



**CLIFTON TOWN COUNCIL MEETING MINUTES
TUESDAY, NOVEMBER 5, 2013, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

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

Town Officials, Treasurer Marilyn Barton and Town Clerk Kathleen Volonsevich absent due to illness.

Mayor Bill Hollaway called the November 5, 2013 Town Council Meeting to order at 7:30 pm.

Order of Business:

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

Wayne Nickum presented one correction to the October 1, 2013 Minutes. On page 9, item "Complaint Regarding Poe Property on School Street", under the motion it should read "Bill Hollaway made a motion that the Town Council cite the Poes in violation of the Town Code and provide them with a certificate letter to that affect, and give them an opportunity to negotiate with the members of the Town Council or appointed Town Council members as to the particular terms of the mediation, as well as negotiate a time frame with the Poes", striking the note that they should negotiate with John Powell or Wayne Nickum.

Motion: Wayne Nickum made a motion that the Minutes be adopted as corrected. Deborah Dillard seconded the motion and it was unanimously approved.

2. Report of the Treasurer.

Report of the Treasurer was tabled to the December 2013 meeting.

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

a. Planning Commission.

Kathy Kalinowski presented on behalf of the Planning Commission.

1. The Planning Commission recommended the application for a use permit from Marcia Derouchie for Advance Janitorial Services, Inc. business located at 12644

Chapel Road, Suite 114, hours of operation 9 am to 5 pm daily, square footage of the suite is 593 and 2 off street parking spaces are allocated.

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

2. As an informational note, the Planning Commission reviewed the request for a use permit by Jay Tennent to construct a detached garage at 7178 Clifton Road, with Royce Jarrendt as the agent. Since the application indicated 2436 square feet of land disturbance, review by the Town Consultant was requested, Joe McClellan. As a result of that review, it has been determined that a full site plan and grading plan are needed prior to any further reviews or approvals.
3. The Planning Commission also reviewed the proposed new parking ordinance drafted by the Clifton Parking Committee. Tom Peterson attended and discussed the parking committee recommendations. The proposed draft ordinance was discussed with Planning Commission members and members of the public. Various recommendations for revision were discussed; Kathy Kalinowski will revise the ordinance based on the meeting input for final review of the Planning Commission at its November 2013 meeting after which time a public hearing will be held.

After discussion, Mr. Nickum requested an advanced copy of the recommendation be provided to each Town Council member for the opportunity to provide input prior to the next significant process milestone.

b. **Architectural Review Board:**

i. **Sign Ordinance Revisions – Discussion and Public Hearing Authorization.**

Dwayne Nitz spoke on behalf of the ARB. He stated that the ARB met to consider two applications and discuss additional items, as follows:

1. Lucinda Lawson, representing the entity America Reworked, submitted an application for new signage at their space in the Buckley Building, 7145 Main St. The ARB reviewed the sign design and approved it conditional upon the following: 1) The sign may not be displayed until the business has an approved Use Permit, and 2) Because the sign is hung from a bracket that extends further from the building than the current Signage Ordinance will permit, the sign may not be displayed until the Town Council grants temporary approval, or a new Signage Ordinance is adopted permitting a 48" projection.
2. Jeff Tenant submitted an application for construction of a new freestanding garage to be added to his property on Dell Ave. (address 7178 Clifton Rd.). The ARB approved the application with conditions based on specific materials to be used at windows, siding, garage doors, millwork, doors, and roof. The ARB did not require landscaping at the foundation of the structure based on the design including siding extending

down to grade.

3. The board briefly discussed learning of a new business which may be operating in the Clifton House building without a Use Permit. It was determined we should notify the Planning Commission.
4. The board reviewed a draft version of the Signage Ordinance including new language to satisfy comments provided by the Mayor. Discussion led to further draft revisions to correct new language the ARB felt was generally too liberal. The final draft was determined to be in accordance with the Mayor's comments, and suitable to deliver to the TC for its November meeting.

In response to the Signage Ordinance, the Town Council agreed to hold a Joint Public Hearing on January 7, 2014.

Motion: Wayne Nickum made a motion to authorize a Joint Public Hearing on January 7, 2014 with the intent that at the December 2013 meeting the Town Council will present the final draft version of the Signage Ordinance to the public, and state that they have 30 days to offer any remaining comments. Dwayne Nitz seconded the motion and it was unanimously approved.

c. **Committees:**

i. **Haunted Trail Committee – Report.**

John Powell presented the Haunted Trail Committee Report. He stated that the event went well. Attendance was somewhere between 2,000 and 2,500. Finances had not been put together yet. He reported one issue, concerning taking down the Haunted Trail banner—it got hooked on the cable.

ii. **Homes Tour Committee – Request to Authorize Banner and Sign.**

Tom McNamara spoke on behalf of the Homes Tour Committee.

Motion: Wayne Nickum made a motion to authorize the banner and signs for the Clifton Homes Tour. Bill Hollaway seconded the motion and it was unanimously approved.

