

**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, JUNE 7, 2022, 7:30 PM  
ELECTRONIC MEETING VIA ZOOM  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

In accordance with the Town of Clifton's Declaration of a Local Emergency due to the COVID-19 pandemic under Virginia Code § 44-146.21 which enables the Town of Clifton Government bodies to conduct Town business through electronic public meetings under Virginia Code § 2.2-3708.2, the Town of Clifton Town Council held the Meeting noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

The meeting was conducted using Zoom teleconferencing audio and video service, and connection information was provided by the Town Clerk to members of the public to afford the opportunity to citizens to witness the operation of the Town of Clifton government.

**Present:** Mayor Bill Hollaway; Vice Mayor Regan McDonald; Councilmember Steve Effros; Councilmember Patrick Pline; Councilmember Lynn Screen.  
**Staff:** Amanda Christman, Town Clerk; Nick Orrison, Treasurer.  
**Absent:** Councilmember Darrell Poe.

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Mayor Hollaway called the meeting to order at 7:32 PM.

Order of Business:

1. Report of the Town Clerk:

a. Approval of the Minutes (previous meetings and work sessions).

- **Mayor Hollaway moved to approve the May 3, 2022 Meeting Minutes as drafted, seconded by Councilmember Effros. The motion was approved by poll, 5-0.**

2. Report of the Treasurer.

- **Mayor Hollaway moved to approve payment of the \$2,675 invoice from Maureen Gilmore for legal services for May 2022, seconded by Vice Mayor McDonald. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Effros: Aye; Pline: Aye; Screen: Aye.**

The Treasurer reported that he will investigate what was reported with regard to a CARES Act payment to the Clerk for the period where eligible hours were submitted but no payment was made, and a payment will be sent to the Clerk to cover the amount. Additionally, it was noted

that work done by employees solely as a result of COVID are eligible under the newest grant. Councilmember Effros indicated he would like guidance from the Town Attorney on the matter.

The Council indicated that a monthly Treasurer's Report should be produced for attachment to the Meeting Minutes, although it may be preferable to have a one-month delay in order for the monthly reports to have time to close out at the end of each month, but the Treasurer replied that he would like to start regularly submitting the Reports 24 hours in advance of monthly meetings, which he surmised should be feasible perhaps except for when the Meeting occurs on the first day of the month.

### 3. Citizen's Remarks.

Dennis Gulakowski, of the nearby Spruce Valley subdivision: reported on his family's recent experience with Emergency Service response. He said here was a 25-minute response time resulting from their 911 call. Mr. Gulakowski also noted that there could be an added cost to the bill for residents if the responders for advanced life support are coming from Prince William County.

Councilmember Effros: thanked Mr. Gulakowski for sharing his family's experience and noted that the Council is looking into the situation and will be speaking to the County directly with regard to the real-life consequences sustained by the community due to the recent policy change.

### 4. Reports of Committees:

#### a. Planning Commission.

See attached report.

- **Mayor Hollaway moved to approve the application for a Use Permit for For America at 12700 Chapel Road as recommended by the Planning Commission, seconded by Councilmember Pline. The motion was approved by poll, 5-0.**

Kathy Kalinowski reported that the Planning Commission is not yet ready to submit recommendations to the Council with regard to ADA compliance but asked that the draft recommendations be sent to the Special Projects Committee for review and possible incorporation into the Streetscape project. Vice Mayor McDonald indicated that the SPC will consider the draft, but that the planned parallel parking along Main Street may pose significant challenges to incorporating ADA spaces.

#### b. Report of the Zoning Administrator:

##### i. Update on Projects and Permits:

##### A. 7184 Clifton Road.

It was reported that the deck application was not approved by the Planning Commission given the lack of sufficient rear set-backs, but that the ARB approved other minor modifications to the exterior of the structure (window trim and replacement porch railings) which would be followed by a new letter of permission signed by the Mayor allowing the owner to proceed with obtaining a revised single family dwelling building permit from Fairfax County.

##### B. 12644 Chapel Road – Market Financial Management.

It was reported that the business in question has agreed to submit an application to obtain a new Use Permit that reflects the actual space being occupied. It was noted that the property owner's frequent lack of responsiveness to inquiries has added additional challenges to working with businesses on Zoning Ordinance compliance issues.

