

**CLIFTON TOWN PLANNING COMMISSION
TUESDAY, DECEMBER 29, 2020, 7:30 PM
ELECTRONIC MEETING, VIA ZOOM**

Until further notice from the Mayor of Clifton, and in accordance with the Resolution of the Planning Commission regarding Remote Participation by Electronic Means Policy and the Town Council Continuity of Government Methods, to the Planning Commission and Authorizing Remote Participation by Electronic Means Without a Physical Quorum Being Present Pursuant to Virginia Law, the Town of Clifton Planning Commission is holding all Meetings noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

The meetings 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 upon receiving an emailed request directed to clerk@cliftonva.gov.

Present: Kathy Kalinowski, Chair; Town Council Representative Member Patrick Pline; Mac Arnold; Jennifer Heilmann; Michelle Stein; Terri Winkowski; Susan Yantis.
Staff: Amanda Christman, Town Clerk.

The Regular Meeting was called to order by Chair Kalinowski at 7:30 PM.

Order of Business:

1. Approve November 24, 2020 Regular Meeting Minutes.
 - **Chair Kalinowski moved to approve the November 24, 2020 Minutes as presented, seconded by Member Heilmann. The motion was approved by poll, 7-0.**
2. Use Permit Applications:
 - a. Coppermine Realty, 12644 Chapel Road.
See attached application.
 - **Chair Kalinowski moved to recommend approval of a new Use Permit for Coppermine Realty at 12644 Chapel Road reflecting their change in space at that location to Suite 214, 956 square feet, for a commercial office use for a real estate firm with hours from Sunday to Saturday of 8am to 9pm with 5 parking spaces to be allocated to the use reflecting the new square footage, seconded by Member Stein. The motion was approved by poll, 7-0.**

b. Wheelhouse Pilates, 12644 Chapel Road.

See attached application.

- **Chair Kalinowski moved to recommend approval of a new Use Permit for Wheelhouse Pilates at 12644 Chapel Road reflecting a change in ownership to Tamara Crean and a change in space location to Suite 200, 885 square feet, for a commercial retail use for exercise classes, with no more than 2 employees on site at any one time and hours of Sunday to Saturday from 7am to 9pm with 4 parking spaces to be allocated reflecting the new square footage and 1 space to be allocated reflecting the number of employees on site at any one time, for a total of 5 spaces, seconded by Member Stein. The motion was approved by poll, 7-0.**

c. Market Wealth Management, 12644 Chapel Road.

See attached application.

- **Chair Kalinowski moved to recommend approval of a new Use Permit for Market Wealth Management, LLC at 12644 Chapel Road, reflecting a change in space at that location to Suites 107, 108, 109, 111 and 112 for a total of 976 square feet, for a commercial office use for an insurance/investment consulting firm, with hours Monday through Saturday 8am to 8pm, with 5 parking spaces to be allocated to the use reflecting the new square footage, seconded by Member Heilmann. The motion was approved by poll, 7-0.**

d. Belle Jar Design, 7137A Main Street.

See attached application.

- **Chair Kalinowski moved to approve a new Use Permit for Belle Jar Design at 7137 Main Street, Front Building, reflecting a change of ownership to Kerry Powers, for a total of 1100 square feet and no more than two employees on site at any one time and hours of Sunday through Saturday from 9am to 9pm, with 5 parking spaces to be allocated to use reflecting the square footage and one additional parking space reflecting the number of employees on site at any one time, for a total of 6 parking spaces, seconded by Member Heilmann. The motion was approved by poll, 7-0.**

e. Clifton Café, 7144 Main Street.

See attached application.

- **The Planning Commission postponed review of the application pending receipt from the applicant of a completed and signed application reflecting the actual proposed use (the application included an addendum that was not signed and included some discrepancies that need to be resolved); and that included a parking plan properly drawn to scale and properly certified, which includes the latest survey and shows the actual size of all the spaces, the aisles and setbacks, together with addressing the requirements in Section 9-13 of the Code.**

3. Unfinished Business:

a. 7184 Clifton Road – Update.

An update was provided on the outstanding items with regard to the Final Use Permit application.

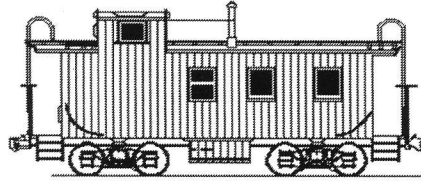
b. Civil Penalty – Update.

Chair Kalinowski asked Members to submit comments on items that should be included in the proposed chart of common violations.

Adopted as presented by the Planning Commission on February 23, 2021

4. Adjournment.

The meeting was adjourned by acclamation at 8:36 PM.



TOWN OF CLIFTON, VIRGINIA

Use Permit Application

Property Address: 12644 Chapel Road-Suite 214 Clifton, VA 20124		Date: [Month / Year] December 2020		
1. Type of Permit:	<input type="checkbox"/> Construction	<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Residential	<input type="checkbox"/> Home Business (Code 9-19.c1)
	<input type="checkbox"/> Preliminary Site Plans Attached	<input checked="" type="checkbox"/> Office <input type="checkbox"/> Retail		
	<input type="checkbox"/> Special Use	<input type="checkbox"/> Subdivision (Code Chapter 10)	<input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation (Code 10-57 to Code 10-59)	<input type="checkbox"/> Public Use
	<input type="checkbox"/> Restaurant			
	<input type="checkbox"/> Bed & Breakfast			
	<input type="checkbox"/> Multi-Family			
2. Name of Applicant: Jerry Hopkins				
Mailing Address: 10910 Rice Field Place, Fairfax Station, VA 22039				
Phone: 703-304-0219				
Email Address: jhopkins@copperminerealty.com				
3. Name of Property: NCH Partners II, LLC				
Owner (if different): c/o National Realty Partners, LLC				
Mailing Address: 365 Herndon Parkway - Suite 106, Herndon, VA 20170				
4. Name of Business / Organization: Coppermine Realty, LLC				
5. Owner of Business / Organization: Jerry Hopkins				
6. Tax Map Number: 0754-02-0023A				
7. Attach a plat or plan drawn to scale showing the proposed construction, certified by an engineer, surveyor, architect, authorized to practice as such by VA, together with a surveyed plat of the property indicating all building and structure setbacks and height.		<input checked="" type="checkbox"/> Plat Attached		

8. Attach Floor Plan to Scale (non-residential & home business):		<input checked="" type="checkbox"/> Floor Plan Attached		
9. Zoning District of Premises:	<input type="checkbox"/> Residential (Code 9-19)	<input checked="" type="checkbox"/> Commercial (Code 9-21)	<input type="checkbox"/> Agricultural (Code 9-20)	<input type="checkbox"/> Industrial (Code 9-22)
	<input type="checkbox"/> Church, Park, Community Building			
	<input type="checkbox"/> Community Open Space & Recreation (COSR) (Code 9-23A)		<input type="checkbox"/> Low Impact Commercial (Code 9-23B)	
10. Describe Purpose of Application: Office space consolidated in Clifton House.				
10. If Commercial, Home Business, Agricultural or Industrial:				
11. Describe Operation: Residential Real Estate Brokerage Services.				
11.a. If Non-Residential - Office Use: <u>956</u> SF or Retail/Restaurant Use: _____ SF				
11.b. Days & Hours of Operation (include special events): Sunday to Saturday 8 am to 9 pm.				
11.c. Number of Employees on Site at any One Time: <u>3</u>				
11.d. Number of Seats (Restaurant/Church): Total: _____. If applicable, provide number of seats located Inside: _____ and; Outside: _____				
11.e. Gross Floor Area (GFA) of Building or /Premises: <u>approx 14,000</u> SF (Code 9-13) Net Gross Floor Area if more than one use in building: _____ SF If applicable, GFA devoted to carry-out service within restaurant: _____ SF				
11.f. Number of Off-street Parking Spaces Required: <u>2</u> (Code 9-13)				
11.g. Number of Off-street Parking Spaces Provided* (attach parking plan to scale with dimensions identifying existing and proposed parking spaces): <u>2</u>				
11.h. Gross Floor Area of Dwelling (Home Business Only): _____ SF				
12. Application Fee Enclosed: (Fee schedule in Filing Instructions) \$ <u>75.00 on check # 1152</u>				

*PLEASE INCLUDE A PARKING TABULATION FORM FOR BUILDINGS THAT HAVE MORE THAN ONE USER IN THE BUILDING.

Is the applicant or owner a member of a homeowners association (HOA)? Yes No If yes, please obtain the approval of the HOA prior to submission of the application.

HOA REPRESENTATIVE (NAME/SIGNATURE) _____ DATE OF HOA APPROVAL: _____

The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of the Zoning Ordinance of the Code of Town of Clifton, Virginia.

APPLICANT'S SIGNATURE: [Signature]

DATE: 12/1/2020

PROPERTY OWNER SIGNATURE: [Signature]

DATE: 12/1/2020

FOR TOWN USE ONLY

RECEIPT DATE: _____

DATE APPLICATION ACCEPTED: _____

APPLICATION FEE PAID: \$ _____

APPROVED DISAPPROVED

PLANNING COMMISSION: _____
SIGNATURE

PRINT

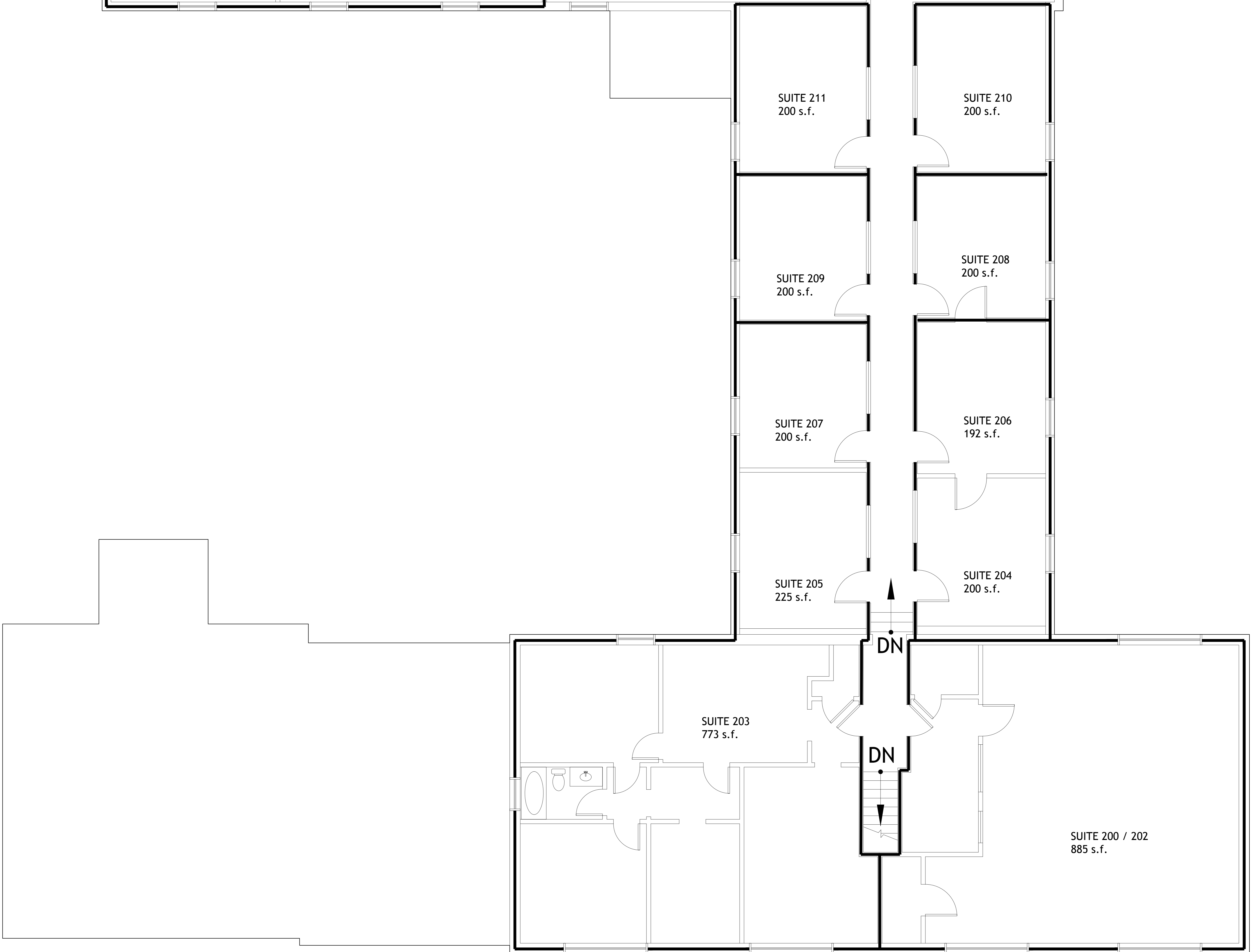
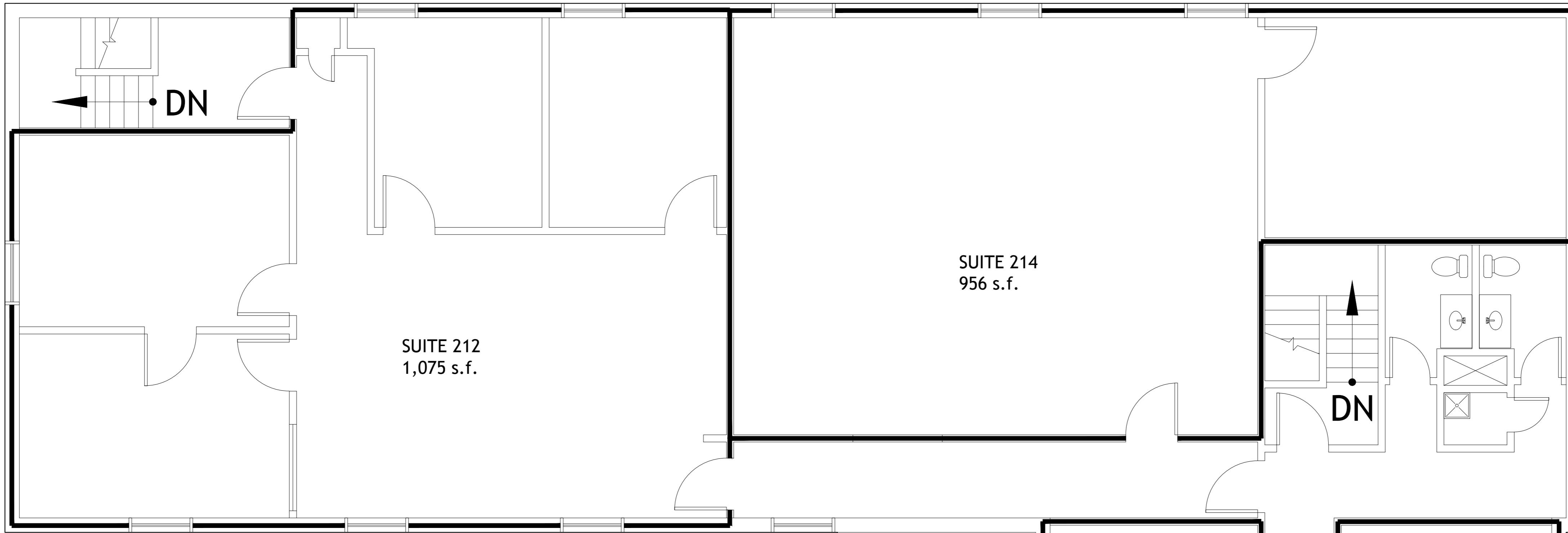
CONDITIONS: _____

