

<b>Present:</b>	Kathy Kalinowski, Chair; Town Council Representative Member Patrick Pline;
	Paula Sampson; Michelle Stein; Terri Winkowski.
Staff:	Amanda Christman, Town Clerk.
Absent:	Mac Arnold; Susan Yantis.

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

### Order of Business:

- 1. Residential Final Use Permit for Construction Application:
  - a. 12725 Clifton Heights Lane

### See attached application.

The Planning Commission reviewed the application for a residential final use permit for construction for 12725 Clifton Heights Lane. The initial preliminary use permit was issued in connection with a plan of development for construction of a pool, retaining walls, deck, fence and patio which comprised in excess of 10,000 square feet. This preliminary use permit was extended by the Town Council through May 31, 2021. The applicant has stated that construction is completed, the ARB has confirmed that the construction is in accordance with the COA, and the Town Clerk has verified that all permits and the other requirements of the preliminary use permit have been complied with.

- Chair Kalinowski moved to recommend approval of the Final Use Permit for construction of the pool, retaining walls, deck, fence and patio, seconded by Member Stein. The motion was approved by poll, 5-0.
- 2. Residential Preliminary Use Permit for Construction Expired:
  - a. 12640 School Street

The applicant provided information on progress made since the extension was granted and indicated that he hopes to have hired a new contractor in the next few weeks.

- Member Stein moved to table the application for a month, seconded by Town Council Representative Member Pline. The motion was approved by poll, 5-0.
- 3. Commercial Use Permit Application:
  - a. Kate Baker Designs, 12644 Chapel Road, Suite D

### See attached application.

1 | Regular Meeting Minutes, September 28, 2021, prepared by Amanda Christman, Zoning Clerk

Minutes adopted by the Planning Commission as presented on October 26, 2021

The Planning Commission reviewed the application for use permit for a retail commercial use for Kate Baker Designs, a jewelry repair and design business, at 12644 Chapel Road, Suite D, Clifton and recommends approval of the application for the hours and days set forth in the application and the allocation of two parking spaces. The current parking tabulation dated 8-25-21 indicates that this address has 63 available spaces and 61 spaces allocated, not including the Baker business.

- Chair Kalinowski moved to recommend approval for a Use Permit with two parking spaces to be allocated, with the condition that no appointments be made before 8 am or after 9 pm, seconded by Member Sampson. The motion was approved by poll, 5-0.
- 4. Unfinished Business:
  - a. Zoning Ordinance Update

Chair Kalinowski reminded the Commission to submit additional proposed changes to be considered for the Zoning Ordinance.

b. Updating the Clifton Town Plan.

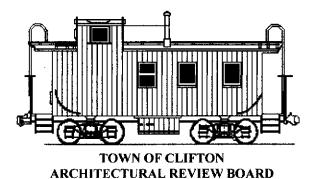
Member Sampson and Chair Kalinowski reported on the progress made in coordinating with the Northern Virginia Regional Commission (NVRC) to receive assistance in updating the Town Plan. Additional information will be given at future meetings regarding the process.

- c. Approve July 27, 2021 and August 31, 2021 Regular Meeting Minutes.
- Chair Kalinowski moved to approve the July 27, 2021 Minutes as presented, seconded by Member Winkowki. The motion was approved by poll, 4-0-1 (Member Sampson abstained).
- Chair Kalinowski moved to approve the August 31, 2021 Minutes as presented, seconded by Member Sampson. The motion was approved by poll, 5-0.
- 5. Zoning Administration Update:
  - a. Status of 7184 Clifton Road Project.

A brief update was provided on the recent County inspections, upcoming court date and the most recent Corrective Work Order that has been issued to the builder.

### 6. Adjournment.

The meeting was adjourned by general acclamation at 8:14 PM.



Re: 12725 Clifton Heights Lane Clifton, VA 20124

September 20, 2021

The construction work associated with the Certificate of Appropriateness dated 2/15/2018 has been completed in compliance with the requirements of that certificate.

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Royce Jarrendt, chairman Architectural Review Board

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### Inspection Status by Address

Lookup by Address Search Results For: 12725 CLIFTON HEIGHTSLA

### To view Inspection Status:

- 1. Select the Permit # from the list.
- 2. Click the Permit #.

