

**TOWN OF CLIFTON  
ARCHITECTURAL REVIEW BOARD  
REGULAR MEETING  
THURSDAY, MAY 28, 2020, 7:30 PM  
ELECTRONIC MEETING, VIA ZOOM**

Until further notice from the Mayor of Clifton, and in accordance with the Resolution of the Architectural Review Board Commission regarding Remote Participation by Electronic Means Policy and the Town Council Continuity of Government Methods, to the Architectural Review Board and Authorizing Remote Participation by Electronic Means Without a Physical Quorum Being Present Pursuant to Virginia Law, the Town of Clifton Architectural Review Board is holding all Meetings noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

The meetings will be conducted using Zoom teleconferencing audio and video service, and connection information will be provided to members of the public to afford the opportunity to citizens to witness the operation of the Town of Clifton government. Connection information is available from, and will be provided by, the Town Clerk or Chair of the Architectural Review Board upon receiving an emailed request directed to [clerk@cliftonva.gov](mailto:clerk@cliftonva.gov) or [royce.jarr@yahoo.com](mailto:royce.jarr@yahoo.com).

**Present:** Royce Jarrendt, Chair; Council Representative Member Regan McDonald; Phyllis Lovett; Phoebe Peterson (joined at 7:56 PM); Jeff Stein; Geri Yantis (joined at 7:33 PM).  
**Staff:** Amanda Christman, Town Clerk.  
**Absent:** Diane Dygve.

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**The Regular Meeting was called to order by Chair Jarrendt at 7:30 PM.**

Order of Business:

1. Resolution for Electronic Meetings – Planning Commission and ARB.
  - a. Ratifying the Application of the Town Council Remote Participation by Electronic Means Policy and the Town Council Continuity of Government Methods, to the Architectural Review Board and Authorizing Remote Participation by Electronic Means Without a Physical Quorum Being Present Pursuant to Virginia Law.  
**See attached Resolution.**
- **Member Stein moved to approve the Resolution as presented, seconded by Member Lovett. The motion was approved by roll-call: McDonald: Aye; Stein: Aye; Lovett: Aye; Jarrendt: Aye.**

2. COA Application for new signage  
Ginny Keen / Clifton Presbyterian Church  
12748 Richards Lane

**See attached application.**

The Board asked how long the banners would be posted and noted that the Code requires that they be maintained in good condition. Member Stein remarked that banners are within the purview of the Town Council, not the ARB.

- **Chairman Jarrendt moved to refer the application to the Town Council for consideration and to provide an opinion on how long the banners could be displayed, seconded by Member Yantis. The motion was approved by roll-call: McDonald: Aye; Lovett: Aye; Stein: Aye; Peterson: Aye; Jarrendt: Aye; Yantis: Aye.**

3. COA Application for new fence  
Gian Piero Mazzi / Weaver House  
7144 Main Street

**See attached application.**

Member Peterson expressed a preference for the proposed fence to match the style of the railing on the front of the building, which is flat and top-capped.

- **Council Representative Member McDonald moved to approve the style suggested by Member Peterson and to require the applicant to submit a new application if he wants any other style to be considered, seconded by Member Peterson. The motion was approved by roll-call: Yantis: Aye; Stein: Aye; Peterson: Aye; McDonald: Aye; Jarrendt: Aye.**

4. COA Application for an addition  
Royce Jarrendt / for William & Kandace Rash  
7223 Dell Ave.

**See attached application.**

Member Stein noted that the requirement to use wood for the details of the exterior addition be stated explicitly on the Certificate of Appropriateness. It was also reported that an application for a Preliminary Use Permit for construction will be submitted to the Planning Commission, as well.

- **Board Member Stein moved to approve the application as presented, seconded by Board Member McDonald. The motion was approved by roll-call: Lovett: Aye; Yantis: Aye; Peterson: Aye; McDonald: Aye; Stein: Aye; (Board Chair Jarrendt abstained).**

5. Consultation for a greenhouse/storage shed  
Laura & Regan McDonald  
12653 School Street

**See attached renderings.**

The Board Members provided feedback on a greenhouse/storage shed contemplated by Laura & Regan McDonald. Recommendations included specifying what materials would be used, with a preference for all wood, black hardware and a metal roof. More

Adopted as presented by the Architectural Review Board on August 27, 2020

detail on the style of the siding and specific components would be needed when considering an application for a COA.

Chair Jarrendt noted that an application will need to be submitted to the Planning Commission, preferably with a newer plat than what was provided. The application will be forthcoming.

6. Adjournment.

- **Chair Jarrendt moved to adjourn, seconded by Member Stein. The motion was approved by roll-call: Yantis: Aye; Stein: Aye; Peterson: Aye; McDonald: Aye; Jarrendt: Aye.**

The Meeting was adjourned at 8:48 PM.

**TOWN OF CLIFTON, VIRGINIA  
ARCHITECTURAL REVIEW BOARD  
COUNTY OF FAIRFAX**

**PRESENTED: MAY 28, 2020**

**ADOPTED: MAY 28, 2020**

**A RESOLUTION: RATIFYING THE APPLICATION OF THE TOWN COUNCIL REMOTE PARTICIPATION BY ELECTRONIC MEANS POLICY AND THE TOWN COUNCIL CONTINUITY OF GOVERNMENT METHODS, TO THE ARCHITECTURAL REVIEW BOARD AND AUTHORIZING REMOTE PARTICIPATION BY ELECTRONIC MEANS WITHOUT A PHYSICAL QUORUM BEING PRESENT PURSUANT TO VIRGINIA LAW.**

**WHEREAS**, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

**WHEREAS**, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

**WHEREAS**, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and

**WHEREAS**, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

**WHEREAS**, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

**WHEREAS**, on April 2, 2020, the Clifton Mayor, as the local Director of Emergency Management, and Town liaison to the Fairfax Department of Emergency Management, declared a local emergency specifically finding that the COVID-19 pandemic constitutes a “disaster” as defined in Virginia Code § 44-146.16, being a “communicable disease of public health threat”; and

