



CLIFTON TOWN COUNCIL MEETING MINUTES
TUESDAY, April 1, 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:

1. Prior Minutes. 3/4/2014, Regular Town Council Meeting. No corrections	Motion:	Wayne Nickum	Second:	Chuck Rusnak	Vote: Approved (unanimous)
2. Treasurer's Report.	Motion:	Wayne Nickum	Second:	Dwayne Nitz	Vote: Approved (unanimous)
3. Standing Commission/Committee Reports:					
• Planning Commission (PC).					
○ 7239 Dell Avenue Preliminary Site Plan Approval	Motion:	Dwayne Nitz	Second:	Wayne Nickum	Vote: Approved (unanimous)
○ Joe Landrum Use Permit	Motion:	Wayne Nickum	Second:	Chuck Rusnak	Vote: Approved (unanimous)
○ Addition of "Parking Code Changes" to May Public Hearng	Motion:	Wayne Nickum	Second:	Bill Hollaway	Vote: Approved (unanimous)
• Architecture Review Board (ARB)					
○ Add to Agenda: Peterson's Ice Cream Signage	Motion:	Wayne Nickum	Second:	Dwayne Nitz	Vote: Approved (unanimous)
○ Peterson's -- one temporary sign at a time (45 days).	Motion:	Wayne Nickum	Second:	Bill Hollaway	Vote: Approved (unanimous)
• Clifton Wine Festival					
○ Authorize Clifton Wine Festival to June 21, 2014 /	Motion:	Bill Hollaway	Second:	Dwayne	Vote: Approved

ABC License		Nitz		(unanimous)	
4. Presentation by Milestone Communications	Motion:		Second:		Vote:
<ul style="list-style-type: none"> Add visit from representatives to next TC meeting agenda 	Motion:	Wayne Nickum	Second:	John Powell	Vote: Approved (unanimous)
5. Communications: No Motions					
6. Citizens Remarks:	Motion:		Second:		Vote:
<ul style="list-style-type: none"> Women's Club Homes Tour banner display Approved. 	Motion:	Wayne Nickum	Second:	John Powell	Vote: Approved (unanimous)
7. Unfinished Business					
7.1 Budget Discussion – FYE 1506: Establish 3 work sessions: April 26, 1:00 p.m.; May 3, 4:00 p.m.; and, May 10, 4:00 p.m.	Motion:	Wayne Nickum	Second:	Bill Hollaway	Vote: Approved (unanimous)
7.2 Sign Ordinance Revisions Address Public Comments: Approve advertising May 14 Public Hearing on revised Section 9:14 Signage Ordinance (2 nd Hearing)	Motion:	Dwayne Nitz	Second:	Deborah Dillard	Vote: Approved (unanimous)
8. New Business					
8.2 Maintenance/Improvements to Caboose Plaza Gravel Parking Lot	Motion:	Wayne Nickum	Second:	John Powell	Vote: Approved (unanimous)
<ul style="list-style-type: none"> Accept Silva offer providing equipment; Town pay \$2,000 to fix immediate problem. (Roll-Call Vote). 					
<ul style="list-style-type: none"> Assign two person committee to develop plan for further improvements 	Motion:	Wayne Nickum	Second:	John Powell	Vote: Approved (unanimous)
8.3 Approve Grass Mowing Contract 2014 Season. (Roll-Call Vote).	Motion:	Wayne Nickum	Second:	Bill Hollaway	Vote: Approved (unanimous)
8.4 Authorize Expenditure Playground Mulching - \$500 (Roll-Call Vote)	Motion:	Wayne Nickum	Second:	Deborah Dillard	Vote: Approved (unanimous)
9. Report of Town Manager	Motion:	Bill Hollaway	Second:	Dwayne Nitz	Vote: Approved (unanimous)
<ul style="list-style-type: none"> Authorize up to \$250 for furniture to establish office in Town Hall; (no sales tax) (Roll-Call Vote) 					
<ul style="list-style-type: none"> Authorize Basic Costco Membership for Town Purchases. 	Motion:	Bill Hollaway	Second:	John Powell	Vote: Approved (unanimous)
10. Adjournment	Motion:	Wayne Nickum	Second:	Dwayne Nitz	Vote: Approved (unanimous)

Order of Business

1. Review of Prior Minutes

Review of Minutes - Regular Council Meeting (3/4/2014)

No corrections.