Permit #	Туре	Status	Address	Applicant
201680208	PLUMBING/GAS RESIDENTIAL	FINAL	12725 CLIFTON HEIGHTS LA, CLIFTON	DAVID COLLEY
201520083	ELECTRIC RESIDENTIAL	FINALIZED	12725 CLIFTON HEIGHTS LA, CLIFTON	MARIO RAMIREZ
191960303	ELECTRIC RESIDENTIAL	FINALIZED	12725 CLIFTON HEIGHTS LA, CLIFTON	JIM HALBACH
181790127	DECK	FINALIZED	12725 CLIFTON HEIGHTS LA, CLIFTON	DAN GREENFIELD
181710195	RETAINING WALL	FINALIZED	12725 CLIFTON HEIGHTS LA, CLIFTON	WILLIAM BENNETT
181710188	RESIDENTIAL SWIMMING POOL/SPA	FINALIZED	12725 CLIFTON HEIGHTS LA, CLIFTON	WILLIAM BENNETT
201600619	HEALTH WELL AND SEPTIC PROJECT	APPLICATION PROCESSED	12725 CLIFTON HEIGHTS LA, CLIFTON	HALL DAVIS REEDER IV

Rectangular Snip



### Land Disturbance and Stormwater Permit

Permit Number: 29505	Issued Date:	08/15/2018
Job Address:	Expiration Date: Tax Map ID:	08/14/2023 0852 12 0008
Tenant Name CLIFTON HEIGHTS LT 8		
Owner:		
HALL DAVIS REEDER IV 12725 Clifton Heights Ln Clifton, Va 20124 (703)273-2110		
Responsible Party:		
CHANNING BLACKWELL 8751 Buckland Mill Rd Gainsville, Va 20155 (703)754-8702		
Permit Valid Time Frame	Permit Time Ext	ended
From: 08/15/2018 To: 08/14/2023	То:	By:
Bond Amount: \$3,000.00 Site Plan No.: 7716	6-INF-003-1	
Information Varification		

### Information Verification

### Has permission, according to approved plans, applications and restrictions of record to:

Install All Necessary Improvements Including Utilities Per Approved Plan

- 1. This permit holder shall comply with all the design, construction, certification, operation, inspection, and maintenance requirements, specified in the approved Plan.
- 2. This permit holder shall implement, and amend when necessary, the Stormwater Pollution Prevention Plan (SWPPP), and shall maintain copy of SWPPP on-site.

- This permit does not constitute approval to construct any structure requiring a Building Permit pursuant to the Virginia Uniform Statewide Building Code. A separate Building Permit is required.
- A copy of this permit must be posted at the construction site for the duration of the permit.
- · This permit does not constitute approval from your homeowners' association and its related covenants.
- This permit holder is responsible to contact the county when stages of construction are reached that require inspections.
- To schedule inspections call our Inspection office at 703-324-1720, TTY 711 during business hours.
- For questions regarding this permit call the Site and Addressing Center at 703-222-0801, TTY 711.

Miss utility A827802443



**BUILDING PERMIT** 

### **RESIDENTIAL SWIMMING POOL/SPA**

Permit Number: 181710188

Job Address: 12725 Clifton Heights La

Clifton, VA20124-0000

### **Owner/Tenant:**

HALL DAVIS REEDER IV 12725 Clifton Heights Ln Clifton, Va 20124 (703)273-2110

Mechanic's Lien Agent: None Designated Structure: SINGLE FAMILY DWELLING

Group: R5

Issued Date: Tax Map ID:

085-2/12/ /0008

Plan No.: W-18-3909 Contractor: J PROCTER INC 7951 Priya Ct Manassas, Va 20111-0000 (703) 609-3551

Code: **IRC 2012** 

Type of Construction: VB

Has permission, according to approved plans, applications and restrictions of record to: INSTALL A INGROUND GUNITE POOL

**Gunite Pool** 

### FLOODPLAIN PRESENT ON SITE.

### Site Related Approval Conditions and Alerts

- Responsible Land Disturber: CHANNING BLACKWELL RLD #09394
- Before you start work, you are required to notify the Site Inspector at 703-324-1720. Failure to notify can result in a violation and fee charge per compliance inspection.

