

**CLIFTON TOWN PLANNING COMMISSION  
REGULAR MEETING, HELD ELECTRONICALLY VIA ZOOM  
TUESDAY, MARCH 29, 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 was 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; Terri Winkowski; Susan Yantis.

**Staff:** Amanda Christman, Zoning Clerk.

**Absent:** Adam Trost.

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**The Regular Meeting was called to order by Chair Kalinowski at 7:33 PM.**

Order of Business:

1. Commercial Application:

- a. Clifton House Parking Plan – 12644 Chapel Street.

See attached plan.

The Planning Commission reviewed a new parking plat for the commercial space at 12644 Chapel Road, drawn to scale, showing a total of 68 spaces including 3 ADA spaces.

- **Chair Kalinowski moved to recommend approval of the new parking plat, that the conditional approval of Sun Design Remodeling Use Permit with the allocation of 5 parking spaces, hours of operation for the office use are 8 AM to 5 PM Monday through Sunday, be approved unconditionally, seconded by Member Stein. The motion was approved by poll, 6-0.**

2. Residential Application:

- a. 12640 School Street: Addition to Preliminary Use Permit

The Planning Commission reviewed a request for an amendment to the existing Preliminary Use Permit for construction at 12640 School Street to include the location of a temporary dumpster to assist in construction and other debris removal from the premises.

- **Chair Kalinowski moved to recommend approval of the amended Preliminary Use Permit to allow for a dumpster to be located on the driveway of the above premises for up to 60 days, seconded by Town Council Representative Member Patrick Pline. The motion was approved by poll, 6-0.**

3. Unfinished Business:

a. ADA Research Project.

Chair Kalinowski reported that the Commission's research indicates that businesses and government entities are generally required to have ADA parking spaces, with the quantity being dependent on the total number of spaces on the lot. However, questions remain regarding Fairfax County regulations for lots of less than 10 spaces. Additional information will be forthcoming.

b. Town Plan – Update.

It was reported that the consultant agreement is in development and will be ready for review in the next week. Member Sampson noted that Ms. Sam Kinzer has agreed to assist in writing portions of the Town Plan and interfacing with the regional commission and the County to incorporate technical information.

c. Proposed Zoning Changes.

The Planning Commission discussed a variety of changes that should be noted on a draft amended Zoning Ordinance for further consideration by the Town.

d. For America Use Permit Application – Update.

The Planning Commission asked that the Zoning Administrator report to the Town Council on the status of For America's business in Town and its Use Permit.

4. New Business:

a. Culvert Alongside Old Town Hall Property – Issues.

Member Sampson indicated that she would attend the upcoming Town Council meeting in case additional information is needed and noted that the issue is on the Agenda for discussion. Chair Kalinowski added that it does appear to be a VDOT issue.

b. April 26, 2022 Meeting.

The Planning Commission agreed to meet in person at the Acacia Lodge located at 7135 Main Street for the April Regular Meeting.

5. Approve February 22, 2022 Minutes.

- **Chair Kalinowski moved to approve the February 22, 2022 Minutes as presented, seconded by Member Stein. The motion was approved by poll, 6-0.**

6. Adjournment.

The meeting was adjourned by general acclamation at 8:11 PM.



Clifton Clerk <clerk@cliftonva.gov>

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## Paving activity at 12644 Chapel Rd

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**Craig Durosko** <craig@sundesigninc.com>

Wed, Mar 23, 2022 at 6:13 PM

To: Clifton Clerk <clerk@cliftonva.gov>

Cc: Bob Gallagher <bob@sundesigninc.com>, Kathy Kalinowski <planning@cliftonva.gov>, Craig Durosko <craig@sundesigninc.com>

Good afternoon,

Here is the revised parking plan showing 68 parking spaces.

The new spaces created are:

#16

#17

#24 moved the handicap access to next to 21

#31

#58

#61

The new 3<sup>rd</sup> handicap spot created for the lot is #21

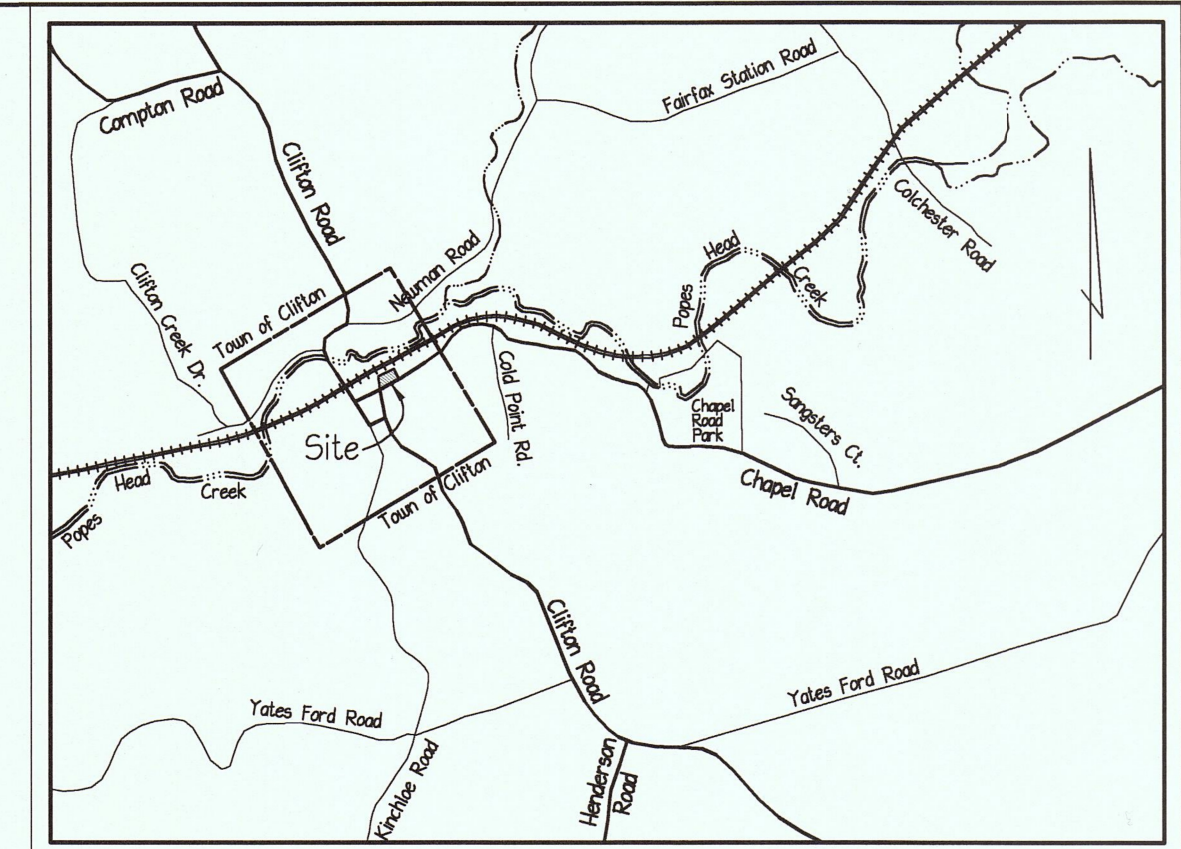
Loading Zone is #31

FYI I had noted on the application 69 parking spaces available, We identified the handicap parking access took 1 space in front of the Post office, so the correct number of available parking spaces is 68.

