

**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, JULY 11, 2023 7:30 PM  
COMMUNITY MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

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

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**The Regular Meeting was called to order by Mayor Hollaway at 7:30 PM.**

Order of Business:

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton.
  - a. Confirm and Declare Physical In-Person Quorum for Meeting.
  - b. Identify Remote Participants.
    - i. General Location of Remote Participant.
    - ii. Reason for Remote Participation.

Mayor Hollaway confirmed that an in-person quorum was present for the meeting and that no Councilmembers were participating remotely.

2. Report of the Town Clerk:
  - a. Approval of the Minutes (previous meetings, special meetings, and work sessions).
    - **Mayor Hollaway moved to approve the June 6, 2023 meeting minutes as drafted, seconded by Councilmember Effros. The motion was approved by poll, 4-0-1 (Vice Mayor McDonald abstained).**
  - b. Consider Rescheduling August Town Council Meeting (from August 1 to August 8).

Having polled each Councilmember present, Mayor Hollaway confirmed that an in-person quorum would be met for the August 1, 2023 Town Council meeting, so it will remain scheduled for that date.

3. Report of the Treasurer.
  - a. Financial Report.

Lisa Russek-Robbins was introduced as the desired candidate to replace Town Treasurer Nick Orrison, who is resigning the position.

- **Mayor Hollaway moved to appoint Lisa Russek-Robbins to the position of Town Treasurer, effective on August 1, 2023, with the understanding that Nick Orrison will remain available past that date to continue training Ms. Russek-Robbins as needed, seconded by Councilmember Effros. The motion was approved by poll, 5-0.**

b. Approve Invoices for Legal Services.

- **Mayor Hollaway moved to approve a payment to the Town Attorney in the amount of \$3,100 for legal services rendered in June 2023, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Effros: Aye; Poe: Aye; Screen: Aye.**
- **Mayor Hollaway moved to approve the expenditure of up to \$1,000 for the purchase of a laptop for the new Town Treasurer, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Effros: Aye; Poe: Aye; Screen: Aye.**

#### 4. Citizen's Remarks.

None.

#### 5. Reports of Committees:

a. Planning Commission.

See attached report.

- **Mayor Hollaway moved to approve the Final Use Permit for Construction for the new home located at 7022 Newman Road as recommended by the Planning Commission, seconded by Councilmember Effros. The motion was approved by poll, 5-0.**
- **Mayor Hollaway moved to approve the issuance of a new Use Permit for the existing business, Coppermine Realty, now located in Suite 210 which is newly designated as Suite 214, pursuant to the terms and conditions as recommended by the Planning Commission, seconded by Councilmember Effros. The motion was approved by poll, 5-0.**

i. Renew Four Year Term for Terry Winkowski (expiring June 30, 2027).

- **Mayor Hollaway moved to approve the renewal of a four-year term for Terry Winkowski on the Planning Commission to expire on June 30, 2027, seconded by Councilmember Poe. The motion was approved by poll, 5-0.**

b. Zoning Administrator.

It was reported that an informal notice was sent to the owner of the Farmer's Market notifying her that the signs that have been erected on public property in Ayre Square are not approved and are prohibited. No further complaints from the community have been received since then.

The Town Council indicated that the list of individuals authorized to remove illegal signs from public rights of way should be updated. The current list will be circulated for review and revision at the August Council meeting.

c. Architectural Review Board.

No report.

d. Parks Committee.

No report.

e. Special Projects Committee – Update on Streetscape Project.

Susan and Geri Yantis reported that the draft legal advertising and proposed project materials for the Open Forum Public Hearing in August have been approved by VDOT. Also, the Committee has finished meeting with all adjacent property owners, who have verbally indicated their support for the project. Additional meetings with the property owners will be held soon to present the Town’s letters with regard to potential easements needed.

Councilmember Effros asked if the Committee will verify whether any of the proposed easements are indeed located on private property or if some may already be in VDOT’s right of way. Mr. Yantis affirmed that the project will be using surveyed plats to ascertain the nature of each easement.

f. Clifton Haunted Trail Committee – Update.

i. Request for Debit Card for Clifton Haunted Trail.

- **Mayor Hollaway moved to approve the issuance of a debit card associated with the Haunted Trail account at US Bank to Amanda Christman for expenditures relating to the Clifton Haunted Trail, seconded by Councilmember Poe. The motion was approved by poll, 5-0.**

#### 6. Unfinished Business:

a. Replace Broken Window in Town Hall – Update.

Councilmember Poe reported that he has not yet heard back from Fairfax County staff, but notes that they now appear to have resumed mowing the grass on the side of the building where the window was broken. He indicated he would continue to try and reach a resolution with the County.

#### 7. New Business:

a. Request for Town to Authorize Tent Application for Summer Flea Event at Belle Jar (August 24-27, 2023).

- **Councilmember Effros moved, as the property owner, to authorize the tenant to proceed with the application process, seconded by Councilmember Poe. The motion was approved by poll 5-0.**

b. Replacement Welcome to Clifton Banners and Flags.

- **Vice Mayor McDonald moved to approve up to \$2,300 to replenish existing “Welcome to Clifton” banners and flags per price quote as presented, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Effros: Aye; Poe: Aye; Screen: Aye.**

Adopted by the Town Council on September 5, 2023 as revised

8. Adjournment.

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

The meeting was adjourned at 8:31 PM.