#### Brian J. Joley-BUILDING OFFICIAL

- A copy of this permit must be posted at the construction site for the duration of the permit.
- This permit does not constitute approval from your homeowners' association and its related covenants.
- This permit will expire if work does not commence in six months, or if work is suspended for six months.
- This permit holder is responsible to contact the county when stages of construction are reached that require inspections.
- To schedule inspections call our Inspection office at 703-631-5101, TTY 711 during business hours. Inspection may also be scheduled online at <u>www.fairfaxcounty.gov/fido</u> .
- For questions regarding this permit call the Permit Application Center at 703-222-0801, TTY 711.
- Call Miss Utility before you dig at 811.

08/15/2018

Fairfax County, Virginia



### Fairfax County, Virginia BUILDING PERMIT

### DECK

Permit Number: 181790127 Job Address:

Owner/Tenant:

Canon. Va 20124

HALL DAVIS REEDER IV

12725 Callon Heights Ln

12725 Ciliton Heights La

Clifton, VA 20124-0000

issue Date: Tax Map ID: Plan No.

05/28/2018 085-2/12/ /0008 W-18-4044

Contractor

KUSTOM CONSTRUCTION INC. 13147 Matese Ln Farlax Va 22033-0000 (703) 403-7755

Mechanic's Lien Agent: Structure: SINGLE FAMILY DWELLING Group: R5

Code: IRC 2012 Type of Construction: VB

### Has permission, according to approved plans, applications and restrictions of record to:

RE-SURFACE EXISTING DECK WITH FRAMING ALTERATIONS- JOISTS WILL BE REPLACED ON 624 SQ FT ON MAIN DECK PER PLANS

Deck Summary Information

Deck Must be Single Span Only No Stairs Approved Not Approved for Hell Tub

### FLOODPLAIN PRESENT ON SITE

#### Site Related Approval Conditions and Alerts

#### **Responsible Land Disturber:**

- Total earth disturbance on this lot shall not exceed 2500 sq. ft. Earth disturbance in excess of 2500 shall constitute a violation and require the submission of a grading plan.
- Factings and/or piers must be extended (or deepened) to bear on competent undisturbed soils

### BUILDING OFFICIAL

### Bren & Joley

- A copy of this permit must be posted at the construction sits for the duration of the permit.
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- This permit will expire if work does not commence in six months, or if work is suspended for six months.
- This permit holder is responsible to contact the county when stages of construction are reached that require inspections. To schedule inspections call our Inspection office at 703-631-5101. TTY 711 during business hours. Inspection may also be scheduled online at yown farfax county gov/fide
- For questions regarding this permit call the Permit Application Center at 703-222-0801. TTY 711.
- Call Miss Utility before you dog at 811

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**SERVICES** 

### BUILDING PERMIT

issued Date:

Tax Map ID.

Plan No.

Fairfax County, Virginia

### RESIDENTIAL SWIMMING POOL/SPA

Permit Number: 181710168

Job Address:

12725 Clifton Heights La Cilifon, VA20124-0000

Owner/Tenant:

HALL DAVIS REEDER IV 12725 Clifton Heights Ln Cilton, Va 20124 (703)273-2110

Mechanic's Lien Agent: None Designated Structure: SINGLE FAMILY DWELLING

Group: R5

Code: IRC 2012

Type of Construction: VB

Has permission, according to approved plans, applications and restrictions of record to: INSTALLA INGROUND GUNITE POOL

**Gunde Pool** 

### FLOODPLAIN PRESENT ON SITE.

### Site Related Approval Conditions and Alerts

- Responsible Land Disturber: CHANNING BLACKWELL RLD #09304
- Before you start work, you are required to notify the Site Inspector at 703-324-1720. Failure to notify can
- result in a violation and fee charge per compliance inspection.

### BUILDING OFFICIAL Brian of Joley-

- A copy of this permit must be posted at the construction site (and
- ad coverants This perceit does not many
- commence in six months, or if wower suspended for six months. · The second wall expere if a
- This permit holder is responsible to contact the county when stages of construction are reached that require inspections.
- To schedule inspections call our Inspection office at 703-631-5101. TTY 711 during business hours. Inspection may also be scheduled online at wew fairfaxcounty gov/fido
- For questions regarding this permit call the Permit Application Center at 703-222-0801, TTY 711.
- Call Mass Utility before you dig at 611.

