



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

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

Summary of Motions: (topic notation only – see Order of Business for complete motion wording)

1. Prior Minutes.	Motion: Nickum	Second: Nitz	Vote: Approved (unanimous)
2/4/2014, Regular Town Council Meeting. Three Corrections			
2/17/2014, Special Town Meeting. No Corrections	Motion: Nickum	Second: Rusnak	Vote: Approved; Dillard (absent) Abstain
2. Treasurer’s Report.			
2.1. Accept Treasurer’s Report	Motion: Nickum	Second: Nitz	Vote: Approved (unanimous)
2.2. Make Annual Audit Report Available	Motion: Nickum	Second: Rusnak	Vote: Approved (unanimous)
3. Report of Town Manager No Motions			
4. Standing Commission/Committee Reports:			
4.1. Planning Commission (PC). See Section 8.1 Offsite Parking Special Waiver Request			
4.2. Architecture Review Board (ARB) 4.2.1. Sign Ordinance Revisions			
○ Shift Town Council Meeting to Tuesday, May 13, 2014 7:30 p.m. (for joint TC & PC hearing)	Motion: Wayne Nickum	Second: Chuck Rusnak	Vote: Approved (unanimous)
○ Authorize / Advertise Joint Public Hearing: Signage Ordinance Changes	Motion: Wayne Nickum	Second: Bill Hollaway	Vote: Approved (unanimous)
4.3. Committees 4.3.1. Streetscape and Triangle Committee			
● Allocate Phase I ESA fee \$750	Motion: Nitz	Second: Nickum	Vote: Roll Call (unanimous)

• Authorize Mayor sign completed ECC Environment form	Motion: Nickum	Second: Hollaway	Vote: Roll Call (unanimous)
• Appoint Doug Miller to Special Project Committee	Motion: Nickum	Second: Hollaway	Vote: Approved (Unanimous)
• Authorize Mayor Execute VDOT permit application and \$200 fee	Motion: Nickum	Second: Hollaway	Vote: Roll Call (unanimous)
• Authorize Surety – Cash Performance Bond \$10,000	Motion: Nickum	Second: Powell	Vote: Roll Call (Unanimous)
• Authorize Dillard coordinate landscaping	Motion: Nickum	Second: Hollaway	Vote: Approved (Unanimous)
• Dinner Theatre – No Motions			
5. Communications: None	Motion:	Second:	Vote:
6. Citizens Remarks: None	Motion:	Second:	Vote:
7. Unfinished Business			
7.1. Appoint Maureen Gilmore as Town Attorney.	Motion: Nickum	Second: Dillard	Vote: Approved (unanimous)
7.2. Direct Town Attorney to send letter to Fairfax County PC/BOS re: Milestone’s Clifton cell tower plans / process.	Motion: Nickum	Second: Powell	Vote: Approved (unanimous)
7.3. Barter Players Theater Performance Agreement	No Motion		
7.4. Proposal: Re-establish Farmer’s Market	Tabled		
7.5. Boxcar Update	None		
8. New Business			
8.1. Request for Special Waiver of Off-Site Parking Requirements - Peterson’s Ice Cream Depot	Motion: Hollaway	Second: Nitz	Vote: Approved (unanimous)
8.2. Donate \$200 to Vienna Rotary Club, in memory of Mayor Jane Seeman	Motion: Hollaway	Second: Powell	Vote: Roll Call (Unanimous)
8.3. Add to Agenda -- Discussion of Occupancy Permits	Motion: Dwayne Nltz	Second: Wayne Nickum	Vote: Approved (unanimous)
8.3.1. Authorize PC to request Fairfax County issue occupancy permits for commercial and assembly buildings.	Motion: Nitz	Second: Hollaway	Vote: Approved (unanimous)
9. Adjournment	Motion: Wayne Nickum	Second: Bill Hollaway	Vote: Approved (unanimous)

Order of Business

1. Review of Prior Minutes

Review of Minutes - Regular Council Meeting (2/4/2014)

Three corrections: Page 4, strike "Set a 200-300 dollar cap for advertising signage"; Page 5 under 7.2, reword the last sentence: "It was noted that students at Robinson Secondary School still need Community Service Hours"; Under 7.3 Cell Tower, Page 5, insert "to be consistent with other structures" and placement on the far side.

Council Action: Approve Minutes with two corrections

Motion: Wayne Nickum **Second:** John Powell **Vote:** Approved (unanimous)

Review of Minutes – Special Council Meeting (2/17/2014) -- No corrections.

Council Action: Approve Minutes as submitted.

