

CLIFTON TOWN PLANNING COMMISSION
TUESDAY, JUNE 27, 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; Adam Trost; Terri Winkowski.
Staff: Amanda Christman, Zoning Clerk.
Absent: Susan Yantis.

The Regular Meeting was called to order by Chair Kalinowski at 7:35 PM.

Order of Business:

1. Residential Application:

- a. 7022 Newman Road | Final Use Permit for Construction.
See attached application.

The Planning Commission reviewed an application for a Final Use Permit for construction from applicants Mr. and Mrs. Gogoel for construction of a dwelling at 7022 Newman Road. All conditions of the preliminary use permit were met, including, the dwelling was built in accordance with ARB standards; all Fairfax County permits including an occupancy permit and necessary permits for the well and septic were obtained; no changes were made to the Preliminary Plan of Development; and the existing dwelling has had the kitchen removed and will be constructed as a work room and garage within the existing space.

- **Chair Kalinowski moved to recommend approval of the Final Use Permit for construction, seconded by Member Stein. The motion was approved by poll, 5-0.**

2. Non-Residential Applications:

- a. 12644 Chapel Road | Coppermine Realty
See attached application.

The Planning Commission reviewed an application for a new Use Permit from Coppermine Realty located at 12644 Chapel Rd, for a commercial office use. The applicant who is presently operating at the location under an existing use permit is requesting to move spaces from Suite 214 to Suite 210 which comprises 200 square feet; hours of 8AM – 9PM Saturday thru Sunday. A representative of the owner Quinta Properties, Craig Duroske, who was present at the meeting stated that Anthony Reid, the previous occupant of Suite 210 had moved out into only Suite 113 and was expected to move from the building in the near future.

- **Chair Kalinowski moved to recommend approval of the Use Permit with the terms as set forth in the application, in the suite now known as 214, with the allocation of one**

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

parking space for the office use of 200 net square feet, seconded by Member Pline. The motion was approved by poll, 5-0.

b. 12644 Chapel Road | Sun Design
See attached application.

The Planning Commission reviewed an application from Robert Gallagher and Craig Durosoko for Sun Design Remodeling Specialists, Inc. located at 12644 Chapel Road, Suite 212 and partially Suite C. The application is for an office use in a commercial multi-use building for residential designing and remodeling. The applicant who presently has an existing use permit for a commercial office use of space at that location, and an existing use permit for its parking lot, requests a new use permit to allow expansion into additional space at that location. The Planning Commission has tabled the application until next month, in order, to allow the applicant time to address a number of issues with respect to the application and the property, which applicant owns, including, but not limited to, the timing of the availability of the space that applicant wishes to move into, and various issues concerning the applicant's previously issued use permits.

- **Chair Kalinowski moved to table the application for 30 days, in order to allow the applicants time to address the list of the Planning Commission's questions which will be sent by the Clerk, seconded by Member Pline. The motion was approved by poll, 5-0.**

3. Town Plan – Update.
See attached template.

The Clerk was asked to circulate the template to the Planning Commission members.

4. Approve May 22, 2023 Meeting Minutes.

- **Member Stein moved to approve the May 22, 2023 meeting minutes as presented, second by Chair Kalinowski. The motion was approved by poll, 4-0-1 (Member Sampson abstained).**

5. Adopt Policy for Remote Participation by Electronic Means for Town of Clifton Planning Commission.

See attached policy.

- **Chair Kalinowski moved to adopt the Policy for Remote Participation for the Planning Commission, seconded by Member Pline. The motion was approved by poll, 5-0.**

6. ARB Feedback on Civil Penalties.

Chair Jarrendt recommended that civil fines be listed and applied with consistency and would strongly urge the Town Council to have the final say over circumstances when fines are to be imposed.

7. Adjournment.

The meeting was adjourned at 9:04PM by general acclamation.

7022 Newman Rd

2 messages

Royce Jarrendt <royce.jarr@yahoo.com>
Reply-To: Royce Jarrendt <royce.jarr@yahoo.com>
To: Amanda Christman <clerk@cliftonva.gov>

Wed, May 24, 2023 at 12:08 PM

Hi Amanda,

We have passed the final site and building inspections for Mike & Mary Gogoel's residence at [7022 Newman Rd](#). I have submitted the request to Fairfax County for the occupancy permit but I know the Town needs to send "permission" to the county for the Residential Use Permit to be issued.

During the initial PC review, Kathy had concerns regarding the existing structure and rightfully noted there could not be two dwelling units on the same lot. The existing structure has been completely gutted with the existing kitchen and bathroom completely removed. Now that the new house has been completed the owner will turn his attention (and money) toward the conversion of that structure into the garage/workshop as designated in the preliminary use permit. The first step of that work will be submitting drawings for the ARB review.

I have attached emails from Fairfax County showing final site and building inspections have passed. I also attached a page from Fairfax County showing an occupancy permit has been requested.

Please let me know if you need additional information.

Regards,

Royce Jarrendt

One Dwelling, Inc.
703 932-5762

2 attachments

 **Final Inspections.pdf**
46K

 **Occupancy submitted.pdf**
33K

Amanda Christman <clerk@cliftonva.gov>
To: Royce Jarrendt <royce.jarr@yahoo.com>
Cc: Planning Commission <planning@cliftonva.gov>

Wed, May 24, 2023 at 5:19 PM

Dear Royce,

That's great news! Typically applicants (or agent in this case), would attend a Planning Commission meeting to certify that the work was completed in conformance with the approved Plan, having already demonstrated that the requirements of the Prelim Use Permit have been met. The PC would then make a recommendation to the Town Council to issue a Final Use Permit for construction, which allows the applicant to obtain their occupancy permit from the County.

[Quoted text hidden]

--

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

BLDR-220830049 - Inspection Result

From: Fairfax County Government (donotreply-plus@fairfaxcounty.gov)

To: royce.jarr@yahoo.com

Date: Wednesday, May 24, 2023 at 10:09 AM EDT

This is a notification from Fairfax County of your recent inspection result for:

Project Address: 7022 NEWMAN RD CLIFTON, VA 20124-1712

Inspection Type: Final

Result of Inspection: Passed

Inspection Date: 5/24/2023

Inspected By: Philip Kirk, 703-638-0270, Philip.Kirk@fairfaxcounty.gov

Comments related to this inspection: Prior items have been verified and corrected.

For questions regarding this inspection, please contact your inspector at the number above. Call 711 for TTY services. Inspectors are not permitted to answer their phone if they are performing another inspection or driving. Please leave them a message to include a permit number and call back number so they can return your call as soon as they are able.