##### c. Architectural Review Board.

Vice Mayor McDonald reported that the ARB approved replacement window trim and front porch railings at 7184 Clifton Road, and that the application by Virginia Mercantile for an “open” flag at 12644 Chapel Road was tabled for the time being.

d. Streetscape Committee.

No report.

e. Parks Committee – Review and Approval of New Application and Agreement to Use Town Parks Property.

The Council offered suggestions for modifications and additions to the proposed draft, and Councilmember Effros and Planning Commission Chair Kathy Kalinowski indicated that they would assist Donna in incorporating the revisions for the Council’s consideration at a future meeting.

#### 5. Unfinished Business:

a. Standing Agenda Item – Determine if Next Council Meeting Will be In-Person or Electronic.

- **Councilmember Effros moved that the July Council Meeting and the meetings thereafter be held electronically for the foreseeable future until the Council is legally prohibited from doing so or until requested otherwise by another Council Member, seconded by Mayor Hollaway. The motion was approved by poll, 5-0.**

b. Approval of Town of Clifton Budget for FY2023.

See attached Resolutions.

- **Mayor Hollaway moved to adopt the FY2023 Budget, adopt the FY2023 tax rates, motor vehicle registration and Use Permit fees, and authorize the appropriation and expenditure for the release of FY2023 funds, seconded by Vice Mayor McDonald. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Effros: Aye; Pline: Aye; Screen: Aye.**

c. Approval of Change in Town Elections to November 2023 to Coincide with State Office Elections.

See proposed Ordinance Amendment.

- **Mayor Hollaway moved to approve the amendment to the elections ordinance that will change the Town’s elections to November 2023 to coincide with state office elections then and every two years thereafter, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Effros: Aye; Pline: Aye; Screen: Aye.**

#### 6. New Business:

a. Approval of Emergency Tree Removal Following Severe Weather Event on May 16, 2022.

See attached invoice.

Mayor Hollaway reported that \$2,250 was initially approved at the time, due to the emergency nature of the situation. A claim has been filed with VRSA, which has confirmed that a \$1,000 deductible will apply.

- **Mayor Hollaway moved to approve the payment of \$2,250 to Stokes Tree Solutions for emergency work resulting from the severe weather event on May 16, 2022 in the vicinity of Harris Park, seconded by Councilmember Effros. The motion was**

**approved by roll-call: Hollaway: Aye; McDonald: Aye; Effros: Aye; Pline: Aye; Screen: Aye.**

b. Approval of Proposal for Preparing and Reseeding of Harris Park Extension following Tree Clearing.

**See attached proposal.**

Councilmember Screen requested additional details on what will be seeded and what would be the chemical implications, given the runoff down that has been observed on Dell Avenue recently during storm activity.

- **Mayor Hollaway moved to approve the payment of \$4,000 to Stokes Tree Solutions for the preparation and seeding of the Harris Park extension for stabilization reasons, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Effros: Aye; Pline: Aye; Screen: Aye.**

c. ADA Compliance Discussion:

The Council discussed several issues related to ADA compliance, including:

- i. Changes to Zoning Ordinance including Review of New Construction and Substantial Changes.
- ii. Recommend ADA Information be Considered in Streetscape Plan.
- iii. Installation of ADA Accessible Parking Spaces in Town Parking Lot.

Councilmembers Pline and Effros indicated they were in favor of exploring the possibility of adding ADA-accessible parking spaces to the Town parking lot, potentially with those spaces to be located close to Main Street. Councilmember Screen agreed and added that she would like more information on how many ADA spaces would be appropriate for the parking area.

iv. Consider Adopting Statement that All Businesses Must Remove Barriers to Disabled Persons and Designate Accessible Parking, Entrances, and Usability When It Is Easily Accomplished without Much Difficulty and Expense.

v. Consider Exemptions Available to Historic Buildings.

A continuation of the discussion will be added to the July Meeting Agenda.

d. Diversion Docket – Recommendation from Fairfax County.

The Council directed the Clerk to inform the County that there are no objections to moving an active case to the diversion docket as recommended by the County.

7. Adjournment.

- **Councilmember Effros moved to adjourn, seconded by Councilmember Pline. The motion was approved by poll, 5-0.**

The Meeting was adjourned at 9:45 PM.