Motion: Wayne Nickum **Second:** Chuck Rusnak **Vote:** Approved; Deborah Dillard (absent) abstains

2. Report of the Treasurer.

Closing Date: 2/28/2014 **Presenter:** Marilyn Barton, Treasurer

2.1. Review of Financial Reports:

2.1.1. Cash Balance Report:

Highlights Budget Report:

Total Checking/Savings reflects \$798,874

- February Pink House Rental reflects rent increase of \$100 for LaBella Luce – Jan & Feb 2014
- Interest Income under budget due to IDA interest not received
- February reflects \$5220 received from ticket sales – Dinner Theatre. Tax revenues reflect collection of \$12,479 in BPOL taxes/ \$2933 Sales tax received for Dec 2013. BPOL budgeted due 3/1/14.
- Contractual Expense primarily reflects \$2,009 – Community Hall Expenses.
 - Haunted Trail Expense reflects a disbursement to AR-JON for 3 portable toilets for event.ro
- CIF Expense reflects \$1,300 disbursed for purchase Town Council approved Civil War Marker.

Approve Treasurer’s Report.

Motion: Wayne Nickum **Second:** Dwayne Nitz **Vote:** Approved (Unanimous)

Annual Audit Update:

Drafted Audited Financial Statements: Shows Financial Statements in compliance with generally accepted accounting principles/standards; basis of the account defined in notes. Submitted draft to be reviewed and approved.

Accept Drafted Audited Financial Statements.

Motion: Wayne Nickum **Second:** Chuck Rusnak **Vote:** Approved (unanimous)

3. Report of Town Manager

Compliance Audit Process – Status Report -- Clarified that main focus is Use Permits and ARB Appropriateness Certificate.

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

4.1. Planning Commission (PC) Report.

Presenter: Kathy Kalinowski

4.1.1. Tom and Jean Peterson Revised Parking Plan: PC recommends approval for allowing off-premises parking at Clifton Baptist Church for Peterson’s Ice Cream Depot at 7150 Main Street, pursuant to written agreement between the two. PC recommends use permit have a provision that it is null and void upon cancellation of agreement by either side. TC approves Special Exception Document based on six bases:

- 1) Parking located at Church: non-residential use.
- 2) Existing parking facility
- 3) Location is directly adjacent
- 4) Every year 1/30, letter will be provided by business from Church stating the agreement is still in-tact. Delivered to Clerk or Town Manager.
- 5) Special Exception and any Use Permit will be null and void, in event that agreement is terminated-unless there is alternative parking arrangement pre-approved by Council addressing parking needs without previous spaces.
- 6) Consistent with guidelines, 9-13-C, 12A-H

Approve use of parking at Baptist Church with special exception document indicating the six bases upon which the special exception is granted. (See above).	Motion:	Bill Hollaway	Second:	Dwayne Nitz	Vote:	Approved
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4.2. Architectural Review Board (ARB) Report.

Presenter: Dwayne Nitz

4.2.1. Peterson’s Ice Cream Depot: Did not approve or disapprove - will return within next month. New primary business signage to replace existing.

4.2.2. Clifton Café: Approved new set of exterior steps on west into rear part of lot. All guidelines were met. ARB suggested they contact PC for Use Permit.

4.2.3. **Signage Ordinance Update:** Within past month, incorporated public comments as felt fit and submitted to Town Council. Hopefully approve at TC Meeting in April and set Public Hearing for May. No written comments were received in the following 15 days after the Joint Public Hearing.

Delay May TC Meeting to Tuesday May 13, 2014 at 7:30.	Motion:	Wayne Nickum	Second:	Chuck Rusnak	Vote:	Approved (unanimous)
Authorize and advertise Joint Public Hearing of PC and TC for Signage Ordinance Change on May 13, 2014.	Motion:	Wayne Nickum	Second:	Bill Hollaway	Vote:	Approved (unanimous)

4.3. Standing Committees

4.3.1. Streetscape and Triangle Committee: Approve Funds for Phase 1 Environmental Site Assessment (EAS)	Presenter:	Susan Yantis	Committee Action	N/A
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Allocate \$750 for Phase 1 ESA Site Assessment (Roll-Call Vote)	Motion:	Dwayne Nitz	Second:	Wayne Nickum	Vote:	Approved (unanimous)
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	Roll Call	Wayne Nickum:	Aye	Bill Hollaway:	Aye	
		John Powell:	Aye	Dwayne Nickum:	Aye	
		Deborah Dillard:	Aye	Chuck Rusnak:	Aye	
Authorize Mayor to sign ECC Environment Form upon completion	Motion:	Wayne Nickum		Second: Bill Hollaway		Approved (unanimous)
Appoint Doug Miller to Special Projects Committee	Motion:	Wayne Nickum		Second: Bill Hollaway		Approved (unanimous)
Authorize Mayor to execute necessary Permit Application forms with VDOT along with Permit Application fee in amount of \$200 (Roll-Call Vote)	Motion:	Wayne Nickum		Second: Bill Hollaway		Approved (unanimous)

