

CLIFTON TOWN PLANNING COMMISSION
TUESDAY, FEBRUARY 27, 2024, 7:30 PM
ACACIA LODGE
7135 MAIN STREET
CLIFTON, VA 20124

Present: Kathy Kalinowski, Chair; Jay Davis, Town Councilmember Representative; Paula Sampson; Michelle Stein; Adam Trost; Terry Winkowski.
Staff: Amanda Christman, Zoning Clerk.
Absent: Susan Yantis.

The Regular Meeting was called to order by Chair Kalinowski at 7:32 PM.

Order of Business:

1. Residential Application:

a. 12634 Chapel Road | Final Use Permit.

The Planning Commission reviewed the request for a final use permit for construction at 12634 Chapel Road for the property owned by the Hollaways. The applicant provided copies of the Fairfax County final inspection and the occupancy permit and a final approved plan from the County and a statement that the construction was completed in accordance with the COA issued by the ARB.

- **Chair Kalinowski moved to recommend that the Final Use Permit for construction be approved, seconded by Member Winkowski. The motion was approved by poll, 5-0.**

2. Non-Residential Application:

a. 12642 Chapel Road | Wheelhouse Pilates.

The Planning Commission reviewed the use permit and application of Wheelhouse Pilates, made by Tamara Crean, located at 12642 Chapel Road, in Suite 5M, 141 sq.ft., for a commercial/retail/class use, for pilates and yoga sessions, with one employee, hours and days of operation to be Monday thru Saturday 7AM – 9PM, and the allocation of 2 parking spaces.

- **Chair Kalinowski moved to recommend approval of the Use Permit upon the aforesaid terms and conditions, seconded by Member Stein. The motion was approved by poll, 5-0.**

b. 12642 Chapel Road | Custom Care Physical Therapy.

The Planning Commission reviewed the use permit application of Custom Care Physical Therapy, made by Jennifer Youngen, for a commercial office use for private physical therapy sessions by appointment, located at 12642 Chapel Rd, Clifton in Space 2M, which comprises

Minutes adopted on April 2, 2024 by the Planning Commission as presented.

180 square feet, hours of operation Monday through Friday 8AM – 6 PM, and the allocation of 1 parking space.

- **Chair Kalinowski moved to recommend approval of the Use Permit upon the aforesated terms and conditions, seconded by Member Winkowski. The motion was approved by poll, 5-0.**

c. 12642 Chapel Road | Clifton Bridal Boutique.

The Planning Commission reviewed the use permit application for the expansion of space for Clifton Bridal Boutique LLC, made by Teri Brooks and Kathryn Robinson, for a commercial retail use for the sale of bridal attire, located at 12642 Chapel Rd., Clifton, in Spaces 3U and 4U, which comprises 310 square feet, hours of operation Wednesday-Sunday 11AM-6PM, 2 employees on site, and the allocation of 3 parking spaces.

- **Chair Kalinowski moved to recommend approval of the Use Permit upon the aforesated terms and conditions, seconded by Member Winkowski. The motion was approved by poll, 5-0.**

d. 12644 Chapel Road | Farmers Market (The Fruitful Forest, LLC).

The Planning Commission reviewed a request for a use permit application by Virginie Rodriguez for the establishment of a farmer's market in the courtyard of 12644 Chapel Road, to operate every Sunday from April 14, 2024 until November 17, 2024 from 7AM until 2 PM (including set up and dismantling) and to include a maximum of 10 vendors on site.

- **Chair Kalinowski moved to recommend approval of the Use Permit subject to the following conditions:**
 - **That the written parking agreement to park 5 vendor vehicles in the parking lot located at 12642 Chapel Road from April thru November 2024, also be approved.**
 - **That the use permit terminate as of December 1, 2024, the date of the parking agreement termination.**
 - **That the 10 vendors be located in the courtyard as shown on the attached map.**
 - **That the restrooms at 12634 located on the ground floor near the courtyard be available for use of vendors and those attending the market during market hours.**
 - **That the applicant will provide for trash collection and disposal arising from the market.**
 - **That any food vendors preparing, cooking, serving and storing food have all required Fairfax County permits, including the Temporary Food Establishment permit, that they use a fire-resistant tent and have fire extinguishers.**
 - **The hours and days of operation set forth above and a maximum of 10 vendors, seconded by Member Stein. The motion was approved by poll, 5-0.**

3. Comprehensive Town Plan – Update.

Member Sampson provided an update on the Town Plan project and asked that Members provide comments by the first week of March so she can incorporate them into the preliminary document.

4. Resolution to Adopt Planning Commission Meetings for 2024.

Minutes adopted on April 2, 2024 by the Planning Commission as presented.

See attached Resolution.