Council Action: Approve Minutes as submitted.

Motion: Wayne Nickum

Second: Chuck Rusnak

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 \$828,128.02

Budget Report: Highlights

- Interest Income under budget 3/14 interest not posted until 3/31. IDA interest not yet received.
- Dinner Theatre ticket sales received: February reflects \$5,220 and March \$5,315.
- March tax revenues primarily reflect collection of \$17,936.55 in BPOL taxes/\$2321 for Sales tax received Jan 2014.
- March Contractual Expense primarily reflects \$2,563.75 for PC Consulting/\$1,467 for Community Hall Exp.
- \$9,000 received from Commonwealth of Va. For Fire Programs Grant. Funds to be transferred to Fairfax County Fire Dept. in April as pass through.

Approve Treasurer's Report.

Motion: Wayne Nickum

Second: Dwayne Nitz

Vote: Approved (unanimous)

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

3.1. Planning Commission (PC) Report.

Presenter: Kathy Kalinowski

3.1.1. Wheeler Use Permit: PC recommends approval of application for revised preliminary site plan from Claude Wheeler for 7239 Dell Avenue with respect to revised structure and revised retaining wall pending compliance with items 1, 2, and 3 set forth in letter from Joe McClellan dated 3/24/2014 and ARB approval prior to approval of revised preliminary site plan, and compliance with an approved E&S plan by County, approval of well by Fairfax County Health Dept, the entrance approval from VDOT and building permit by FFX County prior to approval of any final site plan.

Motion: Approve Use Permit with conditions.

Dwayne Nitz

Second: Wayne Nickum

Vote: Approve

3.1.2. Joe Landrum Use Permit: PC recommends approval application of Joe Landrum for office space for business Visiting Angels at 12642 Chapel Road, with allocation of two parking spaces and hours and times of Sunday-Saturday, 7 a.m.- 7 p.m.

Motion: Approve Use Permit with conditions.

Wayne Nickum

Second: Chuck Rusnak

Vote: Approve

3.1.3. PC incorporated and approved proposed revisions to parking sections of the Town of Clifton zoning ordinance based on input from its last review on 11/2013. A public hearing will be held on the revisions on April 22 2014 which will be duly advertised. PC will then review and incorporate the comments received at the hearing and forward the proposed ordinance to the TC for review by 4/24. The Town Council has the option to review/advertise the ordinance for public hearing at its next scheduled meeting, May 13, 2014.

Motion: Add discussion of "Parking Code Changes" to May Public Hearing concerning Parking Ordinance. Wayne Nickum
Second: Bill Hollaway
Vote: Approve

Motion: Add discussion of Peterson's Ice Cream Signage to current agenda Wayne Nickum
Second: Dwayne Nitz
Vote: Approve

3.2. Architectural Review Board (ARB) Report.

Presenter: Dwayne Nitz

3.2.1. 7239 Dell Avenue (Sonny Wheeler): New house. Previously approved design for property turned 180 degrees, and being submitted by new applicant. Approval granted with following conditions:

- o Materials include wood windows/doors, painted cellular trim boards, simulated divided light windows, wood railings and lattice.
- o Roof required to be standing seam metal.
- o Retaining wall behind house approved as keystone block with rock face and flat plane shape.
- o County required fence on top of retaining wall shall be painted metal; applicant must submit style/color samples to ARB for approval prior to installation.

3.2.2. Peterson's Ice Cream Depot (Tom Peterson): Final approval granted for main business signage previously approved in concept. Sign is oval, dimensions 48" x 36". Top of sign not to exceed 6'-0", with top of posts not to exceed 7'-0". Posts are wood, or painted cellular product.

