

**CLIFTON PLANNING COMMISSION MEETING  
TUESDAY, JULY 29, 2025, 7:30 PM  
ACACIA LODGE  
7135 MAIN STREET, CLIFTON, VA 20124**

**Present:** Kathy Kalinowski, Chair; Jay Davis, Town Council Representative; Terry Winkowski; Michelle Stein; Paula Sampson  
**Absent:** Susan Yantis; Adam Trost; Laura Jane Cohen, Town Administrator  
**Staff:** Kerrie Gogoel, Town Clerk

---

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

1. Approval of Minutes

- **Member Stein moved to approve the minutes from the June 24, 2025, meeting, and the motion was seconded by Chair Kalinowski. The motion was approved by poll, 4-0-1.**

2. Use Permit Application Instructions Updates

- a. The group reviewed the proposed draft updates and agreed to the following additional changes:
  - i. Change requirement for ten hardcopies of applications down to three.
  - ii. Remove phone numbers
  - iii. Update the application notice form also for consistency.

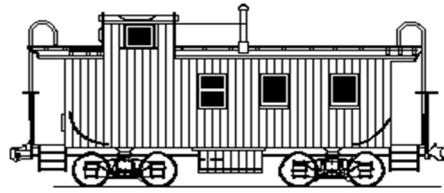
3. Use Permit Application on new website

- a. The group reviewed what Member Davis had put together as a v1 using the Forms tool within the new website framework and made the following notes:
  - i. Ensure that all zoning types are included in each application type.
  - ii. The best path forward to be to see if the form can be filled out electronically and also printed so as to avoid having someone have to fill out the hardcopy and then duplicate it electronically.

4. Town Plan update – Full Draft

- a. It was determined that the Planning Commission would take until the next meeting date in August to get all comments received regarding the plan and give the group sufficient time for review. The goal would be to send to the various relevant committees in September.

- b. It was discussed that Member Sampson will liaise with NVRC with assistance from Member Winkowski regarding outstanding questions for them, and that the Clerk, Administrator, and Chair will work on the other list of questions outstanding.
  - c. Pink House:
    - i. It was discussed that there is a goal of improving the markings for parking at the Pink House as well as increasing lighting, accentuating what is already there.
    - ii. In the Plan, there is discussion of a museum, which is a topic that has come up previously. It was discussed that the issue that always arises is that a museum increases the need for volunteers and who would manage the operations. Another option suggested is to use the location as a place to store artifacts for future posterity, an “archive”. As all use cases for the Pink House need to be Town specific, this could be a good use for it.
  - d. There was a question regarding whether a use permit is required to raze a historic building and it was noted that the ARB is meant to sign off on it, but at this point in time, no use permit is required. Something perhaps to consider in the future.
  - e. There was discussion around the use of colloquial names for the various parks in Town versus the use of the official names in the parks. For consistency it was determined that the Plan will use the official names and also list the commonly used names in their first instance.
  - f. The topic of cycling on Clifton roads arose, as it often brings danger to other motorists as well as pedestrians as the cyclists come through Town. It was determined that the Planning Commission should not make a recommendation in the Plan to limit or otherwise impact cycling on the roads (particularly those roads outside of Town), but that they can work with the appropriate bodies who have jurisdiction over the roads and work to raise awareness of the risks of cycling on country roads.
  - g. It was determined that regarding topography and steep slopes as well as NR1.2 that it should be made more generic so as to cover both streambanks and cliffs.
  - h. Regarding EP3.2 it was determined that most of this should be removed except for the educate/remind portion of the sentence.
5. Misc.
- a. The Chair brought up the ongoing work on the Erosion and Sedimentation Control (E&S) and Stormwater agreement and noted that going forward this will be one MOU with the County as they are merging the two into one. Once the agreement is signed then we’ll need to go through Chapter 11 and make necessary changes. It was noted that the Town will need to adopt the ordinance and this may impact the Town Plan.



## CLIFTON PLANNING COMMISSION

### USE PERMIT APPLICATION FILING INSTRUCTIONS

The Town of Clifton Planning Commission presently meets on the last Tuesday of each month in the Acacia Lodge at 7135 Main Street, Clifton VA beginning at 7:30 pm, unless a new date is noticed on the Town website.