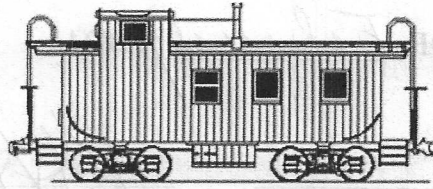
- **Chair Kalinowski moved to approve the Resolution as presented, seconded by Member Stein. The motion was approved by poll, 5-0.**

5. Approve Previous Meeting Minutes.

- **Member Stein moved to approve the January 30, 2024 regular meeting minutes as presented, seconded by Chair Kalinowski. The motion was approved by poll, 5-0.**

6. Adjournment.

The meeting was adjourned by general acclamation at the conclusion of business.



Town of Clifton, Virginia

PRESENTED: February 27, 2024

A RESOLUTION: ADOPTING THE 2024 REGULAR MEETING SCHEDULE AND HAZARDOUS WEATHER POLICY OF THE CLIFTON TOWN PLANNING COMMISSION

WHEREAS, the Clifton Town Planning Commission desires to set a schedule of regular meetings and to determine the day to which any meeting may be continued in the event that the Chairperson or Acting Chairperson finds and declares that weather or other conditions are such that it is hazardous for members to attend a meeting; and

WHEREAS, Code of Virginia of 1950, as amended, § 15.2-2214 requires the Planning Commission to adopt a resolution in an organizational meeting each year setting forth a schedule of regular meetings; and

NOW THEREFORE, BE IT RESOLVED that the Clifton Town Planning Commission hereby adopts the following:

1. During calendar year 2024, the Clifton Town Planning Commission shall hold its regular monthly meeting on the last Tuesday of each month all as set forth on the attached schedule, except in instances where there is not a quorum, which is incorporated into this Resolution; but in no event shall the Planning Commission meet less than once per year;
2. In the event that the Chair finds that weather or other conditions are such that it is hazardous for members to attend a meeting, any business scheduled to come before the Town Planning Commission shall be scheduled for the next monthly meeting. All hearings and other matters previously scheduled and advertised for such meeting shall be conducted at the continued meeting and no further advertisement shall be necessary.

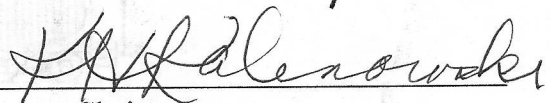
Motion made by: *Pat Kalinowski* Seconded by: *Michelle Stein*

Vote as follows:

ADOPTED THIS 27 DAY OF February, 2024.



Town Clerk



Chairperson

PRESENTED: February 27, 2024

A RESOLUTION ADOPTING THE 2024 REGULAR MEETING SCHEDULE AND
TAXPAYER WEATHER POLICY OF THE CLIFTON TOWN PLANNING
COMMISSION

WHEREAS, the Clifton Town Planning Commission desires to set a schedule of regular meetings and to determine the day to which any meeting may be continued in the event that the Chairperson or Acting Chairperson finds and declares that weather or other conditions are such that it is hazardous for members to attend a meeting; and

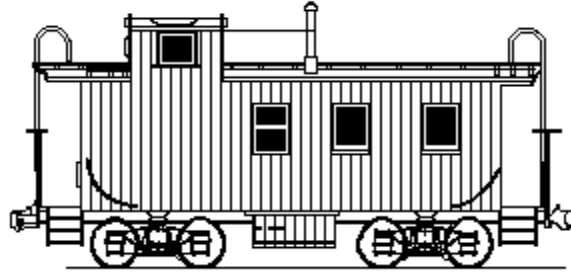
WHEREAS, Code of Virginia of 1970 as amended, § 15.2-2314 requires the Planning Commission to adopt a resolution in an organizational meeting each year setting forth a schedule of regular meetings; and

NOW THEREFORE, BE IT RESOLVED that the Clifton Town Planning Commission hereby adopts the following:

1. During calendar year 2024, the Clifton Town Planning Commission shall hold its regular monthly meeting on the last Tuesday of each month all as set forth on the attached schedule, except in instances where there is not a quorum which is incorporated into this Resolution but in no event shall the Planning Commission meet less than once per year.
2. In the event that the Chair finds that weather or other conditions are such that it is hazardous for members to attend a meeting, any business scheduled to come before the Town Planning Commission shall be scheduled for the next monthly meeting. All hearings and other matters previously scheduled and advertised for such meeting shall be conducted in the central meeting and no further advertisement shall be necessary.

Motion made by: Michelle W. Cox

Vote as follows:



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2. Non-Residential Application:
 - a. 12642 Chapel Road | Wheelhouse Pilates
 - b. 12642 Chapel Road | Custom Care Physical Therapy
 - c. 12642 Chapel Road | Clifton Bridal Boutique
 - d. 12644 Chapel Road | Farmers Market (The Fruitful Forest, LLC).
3. Comprehensive Town Plan – Update.
4. Resolution to Adopt Planning Commission Meetings for 2024.
5. Approve Previous Meeting Minutes.
6. Adjournment.