

**CLIFTON PLANNING COMMISSION MEETING  
TUESDAY, FEBRUARY 26, 7:30 PM  
WAYNE H. NICKUM COMMUNITY MEETING HALL  
12641 CHAPEL ROAD, CLIFTON, VA 20124**

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

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1. Approval of Minutes

- **Member Davis made a motion to amend the previous motion from September 2, 2025 regarding 12638 School Street to add the language “with the COA” and “with all required County permits” after conferring with the applicant in question. The motion was seconded by Member Winkowski and approved by poll, 3-0-1, with Member Davis abstaining as they were the applicant.**
  - Updated language (which was already included in the Use Permit): Chair Kalinowski moved to approve the preliminary construction use permit in accordance **with the COA**, the drawn plans, with the understanding that the applicant will return in 2 years for a final Use Permit **with all required County permits**. The motion was seconded by Member Winkowski, and approved by poll 3-0-1. Member Davis abstained due to conflict of interest.
- **Member Davis made a motion to amend the previous motion from February 3, 2026 regarding 12648 Water Street to add the language “in conformance with the COA” and “to be concluded within 2 years of the approval date and all required County permits to be provided” after conferring with the applicant in question. The motion was seconded by Member Winkowski and approved by poll, 3-0-1, with Member Sampson abstaining as they were the applicant.**
  - Updated language (which was already included in the Use Permit): Chair Kalinowski moved to approve the preliminary construction use permit in conformance with the application, plans, HOA and **COA requirements**, and with the land disturbing activity of less than 2,100 square feet, **to be concluded within 2 years of the approval date and all required County**

**permits to be provided.** The motion was seconded by Member Winkowski, and approved by poll 4-0-1. Member Sampson abstained due to conflict of interest.

- **Member Stein made a motion to approve the minutes from September 2, 2025 and February 3, 2026 with the amendments noted above. The motion was seconded by Member Davis and approved by poll, 4-0.**

2. Town Plan

- a. Member Davis reported that the Town Council approved and executed the contract to work with NVRC to update the Town Plan at the last Council meeting. It was noted that the first milestone is in April and goes over a 6 month period.
- b. Member Davis reported that at the Town Council Strategic Planning meeting, the various projects in discussion were aligned with their goal in the Town Plan to facilitate prioritization. The more goals in the Plan an item aligned with, the higher the priority of the item. He noted it was a very useful tool to communicate with the Town what is being done.
- c. When the Plan gets sent out to committees for their input was discussed and it was suggested that this should be after NVRC's data has been input.

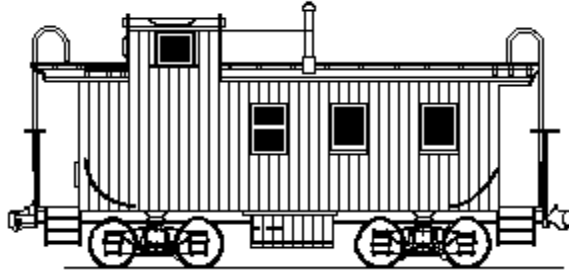
3. Town Boundary Line Corrections

- a. The Clerk noted that they received an annual form from the US Census Bureau confirming whether there have been any boundary line changes in the last year and inquired how things like 8-acre park should be displayed since the Town owns it but it is outside of the Town boundary. It was determined that for the purposes of the Census Bureau, there have been no jurisdiction changes so there is no change to be reported. However, it was discussed that a map in the Town Plan which denotes properties that the Town owns would be helpful.

4. Editable PDF Use Permit application

- a. Member Davis brought the group up to speed with respect to where this project left off. Initially he and Member Trost were interested in digitizing the whole application process and after investigating various tools, it was determined that only rather expensive commercial offerings would meet the Town's use case. Based on the low volume of applications received per year, it was determined that the best value for money would be to continue using Adobe, but to make the process itself more streamlined (i.e. split into multiple application processes).
- b. It was discussed that we would ask all Planning Commission members to review the form as well as the process and provide comments for discussion at the next meeting.

- **Member Davis made a motion to adjourn. The motion was seconded by Member Sampson and approved by poll, 4-0.**



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

Order of Business:

1. Approval of Minutes from previous meetings
2. Editable PDF Use Permit Application
3. Town Plan
4. Town Boundary Line corrections