Please complete our Customer Service Survey.

[Building Inspection Survey - PublicInput.com](https://www.fairfaxcounty.gov/publicinput)

Fairfax County Land Development Services

*** This is an automatically generated email. Please do not reply. ***

7022 Newman Road Preoccupancy Inspection 05-19-2023

From: Patel, Pareshkumar (pareshkumar.patel@fairfaxcounty.gov)
To: royce.jarr@yahoo.com; mgpersonal2019@outlook.com
Cc: Catie.Iacovino@fairfaxcounty.gov
Date: Friday, May 19, 2023 at 06:05 PM EDT

Good evening,

Preoccupancy inspection done today and passed into the system.

Please contact LDS Building Inspections LDSBuildingInspections@fairfaxcounty.gov to request the Occupancy Certificate.

As a reminder any work on the property must be completed per the approved plan. If any changes occur prior to the release of the project that are not on the approved plan, a revisor

Please also let you know that periodic E & S inspection will perform by Fairfax county until the project release.

Feel free to contact us if any questions.

Thanks, and Regards,

Pareshkumar Patel

Senior Engineering Inspector
Site Development and Inspections Division (LDS-SDID)
12055 Government Center Pkwy – Suite 535
Fairfax County, Virginia 22035-5500
Direct 📠 : 703-324-9802
Cell 📞 : 571-363-9011
Email ✉️ : Pareshkumar.Patel@fairfaxcounty.gov



FAIRFAX COUNTY
LAND DEVELOPMENT SERVICES

From: Patel, Pareshkumar
Sent: Friday, May 19, 2023 9:18 AM
To: Royce Jarrendt <royce.jarr@yahoo.com>; Mg 2019 <mgpersonal2019@outlook.com>
Subject: RE: 7022 Newman Road Preoccupancy Inspection 05-09-2023

Good morning,

I will be there for Preoccupancy Inspection around 11:00, may be little plus or minus depend on my previous inspection,

Thanks, and Regards,

Pareshkumar Patel

Senior Engineering Inspector
Site Development and Inspections Division (LDS-SDID)
12055 Government Center Pkwy – Suite 535
Fairfax County, Virginia 22035-5500
Direct 📠 : 703-324-9802
Cell 📞 : 571-363-9011
Email ✉️ : Pareshkumar.Patel@fairfaxcounty.gov



FAIRFAX COUNTY
LAND DEVELOPMENT SERVICES

From: Patel, Pareshkumar
Sent: Thursday, May 18, 2023 11:48 AM
To: Royce Jarrendt <royce.jarr@yahoo.com>; Mg 2019 <mgpersonal2019@outlook.com>



Amanda Christman <clerk@cliftonva.gov>

7022 Newman Road - ARB

1 message

Jeff Stein <jstein@tranzon.com>
To: Clifton Clerk <clerk@cliftonva.gov>
Cc: Royce Jarrendt <royce.jarr@yahoo.com>

Tue, May 23, 2023 at 11:54 AM

Hi Amanda,

I inspected the property at 7022 Newman Road and it was built according to the specs approved by the ARB. Please call me with any questions.

Thank you,

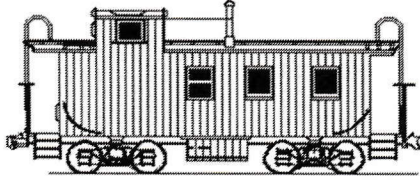
Jeff

JEFF STEIN
Partner

Tranzon Fox
3819 Plaza Drive
Fairfax, VA 22030
703-539-8111 Office
703-626-7407 Cell
jstein@tranzon.com

tranzon.com
A BETTER WAY TO REAL ESTATE™

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TOWN OF CLIFTON, VIRGINIA

Use Permit Application

| | | | |
|--|--|---|---|
| Property Address: 1264A CHAPEL ROAD SUITE 210 CLIFTON, VA 20124 | | Date: [Month / Year] JUNE / 2023 | |
| 1. Type of Permit: | <input type="checkbox"/> Construction | <input checked="" type="checkbox"/> Commercial | <input type="checkbox"/> Residential |
| | <input type="checkbox"/> Preliminary Site Plans Attached | <input checked="" type="checkbox"/> Office <input type="checkbox"/> Retail | <input type="checkbox"/> Home Business (Code 9-19.c1) |
| | <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"/> Restaurant | | <input type="checkbox"/> Public Use |
| | <input type="checkbox"/> Bed & Breakfast | | |
| | <input type="checkbox"/> Multi-Family | | |
| 2. Name of Applicant: JERRY HOPKINS | | | |
| Mailing Address: 10910 RICE FIELD PL. FAIRFAX STATION, VA 22039 | | | |
| Phone: 703 304 0219 | | | |
| Email Address: JHOPKINS@COPPERMINEREALTY.COM | | | |
| 3. Name of Property Owner (if different): QUINTA PROPERTIES | | | |
| Mailing Address: 1264A CHAPEL RD, CLIFTON, VA 20124 | | | |
| 4. Name of Business / Organization: COPPERMINE REALTY, LLC | | | |
| 5. Owner of Business / Organization: JERRY HOPKINS | | | |
| 6. Tax Map Number: 075-42-0023A | | | |
| 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: <u>USE PERMIT TO INDICATE OFFICE USE AT THIS LOCATION. WE ARE SIMPLY MOVING SITES FROM 214 TO 210.</u> | | | | |
| 10. If Commercial, Home Business, Agricultural or Industrial: <u>USE PERMIT - OFFICE</u> | | | | |
| 11. Describe Operation: <u>RESTAURANT REAL ESTATE BROKERAGE.</u> | | | | |
| 11.a. If Non-Residential - Office Use: <u>OFFICE</u> SF or Retail/Restaurant Use: _____ SF | | | | |
| 11.b. Days & Hours of Operation (include special events): <u>SUNDAY TO SATURDAY 9AM-9PM</u> | | | | |
| 11.c. Number of Employees on Site at any One Time: <u>3</u> | | | | |
| 11.d. Number of Seats (Restaurant/Church): Total: <u>N/A</u> . If applicable, provide number of seats located Inside: _____ and; Outside: <u>N/A</u> | | | | |
| 11.e. Gross Floor Area (GFA) of Building or /Premises: <u>200</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>N/A</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>N/A</u> | | | | |
| 11.h. Gross Floor Area of Dwelling (Home Business Only): <u>N/A</u> SF | | | | |
| 12. Application Fee Enclosed: <u>\$ 75.00</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: *W.H. (Seray Hookins)* DATE: 6/13/2023

