

**CLIFTON PLANNING COMMISSION MEETING
TUESDAY, JUNE 30, 2020, 7:30 PM
ELECTRONIC MEETING VIA ZOOM
CLIFTON, VA 20124**

Until further notice from the Mayor of Clifton, and in accordance with the Resolution of the Planning Commission regarding Remote Participation by Electronic Means Policy and the Town Council Continuity of Government Methods, to the Planning Commission and Authorizing Remote Participation by Electronic Means Without a Physical Quorum Being Present Pursuant to Virginia Law, the Town of Clifton Planning Commission is holding all Meetings noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

The meetings 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 upon receiving an emailed request directed to clerk@cliftonva.gov.

Present: Kathy Kalinowski, Chair; Melissa Milne, Town Council Representative; Michelle Stein, Pat Pline, Terry Winkowski, Susan Yantis.
Staff: Amanda Christman, Town Clerk.
Absent: Mac Arnold.

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

Order of Business:

1. Approve May 26, 2020 Regular Meeting Minutes.

- **Chair Kalinowski moved to approve the May 26, 2020 Minutes with revisions, seconded by Council Representative Member Milne. The motion was approved by poll, 6-0.**

2. Use Permit Applications:

a. The Hair Garage, LLC, 12644 Chapel Road.

See attached revised application.

- **Chair Kalinowski moved to recommend that the Town Council approve a Use Permit for The Hair Garage, LLC at 12644 Chapel Road, Suite 114, for 593 net square feet to be used as a commercial retail space for the providing of haircuts and styling for men and**

women for Monday through Sunday from 10AM to 7PM with the allocation of 4 parking spaces based on 3 spaces per 220 net square feet of space, and 1 space for up to 2 employees at any one peak time on premises, which brings the total number of spaces allocated on premises to 65 parking spaces with 63 parking spaces being provided on site, seconded by Town Council Representative Member Milne. The motion was approved by poll, 6-0.

The Planning Commission considered that it was informed at the time that Wheelhouse Yoga, which was allocated 5 spaces, would be vacating on July 5, 2020. However, the Planning Commission indicated no further use permit applications would be considered for this address, until additional parking on premises becomes available

b. LCS Property Services, LLC, 7145 Main Street.

See attached application.

- **Chair Kalinowski moved to recommend that the Town Council approve a Use Permit for LCS Property Services, LLC at 7145 Main St., Suite 1D for a total of 450 net square feet for commercial office space use for construction consulting services for Sunday through Saturday from 7AM – 10 PM and that 2 on-site parking spaces be allocated based on 2 spaces per 220 net square feet of space, which brings the total number of parking spaces allocated for existing tenants on premises to 31 spaces (Villagio - 24; Wine Attic – 5), with the total number of spaces on premises being at least 31 spaces, seconded by Member Stein. The motion was approved by poll, 6-0.**

The Planning Commission indicated to the owner that the exact number of spaces and size of spaces will need to be set forth on a new, approved parking plat for the consideration of any future applications at the property. The new parking plat should be produced on a larger size sheet of paper that accurately shows what exists and shows measurements of the spaces and should address the concerns regarding the stanchions as discussed.

c. Square Peg Partners, LLC

See attached revised application.

- **Chair Kalinowski moved to recommend that the Town Council approve a Use Permit for Square Peg Partners, LLC at 7203 Main Street for a total of 143 square feet for a home business providing real estate, construction and psychology consulting services for Monday through Friday from 7AM to 6PM with no other employees on premises other than the owners of the residence and no clients, customers or others visiting this home business at these premises to comply at all times with the conditions and requirements set forth in the Town Code in Section 9-19 c 1 A-J, seconded by Member Stein. The motion was approved by poll, 5-0-1 (Member Pline abstained).**

c. 12743 Chapel Street

See attached application.

- **Chair Kalinowski moved to recommend that the Town Council approve a Preliminary Use Permit for construction of a garage and repair to the existing shed located on the property of the residence on 12743 Chapel Street, conditioned upon the following:**
That the land disturbing activity of both projects not exceed 2371 square feet which includes all buffer areas and the square footage of the shed, though the shed is being repaired; That construction be in accordance with the issued Certificate of Appropriateness and the plans submitted with the application and that all setbacks be as shown on the plans; That the shed not be demolished but be reinforced, with new siding and a new roof, while maintaining the same footprint and same interior construction, except for necessary reinforcement; That the shed only be used for storage and no plumbing is to be installed in the shed; That the garage be constructed in accordance with Fairfax County Health Department regulations concerning the proximity of the property's well to the proposed garage; That the driveway be gravel; and, That a final use permit be applied for within one year of the issuance of the preliminary use permit showing compliance with the approved plans, the COA, and the conditions of the preliminary use permit, seconded by Council Representative Member Milne. The motion was approved by poll, 6-0.

d. 7223 Dell Avenue

See attached application.

- **Chair Kalinowski moved to recommend that the Town Council approve a Preliminary Use Permit for construction of an addition to the front and side of their residence at 7223 Dell Avenue subject to the following: That the land disturbing activity of the construction of the addition not exceed 1500 square feet which includes all buffer areas; That construction be in accordance with the issued Certificate of Appropriateness and the plans submitted with the application and that all setbacks, as shown on the plans, be adhered to; and, That a final use permit be applied for within one year of the issuance of the preliminary use permit showing compliance with the approved plans, the COA, and the conditions of the preliminary use permit, seconded by Member Stein. The motion was approved by poll, 6-0.**

e. 12727 Clifton Heights Lane

Tabled until next month.

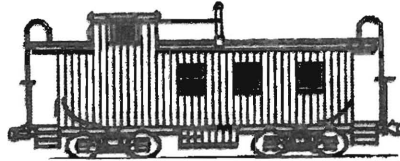
3. Unfinished Business:

- a. Final Use Permit Application for 7184 Clifton Road – Update.
A brief update on the review process was provided by the Clerk.
- b. Use Permit Application for Anthony Reid & Associates, LLC – Update.
A brief update on the lack of application was provided by the Clerk
- c. 12752 Chapel Street – Update.
The matter was postponed, pending discussions with Fairfax County Staff.

Adopted as presented by the Planning Commission on July 28, 2020

4. Adjournment.

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



TOWN OF CLIFTON, VIRGINIA

Use Permit Application

Property Address: 12644 CHAPEL ROAD #114		Date: [Month / Year] JUNE 2020		
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 type="checkbox"/> Office <input checked="" 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: The HAIR GARAGE, LLC				
Mailing Address: P.O. BOX 1180 FAIRFAX VA 22038				
Phone: 703-863-9088				
Email Address: dgibson@cliftonagency.com				
3. Name of Property Owner (if different): NCH PARTNERS II, LLC				
Mailing Address: c/o JAMES FOLEY 365 HEARDON PARKWAY #106 HEARDON VA 20170				
4. Name of Business / Organization: The HAIR GARAGE				
5. Owner of Business / Organization: DONALD + TINA GIBSON				
6. Tax Map Number: 0754 02 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 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"/> Community Open Space & Recreation (COSR) (Code 9-23A)	<input type="checkbox"/> Low Impact Commercial (Code 9-23B)	<input type="checkbox"/> Industrial (Code 9-22)
10. Describe Purpose of Application:			
OCCUPANCY PERMIT			
10. If Commercial, Home Business, Agricultural or Industrial: COMMERCIAL			
11. Describe Operation:			
RETAIL HAIR, SERVICES ARE ONLY MEN AND WOMEN'S HAIRCUTS AND STYLING. JT			
11.a. If Non-Residential - Office Use: _____ SF or Retail/Restaurant Use: <u>593</u> SF			
11.b. Days & Hours of Operation (include special events):			
M-SAT 10-7 10-7 JT			
11.c. Number of Employees on Site at any One Time: <u>1</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: <u>2</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>2</u>			
11.h. Gross Floor Area of Dwelling (Home Business Only): _____ SF			
12. Application Fee Enclosed:			
\$ <u>75</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: [Signature] DATE: 5/20/20
PROPERTY OWNER SIGNATURE: [Signature] DATE: 5/21/2020

