spring starts, these numbers should catch up. On the following page, page 6, for Legal Fees – spending in Column L reflects \$25,000 on behalf of the Clifton Elementary School legal fees covered by the budget amended for this purpose. Wayne Nickum added that this number should be changed to \$30,000. Also, Mr. Nickum stated, Column J should be suppressed, and Clifton Life Committee deleted –there is no such committee anymore.

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

Motion: Wayne Nickum made a motion to table discussion of the draft audit to the next Treasurer's Report in April. John Powell seconded the motion, and it was unanimously approved.

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

- Planning Commission;

There were two applications presented from the Planning Commission.

1. James Witt, at 12708 Clifton Heights Lane, for approval of a 96 SF porch addition.

Motion: Wayne Nickum made a motion to approve the recommended application by the Planning Commission. Dwayne Nitz seconded the motion, and it was unanimously approved.

2. Alexandra Soper and her business All That Glitters, for approval of moving to 7144 Main Street, Clifton, VA, with an allocation of 4 parking spaces and hours of Monday through Sunday 10-6 pm.

Motion: Wayne Nickum made a motion to accept the recommendation of the Planning Commission, but added that there needs to be awareness that signs should not be located on the sidewalk, as has occurred with the Clifton Café's sign in the past. Chuck Rusnak seconded the motion, and it was unanimously approved.

- Architectural Review Board;

Dwayne Nitz presented that the ARB had met and there were the two following items approved: Mr. Witt's porch addition, and there

was approval of plaid windows in Town. Chuck Rusnak objected, stating that the plaid windows are not historical, and is surprised that the ARB approved it. Dwayne Nitz responded that the reason it was approved was because it is not noticeable from far away. It was also discussed that Use Permit applications should identify who the contractors are. Lastly, the ARB suggests that there be a bond on permits.

- Committees.
 - Flood Plain Project

Susan Yantis presented. There was a bid opening on Friday – there was one official bid, several were interested, and there were three others who submitted a bid but said bid was not in accordance with instructions. The bid came in at roughly \$89,000. The next step is to submit a letter to VDOT indicating process, and they will authorize the bid. Then, Mrs. Yantis will come back to the Town Council at the April Town Council meeting, and then execute the contract after that time. The hope is to get the contract signed next month, in April.

The Town Council moved Agenda item 7A up to present: discussion of Ayre Square. The initiatives over the next 9 months are to look at Ayre Square and look at landscaping improvements: it's over grown and it appears as though it could use some improvement and freshening. It is believed that there are some ways this could be done at a low cost. Susan Yantis may see if Zach Lette and his people can provide some consulting – no large structures, just some sprucing up. The Town wants to make it feel like a welcoming place to congregate, and be consistent with the Streetscape Plan. This is a project that could possibly begin in the spring.

Chuck Rusnak noted that come June, there will be a dedication in the Caboose Plaza for the Civil War Trail sign. However, the Caboose Plaza could use some nice potted plants, and consistent with the Streetscape Plan. The Town Council was supportive.

-Dinner Theatre

The Dinner Theatre will take place on March 22, 23, and 24th. Tickets are for sale at all our businesses in Town.

- Clifton Art Guild

On St. Patrick's Day, Saturday, the 17th of March, from 6-9 pm, at NOVA Music Centre upstairs, the Clifton Art Guild is having their grand opening. They've got some possible locations to rent, but in the meantime, the Guild needs to raise funds, which they are in the process of doing. They're going to use the grand opening as a means to raise funds. The public is invited.

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-Community Hall:

There are leaks, and the tiles need to be replaced. This will be done in the next week. The kitchen needs to be fixed up, the walls are falling apart, and sometime in the summer or late spring, the drain needs to be fixed as well—it is leaking.

4. Communications.

There were no communications.

5. Citizen's Remarks:

Virginia Buersmeyer requested approval to put up a Main Street banner for her dance night, taking place the second Friday of every month. The Town Council responded that usually only non-profit organizations have banners put up over Main Street, there has never been a commercial enterprise putting up a banner. Chuck Rusnak suggested different means of advertisement than putting up a banner every month. Mrs. Buersmeyer then inquired if she could possibly put the banner up just a couple of times, in order to make people aware of the dance night, or a temporary sign perhaps. The Town Council agreed that there should be a different means of advertisement for the dance night.

6. Unfinished Business:

- a. Pink House A/C-Heating System Replacement;

Motion: Deborah Dillard made a motion to select Anderson to do just the inside of the Pink House with the addition of the grilles on the outside in order to change the filters. Wayne Nickum seconded the motion, with the note that this would be partly funded by miscellaneous. Chuck Rusnak apposed the motion. The motion passed.

- b. Recommended Appointments to the BZA

The following appointments to the BZA were recommended: Steve Effros, with a term to expire on February 1, 2013; Brant Baber, with a term to expire July 1, 2017; Tony Lustre, with a term to expire July 1, 2016; Diane Dygve, with a term to expire July 1, 2015, and Michelle Stein, with a term to expire July 1, 2014.

Motion: Wayne Nickum made a motion to recommend Steve Effros, Brant Baber, Tony Lustre, Diane Dygve, and Michelle Stein to the BZA for these terms, subject to whether Steve Effros confirms that they qualify for the position. Chuck Rusnak seconded the motion, and it was unanimously approved.

7. New Business:

- a. Ayre Square Landscape Design and Improvements.
This discussion was moved up in the Agenda.

8. Adjournment.

Motion: Wayne Nickum made a motion to adjourn at 11:10 pm. John Powell seconded the motion, and it was unanimously approved.

Minutes prepared by Kathleen Barton Volonsevich, Clerk.

Minutes approved by the Town Council at its meeting April 3, 2012.