**WHEREAS**, by Executive Order Fifty-Three, effective March 24, 2020, Virginia Governor Northam prohibited public gatherings of greater than ten (10) persons in an effort to implement social distancing during the pandemic emergency; and



**WHEREAS**, by Executive Order Fifty-Five, effective March 30, 2020, Virginia Governor Northam issued a Stay at Home Order, and emphasized the prohibition on public gatherings of greater than ten (10) persons; and

**WHEREAS**, at a meeting on April 6, 2020, the Clifton Town Council, with a quorum physically present at the Clifton Town Office, adopted a Resolution and Policy that allows remote participation in Town Council, Planning Commission and Architectural Review Board meetings pursuant to Virginia Code § 2.2-3708.2; and

**WHEREAS**, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months and the Council desires to ensure the continuity of government pursuant to section 15.2-1413 of the Code of Virginia, 1950, as amended; and

**WHEREAS**, at a meeting on April 16, 2020, the Clifton Town Council, while practicing social distancing, adopted an Emergency Uncodified Ordinance to Establish Methods to Assure Continuity in Town of Clifton Government and to Conduct Town Council Member Meetings During Novel Coronavirus Disease 2019 Emergency and such methods include the ability to conduct fully remote electronic participation meetings; and

**WHEREAS**, on April 24, 2020, Virginia Governor Northam signed amendments to the Code of Virginia which allowing public bodies to conduct electronic meetings without the necessity of a physical quorum during a declared emergency/disaster in order to transact business statutorily required or necessary to continue operations of the public body; and

**WHEREAS**, the Clifton Architectural Review Board desires to protect the health and safety of the public, elected appointed members and employees; abide by the Governor's Stay-at- Home Order; and follow the Federal and State social distancing and congregating directives; and

**WHEREAS**, the Clifton Architectural Review Board desires to undertake electronic meetings to continue the Town's business that is statutorily required and necessary for the continued operations of the Town.

**NOW THEREFORE, BE IT RESOLVED** by the Architectural Review Board of the Town of Clifton, Virginia that the local pandemic emergency/disaster makes it unsafe to assemble in one location a quorum for public bodies or for the Architectural Review Board to conduct meetings in accordance with normal practices and procedures; and

**BE IT FURTHER RESOLVED** that the following rules, actions, and regulations are effective immediately and shall remain so until the Continuity of Government Ordinance is repealed by the Town Council or until six (6) months from the date of adoption, whichever comes first; and

**BE IT FURTHER RESOLVED** that the Architectural Review Board hereby requests its officers and staff to take all steps reasonably necessary or appropriate to implement such

continuity procedures and to develop any specific procedures as applicable and appropriate for the Architectural Review Board, provided that such specific procedures are consistent with the terms and conditions of this ordinance.

## **CONTINUITY PROCEDURES FOR MEETINGS**

### **Sec. A-1. Procedures for public meetings during the emergency.**

For the duration of the emergency/disaster declared as part of this ordinance, the following procedures shall govern the meetings of the Clifton Architectural Review Board:

- a. Any meeting or activities which require the physical presence of members of the Architectural Review Board may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and
- b. Prior to holding any such electronic meeting, the Architectural Review Board shall provide public notice of the electronic meeting as required by law and identify how the public may participate or otherwise offer comment; and <sup>[L]</sup><sub>SEP</sub>
- c. At the beginning of each such meeting, the following shall be stated that:
  1. the nature of the declared emergency makes it impracticable or unsafe for the Architectural Review Board to assemble in a single location; and
  2. the purpose of meeting is to discuss or transact the business statutorily required or necessary to continue operations of the Architectural Review Board and the discharge of its lawful purposes, duties, and responsibilities; and
  3. the Architectural Review Board shall make available a recording or transcript of the meeting on its website in accordance with the timeframes established in §§ 2.2-3707 and 2.2-3707.1 of the Code of Virginia.
- d. Any such electronic meeting of the Architectural Review Board shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Resolution; identify Architectural Review Board members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and <sup>[L]</sup><sub>SEP</sub>
- e. Any such electronic meeting of the Architectural Review Board shall be open to electronic participation by the public and closed to in-person participation by the public; and <sup>[L]</sup><sub>SEP</sub>
- f. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through telephonic or other electronic means during the course of the electronic meeting. All such public comments will be provided to members of the Architectural Review Board at or before the electronic meeting and made part of the record for such meeting; and <sup>[L]</sup><sub>SEP</sub>



- g. The minutes of all electronic meetings shall conform to the requirements of law, identify how the meeting was conducted, identify members participating, and specify what actions were taken at the meeting. The Architectural Review Board may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended. <sup>[[1]]</sup><sub>SEP</sub>

**PART B—DESIGNATION OF SUCCESSORS AUTHORIZED TO ACT DURING EMERGENCY DISASTER**

Whenever the chair of the Architectural Review Board is unable to discharge the duties of the office, the vice chair of the Board is authorized to discharge the same for the duration of any such disability. In the event that neither the chair nor vice chair is available to preside over a meeting of the Board, then the remaining members of the Board then present may appoint a chair pro tem from among their membership to preside during such meeting.