PROPERTY OWNER SIGNATURE: ~~*W.H.*~~ *Bob Gallagher* DATE: 6/13/2023

FOR TOWN USE ONLY

RECEIPT DATE: _____ DATE APPLICATION ACCEPTED: _____

APPLICATION FEE PAID: \$ _____

APPROVED DISAPPROVED

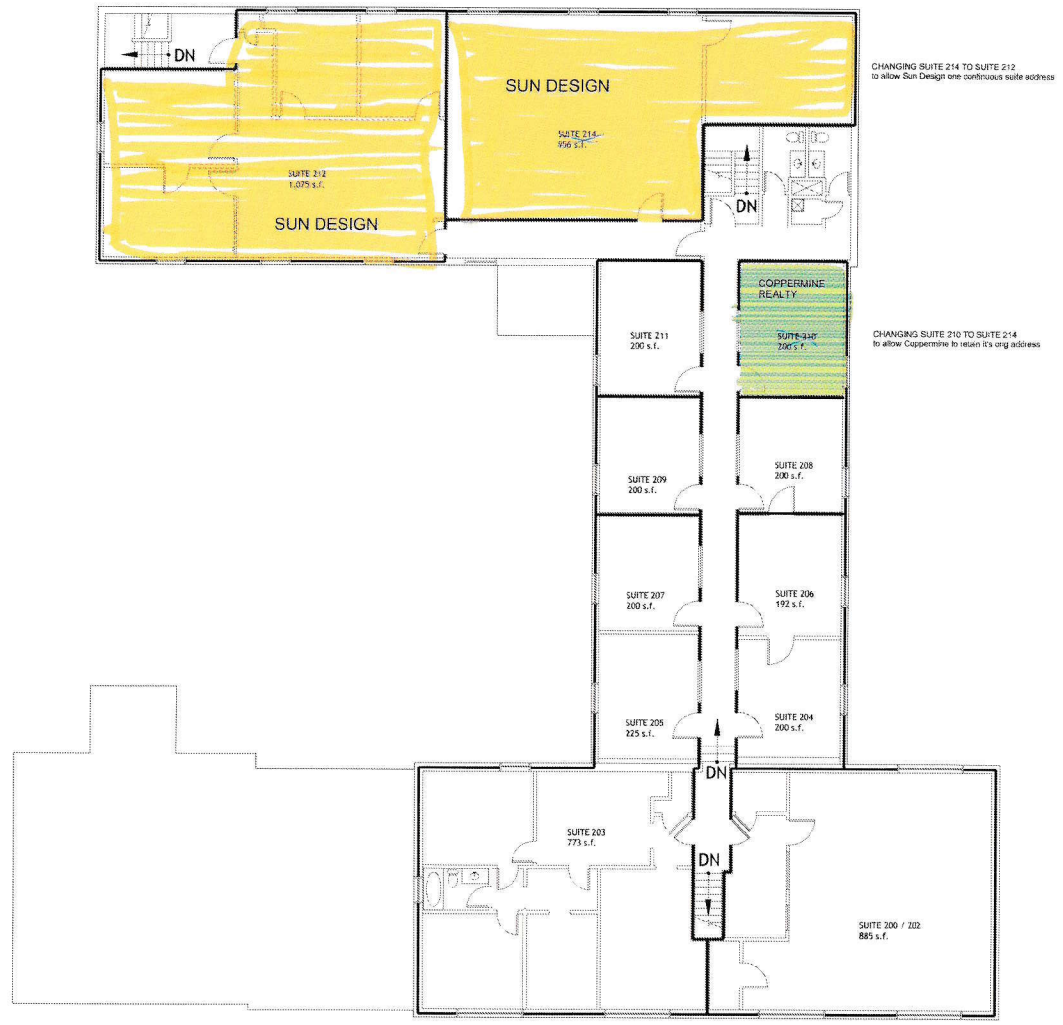
PLANNING COMMISSION: _____ SIGNATURE _____ PRINT _____

CONDITIONS: _____

APPROVED DISAPPROVED

TOWN COUNCIL: _____ SIGNATURE _____ PRINT _____

CONDITIONS: _____



Town of Clifton

Commercial Parking Tabulation

Property Name: Clifton House

Address: 12644 Chapel Road

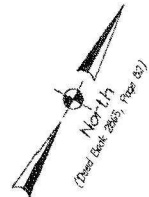
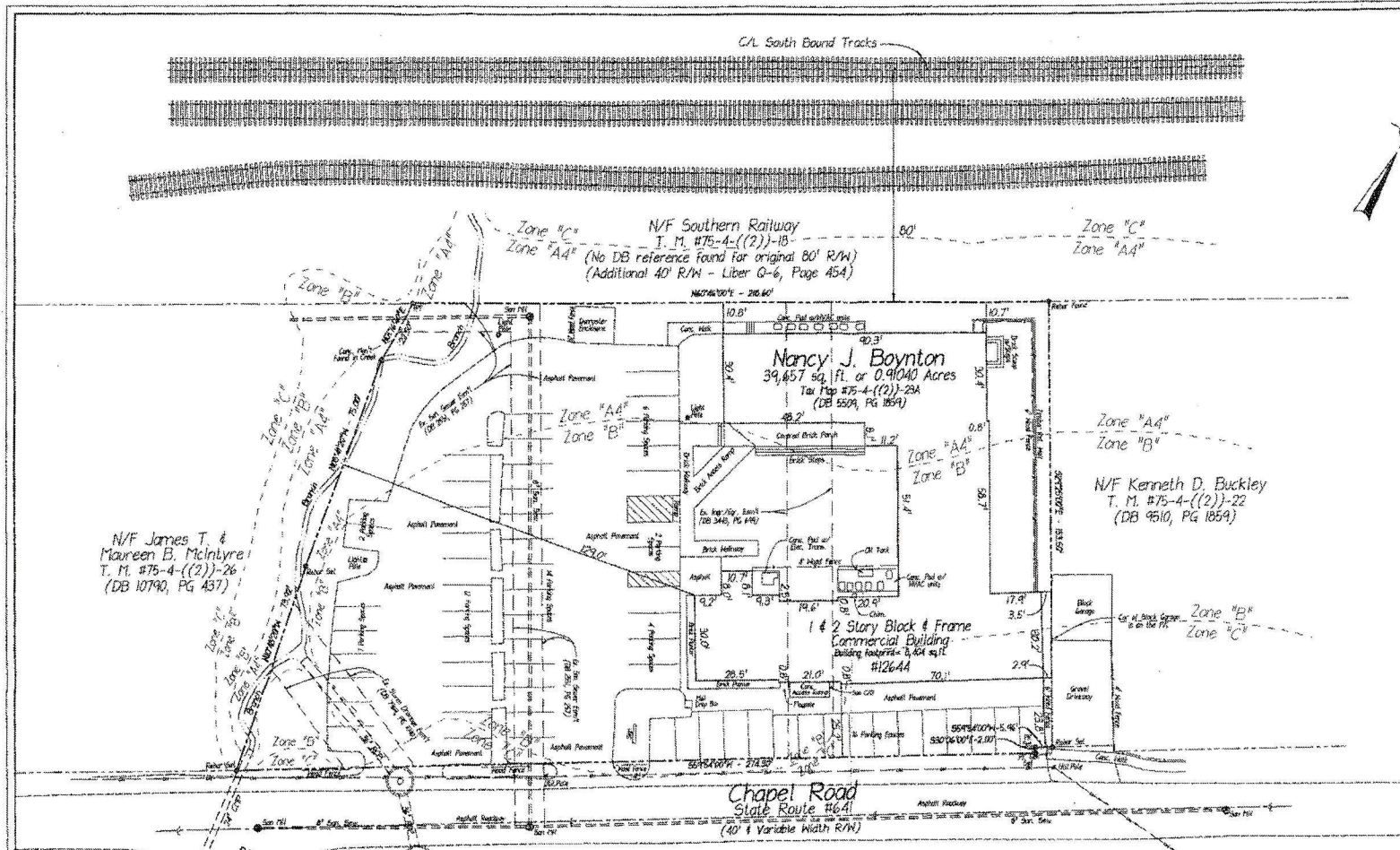
Date: ~~2/7/2023~~ 05/2023

