

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, SEPTEMBER 1, 2020, 7:30 PM
ELECTRONIC MEETING BY ZOOM
12641 CHAPEL ROAD
CLIFTON, VA 20124**

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

The meeting will be conducted using Zoom teleconferencing audio and video service, and connection information will be provided to members of the public to afford the opportunity to citizens to witness the operation of the Town of Clifton government. Connection information is available from, and will be provided by, the Town Clerk.

Any member of the public wishing to observe or participate in the electronic meeting **must notify the Town Clerk at clerk@cliftonva.gov in advance by Noon on the day of the meeting** in order to register for the meeting.

Any member of the public requesting to speak or make comments during the electronic meeting **must register with the Town Clerk at clerk@cliftonva.gov in advance by Noon on the day of the meeting, providing their name and address and the subject matter of their comments,** in order to have an opportunity to speak and provide comments during the meeting. Any such comments will be **limited to three (3) minutes** per speaker and priority will be given to the citizens and taxpayers of the Town of Clifton. Members of the public may also submit written comments to the Town Clerk in advance of the meeting. Any such written comments will be included in the record for the meeting, but will not be read aloud during the meeting.

Present: Mayor William Hollaway; Vice Mayor Regan McDonald; Councilmember Steve Effros; Councilmember Melissa Milne; Councilmember Patrick Pline; Councilmember Darrell Poe.

Staff: Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.

The Regular Meeting was called to order by Mayor Hollaway at 7:30 PM.

Order of Business:

1. Report of the Town Clerk:

a. Approval of the Minutes (previous meetings and work sessions).

The Clerk reported that one motion in the August 2020 Minutes was inadvertently omitted before being corrected in the revised draft.

- **Councilmember Poe moved to accept the August 2020 Minutes with the stated revision, seconded by Mayor Hollaway. The motion was approved by poll, 6-0.**

2. Report of the Treasurer.

See attached report.

- **Mayor Hollaway moved to accept the Treasurer's Report as presented, seconded by Councilmember Milne. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to authorize payment of the updated invoice from the Fairfax County Office of Elections for administering the Town's 2020 election for the Town Council in the amount of \$1,064.52, seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; Milne: Aye; McDonald: Aye; Poe: Aye; Pline: Aye.**
- **Mayor Hollaway moved to authorize payment of the July 2020 invoice from Maureen Gilmore for legal services to the Town in the amount of \$1,875, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; Milne: Aye; McDonald: Aye; Poe: Aye; Pline: Aye.**
- **Mayor Hollaway move to authorize payment of the August 2020 invoice from Maureen Gilmore for legal services to the Town in the amount of \$2,000, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; Milne: Aye; McDonald: Aye; Poe: Aye; Pline: Aye.**

3. Citizen's Remarks.

Donna Netschert: requested and received input from the Council regarding the design and inclusivity of the proposed Town decals. The Council recommended that the proposal be submitted to the CBA. Potential designs will be forthcoming.

4. Reports of Committees:

a. Planning Commission:

See attached report.

- **Mayor Hollaway moved to accept the recommendations of the Planning Commission to issue a Final Use Permit for the construction of a retaining wall at 7221 Dell Avenue, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; Milne: Aye; McDonald: Aye; Poe: Aye; Pline: Aye.**

Taking into account the current difficulties businesses are facing due to the COVID-19 pandemic, the Council decided to delay the enforcement of parking compliance at 12644 Chapel Road for the time being, and reiterated that no new Use Permits will be approved until the parking discrepancies have been reconciled with the property owner.

i. Virginia DEQ Corrective Action Agreement.

See proposed agreement and ordinance changes.

- **Mayor Hollaway moved to approve the Virginia DEQ Corrective Action Agreement and to move forward with the proposed ordinance changes as presented, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

b. Report of the Zoning Administrator:

i. Update on Residential Construction Projects:

A. 12752 Chapel Street (Lots 41A and 42) Sewer Connection and Lot Consolidation.

An update on the status of the property was presented and the Council directed the Zoning Administrator to send a letter to the property owner to establish a sixty-day period during which documentation must be submitted to demonstrate that the lot consolidation has been filed with the County.

B. 7184 Clifton Road.

An update on the status of the property was presented.

- **Councilmember Effros moved to direct the Zoning Administrator to notify the property owner by letter that the required applications for a Use Permit and COA for the unapproved work must be received by the Town on or before October 15, 2020, seconded by Mayor Hollaway. The motion was approved by poll, 6-0.**

c. Architectural Review Board:

See attached report

i. Yard Signs.

The Chair of the ARB reported that the ARB has discussed the proposal to revise the Town Code to allow additional yard signs. The ARB does not support enabling additional signage in the Town, including yard signs, and does not support revising the Town Code to allow Yard Signs. The ARB also discussed changing the time in the Town Code for permitted political signs and the ARB does not support changing the Town Code to expand the time frame.

d. Review and Update Town Committee List for 2020-21.

See attached list.

The Council reviewed and updated the list, which will be finalized at the October meeting.

5. Unfinished Business:

a. Native Species/Natural Landscaping Resolution for Town-Controlled Properties.

See attached materials.

A draft of the proposed resolution will be submitted for the Council's consideration at a future meeting.

b. Safety Grant – Application.

Councilmember Milne reported on the grant that has been awarded to the Town from VRSA, Virginia's shared insurance program, for local safety measures such as mulch for the playground, handrails at the Community Meeting Hall, or for COVID-19 risk reduction. She noted that the amount is for \$500 and must be expended by the end of November. Councilmember Poe will look into options for obtaining hand sanitizer stations, refill jugs and boxes of masks for the Hall.

c. Additional Compensation for Staff for COVID-19 Related Work.

i. COVID-19 Administrator Position.

ii. COVID-19 Financial Administrator Position.

Mayor Hollaway explained that temporary titles can be assigned to employees and CARES Act funding may be used to compensate them for the extra hours that have been worked entirely because of the COVID-19 pandemic, that are above and beyond normal staff duties. The Council

discussed several methodologies for assigning pay and determined they prefer to establish a straight time rate. Staff were directed to begin or continue tracking applicable hours.

6. New Business:

a. Vacancy on Town Council – Request for Applicants:

i. Statement of Interest and Qualifications.

The Council thanked outgoing Councilmember Melissa Milne for her hard work, perspective, and many contributions to the Town and noted that the resulting vacancy should be filled at the October meeting. The Clerk will send a notice to the community requesting that interested candidates submit a statement of interest and qualifications by email for consideration.

b. Renaming the Town Park – “Harriet and William Harris Park” – Begin Discussion.

Mayor Hollaway provided a summary of the history of the formerly-enslaved person Harriet Harris and her husband William, who owned the land after the Civil War where the Town Park is now located, and then opened the topic for discussion.

Peter Noonan, of 12635 Chapel Road: reported on the efforts of the Racial Justice Committee park re-naming work group and highlighted the discussions that have been held with descendants of the Beckwith family. He stated that the Racial Justice Committee formally supports the proposal to rename the park “Harriet and William Harris Park.”

Mayor Hollaway proposed that the topic be discussed again at the October meeting in order to give the Community sufficient opportunity to share their views on the proposal.

Councilmember Pline agreed that the Council should solicit the Town’s input.

Vice Mayor McDonald noted that the renaming poses an interesting opportunity to roll-out the renaming with an event to highlight the history of the Town, which may be hindered by the COVID-19 pandemic.

c. Speed Bumps – Addition on Clifton Road to Address Speeding and Accidents.

Vice Mayor McDonald reported that VDOT will add chevrons to the area when funding becomes available and advised that any traffic calming study should go through Fairfax County’s program. Additional updates with respect to options will be provided when available.

d. Halloween – Plans for Town of Clifton Trick or Treating.

The Council encourages everyone to adhere to established safety guidelines such as maintaining appropriate physical distancing.

7. Adjournment.

- **Councilmember Milne moved to adjourn, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

The meeting was adjourned at 10:26 PM



Clifton Clerk <clerk@cliftonva.gov>

Sept 1, 2020 Town Council Meeting - Treasurer's Report for period ended August 30, 2020

1 message

treasurer@cliftonva.gov <treasurer@cliftonva.gov>

Sun, Aug 30, 2020 at 7:08 PM

To: William Hollaway <whollaway@cliftonva.gov>, Steve Effros <Steve@effros.com>, Regan McDonald <rmcdonald@cliftonva.gov>, Melissa Milne <mmilne@cliftonva.gov>, Pline Pat <ppline@cliftonva.gov>, Darrell Poe <dpoe@cliftonva.gov>

Cc: Clifton Clerk <clerk@cliftonva.gov>, "Barton, Marilyn" <mbarton@mycri.org>

Hello Town Council Members,

Attached are the **Financial Reports for the fiscal year period ended August 31, 2020.**

The August 2020 Financial Reports include:

- The Summary of **Cash Balances Report as of August 30, 2020** reflects total funds of \$1,311,066.45. *See the detailed Cash Balance Report.*
- **Profit & Loss Summary by Fund** for period ended 08/30/2020. **Highlights of August transactions** are noted on this summary report. The main items for the month include:

NOTES & Highlights: Only major items are highlighted at the Town Council's request. For details refer to the P&L Detail Export tab.