**VOTE:**

AYES: 4

NAYS: 0


ABSTENTIONS: 0

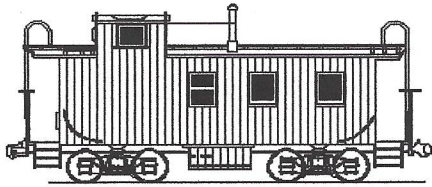
ABSENT FOR VOTE: 2

ADOPTED: May 28, 2020

CERTIFIED:

  
Town Clerk

  
Chair, Architectural Review Board



CLIFTON ARCHITECTURAL REVIEW BOARD  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR CERTIFICATE OF  
APPROPRIATENESS

DATE OF APPLICATION: 5.10.2020  
NAME OF APPLICANT OR AGENT: Ginny Keen  
ADDRESS: 12751 Chapel St. Box 259  
TELEPHONE: 703 282-6289 email vgkeen@fcps.edu  
LOCATION OF PROPERTY INCLUDING STREET ADDRESS AND TAX MAP  
NUMBER: 12748 Richards Lane, Clifton, VA 20124  
GENERAL DESCRIPTION OF PROPOSAL:  
Clifton Presbyterian Church, 4 Cloth Banners Total  
18" X 30" ; 2 Lampposts in parking lot and 2  
Lampposts on sidewalk near building ;  
one banner per lamppost

ATTACHMENTS:

- ☒ APPLICATION FEE\*  
☒ Two (2) HARD COPIES AND ONE ELECTRONIC COPY OF APPLICATION WITH  
PLATS, ARCHITECTURAL DRAWINGS, FLOOR PLANS, ETC.

I UNDERSTAND THAT ALL SUBMISSION REQUIREMENTS MUST BE MET BEFORE  
THE ARB WILL REVIEW AN APPLICATION

V. S. Keen 5.10.2020  
SIGNATURE OF APPLICANT OR AGENT DATE  
CERTIFICATE ISSUED: YES NO  
(When marked "YES" and signed, this document becomes the "certificate of Appropriateness")  
BY: \_\_\_\_\_ DATE \_\_\_\_\_  
CHAIRMAN, ARB  
ARB MEMBERS' INITIALS: \_\_\_\_\_  
CONDITIONS: \_\_\_\_\_

IF CERTIFICATE IS NOT TO BE ISSUED, THE ARB SHALL STATE THE BOARD'S  
REASON: \_\_\_\_\_

\*Application fee:

Sign/Fence: \$10.00; if after installation: \$50.00  
Addition/remodeling project up to 200 SF: \$100.00  
Addition/remodeling project exceeding 200 SF \$250.00  
New home construction: \$250.00

The applicant shall also pay any actual costs of any review fees incurred by the ARB, including any consultant's fees and other costs set forth in Virginia State Code Section 15.2-2286.



3" Pole Pocket

# 150

YEARS OF SERVICE

CLIFTON  
PRESBYTERIAN



3" Pole Pocket

# 150

YEARS OF GRATITUDE

CLIFTON  
PRESBYTERIAN



30" x 18" Banner DS (x4)

**FASTSIGNS**

More than fast. More than signs.™

1980 Chain Bridge Road, McLean, VA 22102

SPECIAL NOTES / FONTS

Double-sided banners with bracket for poles  
Add 3" pole pocket space top and bottom

COLOR(S)

■ NO PMS COLORS PROVIDED

3" Pole Pocket

# 150

YEARS OF SERVICE

CLIFTON  
PRESBYTERIAN



3" Pole Pocket

# 150

YEARS OF GRATITUDE

CLIFTON  
PRESBYTERIAN



30" x 18" Banner DS (x4)

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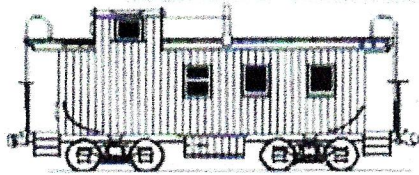
1980 Chain Bridge Road, McLean, VA 22102

SPECIAL NOTES / FONTS

Double-sided banners with bracket for poles  
Add 3" pole pocket space top and bottom

COLOR(S)

■ NO PMS COLORS PROVIDED



CLIFTON ARCHITECTURAL REVIEW BOARD  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR CERTIFICATE OF  
APPROPRIATENESS

DATE OF APPLICATION: 5-15-20  
NAME OF APPLICANT OR AGENT: GRAN PIERO MARI  
ADDRESS: 7144 MAIN STREET, CLIFTON, VA 20124  
TELEPHONE: 703 901 0262 email GRAN@PIEROSCORNER.COM  
LOCATION OF PROPERTY INCLUDING STREET ADDRESS AND TAX MAP  
NUMBER:

GENERAL DESCRIPTION OF PROPOSAL:

ADD A FENCE Along the Road to the Rear parking (see Attachment)  
please see picture of proposed fence attached

ATTACHMENTS:

- ☒ APPLICATION FEE\*  
☐ Two (2) HARD COPIES AND ONE ELECTRONIC COPY OF APPLICATION WITH  
PLATS, ARCHITECTURAL DRAWINGS, FLOOR PLANS, ETC.

I UNDERSTAND THAT ALL SUBMISSION REQUIREMENTS MUST BE MET BEFORE  
THE ARB WILL REVIEW AN APPLICATION

[Signature]  
SIGNATURE OF APPLICANT OR AGENT  
CERTIFICATE ISSUED: YES

5-15-20  
DATE  
NO

(When marked "YES" and signed, this document becomes the "certificate of Appropriateness")

BY: Royce Jarrendt  
CHAIRMAN ARB

5.28.2020  
DATE

ARB MEMBERS' INITIALS:

JS GU PP PL RM

CONDITIONS: Fence/Rail detail changed ....see attached picture.