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 | 856 [282/574] | Office/Rest Storage | 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 | 200-956 | Office | N/A | N/A | 7 1 | 1/5/2021 |
| 113 , 210 | Anthony Reid | 200 400 | Office | N/A | N/A | 7 1 | 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 | 203 1,075 | Office | N/A | N/A | 5 10 | 4/5/2022 |
| 205, 207 | Clifton Therapy | 425 | Office | N/A | N/A | 2 | 8/3/2021 |
| Courtyard | Virginia Mercantile | | | | | | 2/7/2023 |
| | Total allocated parking based on Town approved | 11329 | | | | 67 | |

Total Parking Spaces Provided at 12644 Chapel Rd:

68

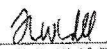


- Note**
- 1) The proper 475-4-(1)
 - 2) Current as
 - 3) Title repo and used Commitm
 - 4) Existing R in Deed been shu ever gro
 - 5) 15' Ingres even the extrinsic
 - 6) No eastern Affectrix easemen
 - 7) Improvem
 - 8) Partons i based up indicies determine 500-year Zone "C"
 - 9) No visible surrp or
 - 10) No visible

69
 13
 7
 4) parking spaces
 224 729
 147
 710
 948
 94
 16,446

Surveyor's Certificate

This is to certify that this map or plot 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 M. Kendall, L.S. #1711
 Date: 10/01/06



Planning Commission Review of Sun Design's Use Permit Application

8 messages

Amanda Christman <clerk@cliftonva.gov>

Thu, Jun 22, 2023 at 12:36 PM

To: Bob Gallagher <bob@sundesigninc.com>, Cathy Ryals <cathy@sundesigninc.com>

Cc: Planning Commission <planning@cliftonva.gov>

Hi Bob,

As you know, the Planning Commission will review Sun Design's Use Permit application at their meeting on June 27th at 7:30 PM at the Acacia Lodge (7135 Main Street) - the Agenda is attached hereto for your information.

There are currently several issues relating to the following that will be discussed as a part of this review: 1. the nature and location of Quinta Properties, LLC; 2. the parking lot's delineation of spaces; 3. the lack of landscaping plan for the property; 4.-5. the nature and intensity of use by Sun Design of the property; and 6. incomplete documentation for the application. It would be helpful if Sun Design could provide the following information/documents before the meeting and be prepared to discuss these items with the Members:

1. Quinta Properties LLC: please provide a full description of this business (types of services performed, number of employees designated to this business, space used in the building for this business, and the locations it services or manages).
2. The Town's engineer has indicated that the approved parking plan for 12644 Chapel Road includes wheel stops to delineate the parking spaces between 58-46 and 45-32. However, few of those spots are delineated with wheel stops since the lot was resurfaced. What is Sun Design's plan with regard to delineating these spots?
3. Six trees were removed from between parking spaces 58-46 and 45-32 around the time the parking lot was resurfaced. What is Sun Design's plan, if any, to replace this vegetation? The Town requested that Sun Design provide a landscaping plan in June 2023 – is that plan now ready for review by the Planning Commission?
4. The application lists "client meetings, designing, and estimating" in the operation description of Sun Design. How many client meetings will occur per week? How many employees, contractors, associates etc would be onsite during special training events (including those who are onsite but not attending the events)? Would there be building material samples onsite?
5. Please detail what will be the use of the newly proposed expanded space into Suite 214 (an additional 956 square feet) and which of your entities will be using the space.
6. Please submit a complete copy of the building's floor plan that shows all levels with all proposed changes highlighted/labeled rather than the single page that was submitted previously.

--

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

 **Agenda - Planning Commission - 6-27-2023.pdf**
60K

Bob Gallagher <bob@sundesigninc.com>

Thu, Jun 22, 2023 at 1:01 PM

To: Amanda Christman <clerk@cliftonva.gov>, Cathy Ryals <cathy@sundesigninc.com>

Cc: Planning Commission <planning@cliftonva.gov>

Hi Amanda,

Can we set up an opportunity to chat and for me to ask a few questions sometime next week?

LMK some opinions and we set it all up. Thx for the email.

Bob

Bob Gallagher

From: Amanda Christman <clerk@cliftonva.gov>
Sent: Thursday, June 22, 2023 12:36:16 PM
To: Bob Gallagher <bob@sundesigninc.com>; Cathy Ryals <cathy@sundesigninc.com>
Cc: Planning Commission <planning@cliftonva.gov>
Subject: Planning Commission Review of Sun Design's Use Permit Application

[Quoted text hidden]

Amanda Christman <clerk@cliftonva.gov> Thu, Jun 22, 2023 at 1:18 PM
To: Bob Gallagher <bob@sundesigninc.com>
Cc: Cathy Ryals <cathy@sundesigninc.com>, Planning Commission <planning@cliftonva.gov>

Hi Bob,

We could potentially set up a call for Monday morning, but that doesn't leave much time before the meeting on Tuesday.