**PLANNING COMMISSION REPORT for May 31, 2022 via Zoom**

**Present: Terry Winkowski, Adam Trost, Kathy Kalinowski, Michelle Stein;**

**Absent: Susan Yantis, Patrick Pline, Paula Sampson**

1. The Planning Commission reviewed an application for a use permit for a commercial office use by America, Inc., DBA For America, a 501(c)(3) issue advocacy organization, to be located at 12700 Chapel Rd., Clifton. The applicant expects to utilize the entire building, which has no other tenants or residents, and which comprises 2054 gross square feet, from Monday through Friday, 9AM to 5:30 pm. The parking plat for that property contains a total of 29 spaces of which 12 spaces are presently allocated as Villagio employee parking and overflow parking. This office use will require 8 off street parking places according to Code Section 9-13(c)3.A. The Planning Commission recommends that the application be approved with the hours and days as set forth above and the allocation of 8 parking spaces.
2. The Planning Commission reviewed a request for a construction of a deck on the rear of 7184 Clifton Road, however, the application was withdrawn once the applicant was notified at the meeting that the deck construction as proposed did not meet the required rear setback of 25 feet. Unfortunately, since the revised plans indicating the setback were not distributed until the meeting date, this issue was unable to be earlier addressed.
3. The Planning Commission adjourned the application by Virginia Mercantile an existing tenant at 12644 Chapel Road for an outdoor farmers market on the courtyard area once a month. The applicant was not present and had been notified several times prior to the meeting that additional information was necessary in order to properly evaluate the application, especially in light of the fact that only one unallocated parking space remains for this property.

# Application and Agreement for Use of Town of Clifton Property

## Applicant Information

Organization/Individual Name (“Applicant”) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Point of Contact Information (if different from above)

Name \_\_\_\_\_ Relation to Applicant \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Event Information

### **Requested Property (“Property”)**

Harriet & William Harris Park (Children’s Playground Park)  Buckley Park (8 Acre Park)

Ayre Square

Description of Requested Use \_\_\_\_\_

Date(s) \_\_\_\_\_ Event Starting and Ending Time \_\_\_\_\_

Set Up Time Needed \_\_\_\_\_ Clean Up Time Needed \_\_\_\_\_

Number of Attendees (include all ages in your count) \_\_\_\_\_

Who will attend? (check all that apply)

Family  Employees  Club/Group members  Friends  Guests of invitees  Open to the public

Name of the Event (if applicable) \_\_\_\_\_

**Property Rental Fees\***

<b>Attendees</b>	<b>Hourly Rate</b>
11-25	\$25
26-50	\$50
51-75	\$75
<b>Set/Clean Up Hourly Rate</b>	
N/A	\$25
<b>Security Deposit</b>	
\$150	

**\*Please Note there is a two-hour rental minimum**

**Total Rental Fee for Event \$ \_\_\_\_\_** (to be completed by Town of Clifton Parks Chair (“Parks Chair”))

**Payment**

Please mail two separate checks (one for the rental fee and one for the security deposit) made payable to the Town of Clifton along with the signed Agreement to the Town of Clifton Parks Chair:

Donna Netschert  
PO Box 29  
Clifton, VA 20124-0029

The Parks Chair can be reached by phone at (703) 887-7147 during business hours with any questions.

The security deposit shall be refunded if Applicant cleans up all trash and other debris; there is no damage to the Property; and Applicant did not underestimate Attendees on the Agreement, as determined by the Parks Chair.

**Cancellation**

In the event of cancellation of a reservation due to inclement weather, the Applicant shall contact the Parks Chair at least 24 hours prior to the event to request either a refund or to reschedule the event.

All other reservation cancellations shall be refunded or rescheduled at the discretion of the Parks Chair.

**Terms**

By signing this Agreement, the Applicant agrees that all information provided above is accurate and Applicant shall comply with the following terms and conditions:

1. **WAIVER & INDEMNIFICATION** Applicant and their attendees shall accept the use of the Property is “AS IS” at their own risk and follow all reasonable safety precautions while using the Property. Applicant shall indemnify and hold harmless the Town of Clifton, its employees, and agents, from and against any and all claims, losses, damages, injury, liability and costs, including but not limited to reasonable attorney’s fees and court costs however caused, resulting from, arising out of, or in any way connected to the privileges granted under this Agreement except as may directly result from the willful misconduct of the Town of Clifton, VA, its employees, or agents.
2. Applicant shall be responsible for the event and shall remain at the Property during the entire rental period.
3. Neither Applicant nor their attendees shall park on Chapel Street. Applicant shall ensure that attendees are made aware of the parking restrictions prior to the event.
4. Applicant shall come prepared with their own trash/recycling bags and remove all of their trash/recycling from the Property upon departure. Applicant agrees not to dispose of their trash/recycling on site.
5. Applicant shall comply with the following Property Rules: NO ALCOHOL, NO GRILLS, NO NAILS OR STAPLES TO THE GAZEBO, NO CREPE PAPER ON GAZEBO OR OTHER WOODEN SURFACES.
6. Water balloons may be used but all balloon debris must be picked up and disposed of properly.
7. APPLICANT UNDERSTANDS AND ACKNOWLEDGES THAT THERE ARE NO PUBLIC RESTROOMS AVAILABLE IN ANY OF THE PARKS OR THE BROADER TOWN OF CLIFTON.

