

**CLIFTON TOWN PLANNING COMMISSION
REGULAR MEETING, HELD ELECTRONICALLY VIA ZOOM
TUESDAY, FEBRUARY 22, 2022, 7:30 PM**

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 Planning Commission held 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 was provided to members of the public to afford the opportunity to citizens to witness the operation of the Town of Clifton government. Connection information was provided by the Town Clerk.

Present: Kathy Kalinowski, Chair; Town Council Representative Member Patrick Pline; Paula Sampson; Michelle Stein; Adam Trost; Terri Winkowski.

Staff: Amanda Christman, Zoning Clerk.

Absent: Susan Yantis.

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

Order of Business: 7:30 PM

1. Commercial Application:

a. Sun Design – 12644 Chapel Street.

The Planning Commission reviewed an application for a Use Permit for commercial office space by Craig Durosoko of Sun Design Remodeling at 12644 Chapel Road, Suite 212, Clifton.

See attached application.

- **Chair Kalinowski moved to recommend conditional, temporary approval of the application subject to the following conditions: that five (5) parking spaces be allocated to the business; that the hours of operation be 8AM to 5PM, Monday through 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 six (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; and that all spaces be numbered and any required ADA accessible spaces be provided in the plat, seconded by Member Stein. The motion was approved by poll, 6-0.

It was noted that the recent departure of an office tenant from 12644 Chapel Road has provided sufficient parking spaces for the required allocation to LCS Property Services/On-Point Constructions Services, which may now be issued a non-temporary Use Permit.

2. ADA Research Project.

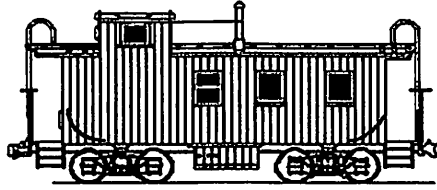
Chair Kalinowski updated the Planning Commission on the results of the preliminary research on ADA-accessible parking space requirements at the county, state, and federal levels. It was noted that the requirement of adding ADA-accessible spaces is not considered an undue burden under the state and federal codes when a parking lot is being re-striped. Additional information will be forthcoming to the Planning Commission and will also be provided to the Town Council.

3. Approve Previous Minutes.

- **Chair Kalinowski moved to approve the January 25, 2022 Minutes as presented, seconded, seconded by Town Council Representative Member Pline. The motion was approved by poll, 5-0-1 (Member Stein abstained).**

4. Adjournment.

- **Chair Kalinowski moved to adjourn, seconded by Member Sampson. The motion was approved by poll, 6-0.**



TOWN OF CLIFTON, VIRGINIA

Use Permit Application

Property Address: <i>Suite 212</i> <i>12644 Chapel Rd, Clifton</i>		Date: [Month / Year] <i>02/2022</i>		
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: <i>Craig Durosko - Sun Design Remodeling</i>				
Mailing Address: <i>12644 Chapel Road, Clifton VA 20124</i>				
Phone: <i>703-425-5588 x 104 ; cell: 703-906-6652</i>				
Email Address: <i>Craig@sundesigninc.com</i>				
3. Name of Property Owner (if different): <i>Quinta Properties, LLC ; CRAIG DUROSKO ; BOB GALLAGHER</i>				
Mailing Address: <i>same</i>				
4. Name of Business / Organization: <i>Sun Design Remodeling</i>				
5. Owner of Business / Organization: <i>Craig Durosko + Bob Gallagher</i>				
6. Tax Map Number: <i>75-4-((2))-23A</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 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: <p style="text-align: center;"><i>Use permit for offices</i></p>				
10. If Commercial, Home Business, Agricultural or Industrial:				
11. Describe Operation: <p style="text-align: center;"><i>offices</i></p>				
11.a. If Non-Residential - Office Use: <u>1075</u> SF or Retail/Restaurant Use: _____ SF				
11.b. Days & Hours of Operation (include special events): <u>8-5</u>				
11.c. Number of Employees on Site at any One Time: <u>5</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>1075</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>75.00</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: 2/15/22