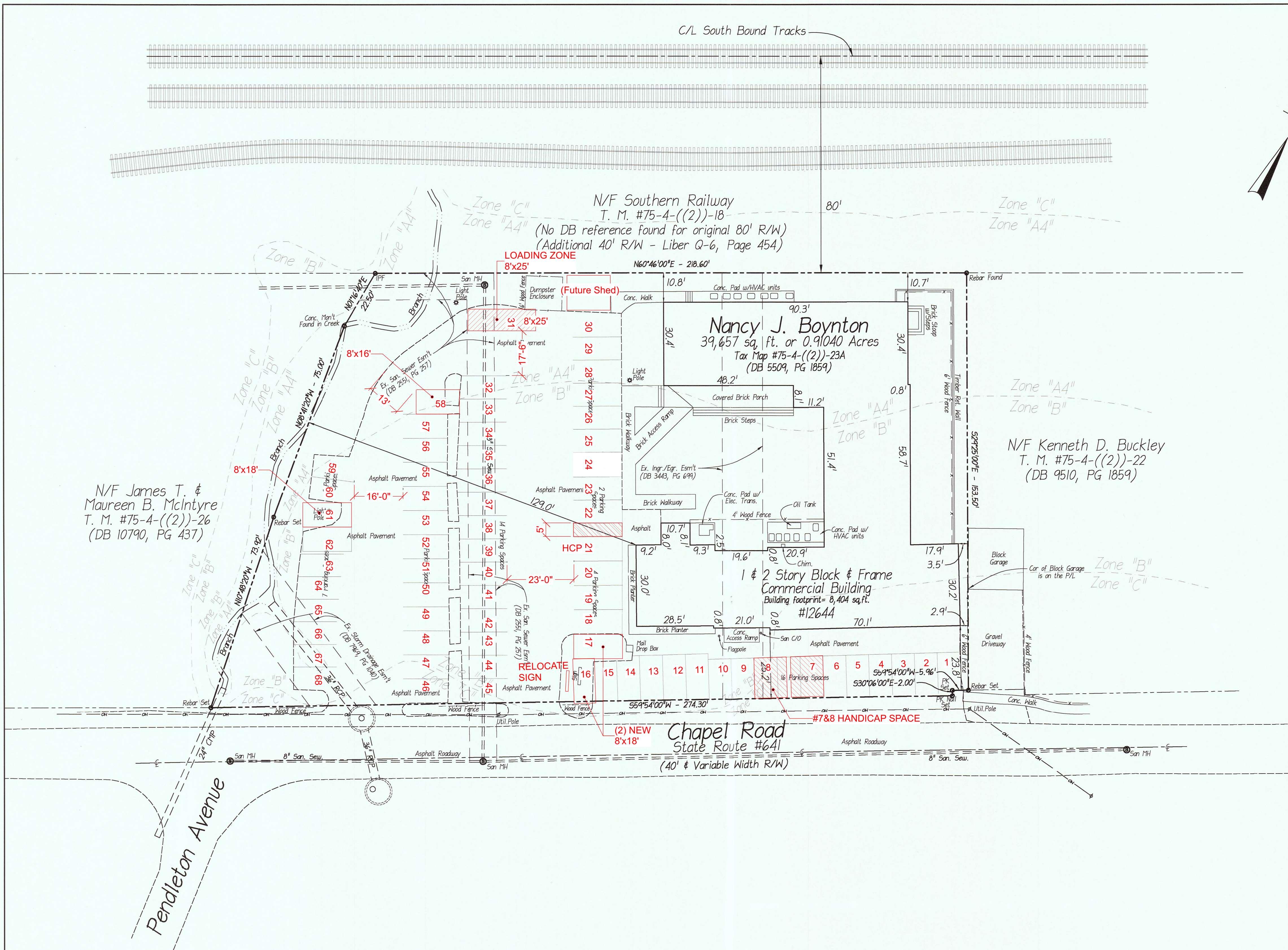
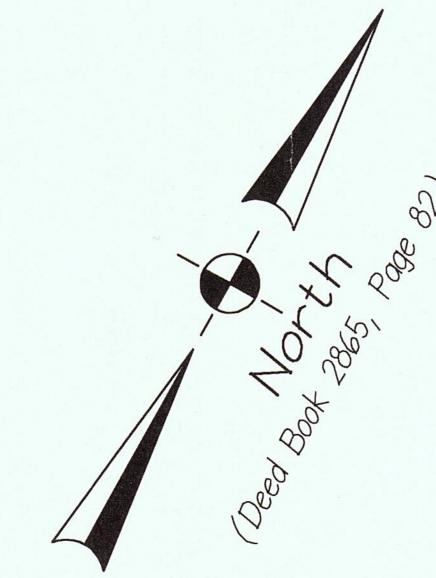
[Quoted text hidden]

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 **Clifton Parking Plan .pdf**  
27780K



Vicinity Map Scale: 1" = 2500'