*The undersigned hereby declares that the terms of this Agreement have been completely read and are fully understood and voluntarily accepted for good and valuable consideration.*

\_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant’s Signature

*Approved and Accepted by Parks Chair*

\_\_\_\_\_ Date: \_\_\_\_\_  
 Parks Chair

**TOWN OF CLIFTON  
FAIRFAX COUNTY, VIRGINIA**

**PRESENTED:** June 7, 2022

**ADOPTED:** June 7, 2022

**A RESOLUTION:           ADOPTING THE FY2023 BUDGET**

**WHEREAS,** The Clifton Town Council duly advertised its proposed FY2023 Budget with taxes, motor vehicle registration, Use Permit and other fees on April 27, 2022; and

**WHEREAS,** On May 3, 2022, the Clifton Town Council held a Public Hearing on its proposed FY2023 Budget, taxes, motor vehicle registration, Use Permit and other fees.

**NOW THEREFORE,** Be it resolved, that pursuant to Code of Virginia of 1950, as amended, § 15.2- 2503, the Clifton Town Council hereby adopts its Budget for FY2023, as attached to this Resolution.

**ADOPTED THIS 7TH DAY OF JUNE 2022.**



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*William R. Hollaway, Mayor*

**Recorded Vote:**

**Motion by:** Hollaway

**Seconded by:** McDonald

**Yeas:** 5

**Nays:** 0

**Abstentions:**

**Absent for Vote:** 1

ATTEST:



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Amanda Christman, Town Clerk

**TOWN OF CLIFTON  
FAIRFAX COUNTY, VIRGINIA**

**PRESENTED:** June 7, 2022

**ADOPTED:** June 7, 2022

**A RESOLUTION: ADOPTING THE FY2023 TAX RATES, MOTOR VEHICLE REGISTRATION AND USE PERMIT FEES.**

**WHEREAS,** The Clifton Town Council duly advertised its proposed FY2023 Budget with taxes, motor vehicle registration, Use Permit and other fees on April 27, 2022; and

**WHEREAS,** The proposed Budget contains taxes for communications sales, railroads, utility consumption, business licenses, cigarettes, meals, motor vehicle registration, Use Permit and other fees; and

**WHEREAS,** On May 3, 2022, the Clifton Town Council held a Public Hearing on its proposed FY2023 Budget, taxes, motor vehicle registration, Use Permit and other fees.

**NOW THEREFORE,** Be it resolved that pursuant to Code of Virginia of 1950, as amended, § 15.2-2503, and §§ 15.2-2108.1:1, -2286, §§ 58.1-662, -648, -2607, 2900, -3703, -3830, -3840, and § 46.2-752, the Clifton Town Council hereby adopts the taxes, motor vehicle registration, Use Permit and other fees contained in its FY2023 Budget, as attached to this Resolution.

**ADOPTED THIS 7TH DAY OF JUNE 2022.**



*William R. Hollaway, Mayor*

**Recorded Vote:**

**Motion by:** Hollaway

**Seconded by:** McDonald

**Yeas:** 5

**Nays:** 0

**Abstentions:**

**Absent for Vote:** 1

ATTEST:



Amanda Christman, Town Clerk

**TOWN OF CLIFTON  
FAIRFAX COUNTY, VIRGINIA**

**PRESENTED:** June 7, 2022

**ADOPTED:** June 7, 2022

**A RESOLUTION: AUTHORIZING APPROPRIATION AND EXPENDITURE FOR  
RELEASE OF FY2023 FUNDS**

**WHEREAS,** Pursuant to Code of Virginia of 1950, as amended, § 15.2-2506, the governing body must appropriate money prior to the Town of Clifton obligating revenue for contemplated expenditures; and

**WHEREAS,** The Clifton Town Council has adopted the FY2023 Budget.

**NOW THEREFORE,** Be it resolved, that the Clifton Town Council hereby approves an annual appropriation for the release of FY2023 funds.

