

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, JANUARY 3, 2023, 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 is holding the Meeting noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

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

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

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

The Regular Meeting was called to order by Mayor Hollaway at 7:30 PM.

Order of Business:

1. Report of the Town Clerk:

a. Approval of the Minutes (previous meetings, special meetings, and work sessions).

- **Mayor Hollaway moved to approve the December 6, 2022 Minutes with the correction of one typo, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

b. 2023 Golf Cart Decals - Update.

It was reported that just under 50% of registrations have been submitted, despite two notices having been sent out to golf cart owners. A final notice will be sent after January 15, 2023 to golf cart owners who have not submitted their renewals yet.

2. Report of the Treasurer.

a. Approval of Treasurer's Report.

Not submitted.

3. Citizen's Remarks.

Amy Luyster, of Chapel Street: summarized the review process of the application for a riding ring at her property and asked for guidance as to the next steps, given that the County required revisions which now must be reviewed by the Town. She indicated that she is frustrated by the length of the review process.

Kathy Kalinowski, Planning Commission Chair, reiterated that the revisions to the Rough Grading Plan as required by the County are currently being reviewed by the Town in order to determine if additional approvals at the Town level are needed. She could not guess why the review process has taken so long at the County level, given the Town issued preliminary approval almost a year ago, but surmised that it may be due to the complexity of the property, given that it contains both a flood plain and a Resource Protection Area (RPA).

Mayor Hollaway added that the Town's review may show that the County's required revisions are not material to what the Town is responsible for regulating.

4. Reports of Committees:

a. Planning Commission.

See attached report.

- **Councilmember Effros moved to reappoint Councilmember Pline to continue as the Town Council Representative Member on the Planning Commission for a four-year term ending December 31, 2026, seconded by Councilmember Poe. The motion was approved by poll, 5-0-1 (Councilmember Pline abstained).**
- **Mayor Hollaway moved to approve the recommendation of the Planning Commission to issue a Final Use Permit for the construction of a pool and deck at 12726 Clifton Heights Lane, seconded by Councilmember Pline. The motion was approved by poll, 6-0.**

b. Report of the Zoning Administrator.

Amanda Christman noted that she is now familiarizing herself with Fairfax County's new online application ("PLUS") to track permitting and inspections, as the County's system is an integral tool for administering the Town's Zoning Ordinance.

c. Architectural Review Board.

No report.

d. Streetscape Committee.

No report.

5. Unfinished Business:

a. Holiday Homes Tour – Report.

Councilmember Screen reported that the net revenue for the event was approximately \$1,600, of which 30% will be distributed to the charities of choice of the four participating homeowners', as has been tradition for this event and was stated in the ticket booklet. After some discussion, the Council agreed to request input from the Holiday Homes Tour Committee as to the scope of charities to be selected for future events.

b. Replacement of Tree in Ayre Square – Discussion.

Councilmember Poe reported that the local tree expert who selected the replacement holiday tree for the City of Manassas, and who was recommended by Kevin Hutto, will come to evaluate the tree and will provide a recommendation of an appropriate replacement holiday tree for the Town Council's consideration. Any other recommendations will be welcomed by the Town Council for consideration as well.

Councilmember Poe also noted that a date should be established for removing the current holiday lights. The Council agreed that the lights can stay up and on as late as the end of January 2023, but should be removed by then.

Vice Mayor McDonald underscored the importance of involving the Parks Committee in the holiday tree replacement discussion and indicated that a report on the tree was completed and circulated with recommendations from a County arborist a few years ago, which should be revisited. The Town Council indicated that input from the Parks Committee on the potential holiday tree replacement is welcome.

Councilmember Screen added that the Town Council should be mindful of the overall planning of Ayre Square as the holiday tree is under discussion.

6. New Business.

None.

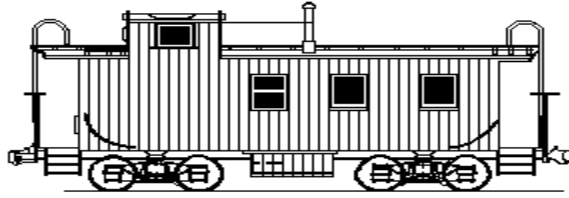
7. Adjournment.

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

PLANNING COMMISSION REPORT for December 20, 2022 in person

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

1. The Planning Commission reviewed the application for a final use permit for construction of a pool and deck submitted by Matt and Kristin Hill of 12726 Clifton Heights Lane, Clifton. The Preliminary Construction Use permit was issued January 4, 2022. The applicants have confirmed that they have complied with the requirements of the preliminary use permit; all necessary County inspections and permits have been obtained and submitted; and the ARB has confirmed that construction was in accordance with the issued Certificate of Appropriateness. The Planning Commission recommends that a final Use Permit be issued.



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Order of Business

1. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings, special meetings, and work sessions).
 - b. 2023 Golf Cart Decals - Update.
2. Report of the Treasurer.
 - a. Approval of Treasurer's Report.
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 order registered with the Town Clerk.

4. Reports of Committees:
 - a. Planning Commission.
 - b. Report of the Zoning Administrator.
 - c. Architectural Review Board.
 - d. Streetscape Committee.
5. Unfinished Business:
 - a. Holiday Homes Tour – Report.
 - b. Replacement of Tree in Ayre Square – Discussion.
6. New Business:
7. Adjournment.