- o Additional sandwich board signage, to replace existing which is displayed in non-conforming materials, is approved in concept and style as 36" high with black metal construction and chalkboard type surface. This signage must be approved by the Town Council pending new signage ordinance due to maximum total amount of signage permitted.
- o Further additional signage approved in style only, for sandwich board sign to be located at Clifton First Baptist Church to identify parking arrangement previously approved by Town Council in March 2014. Signage meets ARB criteria for materials and size, however, cannot be approved due to location of sign being offsite of primary business. The ARB recommends the Council consider allowing this sign on off-site property leased by the applicant.

3.2.3. Work on 7158 Main Street (Dwayne Nitz): Approved replacement of existing windows, siding, and front door on two elevations. Existing Masonite siding to be replaced with cement fiber board, smooth, 5" exposure. Existing front door may be replaced with identical all-wood product.

3.2.4. **Motion:** Place discussion of Peterson's Ice Cream Depot signage on agenda immediately. Wayne Nickum
Second: Dwayne Nitz
Vote: Approve

Summary of discussion: Mr. Peterson proposes having two different signs to designate off-street parking at the church; however, only one sign will be up at a time. When one sign is put up, the other would be taken down.

3.2.5. **Motion:** Allow temporary signage (45 days) to denote off-street parking. Permit substitution of one sign for the other so that only one is on display at a time; Peterson's Wayne Nickum
Second: Bill Hollaway
Vote: Approve

Ice Cream must submit a statement/letter from Church stating they are in agreement.

3.3. Standing Committees

3.3.1. Clifton Wine Festival – June 21, 2014

Presenter: Bill Hollaway **Committee Action:** N/A

Council Action: Authorize Clifton Wine Festival for June 21, 2014.

Motion: Bill Hollaway **Second:** Dwayne Nitz **Vote:** Approve

Authorize Town Manager to coordinate with Event Chair to secure ABC license and required signage.

3.3.2. Clifton Dinner Theater – Recap.

Presenter: Chuck Rusnak **Committee Action:** N/A

Summary of Discussion: Show sold out all 3 nights.

3.3.3. Barter Theater Performance – Recap

Presenter: Chuck Rusnak

Summary of Discussion: Performance was very successful; it was engaging. Canned food was the price for admission, which was donated as food for others.

3.3.4. Use of Town Meeting Hall for Town Sponsored Events (unpaid use). Town Hall Manager was asked to return with a written draft of the proposed policy.

Presenter: Deborah Dillard

Summary of Discussion: There is a need to designate a responsible party when Town Events are held in the Town Hall. Town Hall Manager requested the Council designate the sponsoring Council Member as “responsible party” to ensure additional costs and/or damages are not incurred for these events. For example, Sponsoring Council member would provide the security deposit and ensure building was properly secured during the event and upon exit.

4. Presentation by Milestone Communications / Verizon regarding Proposal of 160 Foot Tall Cell Tower Adjacent to 8 Acre Park.

Summary of Discussion: Frank Sterns, esq. spoke on behalf of Verizon and Milestone’s Project Manager Cristian Hernandez. Mr. Stearns indicated that his practice represents many telecommunications companies; however, in this case he represents Verizon as the first tenant for the proposed tower. Mr. Stearns presented a photo of the balloon meant to represent the tower height and gave a general overview of what is being proposed. Mayor Bill Hollaway identified the height of the tower overlooking 8 Acre Park – 160 feet -- as the biggest concern. And, the Mayor identified the possible solutions as either 1) move the location of the pole; or, 2) make the pole shorter. The Town Council requested that the engineers go back to drawing board to try to move the location to be less visible. And, requested that Milestone / Verizon return to the next Town Council meeting with more information, including other possible locations.

Motion: Place a return visit from the Milestone/Verizon associates on May 13 agenda.

Wayne Nickum Second: John Powell **Vote:** Approve

5. Communications.

Possibility of Clifton getting Washington Gas was raised.

