



**CLIFTON TOWN MEETING MINUTES
TUESDAY, February 2, 2010 7:00 PM**

Town Council members present: Wayne Nickum, Deborah Dillard, Tom Peterson, Chuck Rusnak, Pat Layden, Mike Anton

Joint Public Hearings - For the Town Council and Planning Commission to

(1) amend the low impact commercial district Town Code to allow residential use in that Code.

Motion: Wayne Nickum made a motion that the Planning Commission/Town Council Joint Public Hearing be closed. Pat Layden seconded the motion, and it was unanimously approved.

Motion: Kathy Baber made a motion to make a recommendation to amend the low impact commercial district Town Code to allow residential use in the Code. Mrs. McNamara seconded the motion, and it was unanimously approved.

Motion: Pat Layden made a motion that the amended low impact commercial district be approved with the addition that it will allow residential district uses in that code. Wayne Nickum seconded the motion, and it was unanimously approved.

(2) regarding the proposed sale of the Old Town Hall property.

Motion: Wayne Nickum made a motion that the public hearing be closed. Pat Layden seconded the motion, and it was unanimously approved.

Tom Peterson called the meeting to order at 7:11 pm.

Order of business.

1. Reading of minutes of last regular meeting and any subsequent special meetings.
Meeting to order at 7:11.

Motion: Wayne Nickum made a motion to approve the Minutes for January 5th, 2010. Pat Layden seconded the motion, and it was unanimously approved.

Motion: Pat Layden made a motion to approve the January 14th Minutes for the Special Town Council meeting. Wayne Nickum seconded the motion, and it was unanimously approved.

2. Report of the Treasurer

Treasurer Marilyn Barton presented 2 different reports. One is the long awaited Preliminary Report for the final report for FY09, ended June 30, 2009. They had their auditors here the 20th and 21st, and it went well. Mrs. Barton has received the auditor's adjustments. Wayne Nickum requested that she send the audits out to the Town Council, including their adjustments. After brief discussion, Mike Anton suggested that the Town Council should separate the two tasks of the Holmes Tour and the task of beautifying the Town; perhaps separate them into two different committees.

Motion: Wayne Nickum made a motion to separate the tasks of running the Holmes Tour and beautifying the Town into different Committees. Pat Layden seconded the motion, and it was unanimously approved.

Marilyn Barton continued the Treasurer's Report—as for the regular report, for period end January 31, 2010. Cash Balance, \$45,100.85; Checking, Cardinal Bank, \$6960.64; Investment LGIP, \$911.30; Total Checking Savings, \$52,972.79. Total Income year to date through January is \$7,329.89; And a net loss of \$30,871 as of January.

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

3. Communications

Tom Peterson noted that Keith Nyman and Victoria from Trummer's present at the meeting, and he proposed the Council adjust the agenda and move them from 7e to just before New Business.

4. Reports:

a. Planning Commission

Kathy Baber spoke on behalf of the Planning Commission.

1) Recommend for approval the application for use permit by Anthony Reid & Associates, Inc. at 12642 Chapel Road, Suite C (143 square feet) to operate a CPA firm, with the allocation of two parking spaces.

Motion: Wayne Nickum made a motion to approve the application as recommended by the Planning Commission. Pat Layden seconded the motion, and it was unanimously approved.

2) Recommend for approval the application for amended use permit by Dr. Ronald Federici at 12704 Chapel Road for additional square footage, from 1800 square feet to 2400 square feet, with the allocation of 11 parking spaces.

Motion: Wayne Nickum made a motion to approve the application as recommended by the Planning Commission. Pat Layden seconded the motion, and it was unanimously approved.

3) Review of the use permit by Alicia Rohling of La Bella Luce LLC for an antique store and home decorating business at 7137 Main Street, and recommend the allocation of 5 spaces based on 1252 square feet.

Motion: Wayne Nickum made a motion to reconsider the use permit that was approved the previous meeting for Alicia Rohling concerning the Pink House. Pat Layden seconded the motion, and it was unanimously approved.

Motion: Wayne Nickum made a motion to approve the recommendation made by the Planning Commission. Pat seconded the motion, and it was unanimously approved.

4) Review of the use permit by The Tim Hugo Group for office space at 7137 Main Street, Suite B, and recommend the allocation of 3 parking spaces based on 728 square feet.

Motion: Wayne Nickum made a motion to reconsider the use permit that was approved at the previous meeting for Tim Hugo concerning the Pink House. Pat Layden seconded the motion, and it was unanimously approved.