FOR TOWN USE ONLY

RECEIPT DATE: _____ DATE APPLICATION ACCEPTED: _____

APPLICATION FEE PAID: \$ _____

APPROVED DISAPPROVED

PLANNING COMMISSION: _____
SIGNATURE PRINT

CONDITIONS: _____

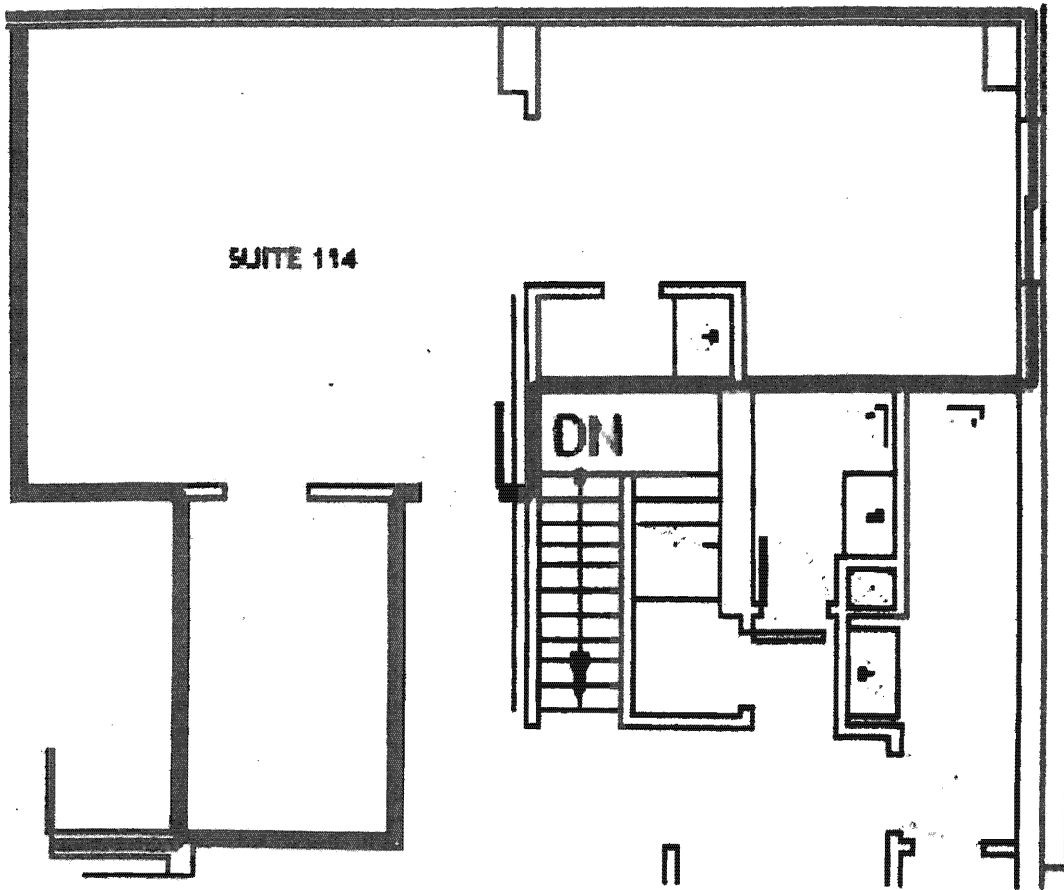
APPROVED DISAPPROVED

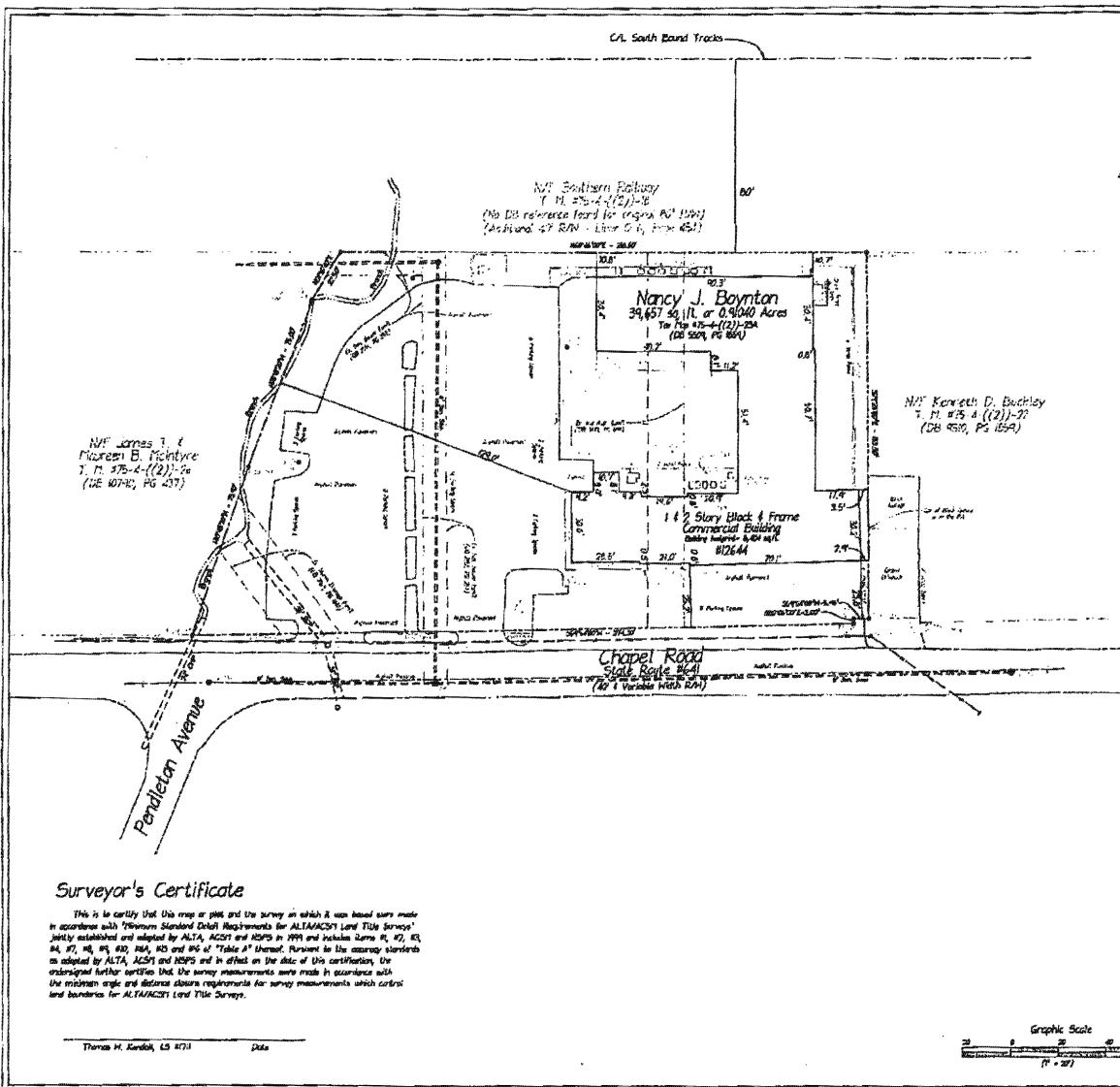
TOWN COUNCIL: _____
SIGNATURE PRINT

CONDITIONS: _____

EXHIBIT A

Tenant's demised premises measures approximately 593 square feet as shown in the outlined area below.





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 include Items #1, #2, #3, #4, #7, #8, #9, #10, #14, #15 and #16 of Table A of the same. Pursuant to the survey 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 H. Kordak, LS #711

Date

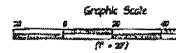
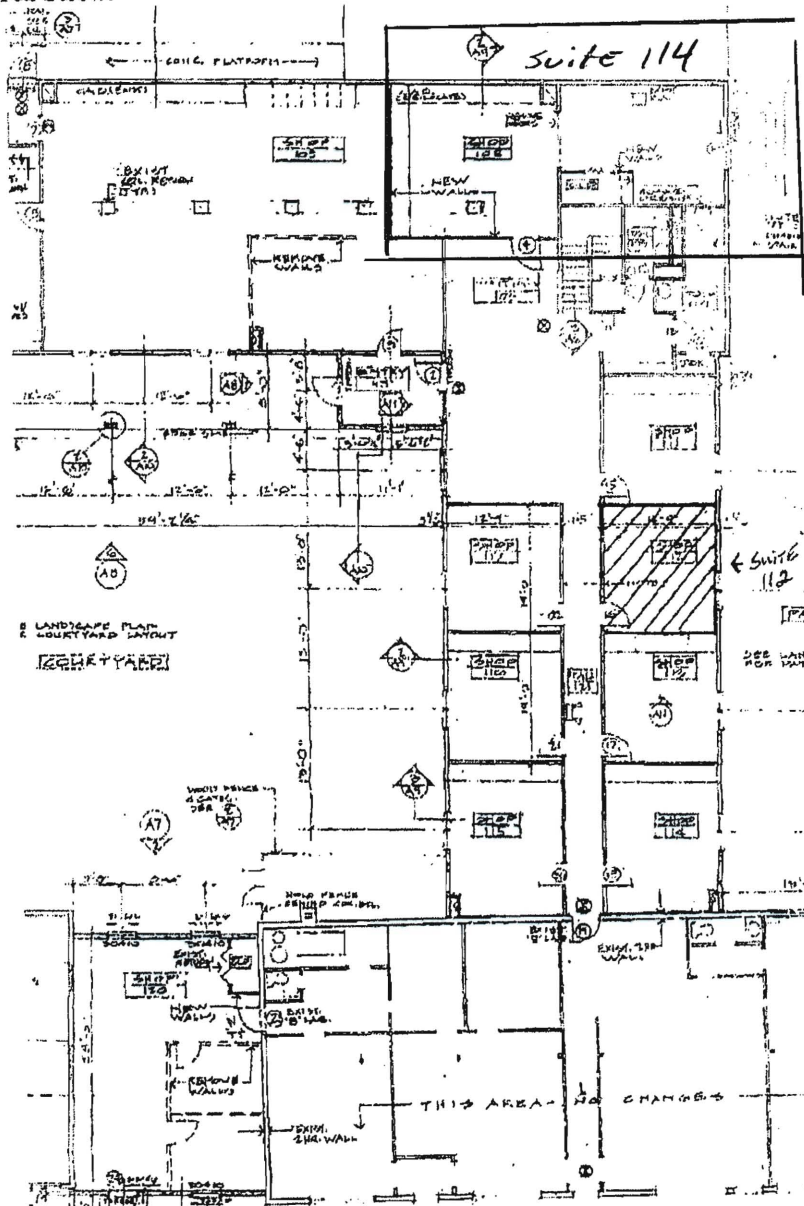


EXHIBIT A

Site Plan

Tenant's demised premises measures approximately 200 square feet as shown in the outlined area below.



**Town of Clifton
Commercial Parking Tabulation**

Property Name:

CLIFTON HOUSE

Property Owner's Name:

NCH PARTNERS II

Owner's Contact Information:

JIM FOLEY

Date:

5/21/20

Building Total Gross Floor Area:

14,616 sq. FT

SUITE #	TENANT NAME	NET FLOOR AREA	USE (Restaurant/Office/Retail/Other Commercial Use)	NUMBER OF EMPLOYEES	NUMBER OF CUSTOMER SEATS (For Restaurant Use Only)	PARKING SPACES REQUIRED	DATE OF APPROVAL OF USE PERMIT
114	The Hair Garage	593	RETAIL	1		2	

Total # of Platted Parking Spaces on the Property: 63

Total # of Use Permit Allocated Parking Spaces: 63

Total # of Loading Spaces:



Clifton Clerk <clerk@cliftonva.gov>

RE: The Hair Garage LLC Use Permit

Donald G. Gibson <dgibson@cliftonagency.com>

Wed, Jun 24, 2020 at 11:24 AM

Reply-To: dgibson@cliftonagency.com

To: Clifton Clerk <clerk@cliftonva.gov>

Cc: Kathy Kalinowski <khk@baberkal.com>, Tina Picciano <TPicciano@nrpartnersllc.com>

Sorry about the confusion.

1. Hair Salon only, no other services.
2. Monday-Saturday 10-7. She really works by appointment, these are only potential hours when she books appointments.

Thank you

Don

From: Clifton Clerk [mailto:clerk@cliftonva.gov]**Sent:** Wednesday, June 24, 2020 11:19 AM**To:** dgibson@cliftonagency.com**Cc:** Kathy Kalinowski; Tina Picciano**Subject:** Re: The Hair Garage LLC Use Permit

Dear Mr. Gibson:

The Planning Commission has the following questions and requests, which should be provided as soon as possible, as the date of the next meeting is quickly approaching. I will send a Zoom link in a separate email:

1. With regard to item 11 of the Use Permit application, "Describe Operation," please be more specific. Is is a barbershop, hair salon, are you offering other salon services besides hair cutting?
2. Regarding item 11.b "Days & Hours of Operation," it says Monday - Saturday 10 AM until ??? The ending time is illegible.

[Quoted text hidden]



Clifton Clerk <clerk@cliftonva.gov>

RE: The Hair Garage LLC Use Permit

Donald G. Gibson <dgibson@cliftonagency.com>

Wed, Jun 24, 2020 at 11:24 AM

Reply-To: dgibson@cliftonagency.com

To: Clifton Clerk <clerk@cliftonva.gov>

Cc: Kathy Kalinowski <khk@baberkal.com>, Tina Picciano <TPicciano@nrpartnersllc.com>

Sorry about the confusion.

