

**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, MARCH 1, 2022, 7:30 PM  
ELECTRONIC MEETING VIA ZOOM  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

In accordance with the Town of Clifton's Declaration of a Local Emergency due to the COVID-19 pandemic under Virginia Code § 44-146.21 which enables the Town of Clifton Government bodies to conduct Town business through electronic public meetings under Virginia Code § 2.2-3708.2, the Town of Clifton Town Council held the Meeting noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

The meeting was conducted using Zoom teleconferencing audio and video service, and connection information was provided by the Town Clerk to members of the public to afford the opportunity to citizens to witness the operation of the Town of Clifton government.

**Present:** Mayor Bill Hollaway; Vice Mayor Regan McDonald; Councilmember Steve Effros; Councilmember Patrick Pline; Councilmember Lynn Screen.

**Staff:** Amanda Christman, Town Clerk; Nick Orrison, Treasurer.

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Town Council Meeting - Order of Business:

1. Report of the Town Clerk:

- a. Approval of the Minutes (previous meetings and work sessions).
  - **Councilmember Poe moved to approve the February 1, 2022 meeting Minutes with minor revisions, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**
- b. Request for Approval of Zoning Administration Training and Certification.
  - **Councilmember Effros moved to approve the expenditure of up to \$2,000 for the Clerk to attend a Zoning Administration training and certification, seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Effros: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

2. Report of the Treasurer.

- **Mayor Hollaway moved to approve the payment of \$800 for the January-February 2022 invoice from the Town Attorney for services rendered, seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Effros: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

a. Schedule FY2023 Budget Work Sessions.

- **Councilmember Effros moved to schedule the FY2023 Budget Work Sessions to take place electronically via Zoom on April 7, 14, and 19 at 7 PM, seconded by Vice Mayor McDonald. The motion was approved by poll, 6-0.**

The Clerk was directed to distribute an agenda to the community in the next week.

b. Standing Agenda Item – Determine if Next Council Meeting Will be In-Person or Electronic

- **Councilmember Effros moved to hold the April 5 Regular Council Meeting electronically via Zoom, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

### 3. Citizen's Remarks.

Alexia Poe, of School Street, addressed the Town Council and stated that she has been harassed by a resident of Clifton due to the appearance of her property, which has been very stressful for her. She indicated that as a result of the harassment she does not feel safe in the community, and requested an exemption from the 6 foot fence height maximum in order to build a fence high enough to provide added privacy. She also said that she would be open to other ideas. The Council expressed regret for her stress and noted that fence applications should be submitted to the ARB.

### 4. Reports of Committees:

a. Planning Commission.

**See attached report.**

- **Mayor Hollaway moved to approve the recommendations of the Planning Commission to issue a conditional, temporary Use Permit for Sun Design Remodeling with the conditions as stated in the Planning Commission's report, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

i. Handicap Accessible Parking - Update.

Kathy Kalinowski provided an update on the results of the Planning Commission's preliminary research regarding ADA-accessible parking space requirements at the county, state, and federal levels. Based on the preliminary research, it was noted that state and federal regulations require a minimum number of ADA parking spaces based on the type of use of a building and the total number of spots in the corresponding parking lot. For example, Kathy stated that the Planning Commission's preliminary research indicates that a commercial parking lot with 25 total parking spaces would require one ADA parking spot. Additional information will be provided to the Town Council, as the research is ongoing.

b. Report of the Zoning Administrator:

i. Update on Residential Construction Projects:

A. 7184 Clifton Road.

No report.

c. Architectural Review Board.

Vice Mayor McDonald reported that the ARB approved an application at 7211 Main Street for a fence, retaining wall, gravel parking lot and brick stairs with stone risers.

d. Committee on the Environment:

i. Date for Town Cleanup Event.

Vice Mayor McDonald reported that April 3, 2022 is the planned date for the annual Town Clean-Up Event.

e. Streetscape Committee – Project Update.

Geri Yantis provided an update on the new grant funding award, utility relocation design, and the additional easements that will be needed in the Right of Way phase.

5. Unfinished Business:

a. Harris Park Addition:

i. Chain Link Fence Removal – Status;

ii. Tree Work Plan – Status.

Mayor Hollaway noted that a proposal is needed that incorporates both the chain link fence removal together with the necessary tree work, which should be forthcoming.

- **Mayor Hollaway moved to approve the proposal for up to \$2,000 to construct a fence backing up to the lot on Chestnut Street that is adjacent to the Town’s newly-acquired parkland using the same design as the existing fence on the neighboring Sealy property, seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Effros: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

It was noted that the planned fence should be reviewed by the ARB prior to installation, which Vice Mayor McDonald will manage. He suggested the addition of a gate for the neighboring property owner should be considered.

6. New Business:

a. Maintenance of Floodplain Parking Area – Need to Streetsweep/Clean Mud Off of Parking Area.

