



**CLIFTON TOWN COUNCIL MEETING MINUTES  
TUESDAY, DECEMBER 3, 2013, 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

**Town Council members absent:** John Powell, Wayne Nickum

**Town Officials present:** Treasurer Marilyn Barton, Clerk Kathleen Volonsevich, Town Manager, and Town Manager Sandra Scales-Siwek

**Order of Business:**

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

Dwayne Nitz reported a few corrections to the minutes for the November 5, 2013 meeting. The following change was made on top of page two, item 3, last sentence: "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." Concerning the Labor Day Car Show, Mr. Nitz noted that the wording should state that it was "recommended that the Lion's Club contact FCPS concerning using the Clifton Elementary School field for parking."

**Motion:** Dwayne Nitz made a motion to approve the November 5, 2013 Minutes with stated corrections. Bill Hollaway seconded the motion and it was unanimously approved.

**2. Report of the Treasurer.**

Marilyn Barton presented the Treasurer's Report for period ended November 30, 2013. She confirmed that Susan Yantis, Chair of the Special Projects Committee, confirmed that the direct deposit received from the Commonwealth of Virginia was for the CIF Streetscape Project as presented on the financial report. The

Cash Balance Report reflected a total of \$742,056.11. The Profit and Loss Budget Report, summarized by fund, total YTD operating income of \$39,434; total operating expenses were \$40,211 for a net cash loss of (\$777). The YTD CIF Income was \$10,834, less CIF expenses of \$9,122 for a net gain of \$1,712. The combined net gain reflected YTD was \$935. Mrs. Barton then reviewed the highlights in her report.

Mayor Hollaway requested that the \$1,208 reimbursement for the Eagle Scout Trail Project be reclassified from the Clifton Creek Park & Trail Maintenance expense to the CIF Floodplain Park Expense. Marilyn Barton concurred.

**Motion:** Dwayne Nitz made a motion to approve the Treasurer's Report with the reclassification noted. Chuck Rusnak seconded the motion and it was unanimously approved.

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

#### **a. Planning Commission.**

Chuck Rusnak spoke on behalf of the Planning Commission. There was one item:

1. The Planning Commission reviewed and recommended the application for a use permit from Lucinda Lawson for the business of America Reworked, LLC located at 7145 Main Street, Suite 1C, hours of operation of Sunday through Saturday 10AM – 10 PM, with the allocation of 2 onsite parking spaces.

The Planning Commission approved her application. Dwayne Nitz stated that the Wine Shop is displaying sandwich board signs that are not compliant and have not been approved by the ARB; Lucinda Lawson agreed to take them down.

**Motion:** Chuck Rusnak made a motion to approve the recommendation of the Planning Commission with the condition that the commitment to remove the sandwich board signs made to the ARB is complied with. Deborah Dillard seconded the motion and it was unanimously approved.

#### **b. Architectural Review Board:**

Dwayne Nitz presented the ARB Report.

1. The ARB approved an application for Raie Paxson of School Street for wood replacement windows; the existing windows were not considered historic, and were in poor condition. New window products were approved per typical ARB preferences.

2. The ARB approved an application for the Fire Department for a new 6' wood fence and metal generator enclosure. The fence meets ARB guidelines. The generator enclosure does not meet standard guidelines, but is considered a public safety item and is not a permanent addition to any structure. The enclosure is prefabricated metal and will be taller than the screening fence. The enclosure is sited behind mature evergreen trees which are expected to significantly conceal the structure. The ARB shall approve the product color, to be chosen from standard manufacturer neutral colors.
3. The ARB discussed the need to provide code language regulating the use of private parking signage in the commercial district. Such language will be submitted to the Town Council per request.

*i. Sign Ordinance Revisions – Status and Schedule.*

It was stated by the Town Council that the intent is to have a Public Hearing at the February meeting, and at the January meeting bless the wording for the Sign Ordinance that will be presented to the public; the public will then be prepared to comment at the February meeting.

**c. Committees:**

*i. Holiday Events - including Candlelight Homes Tour.*

Chuck Rusnak stated that December 7<sup>th</sup>, 2013 is the Homes Tour, Art Guild Event, Horse Parade, caroling, etc. Deborah Dillard stated that the Art Guild will be planning to sell wine to the general public; however they will need an ABC license in the CBA's name. Chuck Rusnak stated that the agent would be happy to change the ABC license to be under the CBA. Deborah Dillard requested a copy of the paperwork. Chuck Rusnak thanked Tom McNamara for including the Art Guild on the Homes Tour Brochure. Mr. Rusnak also added that the Dinner Theatre will be on March 20, 21, and 22<sup>nd</sup> of 2014. They will be meeting with potential actors.

*ii. Town Calendar*

Chuck Rusnak presented an update on the Town Calendar. The Town Calendar is out; they cost \$10. They are available at local Town businesses such as T&K treasures, Cupcaked, and Hydrangea. They will also be available during the Art Guild event on December 7, as well as free admission and refreshments.

**4. Communications.**

There were no Communications

**5. Citizen's Remarks:**

Mr. Bostrom mentioned that the trash in the Town Parking Lot near his property is becoming an ongoing issue; the Town may need to hire someone to keep it clean—sometimes there are beer cans, etc. Deborah Dillard suggested contacting the Boy Scouts. Lucinda Lawson agreed to look into the possibility of obtaining a litter grant.

**6. Unfinished Business.**

**a. Part-Time Town Manager – Introduction to Sandra Scales-Siwiek.**

Bill Hollaway introduced the new Town Manager. Steve Effros suggested that the Town Council send out an announcement introducing her to the Town, including her contact information, etc.

**7. New Business.**

**a. Villagio – Request for Approval of Temporary Signage.**

Dwayne Nitz spoke on behalf of the Villagio's request for approval of temporary signage. The Villagio is presenting waiting for the revised Signage Ordinance because the sign's bracket extends from the building further than the current code would allow. However, it would be compliant with the future code. The Villagio requests up to 45 day approval for temporary signage, which would be continued if approved again. When the new Signage Ordinance is in place, assuming the sign complies with the new Sign Ordinance, it would be approved; however, if it doesn't comply, they may be asked to remove the sign.

**Motion:** Dwayne Nitz made a motion to approve temporary signage for Villagio, for 45 days based on it exceeding total square footage and exceeding extension from the building for the hanging sign. Bill Hollaway seconded the motion and it was unanimously approved.

**Motion:** Bill Hollaway made a motion to go into Executive Session, concerning management of the Town Community Hall. Chuck Rusnak seconded the motion and it was unanimously approved.

**7. Executive Session.**

**RESOLUTION TO ENTER CLOSED SESSION**

**TOWN OF CLIFTON**

**CLOSED SESSION**

**December 3, 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 management of the Town Community Hall.

**8. Adjournment.**

**Motion:** Bill Hollaway made a motion to adjourn. Chuck Rusnak seconded the motion, and it was unanimously approved.

The Minutes were prepared by Kathleen Volonsevich, Town Clerk