**Notes:**

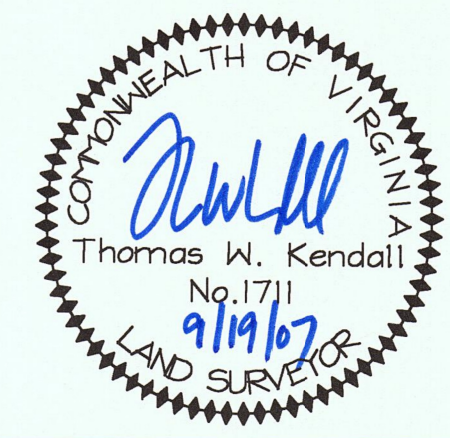
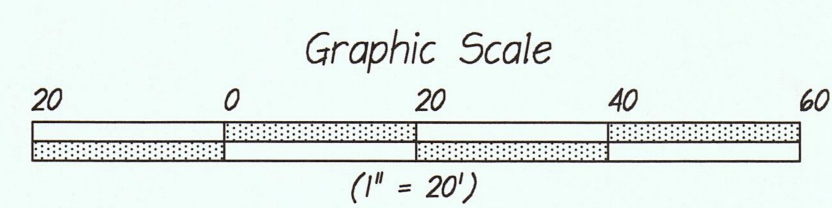
- 1) The property delineated herein is located on Fairfax County Tax Assessment Map #75-4-((2))-23A, and is zoned CD (Town of Clifton - Commercial Zone).
- 2) Current owner as recorded in Fairfax County Deed Book 5509, Page 1859, Nancy J. Boynton 8134 Poplar Grove Drive Warrenton, Virginia 20187
- 3) Title report from Commonwealth Land Title Insurance Company was provided and used for this survey. Effective date of commitment, August 30, 2006. Commitment #06-001670/RQ 10 916 338.
- 4) Existing 10' sanitary sewer easement, as shown on plat attached to a deed recorded in Deed Book 2865, Page 82 as referenced in the above-mentioned title report has not been shown because no record was found that a second sanitary sewer easement was ever granted; furthermore, there are no facilities that occupy this second easement.
- 5) 15' Ingress/Egress Easement recorded in Deed Book 3443, Page 699 has been shown even though it is not referenced in the title report. No record was found that would extinguish this easement.
- 6) No easement or encumbrance has been shown for the "Notice of Order Judgement Affecting Interest in Real Estate" recorded in Deed Book 17544, Page 1620. The easement or encumbrance, if any, is unlocatable.
- 7) Improvements shown are based upon a current field survey by this firm.
- 8) Portions of the property delineated herein fall in Zone "A4", Zone "B" and Zone "C" based upon FEMA-FIA Flood Insurance Rate Map #510186A, dated May 2, 1977. Zone "A4" indicates areas of 100-year flood with base flood elevations and flood hazard factors determined. Zone "B" indicates an area between the limits of the 100-year flood and the 500-year flood. Areas of 100-year shallow flooding where depths are less than 1 foot. Zone "C" indicates areas outside of the 500-year flood.
- 9) No visible evidence exists that any portion of the site is used as a solid waste dump, sump or as a sanitary landfill.
- 10) No visible evidence exists that there are graves or burial sites on the property.

**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 "Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys" jointly established and adopted by ALTA, ACSM and NSPS in 1999 and includes items #1, #2, #3, #4, #7, #8, #9, #10, #11A, #13 and #16 of "Table A" thereof. Pursuant to the accuracy standards as adopted by ALTA, ACSM and NSPS and in effect on the date of this certification, the undersigned further certifies that the survey measurements were made in accordance with the minimum angle and distance closure requirements for survey measurements which control land boundaries for ALTA/ACSM Land Title Surveys.

*Thomas W. Kendall*  
Thomas W. Kendall, LS #1711

9/19/07  
Date



**Kendall Consulting, Inc.**

Land Surveying & Land Planning  
P. O. Box 1569 - Fairfax, Virginia 22038  
Ph: (703) 591-1157 Fax: (703) 591-1518

Plat Showing  
ALTA/ACSM Land Title Survey  
Property of:  
**Nancy J. Boynton**  
Tax Map Parcel #75-4-((2))-23A  
(Deed Book 5509, Page 1859)  
Town of Clifton, Virginia  
October 23, 2006 -- Scale: 1" = 20'



Clifton Clerk <clerk@cliftonva.gov>

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## Roll-off Dumpster at 12640 School Street

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**Darrell Poe** <dpoe@cliftonva.gov>

Sun, Mar 20, 2022 at 5:39 PM

To: Clifton Clerk <clerk@cliftonva.gov>, Kathy Kalinowski <khk@baberkal.com>, Planning Commission <planning@cliftonva.gov>

Cc: William Hollaway <whollaway@cliftonva.gov>

Hey folks,

I'm likely going to bring in a roll-off dumpster for some spring clean-up and to facilitate completion of the back porch project.

I'm wondering if my current use permit can be updated to cover the dumpster. I would of course be happy to pay the filing fee, and given how long the existing use permit has been open, happy to pay a new filing fee to extend that as well.

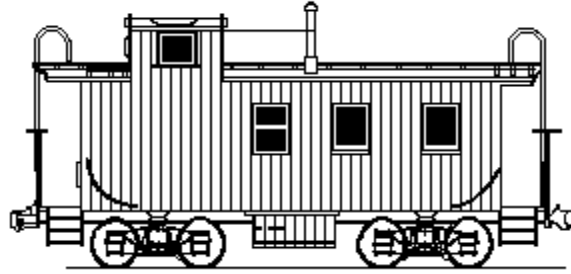
Donna Netschert has reached out to help with project management and assist with logistics for some exterior cleanup and maintenance, and to get this porch project across the finish line.

Let me know what you think the best next steps are.

Thanks!  
Darrell

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Darrell Poe  
[dpoe@cliftonva.gov](mailto:dpoe@cliftonva.gov)  
703-929-1516



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3. Unfinished Business:
  - a. ADA Research Project.
  - b. Proposed Zoning Changes.
4. New Business:
  - a. Culvert Alongside Old Town Hall Property – Issues.
5. Approve February 22, 2022 Minutes.
6. Adjournment.