APPROVED DISAPPROVED

TOWN COUNCIL: _____
SIGNATURE

PRINT

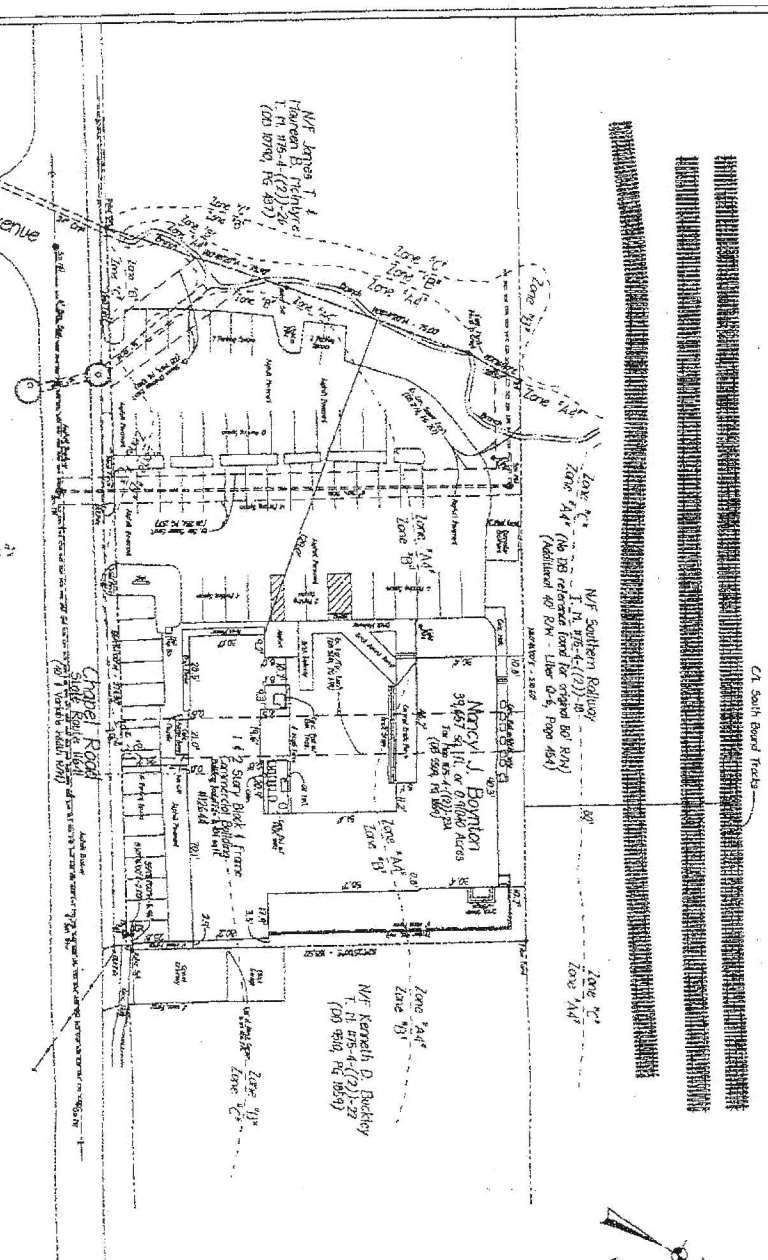
CONDITIONS: _____



Surveyor's Certificate

This is to certify that the survey on which this plat was made was made in accordance with the laws of the State of Virginia and that the same is a true and correct copy of the original as filed in the office of the Surveyor General of the State of Virginia. It is further certified that the survey was made in accordance with the provisions of the laws of the State of Virginia and that the same is a true and correct copy of the original as filed in the office of the Surveyor General of the State of Virginia.

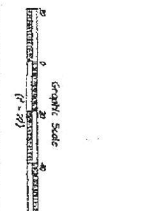
[Signature]
Surveyor General



City South Board Tracts
 1" = 200'



- Notes:**
- 1) The property described herein is located in Fairfax County, Virginia, and is bounded by the following: to the north by Lot 200, to the east by the line of the M.F. Kenneth D. Buckley, to the south by the line of the M.F. Kenneth D. Buckley, and to the west by the line of the M.F. Kenneth D. Buckley.
 - 2) Current owner as recorded in Public County Land Book 5000, Page 150.
 - 3) This report from Commonwealth Land Title Insurance Company was made and used for the survey.
 - 4) Existing lot boundaries were determined, as shown on plat attached to a deed recorded in Public County Land Book 5000, Page 150.
 - 5) If any discrepancies between the survey and the deed are discovered, the survey shall prevail.
 - 6) If any discrepancies between the survey and the deed are discovered, the survey shall prevail.
 - 7) The survey was made on the 15th day of April, 1980.
 - 8) The survey was made on the 15th day of April, 1980.
 - 9) The survey was made on the 15th day of April, 1980.
 - 10) The survey was made on the 15th day of April, 1980.



Kendall Consulting, Inc.
 Land Surveying & Land Planning
 P. O. Box 1569 - Fairfax, Virginia 22036
 Pils. (703) 591-1571 Fax: (703) 591-1568

Town of Clifton

Commercial Parking Tabulation

Property Name: Clifton House

Address: 12644 Chapel Road

Date: 8/03/2020

Building Total Gross Floor Area: 11766

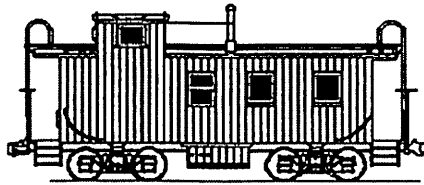
SUITE #	TENANT NAME	NET FLOOR AREA	USE (Restaurant/Office/ Retail/Other Commercial Use)	Max. # EMPLOYEES (Retail/Restaurant only)	NUMBER OF CUSTOMER SEATS (Restaurant only)	PARKING SPACES Approved	DATE OF USE PERMIT (or Council approval)
A & B	Motier	936	Retail/Restaurant	4	14	11	3/3/2020
C & D	Wheelhouse Pilates	856	Retail	2	N/A	5	8/7/2018
E	U.S. Post Office	540	Retail	3	N/A	5	2/5/1992
F	Clifton Cleaners	762	Retail	2	N/A	5	7/7/2015
108, 109, 111, 113	Market Financial	776	Office	N/A	N/A	4	6/2/2020
107, 214	Coppermine Realty	1148	Office	N/A	N/A	5	9/4/2018
112	Anthony Reid	200	Office	N/A	N/A	1	7/5/2016
114	The Hair Garage, LLC	593	Retail	N/A	N/A	4	7/7/2020
115	GoldensHill Papercrafts	1,536	Retail	1	N/A	7	6/3/2014
200, 202	Wheelhouse Yoga	885	Retail	2	N/A	5	9/4/2018
204, 206, 208	AG Chem/Waterworks	592	Office	N/A	N/A	3	7/5/2016
209, 211	Kohlmark Flach Architects	392	Office	N/A	0	2	10/2/2018
212	America, Inc.	1,075	Office	N/A	0	5	3/1/2016
110	Counseling for Creative	192	Office	N/A	N/A	1	6/2/2020
205, 207	WY Leadership,	425	Office	N/A	N/A	2	5/6/2020
	Total based on Town records/Use Permits					65	

Total Parking Spaces Required:

65

Total Parking Spaces Provided:

63



TOWN OF CLIFTON, VIRGINIA

Use Permit Application

Property Address: 12644 Chapel St. Suite 200		Date: [Month / Year] October 2020		
1. Type of Permit:	<input type="checkbox"/> Construction	<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Residential	<input type="checkbox"/> Home Business (Code 9-19.c1)
	<input type="checkbox"/> Preliminary Site Plans Attached	<input type="checkbox"/> Office <input checked="" type="checkbox"/> Retail		
	<input type="checkbox"/> Special Use	<input type="checkbox"/> Subdivision (Code Chapter 10)	<input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation (Code 10-57 to Code 10-59)	<input type="checkbox"/> Public Use
	<input type="checkbox"/> Restaurant			
	<input type="checkbox"/> Bed & Breakfast			
	<input type="checkbox"/> Multi-Family			
2. Name of Applicant: Tamara Crean				
Mailing Address: 11125 Henderson Rd. Fairfax Station 22039				
Phone: 703 987 0377				
Email Address: tamara@wheelhousepilates.com				
3. Name of Property NER NCH Partners II, LLC				
Owner (if different): 365 HENDERSON PARKWAY #106				
Mailing Address: HENDERSON VA 20170				
4. Name of Business / Organization: Wheelhouse Pilates				
5. Owner of Business / Organization: Tamara Crean				
6. Tax Map Number: 0754-02-0023A				
7. Attach a plat or plan drawn to scale showing the proposed construction, certified by an engineer, surveyor, architect, authorized to practice as such by VA, together with a surveyed plat of the property indicating all building and structure setbacks and height.				<input checked="" type="checkbox"/> Plat Attached

8. Attach Floor Plan to Scale (non-residential & home business):		<input checked="" type="checkbox"/> Floor Plan Attached		
9. Zoning District of Premises:	<input type="checkbox"/> Residential (Code 9-19)	<input checked="" type="checkbox"/> Commercial (Code 9-21)	<input type="checkbox"/> Agricultural (Code 9-20)	<input type="checkbox"/> Industrial (Code 9-22)
	<input type="checkbox"/> Church, Park, Community Building			
	<input type="checkbox"/> Community Open Space & Recreation (COSR) (Code 9-23A)		<input type="checkbox"/> Low Impact Commercial (Code 9-23B)	
10. Describe Purpose of Application:				
10. If Commercial, Home Business, Agricultural or Industrial:				
11. Describe Operation: <i>Commercial service offering fitness instruction</i>				
11.a. If Non-Residential - Office Use: _____ SF or Retail/Restaurant Use: <u>885</u> SF				
11.b. Days & Hours of Operation (include special events): <u>7 AM - 9 PM</u> <u>Sunday - Saturday</u>				
11.c. Number of Employees on Site at any One Time: <u>2</u>				
11.d. Number of Seats (Restaurant/Church): Total: <u>0</u> . If applicable, provide number of seats located inside: _____ and; Outside: _____				
11.e. Gross Floor Area (GFA) of Building or /Premises: <u>11,897</u> SF (Code 9-13) Net Gross Floor Area if more than one use in building: _____ SF If applicable, GFA devoted to carry-out service within restaurant: _____ SF				
11.f. Number of Off-street Parking Spaces Required: _____ (Code 9-13)				
11.g. Number of Off-street Parking Spaces Provided* (attach parking plan to scale with dimensions identifying existing and proposed parking spaces): _____				
11.h. Gross Floor Area of Dwelling (Home Business Only): _____ SF				
12. Application Fee Enclosed: (Fee schedule in Filing Instructions) \$ <u>7500</u>				

*PLEASE INCLUDE A PARKING TABULATION FORM FOR BUILDINGS THAT HAVE MORE THAN ONE USER IN THE BUILDING.