Motion: Wayne Nickum made a motion to approve the recommendation of the Planning Commission for Tim Hugo's use permit application. Pat Layden seconded the motion, and it was unanimously approved.

5) Review of revised proposed changes to the parking ordinance by the parking committee dated January 13, 2010, discussion of additional changes and recommendation that a public hearing be held on the proposed parking ordinance changes dated January 27, 2010.

Motion: Wayne Nickum made a motion to schedule a Public Hearing for the 7:30 pm April Town Council meeting, joint with the Planning Commission. Pat Layden seconded the motion, and it was unanimously approved.

6) Review of Planning Commission Action Plan prepared by Marilyn Stoney in order to recommend necessary statute changes with respect to land use and zoning as a result of the newly adopted Town Plan.

b. ARB

Chuck Rusnak reported that the ARB met to consider an application for the Acacia Lodge; the ARB passed their request to put Roman columns on the front of their building.

c. Committee reports

Park Committee-

Donna Netschert presented- playground services reported that it would be around \$375 to get the playground equipment looked at, however that price does not include any of the repairs.

Town Hall-

Bob Peterson, Town Hall manager, stated that committee members feel that, concerning storage in the town hall, renting would be a first come first serve basis. The idea in general was that there would be a coat closet – this could be the “empty space,” for those one shot parties, and then the storage space to the left of the single door could be for things like mats and also storage of equipment for long term renters.

Motion: Wayne Nickum made a motion to allow consistent renters of the Town Hall to use storage on a first come first serve basis, with the condition that the fire proof cabinet in the back be used for short term storage. Tom Peterson seconded the motion, and it was unanimously approved.

Motion: Wayne Nickum made a motion to table this discussion to the following meeting, in March. Pat Layden seconded the motion, and it was unanimously approved.

There was discussion concerning the cleaning service, and the plan to purchase new activity mats for the Town Hall. Karen Arnold suggested that the new activity mats be purchased through the Town, and if a sponsor is found, they will reimburse the Town for the mats.

Susan Yantis reported briefly that she will be submitting within the next two weeks the use permit to the Planning Commission, which will ultimately come before the Town Council for the site plan for the park. Also, she did start on the RFP Hire Consultant to work with them on the plan.

5. Citizen’s remarks

There was discussion concerning the snow needing to be shoveled from the sidewalks in Clifton. It was encouraged that there be some ordinance enforced to force property owners to remove snow off the sidewalks near their property. Tom Peterson and Deborah Dillard will send out a recommendation to the Town to ask them to shovel their walks – there shouldn’t have to be a fine.

6. Unfinished business.

A. Old Town Hall – Potential sale of property (Pat)

Pat Layden reported that the grant process fell through. The third option, he continued, would be to sell the property.

Motion: Pat Layden made a motion that the Town Council adopt the proposal to sell the Old Town Hall property. Wayne Nickum seconded the motion, Chuck Rusnak abstained, and the motion passed.

Chuck Rusnak suggested the Town Council make a committee that will put together the methodology for selling the Old Town Hall.

B. Pink House – Electric update (Pat), parking lot issues, hot water problem, maintenance (Tom)

Pat Layden, Electric update. Installation of a separate NOVEC electric meter for the building facing Main Street. NOVEC and the electrician came out the past week. A new electric cable will be placed on the NOVEC pole directly behind the back building (Hugo tenant). At the base of the pole the cable will go underground around the back building in a north west direction to the back of the Main Street building where a new NOVEC electric meter will be installed. The electrician will then split the service feed so each building has its own electric meter. We are in the process now of cleaning up some paper work and the whole project should probably be completed in 2 weeks. It was also noted that NOVEC would not be charging anything.

Tom Peterson noted some parking lot issues; when the construction was being done at Acacia Lodge, clay got spread over into the parking area from both buildings; if its wet outside, they all track mud in the buildings. This needs to be corrected. The answer is to lay gravel down, the Town Council agreed.

Motion: Wayne Nickum made a motion to put gravel down in order to resolve the parking lot issues outside of Acacia Lodge. Tom Peterson seconded the motion, and it was unanimously approved.

Regarding maintenance, Alicia had two invoices, and when she moved in, she had the fire place cleaned for 50 dollars, and had a cleaning company come in and clean the premises. She stated that it's not the home inspection report to have it cleaned professionally, but it needed to be done.