IF CERTIFICATE IS NOT TO BE ISSUED, THE ARB SHALL STATE THE BOARD'S  
REASON:

\*Application fee:

Sign/Fence: \$10.00; if after installation: \$50.00

Addition/remodeling project up to 200 SF: \$100.00

Addition/remodeling project exceeding 200 SF \$250.00

New home construction: \$250.00

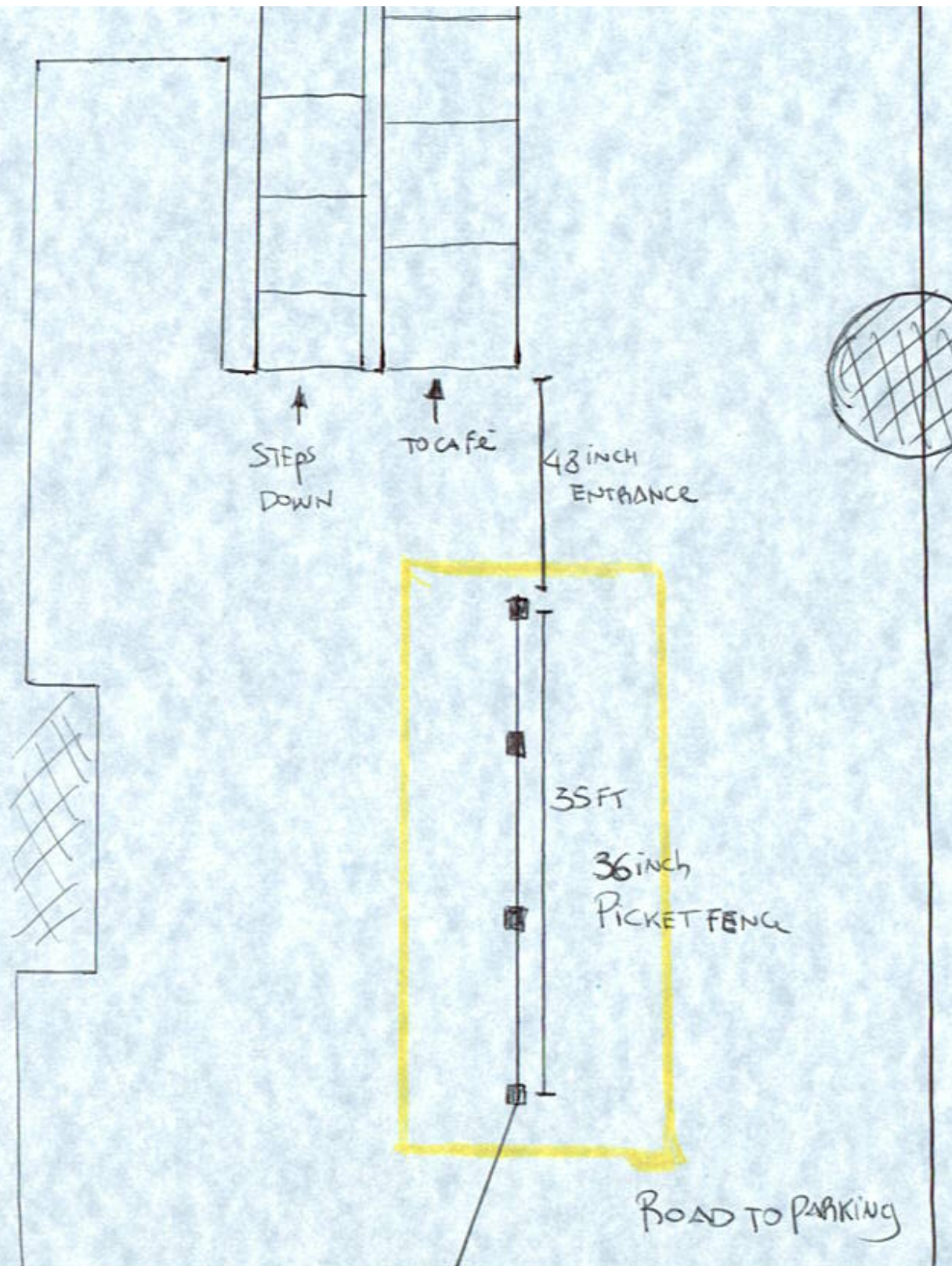


N STREET

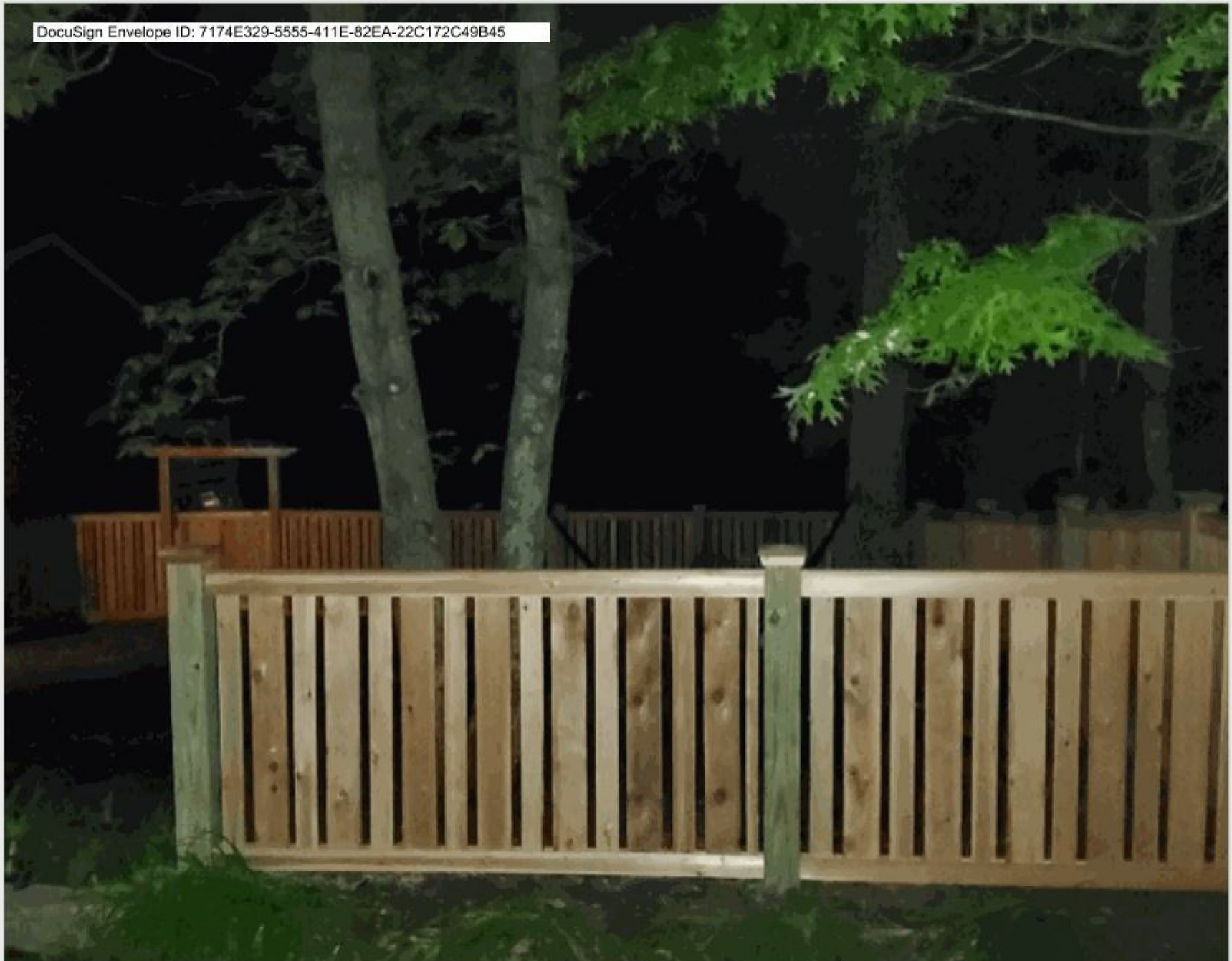
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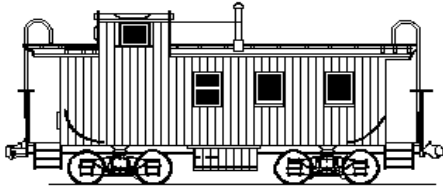
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**CLIFTON ARCHITECTURAL REVIEW BOARD  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR CERTIFICATE OF  
APPROPRIATENESS**