Is the applicant or owner a member of a homeowners association (HOA)? Yes No If yes, please obtain the approval of the HOA prior to submission of the application.

HOA REPRESENTATIVE (NAME/SIGNATURE) _____ DATE OF HOA APPROVAL: _____

The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of the Zoning Ordinance of the Code of Town of Clifton, Virginia.

APPLICANT'S SIGNATURE: _____

DATE: Oct. 2020

PROPERTY OWNER SIGNATURE: _____

DATE: 11/16/2020

FOR TOWN USE ONLY

RECEIPT DATE: _____

DATE APPLICATION ACCEPTED: _____

APPLICATION FEE PAID: \$ _____

APPROVED DISAPPROVED

PLANNING COMMISSION: _____
SIGNATURE

PRINT

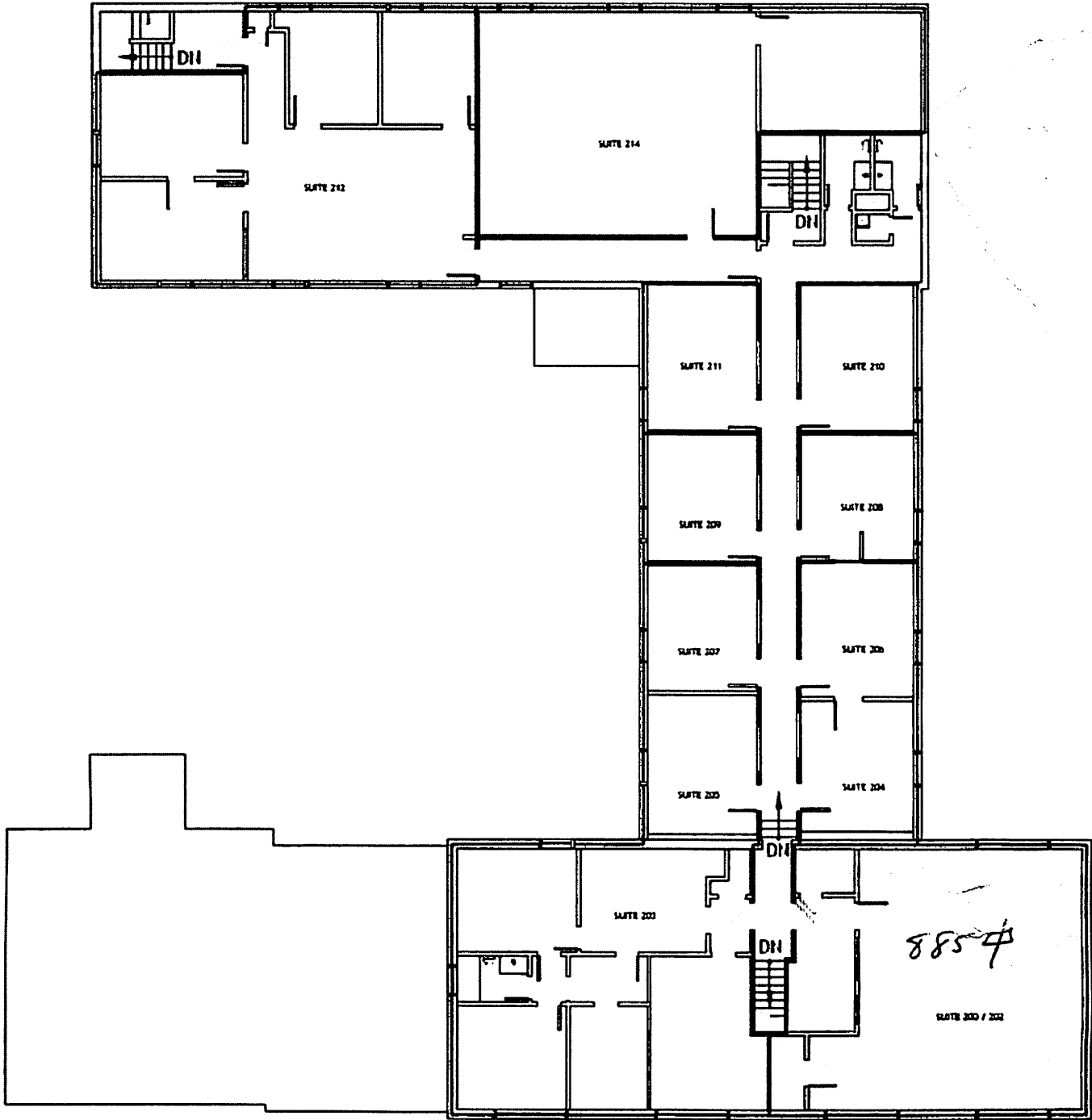
CONDITIONS: _____

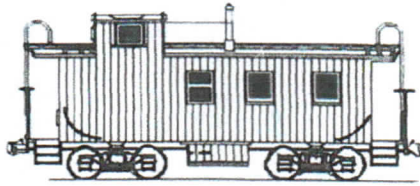
APPROVED DISAPPROVED

TOWN COUNCIL: _____
SIGNATURE

PRINT

CONDITIONS: _____





TOWN OF CLIFTON, VIRGINIA

Use Permit Application

Property Address: 12644 Chapel Road Suites 107, 108, 109, 111 + 112 Clifton, VA 20124		Date: [Month / Year] 12/2020		
1. Type of Permit:	<input type="checkbox"/> Construction <input type="checkbox"/> Preliminary Site Plans Attached	<input checked="" type="checkbox"/> Commercial Office Retail	<input type="checkbox"/> Residential	<input type="checkbox"/> Home Business (Code 9-19.c1)
	<input type="checkbox"/> Special Use <input type="checkbox"/> Restaurant <input type="checkbox"/> Bed & Breakfast <input type="checkbox"/> Multi-Family	<input type="checkbox"/> Subdivision (Code Chapter 10)	<input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation (Code 10-57 to Code 10-59)	<input type="checkbox"/> Public Use
2. Name of Applicant: Peter J Market Mailing Address: 12644 Chapel Rd, Ste 111, Clifton, VA 20124 Phone: 703-266-5500 Email Address: peter@marketwm.com				
3. Name of Property Owner (if different): National Realty Partners Mailing Address: 365 Herndon Pkwy #106 Herndon, VA 20170				
4. Name of Business / Organization: Market Wealth Management, LLC				
5. Owner of Business / Organization: Peter J. Market				
6. Tax Map Number: 0754-02-0023A				
7. Attach a plat or plan drawn to scale showing the proposed construction, certified by an engineer, surveyor, architect, authorized to practice as such by VA, together with a surveyed plat of the property indicating all building and structure setbacks and height.				
				<input checked="" type="checkbox"/> Plat Attached

8. Attach Floor Plan to Scale (non-residential & home business):		<input type="checkbox"/> Floor Plan Attached	
9. Zoning District of Premises:	<input type="checkbox"/> Residential (Code 9-19) <input type="checkbox"/> Church, Park, Community Building	<input checked="" type="checkbox"/> Commercial (Code 9-21)	<input type="checkbox"/> Agricultural (Code 9-20)
	<input type="checkbox"/> Industrial (Code 9-22)	<input type="checkbox"/> Community Open Space & Recreation (COSR) (Code 9-23A)	<input type="checkbox"/> Low Impact Commercial (Code 9-23B)
10. Describe Purpose of Application: <i>Use of commercial space</i>			
10. If Commercial, Home Business, Agricultural or Industrial:			
11. Describe Operation: <i>Insurance / Investment Consulting</i>			
11.a. If Non-Residential - Office Use: _____ SF or Retail/Restaurant Use: _____ SF			
11.b. Days & Hours of Operation (include special events): <i>Mon-Sat 8a-8p</i>			
11.c. Number of Employees on Site at any One Time: <i>3</i>			
11.d. Number of Seats (Restaurant/Church): Total: _____. If applicable, provide number of seats located inside: _____ and; Outside: _____			
11.e. Gross Floor Area (GFA) of Building or /Premises: <i>976</i> SF (Code 9-13) Net Gross Floor Area if more than one use in building: _____ SF If applicable, GFA devoted to carry-out service within restaurant: _____ SF			
11.f. Number of Off-street Parking Spaces Required: _____ (Code 9-13)			
11.g. Number of Off-street Parking Spaces Provided* (attach parking plan to scale with dimensions identifying existing and proposed parking spaces): _____			
11.h. Gross Floor Area of Dwelling (Home Business Only): _____ SF			
12. Application Fee Enclosed: (Fee schedule in Filing Instructions) \$ <i>75</i>			

*PLEASE INCLUDE A PARKING TABULATION FORM FOR BUILDINGS THAT HAVE MORE THAN ONE USER IN THE BUILDING.

Is the applicant or owner a member of a homeowners association (HOA)? Yes No If yes, please obtain the approval of the HOA prior to submission of the application.

HOA REPRESENTATIVE (NAME/SIGNATURE) _____ DATE OF HOA APPROVAL: _____

The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of the Zoning Ordinance of the Code of Town of Clifton, Virginia.

APPLICANT'S SIGNATURE: _____

DATE: 12/15/2020

PROPERTY OWNER SIGNATURE: _____

DATE: 12/10/2020

FOR TOWN USE ONLY

RECEIPT DATE: _____

DATE APPLICATION ACCEPTED: _____

APPLICATION FEE PAID: \$ _____

APPROVED DISAPPROVED

PLANNING COMMISSION: _____
SIGNATURE

PRINT

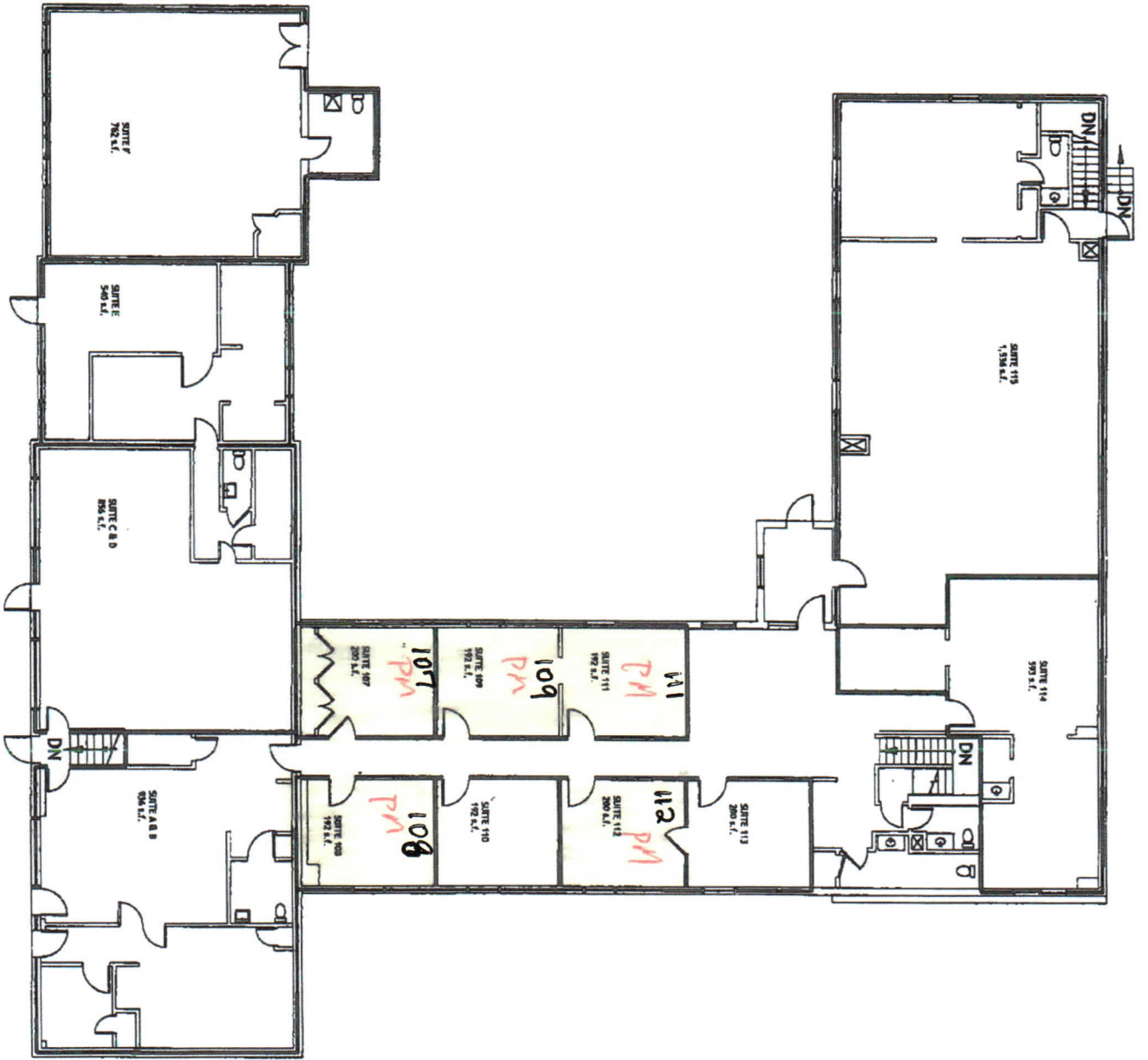
CONDITIONS: _____

APPROVED DISAPPROVED

TOWN COUNCIL: _____
SIGNATURE

PRINT

CONDITIONS: _____



C1 South Bound Tracks



NF Southern Railway
T. N. 875-4(2)-8
(No DB reference land for original SR RM)
(Additional 40' R/W - Liber 0-6, Page 654)