**ADOPTED THIS 7TH DAY OF JUNE 2022.**

  
\_\_\_\_\_  
*William R. Hollaway, Mayor*

**Recorded Vote:**

**Motion by:** Hollaway

**Seconded by:** McDonald

**Yeas:** 5

**Nays:** 0

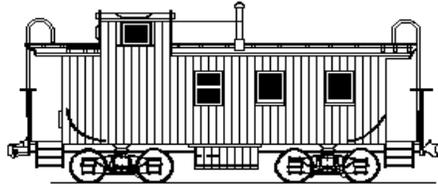
**Abstentions:**

**Absent for Vote:** 1

ATTEST:



\_\_\_\_\_  
Amanda Christman, Town Clerk



Town of Clifton, Virginia  
P.O. Box 309  
Clifton, VA 20124

**AN AMENDMENT TO CHAPTER 2, ADMINISTRATION ORDINANCE, ARTICLE 2  
SECTION 2-24 THEREOF AS FOLLOWS:**

**CHAPTER 2 ADMINISTRATION**

**ARTICLE 2 TOWN OFFICIALS**

**Sec. 2-24. ELECTIONS**

a. Pursuant to Virginia Code § 15.2-1400, and notwithstanding the provisions of Clifton Town Charter §3 (b), or any other general or special law, the election of the Mayor and members of Town Council, beginning after January 1, 2022, shall be held on the general election date in November, and biennially thereafter, with the new terms to begin on January 1 following each general election date in November, in accordance with the following cycles:

The election for the mayoral and five (5) town council seats filled by the Council election of May 2020 shall be held in November 2023 and every two (2) years thereafter; and,

In accordance with the provisions of Virginia Code § 1.2-1400 (E)(2), the Mayor and members of Town Council elected at a May general election prior to the date of the adoption of this ordinance shall continue in office until their successors have been elected at the November general election and have been qualified to serve.

ATTEST:

A handwritten signature in blue ink, appearing to read 'Amanda Christman', written over a horizontal line.

June 7, 2022

Amanda Christman, Town Clerk  
Town of Clifton, Virginia

Date





Clifton Clerk &lt;clerk@cliftonva.gov&gt;

**Fwd: Invoice from Stokes Tree Solutions, LLC**

1 message

**William Hollaway** <whollaway@cliftonva.gov>

Thu, Jun 2, 2022 at 7:34 PM

To: Regan McDonald <rmcdonald@cliftonva.gov>, Stephen Effros <seffros@cliftonva.gov>, Darrell Poe <dpoe@cliftonva.gov>, Patrick Pline <ppline@cliftonva.gov>, Lynn Screen <lscreen@cliftonva.gov>  
Cc: Christman Amanda <clerk@cliftonva.gov>, Clifton Treasurer <treasurer@cliftonva.gov>

All,

Attached is the first invoice from Stokes Tree Service to do the emergency tree removal in the Town Park following the severe weather event on May 6th. We also expect separate invoice for part of the second tree removal that the severe weather event caused to fall on both the Town Park and an adjoining property.

Please note that we are pursuing insurance recovery for both, but even with that there may be a deductible.

I have placed this on the Agenda for next week's Town Council meeting.

Best regards,  
Bill

----- Forwarded Message -----

**From:** Thomas M. Stokes dba Stokes Tree Solutions, LLC <[quickbooks@notification.intuit.com](mailto:quickbooks@notification.intuit.com)>**To:** "nucfamily@aol.com" <[nucfamily@aol.com](mailto:nucfamily@aol.com)>; "rmcdonald@cliftonva.gov" <[rmcdonald@cliftonva.gov](mailto:rmcdonald@cliftonva.gov)>**Sent:** Thursday, May 19, 2022, 5:47:54 PM EDT**Subject:** Invoice from Stokes Tree Solutions, LLC

INVOICE 1179



Thomas M. Stokes dba Stokes Tree Solutions, LLC

**\$2,250.00**

Print or save

Powered by QuickBooks

Your invoice is attached. Please remit payment at your earliest convenience.

Thank you for your business - we appreciate it very much.