085-2/12/ /0009 W-18-3509

08/15/2018

Contractor PROCTER INC 7951 Priya Cl. Manassas, Va 20111-0000 (703) 609-3551



### Fairfax County, Virginia

### BUILDING PERMIT RETAINING WALL

Permit Number: 181710185

Job Address: 12725 Clifton Heights La Ciliton VA 20124-0000

Owner/Tenant: HALL DAVIS REEDER IN 12725 CERon Heights Lh Cildon, Va 20124 (703)273-2110

Mechanic's Lies Agent: None Designated

Structure: SINGLE FAMILY DWELLING GROUP: U

Issued Date: 12/05/2018 Tax Map ID: 085-2/12/ /0008

a

Q-18-3307 Plan No: Contractor KUSTOM CONSTRUCTION INC 13147 Mateso Li Fairlax, Va 22033-0000

Code: IRC 2012

(703) 403-7755

Type of Construction: VB

Has permission, according to approved plans, applications and restrictions of record to:

RETAINING WALL

### FLOODPLAIN PRESENT ON SITE

### Site Related Approval Conditions and Alerta

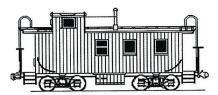
- Responsible Land Distarber CHANNING BLACKWELL 09394
- Before you start work, you are required to notify the Site Inspector at 703-324-1720. Failure to notify can result in a violation and fea charge per compliance inspection.

### BUILDING OFFICIAL Brian & Jolay-

- A copy of this permit must be posted at the construction site for the duration of the permit.
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- 12

- be scheduled online at more fairfaxcounty gowficio
- For questions regarding this permit call the Permit Application Center al 703-222-6801, TTY 711.
- Call Mass Ubity before you dig at 811



### TOWN OF CLIFTON, VIRGINIA

### **Use Permit Application**

Pro	Property Address: 12644 CHAPEL R& Date: [Month/Year] SEPTEMBER							
Property Address: 12644 CHAPEZ Ro Suite D CLiffon, VA 20124 Date: [Month/Year] SEPTEMBER 2021								
1.	Type of Permit:	<ul> <li>Construction</li> <li>Preliminary Site Plans Attached</li> </ul>	Commercial Office	□ Residential □ Home Bu: (Code 9-19.c1)				
		<ul> <li>Special Use</li> <li>Restaurant</li> <li>Bed &amp; Breakfast</li> <li>Multi-Family</li> </ul>	Subdivision (Code Chapter 10)	<ul> <li>Boundary Line Adjustment/Lot Consolidation</li> <li>(Code 10-57 to Code 10-59)</li> </ul>	Public Use			
2.	line C Paters							
		03405 510						
3.	3. Name of Property JAMES FOCEY Owner (if different): 365 HERNDON PARKWAY SUITE 106 Mailing Address: HERNDON VA 20170							
4.	Organization:							
5.	5. Owner of Business / KATE BAKER Organization: Limited Linbility Corporation (LLC)							
6.	<ul> <li>6. Tax Map Number: 0754 02 0023A</li> </ul>							
7.								

	<ol> <li>Attach Floor Plan to Scale (non-residential &amp; home business):</li> </ol>							
	Zoning District of Premises:	<ul> <li>Residential</li> <li>(Code 9-19)</li> <li>Church, Park, Community Building</li> </ul>	Commercial (Code 9-21)	□ Agricultural (Code 9-20)	□ Industrial (Code 9-22)			
		Recreation (C (Code 9-23A)		□ Low Impact Commercial (Code 9-23B)				
10. Describe Purpose of Application: EXISTING RETAIL JEWEURY STORE RELOCATING TO ICLIFTON VA RETAIL STORE, HANDMADE/CUSTOM MADE JEWELRY								
	Re	ALSO PE.	former J	DES: GNER/M BENCH JEVE EWELRY Rep or Retail/Restaurant Us	Ler A:R			
11.b	11.a. If Non-Residential - Office Use:       SF or Retail/Restaurant Use:       288       SF         11.b. Days & Hours of Operation (include special events):       MONDAY, WEDNESDAY, THURS.         11.b. Days & Hours of Operation (include special events):       MONDAY, WEDNESDAY, THURS.         11.c. Number of Employees on Site at any One Time:       I							
11.d. Number of Seats (Restaurant/Church): Total:/ If applicable, provide number of seats located Inside:/ and; Outside:O								
11.e. Gross Floor Area (GFA) of Building or /Premises:       14,616       SF (Code 9-13)         Net Gross Floor Area if more than one use in building:       14,616       SF         If applicable, GFA devoted to carry-out service within restaurant:       SF								
11.f	11.f. Number of Off-street Parking Spaces Required: (Code 9-13)							
11.g	11.g. Number of Off-street Parking Spaces Provided* (attach parking plan to scale with dimensions identifying existing and proposed parking spaces):							
11.ł	n. Gross Floor A	Area of Dwelling (H	lome Business Onl	y): <u>~//A</u> SF				
	Application Fee schedule in Filing In		\$250	15.00				

\*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)?  $\Box$  Yes  $\Box$  No If yes, please obtain the approval of the HOA prior to submission of the application.