1 Federal CARES Act Revenues: In FY20 the town received \$51,433 in Federal COVID-19 funding through Fairfax County. The Town is a subrecipient of the funding. The allocation was based upon the 2018 US Census and submitted as part of Fairfax County's application. Funding must be used for reimbursement for COVID-19 related costs incurred from March 1 - December 31, 2020. \$1,666.99 was expended and reported in FY20. The balance of \$49,766.01 is deferred to FY21. \$40,000 was allocated to the Clifton IDA that awarded grants on behalf of the town to eligible town businesses. The balance remaining to cover the town's costs is \$9,766.01.

2 Interest Income: Interest is not available for posting until 8/31.

3 Other income: Reflects reimbursement for replacement of Ayre Square planter.

4 Pink House Rental: Reflects \$800 rent relief to Belle Jar, LLC and collection of \$1450 in July toward August Rents.

5 axes & Permits Revenue: Highlights for August include Virginia Car Rental Distribution of \$482.84, ARB permit of \$10, BPOL receipt of \$2600, State Communications

Sales Tax of \$400.65, Franchise fees of \$529.44, Motor Vehicle Fees of \$399.84 and Use Permit of \$75.

6 Contractual Expenses: Highlights for August include the Pink House HVAC replacement and installation for \$7655 & an advance of other repairs in the amount of \$1,227; Legal Fees to the town of \$1,150 & to COVID-19 \$725 (to be approved by the TC); COVID-19 ZOOM expenditure of \$ 288.66; Banner replacement of \$245, Mowing of \$600, Trash collection of \$123.69.

Supplemental Detail Reports are provided as follows:

- **CARES Act – COVID-19** supplemental report is provided to reflect the FY21 YTD expenses attributed to COVID-19 and the CARES Act funding. For July & August 2020, expenses total \$ 41,602.32, leaving a balance of \$ 8,163.69.
- **Profit & Loss Detail Export** Report for period ended 08/30/2020. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.
- **Looking forward to September:**
- **Fairfax County invoice for Election** – As reported at the 8/4 meeting, the town received an invoice from the Fairfax County Office of Elections for \$4,283.97 for the 5/19/20 Election Services to the town. The Treasurer called for clarification and justification for the amount which is grossly higher than prior years. The last election in 2016 was only \$1,269. When clarification is received concerning the charges, it will be reported to the Town Council for approval. The Treasurer will call again prior to the Town Council meeting to speak with Erick Spicer in the Dept of Elections. – Note: if the increase in the charges was caused by COVID-19, this cost may be allowable as a charge to the town's CARES Act funding.
- **Treasurer will be on leave** – Just a reminder that I will be on leave September 16 to September 28.

After your review of the reports, if you have any questions or concerns, please let me know. If there are additional supplemental schedules that you would like to see, just let me know. *Thank you.*

Sincerely,

Marilyn

Marilyn Barton

Treasurer

Email: treasurer@cliftonva.gov

Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

www.cliftonva.gov



2020 08 30 Financial Statements.xlsx

68K

ASSETS	8/30/2020	Bank Rates Effective 8/1/2020		APR %	Negotiated Increases
		CD Term	Maturity Date		
Current Assets					
Checking/Savings					
John Marshall Bank CDs	317,098.05	1 yr	8/1/2021	0.65%	Matured 8/1/20 New rate is down from 2.25% to .65% APR @ 8/1/20
C-.D. - United Bank - 2 7 mos CDs	217,228.18	7 mos	11/17/2020	0.75%	Down from 2.10% due to COVID-19 beginning 4/17/20
C.D. - United Bank 1	50,175.56	9 mos	12/4/2020	1.40%	Down from 2% due to COVID-19 @ 3/04/2020 J.Marshall Bank
C.D. - United Bank 2	50,175.56	9 mos	12/4/2020	1.40%	Down from 2% due to COVID-19 @ 3/04/2020 J.Marshall Bank
C.D. - United Bank 3	50,175.56	9 mos	12/4/2020	1.40%	Down from 2% due to COVID-19 @ 3/04/2020 J.Marshall Bank
C.D. - United Bank 4	50,175.56	9 mos	12/4/2020	1.40%	Down from 2% due to COVID-19 @ 3/04/2020 J.Marshall Bank
C.D. - United Bank - 4 7-month CDs	400,000.00	7 mos	12/8/2020	0.75%	Opened 5/8/2020
United Bank - Events Acct	100.00				
United Bank - Haunted Trail Account	3,780.33				
Checking-United Bank	62,372.65	in Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	979.11				
Money Market Savings-United	104,398.47		8/30/2019	1.39%	Down from 1.589% @ 7/31/18
Security Deposit - United Bank	4,407.42				
Total Checking/Savings	1,311,066.45				

NOTES: As of the date of this report, 8/30/20, the interest income has not yet been posted. The Treasurer will report the interest for August verbally at the 9/1/20 Town Council Meeting.

Town of Clifton Profit & Loss Budget Performance August 2020

Operating Funds		Aug 20	Budget	Jul - Aug 20	YTD Budget	Annual Budget
Income						
State Funding - CARES Deferred & Fire Program, Litter Grant						
1		0.00	0.00	49,766.01	48,291.00	59,091.00
	Committees Fundraising	0.00	125.00	0.00	250.00	1,500.00
	Community Hall Revenues	0.00	416.67	0.00	833.33	5,000.00
	Haunted Trail Event	0.00	2,916.67	0.00	5,833.33	35,000.00
2	Interest Income	0.00	1,000.00	1,562.41	2,000.00	12,000.00
3	Other Income	0.00	0.00	197.50	0.00	
4	Pink House Rental	650.00	2,666.67	4,200.00	5,333.33	32,000.00
5	Tax and Permits Revenue	4,769.77	8,000.00	7,284.84	16,000.00	96,000.00
Total Income		5,419.77	15,125.00	63,010.76	78,541.00	240,591.00
Gross Profit		5,419.77	15,125.00	63,010.76	78,541.00	240,591.00
Expense						
	Commodities	153.82	356.67	431.42	713.33	4,280.00
6	Contractual	4,699.41	19,102.08	52,519.17	38,204.17	229,225.00
	Haunted Trail Expenses	0.00	1,416.67	0.00	2,833.33	17,000.00
	Payroll Expenses	5,382.50	5,561.92	10,765.00	11,123.83	66,743.00
Total Expense		10,235.73	26,437.33	63,715.59	52,874.67	317,248.00
Net Income		(4,815.96)	(11,312.33)	(704.83)	25,666.33	(76,657.00)
CIF FUNDS:						
CIF Income						
	CIF - Capital Improvements Fund	631.51	36,900.00	631.51	73,800.00	442,800.00
CIF Expenses						
	CIF Expenses	7,655.00	112,397.92	7,655.00	224,795.83	1,348,775.00
Net Income - CIF Funds		(7,023.49)	(75,497.92)	(7,023.49)	(150,995.83)	(905,975.00)
Consolidated Net Income		(11,839.45)	(86,810.25)	(7,728.32)	(125,329.50)	(982,632.00)

NOTES & Highlights: Only major items are highlighted at the Town Council's request. For details refer to the P&L Detail Export tab.

1 **Federal CARES Act Revenues:** In FY20 the town received \$51,433 in Federal COVID-19 funding through Fairfax County. The Town is a subrecipient of the funding. The allocation was based upon the 2018 US Census and submitted as part of Fairfax County's application. Funding must be used for reimbursement for COVID-19 related costs incurred from March 1 - December 31, 2020. \$1,666.99 was expended and reported in FY20. The balance of \$49,766.01 is deferred to FY21. \$40,000 was allocated to the Clifton IDA that awarded grants on behalf of the town to eligible town businesses. The balance remaining to cover the town's costs is \$9,766.01.

2 **Interest Income:** Interest is not available for posting until 8/31.

3 **Other income:** Reflects reimbursement for replacement of Ayre Square planter.

4 **Pink House Rental:** Reflects \$800 rent relief to Belle Jar, LLC and collection of \$1450 in July toward August Rents.

5 **Taxes & Permits Revenue:** Highlights for August include Virginia Car Rental Distribution of \$482.84, ARB permit of \$10, BPOL receipt of \$2600, State Communications Sales Tax of \$400.65, Franchise fees of \$529.44, Motor Vehicle Fees of %399.84 and Use Permit of \$75.