Motion: Wayne Nickum made a motion to set aside no more than \$400 in order for Alicia Rohling to receive the necessary maintenance for the Acacia Lodge; it was noted that the bills have to be provided. Deborah Dillard seconded the motion, and it was unanimously approved.

C. Pendleton Avenue "One way" progress (Tom) update

Tom Peterson presented that he received the letters from the Silva's, Bittner's, Lynne Wark, as well as the fire department's blessing for the changing of Pendleton to one way. It was submitted 2 weeks ago to VDOT. It will be a one way street *out* of the Town.

D. Town records – Retention and storage (Wayne)

There was brief discussion, stating that there needs to be a authorization from the Town Council to move the records from where they are presently to the place in Springfield where they can be stored.

Motion: Wayne Nickum made a motion that he and the Town Clerk have the right to sign off on the transportation of the Town records from the Library to the Fairfax County Springfield warehouse. Tom Peterson seconded the motion, and it was unanimously approved.

Motion: Mike Anton made a motion that once the records are moved, there should be discussion and recommendations as to what should be disposed of. Chuck Rusnak seconded the motion, and it was unanimously approved.

E. Clifton Elementary closing – Update on Community Engagement process with Clifton RED (Tom)

Tom Peterson gave a brief update: the committee is about to move into phase two. Fairfax was supposed to have discussion concerning this matter in February, but it has been pushed to March. The further they push it, the better.

F. Status Town Community Hall Agreement with County of Fairfax

There was brief discussion. It was noted that the lease agreement doesn't end until 2019.

7. New business

A. Developing criteria for advertising on the Town Website (Tom)

Tom Peterson presented that Donna Netschert received a request from someone in Great Britain, who wanted to advertise something on the Town website. She wanted to ask the Town Council how she should respond.

Motion: Wayne Nickum made a motion stating the Town maintain policy on the website. Pat Layden seconded the motion, and it was unanimously approved.

B. May 2010 Town of Clifton Elections – Information only

It was noted that the deadline for submitting declarations is March 10th. The forms are on the website.

C. Donations to the town for special projects – Information only (Wayne)

Wayne Nickum suggested that Tom Peterson send out an e-mail, stating that “if someone has a special project in Town that they would like to send a donation too...” they can donate, on the website. Chuck Rusnak recommended the Town set up a PayPal account on the Town's website for donations.

Motion: Wayne Nickum made a motion to authorize the Town Treasurer to create a PayPal account, and that Tom Peterson sends out the request in an e-mail. Chuck Rusnak seconded the motion, and it was unanimously approved.

D. Budget process FY1106 – (Wayne)

Tom Peterson sent out the notice requesting budget information from committees; they are working on that process. He believes that later February is when they'll receive that data back from Marilyn Barton, Treasurer. There was also brief discussion concerning the Lawn Contract.

Motion: Wayne Nickum made a motion that the mowing contract be deferring to the Parks Committee. Tom Peterson seconded the motion, and it was unanimously approved.

Motion: Wayne Nickum made a motion that this discussion be added to the March 2010 meeting's agenda. Mike Anton seconded the motion, and it was unanimously approved.

E. “Trummer's” fundraising ideas for parking lot development in Norfolk Southern lease area.

Keith Urban presented: They had a brainstorming session, stating “let’s narrow it down to two set of ideas for how we can raise money for the Town.” Mr. Urban has worked out preliminary dates, numbers on how much they think they can raise, plus some ideas. For example, a Cocktail Party with an auction at Trummer’s. May 16th, 2010, which is a Sunday. They discussed price being at about \$75 per person—there would be a DJ, dancing, wine, beer, a silent auction. They could get other businesses in town to donate—a 50, 50 raffle, sponsors, print up programs, sponsor tables. The second idea would take place during the October Fest, Sunday, September 19; it would take place both outdoors and indoors, so that if weather were an issue, the event could simply be taken indoors. There would be German dancing, music, beer, food. Local brewers’ could sponsor. Proceeds towards the Town could go for helping with parking lots in the Town, bike trails, etc. We propose using the towns in business’s time and energy to raise money for the town, instead of a meals tax. Mr. Peterson needed to talk to Gifford Hampshire, the Town Attorney, before making a motion approving that the Town Council will endorse this.

8. Adjournment .

Motion: Wayne Nickum made a motion to adjourn. Deborah Dillard seconded the motion, and it was unanimously approved.

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