



**CLIFTON TOWN COUNCIL MEETING MINUTES**  
**TUESDAY, February 4, 2014, 7:30 PM**  
**CLIFTON TOWN MEETING HALL**  
**12641 CHAPEL ROAD**  
**CLIFTON, VA 20124**

<b>Town Council Present:</b>	Mayor Bill Hollaway , Vice Mayor Dwayne Nitz Chuck Rusnak, , Deborah Dillard; John Powell, Wayne Nickum	<b>Absent:</b>	None
<b>Town Officials Present:</b>	Treasurer; Marilyn Barton, Town Clerk Kathleen Volonsevich,; Town Manager Sandra Scales-Siwiek,	<b>Absent:</b>	None

**Summary of Motions:**

<b>1. Prior Minutes.</b> 1/7/2014, Regular Town Council Meeting. <b>One Correction</b>	<b>Motion:</b>	Wayne Nickum	<b>Second:</b>	Deborah Dillard	<b>Vote:</b> Approved (unanimous)
<b>2. Treasurer's Report.</b>	<b>Motion:</b>	Wayne Nickum	<b>Second:</b>	Dwayne Nitz	<b>Vote:</b> Approved (unanimous)
<b>3. Standing Commission/Committee Reports:</b>					
• Planning Commission (PC).					
○ <b>Layfield Use Permit with conditions</b>	<b>Motion:</b>	Wayne Nickum	<b>Second:</b>	Bill Hollaway	<b>Vote:</b> Approved (unanimous)
○ <b>Tennent Use Permit with conditions</b>	<b>Motion:</b>	Wayne Nickum	<b>Second:</b>	Dwayne Nitz	<b>Vote:</b> Approved (unanimous)
○ <b>Silva Use Permit with conditions</b>	<b>Motion:</b>	Wayne Nickum	<b>Second:</b>	Dwayne Nitz	<b>Vote:</b> Approved (unanimous)
• Architecture Review Board (ARB)	<b>Motion:</b>		<b>Second:</b>		<b>Vote:</b>
• Gala Committee – Request to hang banner	<b>Motion:</b>	Wayne Nickum	<b>Second:</b>	Bill Hollaway	<b>Vote:</b> Approved (unanimous)
<b>4. Communications: None</b>	<b>Motion:</b>		<b>Second:</b>		<b>Vote:</b>

<b>5. Citizens Remarks: None</b>	<b>Motion:</b>		<b>Second:</b>		<b>Vote:</b>	
<b>6. Unfinished Business</b>						
6.1 Sign Ordinance Revisions – Authorize working group	<b>Motion:</b>	Dwayne Nitz	<b>Second:</b>	John Powell	<b>Vote:</b>	Approved (unanimous)
<b>7. New Business</b>						
7.1 Add proposal to Re-establish Farmers Market to March TC Meeting Agenda	<b>Motion:</b>	Wayne Nickum	<b>Second:</b>	John Powell	<b>Vote:</b>	Approved (unanimous)
7.2 Verizon Cell Tower Proposal -- request Verizon present at March 2014 Meeting.	<b>Motion:</b>	Wayne Nickum	<b>Second:</b>	Deborah Dillard	<b>Vote:</b>	Approved (unanimous)
<b>8. Adjournment</b>	<b>Motion:</b>	Wayne Nickum	<b>Second:</b>	Deborah Dillard	<b>Vote:</b>	Approved (unanimous)

**Order of Business**

**1. Review of Prior Minutes**

**Review of Minutes - Regular Council Meeting (1/7/2014)**

One correction: Page three, strike "Adopt revised Sign Ordinance, Publish Sign Ordinance Draft, hold Joint Public Hearing Feb. 14, 2014".

**Council Action:** Approve Minutes with one correction.

**Motion:** Wayne Nickum      **Second:** Deborah Dillard      **Vote:** Approved (unanimous)

**2. Report of the Treasurer.**

**Closing Date:** 1/31/2014      **Presenter:** Marilyn Barton, Treasurer

2.1. Review of Financial Reports:

2.1.1. Cash Balance Report:

- Total Checking/Savings reflects \$779,228.95
- Transfer \$180,000 from checking to money market to improve interest – not reflected in the report,
- Clifton Calendar Sales, \$650 as of January 31;
- Haunted Trail Event (October 2013), \$2509.16 received January 31 from previously uncollected sponsorships; Taxes Permits revenue \$257.63, 7.93 for prior year Motor Vehicle Tax, \$481.50 received for that period
- Contractual Expenses, January Highlights: \$895 for Calendar, \$587.17 Ayre Square Rental

Highlights Budget Report:

Approve Treasurer's Report.

**Motion:** Wayne Nickum      **Second:** Deborah Dillard      **Vote:** Approve

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

### 3.1. Planning Commission (PC) Report.

**Presenter:** Kathy Kalinowski

3.1.1. Layfield use permit. PC recommends approval with condition that ARB approval be obtained for Layfield Use Permit application for a deck on the back of their house at 12722 Clifton Heights Lane.

**Motion:** Approve Use Permit with Wayne Nickum      **Second:** Bill Holloway      **Vote:** Approve

3.1.2. Tennet Use Permit: PC recommends preliminary site plan to construct detached garage and addition to existing structure at 7215 Dell Avenue, pending the criteria set forth in Joe McClellan letter of 1/27/ 2014 are met, and that the conservation easement is submitted by applicant, approved by the Town and filed in the land records.