Town of Clifton
Profit & Loss Budget Performance
August 2020

Operating Funds

Aug 20	Budget	Jul - Aug 20	YTD Budget	Annual Budget
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Contractual Expenses: Highlights for August include the Pink House HVAC replacement and installation for \$7655 & an advance of other repairs in the amount of \$1,227; Legal Fees to the town of \$1,150 & to COVID-19 \$725 (to be approved by the TC); COVID-19 ZOOM expenditure of \$ 288.66; Banner replacement of \$245, Mowing of \$600, Trash collection of \$123.69.

6

Town of Clifton
Transaction Detail by Account
 July 2020 through June 2021

Type	Date	Num	Name	Memo	Class	Amount	Balance
Contractual							
Town Government							
Clifton IDA - CARES Act -Grants							
Check	07/31/2020	7835	Wheelhouse Yoga, LLC	Clifton IDA - CARES Act Grant	COVID-19	(10,000.00)	(10,000.00)
Check	07/31/2020	7836	Trummer's Restaurant	Clifton IDA - CARES Act Grant	COVID-19	(10,000.00)	(20,000.00)
Check	07/31/2020	7837	GoldensHill Papercrafts	Clifton IDA - CARES Act Grant	COVID-19	(10,000.00)	(30,000.00)
Check	07/31/2020	7838	Animal Clinic of Clifton	Clifton CARES Act Grant	COVID-19	(10,000.00)	(40,000.00)
Total Clifton IDA - CARES Act -Grants						(40,000.00)	(40,000.00)
COVID-19							
Bill	07/31/2020		United Bankcard Center -(VISA)	7/05/20 WAVE - Growth Media - COVID -mtg re COVID-19		(300.00)	(300.00)
Bill	07/31/2020		United Bankcard Center -(VISA)	7/5/20 ZOOM - COVID mtg related - Clerk's car COVID-19		(288.66)	(588.66)
Check	08/30/2020	7850	Maureen K. Gilmore, Attorney-at-Law	Legal Services: July 2020 - re: COVID-19 for 2. COVID-19		(725.00)	(1,313.66)
Bill	08/30/2020		United Bankcard Center -(VISA)	8/1/20 ZOOM - COVID mtg related - Clerk's car COVID-19		(288.66)	(1,602.32)
Total COVID-19						(1,602.32)	(1,602.32)
Total Town Government						(41,602.32)	(41,602.32)
Total Contractual						(41,602.32)	(41,602.32)
TOTAL						(41,602.32)	(41,602.32)

Town of Clifton
Profit & Loss Budget Performance
August 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<i>NOTE: Detailed Budgets will be updated for FY21 for the Sept Reports</i>												
2									Aug 20	Budget	Jul - Aug 20	YTD Budget	Annual Budget
3			Income										
4			State Funding										
5			Fire Program Funds						0.00	0.00	0.00	0.00	0.00
6			State Funding - Other -CARES Act deferred from FY20						0.00	0.00	49,766.01	0.00	0.00
7			Total State Funding						0.00	0.00	49,766.01	0.00	0.00
8			CIF - Capital Improvements Fund										
9			Grants										
10			Federal										
11			ISTEA-Clifton Streetscape						0.00	0.00	0.00	0.00	0.00
12			Total Federal						0.00	0.00	0.00	0.00	0.00
13			VDOT- MAP21 Streetscape Phase 2						631.51	0.00	631.51	0.00	0.00
14			Total Grants						631.51	0.00	631.51	0.00	0.00
15			Total CIF - Capital Improvements Fund						631.51	0.00	631.51	0.00	0.00
16			Committees Fundraising										
17			Homes Tour Income						0.00	0.00	0.00	0.00	0.00
18			Council of the Arts										
19			Clifton Film Festival						0.00	0.00	0.00	0.00	0.00
20			Total Council of the Arts						0.00	0.00	0.00	0.00	0.00
21			Parks Committee										
22			Park Rental						0.00	0.00	0.00	0.00	0.00
23			Total Parks Committee						0.00	0.00	0.00	0.00	0.00
24			Total Committees Fundraising						0.00	0.00	0.00	0.00	0.00
25			Community Hall Revenues										
26			Community Hall Rentals						0.00	0.00	0.00	0.00	0.00
27			Total Community Hall Revenues						0.00	0.00	0.00	0.00	0.00
28			General Donations						0.00	0.00	0.00	0.00	0.00
29			Haunted Trail Event						0.00	0.00	0.00	0.00	0.00
30			Interest Income						0.00	0.00	1,562.41	0.00	0.00
31			Other Income						0.00		197.50		
32			PC - Reimbursements						0.00	0.00	0.00	0.00	0.00
33			Pink House Rental						650.00	0.00	4,200.00	0.00	0.00
34			Tax and Permits Revenue										
35			VA - Car Rental Distribution						482.84	0.00	798.19	0.00	0.00
36			ARB Permits						10.00	0.00	20.00	0.00	0.00
37			BPOL tax						2,600.26	0.00	2,685.26	0.00	0.00
38			BZA Fee						0.00	0.00	0.00	0.00	0.00
39			Cigarette Tax						173.88	0.00	247.72	0.00	0.00
40			Communications Sales Tax -Va						400.65	0.00	794.41	0.00	0.00
41			Franchise Fees - Cox & Verizon						529.44	0.00	529.44	0.00	0.00
42			Motor Vehicle Tags						399.84	0.00	399.84	0.00	0.00
43			Railroad Tax						0.00		1,562.12		
44			Sales Tax						0.00	0.00	0.00	0.00	0.00
45			Use Permits						75.00	0.00	150.00	0.00	0.00
46			Utility Consumption Tax						97.86	0.00	97.86	0.00	0.00
47			Total Tax and Permits Revenue						4,769.77	0.00	7,284.84	0.00	0.00
48			Total Income						6,051.28	0.00	63,642.27	0.00	0.00
49			Gross Profit						6,051.28	0.00	63,642.27	0.00	0.00
50			Expense										
51			Citizens' Recognition Expense						0.00	0.00	0.00	0.00	0.00
52			Bank Service Charges						0.00	0.00	0.00	0.00	0.00
53			CIF Expenses										
54			Pink House Upgrade & Maint						7,655.00		7,655.00		

Town of Clifton
Profit & Loss Budget Performance
August 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<i>NOTE: Detailed Budgets will be updated for FY21 for the Sept Reports</i>												
2									Aug 20	Budget	Jul - Aug 20	YTD Budget	Annual Budget
55								Special Projects Committee					
56								Dev. of Streetscape Phase 2	0.00	0.00	0.00	0.00	0.00
57								Total Special Projects Committee	0.00	0.00	0.00	0.00	0.00
58								Total CIF Expenses	7,655.00	0.00	7,655.00	0.00	0.00
59								Commodities					
60								Office Equipment	0.00	0.00	0.00	0.00	0.00
61								Computer Supplies	82.93	0.00	82.93	0.00	0.00
62								Copies	0.00	0.00	0.00	0.00	0.00
63								Miscellaneous - Commodities	0.00	0.00	0.00	0.00	0.00
64								Office Supplies	37.61	0.00	37.61	0.00	0.00
65								Postage and Delivery	33.28	0.00	310.88	0.00	0.00
66								Total Commodities	153.82	0.00	431.42	0.00	0.00
67								Contractual					
68								Fire Program	0.00	0.00	0.00	0.00	0.00
69								Caboose Expenses					
70								Caboose Equipment	0.00	0.00	0.00	0.00	0.00
71								Caboose Maintenance	0.00	0.00	0.00	0.00	0.00
72								Total Caboose Expenses	0.00	0.00	0.00	0.00	0.00
73								Community Hall Expenses					
74								C.H.-Cleaning	75.00	0.00	75.00	0.00	0.00
75								C.H.-Equipment & Supplies	0.00	0.00	0.00	0.00	0.00
76								C.H.-General Maintenance	0.00	0.00	0.00	0.00	0.00
77								C.H.-Management Fee	0.00	0.00	0.00	0.00	0.00
78								C.H. - Electric	207.74	0.00	207.74	0.00	0.00
79								C.H. Interior Improvements	0.00	0.00	0.00	0.00	0.00
80								Total Community Hall Expenses	282.74	0.00	282.74	0.00	0.00
81								Dues and Subscriptions					
82								Conference Attendance	0.00	0.00	0.00	0.00	0.00
83								Va. Municipal League	0.00		408.00		
84								Dues and Subscriptions - Other	0.00	0.00	0.00	0.00	0.00
85								Total Dues and Subscriptions	0.00	0.00	408.00	0.00	0.00
86								Insurance	0.00		5,394.00		
87								Legal Advertising	0.00	0.00	0.00	0.00	0.00
88								Mayoral Reimbursement	0.00	0.00	0.00	0.00	0.00
89								Miscellaneous	0.00	0.00	0.00	0.00	0.00
90								Professional Fees					
91								Legal Fees	1,150.00	0.00	1,150.00	0.00	0.00
92								Total Professional Fees	1,150.00	0.00	1,150.00	0.00	0.00
93								Town Assoc of Northern Va Event	0.00	0.00	0.00	0.00	0.00
94								Town Facilities					
95								Ayre Square Maintenance	0.00	0.00	0.00	0.00	0.00
96								Pink House Expenses					
97								Pink House Maintenance	1,000.00	0.00	1,000.00	0.00	0.00
98								Pink House Repairs	227.00		227.00		
99								Total Pink House Expenses	1,227.00	0.00	1,227.00	0.00	0.00
100								Town Handyman - 1099 vendor	0.00	0.00	0.00	0.00	0.00
101								Total Town Facilities	1,227.00	0.00	1,227.00	0.00	0.00
102								Town Government					
103								Clifton IDA - CARES Act -Grants	0.00		40,000.00		
104								COVID-19	1,013.66		1,602.32		
105								Architectural Review Board	0.00	0.00	0.00	0.00	0.00
106								Beautification Comm.					