PROPERTY OWNER SIGNATURE: [Signature] DATE: 2/15/22

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

Commercial Parking Tabulation

Property Name: Clifton House

Address: 12644 Chapel Road

Date: 2/22/22

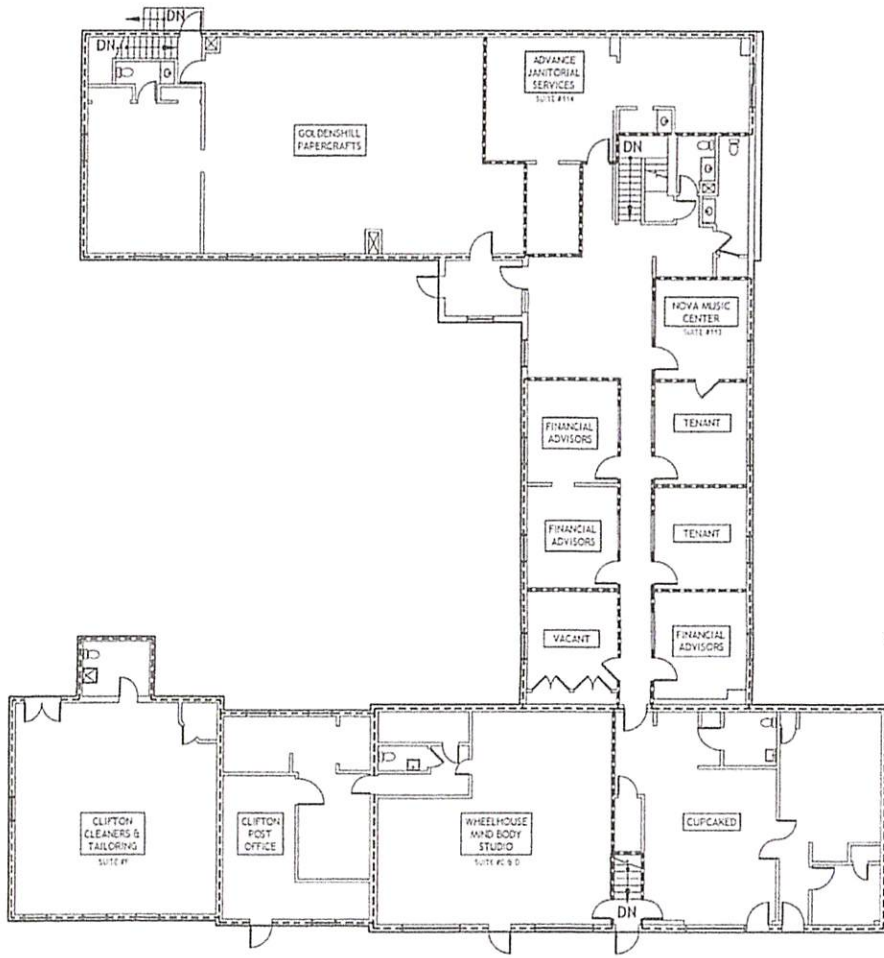
Building Total Gross Floor Area: 14,616

SUITE #	TENANT NAME	NET FLOOR AREA	USE (Restaurant/Office/ Retail/Other Commercial Use)	Max. # EMPLOYEES (Retail/Restauran t 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	VACANT	856					
D	Kate Baker	288	Retail	1	N/A	2	10/5/2021
E	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	LCS/On Point	773	Office		N/A	4	11/2/2021
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	0	2	10/2/2018
212	Sun Design	1,075	Office	N/A	0	5	
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	12185				67	

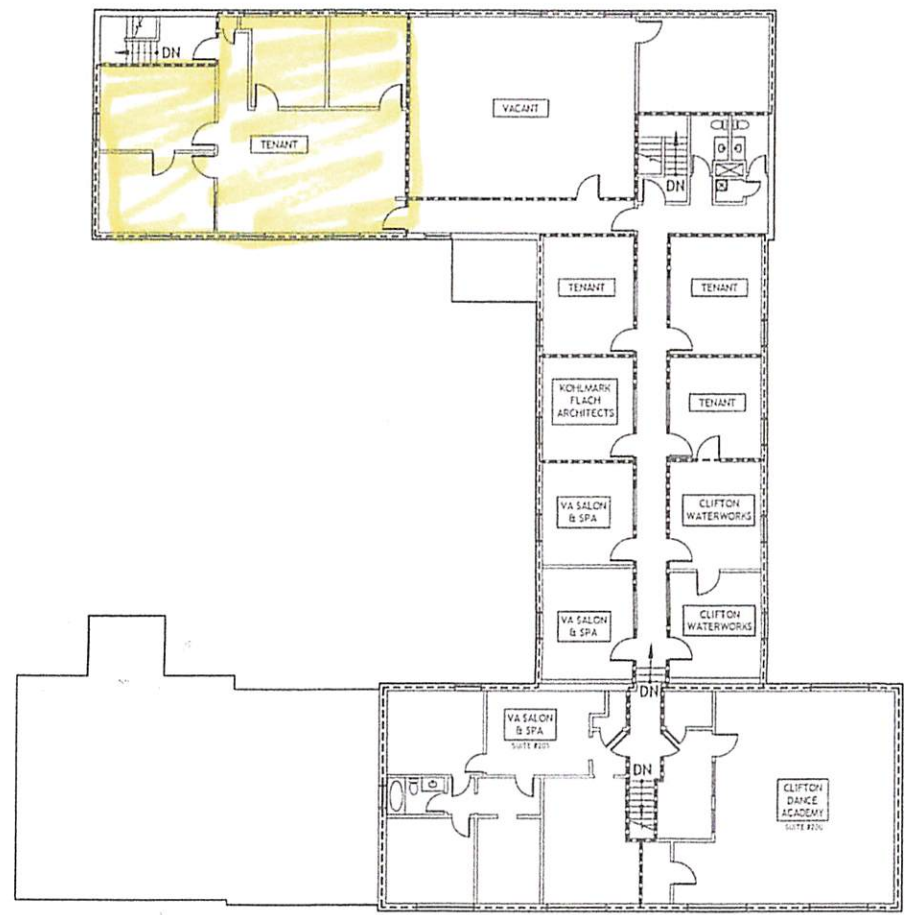
Total Parking Spaces Provided at 12644 Chapel Rd:

69

see new spaces on parking plan



GROUND FLOOR



SECOND FLOOR



JCA ARCHITECTS
1801 ROBERT FULTON DR, SUITE 410
RESTON, VIRGINIA

CLIFTON HOUSE

12644 CHAPEL ROAD,
CLIFTON, VIRGINIA 20124
DATE (06/27/2016)

SCALE: 1/16" = 1'-0"

Town of Clifton

Commercial Parking Tabulation

Property Name: Clifton House

Address: 12644 Chapel Road

Date: 6/5/2021

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

SUITE#	TENANT NAME	NET FLOOR AREA 11,897	USE (Restaurant/Office/ Retail/Other Commercial Use)	Max. # EMPLOYEES (Retail/Restauran t only)	NUMBER OF CUSTOMER SEATS (Restaurant only)	PARKING SPACES Approved	DATE OF USE PERMIT (or Council approval)
A & B	Motier	936	Restaurant	4	14	6	3/1/2021
C	Kate Baker					2	
C & D	VACANT	856		N/A	N/A		
E	U.S. Post Office	540	Retail	N/A	N/A	4	2/5/1992
F	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	5	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	Sun Design	1,075	Office	N/A	N/A	5	3/1/2016
110	Market Financial	192	Office	N/A	N/A	1	3/1/2021
205, 207	Clifton Therapy	425	Office	N/A	N/A	2	7/27/2021
Total based on Town records/Use Permits						63	

Office at 220 sf
Retail at 220 sf + emp
6
4.9
3.5
4.5
4.4
4.3
1.8
3.7
8.0
5.0
3.5
2.7
1.8
4.9
0.9
1.9
61.8

Total Parking Spaces Required:

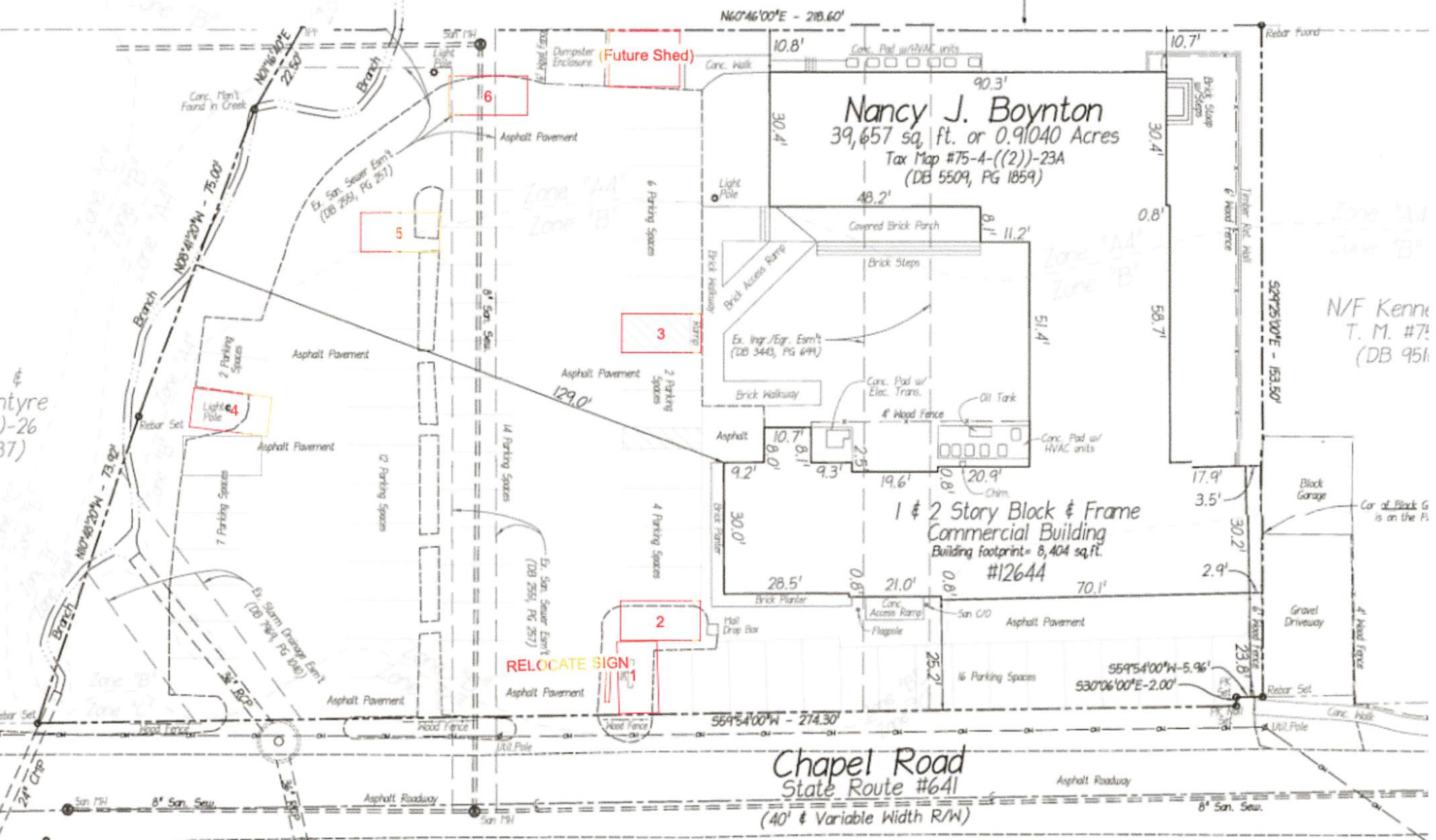
63

Total Parking Spaces Provided:

63

Total S.F. Office and Retail	10,961	# Spaces required per 220 s.f.	49.8
Total S.F. Restaurant	936	# spaces per 4 seats @ 1, plus 1 per 2 emps	6.0
Total Rentable S. F.	11,897		55.8
Spaces available			63

(No DB reference found for original 80' R/W)
(Additional 40' R/W - Liber Q-6, Page 454)



Nancy J. Boynton
39,657 sq. ft. or 0.91040 Acres
Tax Map #75-4-((2))-23A
(DB 5509, PG 1859)

**1 & 2 Story Block & Frame
Commercial Building**
Building footprint = 8,404 sq. ft.
#12644

RELOCATE SIGN

N/F Kenn
T. M. #7:
(DB 951)

Chapel Road
State Route #641
(40' & Variable Width R/W)

Avenue

tyre
)-26
(37)

Rebar Set
24' Crp

Cor of Block G
is on the Pl.

Gravel
Driveway

Util. Pole

8" San. Sew.

Asphalt Roadway

San FH

Rebar Found

6" Wood Fence

6" Wood Fence

6" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

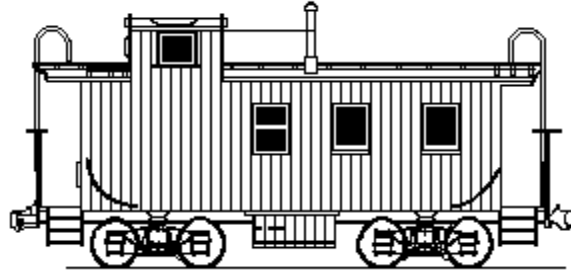
4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence

4" Wood Fence



**CLIFTON TOWN PLANNING COMMISSION
REGULAR MEETING, HELD ELECTRONICALLY VIA ZOOM
TUESDAY, FEBRUARY 22, 2022, 7:30 PM**

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 Planning Commission 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.

Order of Business:

1. Commercial Application:
 - a. Sun Design – 12644 Chapel Street.
2. ADA Research Project.
3. Approve Previous Minutes.
4. Adjournment.