NF James I &
Nancy B. McHenry
T. N. 875-4(2)-25
(DB 10790, PG 457)

NF Kenneth D. Buckley
T. N. 875-4(2)-22
(DB 4500, PG 1554)

Nancy J. Boynton
39,657 sq. ft. or 0.9040 Acres
T. N. 875-4(2)-54
(DB 4500, PG 1554)

1 & 2 Story Brick & Frame
Commercial Building
120' x 120' x 4' 6"

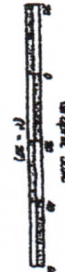
Chapel Road
Slurry Seal
120' x 120' x 4' 6"

Pendleton Avenue

Surveyor's Certificate

This is to certify that this map or plat and the survey on which it was based were made in accordance with Wisconsin Standard Code Requirements for All PLANNED Land Tracts Surveyed, Justly established and adopted by A.T.V. ACT 93 and 1925 to 1935 and in compliance with the survey standards set forth in A.T.V. ACT 93, 1925 and 1935 and in effect on the date of the certification. The undersigned further certifies that the survey measurements were made in accordance with the professional rules and standards then in effect and that the survey measurements were made in accordance with the professional rules and standards then in effect.

Thomas R. Knudsen, L.S. 6778



- Note:
- 1) The property is shown as of 1/1/2000.
 - 2) Current use.
 - 3) The property is shown as of 1/1/2000.
 - 4) The property is shown as of 1/1/2000.
 - 5) The property is shown as of 1/1/2000.
 - 6) The property is shown as of 1/1/2000.
 - 7) The property is shown as of 1/1/2000.
 - 8) The property is shown as of 1/1/2000.
 - 9) The property is shown as of 1/1/2000.
 - 10) The property is shown as of 1/1/2000.

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

MARKET WEALTH MANAGEMENT, LLC
12644 CHAPEL RD., STE 111
CLIFTON, VA 20124
(703) 266-5500

PNC BANK, NA
15-003/540

5288

12/10/2020

PAY TO THE ORDER OF Town of Clifton

\$**75.00

Seventy-five and 00/100***** DOLLARS

PROTECTED AGAINST FRAUD

Town of Clifton

VOID AFTER 90 DAYS

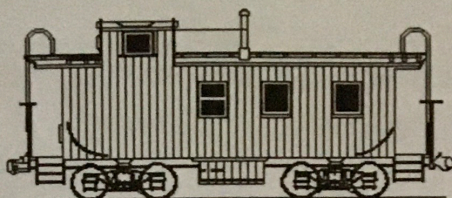
MEMO

[REDACTED]

⑈005288⑈ ⑆054000030⑆ 5303211537⑈

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Details on Back Intuit® CheckLock™ Secure Check



TOWN OF CLIFTON, VIRGINIA

Use Permit Application

Property Address: 7137 Main Street <i>(Front Building)</i>		Date: [Month / Year] 12/2020		
1. Type of Permit:	<input type="checkbox"/> Construction	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	<input type="checkbox"/> Home Business (Code 9-19.c1)
	<input type="checkbox"/> Preliminary Site Plans Attached	<input type="checkbox"/> Office <input checked="" type="checkbox"/> Retail		
	<input type="checkbox"/> Special Use	<input type="checkbox"/> Subdivision (Code Chapter 10)	<input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation (Code 10-57 to Code 10-59)	<input type="checkbox"/> Public Use
	<input type="checkbox"/> Restaurant			
	<input type="checkbox"/> Bed & Breakfast			
	<input type="checkbox"/> Multi-Family			
2. Name of Applicant: <i>KERRY POWERS</i>				
Mailing Address: <i>6622 HOLFORD LN, SPRINGFIELD, VA 22152</i>				
Phone: <i>(C) 509-280-4114 - property phone 703-266-2288</i>				
Email Address: <i>bellejardes.gn@gmail.com</i>				
3. Name of Property Owner (if different): <i>same as above #2 Town of Clifton, Virginia</i>				
Mailing Address: <i>same as above #2 P.O. Box 309 Clifton, Virginia 20124</i>				
4. Name of Business / Organization: <i>Belle Jar Design</i>				
5. Owner of Business / Organization: <i>Kerry Powers</i>				
6. Tax Map Number: <i>0754 02 001 0</i>				
7. Attach a plat or plan drawn to scale showing the proposed construction, certified by an engineer, surveyor, architect, authorized to practice as such by VA, together with a surveyed plat of the property indicating all building and structure setbacks and height.				<input checked="" type="checkbox"/> Plat Attached

8. Attach Floor Plan to Scale (non-residential & home business):		<input checked="" type="checkbox"/> Floor Plan Attached		
9. Zoning District of Premises:	<input type="checkbox"/> Residential (Code 9-19)	<input checked="" type="checkbox"/> Commercial (Code 9-21)	<input type="checkbox"/> Agricultural (Code 9-20)	<input checked="" type="checkbox"/> Industrial (Code 9-22)
	<input type="checkbox"/> Church, Park, Community Building			
	<input type="checkbox"/> Community Open Space & Recreation (COSR) (Code 9-23A)		<input type="checkbox"/> Low Impact Commercial (Code 9-23B)	
10. Describe Purpose of Application: Issue use permit to indicate retail use at this location, square footage, number of employees, hours of operation, + number of on-site parking spaces.				
10. If Commercial, Home Business, Agricultural or Industrial: Commercial				
11. Describe Operation: Retail Store specializing in home decor + refinished furniture.				
11.a. If Non-Residential - Office Use: _____ SF or <u>Retail</u> Restaurant Use: <u>1,100</u> SF				
11.b. Days & Hours of Operation (include special events): Sunday - Saturday 9a - 9p				
11.c. Number of Employees on Site at any One Time: <u>2</u>				
11.d. Number of Seats (Restaurant/Church): Total: <u>n/a</u> . If applicable, provide number of seats located Inside: _____ and; Outside: _____				
11.e. Gross Floor Area (GFA) of Building or /Premises: <u>1100</u> SF (Code 9-13) Net Gross Floor Area if more than one use in building: _____ SF If applicable, GFA devoted to carry-out service within restaurant: _____ SF				
11.f. Number of Off-street Parking Spaces Required: <u>5</u> (Code 9-13) <i>or as required by the Town Council</i>				
11.g. Number of Off-street Parking Spaces Provided* (attach parking plan to scale with dimensions identifying existing and proposed parking spaces): <u>5</u> <i>or as required to accommodate the Use Permit</i>				
11.h. Gross Floor Area of Dwelling (Home Business Only): _____ SF				
12. Application Fee Enclosed: \$ <u>75</u> (Fee schedule in Filing Instructions)				

*PLEASE INCLUDE A PARKING TABULATION FORM FOR BUILDINGS THAT HAVE MORE THAN ONE USER IN THE BUILDING.

Is the applicant or owner a member of a homeowners association (HOA)? Yes No If yes, please obtain the approval of the HOA prior to submission of the application.

HOA REPRESENTATIVE (NAME/SIGNATURE) _____ DATE OF HOA APPROVAL: _____

The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of the Zoning Ordinance of the Code of Town of Clifton, Virginia.

APPLICANT'S SIGNATURE: *Vinny Pavia*

DATE: 12/2/2020

PROPERTY OWNER SIGNATURE: *[Signature]*

DATE: 12/11/2020

FOR TOWN USE ONLY

RECEIPT DATE: _____

DATE APPLICATION ACCEPTED: _____

APPLICATION FEE PAID: \$ _____

APPROVED DISAPPROVED

PLANNING COMMISSION: _____
SIGNATURE

PRINT

CONDITIONS: _____

APPROVED DISAPPROVED

TOWN COUNCIL: _____
SIGNATURE

PRINT

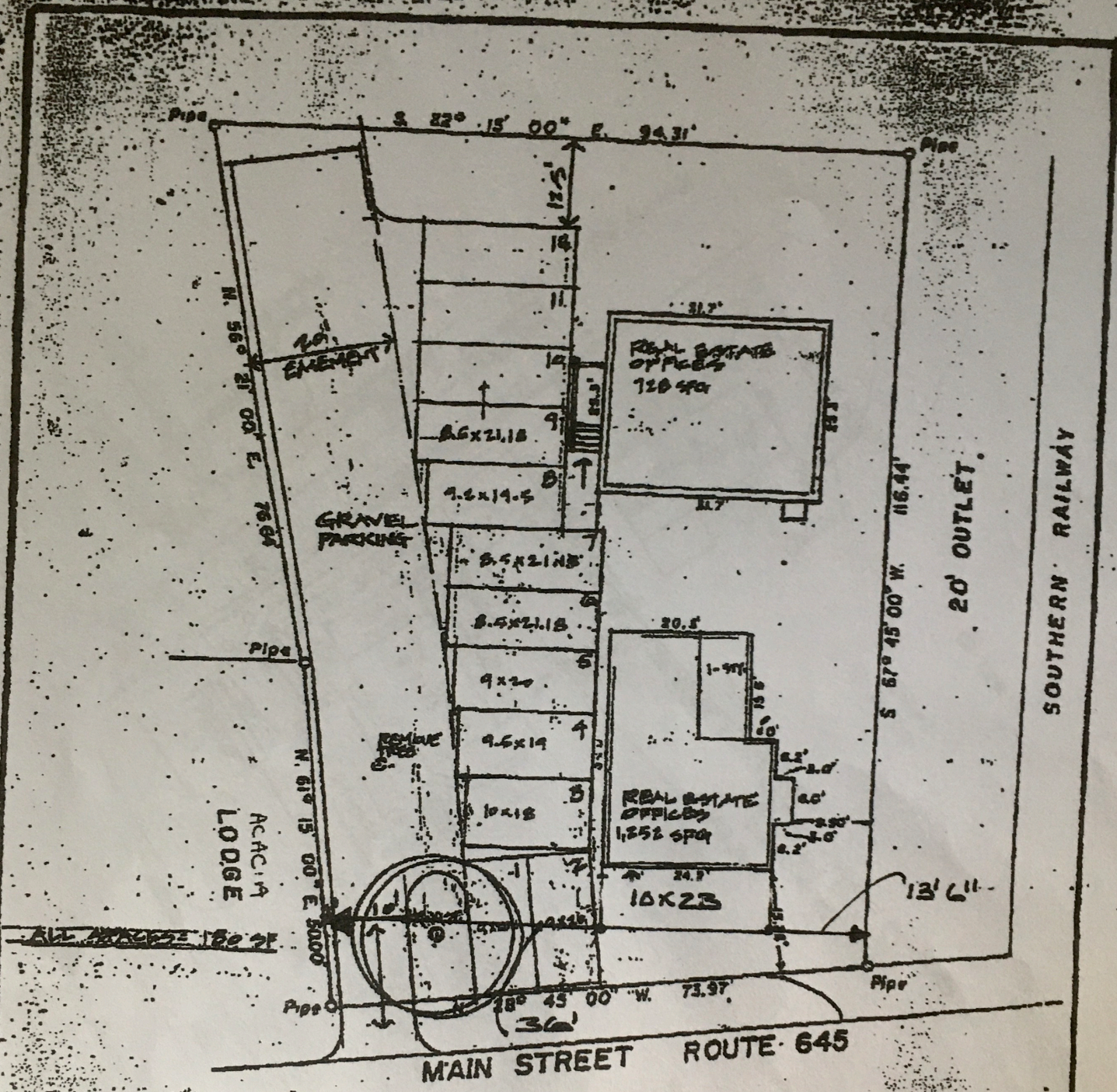
CONDITIONS: _____

1993 01:27PM

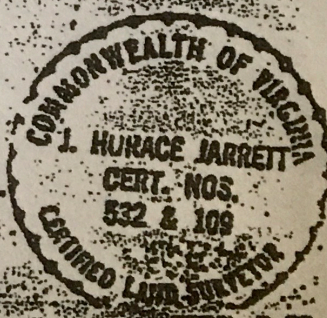
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TO 7398954