1. Hair Salon only, no other services.
2. Monday-Saturday 10-7. She really works by appointment, these are only potential hours when she books appointments.

Thank you

Don

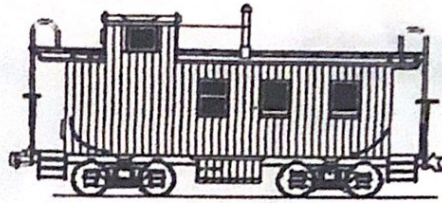
From: Clifton Clerk [mailto:clerk@cliftonva.gov]**Sent:** Wednesday, June 24, 2020 11:19 AM**To:** dgibson@cliftonagency.com**Cc:** Kathy Kalinowski; Tina Picciano**Subject:** Re: The Hair Garage LLC Use Permit

Dear Mr. Gibson:

The Planning Commission has the following questions and requests, which should be provided as soon as possible, as the date of the next meeting is quickly approaching. I will send a Zoom link in a separate email:

1. With regard to item 11 of the Use Permit application, "Describe Operation," please be more specific. Is is a barbershop, hair salon, are you offering other salon services besides hair cutting?
2. Regarding item 11.b "Days & Hours of Operation," it says Monday - Saturday 10 AM until ??? The ending time is illegible.

[Quoted text hidden]



TOWN OF CLIFTON, VIRGINIA

Use Permit Application

Property Address: 7145 Main St, Space 1D		Date: [Month / Year] 6/15/20		
1. Type of Permit:	<input type="checkbox"/> Construction <input type="checkbox"/> Preliminary Site Plans Attached	<input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Office <input type="checkbox"/> Retail	<input type="checkbox"/> Residential	<input type="checkbox"/> Home Business (Code 9-19.c1)
	<input type="checkbox"/> Special Use <input type="checkbox"/> Restaurant <input type="checkbox"/> Bed & Breakfast <input type="checkbox"/> Multi-Family	<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
2. Name of Applicant: LCS Property Services, LLC Mailing Address: 7145 Main Street, Clifton VA 20124				
Phone: 240-286-8804 Email Address: AaronK@lcsproperty.com				
3. Name of Property Owner (if different): Golden Phoenix LP Mailing Address: POB 350, Fairfax Station VA 22039-0350				
4. Name of Business / Organization: LCS Property Services, LLC				
5. Owner of Business / Organization: Aaron Kuzemka Dave Thomas				
6. Tax Map Number: 075-4-02-0030				
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: Use permit for office space				
10. If Commercial, Home Business, Agricultural or Industrial:				
11. Describe Operation: Office Space				
11.a. If Non-Residential - Office Use: <u>450</u> SF or Retail/Restaurant Use: _____ SF				
11.b. Days & Hours of Operation (include special events): <u>Sunday - Saturday 7:am to 10:00 pm</u>				
11.c. Number of Employees on Site at any One Time: <u>2</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>6,200</u> SF (Code 9-13) Net Gross Floor Area if more than one use in building: <u>6,200</u> 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): <u>35</u>				
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: 6/15/20

PROPERTY OWNER SIGNATURE: [Signature] DATE: 6/15/20

FOR TOWN USE ONLY

RECEIPT DATE: _____ DATE APPLICATION ACCEPTED: _____

APPLICATION FEE PAID: \$ _____

APPROVED DISAPPROVED

PLANNING COMMISSION: _____
SIGNATURE PRINT

CONDITIONS: _____

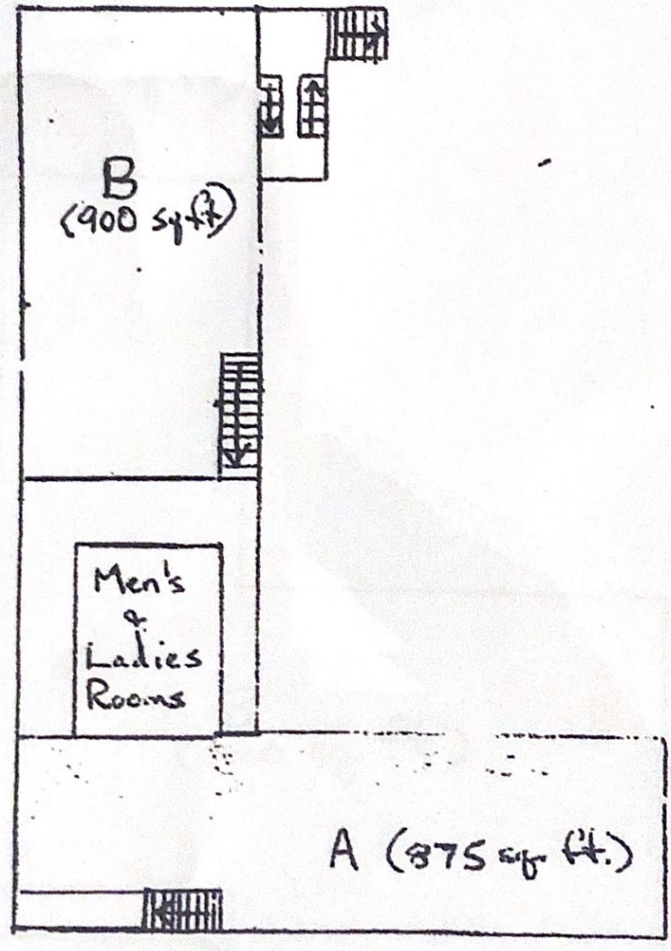
APPROVED DISAPPROVED

TOWN COUNCIL: _____
SIGNATURE PRINT

CONDITIONS: _____

BUCKLEY STORE
SECOND FLOOR LAYOUT
 $\frac{1}{16}'' = 1'$

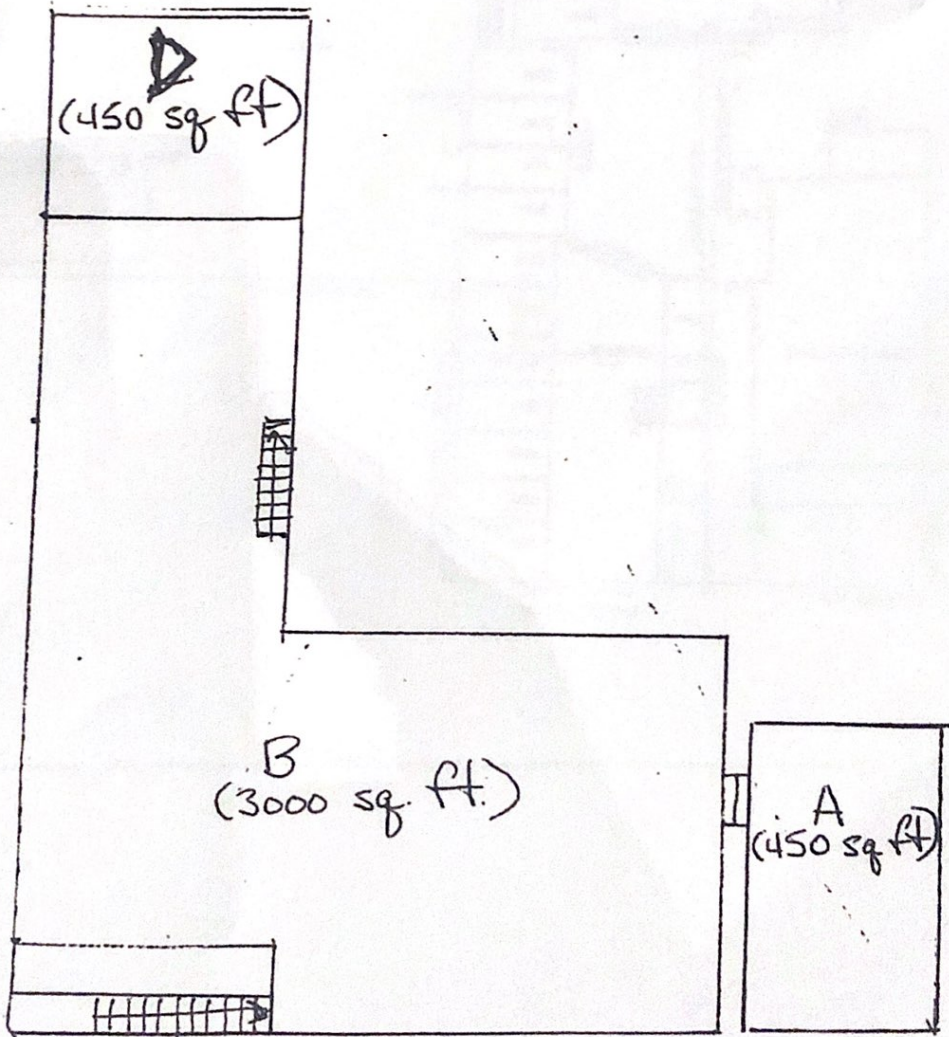
Railway Side



Main Street Side

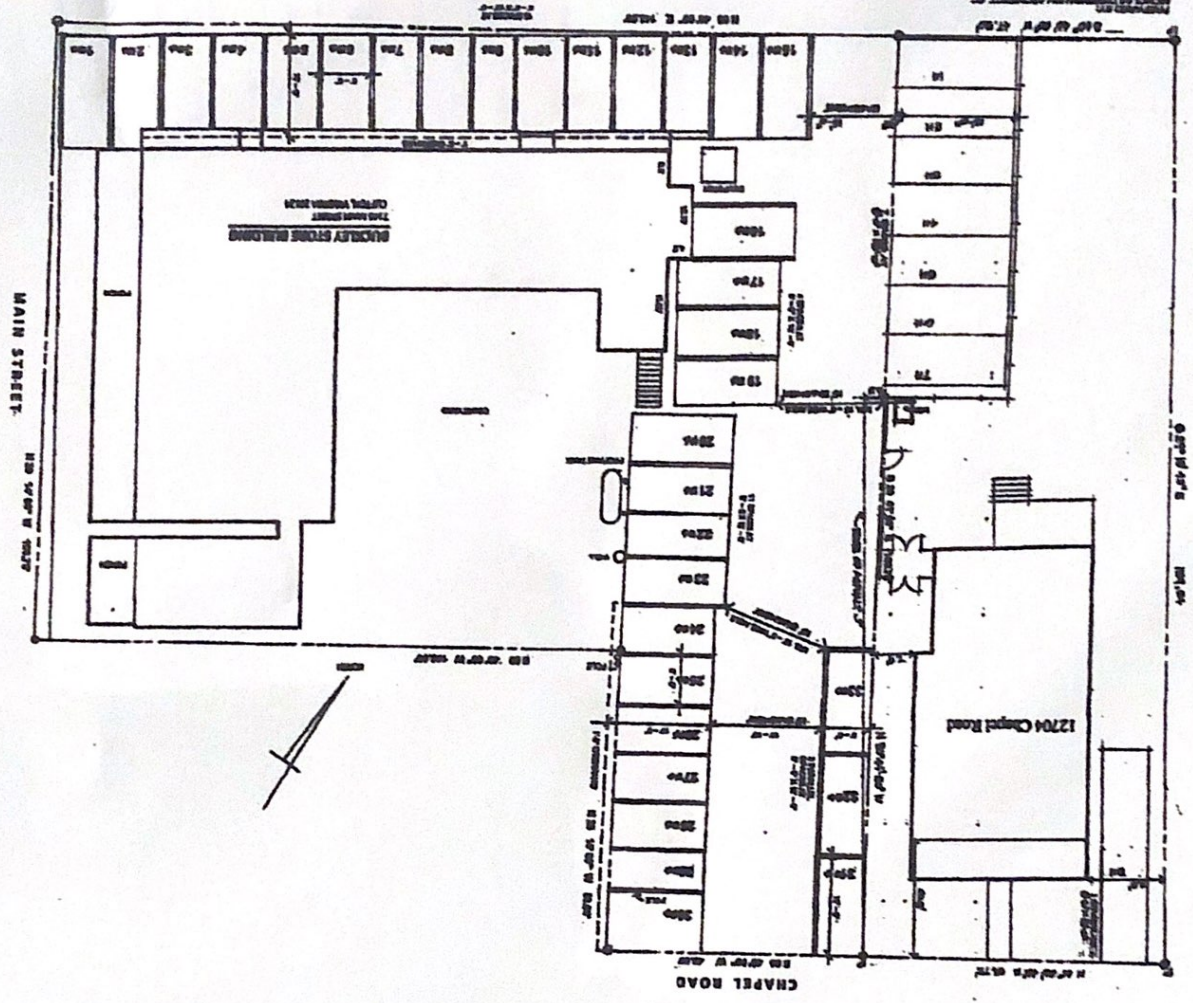
BUCKLEY STORE
FIRST FLOOR LAYOUT
 $\frac{1}{16}'' = 1''$