Town of Clifton
Profit & Loss Budget Performance
August 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	NOTE: Detailed Budgets will be updated for FY21 for the Sept Reports												
2									Aug 20	Budget	Jul - Aug 20	YTD Budget	Annual Budget
107								Banner Replacement	245.00		245.00		
108								Total Beautification Comm.	245.00		245.00		
109								BZA	0.00	0.00	0.00	0.00	0.00
110								Planning Commission					
111								Consulting-Capital/Town & Zng	0.00	0.00	0.00	0.00	0.00
112								General Admin Costs	0.00	0.00	0.00	0.00	0.00
113								General Consulting	0.00	0.00	0.00	0.00	0.00
114								PC Hearings, Ads and copies	0.00	0.00	0.00	0.00	0.00
115								Total Planning Commission	0.00	0.00	0.00	0.00	0.00
116								Town Committees Expense					
117								Communication Committee					
118								Web Server Maint & Domain Subsc	0.00	0.00	0.00	0.00	0.00
119								Web site updating & config	0.00	0.00	0.00	0.00	0.00
120								Communication Committee - Other	0.00	0.00	0.00	0.00	0.00
121								Total Communication Committee	0.00	0.00	0.00	0.00	0.00
122								Council for the Arts Committee					
123								Clifton Film Festival Exp	0.00	0.00	0.00	0.00	0.00
124								Total Council for the Arts Committee	0.00	0.00	0.00	0.00	0.00
125								Environmental Comm					
126								Environmental Event Expense	0.00	0.00	0.00	0.00	0.00
127								Total Environmental Comm	0.00	0.00	0.00	0.00	0.00
128								Historic Preservation Comm Exp					
129								Historic Town Documents exp	0.00	0.00	0.00	0.00	0.00
130								Town Museum	0.00	0.00	0.00	0.00	0.00
131								Historic Preservation Comm Exp - Other	0.00	0.00	0.00	0.00	0.00
132								Total Historic Preservation Comm Exp	0.00	0.00	0.00	0.00	0.00
133								Sunshine Committe					
134								Easter Egg Hunt Expense	0.00	0.00	0.00	0.00	0.00
135								Total Sunshine Committe	0.00	0.00	0.00	0.00	0.00
136								Town Parks Committee Exp					
137								Landscape/Ground Maint expense	0.00	0.00	0.00	0.00	0.00
138								Fall Zone Mulching	0.00	0.00	0.00	0.00	0.00
139								Grounds Maintenance	0.00		700.00		
140								Parks Mgt Fee	0.00	0.00	0.00	0.00	0.00
141								Playground Equip. Maintenance	0.00	0.00	0.00	0.00	0.00
142								Tree Triming & Replacement	0.00	0.00	0.00	0.00	0.00
143								Total Town Parks Committee Exp	0.00	0.00	700.00	0.00	0.00
144								Total Town Committees Expense	0.00	0.00	700.00	0.00	0.00
145								Total Town Government	1,258.66	0.00	42,547.32	0.00	0.00
146								Town Services					
147								Elections	0.00	0.00	0.00	0.00	0.00
148								Grass Mowing	600.00	0.00	1,200.00	0.00	0.00
149								Town Park Lawn Maintenance	0.00	0.00	0.00	0.00	0.00
150								Trash Collection	123.89	0.00	242.02	0.00	0.00
151								Utilities					
152								Gas and Electric	57.12	0.00	68.09	0.00	0.00
153								Total Utilities	57.12	0.00	68.09	0.00	0.00
154								Total Town Services	781.01	0.00	1,510.11	0.00	0.00
155								Total Contractual	4,699.41	0.00	52,519.17	0.00	0.00
156								Haunted Trail Expenses	0.00	0.00	0.00	0.00	0.00
157								OTHER - TC approval req'd +\$500	0.00	0.00	0.00	0.00	0.00

Town of Clifton
Profit & Loss Budget Performance
 August 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<i>NOTE: Detailed Budgets will be updated for FY21 for the Sept Reports</i>												
2									Aug 20	Budget	Jul - Aug 20	YTD Budget	Annual Budget
158								Other Expenses	0.00	0.00	0.00	0.00	0.00
159								Payroll Expenses					
160								Gross Wages					
161								Assistant Project Manager	333.34	0.00	666.68	0.00	0.00
162								Town Clerk (Administrative)	1,166.66	0.00	2,333.32	0.00	0.00
163								Town Clerk - Records Review	1,000.00	0.00	2,000.00	0.00	0.00
164								Town Treasurer	2,000.00	0.00	4,000.00	0.00	0.00
165								Zoning Clerk	500.00	0.00	1,000.00	0.00	0.00
166								Total Gross Wages	5,000.00	0.00	10,000.00	0.00	0.00
167								Payroll Taxes					
168								FICA	310.00	0.00	620.00	0.00	0.00
169								Medicare	72.50	0.00	145.00	0.00	0.00
170								Payroll Taxes - Other	0.00	0.00	0.00	0.00	0.00
171								Total Payroll Taxes	382.50	0.00	765.00	0.00	0.00
172								Total Payroll Expenses	5,382.50	0.00	10,765.00	0.00	0.00
173								Total Expense	17,890.73	0.00	71,370.59	0.00	0.00
174								Net Income	(11,839.45)	0.00	(7,728.32)	0.00	0.00

PLANNING COMMISSION REPORT for August 25, 2020

Present: Kathy Kalinowski, Mac Arnold, Jennifer, Heilmann, Terry Winkowski, Susan Yantis; Absent: Melissa Milne and Michelle Stein

1. The Planning Commission reviewed an application for a final construction use permit from Kimberly El Boury (formerly Lowell) for the construction of a retaining wall located at 7221 Dell Avenue. It was confirmed that construction is complete, all required County permits were obtained and that the retaining wall was built as required by the Certificate of Appropriateness, copies of which were reviewed by the Planning Commission. The Planning Commission recommends that a final use permit be approved.

2. The Planning Commission reviewed an application for a use permit for a commercial use, namely, an accounting firm, from Anthony Reid, located at 12644 Chapel Road, Suite 113 and 210. Both Suites have 384 net square feet of space, there are five employees total, and the hours of operation are 9AM to 10 PM seven days a week. Mr. Reid currently has a use permit for a commercial use at these premises for Suite 113 for his business with the allocation of one parking space. However, Mr. Reid's expansion into Suite 210 would require the allocation of an additional parking space for a total of two parking spaces based on the additional square footage for the this commercial office use (1 parking space for every 220 net square feet of space). Since the parking tabulation for this property shows a total of 63 on site parking space, and 65 spaces as allocated, the Planning Commission cannot presently recommend this application for Mr. Reid's office expansion for approval until additional parking spaces become available on site.

3. The Planning Commission Chair and the Mayor have been in discussions with the Department of Environmental Quality of the Commonwealth of Virginia (DEQ) with respect to certain changes in our zoning ordinance and Town practices which DEQ believes are mandated by State Code to our Town Code chapter 11, the Chesapeake Bay Preservation Ordinance. To that end, the Planning Commission recommends that the Town approve the Corrective Action Plan and proposed zoning changes submitted, and move forward with adopting those ordinance changes within the prescribed time periods.

4. The Planning commission has also been moving forward with notifying applicants who have preliminary use permits issued for construction that those use permits will expire after two years if construction has not been fully completed, unless the applicant applies for an extension prior to expiration of the permit.



**Corrective Action Agreement – Town of Clifton
Chesapeake Bay Preservation Act Program
Page 1 of 3**

This is a Corrective Action Agreement (“Agreement”) issued under the authority of Va. Code § 62.1-44.15:71, between the State Water Control Board and the Town of Clifton (“Town”), regarding the Town’s Chesapeake Bay Preservation Act Program for the purpose of resolving certain deficiencies that are violations of the State Water Control Law and the applicable regulations.

