



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, JUNE 4, 2013, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

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

Town Officials Present: Treasurer Marilyn Barton, Clerk Kathleen Barton

Public Hearing

Motion: Deborah Dillard made a motion to call the Public Hearing to order at 7:37 pm. Chuck Rusnak seconded the motion and it was unanimously approved.

Wayne Nickum presented that the Public Hearing was concerning the FYE 0614 Budget. He added that there would be no action taken on the Budget during the present meeting, however, a Special Meeting would be held on Thursday, June 13, 2013 at 8:00 pm to approve the Budget. The Budget had a net income loss of zero; the Capital Improvements Net Loss was \$96,000. There were no comments from the public.

Motion: Wayne Nickum made a motion to close the Public Hearing. Deborah Dillard seconded the motion and it was unanimously approved.

Mayor Bill Hollaway took a moment to recognize Congressman Wolf for his continued commitment to the Town of Clifton.

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 Tuesday, May 7, 2013 regular Town Council Meeting. Chuck Rusnak seconded the motion and it was unanimously

approved.

Motion: Wayne Nickum made a motion to approve the Minutes of the Budget Work Session that was held on May 14, 2013. Chuck Rusnak seconded the motion and it was unanimously approved.

Motion: Wayne Nickum made a motion to approve the Minutes for the Special Town Council Meeting held on May 21, 2013, including the Budget Work Session. It was requested that it be noted that this meeting held a roll-call vote for the Budget. Deborah Dillard seconded the motion and it was unanimously approved.

- Report of the Treasurer.

Marilyn Barton presented the Treasurer's Report. As of May 31, 2013, there was a Cash Balance of \$659,283.86. She presented highlights as noted on the reports distributed: 1) Tax and Permits Revenue reflects \$29,949 in BPOL taxes representing 894% of budgeted revenue. 2) Committees fundraising reflect \$335 receipts from the Clifton Yard Sale. 3) Interest Income reflects \$32,500 from the Clifton IDA Bond Issue Settlement Fees. 4) General Donations shows reclassified CBA donation from general donations to Grants - \$13,000 received from the CBA for the Basketball Court. 5) Under Net Income - Grants, Mrs. Barton noted that \$7,423.90 was received on May 3, 2013 from VDOT for the reimbursement of Streetscapes Expenses. Also received was \$4,500 from the CBA for the match for the Flood Plain Project. 6) Under Net Income - CIF Expenses, Mrs. Barton noted that CIF expenses for May include the Basketball Court at \$17,162, Pink House gutter repairs of \$930, and Streetscape expenses of \$1400.

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

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

- Planning Commission;

Chuck Rusnak presented the Planning Commission Report.

1. The Planning Commission recommended approval of the use permit application by Jennifer and Mike Heilmann for construction of a shed as indicated on the plat on their property with the condition that the shed is approved by the ARB.

It was noted by Dwayne Nitz that the ARB does not have jurisdiction to give or deny approval, as the shed is less than 100 feet.

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

2. The Planning Commission recommended approval of the use permit application by Kristina Baranowski and Cupcaked at 12644 Chapel Road for the business in Suites A and B to allow Cupcaked to be able to sell wine by the glass and bottle, with hours of operation to be Tuesday through Sunday 7 AM to 10 PM, with a maximum of four employees on premises at any one time; with a maximum of 18 seats for service inside or outside, with no outdoor music, with the allocation

of 7 parking spaces.

The Town Council recommended that Cupcaked obtain their own ABC License, instead of pairing with Paradise Springs.

Motion: Wayne Nickum made a motion to approve the recommendation of the Planning Commission, contingent on the business obtaining an ABC license in the use permit's applicant's name. Chuck Rusnak seconded the motion, and it was unanimously approved.

Mr. Rusnak noted that there had been another request by Tom Peterson to increase the parking on his property, as well as a request to lease three spaces from the Town Caboose parking lot. However, the Planning Commission had asked that he re-think it based on the number of seats he had in the Dog Pound. In addition, the plat that Mr. Peterson submitted indicated that two of his parking spaces may have been off his property. Mr. Peterson will return to the Planning Commission with an update.

- Architectural Review Board;

Dwayne Nitz presented the ARB Report. CBA members requested a sign at the corner of Ayre Square that would state "Shops and Parking" with an arrow pointing in the direction of Chapel Road. The ARB did not approve the request, however requested that they bring it to the Town Council.