D. I. . . . P. 1.



Main Street Side

PARKING LAYOUT PLAN



PROPOSED DEVELOPMENT: 12704 CHAPEL ROAD
OWNER: [illegible]
DATE: [illegible]
SCALE: [illegible]

MAIN STREET
120' 0" W. 30.00'

CHAPEL ROAD
120' 0" W. 30.00'

120' 0" W. 30.00'

BUCKLEY STORE BUILDING
210' 0" W. 30.00'

12704 Chapel Road

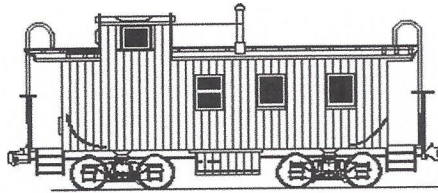


**Town of Clifton
Commercial Parking Tabulation**

Property Name: The Buckley Store Building
 Property Owner's Name: Golden Feather L.P.
 Owner's Contact Information: KOOLPAUS@hotmail.com, 703-303-1885
 Date: 6/15/20
 Building Total Gross Floor Area: 6,200 sq ft

SUITE #	TENANT NAME	NET FLOOR AREA	USE (Restaurant/Office/Retail/Other Commercial Use)	NUMBER OF EMPLOYEES	NUMBER OF CUSTOMER SEATS (For Restaurant Use Only)	PARKING SPACES REQUIRED	DATE OF APPROVAL OF USE PERMIT
1	A-B Trattoria Village	3450	restaurant	sup to 150	2100	2342	10/1/13
2A	" "	900	" "	7	1	5	2/20/15
2B	LOS Propert SVCS	450	office	7	1	5	8/1/17
2A	The Wine Attic	875	retail	1	1	5	

Total # of Platted Parking Spaces on the Property: 35
 Total # of Use Permit Allocated Parking Spaces:
 Total # of Loading Spaces: 0



TOWN OF CLIFTON, VIRGINIA

Use Permit Application

Property Address: 7203 MAW ST CLIFTON, VA 20124		Date: [Month / Year] 6/15/2020		
1. Type of Permit:	<input type="checkbox"/> Construction	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	<input checked="" type="checkbox"/> Home Business (Code 9-19.c1)
	<input type="checkbox"/> Preliminary Site Plans Attached	<input 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: SQUARE PEG PARTNERS LLC				
Mailing Address: P.O. Box 112, CLIFTON VA 20124				
Phone: 703-986-1242				
Email Address: PATRICK.PLWE@SQUAREPLLC.COM				
3. Name of Property Owner (if different): PATRICK - ESTER PLWE				
Mailing Address: P.O. Box 112, CLIFTON VA 20124				
4. Name of Business / Organization: SQUARE PEG PARTNERS, LLC				
5. Owner of Business / Organization: PATRICK - ESTER PLWE				
6. Tax Map Number: 0754-02-0086A				
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 type="checkbox"/> Plat Attached N/A

8. Attach Floor Plan to Scale (non-residential & home business):		<input checked="" type="checkbox"/> Floor Plan Attached	
9. Zoning District of Premises:	<input checked="" type="checkbox"/> Residential (Code 9-19) <input type="checkbox"/> Church, Park, Community Building	<input 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: <i>HOME ADDRESS USED AS BUSINESS ADDRESS FOR LLC AND TAX PURPOSES.</i>			
10. If Commercial, Home Business, Agricultural or Industrial:			
11. Describe Operation: <i>HOME OFFICE FOR BUSINESS. NO VISITORS, EMPLOYEES OR CUSTOMERS / CLIENTS. USED AS BACK OFFICE FOR RECORD KEEPING.</i>			
11.a. If Non-Residential - Office Use: <u>143</u> SF or Retail/Restaurant Use: _____ SF			
11.b. Days & Hours of Operation (include special events): <i>M-F 7A.M. TO 6P.M.</i>			
11.c. Number of Employees on Site at any One Time: <u>0</u>			
11.d. Number of Seats (Restaurant/Church): Total: <u>N/A</u> . If applicable, provide number of seats located inside: <u>N/A</u> and; Outside: <u>N/A</u>			
11.e. Gross Floor Area (GFA) of Building or /Premises: <u>3000</u> SF (Code 9-13) Net Gross Floor Area if more than one use in building: <u>N/A</u> SF If applicable, GFA devoted to carry-out service within restaurant: <u>N/A</u> 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): <u>4</u>			
11.h. Gross Floor Area of Dwelling (Home Business Only): <u>3000</u> SF			
12. Application Fee Enclosed: (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: _____ DATE: 6/15/2020
PROPERTY OWNER SIGNATURE: _____ DATE: 6/15/2020

FOR TOWN USE ONLY

RECEIPT DATE: _____ DATE APPLICATION ACCEPTED: _____

APPLICATION FEE PAID: \$ _____

APPROVED DISAPPROVED

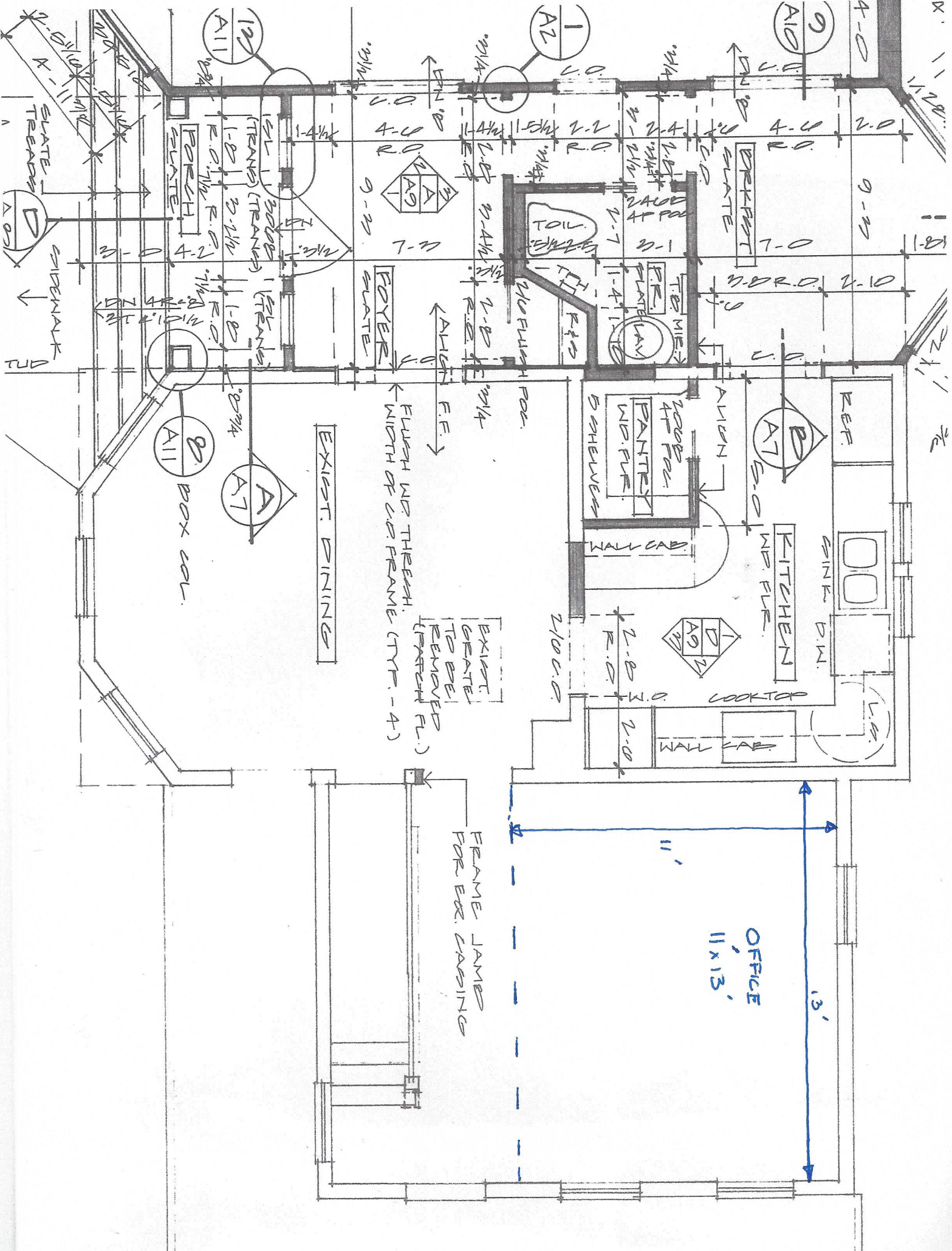
PLANNING COMMISSION: _____
SIGNATURE PRINT

CONDITIONS: _____

APPROVED DISAPPROVED

TOWN COUNCIL: _____
SIGNATURE PRINT

CONDITIONS: _____





Clifton Clerk <clerk@cliftonva.gov>

Agenda for Town Council Meeting Tues. Jun. 2nd at 7:30 PM via Zoom

Patrick Pline <plponline@hotmail.com>
To: "khk@baberkal.com" <khk@baberkal.com>
Cc: Clifton Clerk <clerk@cliftonva.gov>

Wed, Jun 24, 2020 at 4:17 PM

Hi Kathy,

See revised page 2 where is listed the purpose of the business under item 11,

Patrick

From: khk@baberkal.com <khk@baberkal.com>
Sent: Wednesday, June 24, 2020 1:09 PM
To: Patrick Pline <plponline@hotmail.com>
Cc: Clifton Clerk <clerk@cliftonva.gov>
Subject: Re: Agenda for Town Council Meeting Tues. Jun. 2nd at 7:30 PM via Zoom

Thank you very much. Might you kindly add it to just that page of the application and email that page to us? Trying to pay attention to those details that often don't get done.