Program Component	Deficiencies and Legal Requirements	Corrective Action	Completion Date
Administration	<p>Deficiency: The Town has not amended its local ordinances to include the requirement for the notation on plats of the requirement to retain an undisturbed and vegetated 100-foot wide buffer. The Town has not amended its local ordinances to include the requirement of notation on submitted plats and site plans, regarding the pump-out and 100% reserve drain field sites for on-site septic systems. The Town has not amended its local ordinances to include the requirement for the notation on plats that development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot wide buffer area. The Town ordinance states that any use, development or redevelopment of land in Chesapeake Bay Areas should disturb no more land than is necessary to provide for the proposed use or development but the ordinance does not contain specific development standards to implement this performance criteria and ensure no more land is disturbed than necessary.</p> <p>Legal Requirements: 9 VAC 25-830-190 (A)(4) states: “Local land development ordinances and regulations shall provide for (i) the depiction of RPA and RMA boundaries on plats and site plans, including a notation on plats of the requirement to retain an undisturbed and vegetated 100-foot wide buffer area, as specified in subdivision 3 of 9VAC25-830-140.”</p> <p>9 VAC 25-830-190 (A)(4) states: “Local land development ordinances and regulations shall provide for (ii) a plat notation of the requirement for pump-out and 100% reserve drainfield sites for onsite sewage treatment systems, when applicable. ”</p> <p>9 VAC 25-830-190 (A)(4) states: “Local land development ordinances and regulations shall provide for (iii) a plat notation of the permissibility of only</p>	<p>The Town shall adopt its proposed ordinance amendments, submitted to DEQ on July 31, 2020 and attached hereto, to ensure the Town Ordinance meets the requirements of 9VAC25-830-130(1) and 9VAC25-830-190(A).</p>	<p>Within 120 days of the effective date of this Agreement.</p>



**Corrective Action Agreement – Town of Clifton
Chesapeake Bay Preservation Act Program**

	<p>water dependent facilities or redevelopment in Resource Protection Areas, including the 100-foot wide buffer area. ”</p> <p>9 VAC 25-830-130(1) states in part, “Through their applicable land use ordinances...local governments shall require that any use, development or redevelopment of land...meets the following performance criteria...1. [n]o more land shall be disturbed than is necessary to provide for the proposed use or development.”</p> <p>9VAC 25-830-190(A) states in part: (2) ...“Specific development standards that implement the performance criteria from subdivision 1, 2, and 4 of 9VAC 25-830-130 shall be included in local land development ordinances.”</p>		
Administration	<p>Deficiency: The Town has not maintained a septic tank pump-out program for all properties with on-site septic systems located within the Town and cannot provide information to DEQ on the status of pump-outs in the Town. The Town in its ordinance has relied on compliance with Chapter 68 of the Fairfax County Code to constitute compliance with this requirement.</p> <p>Legal Requirements: 9VAC25-830-130 (7) provides that local governments shall ensure that “[o]n-site sewage treatment systems not requiring a Virginia Pollutant Discharge Elimination System (VPDES) permit shall:</p> <p>a. have a pump-out accomplished for all such systems at least once every five years.</p> <p>(1) If deemed appropriate by the local health department and subject to conditions the local health department may set, local governments may offer to the owners of such systems, as an alternative to the mandatory pump-out, the option of having a plastic filter installed and maintained in the outflow pipe from the septic tank to filter solid material from the effluent while sustaining adequate flow to the drainfield to permit normal use of the septic system. Such a filter should satisfy standards established in the Sewage Handling and Disposal Regulations (12VAC5-610) administered by the Virginia Department of Health</p>	<p>The Town shall work with Fairfax County to get information related to the status of septic tank pump-outs in the Town from the County, which implements a septic tank pump-out program for the whole County, including the Town. The Town shall demonstrate to DEQ that it can obtain information related to the status of septic tank pump-outs in the Town from Fairfax County, for inclusion in Annual Reports, by sending DEQ information on the septic tank pump-outs in the Town in 2019.</p>	<p>Within 120 days of the effective date of the Agreement</p>



**Corrective Action Agreement – Town of Clifton
Chesapeake Bay Preservation Act Program
Page 3 of 3**

DEQ, on behalf of the State Water Control Board, conducted a review of the Town’s Chesapeake Bay Preservation Act Program (CBPA Program) from August 29, 2017 to December 6, 2017 and submitted a staff report to the Town on December 7, 2018. Based on the review of the CBPA Program, the Board finds the CBPA Program contains the deficiencies listed in the table above and is therefore not consistent with the Chesapeake Bay Preservation Act and Regulations.

For purposes of this Agreement and subsequent actions with respect to this Agreement only, the Town agrees with the deficiencies and legal requirements contained herein for the program components listed above.

By signing this Agreement, the Town declares it has received fair and due process under the Administrative Process Act and the State Water Control Law and it waives the right to any hearing or other administrative proceeding authorized or required by law or regulation, and to any judicial review of any issue of fact or law contained herein. Nothing herein shall be construed as a waiver of the right to any administrative proceeding for, or to judicial review of, any action taken by the Board to modify, rewrite, amend, or enforce this Agreement.

The Town also agrees to complete the corrective actions by the deadline listed in the table above.

The undersigned representative of the Town certifies that he or she is a responsible official authorized to enter into the terms and conditions of this Agreement and to execute and legally bind the Town to this document. Any documents to be submitted pursuant to this Agreement shall also be submitted by a responsible official of the Town.

This Agreement shall become effective upon execution by both the Virginia Department of Environmental Quality and Town of Clifton.

Signature: _____ Date: _____

Name & Title: _____

Signature: _____ Date: _____

Name & Title: Justin Williams, Director, Office of Watersheds and Local Government Assistance Programs

c. Lands Meeting Definition of CBPA Component Presumed to Exist.

Lands that meet the above definition of a component of a CBPA (section 11-8 of the Ordinance) but not identified on the Clifton CBPA map are presumed to exist in the Town of Clifton and are hereby designated to be within the CBPA and protected under all of the terms and provisions of this ordinance.

d. When this Ordinance Shall Govern.

Whenever any provision of this Ordinance imposes a greater requirement or a higher standard than is required in any State or Federal statute or other Town of Clifton or Fairfax County ordinance or regulation, the provision of this Ordinance shall govern. Whenever any provision of any State or Federal statute or other Town of Clifton or ordinance or regulation imposes a greater requirement or a higher standard than is required by this Ordinance, the provision of such State or Federal statute or other Town of Clifton ordinance or regulation shall govern.

Sec. 11-10. ALLOWED DEVELOPMENT IN RPA'S

Development shall be allowed in the RPA only when permitted by the Town Council and if it is water dependent as designated in this Ordinance, constitutes redevelopment as permitted in the underlying zoning district, and is in compliance with all requirements in this Ordinance. A water quality impact assessment shall be required for any proposed land distributing activity, redevelopment or development in accordance with Sec. 11-15.3 of this Ordinance.

Sec. 11-11. ALLOWED DEVELOPMENT IN RMA'S

Permitted uses, special permit uses, accessory uses, and special requirements shall be as established by the underlying zoning district, unless modified by the performance requirements set forth section 11-12.

Sec.11-12. GENERAL PERFORMANCE REQUIREMENTS FOR DEVELOPMENT AND REDEVELOPMENT IN CBPA'S

In order to attain the water quality objectives set forth in section 11-3 (the "purpose") of this ordinance, development and redevelopment in all components of CBPA's must meet and maintain the performance criteria set forth in sections 11-12 through 11-13.

a. When the Town Council Shall Approve a Development or Redevelopment.

The Town Council shall approve a proposed development or redevelopment greater than 2500 square feet only if it is found that the regulated activity is determined to be in accordance with this Ordinance and that the applicant has demonstrated to the Town Council by a preponderance of the evidence that the proposed development, or redevelopment meets or exceeds the following performance criteria:

1. Any land disturbing activity that exceeds an area of 2,500 square feet shall be subject to a plan of development process, including the approval of a site plan in accordance with the provisions of the Zoning Ordinance or a subdivision plat in accordance with the Subdivision Ordinance. The construction of single family dwellings, septic tanks and drainfields shall not be exempt from this requirement.
2. No more land shall be disturbed that is necessary to provide for the proposed use or development; including, but not limited to, setting limits on clearing and grading of the site, where applicable, and that any such clearing and grading limits be marked on site; utility installation plans shall be approved prior to land disturbance; a replanting plan be submitted when vegetation is removed for construction; and that existing drainage ways be incorporated, and natural drainage patterns be integrated, into site drainage plans, wherever possible.
3. Indigenous vegetation shall be preserved to the maximum extent practicable consistent with the use or development proposed;
4. Land development shall minimize impervious cover consistent with the proposed use or development or redevelopment.

and the written findings and rationale for the decision to the applicant, with a copy to the Town Council. The applicant may then apply to the Town Council for an exception.