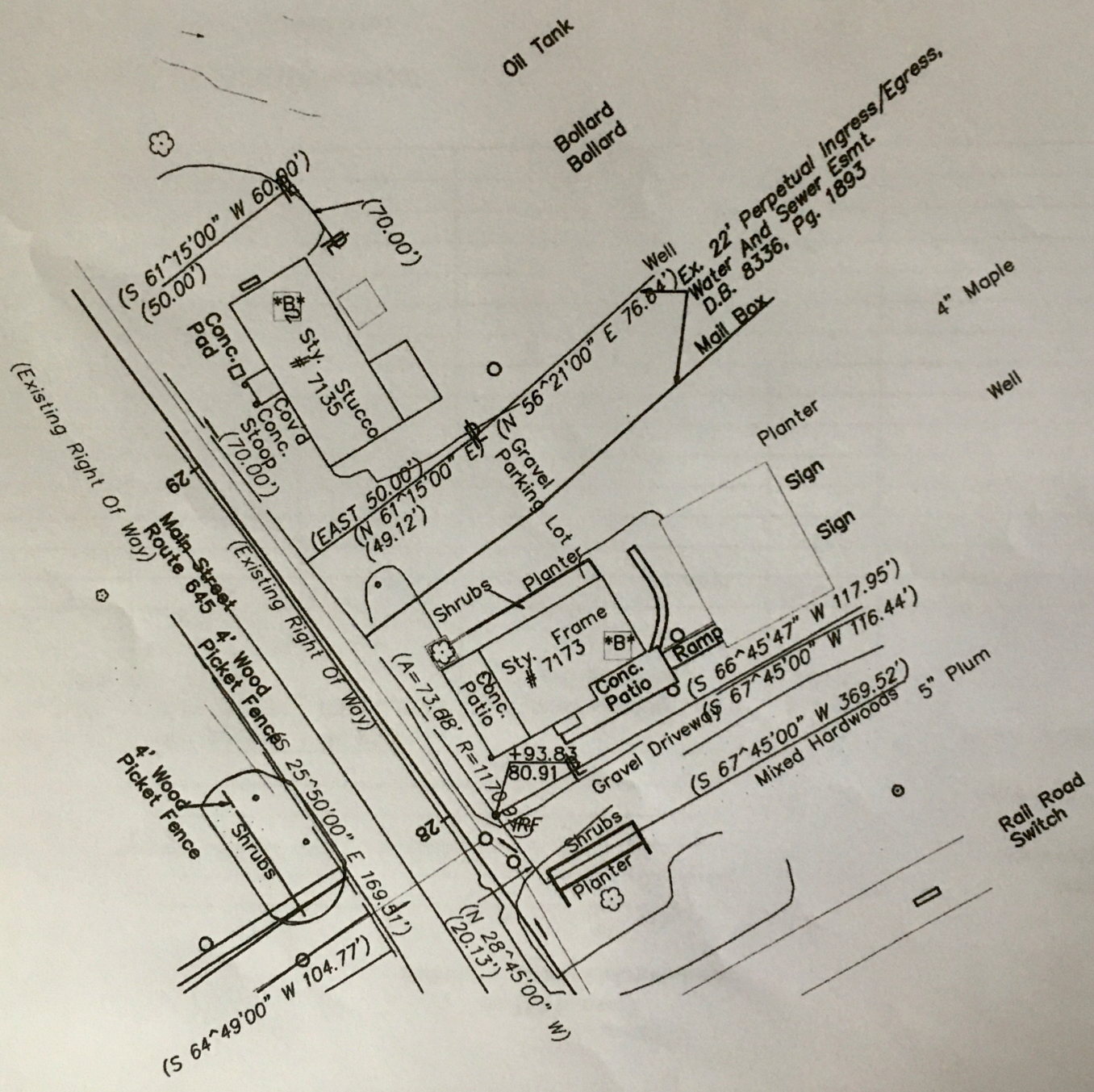
P.02



PROPERTY OF
MARY ELIZABETH LEE
 TOWN OF CLIFTON
 FAIRFAX COUNTY, VIRGINIA
 SCALE: 1" = 20' OCT. 7, 1985



J. Hurace Jarrett



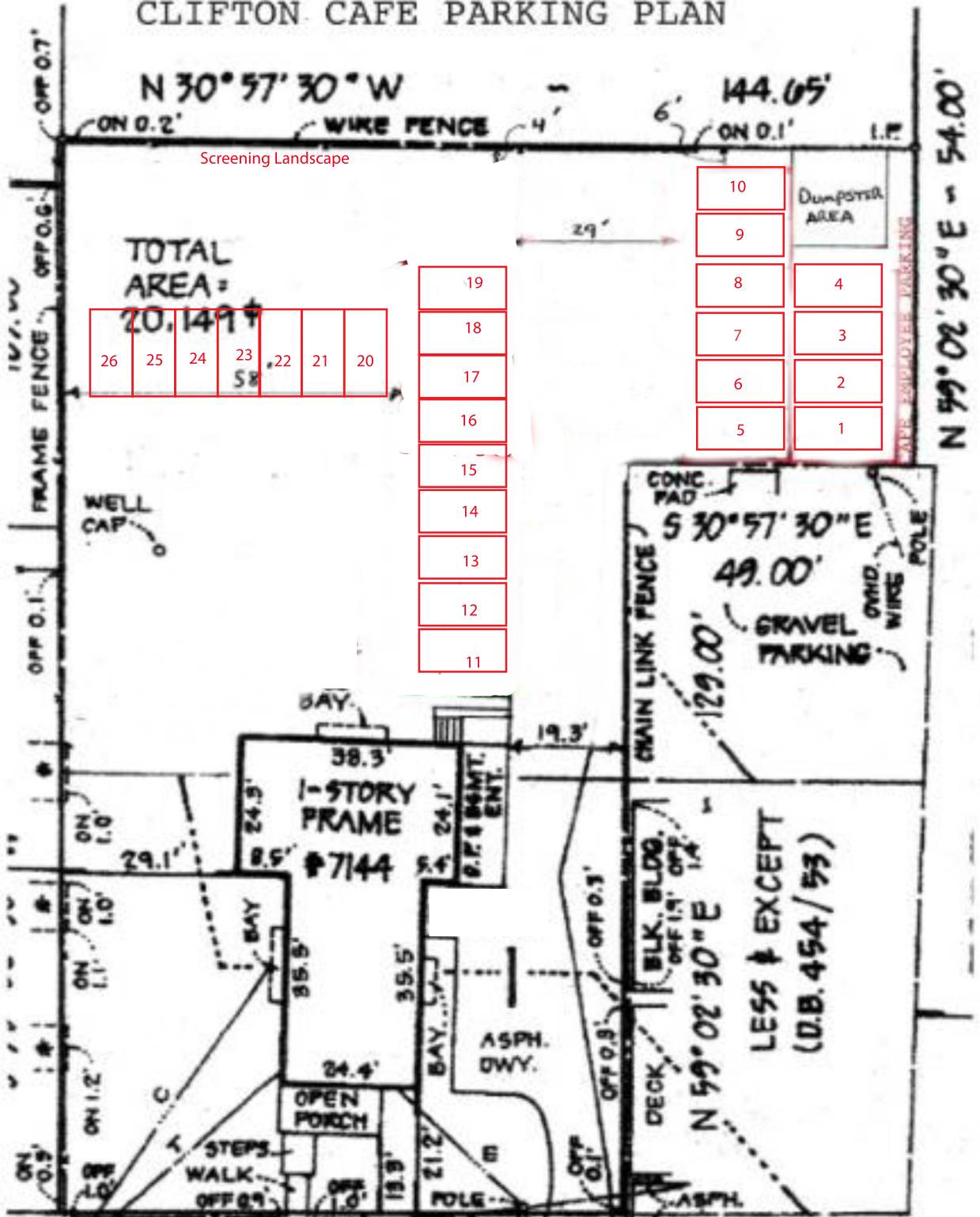
**Town of Clifton
Commercial Parking Tabulation**

Property Name: Belle Jar Design
 Property Owner's Name: Kerry Powers
 Owner's Contact Information: 509.280.4114 (c) 703.266.2288 property #
 Date: 12/2/2020
 Building Total Gross Floor Area: 1100 SF

SUITE #	TENANT NAME	NET FLOOR AREA	USE (Restaurant/Office/Retail/Other Commercial Use)	NUMBER OF EMPLOYEES	NUMBER OF CUSTOMER SEATS (For Restaurant Use Only)	PARKING SPACES REQUIRED	DATE OF APPROVAL OF USE PERMIT
	Belle Jar Design	1100 SF	retail	2	n/a	2	

Total # of Platted Parking Spaces on the Property: _____
 Total # of Use Permit Allocated Parking Spaces: _____
 Total # of Loading Spaces: _____

CLIFTON CAFE PARKING PLAN



TOTAL AREA = 20,149 sq ft

26	25	24	23	22	21	20
----	----	----	----	----	----	----

19
18
17
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4
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2
1

Screening Landscape

CAFE 250 CYCLE PARKING

Michelle Trainor
Clifton Café
7144 Main Street
Clifton VA 20124
12/11/2020

Dear Town of Clifton:

I am writing to provide additional details related to the updated Use Permit for the Clifton Café that will be reviewed at the 12/29/2020 Planning Commission meeting.

The Use Permit is intended to allow the café to expand to the front of the Weaver building, located at 7144 Main Street. The Horse Hippie's lease is ending 12/31/2020, and I plan to amend my lease to take on the additional space for the café. As of today, my use permit with the town of Clifton allows for 56 seats – with no more than 30 being outside.

There are currently 21 parking spaces available at the property (see attached: **café parking diagram current**). With the Horse Hippie departing, the four spaces that were allocated to the Horse Hippie would be available to the café. Based on the parking requirements, the café would be able to accommodate seating for 68 guests. In addition, an expansion to the parking lot would accommodate an additional 5 parking spaces, bringing the total to 26 (see attached: **café parking diagram updated**)

The request is to update the use permit to 68 guests, permitted with the 21 spaces, and up to 84 guests contingent upon expansion of the parking to 26 spaces, as outlined in the attached diagram.

	Ratio	Spaces	People
Current Parking (21 Spaces)			
Employees	1:2	4	8 employees
Guests	1:4	17	68 guests
After parking expansion (26 Spaces)			
Employees	1:2	5	10 employees
Guests	1:4	21	84 guests

The parking expansion would be gravel or paved, as today. The spaces would be 8 x 18, as today. In addition, screening landscape would be installed against the back of the lot adjoining the Bittner's fence line – where the new parking would be installed. The parking would not obstruct the Bittner's gated access to the café parking area.

Town of Clifton

12/11/2020

Page 2

Additional information for some of the questions I have seen raised over email:

1. As of January 2021, I would be the only business with a lease for space in the Weaver building – leasing the entire building. There would be no other occupants, and there are no plans to add any other restaurants or do anything with the building other than to expand the café to the front, and potentially expand the parking. The Café is planning to keep with our current menu and theme. There are no plans to become an Italian restaurant.
2. There are no architectural changes to the exterior of the building as part of the café expansion. The building owner (Gian) may at some point want to build a fixed patio cover over the side patio. If he does decide to do this, he would follow the procedures with the town and Architectural review board for approval.
3. There was a question raised over the change in guests without a corresponding increase in the percentage of employees. Today we typically have 4 to 5 employees at most times. I can explain how the staffing works when we meet on the 29th, but in general, the kitchen would not expand beyond the number of cooks we have today during our peak hours.

If you have any other documents or information you would like me to be prepared to cover let me know. Looking forward to discussing this on the 29th.

Sincerely,

Michelle Trainor

Enclosure



Clifton Clerk <clerk@cliftonva.gov>

RE: 7144 main street clifton VA-

Farshad Ferdowsi <FFerdowsi@emsieng.com>
To: Kathy Kalinowski <khk@baberkal.com>
Cc: Clifton Clerk <clerk@cliftonva.gov>

Wed, Nov 25, 2020 at 9:13 AM

Dear Kathy,

I appreciate your response.