In the meantime, might you email Kathy and me as many of your questions as possible so that we can answer them without further delay?

You're also welcome to give me a call this afternoon at 202-415-0377, in case that is helpful.

[Quoted text hidden]

Planning Commission <planning@cliftonva.gov> Thu, Jun 22, 2023 at 1:40 PM
To: Amanda Christman <clerk@cliftonva.gov>

FYI

Can't talk Monday have appointments all day.

Tuesday makes more sense to come to PC meeting so everyone can participate

Sent from my iPhone

On Jun 22, 2023, at 1:18 PM, Amanda Christman <clerk@cliftonva.gov> wrote:

[Quoted text hidden]

Bob Gallagher <bob@sundesigninc.com> Fri, Jun 23, 2023 at 9:21 AM
To: Amanda Christman <clerk@cliftonva.gov>
Cc: Cathy Ryals <cathy@sundesigninc.com>, Planning Commission <planning@cliftonva.gov>

Amanda,

I do have meetings today but if you call me on the Sun number at 703 425 5588 or my cell phone I will hop over to your call for the 5 or 10 minutes I figure it will need...at least for me.

Are you around today?

If not, I will take the time later this afternoon to answer these questions for you, etc and I will try my best to ask my questions.

Also, if you can provide clarification about Tuesday's meeting, do you want me there? I thought so but I wanted to confirm.

Thanks for your flexibility.

Bob



Bob Gallagher | Bob@SunDesignInc.com

President & Visionary



12644 Chapel Road, Suite 212 | Clifton, Virginia 20124

6862 Elm Street, Suite 330 | McLean, Virginia 22101

o 703.425.5588 ext. 102 | SunDesignInc.com

A tradition of exquisite design, expert remodeling and enduring relationships.



Bob Gallagher <bob@sundesigninc.com>

Sat, Jun 24, 2023 at 1:29 PM

To: Amanda Christman <clerk@cliftonva.gov>, Cathy Ryals <cathy@sundesigninc.com>

Cc: Planning Commission <planning@cliftonva.gov>

There are currently several issues relating to the following that will be discussed as a part of this review: 1. the nature and location of Quinta Properties, LLC; 2. the parking lot's delineation of spaces; 3. the lack of landscaping plan for the property; 4.-5. the nature and intensity of use by Sun Design of the property; and 6. incomplete documentation for the application. It would be helpful if Sun Design could provide the following information/documents before the meeting and be prepared to discuss these items with the Members:

1. Quinta Properties LLC: please provide a full description of this business (types of services performed, number of employees designated to this business, space used in the building for this business, and the locations it services or manages). **Quinta Properties is an entity owned by Bob Gallagher and Craig Durosko, that owns Clifton House and rents its suites to businesses. There are no designated employees, no space used within the building for this purpose. The landscaping plan is an example of the responsibility of Quinta as Sun Design Remodeling is a Design Build Remodeling company.**
2. The Town's engineer has indicated that the approved parking plan for 12644 Chapel Road includes wheel stops to delineate the parking spaces between 58-46 and 45-32. However, few of those spots are delineated with wheel stops since the lot was resurfaced. What is Sun Design's plan with regard to delineating these spots? **Not Sun Design, but Quinta has a landscape plan we are developing that would build up the center planting islands with a stone curb. In the end, it will be beautiful. We plan on locating other areas on the property for tree installation that makes sense. We will not be able to plant trees or larger trees in the center island areas as there is not enough room.**
3. Six trees were removed from between parking spaces 58-46 and 45-32 around the time the parking lot was resurfaced. What is Sun Design's plan, if any, to replace this vegetation? The Town requested that Sun Design provide a landscaping plan in June 2023 – is that plan now ready for review by the Planning Commission? **Yes, see note above. These trees were sick per the picture provided and were dropping limbs on the parking lot with was a liability. Our hope is to have the landscape plan in to the town in the next month.**
4. The application lists “client meetings, designing, and estimating” in the operation description of Sun Design. How many client meetings will occur per week? How many employees, contractors, associates etc would be onsite during special training events (including those who are onsite but not attending the events)? Would there be building material samples onsite? **Approx 4 client meetings per week – the frequency of these meetings is not increasing due to the additional office space. Total of approx. 15 employees/contractors/associates will be onsite during special training events – including those onsite but not attending the event. We are set up as an architectural studio and will bring out cabinet door samples, countertop, online pictures, etc. as was the case before now and rarely does a lunch and Learn vendor bring much other then brochures.**
5. Please detail what will be the use of the newly proposed expanded space into Suite 214 (an additional 956 square feet) and which of your entities will be using the space. **This space is being occupied by Sun Design and will allow space for 5 additional Sun Design employees to work in the office – to equal a total of 10 permanent Sun Design employees for all spaces. The downstairs space will be used as a shared storage.**
6. Please submit a complete copy of the building's floor plan that shows all levels with all proposed changes highlighted/labeled rather than the single page that was submitted previously. **DONE, providing on Monday.**

Hope this all helps. Let me know if you need anything else.

Note, I don't believe the CPA will be out of Clifton House until October.

Bob Gallagher



Bob Gallagher | Bob@SunDesignInc.com

President & Visionary



12644 Chapel Road, Suite 212 | Clifton, Virginia 20124

6862 Elm Street, Suite 330 | McLean, Virginia 22101

o 703.425.5588 ext. 102 | SunDesignInc.com

A tradition of exquisite design, expert remodeling and enduring relationships.



From: Amanda Christman <clerk@cliftonva.gov>

Sent: Thursday, June 22, 2023 12:36 PM

To: Bob Gallagher <bob@sundesigninc.com>; Cathy Ryals <cathy@sundesigninc.com>

Cc: Planning Commission <planning@cliftonva.gov>

[Quoted text hidden]

[Quoted text hidden]

Amanda Christman <clerk@cliftonva.gov>

To: Bob Gallagher <bob@sundesigninc.com>

Cc: Cathy Ryals <cathy@sundesigninc.com>, Planning Commission <planning@cliftonva.gov>

Sat, Jun 24, 2023 at 2:31 PM

Bob,

Thanks for the information. There has to be at least one employee associated with Quinta. You mentioned yourself, Craig and Cathy as the employees of Quinta. Please confirm.