HOA REPRESENTATIVE (NAME/SIGNATURE)

N/A \_\_\_\_\_ DATE OF HOA APPROVAL: \_\_\_\_\_\_

The undersigned hereby applies for a Use Permit pursuant to A Town of Clifton, Virginia.	rticle 2, Section 9-10 of the Zoning Ordinance of the Code of
APPLICANT'S SIGNATURE: ATC Can	DATE: <u>8-23-21</u>
PROPERTY OWNER SIGNATURE:	DATE: $\frac{3-23-21}{2021}$ DATE: $\frac{8/23/2021}{2021}$
	$\bigcirc$
FOR TOWN	USE ONLY
RECEIPT DATE:	DATE APPLICATION ACCEPTED:
APPLICATION FEE PAID: \$	
□ APPROVED □ DISAPPROVED	
PLANNING COMMISSION:	PRINT
CONDITIONS:	
□ APPROVED □ DISAPPROVED	
	PRINT
SIGNATURE	
CONDITIONS:	

## Town of Clifton

# **Commercial Parking Tabulation**

**Property Name: Clifton House** 

Address: 12644 Chapel Road

Date: 8/25/2021

	USE	(Restaurant/Office/
	NET FLOOR	AREA
s Floor Area: 14,616	TENANT NAME	
<b>Building Total Gross Floor Area:</b>	SUITE#	

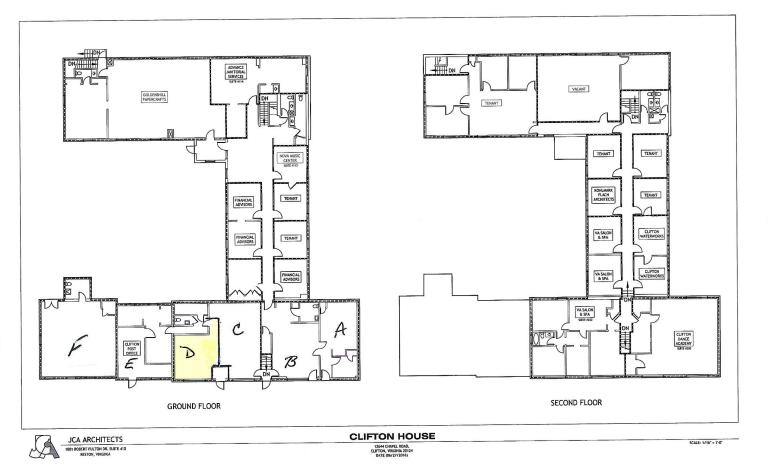
Building Lotal	building I otal Gross Floor Area: 14,010						
SUITE#	TENANT NAME	NET FLOOR	USE (Boda mont/Office/	Max. # EMDI OVEES	NUMBER OF	PARKING	DATE OF USE
		AKEA 11,897	(Restaurant Other Retail/Other	(Retail/Restaurant	(Restaurant only)	Approved	Council
			Commercial Use)	only)			approval)
A&B	Motier	936	Restaurant	4	14	6	3/1/2021
c	VACANT	568		N/A	N/A		
D	Kate Baker Designs	288	Retail	1	0	2	TBD
ш	U.S. Post Office	540	Retail	N/A	N/A	4	2/5/1992
Ъ	Virginia Mercantile	762	Retail	N/A	N/A	5	3/1/2021
107, 108, 109, 111, & 112	Market Financial	976	Office	N/A	N/A	5	1/5/2021
214	Coppermine Realty	956	Office	N/A	N/A	5	1/5/2021
113, 210	Anthony Reid	400	Office	N/A	N/A	2	7/5/2016
114	The Hair Garage, LLC	593	Retail	N/A	3	4	7/7/2020
115	GoldensHill Papercrafts	1,536	Retail	N/A	N/A	8	6/3/2014
200/202	Wheelhouse Pilates	885	Retail	N/A	N/A	S	1/5/2021
203	OnPoint	773	Office	N/A	N/A	4	3/1/2021
204, 206, 208	AG Chem/Waterworks	592	Office	N/A	N/A	3	7/5/2016
209, 211	Kohlmark Flach Architects	400	Office	N/A	N/A	2	10/2/2018
212	America, Inc.	1,075	Office	N/A	N/A	5	3/1/2016
110	Market Financial	192	Office	N/A	N/A	-	3/1/2021
205, 207	Clifton Therapy	425	Office	N/A	N/A	2	7/27/2021
	Total based on Town					63	
	Total Parking Spaces Required:					63	
	Total Parking Spaces Provided:					63	

