



**CLIFTON TOWN COUNCIL MEETING MINUTES  
TUESDAY, JULY 2, 2013, 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

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

Town Council members absent: Dwayne Nitz

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

Order of Business:

An applicant for the Town Manager position was introduced.

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

**Motion:** Wayne Nickum made a motion to approve the Minutes for the regular June 4, 2013 Town Council meeting. Deborah Dillard seconded the motion and it was unanimously approved.

**Motion:** Wayne Nickum made a motion to approve the special meeting Minutes for June 13, 2013. Deborah Dillard seconded the motion and it was unanimously approved.

- Report of the Treasurer.

Marilyn Barton presented the Treasurer's Report. The Cash Balances as of the present day: \$698,368.11. She reported that due to the timing of the meeting, the Financial Report for the period ended June 30, 2013 will be prepared and sent to the Town Council when completed. Mrs. Barton also stated that concerning the Town Auto Tags, a follow-up mailing was done several months ago. There are 19 people who have not filed and paid for their Town Tags, and another follow-up letter is prepared and will be sent out urging them to comply with the Town Ordinances. It was also noted that an auditor needs to be selected given that the Clifton IDA Audit needs to be completed within 60 to 90 days

following the fiscal year end – June 30<sup>th</sup>. The Town Council concurred to stay with the present auditor but with the understanding that the Council will be seeking additional interested firms for consideration in the future.

**Motion:** Wayne Nickum made a motion to approve the Cash Balance Report as presented by the Treasurer. Bill Hollaway seconded the motion and it was unanimously approved.

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

Kathy Kalinowski spoke on behalf of The Planning Commission, presenting the following:

1. The Planning Commission recommended approval of the use permit application by Clifton Wine LLC for the moving of location from Suites 1C and 2 C to Suites 2A and 2B at 7145 Main Street, totaling 915 square feet. All other information is as shown on application.

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

2. The Planning Commission reviewed the application from Mario and Luigi LLC for expansion into additional space and addition of special events dining. At request of the applicant by email, the Planning Commission postponed action on the application until the next Planning Commission meeting.

3. The Planning Commission recommended that parking questions, code issues, etc. resulting from the applicant Peterson's Ice Cream Depot's amended use permit application which was deferred from the May 28, 2013 Planning Commission meeting pending receipt of additional information from the applicant, be deferred by the Town Council, pending action and recommendation on the application by the Planning Commission once the applicant has provided the additional information.

Tom Peterson stated that he withdrew his application.

- Architectural Review Board;
  - Signage Ordinance Process Update/Scheduling of Public Hearing

There was no ARB Report, as Dwayne Nitz was absent from the meeting.

- Committees:
  - Special Projects Committee:

Mr. Bill Ference spoke on behalf of the Special Projects Committee. He presented plans and cost estimates for the development of the Triangle into a more formalized landscape area. The committee worked on this project for close to six

months for the land planning and design. There was an elevation of the sign, formalized plant material, taller trees, 1 foot 6 rock walls, a new sign, etc.; the cost estimate was about \$32,000.

**Motion:** Wayne Nickum made a motion to submit the construction plan for the Triangle to VDOT for review/approval, authorize Dwayne Nitz or Wayne Nickum to execute necessary permit applications and associated permit fees and solicit bids from contractors for construction of the proposed improvements for approval by the Town Council. Chuck Rusnak seconded the motion and the motion was approved following a roll-call vote:

Wayne Nickum:	Aye
John Powell:	Aye
Deborah Dillard:	Aye
Chuck Rusnak:	Aye
Bill Hollaway:	Aye
Dwayne Nitz was absent.	

John Powell noted a concern related to coordination when there are large Town events taking place simultaneously with Community Hall rentals. He stated that the Town needs to have a process in place whereby the Council determines the rental of the Community Hall when major Town events (such as the Wine Festival, Clifton Day, etc) are taking place. The Town Council agreed, and there was further discussion.

#### 4. Communications.

Bill Hollaway presented two communications, one from Karen and Mac Arnold (a formal complaint) and one from the Alexia and Darrell Poe (a response letter to the formal complaint).