Mayor Hollaway observed that the floodplain parking area, which was developed with a novel design using pervious pavers covered by a layer of earth and grass has now degraded into a substantial amount of mud which is obscuring certain of the existing parking spaces, including where a prospective ADA-parking spot could be located. Vice Mayor McDonald will explore options and gather price quotes for having the mud removed and report back to the Council at a later date.

b. Maintenance of Pink House.

- **Vice Mayor McDonald moved to add the discussion of Pink House repair to the Agenda, and to approve up to \$1,200 to shore up the support under the house for the main floor, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Effros: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

7. Adjournment.

- **Councilmember Poe moved to adjourn, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

The meeting was adjourned at 8:52 PM.

3 training modules	\$300
3 exams	\$300
VAZO membership	\$100
3-nights lodging*	\$672.00
mileage	\$108.00
training materials:	
	\$56.95
	\$44.95
	\$42.50
	0
	0
	<u>\$84.91</u>
<b>TOTAL</b>	<b>\$1,709</b>

Re-certification

June 23-25, Omni Hotel, Charlottesville (registration opens mid-April)  
end of September, expected  
yearly dues  
\*group rate may be available  
186 miles round-trip x \$0.58

The Latest Illustrated Book of Development Definitions  
Legal Aspects of Code Administration  
VA E&S Control Handbook  
Code of VA, Chapter 22, Planning, Subdiv & Zoning  
Local Government Official's Guide to the VA FOIA  
The ABZ's of Planning Management, 2d ed.

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Within three years attend: at least one Fall VAZO sponsored Professional  
Conference and twelve hours from other approved events/training programs

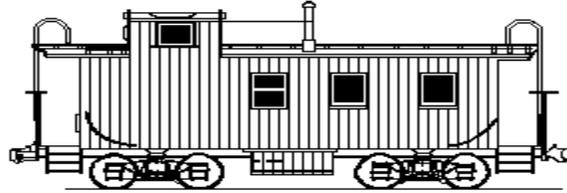
**PLANNING COMMISSION REPORT for February 22, 2022 via Zoom**

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

1. The Planning Commission reviewed an application for a Use Permit for commercial office space by Craig Durosko of Sun Design Remodeling at 12644 Chapel Road, Suite 212, Clifton. The office space will be used for a remodeling business and has 1075 square feet. The parking tabulation has been updated for the property and presently shows the allocation of 62 spaces out of 63 spaces, which includes the parking allocation for LCS/OnPoint of 4 spaces which had previously been noted in their conditional use permit, which since the move out of other businesses and has resulted in a use permit be granted for the business without the previously noted condition. Mr. Durosko, who is now the owner of the premises at 12644 Chapel Road, has submitted a draft of a new parking plan which indicates that up to 6 spaces are planned to be obtained on the parking area once the parking is redrawn and restriped. The Planning Commission also notes that there has never been a parking problem at this property.

The Planning Commission recommends conditional approval of this application with the following notations and conditions:

- The allocation of five (5) parking spaces to the business.
- That the hours of operation be 8AM to 5PM Monday thru Sunday.
- That a new parking plan indicating the necessary additional spaces be submitted for approval to the Planning Commission and the Town Council as soon as possible but no later than 6 months from the date of the conditional approval of the instant application, with all work being completed no later than one year from the date of conditional approval of the instant application.
- That until the approval of the new parking plan with sufficient parking for the instant application, no new applications for a commercial use at these premises will be considered.
- That the new parking plat conform to the requirements set forth in Section 9-13 of the Code; that it be drawn to scale on a surveyed plat and signed by an engineer or architect; all spaces be numbered; and any required ADA accessible spaces be provided in the plat.



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Town Council Meeting - Order of Business:

1. Report of the Town Clerk:
  - a. Approval of the Minutes (previous meetings and work sessions).
  - b. Request for Approval of Zoning Administration Training and Certification.
2. Report of the Treasurer.
  - a. Schedule FY2023 Budget Work Sessions.
3. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.

Each person wishing to address the Council shall, when recognized by the Mayor:

- (i) Give their name and address;
- (ii) Direct their remarks to the Council and not to other citizens present;
- (iii) Be limited to one period of not over three (3) minutes, unless granted additional time by unanimous consent of the Council.

Persons requesting to speak must have registered with the Town Clerk by no later than Noon of the day of the meeting. Priority to speak shall be given to persons in the order that they registered with the Town Clerk.

4. Reports of Committees:
  - a. Planning Commission.
    - i. Handicap Accessible Parking - Update.
  - b. Report of the Zoning Administrator:
    - i. Update on Residential Construction Projects:
      - A. 7184 Clifton Road.
  - c. Architectural Review Board.
  - d. Committee on the Environment:
    - i. Date for Town Cleanup Event.

- e. Streetscape Committee:
  - i. Project Update.
- 5. Unfinished Business:
  - a. Harris Park Addition:
    - i. Chain Link Fence Removal – Status;
    - ii. Tree Work Plan – Status.
- 6. New Business:
  - a. Maintenance of Floodplain Parking Area – Need to Streetsweep/Clean Mud Off of Parking Area.
- 7. Adjournment.