Our client wants to combine the existing two tenant spaces in the reference address and modify the layout for the restaurant occupancy.

The existing basement is storage, and it will be the commercial kitchen in this modification.

There is an existing outdoor seating area, and we want to provide a covered porch of about 300sqft.

27 parking spaces are available, and we want to provide about ten more parking spaces over the green driveway.

The existing green area in front of the building will be modified to an open outdoor seating area.

Please see the attached file for the schematic ideas, and let me know the permit process and if we need to apply for the site plan review?

Any comments and suggestion will be appreciated

Thank you,


Farshad Ferdowsi

Project Designer

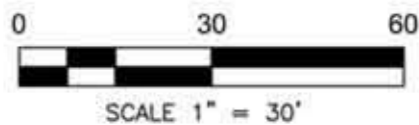
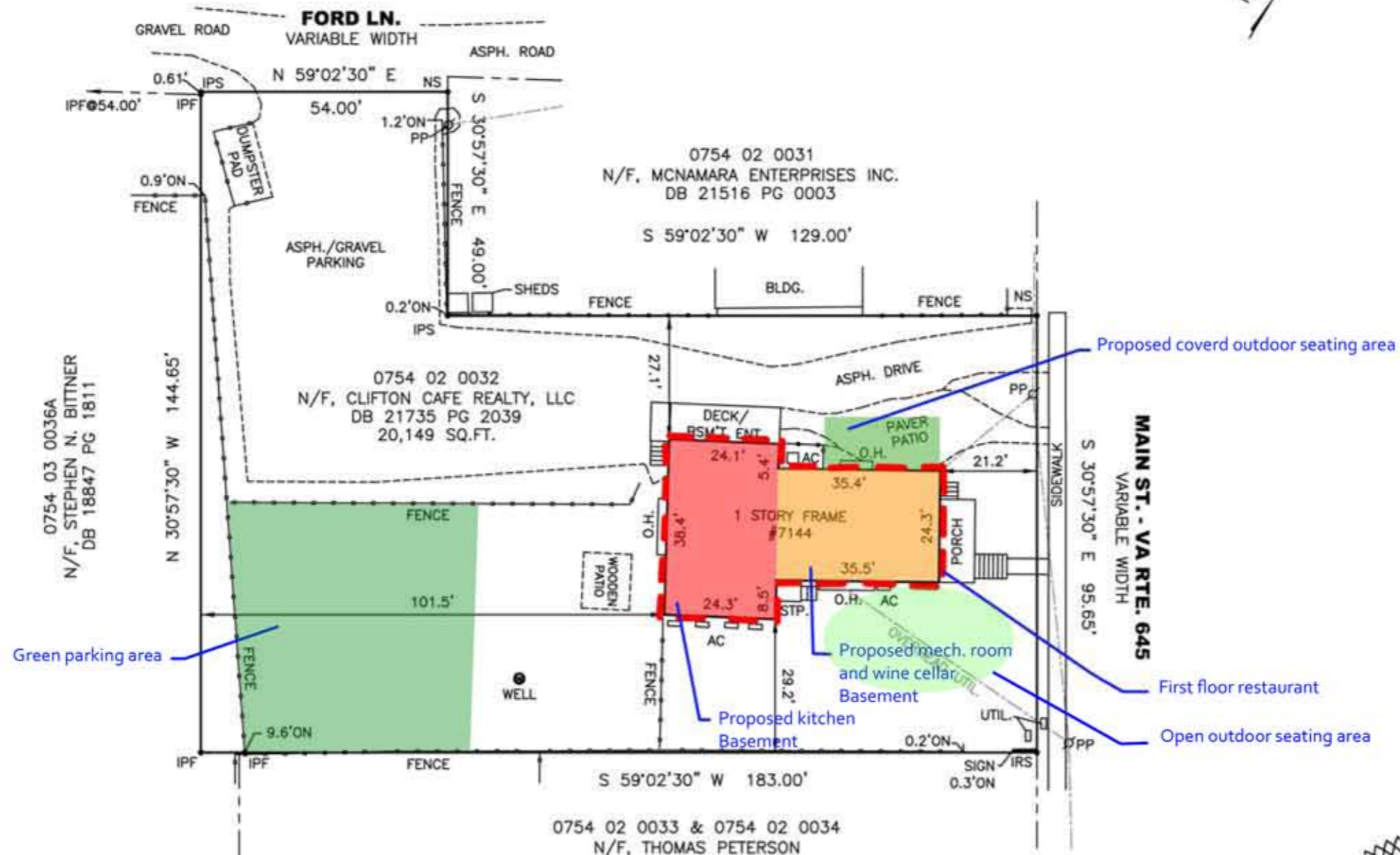
EMSI Engineering Inc.

703.257.0877 #114

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 **7144 Main St ES-2nd markup copy.pdf**
182K

- NOTES:
1. THIS PLAT IS BASED ON A CURRENT FIELD SURVEY ON MARCH 2, 2020
 2. NO TITLE REPORT WAS FURNISHED, EASMENTS MAY EXIST OTHER THAN SHOWN
 3. THIS PROPERTY IS LOCATED IN FEMA FLOOD ZONE HAZARD "X", AREA OF MINIMAL FLOOD HAZARD, AS PER FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NUMBER 51059C0245E DATED SEPTEMBER 17, 2010
 4. THERE ARE NO ENCROACHMENTS FOUND OTHER THAN SHOWN. THE POSITION OF THE EXISTING IMPROVEMENTS WAS ESTABLISHED BY A FIELD INSTRUMENT SURVEY.
 5. BEARINGS BASED ON DESCRIPTION OF RECORD, RECORDED AT DB 21735 PG 2040, FAIRFAX COUNTY, VIRGINIA



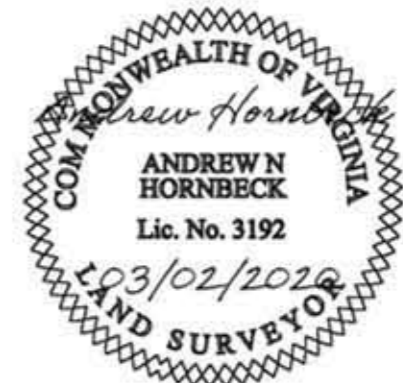
SURVEYOR'S CERTIFICATE

I, ANDREW N. HORNBECK, A DULY LICENSED LAND SURVEYOR IN THE COMMONWEALTH OF VIRGINIA, DO HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND UNDER MY SUPERVISION ON MARCH 2, 2020, AND THAT IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Andrew Hornbeck 03/02/2020

 ANDREW N. HORNBECK, LS #3192 DATE

MAP# 0754 02 0032
 BOUNDARY SURVEY
 LOT 3 & PART OF LOTS 1 & 2
 TOWN OF CLIFTON
 20,149 SQ.FT.
 Zone: CD
 Town of Clifton
 Fairfax County, Virginia



DATE:	03/02/2020
	03/02/2020
SURVEY:	AH
	ANH
DRAWN:	ANH
	NMH
CHECKED:	NMH
	NMH
BOUNDARY SURVEY	JN: 2020-3224
	SCALE: 1" = 30'
SHEET 1 OF 1	

MGI LAND SURVEYING, LLC
 6955 SUNSET RD.
 SPOTSYLVANIA, VA 22551
 540-877-8722
 WWW.MGILANDSURVEYINGLLC.COM

REVISIONS:	DATE:



TOWN OF CLIFTON, VIRGINIA

Use Permit Application

Property Address: 7144 Main Street, Clifton VA 20124		Date: [Month / Year] 11/2020		
1. Type of Permit:	<input type="checkbox"/> Construction	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	<input type="checkbox"/> Home Business (Code 9-19.c1)
	<input type="checkbox"/> Preliminary Site Plans Attached	<input type="checkbox"/> Office <input type="checkbox"/> Retail		
	<input type="checkbox"/> Special Use	<input type="checkbox"/> Subdivision (Code Chapter 10)	<input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation (Code 10-57 to Code 10-59)	<input type="checkbox"/> Public Use
	<input checked="" type="checkbox"/> Restaurant			
	<input type="checkbox"/> Bed & Breakfast			
	<input type="checkbox"/> Multi-Family			
2. Name of Applicant: Michelle Trainor				
Mailing Address: 13204 Johnny Moore Lane Clifton VA 20124				
Phone: 703-980-3499				
Email Address: michelle.trainor@gmail.com				
3. Name of Property Owner (if different): GIAN PIERO MAZZI				
Mailing Address: 14044 COMPTON HEIGHTS CE, CLIFTON, VA 20124				
4. Name of Business / Organization: Clifton Cafe ; Clifton Eatery LLC				
5. Owner of Business / Organization: michelle Trainor, Sole member				
6. Tax Map Number: 0754 02 0032				
7. Attach a plat or plan drawn to scale showing the proposed construction, certified by an engineer, surveyor, architect, authorized to practice as such by VA, together with a surveyed plat of the property indicating all building and structure setbacks and height.			<input type="checkbox"/> Plat Attached	

8. Attach Floor Plan to Scale (non-residential & home business):		<input type="checkbox"/> Floor Plan Attached		
9. Zoning District of Premises:	<input type="checkbox"/> Residential (Code 9-19)	<input checked="" type="checkbox"/> Commercial (Code 9-21)	<input type="checkbox"/> Agricultural (Code 9-20)	<input type="checkbox"/> Industrial (Code 9-22)
	<input type="checkbox"/> Church, Park, Community Building			
	<input type="checkbox"/> Community Open Space & Recreation (COSR) (Code 9-23A)		<input type="checkbox"/> Low Impact Commercial (Code 9-23B)	
10. Describe Purpose of Application: Expansion of dining area of cafe to front of build (current horse hippie area)				
10. If Commercial, Home Business, Agricultural or Industrial:				
11. Describe Operation: Restaurant / coffee shop				
11.a. If Non-Residential - Office Use: _____ SF or Retail/Restaurant Use: <u>1752</u> SF				
11.b. Days & Hours of Operation (include special events):				
11.c. Number of Employees on Site at any One Time: <u>8</u>				
11.d. Number of Seats (Restaurant/Church): Total: _____. If applicable, provide number of seats located Inside: <u>55</u> and; Outside: <u>30</u>				
11.e. Gross Floor Area (GFA) of Building or /Premises: <u>1,752</u> SF (Code 9-13) Net Gross Floor Area if more than one use in building: <u>1,752</u> SF If applicable, GFA devoted to carry-out service within restaurant: _____ SF				
11.f. Number of Off-street Parking Spaces Required: _____ (Code 9-13)				
11.g. Number of Off-street Parking Spaces Provided* (attach parking plan to scale with dimensions identifying existing and proposed parking spaces): _____				
11.h. Gross Floor Area of Dwelling (Home Business Only): _____ SF				
12. Application Fee Enclosed: (Fee schedule in Filing Instructions) \$ <u>250</u>				

*PLEASE INCLUDE A PARKING TABULATION FORM FOR BUILDINGS THAT HAVE MORE THAN ONE USER IN THE BUILDING.

Is the applicant or owner a member of a homeowners association (HOA)? Yes No If yes, please obtain the approval of the HOA prior to submission of the application.

HOA REPRESENTATIVE (NAME/SIGNATURE) _____ DATE OF HOA APPROVAL: _____

The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of the Zoning Ordinance of the Code of Town of Clifton, Virginia.