6. Citizen's Remarks

Steve Effros noted that there appears to be a 10 x 10 aluminum sided structure on the railroad.

- Wayne Nickum responded it concerned telecommunications, and will be there a maximum of five days.
- Dwayne Nitz will reach out to Norfolk Southern.

Motion: Women's Club to mount Homes Tour banner shall be posted two(2) weeks in advance, and removed seven (7) days after event Wayne Nickum **Second:** John Powell **Vote:** Approve

7. Unfinished Business:

7.1. Budget Discussion – FYE 1506

Presenter: Wayne Nickum

Summary of Discussion: Town Council scheduled three required budget working sessions; Public Hearing anticipated in June.

Motion: Establish three work sessions to discuss budget and authorize Public Hearing for the budget fiscal year ending 1506 in June. Wayne Nickum **Second:** Bill Hollaway **Vote:** Approve

Worksessions:

- April 26, 1:00 p.m.
- May 3, 4:00 p.m.
- May 10, 4:00 p.m.

7.2. Sign Ordinance Revisions to Address Public Comments-Consideration of Revised Draft & Second Public Hearing

Summary of Discussion: Working Group incorporated changes requested in Public Hearing; second public hearing in May.

Motion: Approve language for advertisement of revised Section 9:14 Signage Ordinance immediately for Public Hearing in May, including changes from Deborah Dillard. Dwayne Nitz **Second** : Deborah Dillard **Vote:** Approve

8. New Business:

8.1. Webb Sanctuary in Clifton – Transfer of Ownership/Future Plan for Sanctuary

Summary of Discussion: Transfer of ownership to Northern Virginia Regional Park Authority. Park Authority website indicates the use and character of the Sanctuary will not change under their management.

8.2. Maintenance and Improvements to Caboose Plaza Gravel Parking Lot

Summary of Discussion: Water buildup occurs because outfall swale was damaged – Norfolk Southern should repair but it has not happened and excessive water is causing more problems. The proposed work is, 1) recreate the swale; and 2) import a little more stone to put on top to deflect run-off.

Motion: Wayne Nickum **Second:** John Powell **Vote:** Approve
 Accept Marcus Silva's offer to provide equipment; authorize Town pay \$2,000 to fix immediate problem. (**Roll-Call Vote**).
Roll Call Vote: Wayne Nickum AYE Dwayne Nitz AYE

John Powell AYE
Deborah Dillard AYE

Chuck Rusnak AYE
Bill Hollaway AYE

Motion: Assign two person committee to develop/present plan for further improvements (expansion / more durable surface).

Dwayne Nitz **Second:** Wayne Nickum

8.3. Approve Grass Mowing Contract for 2014 Season

Motion: Authorize money for grass mowing Contract for 2014 Season

Motion:

Wayne Nickum

Second:

Bill Hollaway

Vote:

Approved

8.4. Authorize Expenditure for Playground Mulching

Motion: Authorize expenditure for Playground mulching - \$500 (**Roll Call Vote**).

Motion:

Wayne Nickum

Second:

Deborah Dillard

Vote:

Approved

Roll Call Vote: Wayne Nickum AYE
John Powell AYE
Deborah Dillard AYE

Dwayne Nitz AYE
Chuck Rusnak AYE
Bill Hollaway AYE

9. Report of Town Manager

Motion: Authorize expenditure up to \$250 to purchase furniture to establish office in Town Hall; no sales tax to be paid. (Roll-Call Vote)

Motion:

Bill Hollaway

Second:

Dwayne Nitz

Vote:

Approved

Roll Call Vote: Wayne Nickum AYE
John Powell AYE
Deborah Dillard AYE

Dwayne Nitz AYE
Chuck Rusnak AYE
Bill Hollaway AYE

Motion: Authorize TM to get Costco basic membership for Town.

Motion:

Bill Hollaway

Second:

John Powell

Vote:

Approved

10. Adjournment:

Motion:

Wayne Nickum

Second:

Dwayne Nitz

Vote:

Approved

The Minutes were prepared by Kathleen Volonsevich, Town Clerk