**PLANNING COMMISSION REPORT for June 27, 2023 in person**

**Present: Terry Winkowski, Paula Sampson, Adam Trost, Patrick Pline, Kathy Kalinowski, Michelle Stein; Absent: Susan Yantis**

1. The Planning Commission reviewed an application for a final construction use permit from applicants Mr. and Mrs. Gogoel for construction of a dwelling at 7022 Newman Road. All conditions of the preliminary use permit were met, including, the dwelling was built in accordance with ARB standards; all Fairfax County permits including an occupancy permit and necessary permits for the well and septic were obtained; no changes were made to the Preliminary Plan of Development; and the existing dwelling has had the kitchen removed and will be constructed as a work room and garage within the existing space. The Planning Commission recommends that a final construction use permit be granted.
2. The Planning Commission reviewed a use permit application from Coppermine Realty located at 12644 Chapel Rd, for a commercial office use. The applicant who is presently operating at the location under an existing use permit is requesting to move spaces from Suite 214 to Suite 210 which comprises 200 square feet; hours of 8AM – 9PM Saturday thru Sunday. A representative of the owner Quinta Properties, Craig Duroske, who was present at the meeting stated that Anthony Reid, the previous occupant of Suite 210 had moved out into only Suite 113 and was expected to move from the building in the near future. The Planning Commission recommends that the use permit be approved upon the above terms and conditions with the allocation of one parking space.
3. The Planning Commission reviewed an application from Robert Gallagher for Sun Design Remodeling Specialists, Inc. located at 12644 Chapel Road, Suite 212 and partially Suite C. The application is for an office use in a commercial multi-use building for residential designing and remodeling. The applicant who presently has an existing use permit for a commercial office use of space at that location, and an existing use permit for its parking lot, requests a new use permit to allow expansion into additional space at that location. The Planning Commission has tabled the application until next month, in order, to allow the applicant time to address a number of issues with respect to the application and the property, which applicant owns, including, but not limited to, the timing of the availability of the space that applicant wishes to move into, and various issues concerning the applicant's previously issued use permits.
4. The Planning Commission also adopted the Policy for Remote Participation by Electronic Means.



# Quote

Carrot-Top Industries, Inc.  
328 Elizabeth Brady Road  
Hillsborough NC 27278  
United States

#Q59974

7/7/2023

**Bill To**  
Town Of Clifton  
Po Box 309  
CLIFTON VA 20124-0309  
United States

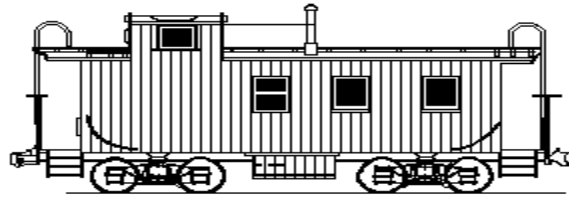
**Ship To**  
Regan Mcdonald  
12653 School St  
CLIFTON VA 20124-1723  
United States

Expires	Sales Rep	Shipping Method
8/6/2023	Megan Talent	FedEx Ground®

Quantity	Item	Options	Rate	Pricing	Amount
10	<b>AF079234</b> 23X48" DIGITAL 18 OZ VINYL DOUBLE-SIDED STREET BANNER	Repeat Work Order Number: P43558 Street Banner Finish: 4" Pole Sleeve & Grommet - Top and Bottom Do you have fixed Street Banner hardware?: Yes Include special instructions, color information, design code from catalog, etc.: P43558 REPEAT DESIGN NO CHANGES	\$99.49	Open Market	\$994.90

<b>Subtotal</b>	\$994.90
<b>Shipping Cost</b>	\$42.96
<b>Discount</b>	
<b>Tax Total (%)</b>	\$59.69
<b>Total</b>	\$1,097.55





**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, JULY 11, 2023, 7:30 PM  
WAYNE H. NICKUM COMMUNITY MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VIRGINIA 20124**

Order of Business

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton.
  - a. Confirm and Declare Physical In-Person Quorum for Meeting.
  - b. Identify Remote Participants.
    - i. General Location of Remote Participant.
    - ii. Reason for Remote Participation.
2. Report of the Town Clerk:
  - a. Approval of the Minutes (previous meetings, special meetings, and work sessions).
  - b. Consider Rescheduling August Town Council Meeting (from August 1 to August 8).
3. Report of the Treasurer.
  - a. Financial Report.
  - b. Approve Invoices for Legal Services.
4. 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 order registered with the Town Clerk.
5. Reports of Committees:
  - a. Planning Commission.
    - i. Renew Four Year Term for T. Winkowski (expiring June 30, 2027).
  - b. Zoning Administrator.
  - c. Architectural Review Board.
  - d. Parks Committee.
  - e. Special Projects Committee – Update on Streetscape Project.
  - f. Clifton Haunted Trail Committee – Update.
    - i. Request for Debit Card for Clifton Haunted Trail.
  - g. Update Town List for Removal of Illegal Signs on Town Property.

1] If anyone attending this meeting requires an ASL or English language interpreter, or any other type of special accommodation or auxiliary aid, please contact the Town Clerk at [clerk@cliftonva.gov](mailto:clerk@cliftonva.gov). A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Wayne H. Nickum Town Hall  
12641 Chapel Road  
Clifton, VA 20124

Mailing Address:  
P.O. Box 309  
Clifton, VA 20124

6. Unfinished Business:
  - a. Replace Broken Window in Town Hall – Update.
7. New Business:
  - a. Request for Town to Authorize Tent Application for Summer Flea Event at Belle Jar (August 24-27, 2023).
  - b. Replacement Welcome to Clifton Banners and Flags.
8. Adjournment.

2) If anyone attending this meeting requires an ASL or English language interpreter, or any other type of special accommodation or auxiliary aid, please contact the Town Clerk at [clerk@cliftonva.gov](mailto:clerk@cliftonva.gov). A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.