DATE OF APPLICATION: 5/15/2020

NAME OF APPLICANT OR AGENT: Royce Jarrendt/ for William and Kandace Rash

ADDRESS: 12639 Chapel Rd Clifton, VA 20124

TELEPHONE: 703 932-5762 email Royce.Jarr@yahoo.com

LOCATION OF PROPERTY INCLUDING STREET ADDRESS AND TAX MAP

NUMBER: 7223 Dell Ave.

**GENERAL DESCRIPTION OF PROPOSAL:**


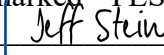




Addition to the existing structure

Cedar siding, metal roofing, wood windows & doors with all railings and trim to match existing

**ATTACHMENTS:**

- ☒ APPLICATION FEE\*
- ☒ Two (2) HARD COPIES AND ONE ELECTRONIC COPY OF APPLICATION WITH PLATS, ARCHITECTURAL DRAWINGS, FLOOR PLANS, ETC.

I UNDERSTAND THAT ALL SUBMISSION REQUIREMENTS MUST BE MET BEFORE THE ARB WILL REVIEW AN APPLICATION

DocuSigned by:  
  
 50F8F567F719240C  
 SIGNATURE OF APPLICANT OR AGENT 5/15/2020  
 DATE  
 CERTIFICATE ISSUED: YES NO  
 (When marked "YES" and signed, this document becomes the "certificate of Appropriateness")  
 BY:  6/1/2020  
 CHAIRMAN, ARB  
 ARB MEMBERS' INITIALS:     DATE  
 CONDITIONS:

IF CERTIFICATE IS NOT TO BE ISSUED, THE ARB SHALL STATE THE BOARD'S REASON:

**\*Application fee:**

Sign/Fence: \$10.00; if after installation: \$50.00

Addition/remodeling project up to 200 SF: \$100.00

Addition/remodeling project exceeding 200 SF \$250.00

New home construction: \$250.00

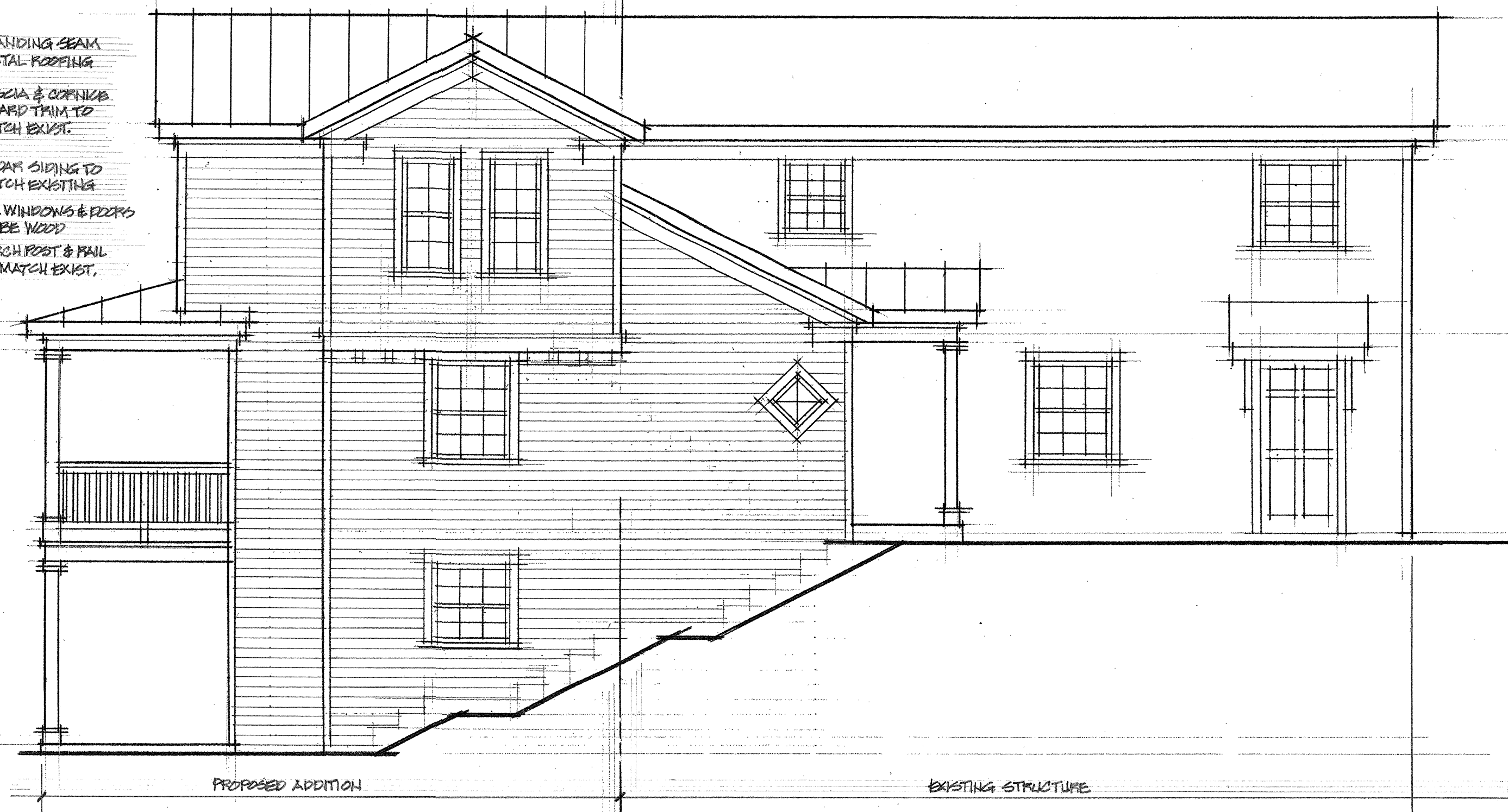
The applicant shall also pay any actual costs of any review fees incurred by the ARB, including any consultant's fees and other costs set forth in Virginia State Code Section 15.2-2286.



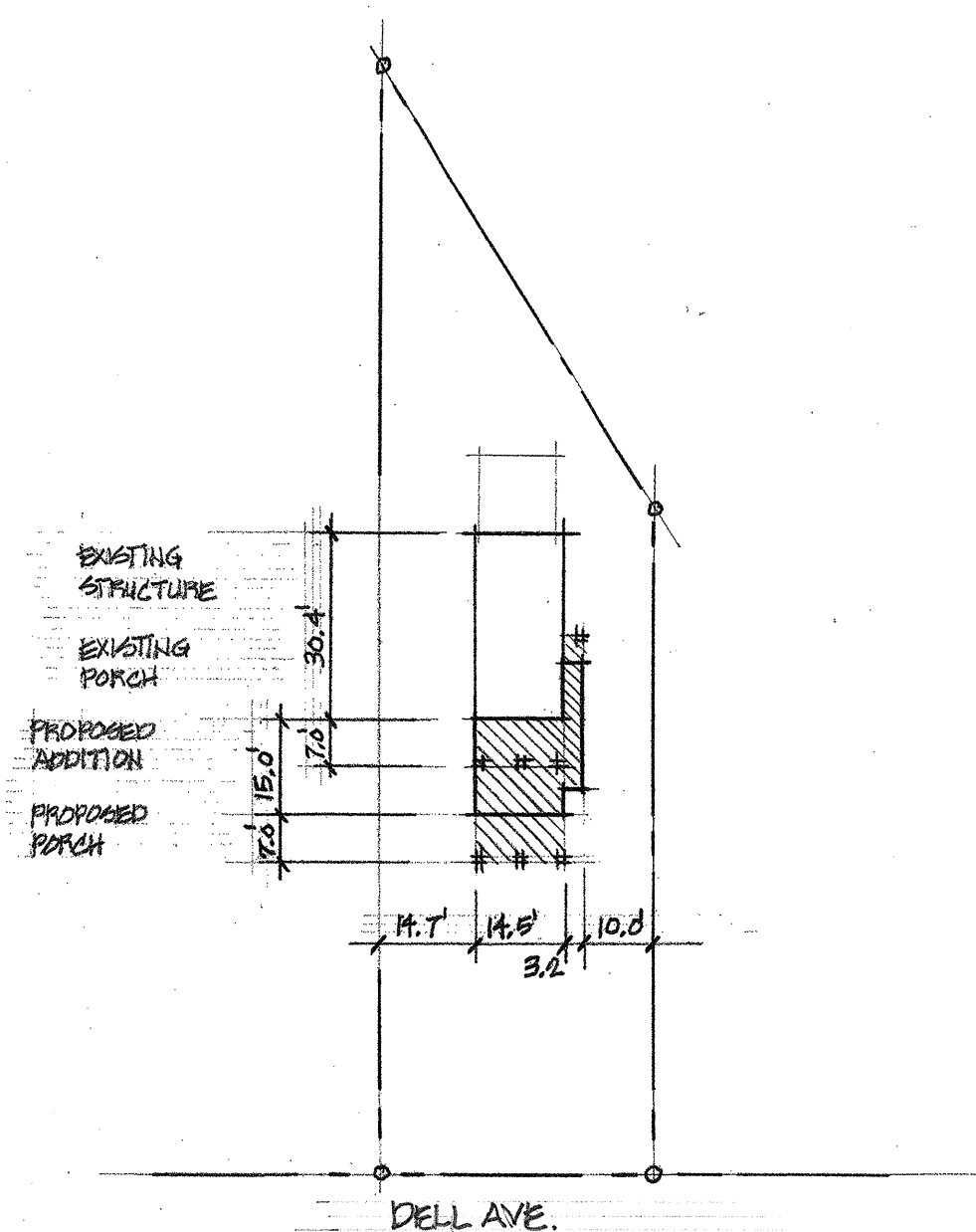


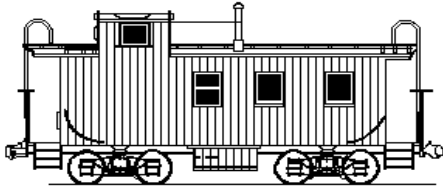
FRONT ELEVATION  
1/4" = 10'

STANDING SEAM  
METAL ROOFING  
FASCIA & CORNICE  
BOARD TRIM TO  
MATCH EXIST.  
CEDAR SIDING TO  
MATCH EXISTING  
ALL WINDOWS & DOORS  
TO BE WOOD  
PORCH POST & RAIL  
TO MATCH EXIST.



