



CLIFTONTOWN COUNCIL MEETING  
TUESDAY, April 3, 2012, 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA20124

**Town Council members present:** Dwayne Nitz, William R. Hollaway, Deborah Dillard, John Powell, and Wayne Nickum

**Town Officials present:** Treasurer Marilyn Barton, Clerk Kathleen B. Volonsevich

The meeting was called to order at 7:45 pm.

Order of Business:

1. Review of the Minutes

**Motion:** Wayne Nickum made a motion to approve the March Regular and Special Meeting minutes, with the addition of John Powell's edits. Deborah Dillard seconded the motion and it was unanimously approved.

2. Report of the Treasurer

Treasurer Marilyn Barton presented the Treasurer's Report for period ended March 31<sup>st</sup>, 2012. The cash balance report reflects \$508,554.09 as of April 2<sup>nd</sup>, 2012. The next page is a new format which is a summary of the profit and loss compared to budget through March 31, 2012, broken out by the operating income & expenses and the capital improvement summary at the bottom as the Town Council had requested last month. The net operating income as of the end of March year to date was \$31,613 for the operating income, and capital income was -\$5,428 for an overall net income of \$26,185 year to date. The report following is the regular detailed profit and loss budget report. Mrs. Barton placed comments that highlight the main variances and gives a detailed report.

**Motion:** Wayne Nickum made a motion to approve this aspect of the Treasurer's Report. Dwayne Nitz seconded the motion, and it was unanimously approved.

**Motion:** Wayne Nickum made a motion to approve the audit report passed out at the last meeting in March, 2012. John Powell seconded the motion, and it was unanimously approved.

3. Comments from Congressman Frank Wolf, 10<sup>th</sup> District, Virginia

Congressman Frank Wolf introduced himself and spoke to the audience and Town Council. His district was changed to include Clifton, VA. He stated that he wished to come by and introduce himself as well as his Chief of Staff who has been with him for 12 years, as well as his District Representative. They look forward, he continued, to having the opportunity to be working with Clifton. A few things that they are doing is heavily funding Science and Biology, the FBI working on cyber and terrorism, and last he is the co-chairman of the Human Rights Commission. Mr. Wolf then asked if there were any questions. Bill Hollaway inquired as to when the switch of the districts would officially take place. Mr. Wolf replied that the election will take place in November of 2012, and then the change of district would take effect in January 2013. He added that their door is always open, and that openness, honesty and integrity are important to him. Treasurer Marilyn Barton recognized Mr. Frank Wolf in front of the Town Council and community and thanked him for his many years of support to the disabled community that she serves through her profession at CR, Community Residences. He has always been supportive of their cause and maintaining funding for people with mental disabilities. She wished to thank him very much.

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

a. Planning Commission

Kathy Baber presented the Planning Commission report. First was an informational item.

1. The Planning Commission "reviewed the revised county approved site plan with E&S approval, VDOT approval, deed of easement and deed of boundary line adjustment for the Clark residence at and property in Clifton. Await Gif Hampshire's final comments on the easement deeds, Joe McClellan's review of the approved site plan preparatory to Town approval of the final site plan and the easements."

2. "The Planning Commission reviewed the application for use permit for residence with a retail boutique at 12704 Chapel Road. The use permit premises are zoned commercial, by Mr. and Mrs. Heilmann and recommend approval of the changes to residence with ARB approval of such changes and changes to the parking. We also recommend approval of the boutique business, with the hours as set forth on the application, namely, 7 days per week from 10 am to 6 pm daily; approval for 12 evening events, no more than 4 in any one month and notice of each such event to the Town Clerk, the allocation of three parking spaces for the boutique premises on the usage of 523 square feet and the presence of two part time employees. Approval of the application is premised on the assertion by the owners that all other business activity except the boutique business will have ceased prior to the opening of the boutique business and use of the premises as a residence."

**Motion:** Wayne Nickum made a motion to approve the recommendation of the Planning Commission. Bill Hollaway seconded the motion and it was unanimously approved.

3. "Review of application of Weston's Restaurant LLC to reflect change of ownership from Norman Bray Wilson to Daniel A. Albisu. The application was tabled pending receipt of a new application indicating that ownership had actually changed, which it had not at the time of the

instant application. The planning commission also requested that a new use permit application be filed indicating exactly how the ownership would be running the new restaurant."

**Motion:** Wayne Nickum made a motion to table discussion on this informational item until the Town Council receives a recommendation from the Planning Commission. Bill Hollaway seconded the motion and it was unanimously approved.

4. "Streetscape Master Plan was discussed by the Planning Commission at the meeting after the public hearing at the March Town Council meeting. The Planning Commission recommends approval of the streetscape master plan as presented at the combined Town Council Planning Commission public hearing held on March 6, 2012, and to direct the Streetscape Master Plan committee to authorize LPDA to prepare the overall final master plan report as set forth in accordance with the executed contract."

**Motion:** Dwayne Nitz made a recommendation for approval of the Streetscape Master Plan as presented at the combined Town Council Planning Commission public hearing that was held on March 6, 2012 and to direct the Streetscape Master Plan Committee to authorize LPDA to prepare the overall final master plan report as set forth in accordance with the executed contract. Wayne Nickum seconded the motion and it was unanimously approved.

**Motion:** Dwayne Nitz made a motion to direct the Streetscape Master Plan Committee to work with LPDA to prepare construction documents for improvements to the Triangle. John Powell seconded the motion, Deborah Dillard abstained. The motion passed.

