

PLANNING COMMISSION REPORT for October 23, 2023 in person

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

1. The Planning Commission reviewed an application for a residential use permit for work to be done with respect to a home located at 12722 Chestnut Street, which was recently purchased by Chris Gogoel. This work primarily consists of the installation of sewer and connection to the Pump and Haul facility in the Town. The Town Council at its October Town Council meeting requested that the Planning Commission provide a recommendation concerning the connection of this property to the Pump and Haul facility.

The new owners have stated that the scope of work to be done on the existing home on the property, other than interior work, will consist of patching, repairing, and painting of the existing siding and exterior trim. No work is proposed for the accessory structure on the property, the fencing or the walkways, or any additions. In conclusion, the only land disturbing activity which will be occurring will be approximately 800 square feet with respect to the potential sewer installation.

With respect to the sewer, the Planning Commission recommends that the Town request that the County authorize the installation of sewer at this property and its connection to the Pump and Haul facility in the town. The County promulgated a sewer policy for the Town dated August 5, 1991 and at that time listed a number of addresses of those properties which could connect to the sewer without County approval. Applicant's address is not on that list. This sewer policy resulted from the Town's request that two properties within the Town with existing occupied dwellings, be hooked up to sewer due to the failure of the septic and the proximity of the sewer connection, which was in fact approved by the County. Applicant's consultant has demonstrated septic failure on the property (and the belief that the previous sale of the lower parcel to the Town adversely impacts any installation of new septic), and as can be seen from the provided map, existing sewer connections are nearby. Applicant's correspondence with the County dated September 11, 2023, stated that public sewer on Chestnut St. was available. The Town Engineer who reviewed the plans and sewer request also recommends approval, while noting neighboring easements may be required and that VDOT approval will also be required for sewer in the VDOT right of way.

Given the age of the existing septic system, that it has failed, that sewer lines are nearby and the need to provide for the safe disposal of waste, the request by the Town to the County will be limited to these unique circumstances. The connection to sewer of this property will allow the rehabilitation of an

old and dilapidated home within the Town and halt the ongoing pollution resulting from the failed septic.

2. The Planning Commission reviewed the application for a commercial use permit for Quinta Properties LLC located at 12644 Chapel Road, Suite 212, Clifton. The applicant is the owner of the property and the lessor to a number of businesses located at that property. The applicant shares space and employees with Sun Design also located at that property. The applicant has also submitted a revised parking plan for the property showing 67 parking spaces, 1 loading zone, and 3 new spaces at the RR perimeter which spaces are in tandem to spaces 30 and 31, the siting of new plantings, and the installation of wheel stops. The Planning Commission recommends the approval of the Quinta Properties LLC use permit with the allocation of no parking spaces since it shares space and employees with Sun Design; and also recommends the approval of the new parking plat, with the proviso that all Sun Design vehicles, which are not autos, be parked solely in the 3 new RR perimeter spaces, marked SD1, SD2 and SD3 and that only Sun Design employees park in spaces 30 and 31 since these will be tandem spaces to spaces SD1, SD2, and SD3.
3. The Planning Commission reviewed the application for a commercial use permit for Sun Design located at 12644 Chapel Road for their expansion of office space into 2231square feet of net space, 10 employees, hours of 8AM to 5 PM Monday thru Friday. The Planning Commission recommends approval upon those terms and conditions and that parking of any Sun Design non-auto vehicles be limited to parking in the spaces SD1, SD2, and SD3 and Sun Design employees only park in spaces 30 and 31, as shown on the approved parking plat, that 10 parking spaces be allocated, and that the last 5 conditions set forth on the Sun Design use permit dated April 4, 2023, be incorporated herein and be effective as restated.
4. The Planning Commission reviewed the commercial use permit application of Buckley House LLC as owner of the commercial property located at 12642 Chapel Rd. and lessor of the space at that property. The application included a parking plan (which is the pre existing parking plan for the property) which shows 17 spaces for the property. The applicant, whose official address is at the property will not have an office or employees on the property and therefore no hours or parking for applicant are set forth. The Planning Commission recommends approval of the application for the business of commercial rentals at the property.
5. The Planning Commission reviewed the application of Clifton Bridal Boutique, LLC located at 12642 Chapel Road for a retail use at the property to be located in Space 4U, which comprises 155 square feet, hours and days of operation to be Wednesday thru Sunday, 11AM to 6 PM, with one full time employee on site, and the allocation of 2 parking spaces. The Planning

Commission recommends approval of the application upon the aforesated terms and conditions.

6. The Planning Commission reviewed the application of Clifton Therapy Associates, LLC for a commercial office use located at 12642 Chapel Rd, Clifton in Suite 1 U, 178.5 square feet, hours of operation Monday to Friday, 9AM to 9PM, for a private practice out patient mental health care, with one employee on site at any one time and the allocation of 1 parking space. The Planning Commission recommends approval of the application upon the aforesated terms and conditions.
7. The Planning Commission reviewed the application of JSJ Therapy LLC for a commercial office use located at 12642 Chapel Rd. in space 1M, 166 square feet, hours of operation Monday thru Saturday, 9AM to 6 PM, for massage and acupuncture with 1 employee on site at any one time and the allocation of 1 parking space. The Planning Commission recommends approval of the application upon the aforesate terms and conditions.
8. Town Plan Update: Samantha Kinzer, the consultant who was retained to assist in the update of the Town Plan, has completed Section 1 of the proposed 2 sections of the Consulting Agreement, but is however unable to continue working on the Plan. The Planning Commission met and determined that volunteer Paula Sampson, a member of the Planning Commission will organize the update and work with the Commission and Town Committee Members and other parties in order to conclude the update by next year.