

CLIFTON TOWN PLANNING COMMISSION  
TUESDAY, MARCH 28, 2023, 7:30 PM  
ACACIA LODGE  
7135 MAIN STREET  
CLIFTON, VA 20124

**Present:** Kathy Kalinowski, Chair; Town Council Representative Member Patrick Pline; Paula Sampson; Michelle Stein; Terri Winkowski.  
**Staff:** Amanda Christman, Zoning Clerk.  
**Absent:** Adam Trost; Susan Yantis.

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

Order of Business:

1. Commercial Application:

a. 12644 Chapel Road: Sun Design  
See attached application.

The Planning Commission reviewed an application for a Use Permit for Sun Design Remodeling Specialists, Inc. located at 12644 Chapel Road, Suite 212 and partially Suite C for an office use in a commercial multi-use building for residential designing and remodeling.

- **Chair Kalinowski moved to recommend approval with the hours of operation as set forth on the revised application for the use of up to 1357 net square feet of space, up to 8 on site employees, and that the 3 Sun Design vehicles (pick up, panel van and dump style truck) to not be parked on site during business hours, that the Sun Design trailer which has been permanently parked on site, be moved off site, that a total of 6 parking spaces be allocated to the proposed use, that there be only one operating business on site pursuant to the use permit, though the above mentioned fictitious names are included in Sun Design Remodeling Specialists, Inc, that the applicant be allowed to have up to two training sessions on site twice every three months for up to 15 employees and up to three hours during the authorized days and hours of operation, that the applicant will notify the Town Clerk in advance of each training session by email, and that the authorization for these above-mentioned training sessions be conditionally approved for one year only from the issuance of the use permit in order that the Town can evaluation the impact if any, upon parking at that location, seconded by Member Stein. The motion was approved by poll, 5-0.**

It was further noted that if the applicant wishes to continue the training sessions after one year, the applicant must request approval of the Town after review of the Planning Commission.

Minutes adopted by the Planning Commission on April 25, 2023 as presented.

2. Zoning Ordinance – Update

a. Initial Feedback on Proposed Re-ordering of Chapter 9 and Civil Penalties Addition.

A brief recap of the proposed changes was presented. Feedback will be forthcoming at upcoming meetings.

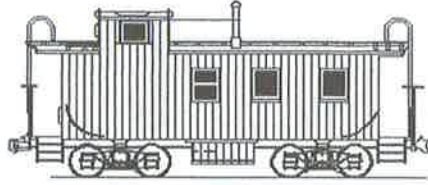
3. Approve February 28, 2023 Meeting Minutes.

- **Member Stein moved to approve the February 28, 2023 Minutes as presented, seconded by Chair Kalinowski. The motion was approved by poll, 5-0.**

4. Adjournment.

- **Chair Kalinowski moved to adjourn, seconded by Member Winkowski. The motion was approved by poll, 5-0.**

The Meeting was adjourned at 8:10 PM.



**TOWN OF CLIFTON, VIRGINIA**

**Use Permit Application**

<b>Property Address:</b> 12644 Chapel Road, Suite 212, Clifton VA 20124		<b>Date: [Month / Year]</b> 03/2023	
<b>1. Type of Permit:</b>	<input type="checkbox"/> Construction <input type="checkbox"/> Preliminary Site Plans Attached  <input type="checkbox"/> Special Use <input type="checkbox"/> Restaurant <input type="checkbox"/> Bed & Breakfast <input type="checkbox"/> Multi-Family	<input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Office <input type="checkbox"/> Retail  <input type="checkbox"/> Subdivision (Code Chapter 10)	<input type="checkbox"/> Residential  <input type="checkbox"/> Home Business (Code 9-19.c1)  <input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation (Code 10-57 to Code 10-59) <input type="checkbox"/> Public Use
<b>2. Name of Applicant:</b> Robert Gallagher			
<b>Mailing Address:</b> 12644 Chapel Road, Suite 212, Clifton VA 20124			
<b>Phone:</b> 703-928-8527			
<b>Email Address:</b> Bob@sundesigninc.com			
<b>3. Name of Property Owner (if different):</b> Quinta Properties LLC (fictitious name: Clifton House - to allow for rent checks)			
<b>Mailing Address:</b> 12644 Chapel Road, Suite 212, Clifton VA 20124			
<b>4. Name of Business / Organization:</b> Sun Design Remodeling Specialists, Inc. (legal name - only one entity) Fictitious names: Sun Design   Sun Design Remodeling   Sun Design Remodeling Specialists (to allow for client check payments)			
<b>5. Owner of Business / Organization:</b> Robert Gallagher and Craig Durosko			
<b>6. Tax Map Number:</b> 75-4-((2))=23A			
<b>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.</b>			<input checked="" type="checkbox"/> Plat Attached