Mrs. Arnold presented her concerns for what she described as a community issue which has great repercussions for the Town of Clifton. It was requested that the Town Council review the ordinances as they apply to vehicles that may not work or have current tags, and a number of other concerns concerning the condition of the Poe's property were voiced. Mac Arnold added that there was some uncertainty on which sections of the Town Code were applicable, so he passed out a document to the Town Council showing portions of the code with references so that the Town Council could see what they were referring to. The noted portions were as follows: "Parking of junk vehicles is not allowed use in the Town" and "Town License Required".

After brief discussion, Alexia Poe spoke on behalf of herself and Darrell Poe. She stated that when there has ever been a concern that they have done their best to remedy it. She also added that they were instructed by Fairfax County that they could have vehicles that are not drivable on their property as long as the cars were

covered. It was noted by Mr. Bill Hollaway that the Town of Clifton has its own set of ordinances and requirements separate from the County. Mrs. Poe noted and responded to each concern that was presented by Mr. and Mrs. Arnold. Mrs. Poe stated that all vehicles on their property are presently covered if they are not in working condition. The Town Council asked a number of factual questions, to which Mrs. Poe responded, concerning Town Tags, safety inspection, number of vehicles, licensing and property tax. Bill Hollaway stated that the Town Council was not presently ready to address the complaint; therefore it should be postponed to the next meeting.

**Motion:** Wayne Nickum made a motion to place discussion concerning Karen and Arnold's formal complaint on the agenda for the August 2013 Regular Town Council Meeting in order to discuss the process the Council wishes to proceed with. John Powell seconded the motion and it was unanimously approved.

5. Citizen's Remarks:

Tom Peterson presented that there were items stolen out of vehicles during the previous night in the Main Street/Chapel Road area. He stated that everyone should pay close attention. He didn't believe that it was a local person. Mr. Peterson also requested to receive support from the Town Council to work on a parking problem; Kathy Kalinowski had the idea of organizing a Parking Committee once again so that the committee can come up with creative solutions to aid the parking problem. Mr. Peterson requested information from the Town Council concerning the Town Code and its specifications about parking requirements, as it pertains to commercial properties. He stated that though they live at the property, their property is completely commercial. There was brief discussion, and it was decided that the Parking Committee could look into it. Mr. Peterson noted that he cannot submit a revised parking plan until the issue is clarified. The Planning Commission will review it as well.

There was a presentation by Darren K. Coffey AICP, CZA, and Principal of The Berkley Group LLC, who was referred to the Town by Gene Swearingen. He stated that The Berkley Group would be happy to help the Town work through some of its issues such as code enforcement, event coordination, plans and processes, etc.

6. Unfinished Business.

a. Staffing Proposals – Gene Swearingen

Gene Swearingen was not present at the meeting.

7. New Business.

a. Acquisition of Box Car for Storage – CBA/Town of Clifton

Deborah Dillard presented that the CBA is interested in the purchasing of a box car for storage. Mrs. Dillard contacted Norfolk Southern and the estimated cost was about \$14,000 to \$15,000 for the boxcar to be delivered to the railroad siding. There are three possible locations. The Town Council agreed that this was something worth pursuing and gathering more information on. Fred Ansick agreed to do further research in coordination with John Powell and report back at the next meeting.

b. Purchase of Projector and Screen for Community Hall

Deborah Dillard proposed the purchasing of a projector and screen for the Community Hall. She stated that it would be beneficial in the hall when presenting films. The estimated cost would be about \$800. The Town Council requested that Mrs. Dillard return at the next meeting with the details of what she specifically wants to buy, and to present a plan for what the projector and screen can be used for. There was a motion set forth to authorize Mrs. Dillard to spend up to \$800 for a projector screen. However, after further discussion, the motion was withdrawn and tabled to the next Town Council meeting.

c. Discussion of Event Dates in January for Approval of Town Council

It was stated by Wayne Nickum that businesses and committees should have their major events dated and ready to be approved by the Town Council every January. He added that the committees and businesses should be notified.

8. Executive Session – Personnel Matters

There was no Executive Session.

9. Adjournment.

**Motion:** Wayne Nickum made a motion to adjourn. Chuck Rusnak seconded the motion and it was unanimously approved.

Minutes prepared by Kathleen Barton Volonsevich, Town Clerk

Notes:

Items for next meeting agenda:

Coordination of Event Planning:

Purchase of projector and screen for Community Hall

Consideration of purchase of a box car (CBA & Town of Clifton)

Consideration of formal complaint by the Arnolds