Applications for Use Permits (and any other action requiring Planning Commission review or approval) must be received by the Clifton Town Clerk and the Chairman of the Clifton Planning Commission by the 15<sup>th</sup> of the month, in order to be heard at that month's Planning Commission meeting. All applications must be received by email and by hard copy by the 15<sup>th</sup>.

The application should be emailed to the Town Clerk at [clerk@cliftonva.gov](mailto:clerk@cliftonva.gov). Three hard copies of applications together with the application fee and all plats and attachments should be mailed to the Clerk at Office of the Clerk, PO Box 309, Clifton VA 20124. Three hard copies of applications together with all plats and attachments are required if any attachments are larger than the standard 8.5"x11" document size.

The Application should also be emailed to the Chairperson of the Planning Commission at [planning@cliftonva.gov](mailto:planning@cliftonva.gov)

All Applications should be fully collated and bound.

All applications that include any construction on the property of any type should include a copy of a survey of the property by a licensed surveyor, together with appropriately engineered or architecturally reviewed construction drawings showing the proposed construction together with all revised setbacks on the surveyed plat.

**The Applicant, or its duly authorized representative, must be present at the Planning Commission meeting(s) at which their Application is considered.**

**The Applicant, or its duly authorized agent, must also be present at the Town Council meeting(s) at which their Application is considered.**

The Notice form must be completed by the Applicant and posted in the Post Office together with a copy of the Application and in a prominent place on the Applicant's property no later than the 15<sup>th</sup> of the month of the Application's submission, before the Planning Commission scheduled meeting.

A check for the proper amount payable to the Town of Clifton which is required by the type of Application must be mailed to the Town Clerk at the time of the submission of the Application:

- 1) \$250.00, for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000.00;
- 2) \$500.00, for new home or commercial construction;
- 3) \$250.00 plus all costs for advertising for new special use permits in the Commercial District under Sec.9-21(a)(5) and new Bed & Breakfast use permits in the Residential District under Sec. 9-18(c)(K);
- 4) \$75.00 plus all costs for advertising for any amendment to a special use permit in the Commercial District under Sec.9-21(a)(5) or amendment to a Bed & Breakfast use permit in the Residential District under Sec.9-18(c)(1)(K); or
- 5) \$75.00, for all other construction, and any other use permit.

**Incomplete Applications will not be processed.**

### Use Permit Application Checklist

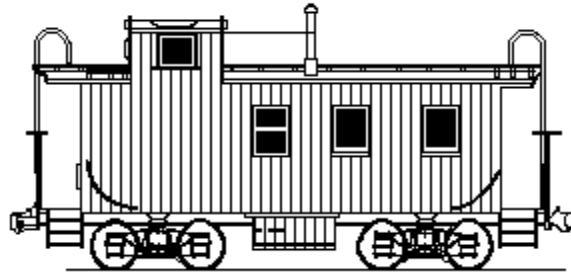
Mail and email to the Clerk: (P.O. Box 309, Clifton, VA 20124; [clerk@cliftonva.gov](mailto:clerk@cliftonva.gov) and [planning@cliftonva.gov](mailto:planning@cliftonva.gov))

- ☐ Three hard copies of application, floor plan and plat
- ☐ Parking tabulation form (if business is to be located in a building where other businesses are present) this form must be obtained from the landlord along with the parking plat
- ☐ Check payable to the Town of Clifton for application fee
- ☐ Electronic copy of application, floor plan and plat
- ☐ Email confirmation of applicant's (or applicant's agent) attendance at Planning Commission Meeting
- ☐ Email confirmation of attendance at Town Council meeting

Posted by the applicant to Bulletin Board at the Post Office: (12644 Chapel Road, Clifton, VA 20124):

- ☐ Use Permit Application Notice (posted by the 15<sup>th</sup> of the month)

For projects that will disturb 2,500 square feet or more of land, see the Town's Code Chapter 11. Specific requirements can be found at section 15. Please contact the Planning Commission Chair or Clerk prior to submitting applications for projects of this size. Applications of this size may incur additional charges for Town Engineer's review.



**CLIFTON TOWN PLANNING COMMISSION  
REGULAR MEETING  
ACACIA LODGE  
7135 MAIN STREET, CLIFTON, VA 20124**

Order of Business:

1. Approval of Minutes from previous meeting
2. Use Permit Application Instructions Updates
3. Use Permit Application on new website
4. Town Plan – full draft