Motion: Deborah Dillard made a motion to create the proposed "Shops and Parking" signs using the same company that was used before, as well as authorize up to \$800 for it. The signs will be facing north towards the Railroad Tracks and also towards Chapel Road. Chuck Rusnak seconded the motion, and the Town Council proceeded with a Roll Call Vote:

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

Dwayne Nitz continued that the Clifton Cafe had requested a small set of steps. They were currently in the process of obtaining a building permit. Jennifer Heilmann requested a 6 foot fence; the ARB approved this. There was also a request to have sandwich boards in Ayre Square for businesses in Clifton House; however, the code did not permit that.

- Signage Ordinance Process updates.

Dwayne Nitz requested that the Town Council put this update on the agenda for the August meeting, as well as consideration to schedule a Public Hearing.

- Committees:

- Clifton Creek Park – Drivable Grass Surface Schedule;

Dwayne Nitz presented that the Clifton Creek Park's grass would need to root deeper before it could be driven on; this will not happen until October. Concerning special events parking, the public can

drive on the already dead grass tracks; therefore no more grass will die. In the fall, the dead grass will be replanted.

- Clifton Creek Park – “Ribbon Cutting Ceremony for Phase 1 of Trail”;

It was stated that the ribbon cutting ceremony for Phase 1 of the Clifton Creek Park Trail will be delayed until October.

- Clifton Creek Park – Concept Plans for Phase 2 of Trail.

Tom VanBlaricom presented the concept plans for Phase 2 of the Clifton Creek Park trail. Mr. VanBlaricom will return to the Town Council; he only needed a nod from the Town Council in order to proceed.

- Damage to Lamp Post in Caboose Plaza;

Dwayne Nitz presented that a lamp post in the Caboose Plaza was destroyed by a vehicle. The Town Council will come up with a plan to possibly put some low-level lighting in the gravel area.

- Speed Survey Update;

Dwayne Nitz presented that the previous day, Sully District put in the equipment needed for the Speed Survey in two locations: the first on Main Street, the south side of Town just north of Dell Avenue, and the second on Clifton Road, just before School Street. They will be at these locations for a 2-week period, after which they will receive a full report of the findings. Next, Sully District will place the equipment in two other locations for the following two weeks: the north side of the Railroad Tracks at Clifton Creek, and the second to the east side of Town, on Chapel Road near the stop sign. June 19, 2013 will be the first full report on the first two locations.

- Status of Triangle Renovation.

It was presented that Susan Yantis was completing the construction drawings, working on receiving a bid, and plans on being ready in September. When the CBA contribution comes through, there will be a surplus; they don't expect construction to use the entire grant dollars - anything left over can be transferred into the Streetscape Budget.

The Art Guild:

Chuck Rusnak presented on behalf of the Art Guild. He passed out a flyer for the Plein Air event. The Plein air event will have artists painting outside for a 2-day event, on June 22 and 23. There will also be a competition and prizes. It was noted that the artists will not be setting up in driveways, streets, the Town Park, or on property without the permission of the property owner.

4. Communications.

Bill Hollaway stated that the Lion's Club requested authorization from the Town Council to have the Labor Day Car Show again this year. The event will be the same as previous years: no parking on Main Street, and to be held on Labor Day. The Lion's Club also requested the possibility of permanent authorization for the Car Show so that it is automatically approved for all future years, unless the Town asks to specifically withdraw the permanent authorization. The Town Council agreed that the authorization should remain required every year.

Motion: Wayne Nickum made a motion to put this discussion on the agenda for the next meeting.

Bill Hollaway seconded the motion and it was unanimously approved.

Motion: Wayne Nickum made a motion to put the authorization of Clifton Day 2013 on the next Town Council meeting agenda. Dwayne Nitz seconded the motion and it was unanimously approved.

5. Citizen's Remarks:

There were no Citizen's Remarks.

6. Unfinished Business.

a. Process for Budget for FYE 0614.

Wayne Nickum stated that there will be a Special Town Council Meeting to be held on Thursday, June 13, 2013 at 8 pm in the Acacia Lodge in order to make any adjustments needed to the budget and to also discuss the approval of the budget.

7. New Business.

Motion: Wayne Nickum made a motion to go into Executive Session. Deborah Dillard seconded the motion and it was unanimously approved.

**RESOLUTION TO ENTER CLOSED SESSION
TOWN OF CLIFTON
CLOSED SESSION**

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 personnel matters.

Motion: John Powell moved to close the executive session. Wayne Nickum duly seconded the motion and it was unanimously approved.

9. Adjournment.

Motion: Bill Hollaway moved to adjourn. Wayne Nickum duly seconded and it was unanimously approved.

Minutes were prepared by Kathleen L. Barton, Town Clerk.