<b>8. Attach Floor Plan to Scale (non-residential &amp; home business):</b>		<input checked="" type="checkbox"/> Floor Plan Attached		
<b>9. Zoning District of Premises:</b>	<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)	
<b>10. Describe Purpose of Application:</b> Use permit for offices Sun Design has 3 vehicles (1 panel van, 1 dump-style truck - both used off site during business hours, 1 pick up - used sparingly) and 1 trailer that will remain on site. All of these vehicles are here on the weekend. <b>Motier uses Suite C for storage</b>				
<b>10. If Commercial, Home Business, Agricultural or Industrial:</b>				
<b>11. Describe Operation:</b> approx 4 client meetings per week Offices for residential remodeling company - client meetings, designing, estimating. 5 permanent employees in Ste 212, 3 permanent employees in Suite C (using 1/3 of the space). Approx 2x per quarter we have 3 hour trainings that will include a total of 12 employees.				
<b>11.a. If Non-Residential - Office Use:</b> <del>4075</del> 1357 SF or Retail/Restaurant Use: _____ SF				
<b>11.b. Days &amp; Hours of Operation (include special events):</b> 8:00am - 5:00pm Monday-Friday				
<b>11.c. Number of Employees on Site at any One Time:</b> 8				
<b>11.d. Number of Seats (Restaurant/Church): Total:</b> _____. <b>If applicable, provide number of seats located Inside:</b> _____ <b>and; Outside:</b> _____				
<b>11.e. Gross Floor Area (GFA) of Building or /Premises:</b> _____ SF (Code 9-13) <b>Net Gross Floor Area if more than one use in building:</b> _____ SF <b>If applicable, GFA devoted to carry-out service within restaurant:</b> _____ SF				
<b>11.f. Number of Off-street Parking Spaces Required:</b> _____ (Code 9-13)				
<b>11.g. Number of Off-street Parking Spaces Provided* (attach parking plan to scale with dimensions identifying existing and proposed parking spaces):</b> _____				
<b>11.h. Gross Floor Area of Dwelling (Home Business Only):</b> _____ SF				
<b>12. Application Fee Enclosed:</b> (Fee schedule in Filing Instructions) \$ 75				

\*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: 3/14/23

PROPERTY OWNER SIGNATURE: [Signature] DATE: 3/14/23

**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: 2/7/2023

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	Sun Design/Motier	[282/574]	Office/Rest	N/A	N/A		
D	Kate Baker Designs	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, 110, 111, & 112	Market Financial	1168	Office	N/A	N/A	6	8/2/2022
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	N/A	4	11/2/2021
204, 206, 208	AG	592	Office	N/A	N/A	3	5/3/2022
209, 211	Kohlmark Flach Architects	400	Office	N/A	0	2	10/2/2018
212	Sun Design	1,075	Office	N/A	N/A	5	4/5/2022
205, 207	Clifton Therapy	425	Office	N/A	N/A	2	8/3/2021
Courtyard	Virginia Mercantile						2/7/2023
	<b>Total allocated parking based on Town approved</b>	<b>11329</b>				<b>67</b>	

Total Parking Spaces Provided at 12644 Chapel Rd:

**68**

## Cathy Ryals

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**From:** Amanda Christman <clerk@cliftonva.gov>  
**Sent:** Tuesday, March 14, 2023 2:13 PM  
**To:** Cathy Ryals  
**Cc:** Bob Gallagher; Planning Commission  
**Subject:** Re: Planning Commission meeting registration

Hi Cathy,

The meeting will take place in person at the Acacia Lodge, located at 7135 Main Street on Tuesday, March 28 at 7:30 PM.

We look forward to reviewing your application. If you have any questions in the meantime, please let me know.