Sincerely,  
Stokes Tree Solutions, LLC

---

Thomas M. Stokes dba Stokes Tree Solutions, LLC

6171 Occoquan Forest Dr. Manassas, VA 20112 US

(703)244-9449 [stokestreesolutions@gmail.com](mailto:stokestreesolutions@gmail.com) <http://www.stokestreesolutions.com>

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If you receive an email that seems fraudulent, please check with the business owner before paying.



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 **Invoice\_1179\_from\_Thomas\_M\_Stokes\_dba\_Stokes\_Tree\_Solutions\_LLC.pdf**  
52K



Thomas M. Stokes dba Stokes Tree Solutions,  
LLC  
6171 Occoquan Forest Dr.  
Manassas, VA 20112 US  
(703)244-9449  
stokestreesolutions@gmail.com  
<http://www.stokestreesolutions.com>

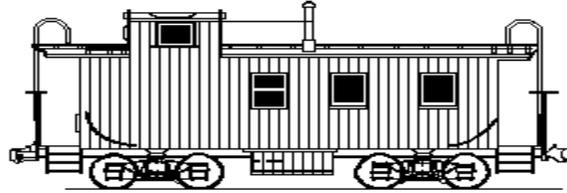
## INVOICE

**BILL TO**  
Phyllis Lovett  
Town Hall  
Clifton, Va

**INVOICE #** 1179  
**DATE** 05/19/2022

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ACTIVITY	AMOUNT
<b>Tree Service</b> Storm damage tree removal for town of Clifton:	2,250.00
Remove 46inch DBH Silver Maple from playground and basketball court. All debris hauled for free as town discount. Sole charge is for removal of debris from structures. Flush cut stump.	
We appreciate your business and look forward to working with you again soon.	<b>BALANCE DUE</b> <b>\$2,250.00</b>



**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, JUNE 7, 2022, 7:30 PM  
ELECTRONIC MEETING VIA ZOOM  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

In accordance with the Town of Clifton's Declaration of a Local Emergency due to the COVID-19 pandemic under Virginia Code § 44-146.21 which enables the Town of Clifton Government bodies to conduct Town business through electronic public meetings under Virginia Code § 2.2-3708.2, the Town of Clifton Town Council is holding the Meeting noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

The meeting 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.

Order of Business

1. Report of the Town Clerk:
  - a. Approval of the Minutes (previous meetings and work sessions).
2. Report of the Treasurer.
  - a. Review and Approval of Treasurer's Report for March 2022.
3. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.

Each person wishing to address the Council shall, when recognized by the Mayor:

- (i) Give their name and address;
- (ii) Direct their remarks to the Council and not to other citizens present;
- (iii) Be limited to one period of not over three (3) minutes, unless granted additional time by unanimous consent of the Council.

Persons requesting to speak must have registered with the Town Clerk by no later than Noon of the day of the meeting. Priority to speak shall be given to persons in the order that they registered with the Town Clerk.

4. Reports of Committees:
  - a. Planning Commission.
  - b. Report of the Zoning Administrator:
    - i. Update on Projects and Permits:
      - A. 7184 Clifton Road.
      - B. 12644 Chapel Road – Market Financial Management.
  - c. Architectural Review Board.
  - d. Streetscape Committee.
  - e. Parks Committee – Review and Approval of New Application and Agreement to Use Town Parks Property.

5. Unfinished Business:
  - a. Standing Agenda Item – Determine if Next Council Meeting Will be In-Person or Electronic.
  - b. Approval of Town of Clifton Budget for FY2023.
  - c. Approval of Change in Town Elections to November 2023 to Coincide with State Office Elections.
6. New Business:
  - a. Approval of Emergency Tree Removal Following Severe Weather Event on May 16, 2022.
  - b. Approval of Proposal for Preparing and Reseeding of Harris Park Extension following Tree Clearing.
  - c. ADA Compliance Discussion:
    - i. Changes to Zoning Ordinance including Review of New Construction and Substantial Changes.
    - ii. Recommend ADA Information be Considered in Streetscape Plan.
    - iii. Installation of ADA Accessible Parking Spaces in Town Parking Lot.
    - iv. Consider Adopting Statement that All Businesses Must Remove Barriers to Disabled Persons and Designate Accessible Parking, Entrances, and Usability When It Is Easily Accomplished without Much Difficulty and Expense.
      - Consider Exemptions Available to Historic Buildings.
7. Adjournment.