We will miss you and your plan reading abilities greatly but are happy to have you for your last PC meeting!

Sent from my iPhone

On Jun 24, 2020, at 1:05 PM, Patrick Pline <plponline@hotmail.com> wrote:

Hi Kathy,

Square footage is 143, and the consulting is real estate development and construction consulting for me, and behavioral psychology for Ester.

Patrick

Sent from my iPhone

On Jun 24, 2020, at 12:42 PM, "khk@baberkal.com" <khk@baberkal.com> wrote:

Can you please share what kind of consulting?
And square footage being used is 143?

Thanks,
Kathy

Sent from my iPhone

On Jun 24, 2020, at 11:15 AM, Patrick Pline <plponline@hotmail.com> wrote:

Sorry, the nature of the business wasn't on there. It's a consulting business.

Patrick

Sent from my iPhone

On Jun 24, 2020, at 11:13 AM, Clifton Clerk
<clerk@cliftonva.gov> wrote:

Dear Pat,

The Planning Commission has the following questions and requests, which should be provided as soon as possible, as the date of the next meeting is quickly approaching. I will send a Zoom link in a separate email:

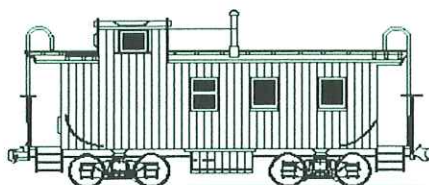
1. What is the square footage being used for the business?
2. What is the nature of the business?

[Quoted text hidden]



SquarePeg Revised page 2.pdf

731K



TOWN OF CLIFTON, VIRGINIA

Use Permit Application

Property Address: 12743 Chapel Street		Date: [Month / Year] June, 2020		
1. Type of Permit:	<input checked="" type="checkbox"/> Construction	<input type="checkbox"/> Commercial	<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Home Business (Code 9-19.c1)
	<input checked="" type="checkbox"/> Preliminary Site Plans Attached	<input 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: Royce Jarrendt/ for Adam Cirigliano				
Mailing Address: 12639 Chapel Rd Clifton, VA 20124				
Phone: 703 932-5762				
Email Address: Royce.jarr@yahoo.com				
3. Name of Property Owner (if different): Adam Cirigliano				
Mailing Address: 12743 Chapel Street Clifton, VA 20124				
4. Name of Business / Organization:				
5. Owner of Business / Organization:				
6. Tax Map Number: 0754 02 0058				
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 checked="" type="checkbox"/> Residential (Code 9-19) <input type="checkbox"/> Church, Park, Community Building	<input 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: Reclaim existing shed in its existing location and Construct a new detached garage				
10. If Commercial, Home Business, Agricultural or Industrial:				
11. Describe Operation:				
11.a. If Non-Residential - Office Use: _____ SF or Retail/Restaurant Use: _____ SF				
11.b. Days & Hours of Operation (include special events):				
11.c. Number of Employees on Site at any One Time: _____				
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) \$ 250.00 _____				

*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)? 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: [Handwritten Signature]

DATE: 6/24/2020

PROPERTY OWNER SIGNATURE: [Handwritten Signature]

DATE: 6/12/20

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: _____

NOTES: 1. FENCES ARE FRAME.

LANDS OF THE TOWN OF CLIFTON LOT 53A

S 72°04'00" W ~ 73.00'



AREA

7,385 SF

PROPOSED GARAGE

FRAME SHED

STONE PATIO

CHIM

29.4'

AC

STP

OIL TANK

2 STORY FRAME DWELLING #12743

OP

BRICK WALK

LINE OF EXTENDED DRIVEWAY

OP

STEPS

CONC CAP

EXISTING GRAVEL

S 17°56'00" E ~ 100.00'

NW CLIFTON
BAPTIST CHURCH

N 18°54'20" W ~ 76.0'

100.01'

51'-0"

EAST DRIVEWAY TO REAR PROP. LINE

0.02 MI TO INTX
MAIN STREET

POLE

OHW

N 72°04'00" E ~ 74.69'

CHAPEL STREET

WIDTH VARIES ~ STATE ROUTE #T2004

DISTURBED AREA
 $76' \times 31.2' = 2371.2 \text{ SF}$

PLAT

SHOWING HOUSE LOCATION ON
THE PROPERTY LOCATED AT

#12743 CHAPEL STREET

(DEED BOOK 2375, PAGE 2187)

TOWN OF CLIFTON, VIRGINIA

FAIRFAX COUNTY

SCALE: 1" = 20'

MARCH 6, 2020

INFORMATION CONTAINED ON THIS DOCUMENT MAY NOT BE COPIED, REPRODUCED OR ALTERED IN ANY FORM WITHOUT PERMISSION IN WRITING FROM THE COPYRIGHT OWNER.

Town Park

PROPERTY LINE

Existing Shed

Proposed Detached Garage

LINE OF NEW DRIVE

EXIST. BRICK WALK

EXIST. WELL

EXIST. GRAVEL DRIVEWAY

25'-0"

24'-0"

10'-0"

14'-8"

EXIST. BRICK WALK

LINE OF NEW DRIVE

EXIST. PATIO

Existing Residence

PROPERTY LINE

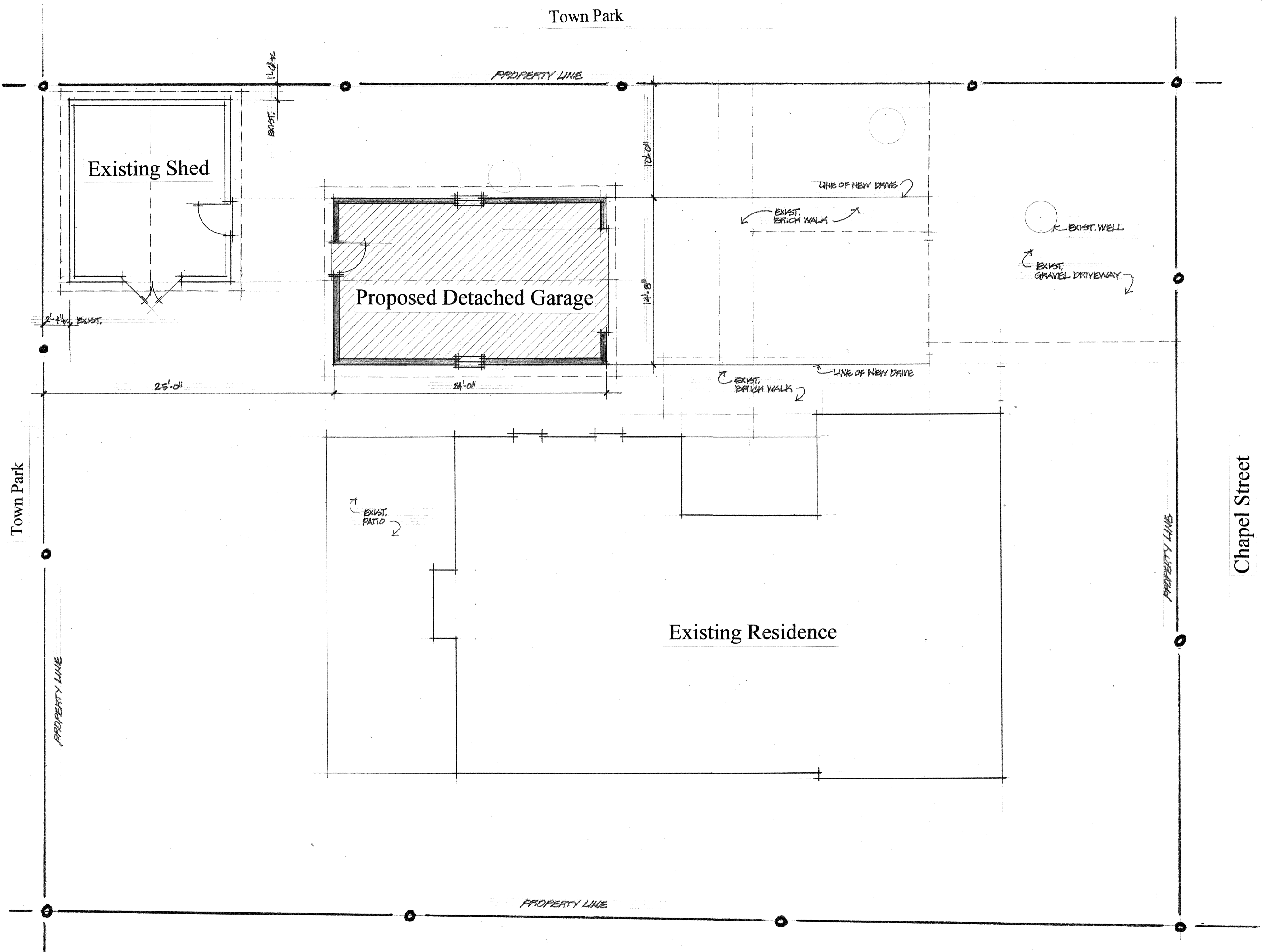
Clifton Baptist Church

Town Park

PROPERTY LINE

PROPERTY LINE

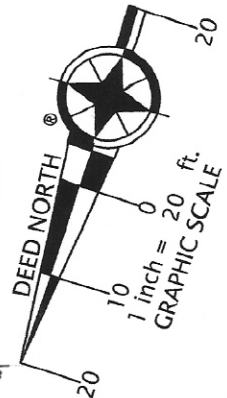
Chapel Street



NOTES: 1. FENCES ARE FRAME.