[Quoted text hidden]

Bob Gallagher <bob@sundesigninc.com>

Sat, Jun 24, 2023 at 2:48 PM

To: Amanda Christman <clerk@cliftonva.gov>

Cc: Cathy Ryals <cathy@sundesigninc.com>, Planning Commission <planning@cliftonva.gov>

Right, Cathy has a minor role, myself is a part role. But Quinta is primarily Craig's Role and he work's out of his house.

Bob



Bob Gallagher | Bob@SunDesignInc.com

President & Visionary



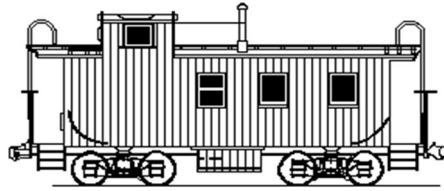
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TOWN OF CLIFTON, VIRGINIA

Use Permit Application

| | | | | |
|---|--|--|---|--|
| Property Address: 12644 Chapel Rd, Suite 212, Clifton VA 20124 | | Date: [Month / Year] 06/2023 | | |
| 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: Robert Gallagher | | | | |
| Mailing Address: 12644 Chapel Rd, Suite 212, Clifton VA 20124 | | | | |
| Phone: 703-928-8527 | | | | |
| Email Address: Bob@SunDesignInc.com | | | | |
| 3. Name of Property Owner (if different): Quinta Properties, LLC | | | | |
| Mailing Address: 12644 Chapel Rd, Suite 212, Clifton VA 20124 | | | | |
| 4. Name of Business / Organization: Sun Design Remodeling Specialists, Inc. | | | | |
| 5. Owner of Business / Organization: Robert Gallagher and Craig Durosko | | | | |
| 6. Tax Map Number: 75-4-((2))=23A | | | | |
| 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 Suite 212 is expanding into the office formerly known as Suite 214. (Two separate offices - one Suite #) Suite 210 will now become Suite 214. See attached floor plan | | |

| | | | | |
|--|---|---|--|--|
| 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: Use Permit for Offices. Sun Design has three vehicles (1 panel van, 1 dump-style truck - both used off site during business hours) and 1 pick up truck used sparingly. All of these vehicles remain here on the weekend. Approx 2x per quarter we have 3 hour trainings that will include a total of 15 employees. | | | | |
| 10. If Commercial, Home Business, Agricultural or Industrial: | | | | |
| 11. Describe Operation: Offices for residential remodeling company - client meetings, designing, estimating. 10 permanent employees in Suite 212. Anthony Reid has moved out of Suite 210. Coppermine Realty is moving into that space. Sun Design is taking full occupancy of Suite 214 - in addition to remaining in Suite 212. For address purposes, Changing Suite 214 to an expansion of Suite 212. Changing Suite 210 to Suite 214 to allow Coppermine Realty to retain it's original address. Eliminating the address of Suite 210. No portion of Suite C will be used by Sun Design for office space. Only storage - still shared with Motier for their storage as well. | | | | |
| 11.a. If Non-Residential - Office Use: <u>2031</u> SF or Retail/Restaurant Use: _____ SF | | | | |
| 11.b. Days & Hours of Operation (include special events): 8:00am - 5:00pm Monday-Friday | | | | |
| 11.c. Number of Employees on Site at any One Time: <u>10</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: _____ 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</u> | | | | |

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

Quinta Properties is an entity owned by Bob Gallagher and Craig Durosko, that owns Clifton House and rents its suites to businesses. Craig is the main employee of Quinta Properties and works from home. Bob is a PT employee. Cathy has a minor role. No space is used within the building for its purpose.

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: _____

PROPERTY OWNER SIGNATURE: _____ DATE: _____

FOR TOWN USE ONLY

RECEIPT DATE: _____ DATE APPLICATION ACCEPTED: _____

APPLICATION FEE PAID: \$ _____

APPROVED DISAPPROVED

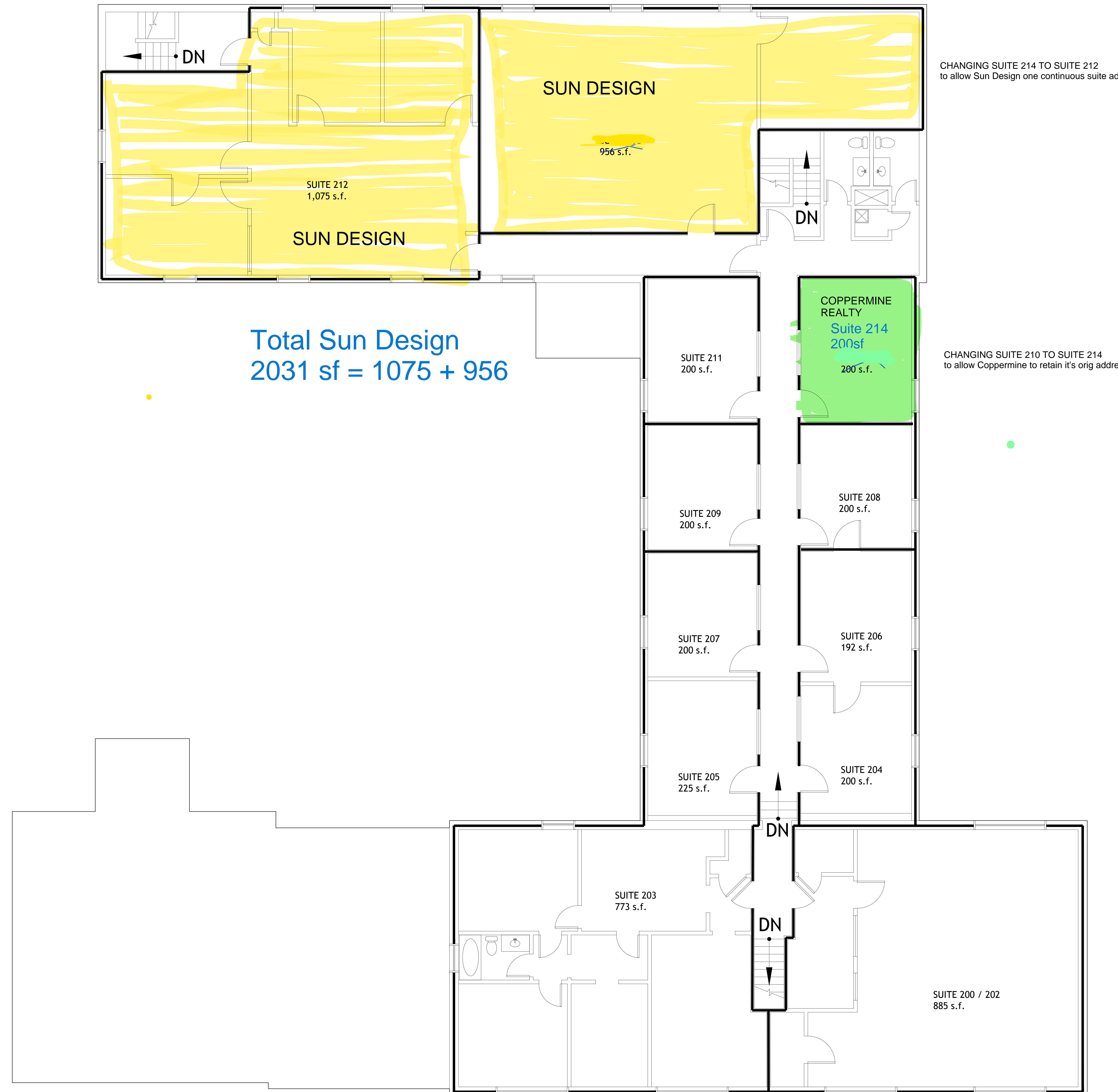
PLANNING COMMISSION: _____
SIGNATURE PRINT