On Tue, Mar 14, 2023 at 12:45 PM Cathy Ryals <[cathy@sundesigninc.com](mailto:cathy@sundesigninc.com)> wrote:

Hello,

This email is to advise that Bob Gallagher will be in attendance of the next Planning Commission meeting on March 28<sup>th</sup>. Please confirm receipt.

Sincerely,



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Sincerely,  
Amanda Christman (she/her)  
Town Clerk, Clifton, VA

## Cathy Ryals

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**From:** Bob Gallagher  
**Sent:** Tuesday, February 14, 2023 5:21 PM  
**To:** Craig Duroske; Cathy Ryals  
**Subject:** Fwd: Following up on Sun Design from the Town Council Meeting  
**Attachments:** 20220221\_2. Name of Applicant ^Cdt^ boCOSKo Mailing Address Ch^P.pdf; commercial vehicles.pdf; May 2022 - trees removed from parking lot.JPG; Aug. 2019 - trees in parking lot.JPG

Bob Gallagher

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**From:** Amanda Christman <clerk@cliftonva.gov>  
**Sent:** Tuesday, February 14, 2023, 3:21 PM  
**To:** Bob Gallagher <bob@sundesigninc.com>  
**Cc:** Planning Commission <planning@cliftonva.gov>  
**Subject:** Following up on Sun Design from the Town Council Meeting

Dear Bob,

We appreciate your attendance at last week's Town Council meeting and would like to follow up with a recap of what was discussed with respect to Sun Design's Use Permit, with more detail this time. For your convenience, Sun Design's previous application and the current Use Permit are attached hereto as a Google drive link.

 [Sun Design Remodeling Conditions Removed UP 4-5...](#) 

The Planning Commission requests that you address the following questions, and then submit a new Use Permit application within 30 days that includes the new information:

### Business Entities

How many business entities comprise Sun Design Remodeling Specialists, Inc.? All entities whose address is 12644 Chapel Road need to be listed on the Use Permit application. At least three of Sun Design's entities are fictitious names. Please Describe what services the legally-named entity and each fictitiously-named entity offer?

### Vehicles

How many commercial vehicles does Sun Design park at 12644 Chapel Road? Currently, it appears to be six, specifically: one panel van, one dually truck, two pick-up trucks, one dump-style truck, and one enclosed trailer with hitch. (photo attached). What days and hours are those vehicles being parked on the property?

### Use

Please describe the nature of Sun Design's activities/business which occurs in its space. For example, how many employees (or other contractors) might there be on-site? How many employees remain in the office versus taking the commercial vehicles out? How many clients visit the premises?

Besides office space for employees, does Sun Design provide classes, seminars, employee trainings, or meetings comprised of more than five people? Does Sun Design use Suite C?

Special Events

Does Sun Design want to request that special events be authorized in the new Use Permit? If so, please list time, frequency of occurrence, nature of the event, parking needs, and location of the event(s).

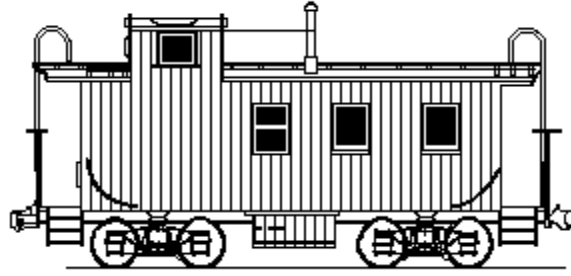
Parking Lot

It appears that five or six trees were removed from the parking lot when Sun Design resurfaced the parking lot. (comparison photos attached). It is the policy of the Town of Clifton to preserve environmental features such as tree cover. I do not find that the removal of the trees was part of Sun Design's application for a parking plan from last spring, and it is unclear if the removal of existing tree canopy would have been approved without a plan and deadline for replacement. What is Sun Design's plan with regard to replacing this important environmental feature?

Once you have had a chance to review everything, Kathy Kalinowski (cc'ed) and I are available to discuss it with you at any time during the process, either by phone, email thread, or Zoom. Thank you very much – we look forward to working with you.

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Sincerely,  
Amanda Christman (she/her)  
Town Clerk, Clifton, VA



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  - a. Initial Feedback on Proposed Re-ordering of Chapter 9 and Civil Penalties Addition.
3. Approve February 28, 2023 Meeting Minutes.
4. Adjournment.