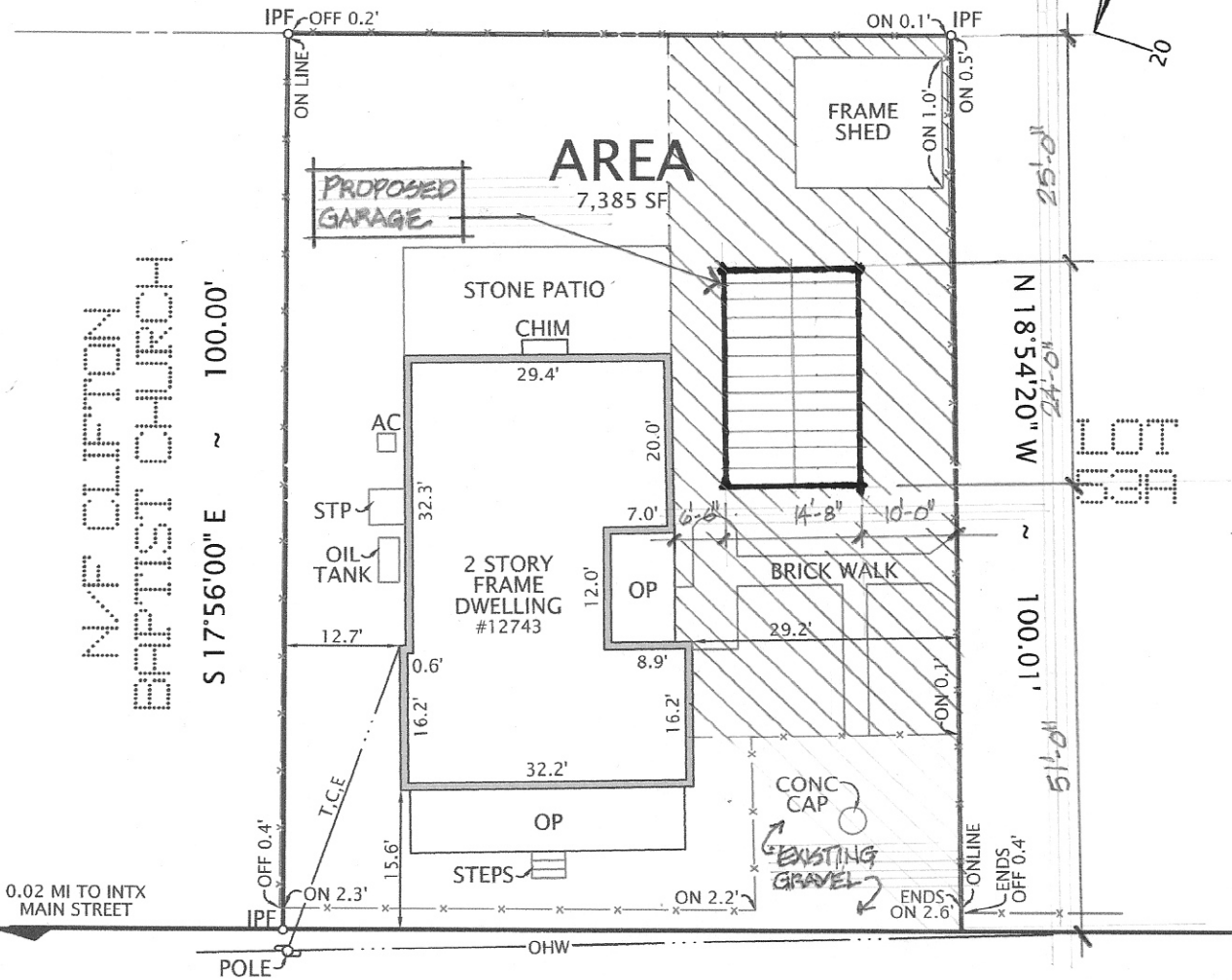
LANDS OF THE TOWN OF CLIFTON LOT 53A

S 72°04'00" W ~ 73.00'



NW CLIFTON
BAPTIST CHURCH

S 17°56'00" E ~ 100.00'



N 72°04'00" E ~ 74.69'

CHAPEL STREET

WIDTH VARIES ~ STATE ROUTE #T2004

DISTURBED AREA
76' x 31.2' = 2371.2 sq ft

PLAT SHOWING HOUSE LOCATION ON THE PROPERTY LOCATED AT #12743 CHAPEL STREET

(DEED BOOK 2375, PAGE 2187)

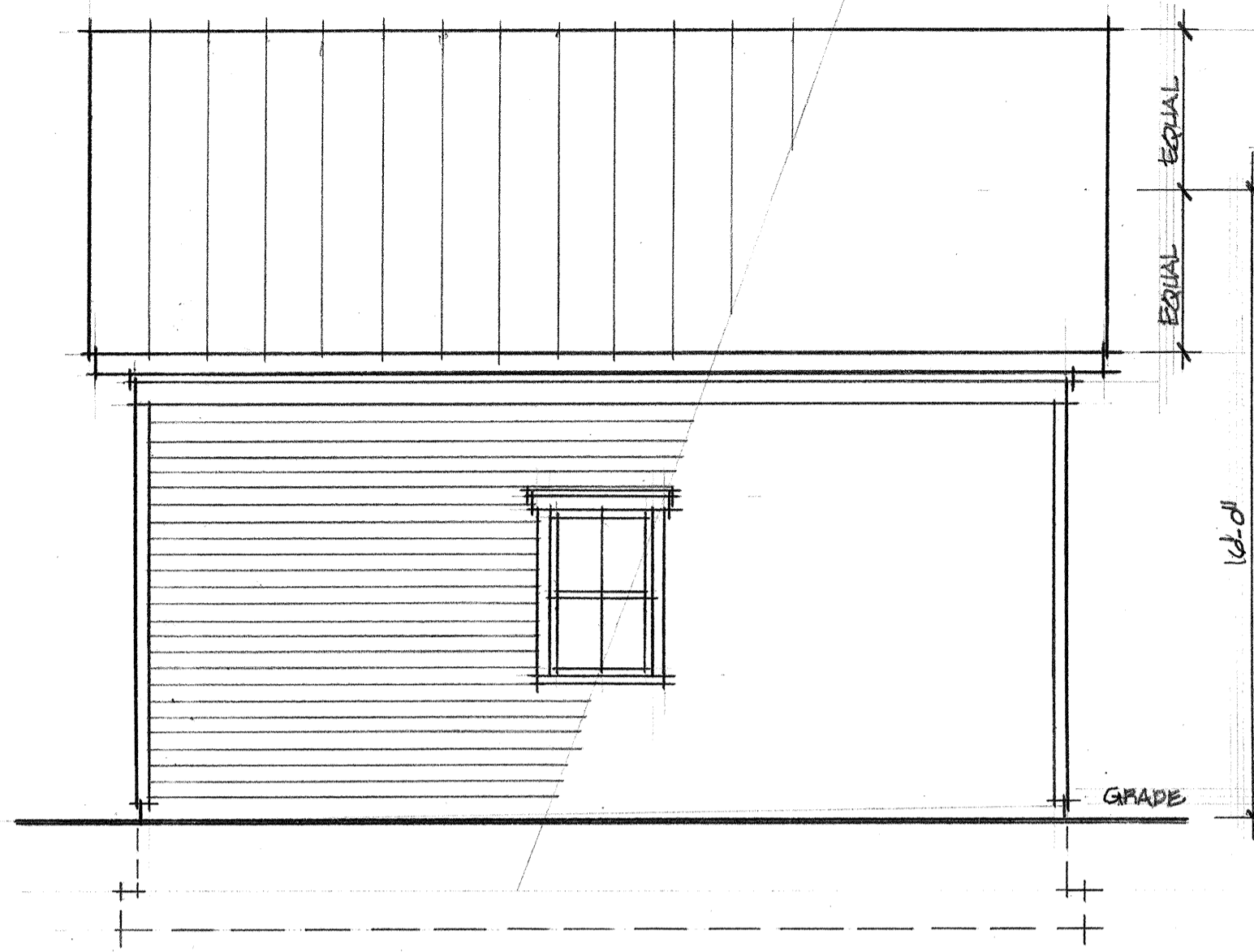
TOWN OF CLIFTON, VIRGINIA

FAIRFAX COUNTY

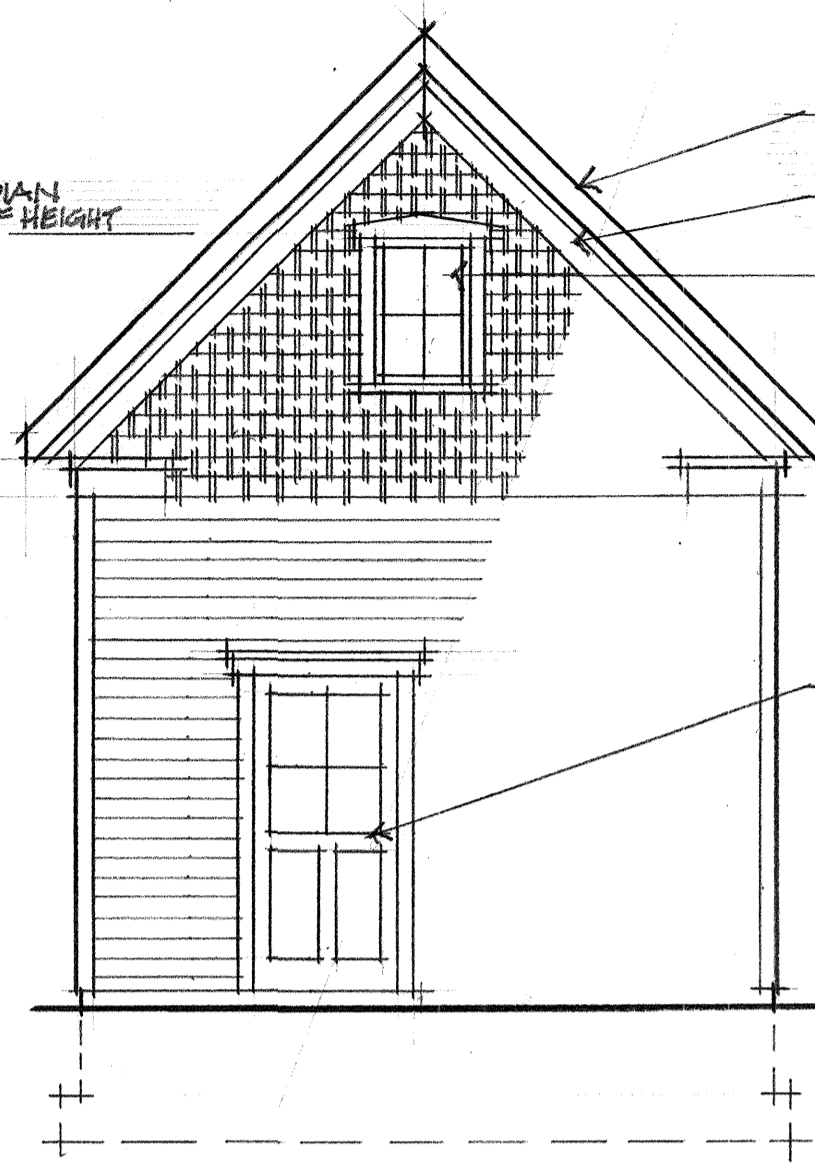
SCALE: 1" = 20'