5. "We have received notice from Debbie Messmer, the Hazard Mitigation Coordinator, from the Virginia Department of Emergency Management that the Town must adopt the Northern Virginia Hazard Mitigation Plan by June 15, 2012. She or someone from her office is available to come to the May Town Council Meeting to answer questions."

**Motion:** Wayne Nickum made a motion to authorize a Joint Public Hearing with the Planning Commission for May 8<sup>th</sup>, 2012 at 7:30 p.m. Dwayne Nitz seconded the motion and it was unanimously approved.

b. Architectural Review Board

Dwayne Nitz presented the ARB report. The ARB met and had a joint meeting with the CBC. There were a few items covered at the meeting:

1. All That Glitters wished to relocate their existing signs – this was approved.
2. Marcus Silva's entrance-gate fencing was approved.
3. Concerning the sign ordinance updates, Mr. Nitz reported that the ARB is crafting something that is going to work very well. They will have a public forum in May at the ARB meeting or perhaps before, and then go to the Planning Commission. A recommendation, he added, should come to the Town Council in June or as late as July. They are spending a good amount of time on this project in order to make sure it is right.

c. Committees:

- i. Clifton Creek Park- Approval of Contract for Construction of Trail

Susan Yantis presented the Clifton Creek Park report. In accordance with the bid document and contract for construction of the Flood Plain Park they chose Total Development Solutions to construct. The next step is getting permits from the County this week. They will be anticipating construction to begin roughly around April 23<sup>rd</sup> subject to some coordination that needs to happen. The time frame in the contract is 60 days however Total Development Solutions anticipates they can complete it in 45 days, subject to weather. In conclusion, the committee recommends for the Town Council to authorize the execution of the contract with Total Development Solutions in the amount of roughly \$90,000, plus she indicated an allowance for some additional funds for contingencies in change orders as well as landscaping, etc. Therefore the recommendation is to authorize execution of the contract. Once this happens, TDS will sign the contract first, following the Town signing the contract.

**Motion:** Wayne Nickum made a motion to authorize the mayor or vice mayor to execute the contract with Total Development Solutions, LLC in the amount of \$89,847 for construction of the Flood Plain Park Project as set forth in the bid proposal and contract plus an allowance for additional funds as may be necessary contingency for change orders during construction landscaping and site amenities. Dwayne Nitz seconded the motion and it was unanimously approved.

ii. Clifton Dinner Theatre – Report on Event

Mrs. Phyllis Lovett presented the Clifton Dinner Theatre report that took place the previous month. The event was held three nights this year, and sold out 88 tickets for all three nights. Roughly, there should have been about \$8,800 in ticket sales. The net should be approximately \$2,100, however there are still some funds outstanding and some invoices that need to be paid. It was an extremely successful event! Mrs. Phyllis Lovett delivered \$8,740 to the Treasurer for deposit.

iii. Clifton Gala Event – Authorization for Event, Date of Event, and Tax Deductibility for Donations

Victory Trummer spoke about the Clifton Gala Event taking place this year on Sunday, May 6<sup>th</sup>, 2012 from 6-10 p.m. Tickets are going on sale end of this week. The prices start at \$60 for regular admissions and \$80 for VIP. It will also be an extra \$20 if tickets are purchased at the door. Right now they are collecting donations and also accepting sponsors. Last day they are accepting donations is April 30<sup>th</sup>.

**Motion:** Wayne Nickum made a motion to authorize the placement of a banner across Main Street to authorize the Gala Event for May 6<sup>th</sup>, 2012. Bill Hollaway seconded the motion and it was unanimously approved.

Bill Hollaway presented some proposed 2012 Gala donations from the Town Council:

1. Four tickets and one VIP parking pass to the 2012 Clifton Wine Festival
2. Four tickets to the Clifton Haunted Trail 2012
3. Lead the 2012 Fourth of July Parade with the Mayor (up to four people).
4. Four tickets to the 2012 Candlelight Homes Tour

iv. Town Hall Report

**Motion:** Deborah Dillard so moved that the Town Council allow the Facilities Department of Fairfax County Government to install ceiling fans in the Town Hall, 6 fans up to the price of \$2800. John Powell seconded the motion and it was unanimously approved.

5. Communications

Bill Hollaway was contacted by Fairfax County who stated that they were contacted by COX whose franchise is running out. The County was wondering if they can work with COX on the Town's behalf, and tell COX what to do for Clifton instead of the Town being involved. There was brief discussion. The Town Council came to an agreement that Bill Hollaway and Deborah Dillard would be negotiators to represent the Town Council on the issue.

6. Citizen's Remarks

There were no citizen's remarks.

7. Unfinished Business

a. Town Budget Process for FYE 1306

Wayne Nickum stated that the plan with the Town Budget FYE 1306 is to sit down and go over it as a Town Council in a Special Meeting. The budget still needs information from a few committees.

8. New Business

a. Approval of Grass Mowing Contract

**Motion:** Wayne Nickum made a motion to authorize the renewal of the Town mowing contract. Dwayne Nitz seconded the motion and it was unanimously approved.

9. Adjournment

**Motion:** Bill Hollaway made a motion to adjourn. Dwayne Nitz seconded the motion and it was unanimously approved.

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

Minutes were approved at the May 8<sup>th</sup> Clifton Town Council Meeting.