	Roll Call	Wayne Nickum:	Aye	Bill Hollaway:	Aye	
		John Powell:	Aye	Dwayne Nickum:	Aye	
		Deborah Dillard:	Aye	Chuck Rusnak:	Aye	
Authorize Surety – Cash Performance Bond \$10,000	Motion:	Wayne Nickum		Second: Bill Hollaway		Approved (unanimous)
	Roll Call	Wayne Nickum:	Aye	Bill Hollaway:	Aye	
		John Powell:	Aye	Dwayne Nickum:	Aye	
		Deborah Dillard:	Aye	Chuck Rusnak:	Aye	
Authorize Deborah Dillard coordinate landscaping with Hampshire and Netschert concerning removal/replanting existing plantings prior to construction.	Motion:	Wayne Nickum		Second: Bill Hollaway		Approved (unanimous)

4.3.2. Dinner Theatre. Presenter: Chuck Rusnak **Committee Action:** N/A

Summary of Discussion: Dinner Theatre is taking place March 20/21/22, 2014. Tickets are for sale at Hydrangea, Clifton Cleaners, Clifton Café etc.

4.3.3. Budget Discussion FYE 1506 Presenter: Wayne Nickum **Committee Action:** N/A

Summary of Discussion: Committees need to send in Budget requests.

5. Communications.

Summary of Discussion: Request from VML for photograph of Clifton for website. TC requested proposals from community.

6. Citizen’s Remarks: None

7. Unfinished Business:

7.1. Appoint Maureen Gilmore as Town Attorney. **Presenter:** Bill Hollaway

Summary of Discussion: Town Council is appointing Maureen Gilmore as Town Attorney after introduction and presentation.

Appoint Maureen Gilmore as Town Attorney conditioned upon the agreement of terms. **Motion:** Wayne Nickum **Second:** Deborah Dillard **Vote:** Approved (unanimous)

7.2. Verizon Proposal to Install New 160 Foot Tall Cell Tower **Presenter:** Bill Hollaway

Send letter to Fairfax County Planning Commission Chair Pete Murphy, copy BOS Chair Sharon Bulova and Springfield Supervisor Pat Herrity as well as Frank Stearns, Esq and Milestone (applicants) expressing lack of transparency in the process and selection of the Clifton Creek Sub Station(CCSS) as the only possible location in the Clifton area. The Milestone website lists at least four “available sites” in the Clifton zip code, some with higher elevations than CCSS. Town Council and residents have a need to understand the full strategic plan for Clifton area.

Letter opposing acceptance of any application prior to a full public hearing on any Clifton-area towers and sites including Clifton Elementary. **Motion:** Wayne Nickum **Second:** John Powell **Vote:** Approved (unanimous)

7.3. Barter Players Theater Performance Agreement **Presenter:** Bill Hollaway

Summary of Discussion: “Agree to pay a full 30 days prior”- TC removed “30 days”. “Agree to provide private dressing area for performers” modified to say “provide a coat closet as a private dressing area”. Payment of \$800 was previously authorized, and contract was signed by Bill Hollaway.

7.4. Proposal to Re-establish Farmers Market **Discussion was tabled.**

7.5. Boxcar Update. **Presenter:** Dwayne Nitz

Summary of Discussion: Cannot put a boxcar on Railroad Siding. Will have to look elsewhere.

8. New Business:

8.1. Appoint Maureen Gilmore as Town Attorney.

Summary of Discussion: Town Council is appointing Maureen Gilmore as Town Attorney after introduction and presentation

Appoint Maureen Gilmore as Town Attorney conditioned upon the agreement of terms. **Motion:** Wayne Nickum **Second:** Deborah Dillard **Vote:** Approved (unanimous)

8.2. Donation in Memory of Town of Vienna Mayor, Jane Seeman

Donate in memory of Town of Vienna Mayor, Jane Seeman, to Rotary Club amount \$200 **Motion:** Bill Hollaway **Second:** Deborah Dillard **Vote:** Approved (unanimous)

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

8.3. Discussion of Occupancy Permits – Add to Agenda

Add Discussion of Occupancy Permits to Agenda	Motion:	Dwayne Nitz	Second:	Wayne Nickum	Vote:	Approved (Unanimous)
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Have PC request that Fairfax County issue Occupancy Permits and include Town in discussion/process.	Motion:	Dwayne Nitz	Second:	Deborah Dillard	Vote:	Approved (unanimous)
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9. Adjournment:	Motion:	Wayne Nickum	Second:	Bill Hollaway	Vote:	Approved (unanimous)
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The Minutes were prepared by Kathleen Volonsevich, Town Clerk