MARCH 6, 2020

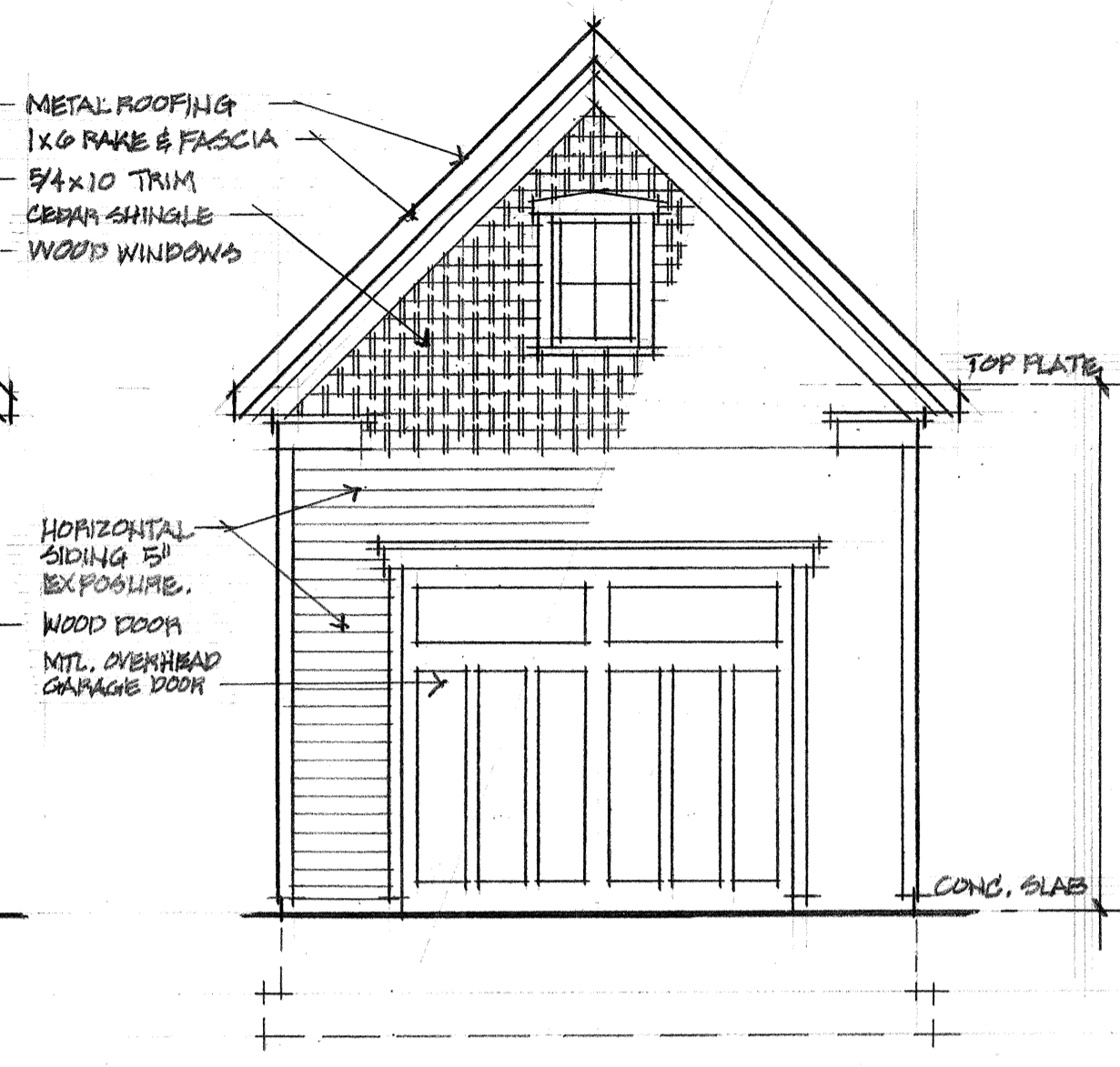
INFORMATION CONTAINED ON THIS DOCUMENT MAY NOT BE COPIED, REPRODUCED OR ALTERED IN ANY FORM WITHOUT PERMISSION IN WRITING FROM THE COPYRIGHT OWNER.



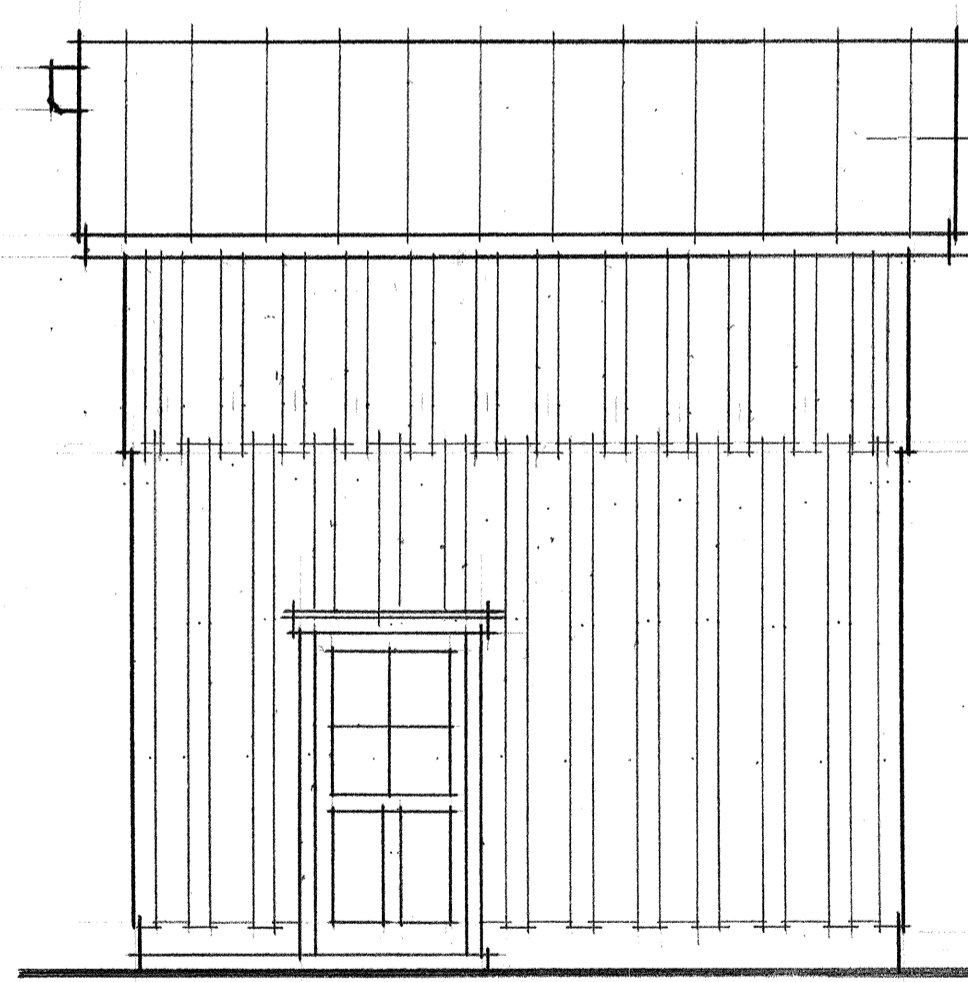
Garage Side Elevation similar each side
1/4" = 1'-0"



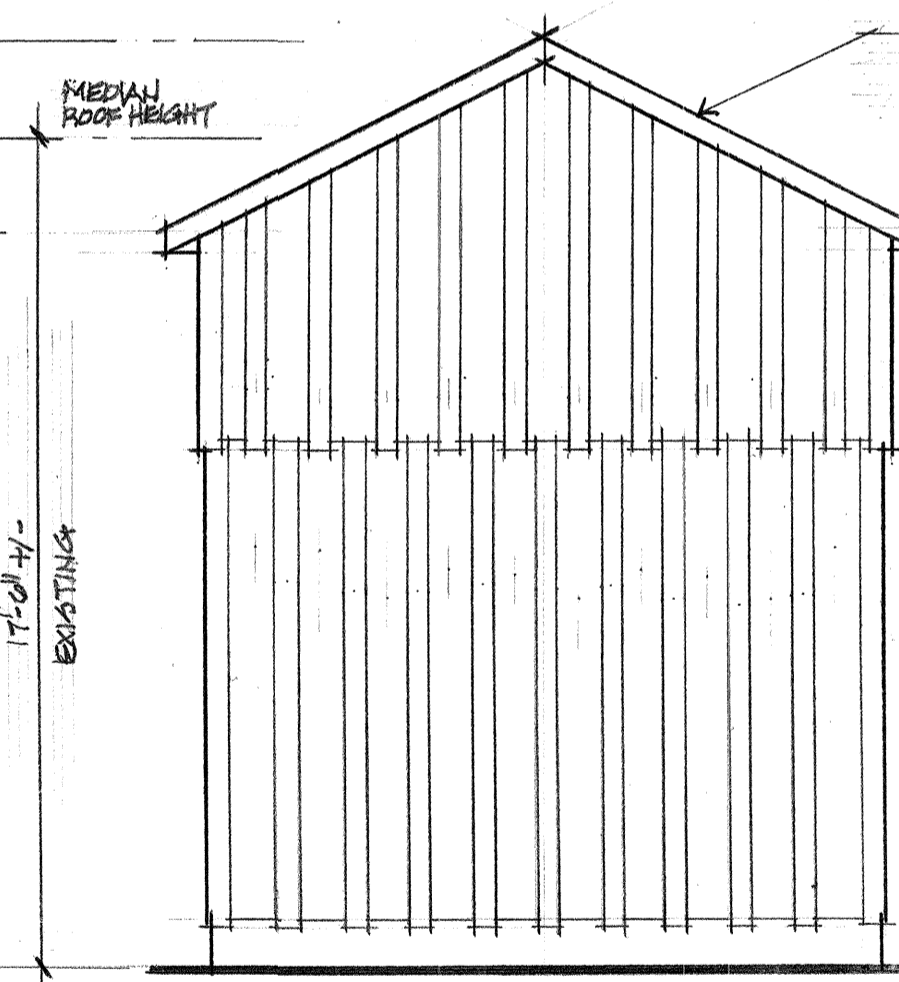
Garage Rear Elevation
1/4" = 1'-0"