**Motion:** Approve Use Permit with Wayne Nickum      **Second:** Dwayne Nitz      **Vote:** Approve

3.1.3. Silva Use Permit: PC recommends Silva application for two story addition to 12700 Chapel Road for approval with conditions. That is, the Use Permit be changed to state that the Office Space Use Permit is terminated and that the other Villagio Parking Use Permit stands for that particular location, going from 5 spaces to 2 parking spaces

Based on the termination of the previously issued commercial use permit for the property for an office and training center, with the understanding that the proposed use of the building will be solely residential, with the allocation of two parking spaces for the residential use; and conditioned on the final plat approval of the parking area in the rear of the property.

Motion to Approve Use Permit with Wayne Nickum      **Second:** Dwayne Nitz      **Vote:** Approve

3.1.4. Mandatory Stormwater Management Program: PC Recommends the attached resolution requesting that the Town of Clifton be covered by the proposed Fairfax County ordinance establishing the required Virginia Stormwater Management Program and effectuating that coverage by agreement with the County.

Motion to approve Resolution Wayne Nickum      **Second:** Chuck Rusnak

### 3.2. Architectural Review Board (ARB) Report.

**Presenter:** Dwayne Nitz

3.2.1. 12722 Clifton Heights (Layfield): Approved a new deck and window on the rear of the house. Materials to match existing.

3.2.2. 7216 Dell Ave. (Tennent): Approved additions to the existing house and new garage, which was approved in October 2013. Permitted existing asbestos siding to be removed from the house, as is necessary during construction. Approved smooth, fiber-cement board to be used on whole house.

3.2.3. 12700 Chapel Rd. (Silva): Approved an addition to the existing structure. Approval is conditioned on all non-compliant signage being removed, and existing parking lot lighting being removed (excessively bright). Need to clarify to property owner what signage requirements have been previously made in order to identify commercial on-site parking area.

### 3.3. Standing Committees

**3.3.1. Community Hall – Request to Publish Community Hall Reservation Schedule and Information on Renters.**      **Presenter:** Deborah Dillard      **Committee Action:** N/A

**Council Action: None**      **Motion:**      **Second:**      **Vote:**  
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Summary of Discussion: Town Council discussed the Community Hall and publishing its reservation schedule with general information on the renter. It will be published to the Town Website and updated routinely, keeping the information minimal.

**3.3.2. Gala Committee – Proposal to Target Gala Funds and Hold Event Sequentially with Private Fund-Raising Event.**      **Presenter:** Alexandra Soper, Judy McNamara      **Committee Action:** N/A

**3.3.3. Council Action. Approval to put up Banner for Gala Event**      **Motion:** Wayne Nickum      **Second:** Bill Hollaway      **Vote:** Approved (Unanimous)

**4. Communications. None**

**5. Citizen’s Remarks: None**

**6. Unfinished Business:**

6.1. Sign Ordinance Revisions – Discussion of Comments.      **Presenter:**

Table discussion on revisions until next meeting; Approved Working Group to incorporate revisions: Dwayne Nitz, Mayor Hollaway, Planning Commission Chair and ARB Chair.

**Town Council Action:** Motion to approve Working Group.      **Motion:** Dwayne Nitz      **Second:** John Powell      **Vote:** Approved (unanimous)

6.2. Stormwater Management Resolution -- see vote under Planning Commission Report.

Discussed need to coordinate overlapping Chesapeake Bay Preservation Act (CBPA) provisions.

**6.3. Welcome to New Town Manager. No Action**

**6.4. Budget Discussion – FYE 1506. No Action**

Summary of Discussion: Wayne Nickum outlined the Budget process to the Town Manager. He stated that timing is important because the Budget will need to be done by June. It was requested that the Town Manager keep everyone on track with this process.

**7. New Business:**

7.1. Proposal to Re-establish Farmers Market.

Summary of Discussion: Town Council is in support of re-establishing a Farmer’s Market.

**Motion to put this on the Agenda for the March 2014 Meeting.**      **Motion:** Wayne Nickum      **Second:** John Powell      **Vote:** Approved (unanimous)

7.2. Complaints regarding Litter from Food Service Businesses in Commercial District – Discussion of Options to

Resolve Issue.

Summary of Discussion: Wayne Nickum presented that he took care of all the trashcans; there are four trashcans presently, with a commitment for 2 from Marcus Silva; the Town will provide trash bags. It was noted that students at Robinson Secondary School still need Community Service Hours.

7.3. Verizon Proposal to Install New 160 Foot Tall Cell Tower Near Clifton Creek Substation Across from Town's 8-Acre Park.

**Summary of Discussion: The Town Council seeks a reduction in proposed height to be consistent with other structures and placement on the far side away from the Town parkland.**

Motion: Request Verizon's presence at the March 2014 TC Meeting.      **Motion:** Wayne Nickum      **Second:** Deborah Dillard      **Vote:** Approved (Unanimous)

7.4. Process to Identify New Town Attorney.

Summary of Discussion: The Town Council recognized that some suggestions had been received from a consultant but also requested that the Town Manager solicit recommendations from other local cities and towns.

7.5. Request for Town to Sponsor, Fund and Waive Rental Fees for Performance by Theater Group from Abingdon, Virginia. Summary of Discussion: There was discussion by the Town Council, however no action was yet taken.

**8. Adjournment:**      **Motion:** Wayne Nickum      **Second:** Deborah Dillard      **Vote:** Approved (unanimous)

*The Minutes were prepared by Kathleen Volonsevich, Town Clerk*