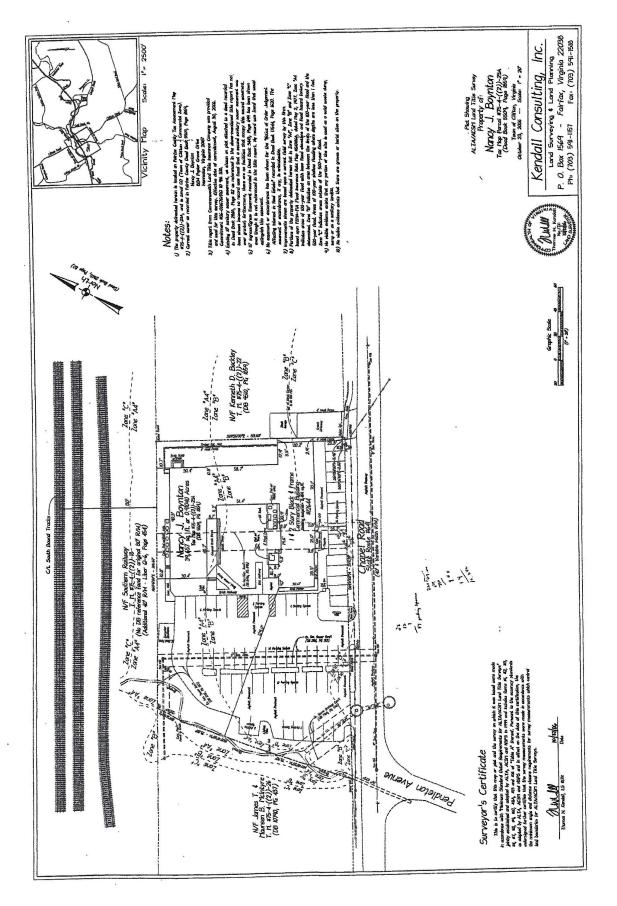


Total Rentable S. F.

Spaces available

63





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### **Town of Clifton**

### **Commercial Parking Tabulation**

**Property Name: Clifton House** 

### Address: 12644 Chapel Road

### Date: 8/25/2021

### **Building Total Gross Floor Area:** 14,616

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	VACANT	856					
Е	U.S. Post Office	540	Retail	3	N/A	5	2/5/1992
F	Virginia Mercantile	762	Retail	N/A	N/A	4	3/2/2021
107, 108, 109, 111, & 112	Market Financial	976	Office	N/A	N/A	5	1/5/2021
214	Coppermine Realty	956	Office	N/A	N/A	5	1/5/2021
113, 210	Anthony Reid	400	Office	N/A	N/A	2	10/6/2020
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 Pilates	885	Retail	2	N/A	5	1/5/2021
203	VACANT	773					
204, 206, 208	AG Chem/Waterworks	592	Office	N/A	N/A	3	7/5/2016
209, 211	Kohlmark Flach Architects	400	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	Clifton Therapy	425	Office	N/A	N/A	2	8/3/2021
	Total allocated parking based on Town approved	11897				61	

**Total Parking Spaces Provided at 12644 Chapel Rd:** 



### Order of Business:

- Residential Final Use Permit for Construction Application:
   a. 12725 Clifton Heights Lane
- Residential Preliminary Use Permit for Construction Expired:
   a. 12640 School Street
- Commercial Use Permit Application:
   a. Kate Baker Designs, 12644 Chapel Road, Suite D
- 4. Unfinished Business:
  - a. Zoning Ordinance Update
  - c. Updating the Clifton Town Plan.
  - b. Approve July 27, 2021 and August 31, 2021 Regular Meeting Minutes.
- Zoning Administration Update:
   a. Status of 7184 Clifton Road Project.
- 6. Adjournment.