Motion: Wayne Nickum made a motion to authorize an expenditure of \$900 for printing and shuttle-bus for the Clifton Homes Tour. Bill Hollaway seconded the motion and the motion passed unanimously after the following roll-call vote:

WAYNE NICKUM:	AYE
JOHN POWELL	AYE
DEBORAH DILLARD	AYE
DWAYNE NITZ	AYE
CHUCK RUSNAK	AYE
BILL HOLLAWAY	AYE

iii. **Sport Court Committee – Report and Recommendation for Additional Work in Town Park.**

Dwayne Nitz spoke on behalf of the Sport Court Committee. There were a couple issues. Most of the work has been done per specifications that were approved, and done with satisfactory workmanship. The pine trees that were removed on Chapel Street need to be replaced. Mike Anton noted the issue that the north part of the playground is at the end of a long hill, and there is no storm drainage along Chapel Street along the park itself. Furthermore, he recommended having a swale put in to catch the water before it arrives at School Street. Kathy Kalinowski noted that Fairfax County has new regulations concerning storm water management, and recommended that the Town Council seek to have Fairfax County cover the Town under their Storm Water Management Policy.

Motion: Bill Hollaway made a motion that the Town seek to have Fairfax County cover the Town in the new Storm Water Management requirements that the State issued. Wayne Nickum seconded the motion and it was unanimously approved.

Motion: Bill Hollaway made a motion that the Town Council organize a meeting with Fairfax County and DEQ in order to discuss the new Storm Water Management requirements and to discuss the storm water management in the Town Park. Wayne Nickum seconded the motion and it was unanimously approved.

iv. **Parking Committee – Discussion.**

Motion: Wayne Nickum made a motion to table Parking Committee discussion. John Powell seconded the motion and it was unanimously approved.

4. **Communications.**

Fred Ansick presented an update concerning the Boxcar for Town Storage. There were a few options recommended. One option was a shed structure to be on the CBA property behind the park; however, the CBA was not presently interested in that option. Norfolk Southern e-mailed Mr. Ansick and stated that they had found a 50 foot boxcar for about \$12,000 to be delivered to the Town. Dwayne Nitz agreed to work with Fred Ansick concerning this matter. The Town Council discussed possible locations for the boxcar, as they decided not to move forward with purchasing a boxcar until they knew the location it would be placed.

5. **Citizen’s Remarks:**

Motion: Bill Hollaway made a motion to extend approval of temporary signage for the Wine Shop for the next 45 days following the date of the last approval. Wayne Nickum seconded the motion and it was unanimously approved.

6. **Unfinished Business.**

a. **Labor Day Car Show Parking and Traffic Issues – Discussion.**

Bill Hollaway presented that there were concerns on School Street concerning the Car Show— he stated that there were cars parked on both sides

of School Street and Water Street, it was difficult for residents to get in and out of Town. John Powell recommended that the Lion’s Club contact FCPS concerning using the Clifton Elementary School field for parking. For School Street, it was agreed that there would be signage on School Street and Water Street stating “No Parking” or the vehicle will be towed.

b. **Golf Cart Initiative – Resolution regarding Providing Option through Legislation.**

Bill Hollaway stated that currently golf carts are illegal in Clifton, unless an Ordinance is adopted in Town. Discussion pursued.

Motion: Wayne Nickum made a resolution to request the State Delegate and State Senator to pursue 46.2-916.2C to add Clifton to the list of towns provided authority to permit golf carts and/or utility vehicles on town streets without establishing a Town Police Department. Deborah seconded motion and it was unanimously approved.

c. **Part-Time Town Manager - Application.**

Bill Hollaway received an application for the Part-Time Town Manager position from Sandra Scales-Siwiek. She presented her credentials, and there was discussion among the Town Council.

7. **New Business.**

a. **CBA Request to Host Art Guild Holiday Event and Waive Community Hall Rental Fee.**

Bill Hollaway stated that he had been in touch with Michelle Stein who indicated that the CBA had a special meeting, and they were supportive and wanted to host the Art Guild Holiday Event. It was requested that the rental fee to the Community Hall be waived. Chuck Rusnak noted that the event will be on December 7, 2013. Discussion ensued.

Motion: Bill Hollaway approved the CBA request to host the Art Guild Holiday Event; as reimbursement the Art Guild will paint art on the facings of the cabinets in the Community Hall Kitchen and make a payment of 25% of what would have been the rental fee for the Community Hall, which is determined to be \$162.50, which will be provided to the Community Hall Manager as a management fee, plus pay the additional cleaning fee of \$75. Dwayne Nitz seconded the motion and it was approved after the following Roll Call Vote:

DWAYNE NITZ	AYE
BILL HOLLAWAY	AYE
DEBORAH DILLARD	AYE
JOHN POWELL	AYE
WAYNE NICKUM	AYE
CHUCK RUSNAK	ABSTAIN

b. **Lighting of Caboose Plaza Gravel Parking Lot.**

Chuck Rusnak suggested placing a temporary flood light on top of the caboose in order to lighten the dark corner in the Caboose Plaza Gravel Parking Lot. After discussion, the Town Council agreed to place a timer on the flood light, and that it would shut off at 12 am.

c. **High School Community Service Hour Projects.**

As an informational item, Bill Hollaway stated that there are a number of high school students that need governmental service hours.

8. **Executive Session – Part-Time Town Manager.**

Motion: Bill Hollaway made a motion to enter Executive Session. Wayne Nickum seconded the motion and it was unanimously approved.

RESOLUTION TO ENTER CLOSED SESSION

TOWN OF CLIFTON

CLOSED SESSION

November 5, 2013

Pursuant to Virginia Code Section 2.2-3711, the Town of Clifton enters Closed Session for the following reasons:

- The Town Council met in executive session to consider a Part-Time Town Manager that pertains to the proposed part-time Town Manager for the Town of Clifton.

9. **Adjournment.**

Motion: Wayne Nickum made a motion to adjourn. Bill Hollaway seconded the motion, and it was unanimously approved.