RIGHT SIDE ELEVATION  
1/4" = 10'





CLIFTON ARCHITECTURAL REVIEW BOARD  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR CERTIFICATE OF  
APPROPRIATENESS

DATE OF APPLICATION: May 26, 2020

NAME OF APPLICANT OR AGENT: Laura E. McDonald

ADDRESS: 12653 School Street, Clifton, VA 20124

TELEPHONE: 703-909-8232 email: laura.e.mcdonald@icloud.com

LOCATION OF PROPERTY INCLUDING STREET ADDRESS AND TAX MAP

NUMBER: 7169 Clifton Road, 99A

GENERAL DESCRIPTION OF PROPOSAL:

install greenhouse-shed; approximately 144 sq. ft.; 9 Windows; 4' loft; carriage double doors; glass gable; metal roof  
(see photo attached)

ATTACHMENTS:

- ☒ APPLICATION FEE\*
- ☒ Two (2) HARD COPIES AND ONE ELECTRONIC COPY OF APPLICATION WITH PLATS, ARCHITECTURAL DRAWINGS, FLOOR PLANS, ETC.

I UNDERSTAND THAT ALL SUBMISSION REQUIREMENTS MUST BE MET BEFORE THE ARB WILL REVIEW AN APPLICATION

*Laura E. McDonald*

May 26, 2020

SIGNATURE OF APPLICANT OR AGENT

DATE

CERTIFICATE ISSUED: YES

NO

(When marked "YES" and signed, this document becomes the "certificate of Appropriateness")

BY:

CHAIRMAN, ARB

DATE

ARB MEMBERS' INITIALS:

CONDITIONS:

IF CERTIFICATE IS NOT TO BE ISSUED, THE ARB SHALL STATE THE BOARD'S REASON:

\*Application fee:

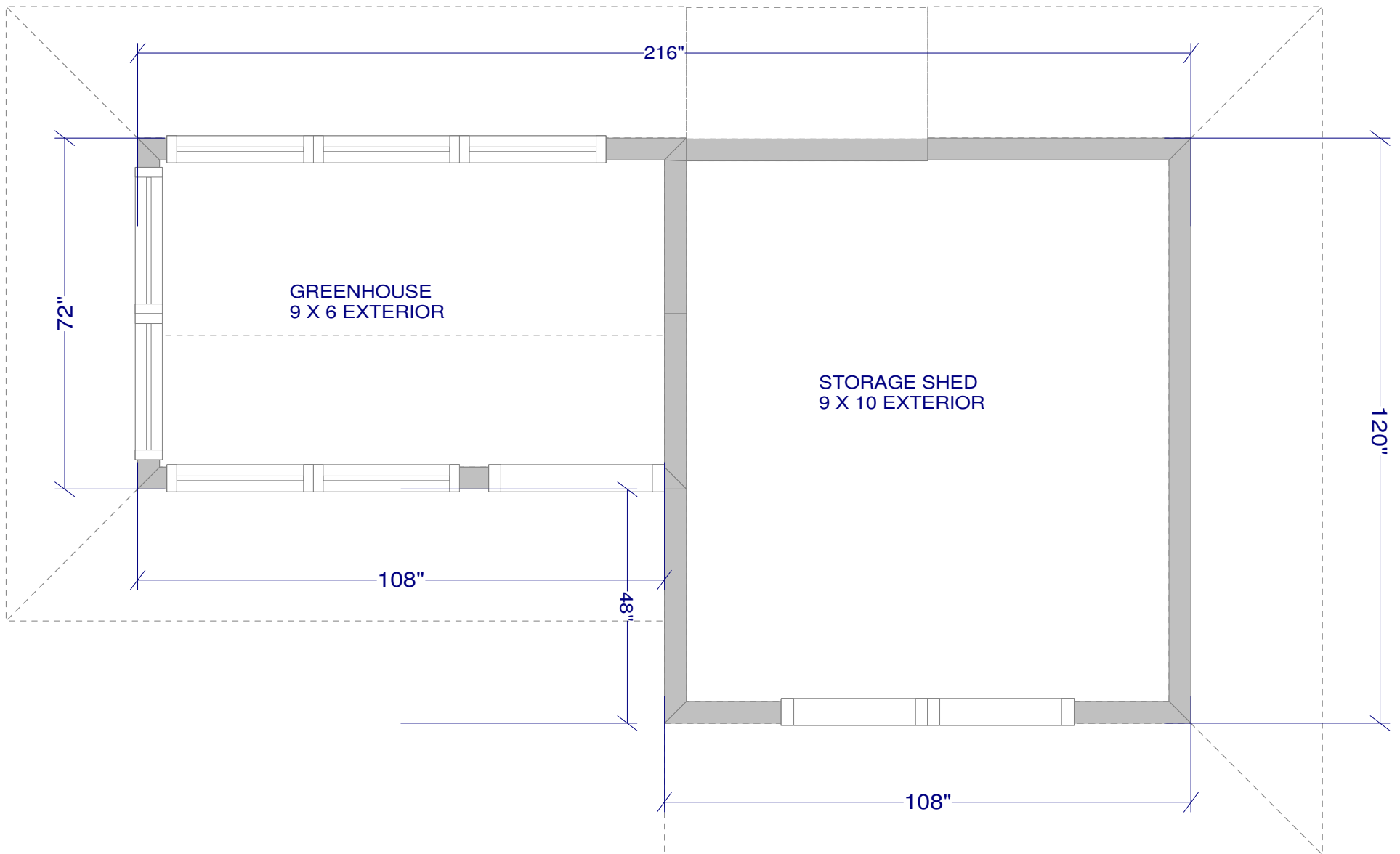
Sign/Fence: \$10.00; if after installation: \$50.00