4. The Town Council shall consider the water quality impact assessment and the findings and rationale of the Planning Commission in determining harmony with the intended spirit and purpose of this Ordinance.
3. The Town of Clifton shall notify the affected public of any such exception requests and shall consider these requests in a public hearing in accordance with §15.2-2204 of the Code of Virginia, except that only one hearing shall be required.
6. A request for an exception to the requirements of provisions of this Ordinance other than Sections 11-10 and 11-13 Additional Performance Requirements for RPAs, shall be made in writing to the Planning Commission. The Planning Commission may grant these exceptions provided that:
 - A. Exceptions to the requirements are the minimum necessary to afford relief; and
 - B. Reasonable and appropriate conditions are placed upon any exception that is granted, as necessary, so that the purposed and intent of this Ordinance is preserved.

Sec. 11-15. PLAN OF DEVELOPMENT CRITERIA, REQUIREMENTS AND EVALUATION PROCEDURES

a. Application Fees, Submission of Drawings and other Information.

1. Application for a Plan of Development approval shall be made to the Town Clerk and the fee for such application shall be as set forth in the instructions to the Use Permit application ~~\$25.00~~. The original of the application and the fee for the application shall be delivered to the Town Clerk. Twelve (12) copies of the Plan of Development application and twelve (12) copies of all site drawings and other applicable information incorporating the requirements of this Ordinance shall be submitted to the Planning Commission for review at least two weeks prior to the Commission hearing date. This Plan of Development application may be filed separately or in conjunction with a use permit or subdivision application.

2. All information required in this section shall be certified as complete and accurate by a professional engineer.

3. As part of its review of an application, the Planning Commission may require a review by its chosen consultants or by the ~~Chesapeake Bay Local Assistance Department (CBLAD)~~ DEQ Office of Local Government Assistance Programs (DEQ) to determine compliance with this ordinance. ~~CBLAD~~DEQ comments are advisory only. Any costs incurred in the application review process will be the responsibility of the applicant/Land owner and must be paid for prior to approval of the application.

4. When submitting a plan for review, an applicant shall include the following information as applicable. The Planning Commission may request additional information as necessary due to the scope and nature of the proposed project.

A. General Information:

i. Date and name of project.

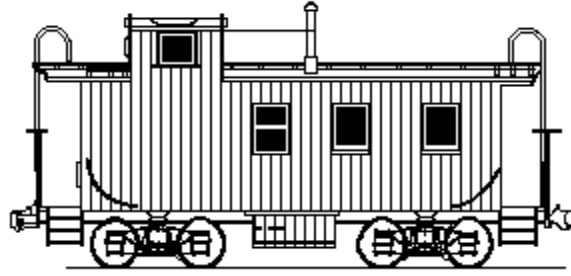
ii. A Boundary survey of the site or site drawing showing north arrow, scale, property line measurements, and existing and proposed zoning (the "Plat"), which depicts the RMA and RPA boundaries.

- iii. A description of the proposed project including a description of the proposed use or uses, location, dimensions of proposed or existing structures including marine and temporary structures, and adjacent land uses.
- iv. Location of all building restriction lines, setbacks, easements, covenant restrictions, and rights-of-way on and adjacent to the site including off-site roads.
- v. Location and dimensions of all driveways, parking areas and other impervious surfaces with indication of the type of surface material.
- vi. Computations of total site area in acres, the amount and percent of the site to be cleared for the project, and the amount and percent to be covered by impervious surface after development.
- vii. Copies of all permits from applicable agencies necessary to develop the project, especially wetlands permits.
- viii. Existing and proposed topography and general soils information.
 - ix. The location of all RPA features on the Plat, including the requirement to retain an undisturbed and vegetated 100 foot wide buffer area; including the notation of the permissibility of only water dependent facilities or redevelopment in the RPA, including the 100 foot wide buffer area; and any water body with perennial flow.
 - x. Specifications for the preservation of existing vegetation, re-establishment of denuded areas, and supplemental planting.
 - xi. A plat and plan notation setting forth the location and description of all existing and proposed on-site sewage disposal systems including reserve sites, and of all existing and proposed wells, and the requirement for pump-out and 100% reserve drainfield sites for onsite sewage treatment systems, when applicable.
- xii. Location and description of all erosion and sediment control devices.

b. Stormwater Management.

NOTE: This information shall be submitted in addition to the General Information if stormwater management is required for water quality protection.

- 1. Stormwater management calculations (Virginia Stormwater Management Handbook).
- 2. A brief explanation of the selected Best Management Practices (including nonstructural practices and techniques) and how they were determined.
- 3. Location and design of planned stormwater control devices. In addition,
 - A. For structures involving embankments:
 - i. A typical cross-section through the embankment showing any necessary core, and all design elevations including any freeboard allowances;
 - ii. The composition of core material.
 - iii. Latitudinal and longitudinal cross-sections of any outlet structure.
 - B. For infiltration facilities:



**TOWN OF CLIFTON
ARCHITECTURAL REVIEW BOARD
REGULAR MEETING
THURSDAY, August 27, 7:30 PM
ELECTRONIC MEETING, VIA ZOOM**

Until further notice from the Mayor of Clifton, and in accordance with the Resolution of the Architectural Review Board Commission regarding Remote Participation by Electronic Means Policy and the Town Council Continuity of Government Methods, to the Architectural Review Board and Authorizing Remote Participation by Electronic Means Without a Physical Quorum Being Present Pursuant to Virginia Law, the Town of Clifton Architectural Review Board 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 or Chair of the Architectural Review Board upon receiving an emailed request directed to clerk@cliftonva.gov or royce.jarr@yahoo.com.

Order of Business: ARB Meeting Results Report

1. Discussion of Yard Signs that are not currently covered in the Town Code signage section 9-14

The consensus of the ARB members is to not change the signage section of the Town Code. The current code language limits signage in residentially zoned property to address numbers, real estate "For Sale or For Rent" signs and political campaign signs with defined parameters. The ARB would like to continue to minimize potential signage to help maintain the character of residential areas.

Past examples of yard signs noncompliant with the current code language have mostly been limited to graduation or birth announcements and have met few if any complaints from neighbors. This type of signage is usually displayed for a relative short period. If any written complaints for noncompliant signage are received the ARB believes enforcement measures in place are adequate.

2. Discussion of the length of time political signs can be displayed per the Town Code section 9-14.H.8

The consensus of the ARB members is to not change the length of time political campaign signs can be displayed as defined in the signage section of the Town Code. The current time of 60 days prior to an election allows signage to be displayed 15 days prior to the first early election date.

The ARB would like the wording of "Political Campaign Signs" to be better defined to include only signage directly related to specific candidates or referendums on the election ballots.

3. Motier LLC 12644 Chapel Road
New mechanical equipment screening

The application for the screening fence around the new mechanical equipment was approved.

CLIFTON TOWN COUNCIL, COMMISSIONS, BOARDS & COMMITTEES

2020-2022

	Term Expires		Term Expires
<u>TOWN COUNCIL</u>		<u>TOWN OFFICIALS</u>	
William (Bill) R. Hollaway, Mayor	06-30-22	Town Attorney: Maureen Gilmore	06-30-22
Regan McDonald, Vice Mayor		Town Clerk: Amanda Christman	06-30-22
Patrick Pline, Council		Zoning Clerk: Amanda Christman	06-30-22
Vacant, Council		Town Treasurer: Marilyn Barton	06-30-22
Darrell D. Poe, Council		<i>Dual signature for checks/Single for transfers between Town Accounts.</i>	
Steve Effros, Council		Town Treasurer: Marilyn Barton	06-30-22
<u>PLANNING COMMISSION (4-YEAR TERMS)</u>		Patrick Pline, Councilmember	06-30-22
Kathy Kalinowski, Chair	01-04-21	William (Bill) Hollaway, Mayor	06-30-22
Vacant, Town Council Representative	06-30-22	<u>TOWN HALL MANAGER</u>	
Terri Winkowski	06-30-23	Darrell Poe, Manager & Reservationist & Town Council Representative	6-30-22
Jennifer Heilmann	02-01-21	<u>TOWN PARKS MANAGER</u>	
Susan Yantis	06-06-24	Donna Netschert, Parks Reservationist	6-30-22
Michelle Stein	06-30-24	Regan McDonald, Town Council Representative	6-30-22
Mac Arnold	07-11-24	<u>GOVERNMENTAL LIAISONS</u>	
<u>BOARD OF ZONING APPEALS (5-YEAR TERMS)</u>		<u>FAIRFAX COUNTY ATHLETIC COUNCIL</u>	
(3, 5 or 7 Members)	03-01-21	Jeff Stein	
Brant Baber, Chair	07-01-24	<u>SULLY DISTRICT CITIZENS ADVISORY COMMITTEE LIAISON</u>	
VACANT	07-01-25	Vacant	
Marilyn Stoney	03-04-22	<u>VML LIAISON</u>	
William Ridenour	03-04-23	Vacant, Town Council Representative	
Jeff Stein	03-04-23	Stephen Effros	
<u>ARCHITECTURAL REVIEW BOARD</u>		<u>FAIRFAX COUNTY FIRE LIAISON</u>	
(5 or 7 Members)	06-30-21	Darrell Poe, Town Council Representative	
Royce Jarrendt, Chair	06-30-21	<u>VIRGINIA CIGARETTE TAX BOARD</u>	
Regan McDonald, Town Council Representative	06-30-21	Vacant, Town Council Representative	
Phyllis Lovett	06-30-21	<u>SPECIAL PROJECTS COMMITTEE</u>	
Geri Yantis	06-30-21	Susan Yantis, Chair	
Phoebe Peterson	06-30-21	Bill Ference	
Jeff Stein	06-30-21	Rick Layfield	
Diane Dygve	06-30-21	Rick Peterson	
<u>Industrial Development Authority</u>		Regan McDonald, Town Council Representative	
Brant Baber, Chair	03-04-23	6-30-22	
Sarah Nitz, Director	03-04-22	Geri Yantis	
Steve Effros, Director	03-04-22	Doug Miller	
Wayne Nickum, Director	03-04-22		
Jeff Stein	03-04-22		
William Ridenour	03-04-22		
James Chesley	03-04-24		