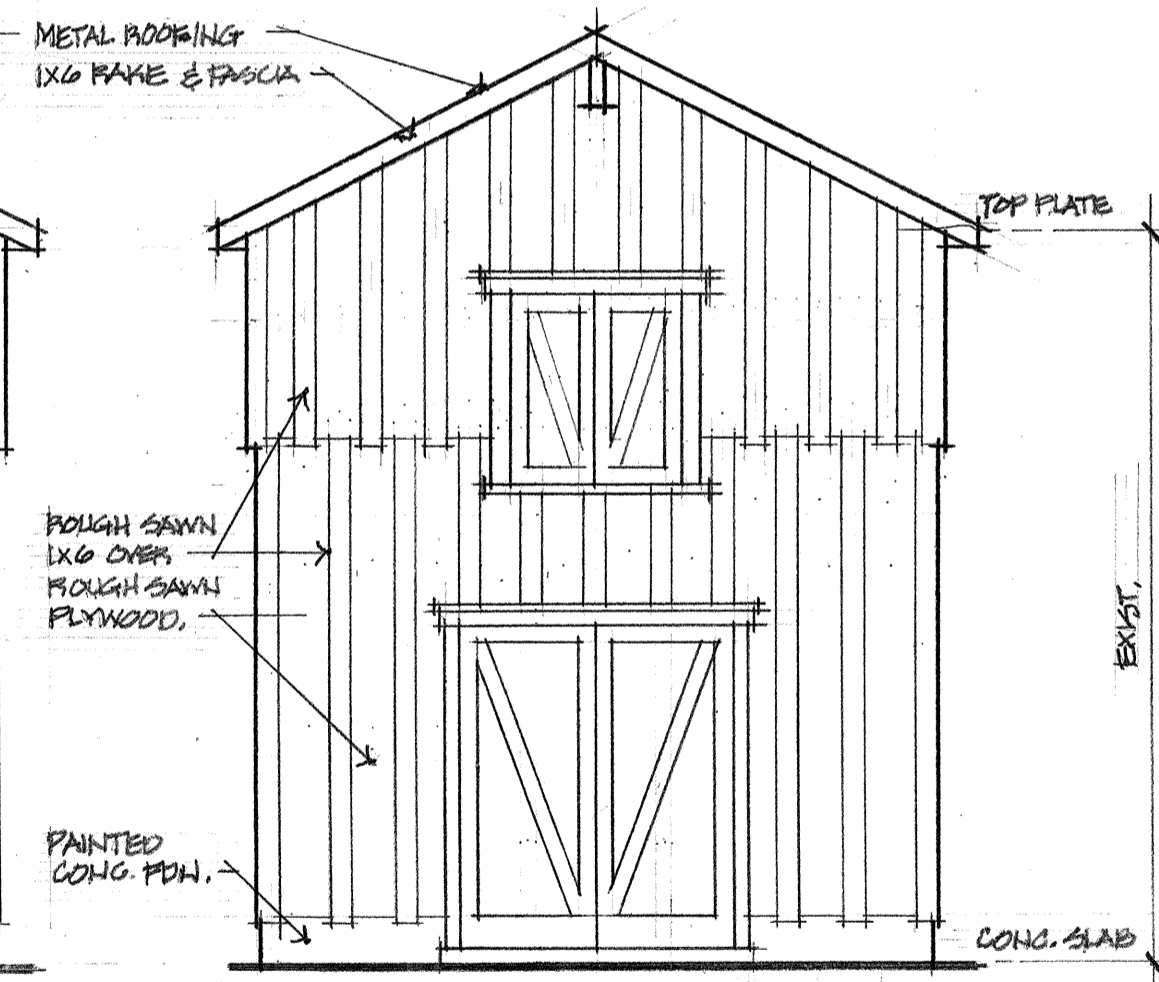
Garage Front Elevation
1/4" = 1'-0"



Existing Shed Side Elevation
1/4" = 1'-0"



Existing Shed Rear Elevation
1/4" = 1'-0"



Existing Shed Front Elevation
1/4" = 1'-0"



Clifton Clerk <clerk@cliftonva.gov>

12743 Chapel St. signed app

Royce Jarrendt <royce.jarr@yahoo.com>
Reply-To: Royce Jarrendt <royce.jarr@yahoo.com>
To: Clifton Clerk <clerk@cliftonva.gov>
Cc: "Com> Kathy" <khk@baberkal.com>

Thu, Jun 25, 2020 at 5:59 AM

I have answered your questions below.

Royce Jarrendt

One Dwelling, Inc.
703 932-5762

On Wednesday, June 24, 2020, 11:57:32 AM EDT, Clifton Clerk <clerk@cliftonva.gov> wrote:

Dear Mr. Royce,

The Planning Commission has the following questions and requests, which should be provided as soon as possible, as the date of the next meeting is quickly approaching. I will send a Zoom link in a separate email:

1. What are the exact dimensions and square footage and height of the garage? **The dimensions are shown on the large scale site plan I submitted and are 14'-8" wide x 24'-0" long. The median roof height is shown on the elevation drawing and is 16'-0". The square footage is 352 square feet.**
2. Have you sent or delivered the required large copies of the plats, etc, which are easier to read - to Kathy? And could you leave out my large copies on your porch sometime this week? That could help you avoid the post office, unnecessary shipping fees, etc. **I mailed copies of the drawing and a check for \$250 to the P.O. Box 309 from the Clifton Post Office address last week on 6/15.**
3. Kathy can't see some of the needed details due to the small size submitted, namely:
 - "The distance from the garage to the rear property line needs to be shown on the surveyed plat (if it is there I cannot see it) **That dimension is 25'-0" and is shown on the large scale site drawing.**
 - What will be done in the shed, e/g/, just for cars, apartment, plumbing, storage? **The owner plans to use it for storage and a wood working shop.**
 - What type of work and or modifications are being done to the shed? We need to know this because the shed is a nonconforming structure due to it being within the setbacks (rear and side), so while repairs or some restoration is fine, a tear down is not. Please send all details for the review." **It will not be torn down. The plan is to reinforce the structure and replace the existing dilapidated siding with new rough-sawn wood board and battens. The existing metal roof will be replaced.**

[Quoted text hidden]



Clifton Clerk <clerk@cliftonva.gov>

7223 Dell signed app

Royce Jarrendt <royce.jarr@yahoo.com>
Reply-To: Royce Jarrendt <royce.jarr@yahoo.com>
To: "khk@baberkal.com" <khk@baberkal.com>
Cc: Clifton Clerk <clerk@cliftonva.gov>

Thu, Jun 25, 2020 at 8:22 AM

I have answered your questions below.

Royce Jarrendt

One Dwelling, Inc.
703 932-5762

On Wednesday, June 24, 2020, 02:01:01 PM EDT, khk@baberkal.com <khk@baberkal.com> wrote:

Fyi have copies of large plans, just need info re below questions.

Sent from my iPhone

On Jun 24, 2020, at 11:45 AM, Clifton Clerk <clerk@cliftonva.gov> wrote:

Dear Mr. Royce,

Thank you for submitting the drawing with set-backs shown in red. The Planning Commission has the following questions and requests, which should be provided as soon as possible, as the date of the next meeting is quickly approaching. I will send a Zoom link in a separate email:

1. With regard to item 10 on the application, "Describe purpose of application," it would be helpful to have a written description of exactly what is being built and where. **The application is for a 15'-0" front addition to the front of the house that will be the same width as the existing house. The existing house has an existing porch and the new 15' addition will have a porch of the same dimension (7'-0"). The addition will include a basement level, first floor level and second floor level. The basement level will be an office/bedroom, the first floor will be a kitchen with dining area and the second floor will be a bedroom and bathroom. The addition to the right side of the house is 3'-2" wide x 24'-2" long. This part of the addition is for a stair from the basement level to the first floor and from the first floor to the second floor. There is an entry door and roof covered stoop at the rear of this at the first floor level.**
2. Have you sent or delivered the required large copies of the plats, etc, which are easier to read - to Kathy? And could you leave out my large copies on your porch sometime this week? That could help you avoid the post office, unnecessary shipping fees, etc. **I mailed copies of the drawings and a check for \$250 to the P.O. Box 309 address from the Clifton Post Office on 6/15.**
3. Because Kathy is having difficulties viewing the small sized plans, she has the following specific questions that need to be answered:
 - "the plan shows a crisscrossed space that I assume, but do not know is the addition, shaped like a backwards L. Is this the case?" **Yes, that crisscrossed area is labeled as "Proposed Addition"**
 - "I cannot tell from which part of the proposed addition, that looks inset to me, was the 10 foot side yard setback shown." **The portion of the addition on the right side of the house extends to the 10' side yard setback line. The existing structure is 13.2' from the side property line.**

- "What are the exact dimensions of the addition, total square footage of the addition and also, the dimensions for each side?" **The first floor plan included in the application package shows the front addition being 15'-0" x 14'-7" with a front porch 7'-0" x 14'-7". The right side addition is 3'-2-1/2" x 24'-2". The square footage is:**

Basement level finished space 296.14 sq. ft.

Basement level porch space 102.06 sq. ft.

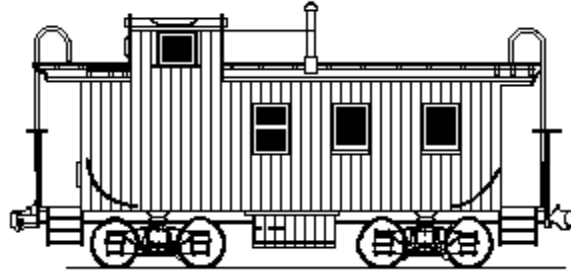
First Floor finished space 296.14 sq. ft.

First Floor porch space 102.06 sq. ft.

Second Floor finished space 274.86 sq. ft.

- "What exactly is the addition? **See description above.** Is it one floor or two? **2 floors plus a walk-out basement.** Is there anything else happening on site besides this addition? **No**

[Quoted text hidden]



**CLIFTON TOWN PLANNING COMMISSION
TUESDAY, JUNE 30, 2020, 7:30 PM
ELECTRONIC MEETING, VIA ZOOM**

Until further notice from the Mayor of Clifton, and in accordance with the Resolution of the Planning Commission regarding Remote Participation by Electronic Means Policy and the Town Council Continuity of Government Methods, to the Planning Commission and Authorizing Remote Participation by Electronic Means Without a Physical Quorum Being Present Pursuant to Virginia Law, the Town of Clifton Planning Commission is holding all Meetings noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

The meetings 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 upon receiving an emailed request directed to clerk@cliftonva.gov.

Order of Business:

1. Approve May 26, 2020 Regular Meeting Minutes.
2. Use Permit Applications:
 - a. The Hair Garage, LLC, 12644 Chapel Road
 - b. LCS Property Services, LLC, 7145 Main Street
 - c. Square Peg Partners, LLC
 - c. 12743 Chapel Street
 - d. 7223 Dell Avenue
 - e. 12727 Clifton Heights Lane
3. Unfinished Business:
 - a. Final Use Permit Application for 7184 Clifton Road – Update.
 - b. Use Permit Application for Anthony Reid & Associates, LLC – Update.
 - c. 12752 Chapel Street – Postponed Pending Discussions with Fairfax County Staff.
4. Adjournment.