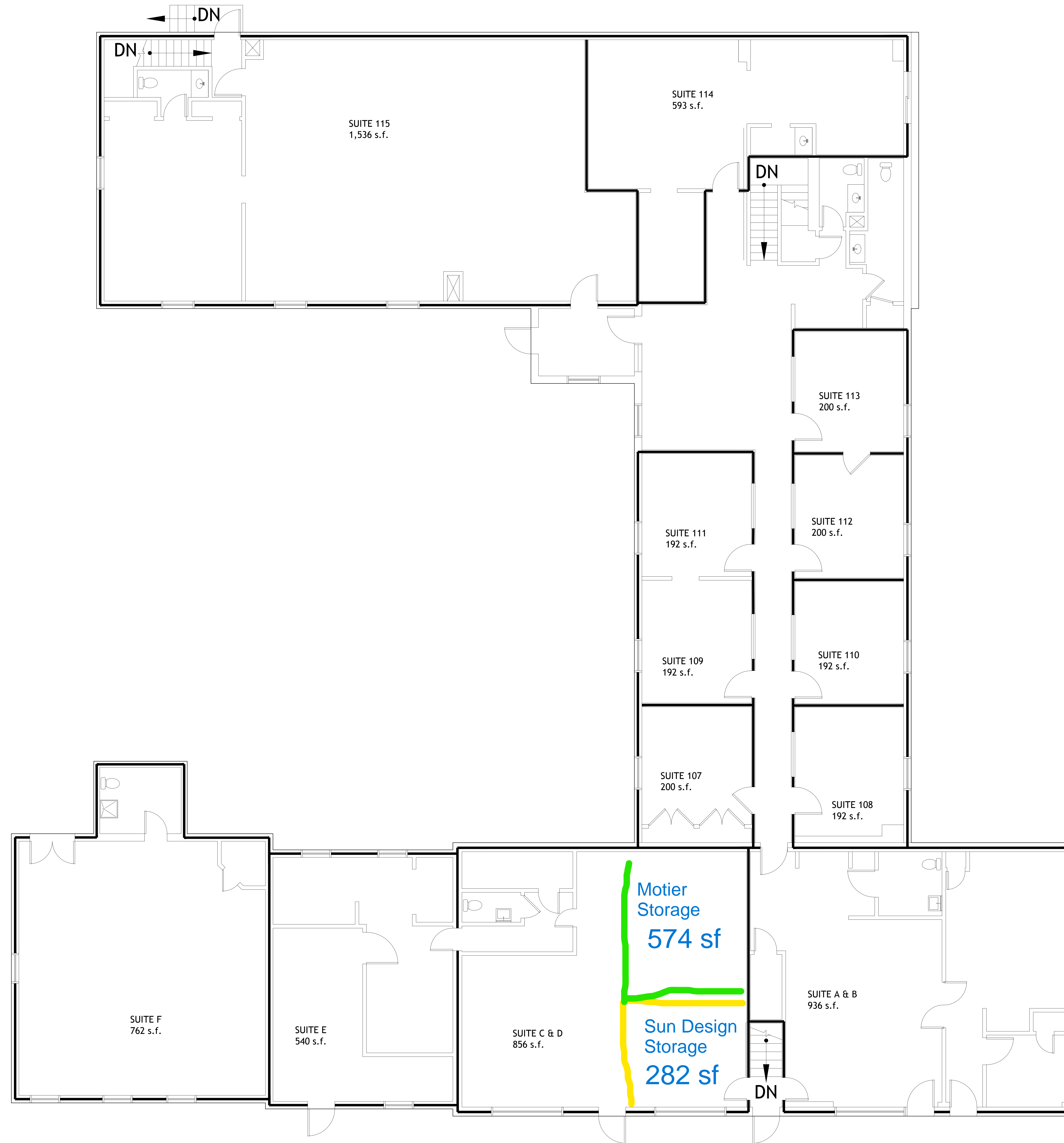
CONDITIONS: _____

APPROVED DISAPPROVED

TOWN COUNCIL: _____
SIGNATURE PRINT

CONDITIONS: _____





Town of Clifton

Commercial Parking Tabulation

Property Name: Clifton House

Address: 12644 Chapel Road

Date: 06/23/2023

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] | Storage for both | 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 | 200 | Office | N/A | N/A | 1 | 1/5/2021 |
| 210 | Anthony Reid | 200 | Office | N/A | N/A | 1 | 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 | 2031 | Office | N/A | N/A | 10 | 4/5/2022 |
| 205, 207 | Clifton Therapy | 425 | Office | N/A | N/A | 2 | 8/3/2021 |
| Courtyard | Virginia Mercantile | | | | | | 2/7/2023 |
| | Total allocated parking based on Town approved | 11329 | | | | 67 | |

Total Parking Spaces Provided at 12644 Chapel Rd:

68

Town of Clifton Comprehensive Plan Phase II Tasks - *Planning Commission*

OBJECTIVE: UPDATE 2009 PLAN
 USE THE DETAILED NOTES BELOW AS GUIDE FOR CHANGES
 BRAINSTORM ADDITIONAL CONTENT NEEDS
 READ FOR CONSISTENCY AND CURRENCY

| Section | Comment |
|---|---------|
| Town History and Development | |
| | |
| | |
| | |
| | |
| | |
| Our Town Goals, Objectives, and Actions | |
| Land Use | |
| | |
| | |
| | |
| Land Use Goals, Objectives, and Actions | |
| Future Land Use Plan | |

| | |
|--|--|
| Transportation | |
| | |
| | |
| | |
| Transportation Goals, Objectives and Actions | |
| Community Facilities and Services | |
| | |
| | |
| | |
| | |
| | |
| Community Facilities and Services Goals, Objectives and Actions | |
| Environment | |
| | |
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| | |
| | |
| Environment Goals, Objectives and Actions | |

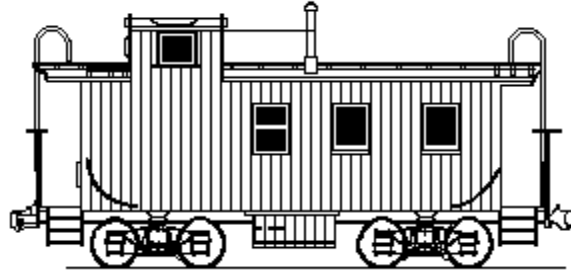
| | |
|---|--|
| | |
| Environmental Protection - Sources of Degradation | |
| | |
| | |
| Environment Protection Goals, Objectives and Actions | |
| | |
| Community Appearance | |
| | |
| Community Appearance Goals, Objectives and Actions | |
| | |
| | |
| Implementation | |
| | |
| | |
| Appendices | |
| | |
| | |

IDENTIFIED NEEDS

| Objective | Details | Ownership |
|------------------------|--|-----------|
| Update Data/Statistics | Inventory of Historic Sites | HPC |
| | # of Properties Zoned Commercial/Industrial | IDA/CBC |
| | Population data - Fairfax County Population and Housing Survey | PC |
| | Housing Data | PC |
| | Vacant Land Data | PC |
| | VDOT Daily Trips - AADT Data | PTC |
| | Climate - Averages/Totals Record snowfall | ConE |
| | Storage Tanks - see 2020 Census Data | ConE |
| | Fuel Spills - request from VA DEQ | ConE |
| | | |
| | | |
| Content Updates | Introduction - Review language regarding past updates and impetus for current work | PC |
| | Goals, Objectives, Actions - Review plan structure, include language with describes process by which GOAs are determined | PC |
| | Legal Basis - Keep Code references - review if any other relevant code should be included (see Code Compliance Assessment) | PC |
| | Town History - Incorporate information about indigenous land history (Manahoac) and Black History | HPC |
| | Clarify Historic Resources designations/districts Review National Register + Ffx Co Inventory of Historic Sites | HPC |

| | | |
|--|--|------------|
| | Consider including ARB guidelines as Addendum Determine how the the Historic Overlay District impacts the manufactured housing code requirement | HPC/PC |
| | Gov/Finances Section: Update all current committees Reference new revenue sources Determine if budget percentages are accurate | PC |
| | Housing - Update to reflect age of housing | PC |
| | Historic Resources GOA - Review, Evaluate Actions for completion, review Town Code amendments | HPC/PC |
| | Town Govt and Finances GOA - Review and update | PC |
| | Economy GOA - Review and update | CBC |
| | Land Use - review Zoning Ordinance updates | PC |
| | Land Use - GOA - Review actions for completion 3.1.7 - Agricultural Zoning - status? | PC |
| | Transportation - Review for consistency with Streetscape Master Plan | PTC SPC |
| | Town Parks - Include improvements made to lot to west of Town Park, improvements made to Popes Head Creek Trail | PTC TC |
| | Public Buildings -Old Town Hall - update ownership and improvements, Clifton Town Meeting Hall - updated lease with County | PC |
| | Public Schools - *recognizing it is considered unrealistic, this is still the place to state a Goal of seeing Clifton Elem reopened - can be referenced in future planning by Ffx Co or FCPS - use demographic data on school age children | PC |
| | Public Services - Sanitary Sewer - Review for updated county policies, eligible properties | ConE |
| | Emergency Preparedness - reference updated Ffx Co EOP | PC |
| | Utilities - Water Supply - Reference conservation requirements in updated building codes, Reference updated Water Supply Plan - relevant ordinances for inclusion | ConE |

| | | |
|----------------|---|------------------|
| | Parks and Rec GOA - Update any plans or assessments completed, recognizing reoccurring costs, volunteer acknowledgement | TPC |
| | Public Buildings GOA -Old Town Hall - Update to reflect current conditions | PC |
| | Environment - Natural Features and Resources - Review, this section needs simplification - summarize and reference resources | ConE |
| | Popes Head Creek Watershed - Reference recent physical improvements Update Water Quality Data - VADEQ | ConE |
| | Groundwater - update Ffx Co Health Dept quality testing data | ConE |
| | Tree Cover - Reference numbered tree data along Popes Head Creek | ConE |
| | Natural Resources GOA - Entire section needs review for updates, actions | ConE |
| | Environmental Protection - Consider consolidating section with Natural Resources (overlapping GOAs) - Simplify section | ConE |
| | Chesapeake Bay Preservation Act - Recognize any Phase III compliance requirements | ConE |
| | Septic Systems and Wells - update for recent additions if any | |
| | Stormwater Management - update for any additional detention facilities | ConE |
| | Community Appearance - Update to include recent improvements - No longer a Beautification Committee listed - who does this fall to? | |
| | | |
| Figures/Tables | Figure 1 - Town of Clifton Map (updated parcels) | PC - From NVRC |
| | Figure 2 - Aerial | PC - From Ffx Co |
| | Figure 3 - Clifton Historic District - use updated Inventory of Historic Sites (Ffx Co) | PC - NVRC/Ffx Co |
| | Figure 4 - Zoning (data from BoZA) | PC - NVRC |
| | Figure 5 - Future Land Use - review for accuracy | PC - NVRC |
| | Table 1: AADT - VDOT data | PTC |



**CLIFTON TOWN PLANNING COMMISSION
TUESDAY, JUNE 27, 2023, 7:30 PM
ACACIA LODGE
7135 MAIN STREET
CLIFTON, VA 20124**

Order of Business:

1. Residential Application:
 - a. 7022 Newman Road | Final Use Permit for Construction.
2. Non-Residential Applications:
 - a. 12644 Chapel Road | Coppermine Realty
 - b. 12644 Chapel Road | Sun Design
3. Town Plan – Update.
4. Approve May 22, 2023 Meeting Minutes.
5. Adopt Policy for Remote Participation by Electronic Means for Town of Clifton Planning Commission.
6. Adjournment.