APPLICANT'S SIGNATURE: Michelle E. Francis DATE: 11/15/2020

PROPERTY OWNER SIGNATURE: [Signature] DATE: 11-15-2020

FOR TOWN USE ONLY

RECEIPT DATE: _____ DATE APPLICATION ACCEPTED: _____

APPLICATION FEE PAID: \$ _____

APPROVED DISAPPROVED

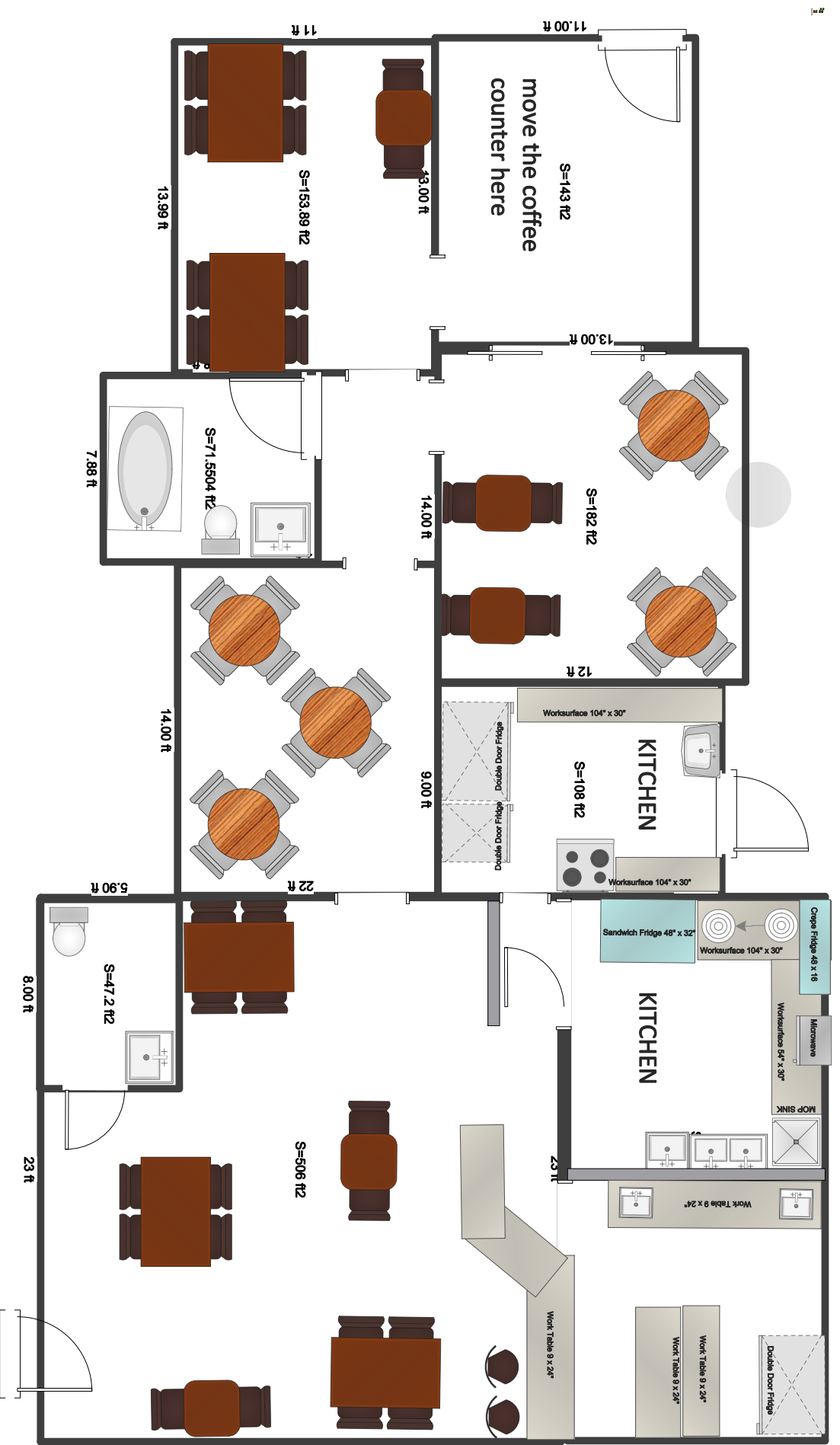
PLANNING COMMISSION: _____
SIGNATURE PRINT

CONDITIONS: _____

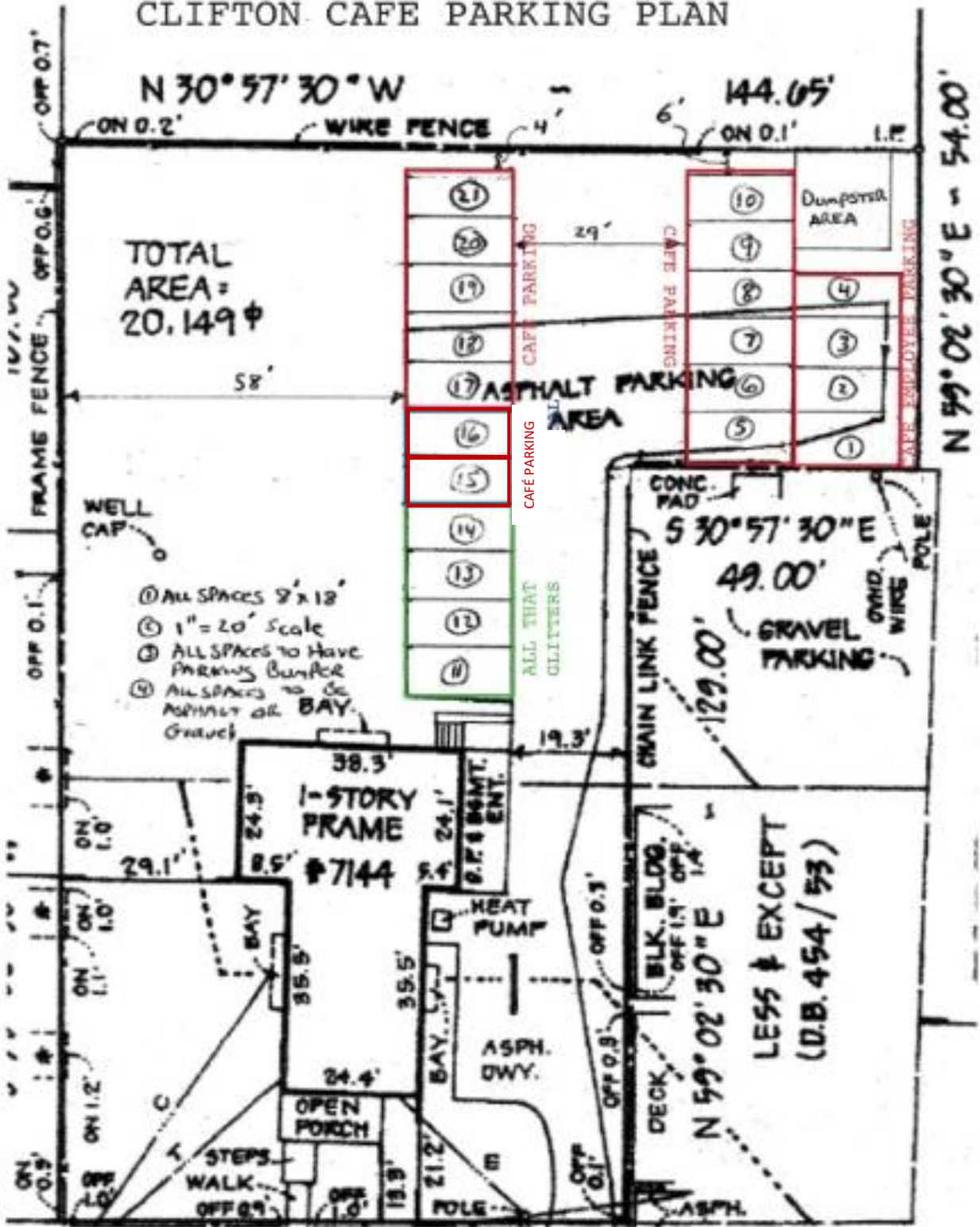
APPROVED DISAPPROVED

TOWN COUNCIL: _____
SIGNATURE PRINT

CONDITIONS: _____



CLIFTON CAFE PARKING PLAN



N 30° 57' 30" W

144.05'

TOTAL AREA = 20,149 ♂

- ① All spaces 8' x 18'
- ② 1" = 20' Scale
- ③ All spaces to have parking bumper
- ④ All spaces to be asphalt or bay gravel

1-STORY FRAME #7144

CONC. PAD

S 30° 57' 30" E

49.00'

GRAVEL PARKING

BLK. BLDG. OFF 1.9' OFF 1.4'

N 59° 02' 30" E

LESS & EXCEPT (D.B. 454/53)

N 59° 02' 30" E = 54.00'



Clifton Clerk <clerk@cliftonva.gov>

RE: 7144 main street clifton VA-

Farshad Ferdowsi <FFerdowsi@emsieng.com>
To: Kathy Kalinowski <khk@baberkal.com>
Cc: Clifton Clerk <clerk@cliftonva.gov>

Wed, Nov 25, 2020 at 9:13 AM

Dear Kathy,

I appreciate your response.

Our client wants to combine the existing two tenant spaces in the reference address and modify the layout for the restaurant occupancy.

The existing basement is storage, and it will be the commercial kitchen in this modification.

There is an existing outdoor seating area, and we want to provide a covered porch of about 300sqft.

27 parking spaces are available, and we want to provide about ten more parking spaces over the green driveway.

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Please see the attached file for the schematic ideas, and let me know the permit process and if we need to apply for the site plan review?

Any comments and suggestion will be appreciated

Thank you,


Farshad Ferdowsi

Project Designer

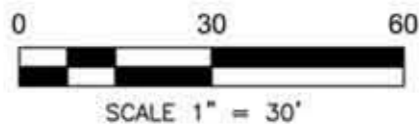
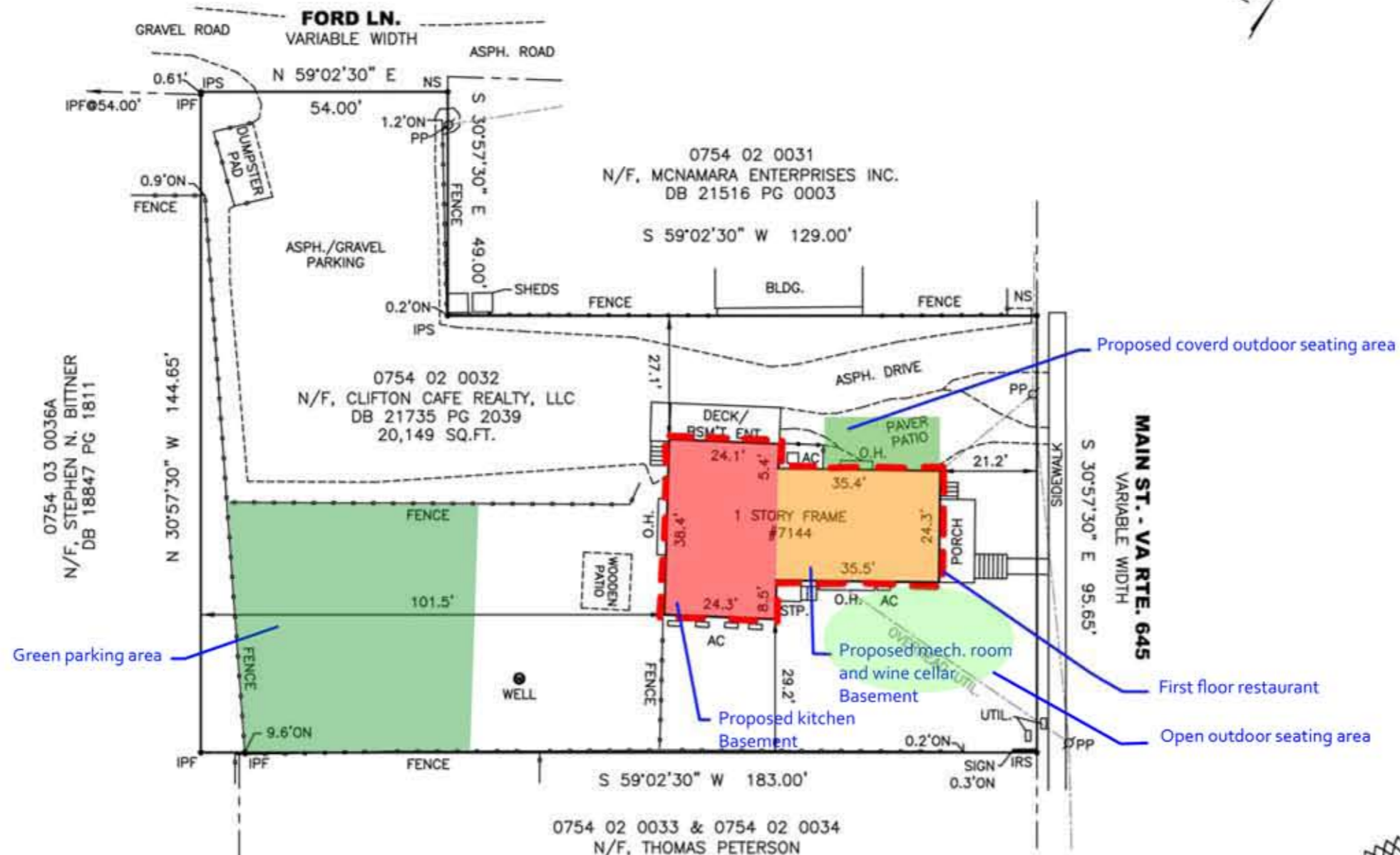
EMSI Engineering Inc.