ADHOC COMMITTEES:

NOISE COMMITTEE

Kathy Kalinowski

Steve Effros

Jennifer Heilmann

Darrell Poe, Town Council Representative 6-30-22

CLIFTON BUSINESS COALITION

Business Representatives (Businesses in Clifton may each have one representative)

Sean McNamara, Co-Chair

Darrell Poe

Stephen Effros, Town Council Representative 6-30-22

COMMUNICATION COMMITTEE

Jay Davis

Michelle Stein

Amanda Christman

6-30-22

Erich Russek-Robbins

Darrell Poe, Town Council Representative 6-30-22

COMMITTEE ON THE ENVIRONMENT

Laura Stephens McDonald, Chair

Michelle Stein

Mark Khosravi

Regan McDonald

Jennifer Heilmann

Regan McDonald, Town Council Representative 6-30-22

CLIFTON TRAILS COMMITTEE

Mark Khosravi, Chair

HAUNTED TRAIL COMMITTEE

Esther Pline, Co-Chair

Sydney Sawyer, Co-Chair

Jeff Harper

Darrell Poe, Town Council Representative 6-30-22

Witches & Warlocks of Clifton

CLIFTON CANDLELIGHT CHRISTMAS

HOMES TOUR COMMITTEE

Darah Curran, Chair

Vacant, Town Council Representative 6-30-22

TOWN PARKS COMMITTEE

6-30-22

Adj. Prop. Owners (one resident vote per parcel)

Donna Netschert, Chair

Arlene Posner

Jeff Sealy

Ginny Keen

Dwayne Nitz

Ester Pline

Council For The Arts

Darrell Poe, Chair & Town Council Representative 6-30-22

Alexia Poe

Joanna Ormisher

Chuck Rusnak, Art Guild Liaison

HISTORIC PRESERVATION COMMITTEE

Margo Khosravi, Chair

Diane Dygve

Mark Khosravi

Darrell Poe

Jan Schneiderman

Wayne Nickum

Chuck Rusnak

William (Bill) Hollaway, Town Council Representative 6-30-22

PARKING & TRAFFIC COMMITTEE

Vacant, Town Council Representative 6-30-22

Chase Hinderstein

Kimberly El Boury

Amine El Boury

Jim Chesley

Jennifer Chesley

Lorena Saldivar

Lynn Screen

Eileen Fulk

PINK HOUSE MAINTENANCE

William (Bill) Hollaway, Chair

Regan McDonald, Town Council Representative 6-30-22

HOLIDAY TREE LIGHTING EVENT

Darrell Poe, Town Council Representative 6-30-22

TOWN EVENTS COMMITTEE

Darrell Poe, Town Council Representative 6-30-22

Town Parks Committee, cont'd

6-30-22

Laura McDonald

Regan McDonald, Town Council Representative 6-30-22

Adam Cirigliano

Steve Bittner

Wayne Nickum



Clifton Clerk <clerk@cliftonva.gov>

Fairfax County Natural Planting Amendment

1 message

Laura McDonald <laura.e.mcdonald@icloud.com>

Thu, Aug 6, 2020 at 5:56 PM

To: William Hollaway <whollaway@cliftonva.gov>, seffros@cliftonva.gov, rmcDonald@cliftonva.gov, mmilne@cliftonva.gov, ppline@cliftonva.gov, dpoe@cliftonva.gov

Cc: Clifton Clerk <clerk@cliftonva.gov>, Margaret Fisher <1margaret.e.fisher@gmail.com>

Good afternoon all,

Per request of Mayor Hollaway, I've attached a copy of the Fairfax County Natural Planting Amendment (NO. 2017 P-09) that was approved unanimously by the Fairfax County Board of Supervisors in June.


Here are links to the [Audubon at Home](#) habitat certification program and [Plant NOVA Natives](#) initiative that I mentioned during the meeting. I have hard copies of additional information available upon request. If you're really interested in learning more about creating a wildlife habitat on your property, we are hosting an even on August 27. There is a nominal fee (\$5), you can register [here](#).

Please let me know if you have any questions.

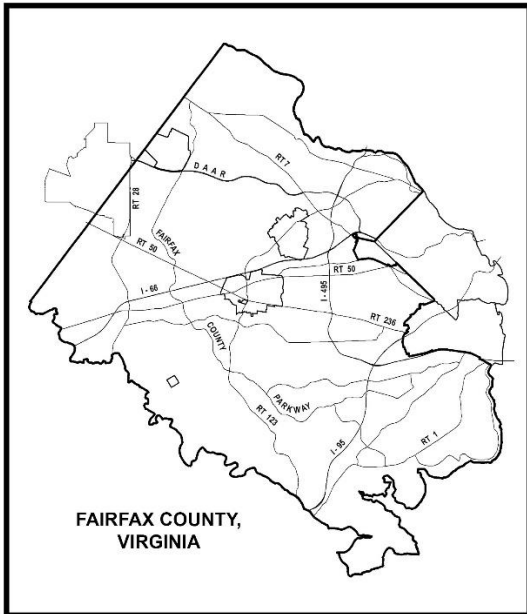
Kind regards,

Laura McDonald

"be kinder than necessary, for everyone you meet is fighting some kind of battle."

 **pa-2018-cw-2cp-adpoted-text.pdf**

377K



AN AMENDMENT TO
**THE COMPREHENSIVE PLAN
AND THE POLICY PLAN
FOR FAIRFAX COUNTY, VIRGINIA
2017 EDITION**

GENERAL LOCATION: Countywide

PARCEL LOCATION: All

PLANNING AREA AND DISTRICT: All

SUPERVISOR DISTRICT: All

ADOPTED: June 9, 2020

ITEM NO. 2018-CW-2CP

FOR ADDITIONAL INFORMATION CALL (703) 324-1380

MAP NOT APPLICABLE

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AMENDMENT TO THE COMPREHENSIVE PLAN (2017 EDITION)

The following changes to the Comprehensive Plan have been adopted by the Board of Supervisors. To identify changes from the previously adopted Plan, text which has been added is shown as underlined. No text was deleted.

ADD: Fairfax County Comprehensive Plan, 2017 Edition, Policy Plan, Public Facilities, as amended through 4-9-2019, new Objective 6, Page 4:

“COUNTYWIDE OBJECTIVES AND POLICIES

The overall Public Facilities element of the Comprehensive Plan is based on general objectives which apply to the county's public facility planning effort as a whole and specific functional program areas in particular. These objectives therefore should be viewed as the key principles for establishing a facility network which is responsive to the county's ability to pay, community expectations, the public health, safety and general welfare, and neighborhood and land use impacts.

Objective 1: Locate new facilities to provide convenient service to the greatest number of people or service consumers and users.

- Policy a. Site facilities appropriately to the area they are intended to serve.
- Policy b. Reduce service area overlap between like facilities, unless overlap is necessary to correct service deficiencies.
- Policy c. Site facilities in accordance with locational standards that maintain accepted levels of service while reducing duplication or underutilization.
- Policy d. Ensure that minimum populations or service thresholds are projected to be met before facility construction is undertaken.

Objective 2: Construct and maintain facilities in accord with expected levels of service objectives and fiscal limitations.