Addition/remodeling project up to 200 SF: \$100.00

Addition/remodeling project exceeding 200 SF \$250.00

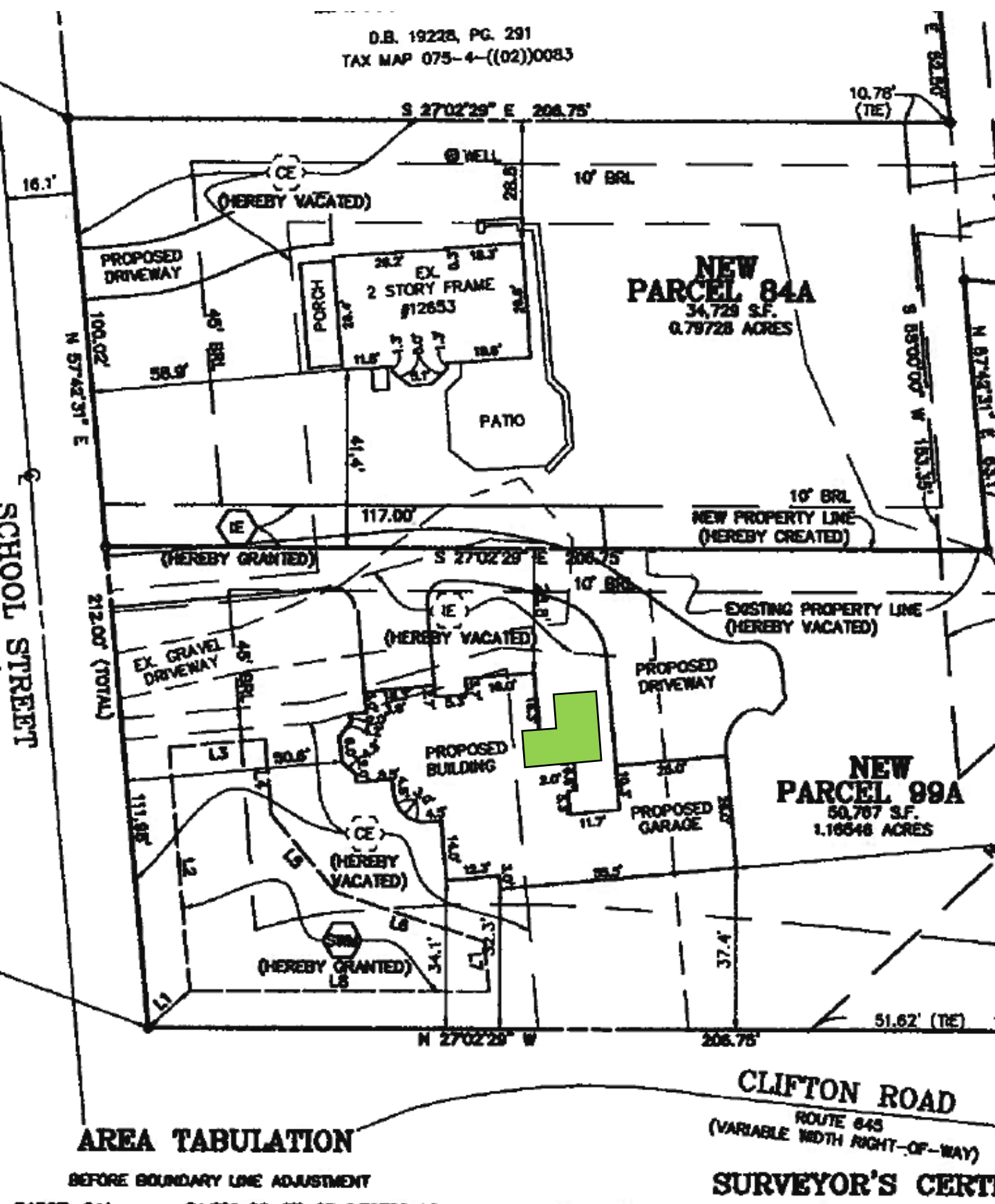
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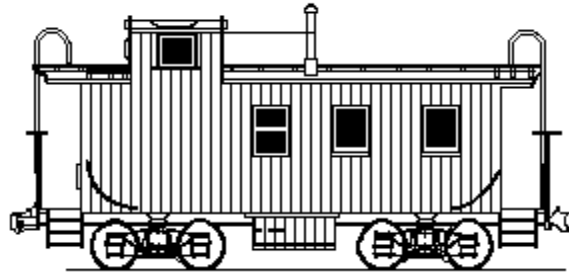


All dimensions _size designations given are subject to verification on job site and adjustment to fit job conditions.	Cabinet Discounters® Tessa Kolmus	This is an original design and must not be released or copied unless applicable fee has been paid or job order placed.	Designed: 5/26/2020 Printed: 5/26/2020	
McDonald Greenhouse Shed	All	Drawing #: 1	No Scale.	









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Ginny Keen / Clifton Presbyterian Church  
12748 Richards Lane
3. COA Application for new fence  
Gian Piero Mazzi / Weaver House  
7144 Main Street
4. COA Application for an addition  
Royce Jarrendt / for William & Kandace Rash  
7223 Dell Ave.
5. Adjournment.