703.257.0877 #114

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 **7144 Main St ES-2nd markup copy.pdf**
182K

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1. THIS PLAT IS BASED ON A CURRENT FIELD SURVEY ON MARCH 2, 2020
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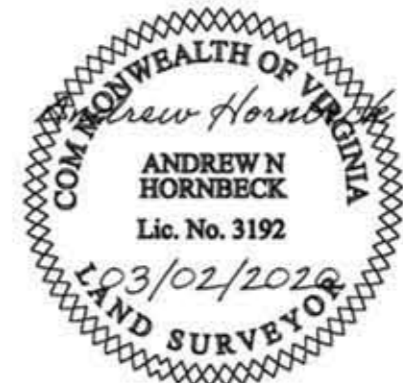
SURVEYOR'S CERTIFICATE

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Andrew Hornbeck 03/02/2020

 ANDREW N. HORNBECK, LS #3192 DATE

MAP# 0754 02 0032
 BOUNDARY SURVEY
 LOT 3 & PART OF LOTS 1 & 2
 TOWN OF CLIFTON
 20,149 SQ.FT.
 Zone: CD
 Town of Clifton
 Fairfax County, Virginia



DATE:	03/02/2020
	03/02/2020
SURVEY:	AH
	ANH
DRAWN:	ANH
	NMH
CHECKED:	NMH
	NMH
DATE:	
REVISIONS:	
MGI LAND SURVEYING, LLC 6955 SUNSET RD. SPOTSYLVANIA, VA 22551 540-877-8722 WWW.MGILANDSURVEYINGLLC.COM	
BOUNDARY SURVEY	JN: 2020-3224 SCALE: 1" = 30'
SHEET 1 OF 1	



Clifton Clerk <clerk@cliftonva.gov>

RE: update from Planning Commission meeting

1 message

Kathy Kalinowski <khk@baberkal.com>
To: Michelle Trainor <michelle.trainor@gmail.com>
Cc: gian@pieroscorner.com, Clifton Clerk <clerk@cliftonva.gov>

Mon, Jan 4, 2021 at 12:10 PM

Dear Michelle and Gian,

As we discussed at the Planning Commission meeting on December 29, 2020, in order to go forward with your plans we need a completed application:

1. The application itself needs to be consistent and signed by the business owner and property owner;
2. It needs to set forth exactly what you want to be approved, bearing in mind that this process of public hearings for a special exception use permit should include all your plans for the property both now and in the very near future. The Town Code requires not only an application fee for each application, but for the applicant to pay the costs of the public hearing as well, so it benefits everyone to have the plan for expansion complete at the time of the public hearing and not done in stages. So for example, the outdoor seating planned should be shown and since there was discussion of building a roof over the seating, that should be included as well if that is to occur.
3. The parking plan needs to be detailed and certified by a qualified person in order to include, the amount of land disturbing activity that will result in the grading of the lot and creation of new spaces, etc, and since there is a new survey, the plan should show all setbacks and other important areas such as the well on the new survey. In addition, the parking plan needs to address all the requirements in Section 9-13 of the Code. If your engineer or the person that will be designing this plan needs some examples of what has been done at the other properties in Town; the Town Clerk and I are happy to assist and provide that information or review any drafts in order to expedite matters.

However, having a completed application does not mean there are no other issues that will arise. For example, Fairfax County Health Department (kitchen and whether fixture units for sewer have been exceeded) review and approval and Fire Marshal occupancy certification may be required due to the indoor expansion for restaurant use. VDOT approval as to the parking entrance may also be required and is noted in the Town Code requirements.

These are all issues that arise with any restaurant use and the expansion of the use. I am attaching my December 15, 2020 email as well, since Gian mentioned he was not sure whether he had received it.

Please let me know if you have any questions as we go forward. While I always enjoy speaking to folks, since these various Code and County issues involve a lot of detail, I would much prefer we communicate in writing, to clarify issues and minimize misunderstandings.

Sincerely,

Kathy Kalinowski

Chair Clifton Planning Commission

From: Kathy Kalinowski <khk@baberkal.com>
Sent: Tuesday, December 15, 2020 1:31 PM
To: 'Michelle Trainor' <michelle.trainor@gmail.com>
Cc: gian@pieroscorner.com; 'Clifton Clerk' <clerk@cliftonva.gov>
Subject: RE: Document for 12/29 planning meeting

Michelle,

Thank you for sending the additional data for your use permit application. My preliminary review indicates the following potential issues which are likely to be raised at the Planning Commission meeting, and may need resolution before your application can progress. Please note, that these are just preliminary issues and questions, and that at the meeting the Planning Commission members may raise other issues and questions.

First, with respect to the new parking plan:

1. In order to approve a new parking plan, that plan should be prepared and signed by an architect or engineer who could certify to the dimensions of the parking plan, the setbacks from all adjoining property lines which need to be shown, and the amount of land disturbing activity in number of square footage which will result.
2. The Plan would need to show the proposed size of each space and its location, the size of the aisles, the size of all areas of ingress and egress. This is an important issue in order to determine whether there actually are or can be the purported number of parking spaces. For example, with respect to the four parking spaces indicated next to Ford Lane, there actually only are three parking spaces presently, and the dumpsters. In addition, parking spaces 1 and 5 are consistently under water most of the day whenever there is any rainfall and hence likely unusable without addressing the drainage issue.
3. Given the proposed expansion of parking on the property, a workable ingress and egress area should be demonstrated.
4. A loading location properly sized would be required, given the proposed expansion and that the building would only be a restaurant use.
5. The material to be used for the parking area should be addresses as well as the manner of delineating each space.

The parking requirements are contained in Section 9-13 of the Code which can be found in its entirety on the Town website.

Second,

On November 25, 2020, I received a detailed plan for the building and the property from Mr. Ferdowski, who told me that he is the owner's engineer, hired to prepare expansion plans for the property. Those plans indicate a different parking area in the back to accommodate a back expansion and note also that the existing green area in the front of the building will become an outdoor eating area. In addition, a covered porch of 300 square feet is planned immediately next to the only ingress and egress driveway to the parking areas. You confirmed these plans to me in your email dated November 25, 2020, where you stated that the owner would be looking to do the additional improvements referenced in Mr. Ferdowski's email later. Given that any requested expansion in a restaurant use, is only authorized by special use permit; requires a public hearing; and is also subject to any conditions and requirements imposed by the Town, it will be difficult if not impossible to evaluate your proposed application changes, when an additional expansion and changes are on the immediate horizon. It will also be impossible, without addressing the entire plan, to determine the amount of land disturbing activity that will occur, which is a requirement in order to determine whether the provisions of Chapter 11 of the Code apply (the Chesapeake Bay Preservation Ordinance).

I hope this proves helpful in preparing for the Planning Commission meeting on December 29.

Sincerely,

Kathy Kalinowski

Chair, Clifton Planning Commission

From: Michelle Trainor <michelle.trainor@gmail.com>

Sent: Friday, December 11, 2020 4:52 PM

To: Kathy Kalinowski <khk@baberkal.com>; Clifton Clerk <clerk@cliftonva.gov>; Piero mazzi <gian@pieroscorner.com>

Subject: Document for 12/29 planning meeting

Kathy,

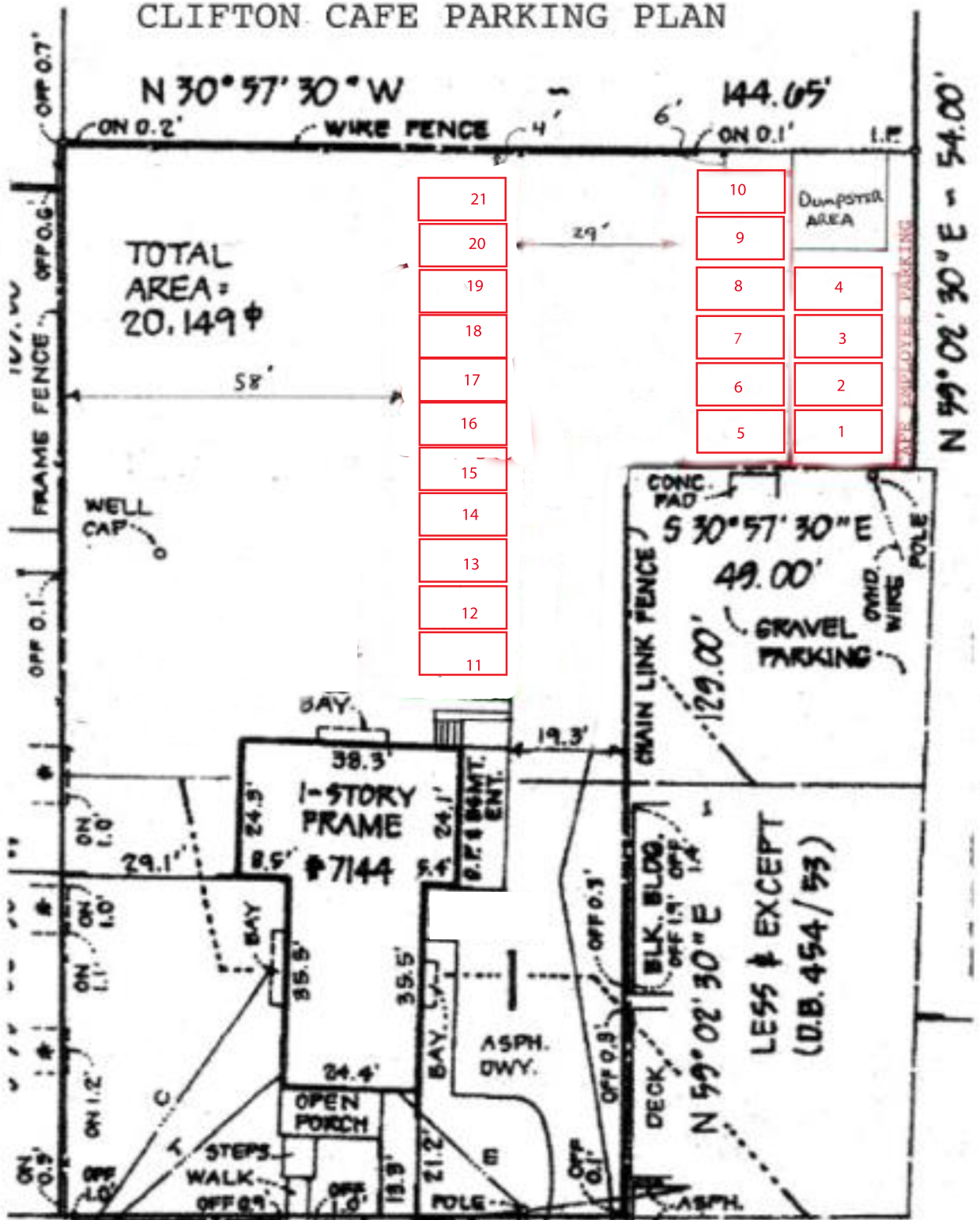
Attached are the details regarding the cafe expansion. I will be joining the meeting on 12/29 to discuss. There are three attachments. A letter explaining the expansion and parking, a diagram of the current parking, a diagram of the proposed updated parking.

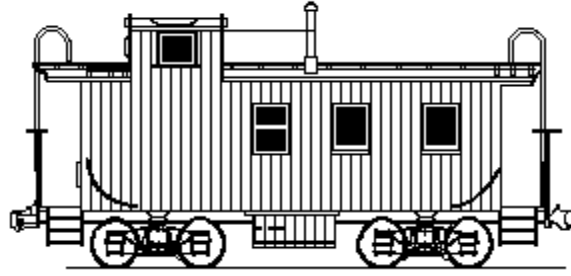
Let me know if you have any additional questions or would like me to speak to anything in particular on the 29th.

Have a nice weekend and enjoy the lovely weather.

Thanks
michelle

CLIFTON CAFE PARKING PLAN





**CLIFTON TOWN PLANNING COMMISSION
TUESDAY, DECEMBER 29, 2020, 7:30 PM
ELECTRONIC MEETING, VIA ZOOM**

Until further notice from the Mayor of Clifton, and in accordance with the Resolution of the Planning Commission regarding Remote Participation by Electronic Means Policy and the Town Council Continuity of Government Methods, to the Planning Commission and Authorizing Remote Participation by Electronic Means Without a Physical Quorum Being Present Pursuant to Virginia Law, the Town of Clifton Planning Commission is holding all Meetings noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

The meetings 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 upon receiving an emailed request directed to clerk@cliftonva.gov.

Order of Business:

1. Approve November 24, 2020 Regular Meeting Minutes.
2. Use Permit Applications:
 - a. Coppermine Realty, 12644 Chapel Road.
 - b. Wheelhouse Pilates, 12644 Chapel Road.
 - c. Market Wealth Management, 12644 Chapel Road.
 - d. Belle Jar Design, 7137A Main Street.
 - e. Clifton Café, 7144 Main Street.
3. Unfinished Business:
 - a. 7184 Clifton Road – Update.
 - b. Civil Penalty – Update.
4. Adjournment.