- Policy a. Program the establishment of facilities through the county's Capital Improvement Program. Projects programmed for construction in the CIP should either be 1) identified in the plan text or on the Plan map in accordance with adopted service levels; 2) be demonstrated as particularly urgent to meet public health or safety needs or required service levels; or 3) be supported by a needs analysis reviewed both by the Offices of Comprehensive Planning and Management and Budget and supported by the County Executive's recommendation as evidenced by CIP inclusion.
- Policy b. Follow adopted public facility standards to identify facility requirements associated with level of need, appropriate quantity and size, and relationship to population.

Policy c. Ensure adequate maintenance of existing facilities.

Objective 3: Balance the provision of public facilities with growth and development.

Policy a. Construct new facilities in size and quantity which is consistent with projected population needs.

Policy b. Ensure that adequate facility space and services are available, programmed in the CIP, or provided by new development, before increasing planned intensities through revision of the Comprehensive Plan.

Policy c. Assess the adequacy and need for public facilities in the rezoning process.

Policy d. Phase increases in development intensity with the establishment of necessary facilities, when rezoning to higher intensities is to occur prior to the establishment or programming of adequate facilities.

Policy e. Designate and reserve future public facility sites that will be required by future growth and development.

Policy f. Ensure that when existing public facility sites are no longer needed for their original use, the land formerly used for that purpose is reserved, to the extent possible and prudent, for other public uses.

Policy g. Acquire, as fiscally possible, sites for public facilities in advance of demand either through purchase or dedication.

Objective 4: Mitigate the impact of public facilities on adjacent planned and existing land uses.

Policy a. Locate public facilities in areas of compatible land use, if service efficiency and cost effectiveness can be achieved. Siting facilities in areas of different land uses is acceptable and at times required, to provide centrally located public facilities which are critical to the public interest as long as the integrity of the Comprehensive Plan is not impinged.

Policy b. Co-locate public facilities whenever appropriate to achieve convenience and economies of scale, as long as the integrity of the Comprehensive Plan is not impinged.

Policy c. Design facilities to promote and enhance the community identity of existing character.

Policy d. Ensure that public facilities are properly screened and buffered in order to mitigate visual impact on adjacent planned development of a different use or nature.

Policy e. Ensure that site size and development conforms to all requirements of the Fairfax County Zoning Ordinance and exceeds site acreage requirements, as possible, to achieve maximum compatibility with surrounding land uses.

Objective 5: Acquire sites which are appropriate for the facility's specific purpose. Apply acceptable criteria when evaluating public facility sites.

Policy a. Consider accessibility in siting facilities. In general, public facilities should have access to primary arterial roadways. Exceptions to this locational principle include facilities with a community pedestrian orientation, such as a neighborhood park or an elementary school.

Policy b. Locate facilities on sites which have adequate acreage for short-term needs, but can also accommodate expansion.

Policy c. Avoid areas of environmental sensitivity except where site acquisition is in support of open space.

Policy d. Evaluate engineering considerations, such as slopes and soils and other factors pertinent to knowing the extent of the site's development cost.

Policy e. Locate, as possible, facilities on sites with public water and sewer.

Policy f. Locate facilities on sites preferably having mature vegetation, capable of providing a natural buffer and enhancing building design.

Policy g. Use the 2232 review process to determine the siting suitability and appropriateness of facilities in relation with the Comprehensive Plan.”

Objective 6: Design, retrofit and maintain public facilities and sites in an environmentally-sensitive manner.

Policy a. Apply low impact development (LID) practices and natural landscaping methods with the goal of minimizing resource consumption, reducing stormwater runoff, decreasing life-cycle maintenance requirements, increasing the habitat value of each site, and increasing soil and plant health. Consider factors including costs, health, safety/security, and the broader context of facility and site needs (e.g., recreational uses). Design and coordinate county infrastructure projects, such as trails, sanitary sewer lines, and stream restorations, to minimize disturbance of natural habitats and to minimize the limits of clearing and grading. Design and maintain utility corridors as natural areas to the extent practicable.

Policy b. Where opportunities arise in consideration of the factors identified in Policy a above, retrofit and maintain existing facilities and sites with natural landscaping and LID methods/practices.

Policy c. Ensure that natural landscaping and LID practices are monitored and maintained such that they will remain viable over time.

Policy d. Apply green building practices within the design of public facilities.”

ADD: Fairfax County Comprehensive Plan, 2017 Edition, Glossary, as amended through 10-30-2018, new definition, Page 12:

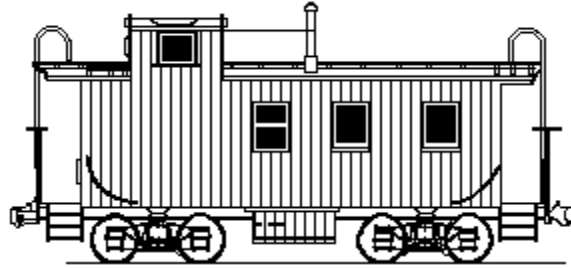
“**NATURAL LANDSCAPING:** A landscaping approach through which the aesthetic and ecological functions of landscapes installed in the built environment are improved, and through which natural areas are restored by preserving and recreating land and water features and native plant communities. Sustainable landscapes are formed by protecting and restoring natural ecosystem components; maximizing the use of native plants; controlling invasive plant species; reducing areas of unnecessary mowing; reducing or eliminating synthetic fertilizers; protecting, creating, and maintaining healthy soils; and retaining rainwater on-site through low impact development practices. In natural areas, only locally native plant species are used to provide the greatest possible ecological benefits. In built landscapes, most of the plant cover is composed of native plant species that support wildlife and improve environmental conditions, although non-invasive non-native plants may be selectively used where appropriate.”

COMPREHENSIVE LAND USE PLAN MAP:

The Comprehensive Land Use Plan Map will not change.

COUNTYWIDE TRANSPORTATION PLAN MAP:

The Countywide Transportation Plan Map will not change.



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, SEPTEMBER 1, 2020, 7:30 PM
ELECTRONIC MEETING BY ZOOM
12641 CHAPEL ROAD
CLIFTON, VA 20124**

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

The meeting will be conducted using Zoom teleconferencing audio and video service, and connection information will be provided to members of the public to afford the opportunity to citizens to witness the operation of the Town of Clifton government. Connection information is available from, and will be provided by, the Town Clerk.

Any member of the public wishing to observe or participate in the electronic meeting **must notify the Town Clerk at clerk@cliftonva.gov in advance by Noon on the day of the meeting** in order to register for the meeting.

Any member of the public requesting to speak or make comments during the electronic meeting **must register with the Town Clerk at clerk@cliftonva.gov in advance by Noon on the day of the meeting, providing their name and address and the subject matter of their comments**, in order to have an opportunity to speak and provide comments during the meeting. Any such comments will be **limited to three (3) minutes** per speaker and priority will be given to the citizens and tax-payers of the Town of Clifton. Members of the public may also submit written comments to the Town Clerk in advance of the meeting. Any such written comments will be included in the record for the meeting, but will not be read aloud during the meeting.

Order of Business:

1. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings and work sessions).
2. Report of the Treasurer.
3. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.

Each person wishing to address the Council shall, when recognized by the Mayor:

- (i) Give their name and address;
- (ii) Direct their remarks to the Council and not to other citizens present;
- (iii) Be limited to one period of not over three (3) minutes, unless granted additional time by unanimous consent of the Council.

Persons requesting to speak must have registered with the Town Clerk by no later than Noon of the day of the meeting. Priority to speak shall be given to persons in the order that they registered with the Town Clerk.

4. Reports of Committees:
 - a. Planning Commission:
 - i. Virginia DEQ Corrective Action Agreement.
 - b. Report of the Zoning Administrator:
 - i. Update on Residential Construction Projects:
 - A. 12752 Chapel Street (Lots 41A and 42) Sewer Connection and Lot Consolidation;
 - ii. Update on Commercial Use Permits:
 - A. 7184 Clifton Road.
 - c. Architectural Review Board:
 - i. Yard Signs.
 - d. Review and Update Town Committee List for 2020-21.
5. Unfinished Business:
 - a. Native Species/Natural Landscaping Resolution for Town-Controlled Properties.
 - b. Safety Grant – Application.
 - c. Additional Compensation for Staff for COVID-19 Related Work:
 - i. COVID-19 Administrator Position;
 - ii. COVID-19 Financial Administrator Position.
6. New Business:
 - a. Vacancy on Town Council – Request for Applicants:
 - i. Statement of Interest and Qualifications.
 - b. Renaming the Town Park – “Harriet and William Harris Park” – Begin Discussion.
 - c. Speed Bumps – Addition on Clifton Road to Address Speeding and Accidents.
 - d. Halloween – Plans for Town of Clifton Trick or Treating.
7. Adjournment.