

**CLIFTON PLANNING COMMISSION MEETING
TUESDAY, MARCH 31, 7:30 PM
ACACIA LODGE
7135 MAIN STREET, CLIFTON, VA 20124**

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

1. Approval of Minutes
 - **Chair Kalinowski made a motion to approve the minutes from the February Planning meeting. The motion was seconded by Member Davis and approved by poll, 6-0.**
2. Expansion of Parking behind the Caboose
 - a. Member Davis reported that he and Member Stein reviewed the lease and proposal from the Parking and Traffic Committee. They noted that there are existing railroad ties that currently need to be there for the lease, and otherwise there is likely nothing stopping us from proceeding outside of the typical permitting and development plans. A goal for this year could be to work with the railroad to amend the lease. Member Winkowski noted that this would add substantial parking to the Town. Member Kalinowski noted that proceeding with the parking development would likely involve 2500 square feet or more of land disturbance and require a Plan of Development.
3. Use Permit Authorized use of outdoor space by businesses
 - a. Chair Kalinowski brought up the issue of "creeping" outdoor space use by local businesses. She noted that Motier recently asked to use parking spaces for chess matches, which isn't covered in their permit. There have been similar instances with Trummers and the Pub. While these might seem like minor issues, she highlighted that it can lead to parking issues.
 - b. Member Davis pointed out that without clear fines or "punitive actions," it's hard to keep this in check. He suggested that the Town

- update the Town code so the Zoning Administrator can actually issue fines when businesses overstep.
- c. Member Stein asked if we could pre-approve certain events or allow a set number of days per year to avoid the formal planning process. Member Davis discussed a more "asynchronous" review where the Planning Commission could check (not amend) permit requests virtually rather than requiring a full meeting for every minor exception, while Chair Kalinowski felt a formal amendment would be better.
 - d. Member Stein and the Town Administrator suggested looking at how other nearby towns, like Occoquan, manage special event permits to see if we can adopt a similar model. The Administrator noted that some localities allow businesses to bypass Planning and simply seek permission from the Council.
 - e. Member Stein highlighted the importance of ensuring a consistent process and expectations, noting there are several events in Town that don't go through a Use Permit process at all.
4. Use Permit application Revisions
- a. Remove "For Town Use Only"
 - b. 11 should be 'describe business operation'
 - c. The second 10 ("If commercial home business..." should be just a section header, the Town Clerk will review formatting to make it clear.
 - i. Remove 'agricultural' and 'industrial'
 - ii. Remove relevant boxes in item 9 re agriculture/industrial
 - d. 7: remind people that if there is going to be land disturbing activity, they need to submit a plan of development if its 2,500 square feet or more.
 - e. There's a notice form on the website, this only needs to go on the property (not in post office).
 - f. Section at the end noting whether there is ARB approval and whether the certificate of appropriateness has been obtained.
 - g. 8. Add "non-residential and home business only"
 - h. 11.b. missing a space
 - i. Eliminate 11 a and combine with 11e.
5. Planning Commission Budget
- a. Chair Kalinowski noted that a budget was submitted, Member Stein inquired what was in it, and Chair Kalinowski replied that it included engineering fees, updates to the Plan, etc. and also noted that there are \$5,000 still unused in this year and that the update to the subdivision ordinance by the Town Attorney, to be concluded this fiscal year, may take care of that.
 - b. The Town Administrator noted that VML provides bulk new code that is accurate up through last year which can help streamline updates.

They will now be providing a package each year for localities and she will obtain a copy.

- c. It was noted that there is still one more Town Council budget working session and then a public hearing will be held in May, for the budget to be adopted in June.

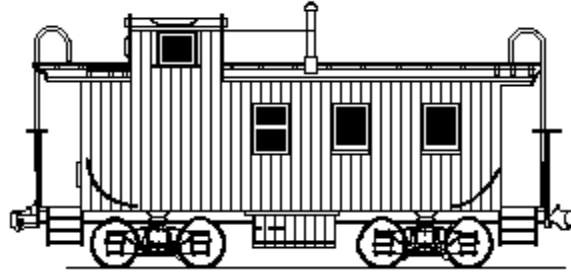
6. Town Plan

- a. It was noted that NVRC is working on the first deliverable, and that Chair Kalinowski would be working with them this week regarding the floodplain issues. They also expressed interest in walking around the Town to see the different areas and Chair Kalinowski indicated she would share the date and time with everyone. NVRC has been requested to do an interim invoice before the end of the Town's fiscal year.

7. DEQ Annual Report

- a. This was completed and delivered on time with the notation that the Town hasn't changed their Chesapeake Bay Preservation ordinance yet, but that it is in process of doing so.

The meeting was adjourned by general acclamation.



**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. Expansion of Parking behind the Caboose
3. Use Permit Authorized use of outdoor space by businesses
4. Use Permit Application Revisions
5. Planning Commission Budget
6. Town Plan
7. DEQ Annual Report